

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the Tuesday 18th November 2025 at 19:00 at Callicroft House, Patchway.

Councillors:	Cllr D Lawrence (Chair), Cllr K Cooper, Cllr K Dando, Cllr N Field (8.00pm), Cllr J James, Cllr D Lansdown, Cllr R Loveridge, Cllr E Rose & Cllr K Walker.
In attendance:	S Howard (Town Clerk) & J Watkins (Deputy Town Clerk and RFO).
Absent:	Cllr S Scott
Members of the Public:	One

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.

The Chair welcomed a presentation from the Secretary of the Stoke Lane Athletic Football Club who are requesting a reduction in pitch hire fees in recognition of the club's new initiative supporting mental health and wellbeing in the community.

The decision has been recorded under agenda item 9.

18/11/2025 – No. 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 3E.

There were no questions received from the member of the public present.

18/11/2025 – No. 2. To receive the elected Councillor's Declaration of Acceptance of Office.

The Chair invited both Cllr K Cooper and Cllr E Rose to sign the book of acceptance. Both signed the Declaration of Acceptance of Office book during the meeting.

18/11/2025 – No. 3. To receive any apologies for absence.

Members noted apologies from Cllr D Fry (personal commitment), Cllr P Knight (illness), Cllr E Martin (illness), Cllr A Morey (personal commitment) & Cllr T Scott (personal commitment).

18/11/2025 – No. 4. To receive any Declarations of Interest and to approve any dispensations for this meeting.

The Chair 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.

There were no declarations of interest from members concerning items on the agenda.

18/11/2025 – No.5. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 14th October 2025 and to note there is no Clerk/RFO's report for this meeting.

Cllr Loveridge requested an amendment to the October minutes under minute no. [14/10/2025 11i] as the resolution recorded is not in line with Standing Orders. No Councillor proposed the motion, and it requires a proposer and a seconder. The outcome in the minutes is showing as resolved.

Cllr Loveridge requested that the minutes be amended to read;



The Clerk gave a report on the Community Larder and requested relocation to the Council Offices. No formal motion was proposed or seconded.

Update - Due to a procedural error that took place with the vote during the November meeting, the Clerk advised that the original vote is legal and still stands.

The minutes of the 16th September 2025 meeting were approved as a true and accurate record of the meeting, subject to the note above. The Clerk/RFO's report was noted.

18/11/2025 – No. 6. 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 Chair have authorised expenditure due to the nature of these transactions being required in a timely manner for reasons of project delivery.

Members noted the unreported decisions made under the scheme of delegation.

18/11/2025 – No. 7 To note the minutes of the Finance Committee meeting held on Tuesday 11th November 2025 and to approve the following recommendations:

RESOLVED: that members approved the meeting minutes held on 11th November 2025.

- (a) **To agree that Patchway Town Council moves to approving the budget for the 2026/27 financial year at the Council meeting on 20th January 2026 following final confirmation of tax base figures.**

RESOLVED: Members unanimously approved the formal drafting of the budget for 2026/27.

18/11/2025 – No.8 Patchway Town Council Finance:

- a) **To approve the expenditure report for November 2025.**

Members approved the expenditure report for November 2025.

- b) **To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for October 2025.**

Cllr Lansdown enquired where the income generated from Rileys was shown on the account reports. The Deputy Clerk confirmed he would submit the information to members.

Cllr Lansdown also asked for a complete income and expenditure breakdown to support the Council Events so that members can see a full summary of each costed activity.

RESOLVED: that the Deputy Clerk produces a summary to show this information.

18/11/2025 – No. 9 To consider a request from Stoke Lane Football Club for a reduction in pitch hire fees in recognition of the club's new initiative supporting mental health and wellbeing in the community.

Members considered the request from Stoke Lane Football Club and stated that the initiative was a brilliant idea for support needed for those aged 18+.

RESOLVED: that the Council provide free football sessions on the 3G on a date and time to be arranged with the Council in recognition of the enterprise that will support those seeking mental health and wellbeing support.

18/11/2025 – No. 10 To receive a motion from Cllr Walker concerning a Freedom of Information request be submitted to South Gloucestershire Council regarding the off street parking charges in Patchway.

Cllr Walker raised with members that since the introduction of the parking charges at The Parade car park that the Council considers submitting a Freedom of Information (FOI) request to South



Gloucestershire Council so that the Council has a record of all the facts that have been purported to the introduction of the parking charges in Patchway.

RESOLVED: that members provide any further questions to the Clerk in order that an FOI request be submitted to South Gloucestershire Council on behalf of the Council to ask for actual figures and information to support how the scheme was derived and the impact it is having on the local area since implementation.

18/11/2025 – 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 reports received.

b) Friends of Patchway Twinning Group.

No reports received.

c) Almondsbury Joint Burial Committee.

Cllr Dando confirmed that a meeting was held on 13th November 2025. They discussed that the price for interments will increase. Cllr Dando confirmed that although the Council are no longer investing in the new site, the Council will still need to support the existing site and pay for maintenance etc., even though we won't see any return on the money spent.

Cllr Lawrence responded and reiterated that DCK Accounting had concluded during the Finance Meeting on the 11th November 2025 that unequivocally the Council had made the right decision by not investing in the new site.

d) Former social club building.

No update available.

e) South Gloucestershire Council partnership working.

The Deputy Clerk gave thanks to the South Gloucestershire Council Streetcare Team regarding the installation of Christmas Lights for this season.

f) Improving commercial hubs

The Litter Bin reimagination project has further progressed by the Estates Team installing the vast majority of the new bins around the town.

g) Public Safety updates

No reports received.

h) Residents' communications.

The combined November and December edition of the Town Newsletter is now available.

i) Patchway Community Larder.

No update available.

18/11/2025 – No.12 To note the date of the next Council meeting of Patchway Town Council will be held on Tuesday 20th January 2026 at 7.00pm, both meetings at Callicroft House.

Members noted the date of the Council meeting to be held on the 20th January 2025.

18/11/2025 – No. 13 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 move into closed session.

18/11/2025 – No. 14 To receive a nomination for the role of Honorary Freeman of Patchway and any actions required with regards to the presentation of this award.

RESOLVED: that members approved the nomination received from the Personnel Committee.

18/11/2025 – No. 15 To seek Council’s approval in principle of the draft lease issued to the tenant regarding the lease on the former Patchway Sports and Social Club.

The Clerk asked for Cllr Lansdown to leave the meeting due to their conflict of interest.

Cllr Lansdown confirmed that she had sought advice from the Monitoring Officer who had advised that there isn’t a conflict of interest and therefore she was entitled to remain in the meeting.

The draft lease issued by the Council Solicitor had been circulated ahead of the meeting and the content was debated by members.

RESOLVED: that the Council delegates authority to the Council Officers for final completion of the draft lease in order that the progression of the lease can be finalised as soon as possible.

18/11/2025 – No. 16 To note the minutes of the Thursday 6th November 2025 Personnel Committee meeting.

Members noted the minutes of the 6th November 2025 Personnel Committee meeting.

(a) To approve the recommendation to Council concerning the Avon Pension Fund Discretions Policy.

RESOLVED: that members approved the recommendation to Council concerning the Avon Pension Fund Discretions Policy.

The meeting was closed by the Chair at 8.19pm

