

PATCHWAY TOWN COUNCIL

Draft Minutes of the Meeting of Patchway Town Council held on the Tuesday 15th October 2024 at 19:00 at Callicroft House, Patchway.

Councillors: Cllr Dayley Lawrence (Chair), Cllr Patrick Cottrell, Cllr Ken Dando, Cllr Daniel Fry, Cllr Jenny James, Cllr Pete Knight, Cllr Denise Lansdown, Cllr Roger Loveridge, Cllr Angela Morey, Cllr Sam Scott, and Cllr Toni Scott.

In attendance: S Howard (Town Clerk), J Turner (Locum Town Clerk- remotely), J Watkins (Deputy Town Clerk and RFO).

Absent: None

Members of the Public: 4

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.

15/10/2024 - No 1. To receive questions from the members of the public present.

A member of the Patchway Sports and Social Club wished to inform the Town Council that following the official statement made by the Town Council that an unofficial meeting for Club Members has been arranged on Wednesday 23rd October 2024 at 7.30pm at the Aretians RFC Club. The purpose of the meeting is to come to a decision on the future of the Club. The Club member also asked the Councillors if there were any specific terms that they need to ballot on?

The Chair of Council advised that he should contact the Clerk to discuss further.

A member of the public gave her frustration at trying to contact the Town Council by telephone. She confirmed that she had gone to great lengths to phone the office and received no answer, was not able to leave a message and had now written to the Council and had not had a reply. Why can't the Council provide contact numbers for Councillors within the Town News and go back to having a landline telephone number.

The member of the public also wished to stress the issues with the Coniston Parade, GP surgery and Bromford Pharmacy. The container being used as a pharmacy in the car park is not ideal for those staff working from the facility. The container is either too hot in the Summer and now will become too cold in the Winter. There is also no toilet provision, meaning staff must use the GP Surgery or within the Community Centre. The member of the public thanked the staff for their hard work in these conditions and asked what is happening to resolve the issues.

The Chair of Council apologised to the member of public and confirmed that the Council would invest time in creating a contact page within the Town News. The Council would also seek further information with regards to the cost for telecommunications for the Council offices.

With regards to the temporary pharmacy arrangements, it was confirmed that this was being investigated by the District Councillor, Cllr Isobel Walker. Cllr Keith Walker confirmed during the meeting that a more permanent home within a shop unit in The Parade shopping centre is being sought and to move into in January 2025. Cllr Field also confirmed that NHS England is also involved with the discussion and arrangements being made.



15/10/2024 - No 2. To receive any apologies for absence.

The Council noted apologies from Cllr Eric Gordon (personal reason) and Cllr Elaine Martin (unwell).

15/10/2024 - No 3. To receive any Declarations of Interest.

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 Sam Scott declared an interest in item 8B.

15/10/2024 - No 4. To consider and approve any dispensations for this meeting.

RESOLVED: It was unanimously agreed to grant dispensation for the disclosed interests on the basis of no involvement in debate or resolutions on the following items.

Cllr Sam Scott regarding agenda item 8B.

The Chair stated that to allow the meeting to not be spent receiving the same question(s) on topics within the agenda, that Standing Order 2(O) is used allowing for Councillors to speak once on an item whilst debating on a motion.

15/10/2024 - No 5. To approve the minutes of the meeting of Patchway Town Council held on Tuesday 10th September 2024 and to note the Clerk/RFO's report for this meeting.

There was no report from the Clerk/RFO to report.

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

15/10/2024 – No 6. To receive an update from the Local Police Neighbourhood Team

The Local Police Neighbourhood Team reported to the Council that following last year's anti-social behaviour orders identified, there have been no orders reported this year.

The Police have supported Patchway Community School's careers talks with pupils, also FACE's 10-year anniversary event.

The Beat Team have worked with the Police cadets to visit local stores to test if stores sell vapes to underage children. It was found that 6 out of 8 stores visited failed to ask for proof of age. The Police are now working with the licencing department to resolve this issue.

The Liaison Officer has visited the Traveller's site to provide fire safety advice.

In December the Police will be attending Life Skills @ The Create Centre in Bedminster with Charltonwood Primary School.

The Police also provided statistics for the Patchway area over the last three months concerning anti-social behaviour, road rage and other reported incidents in the Town.

The Local Beat team asked that if members identified matters being reported on social media platforms, that the Police are also notified, as sometimes issues raised do not transmit through to the authorities.

Cllr Toni Scott confirmed that more sign posting is happening with the public watching the live streams of Council meetings, so the message is getting out there. Cllr Scott also asked if there was any update concerning the wildlife incidents that were happening in the local area during recent months.



Cllr Dando raised an issue with fly-tipping, stating that it is on the increase, especially in back lanes.

The Police asked if there was any further information concerning the wildlife incidents to pass this onto them. Concerning the fly tipping, if any personal details are found within items dumped, then to report to the Police as this assists with catching the offender(s).

15/10/2024 – No. 7 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.

Patchway Town Council is required to pay its suppliers within credit terms in order to honour its financial agreements with suppliers and retain a good relationship. The following payments have been approved under the Scheme of Delegations.

Invoice payment for Limited Assurance Review by External Auditor - Patchway Town Council is required to pay its suppliers within credit terms in order to honour financial agreements with suppliers and retain a good relationship. The invoice from the Council's External Auditor BDO was received on 12th September 2024 and due within 14 days and therefore paid in advance of the October expenditure report.

£480 + Vat has been approved for four 6-seater picnic benches from Redwood Products for the West of England Combined Authority (WECA) Pollinator Project at Pretoria Road Allotments.

£457.24.00 + Vat has also been approved for four 2-seater garden benches from Wayfair for the West of England Combined Authority (WECA) Pollinator Project at Pretoria Road Allotments.

Both sets of furniture were on time limited offers that reduced the expenditure of public funds. The budget is fully funded through the West of England Combined Authority (WECA) Pollinator Grant successfully granted in 2023 with zero cost to Patchway Town Council.

15/10/2024 – No 8. To note the minutes of the Finance Committee meeting held on Tuesday 8th October 2024 and to approve the following recommendations:

The minutes of the Finance Committee meeting held on Tuesday 8th October 2024 were **NOTED**.

- (a) To approve that Patchway Town Council moves to the next stage of the formal budget setting process for the 2025/26 financial year.

Cllr Knight raised the following points concerning some work needed to certain Cost Centres on the budget information, namely.

Centre 510 – Sports & Social Club, with the building now closed and the financial loss of rental income to the Council.

Centre 220 – Burials, there will be ongoing costs that the Council will need to support for the stages of work that will be undertaken over the coming years for the land being acquired.

Centre 120 – Civic/Democratic, Twinning budget is this going to Public Consultation as per minutes of the 10th September 2024 Council meeting.

Centre 400 – Youth & Community, budget is showing £15,000 and states will be used for Twinning when there is a separate Cost Centre and budget allocation for this.

Cllr Loveridge stated using Standing Order 2 (O) is closing the Council down on making comment on agenda items. The Chair advised that this Standing Order has been done under former Chairs. To support Council queries on the budget the Council accountant will be in attendance at the next Finance Committee meeting.



Cllr Toni Scott clarified that Cllr Knight's queries will be answered at the Finance Committee meeting in November 2024.

Cllr Lansdown stated that Twinning is a massive campaign and that instead of 20-30 children benefitting from the funding to take them abroad, more could be done to support those that live in poverty within the Town.

Cllr Sam Scott clarified that this is not setting the budget but to review the accounts and allow for queries to be resolved.

RESOLVED: by 8 votes to move to the next stage of the budget process. There were 3 against and 1 abstention.

- (b) To approve the expenditure of £3901.02 to fund staffing at Patchway Library in 2025/26 Councillors debated the item. It was queried whether Charlton Hayes is contributing to the Library funding.

RESOLVED: that Patchway Town Council will contribute to the library funding on the proviso that Charlton Hayes contributes 50% towards the total expenditure cost due to this also being their local library for residents.

15/10/2024 – No. 9. To note the minutes of the Parks, Open Spaces, Planning and Transport Committee Meeting held on Tuesday 8th October 2024.

The minutes of the Parks, Open Spaces, Planning and Transport Committee were **NOTED**.

15/10/2024 – No. 10. To review the Patchway Town Council hire rates for 2025/2026.

RESOLVED: that the hire rates for 2025/26 were approved.

15/10/2024 – No. 11. Patchway Town Council Finance.

- a) To approve the expenditure report for October 2024.

RESOLVED: It was unanimously approved to agree the expenditure report for October 2024.



Payments for October					
Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Avon Local Council's Association	Essential Councillor training for Cllr E Gordon	£ 45.00	£ -	£ 45.00	10-24-010
Raycox Turf Ltd	Type 1 / sand / hoggin for Pretoria Rd Pollinator Project [fully grant funded]	£ 1,240.00	£ 248.00	£ 1,488.00	10-24-011
Select Security Solutions Ltd	Annual CCTV maintenance at NSP Pavilion 1/10/24 - 30/9/25	£ 423.53	£ 84.70	£ 508.23	10-24-012
Select Security Solutions Ltd	Annual maintenance of CCTV 4G router at NSP Pavilion	£ 934.18	£ 186.83	£ 1,121.01	10-24-013
Amazon Business Ltd	A5 paper supplies - 5 September 2024	£ 25.90	£ -	£ 25.90	10-24-014
Amazon Business Ltd	A4 paper supplies - 5 September 2024	£ 33.32	£ 6.66	£ 39.98	10-24-015
Avon Local Council's Association	Canva software training Part 1 for R Innocent	£ 30.00	£ -	£ 30.00	10-24-016
Avon Local Council's Association	Chairing Meetings Effectively training for Cllr K Walker	£ 30.00	£ -	£ 30.00	10-24-017
St John Ambulance	Emergency First Aid at Work training for D Fenning	£ 190.00	£ 38.00	£ 228.00	10-24-018
CIA Fire & Security Ltd	Annual 3G Mobile access and Cloud Service	£ 1,177.00	£ 235.40	£ 1,412.40	10-24-019
Murray Hire Centres Ltd	Safety boots x 3 pairs for groundstaff	£ 149.97	£ -	£ 149.97	10-24-020
Murray Hire Centres Ltd	Tommy screws and sleeves	£ 31.83	£ 6.37	£ 38.20	10-24-021
Murray Hire Centres Ltd	Wacker plate and rake hire or Pretoria Rd Pollinator Project [fully grant funded]	£ 84.08	£ 16.82	£ 100.90	10-24-022
Origin Amenity Solutions Ltd	Grass seed for cricket square maintenance	£ 224.68	£ 3.20	£ 227.88	10-24-023
Concord Homecare Ltd	Callicroft House carpet cleaning	£ 50.00	£ 10.00	£ 60.00	10-24-024
Concord Homecare Ltd	Cleaning of Callicroft / Casson / Pavilion - August 2024	£ 417.08	£ 83.42	£ 500.50	10-24-025
Raycox Turf Ltd	Hoggin for Pretoria Rd Pollinator Project [fully grant funded]	£ 520.00	£ 104.00	£ 624.00	10-24-026
Amazon Business Ltd	A3 laminating pouches	£ 23.09	£ 4.62	£ 27.71	10-24-027
DCK Accounting Solutions Ltd	Accounting support services - September 2024	£ 302.00	£ 60.40	£ 362.40	10-24-028
South Gloucestershire Council	Commercial recycling service - 30/9/24 - 5/1/2025	£ 74.83	£ -	£ 74.83	10-24-029
CIA Fire & Security Ltd	Repairs to hinge of 3G access gate	£ 232.00	£ 46.40	£ 278.40	10-24-030
Amazon Business Ltd	Garden duty pins for Pretoria Rd Pollinator Project [fully grant funded]	£ 18.32	£ 3.66	£ 21.98	10-24-031
Soltech IT Ltd	Microsoft Office 365 licences - November 2024	£ 95.60	£ 19.12	£ 114.72	10-24-032
Soltech IT Ltd	SaaS Backup for Microsoft 365 - November 2024	£ 16.00	£ 3.20	£ 19.20	10-24-033
Soltech IT Ltd	Exchange Online Kiosks x 13 - November 2024	£ 21.32	£ 4.26	£ 25.58	10-24-034
Keymaster Ltd	New keys for PTC / cleaner access to PSSC changing rooms	£ 46.00	£ 9.20	£ 55.20	10-24-035
S J Ward Agricultural Contractor	Further groundworks at Pretoria Rd Allotments [fully grant funded]	£ 480.00	£ 96.00	£ 576.00	10-24-036
ClubSpark Group Ltd	ClubSpark 12 month Licence Fee for 3G facilities	£ 1,800.00	£ 360.00	£ 2,160.00	10-24-037
Pretoria Road Allotment Society	Manure for Pollinator Project polytunnels [fully grant funded]	£ 240.00	£ -	£ 240.00	10-24-038
Pretoria Road Allotment Society	Pond plants and items for Pollinator Project [fully grant funded]	£ 295.23	£ 33.91	£ 329.14	10-24-039
Raycox Turf Ltd	Type 1 / gravel boards for Pretoria Rd Pollinator Project [fully grant funded]	£ 525.75	£ 105.15	£ 630.90	10-24-040
Amazon Business Ltd	Bulk buy toilet rolls - best value	£ 14.99	£ 3.00	£ 17.99	10-24-041
Murray Hire Centres Ltd	Edger blades x 10	£ 65.80	£ 13.16	£ 78.96	10-24-042
Murray Hire Centres Ltd	Kombo Edge Trimmer and Bristle brush Kombi Tool	£ 404.16	£ 80.84	£ 485.00	10-24-043
Murray Hire Centres Ltd	Wacker plate for Pretoria Rd Pollinator paths [fully grant funded]	£ 26.00	£ 5.20	£ 31.20	10-24-044
Murray Hire Centres Ltd	Saw chains	£ 86.34	£ 17.27	£ 103.61	10-24-045
DCK Accounting Solutions Ltd	Accounting support services - October 2024	£ 334.06	£ 66.81	£ 400.87	10-24-046
Jack Turner	Locum clerk support - Addition work + w/c 7 Oct and 14 October 2024	£ 1,005.00	£ -	£ 1,005.00	10-24-047
Pretoria Road Allotment Society	Expenses related to Pollinator Project [fully grant funded]	£ 118.61	£ 9.15	£ 127.76	10-24-048
HC Tree Services	Side pruning of large willow at BMX Track	£ 650.00	£ 130.00	£ 780.00	10-24-049
Rob Hainey Signs	3 x Pollinator Project signs [fully grant funded]	£ 108.00	£ -	£ 108.00	10-24-050
HMC Patchway	Replacement tyre for Council van	£ 20.00	£ 4.00	£ 24.00	10-24-051
Concord Homecare Ltd	Deep cleaning of PSSC changing rooms - 26/9/2024	£ 150.00	£ 30.00	£ 180.00	10-24-052
Concord Homecare Ltd	Cleaning of Callicroft / Casson / Pavilion - September 2024	£ 417.08	£ 83.42	£ 500.50	10-24-053
		£ -	£ -	£ -	
	Total for October	£13,176.75	£2,212.17	£15,388.92	

b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account report for August and September 2024.

The Council noted the financial reports for August and September 2024 with no questions being raised.

c) Deputy Clerks Report – Income streams at Q2 2024/2025

It is important that Councillors do not get too caught up in individual codes. Members should be reading across the whole committee section and total balance of each cost centre to get an accurate representation of the financial position of the Council. Some codes, for VAT purposes, are on other cost centres but are shared income streams.

For example, vendors/events on centre 500 has income for all Council events whereas the expenditure is split between different cost centres. This report aims to set out, at the end of Quarter two of the Financial Year, where the Council currently is and where the officers believe the Council will be. This will be updated and reviewed each quarter. Some of the headings don't have budgets attributed to them as they are either grants or donations, which are not guaranteed.

Due to good facilities income, the estimated year end remains positive even with a temporary reduction in some rental income.



Budget Heading	Budget Set	Current Position (Month 6)	Estimated YE Position as of October 2024	Estimated YE Position as of January 2025
Precept	£501,638	£501,638	£501,638	
Interest Received	£10,000	£5,688	£11,300	
CIL Payment	£0	£23,743	£23,743	
Civic/Democratic	£0	£290	£290	
Callicroft House Income	£525	£1200	£2400	
Casson Centre Income	£5775	£1377	£3000	
Patchway Pre School	£0	£1	£1	
Capital Income	£0	£1000	£1000	
Patchway CC Ground Rent	£2	£2	£2	
Coniston CC Ground Rent	£1	£1	£1	
Youth/Community	£0	£250	£500	
Vendor/Events	£5000	£4644	£10,000	
Sports Income	£12,075	£5141	£12,075	
3G Income	£27,500	£12,628	£31,000	
Café Income	£8400	£4400	£8400	
Other Grants/Donations	£0	£1230	£1500	
PSSC Income	£11,840	£3427	£3479	
Allotment Rents	£2500	0	£2500	
Tumps Ground Rent	£30	£30	£30	
Totals	£585,286	£566,690	£612,859	
Variance to Annual Budget		-£18,596	+£27,573	

The Deputy Clerk stated that although the Council has lost income from the Patchway Sports and Social Club, the income generated from the 3G pitch, which is very busy, means that the Council remains in a good financial position.

15/10/2024 – No. 12. To note the External Auditor’s report for the financial year ending March 2024 and to action any recommendations from this report.

The Deputy Clerk stated that the External Auditor stated the report was good, with only one minor error due to a date being in the wrong place.

15/10/2024 – No. 13. To note the change of signatories on the CCLA account; removing the former Clerk, Jack Turner and adding the Town Clerk, Suzanne Howard

RESOLVED: that the official documents were signed by the Chair of Council and Deputy Chair during the meeting to support the changes to the CCLA account.

15/10/2024 - No. 14. To consider and approve an additional disabled car parking bay request at Norman Scott Park

RESOLVED: that an additional disabled car parking bay is installed at Norman Scott Park to support users of the park. Officers to obtain costings for the alterations required.

15/10/2024 – No. 15. To consider and approve energy quotes to support Callicroft House, Casson Centre and Norman Scott Pavilion

RESOLVED: that the Council approves the Officers recommendations for the energy quotes obtained for Callicroft House, Casson Centre and Norman Scott Pavilion.



15/10/2024 – No. 16. To elect a member to the following committee's/working groups due to a resignation of a Councillor from the below committee's and working groups:

- a) Friends of Patchway Twinning Group (1)

RESOLVED: It was unanimously approved to not have an elected member on this Committee.

- b) Youth Work Working Party (1)

Cllr Lansdown nominated herself and Cllr Toni Scott seconded.

RESOLVED: It was unanimously approved that Cllr Lansdown is duly elected.

15/10/2024 – No. 17. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

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

- b) Patchway Town Council Events.

The Deputy Clerk confirmed that the ticket sales for the Fireworks display are going well.

Promotion of the Christmas Lights event would commence this week, once confirmation of stall holders is finalised.

- c) Friends of Patchway Twinning Group.

No update received.

- d) Almondsbury Joint Burial Committee.

Cllr Dando confirmed that the formalising of the purchase of land is nearly complete. The pipe query raised is no longer an issue. The Council needs to put money into the budget to support the remaining stages of the project.

Cllr Loveridge confirmed that he attended Almondsbury Parish Council offices to look at the paperwork to support future expenditure. The Pre-Application stage is almost complete, with the next stage being a full planning application submission to South Gloucestershire Council. The Town Council needs to apply funding in the five-year budget to support all stages of the burial land.

The Deputy Clerk confirmed that the Town Council had approved the 50/50 land acquisition with Almondsbury on the 17th January 2023. Within the report from CDS it details the stages of the project but could not provide a breakdown of associated costs.

The costs for the remaining stages are now being realised and will need to be approved by Full Council before the money is spent.

- e) Holding South Gloucestershire Council to account (Strategic Plan Outcome).

The Clerk confirmed that new bollards have been installed on the Severn Way side of the highway, following safety concerns raised in the area.

- f) Improving the Parade (Strategic Plan Outcome).

The Clerk confirmed this links in with item (e).

- g) Improving CCTV in the local area (Strategic Plan Outcome).

No update received.

- h) Communication with all households (Strategic Plan Outcome).

The Clerk confirmed that Zone 1 leaflets need to be delivered. The Council officers to plan for this to be completed in the next couple of weeks.



- i) Youth provision and safety (Strategic Plan Outcome).
The Deputy Clerk confirmed that the installation of the new fencing at the 3G has seen no issues of anyone entering the facility which is great news and hopefully resolved the issue.

- j) Patchway Community Larder at Norman Scott Park Pavilion.
Cllr Lansdown confirmed that she had topped up the Community Larder and thanked those who had also provided further donations. The larder is well supported and is monitored to ensure that it is not abused with people taking more than one of the same item.

- k) S106 Monies awarded for Pretoria Road Allotments.
The Clerk confirmed that South Gloucestershire Council have submitted another tranche of S106 monies and a project for the spend was being worked through with the Allotment Association.

15/10/2024 – No. 18. To note that the next meeting of Patchway Town Council will be held on Tuesday 19th November 2024 at 7pm.

The next meeting date was noted.

15/10/2024 – No. 19. To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following agenda items.

RESOLVED: It was unanimously agreed to exclude the public and press for the items below.

15/10/2024 – No. 20. To consider the draft lease agreement between Patchway Town Council and South Gloucestershire Council for the land at Blakeney Road Allotments.

The item to be deferred to the next Full Council meeting as the draft lease agreement is still awaited from South Gloucestershire Council.

15/10/2024 – No. 21. To consider the draft lease agreement between Patchway Town Council and Blakeney Road Allotment Association for the land at Blakeney Road Allotments.

The item to be deferred to the next Full Council meeting as the draft lease agreement is still awaited from South Gloucestershire Council.

15/10/2024 – No. 22. To consider the draft licence agreement between Patchway Town Council and Men in Sheds for the land at Blakeney Road Allotments.

The Clerk confirmed that this lease will be signed at the same time of receiving the draft lease between Patchway Town Council and South Gloucestershire and the lease between Patchway Town Council and Blakeney Road Allotment Association have been submitted and duly signed.

15/10/2024 – No. 23. To receive an update on issues pertaining to Patchway Town Council's legal agreements with the Patchway Sports & Social Club.

The Clerk advised members that following the closure of the Patchway Sports & Social Club due to not having valid insurance an official statement had been published on the Town Council website and social media page to support the feelings of the Club members and residents.

The Council had also been informed at the meeting this evening that an unofficial meeting was to take place on the 23rd October 2024 to understand the future of the club.

The Clerk asked the Council for their approval of the Council Officers being granted permission to enter the PSSC building once the 23rd October 2024 meeting had taken place and further information is known.



The Clerk confirmed that the purpose of the approval from the Council was to enable periodic checks of the building to be made by Council Officers whilst the building is empty.

RESOLVED: it was unanimously approved to agree to the periodic checks to be made by the Council Officers.

The meeting was closed by the Chairman at 9.01pm

A handwritten signature in black ink, appearing to be a stylized name, located in the bottom right corner of the page.