

## PATCHWAY TOWN COUNCIL

### **Minutes of the Meeting of Patchway Town Council held on the Tuesday 18<sup>th</sup> March 2025 at 19:00 at Callicroft House, Patchway.**

**Councillors:** Cllr D Lawrence (Chair), Cllr K Dando, Cllr D Fry, Cllr J James, Cllr P Knight, Cllr D Lansdown, Cllr E Martin, Cllr S Rummels, & Cllr K Walker.

**In attendance:** S Howard (Town Clerk) & J Watkins (Deputy Town Clerk and RFO).

**Absent:** None

**Members of the Public:** None present

As the time was 19:00, the Chair, Cllr D Lawrence called the meeting to order and informed all participants that the meeting would be recorded in line with The Openness of Local Government Regulations 2014 (SI2014/2095) and Patchway Town Council's protocol on the filming and recording of Town Council, Committee and Sub-Committee meetings.

**18/3/2025 - No 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.**

There were no questions from the public.

**18/3/2025 - No 2. To receive any apologies for absence.**

The Council noted apologies from Cllr N Field (another meeting), Cllr E Gordon (personal commitment), Cllr A Morey (personal commitment), Cllr R Loveridge (personal commitment) Cllr S Scott (another meeting) & Cllr T Scott (personal commitment).

**18/3/2025 - No 3. To receive any Declarations of Interest and to approve any dispensations for this meeting.**

The Chairman stated that any member having a disclosable pecuniary interest in a matter to be discussed should declare it during the meeting as specified in the Code of Conduct required by the Localism Act 2011 Section 27 and should leave the room while the matter was discussed.

Cllr K Dando declared an interest in agenda item 11d as he was a member of the former Patchway Sports and Social Club.

**18/3/2025 - No 4. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 18<sup>th</sup> February 2025 and to receive the Clerk/RFO's report for this meeting.**

**RESOLVED:** It was unanimously agreed to approve the minutes as a true and accurate record.

**18/3/2025 – No 5. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.**

Under the Patchway Town Council Scheme of Delegation and Regulation 4.1 of the Financial Regulations, the Clerk and Chairman have authorised expenditure items below due to the nature of these transactions being required in a timely manner for reasons of project delivery.

**RESOLVED:** that the Council noted there were two items to report under the Scheme of Delegation that were submitted to members prior to the meeting.



15/3/2025

**18/3/2025 – No. 7. Patchway Town Council Finance.**

a) To approve the expenditure report for March 2025

**RESOLVED:** It was unanimously approved to agree the expenditure report for March 2025.

[illegible]

b) To note the bank reconciliation, bank statements, income, expenditure, and monthly summary of account reports from February 2025.

The Council noted the financial reports for February 2025.

c) To note the debt for unpaid rental from the former Patchway Sports & Social Club to the Council is £8276.00 for 2024/25. And to note this debt remains recorded on the debtor's report meaning the Council is a creditor of the former Patchway Sports & Social Club.

The Council noted the outstanding debt regarding the former Patchway Sports & Social Club.

d) To consider and approve budget virement as follows:  
£2,000 from 900/9014 (Major Projects) to 110/4130 (Professional Fees) for additional external report expenditure.

**RESOLVED:** that the Council **APPROVED** the budget virement of £2,000 from the Major Projects cost code to the Professional Fees cost code.

**18/3/2025 – No. 7 To approve the Terms and Conditions of hire for 2025/26:**

- a) The Casson Centre
- b) The Jason Franklin 3G Facility
- c) The Cricket Pitch
- d) Grass Pitch Hire
- e) Twin-Lane Cricket Facility
- f) Hardcourt Facility

**RESOLVED:** that the Council **APPROVED** agenda items 7 a to f regarding the Terms and Conditions of hire for 2025/26.

**18/3/2025 – No. 8 To note the Fire Risk Assessments carried out at Callicroft House, The Casson Centre, Council garage and The Pavilion.**

The Council noted the Fire Risk Assessments carried out to support the Council's buildings.



**15/3/2025**

**18/3/25 – No.9 To consider Patchway Town Council’s response to South Gloucestershire Council’s Consultation on the Local Plan concerning Regulation 19 publication**

<https://beta.southglos.gov.uk/new-local-plan/>

The Council members noted South Gloucestershire Council’s Consultation regarding the Local Plan and the Regulation 19 publication. Cllr Knight commented that the historical approach of receiving opinion(s) and pulling in comment(s) does not always mean that the District Council supports all ideas.

**18/3/2025 – No. 10 To consider a motion from Cllr Rummels: How do we ensure that any opportunities coming down the track in the region at which Patchway sits in the heart of, puts the people of Patchway first in line to benefit.**

Cllr Rummels stated that as a new Councillor he wished to ensure that where there are opportunities to support the community by seeking funding from large employers and government backed investments, that the Town Council is in line for any opportunities as and when they arise.

**RESOLVED:** that Cllr Rummels contacts businesses in the Patchway vicinity to ascertain what is available to the local community and to encourage companies to attend Council meetings to provide further information and potential sponsorship and opportunities.

**18/3/25 – No. 11 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.**

**a) South Gloucestershire Councillors report on items relating to Patchway.**

No updates to report.

**b) Friends of Patchway Twinning Group.**

The Deputy Town Clerk confirmed that work was continuing in relation to the planned visits and excursions with the Twinned Towns in the coming months.

**c) Almondsbury Joint Burial Committee.**

Cllr Dando advised that during an Almondsbury Joint Burial Committee (AJBC) meeting held on 27<sup>th</sup> February 2025, concern had been raised that Patchway Town Council had requested a ‘pause’ on the cemetery land acquisition. Cllr Dando stated that if the Town Council did not act quickly, then the land sale could fall through should the seller pull out, coupled with changes to capital gains tax from April 2025. The Town Council could see themselves liable for Solicitor charges too.

Also, if the Town Council renege on the proposal, then the Patchway residents will need to pay more for burial plots as they will become ‘out of Parish’ which attracts a higher fee.

The Chairman of Council commented that during the Council meeting on the 18<sup>th</sup> February 2025 that members had approved to ‘pause’ on the land purchase, as although money had been secured for the land purchase, the Town Council needs to understand the full extent of future costs to support the many stages of the project over the coming years.

The Deputy Town Clerk confirmed that a meeting had been held with DCK Accounting to seek advice and guidance as to how the Council can forecast and budget for future years, and a budget from AJBC was requested, which does not exist. The more significant costs are to be incurred towards the end of the project and the Council needs to be sure that it can afford all stages of the new cemetery site before proceeding.

A report from DCK Accounting is awaited before the Council can make an informed decision.

An Extra-Ordinary Meeting of the Council to discuss this item further, can be called as required, possibly a joint meeting with AJBC if necessary.



Cllr Dando advised that he had informed the Council at the time of the land acquisition that there would be further costs to be incurred with the project, but that figures were not known at the time.

Cllr Dando also confirmed a complaint had been received concerning a collapsed grave. The matter is being dealt with between AJBC and a Solicitor.

**d) Former social club building.**

The Clerk confirmed that a report had been circulated to members prior to the meeting.

Both the Clerk and Deputy Town Clerk met with the Council Solicitor on the 17<sup>th</sup> March 2025 to seek clarification of the actions taken by the Council since the closure of the Patchway Sports & Social Club (PSSC) on the 30<sup>th</sup> October 2024.

The Clerk confirmed that although a ballot was held by some members, the Council Solicitor also views the non-payment of rent and handing back the keys as clear actions of surrender and a forfeit of the lease.

Within the lease document between the PSSC and Town Council following the forfeiture, the land and building become the responsibility of the Town Council and actions to insure the property and support the utility bills going forward have now been completed.

The Solicitor also confirmed that now the building has been abandoned, the Council is permitted to go out to tender with the view of reletting the building.

Concern has been raised by those who have lost their jobs at the PSSC. The Council Solicitor confirmed that the Town Council did not employ them. The matter lies between the PSSC and the employee. Due to there being no incorporated status on the club, there is not a requirement for the building to be liquidated, and the term 'liquidation' only refers to limited companies. The Council Solicitor will seek advice from an employment specialist within the firm to see if any further support can be provided.

Cllr Rummels would like the report prepared by the Clerk to be précised by the Solicitor to ensure that the report agrees with what was said during the meeting held at the Solicitor's offices to support the Council to be able to move forward.

The Council Solicitor was asked if they were confident that the Council could defend the actions taken in court, if challenged, to which the Solicitor answered, Yes.

A full survey of the building has been completed, as agreed by Council on the 18<sup>th</sup> February 2025, and the report is awaited.

**RESOLVED:** that a Steering Group be set up by the Town Council and to invite residents of Patchway that are interested residents in providing suggestions and ideas as to what they do/do not want the building to become, moving forward.

Feedback from the Steering Group meeting will help guide the tendering process.

The commencement of the tender process was also **APPROVED** by Council members.

**e) South Gloucestershire Council partnership working.**

No updates to report.



15/3/2025

**f) Improving The Parade.**

**Car Parking charges**

Cllr Knight stated that the Town Council should keep a watchful eye on the potential impact the new charges will have on The Parade car park once the new controls are in place. Will there be a drop in numbers of people using the Community Centre, the local shops and clubs.

There will be further meetings with South Gloucestershire Council as there are still questions that need to be answered, as follows.

- When do the parking charges come into force.
- How many parking spaces have a restricted parking time of 1 hour.
- There are rumours that there is to be a machine at the Doctor's surgery where you can enter your car registration number to support your appointment at the treatment centre.

**New Pharmacy**

Cllr Walker confirmed that the access licence required for the property has been rushed through so that the shop fitting can start. The Pharmacy opening is scheduled for the 31<sup>st</sup> March 2025.

**g) Public Safety updates.**

No updates to report.

**h) Residents' communications.**

No updates to report.

**i) Youth provision.**

No updates to report.

**j) Patchway Community Larder.**

Cllr Lansdown confirmed that the larder had been used heavily in recent weeks. Cllr Lansdown gave a vote of thanks to local residents for their continued support and kind donations.

**k) S106 Monies awarded for Pretoria Road Allotments.**

The Clerk confirmed that a Project Management Plan was being completed to support the latest S106 award from South Gloucestershire Council.

**l) Patchway Town Council Community Grant Review 2024/25.**

The Deputy Town Clerk confirmed that two reports from grant recipients are awaited.

All groups to be invited to the Annual Assembly Meeting on the 29<sup>th</sup> April 2025 to provide a verbal report as to how the grant money received has benefitted their project(s).

**18/3/2025 – No. 12. To note the date of the next Meeting of Patchway Town Council will be held on 15<sup>th</sup> April 2025 at 7pm at Callicroft House.**

The date of the next Council meeting was noted.

The Clerk to check that the meeting can go ahead in case we are in purdah measures due to the local West of England Authority elections in the area.

**18/3/2025 – No. 13. To note the date of the Annual Assembly Meeting of Patchway Town Council will be held on Tuesday 29<sup>th</sup> April 2025 at 7pm at Callicroft House.**

The date of the Annual Assembly meeting was noted. It was agreed to start the meeting at 6.30pm.

**The meeting was closed by the Chairman at 8.01pm**



**15/3/2025**