Oldbury on Severn
Parish Council

Clerk/RFO: Mrs Victoria Bailey
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I hereby give notice of a Meeting of the Council to be held in a hybrid format on Wednesday 11th May 2023 at The Memorial Hall, Camp Rd, Oldbury-on-Severn, Bristol BS35 1PR at 7.30pm

Or via Zoom:

https://us02web.zoom.us/j/89076531134?pwd=dlhSNzloZWdOUEtnelhKQ1N5RW0rUT09

Members are asked to attend for the purposes of considering and resolving upon the business to be transacted as set out below.

Agenda

7:30pm	1. To elect a Chairman and receive the Declaration of Acceptance of Office for Chairman 2. To elect the Vice Chairman and receive the Declaration of Acceptance of Office for Vice Chairman 3. All Councillors to sign the Acceptance of Office in the presence of the Proper Officer	
7:45pm	4. To receive apologies for absence	Chair
	5. To receive agenda declarations of interest and dispensation requests	All
	6. To approve minutes of the last council meeting held on Tuesday 7th March 2023 (paper 1)	All
	7. Matters Arising (paper 2)	
8.00pm	**8. *Appointments to the following Committees (one Chairman and a minimum of two members)*:** 8.1 Finance and General Purposes Committee 8.2 Playing Fields Committee 8.3 Road Safety Committee	

8.4 NNB Committee

8.5 Flooding and Planning Committee

8.6 Severnvale Flood Defence Group members

8.7 Representatives (3) of the Trustees on the Hall Committee

8.8 Representative of the Trustees on the Hall Executive management Committee

8.9 Neighbourhood Development Plan

8.10 Planning Officer

8.11 Flood Warden

8.12 Footpath Warden

8.13 Representative(s) on Site Stakeholder Group

8.14 Flagmaster

8.15 Defibrillator Warden

8.16 Newsdesk Editor

8.17 Strategic Plan Officer

8.20pm **9. To receive the outgoing Chair's report** (paper 3) — Cllr Sullivan

8.30pm **10. Public Forum** — Chair

8.40pm **11. Council administration**

(note: items 11.1 to 11.3 are required by standing orders section 5(j). Other items in that section not covered elsewhere on this agenda will be dealt with through the council year).

11.1 To review and readopt Standing Orders (paper 4)

11.2 To review and readopt Financial Regulations (paper 5)

11.3 To review and readopt Code of Conduct and Complaints Procedure (paper 6)

11.4 To review and re-adopt the Risk and Governance document (paper 7)

11.5 To determine internal audit arrangements for 2023-2024

11.6 To discuss plan to recruit a Clerk/ RFO and/or arrangements for a locum

11.7 Update on Coronation Committee celebrations from Cllr Matthew Riddle

11.8 To discuss CJ's paper regarding the Tommy silhouettes (paper 8)

11.9 To discuss the recruitment/ advertising of up to 5 co-opted Councillors to fill the vacant seats

9:00pm **12. Finance**

12.1 To note there was no spending under LGA (1972) Section 137 during 2022/2023

12.2 To note the Internal Audit report and determine action required (paper 9)

12.3 Clerks response to Internal Audit 2022/2023 (paper 10)

12.4 To complete BDO (external auditors) contact form – removing VB and adding a replacement Clerk/RFO/ point of contact (paper 11)

12.5 To approve 2022/23 Annual return Section 1 - Annual Internal Audit Report (paper 12)

12.6 To approve and sign 2022/23 Annual return Section 1 - Annual Governance Statement Form 3 (paper 13)

12.6 To approve and sign 2022/2023 Annual return Section 2 - Accounting Statements Form 3 (paper 14)

12.7 To accept Clerk's Explanation of Variances in the accounts 2022/2023 (paper 15)

12.8 To confirm that the Period of Exercise of Public Rights will be Monday 5th June 2023 until Friday 14th July 2023 (paper 16)

12.9 To approve and sign the end of year Bank Reconciliation as of 31st March 2023 (paper 17)

12.10 To sign NatWest statement as of 31.03.23 (paper 18) and the annual NS&I statement (paper 19)

12.11 To approve regular monthly payments for 2022/23 financial year (below)

Reference	Bank	Description	Supplier	Total
PFC Maintenance & Cleaning	Current Account	Cleaning	Elite Hygiene Services	£239.40
Home working allowance	Current Account	Clerk home working allowance	Oldbury on Severn Parish Council	£26.00
Memorial Hall WiFi and telephone line	Current Account	Phone Line Rental	BT	£40.46
Website & IT	Current Account	Zoom Pro account	Zoom Video Communications Inc	£15.39
PFC Electricity	Current Account	Electricity charge	E-on next	£122.51

PFC Water	Current Account	Water Bill	Water2Business	£32.00

12.12 To note and approve the financial year 2022 to 2023 payments list (paper 20)

12.13 To note and approve the financial year 2022 to 2023 receipts list (paper 21)

12.14 To confirm the NatWest bank statement up to 02/05/2023 is **£37,086.06;** to be signed by Chairman (paper 22)

12.15 To agree to pay £250.00 to cover outstanding and upcoming HMRC charges (papers 23 and 24)

12.16 To note receipts since 01/04/2022 which total **£12,105.74:**

Description	Received from	Amount
Busy Bees Rent	Busy Bees Preschool on 02/05/2023	£500.00
Precept	South Gloucestershire Council on 28/04/2022	£9,391.50
Community Infrastructure Levy (CIL)	South Gloucestershire Council on 28/05/2023	£388.24
Coronation Grant Funding	South Gloucestershire Council on 26/05/2023	£1000.00
Coronation Mugs	Oldbury Shop on 11/04/2023	£260.00
Busy Bee additional Hire	Busy Bees Preschool on 11/05/2023	£30.00
Busy Bees Rent	Busy Bees Preschool on 03/04/2023	£500.00
Hire of Pavilion	C.M (customer)	£36.00

12.17 To approve payments *and* payments for approval since 01/04/2022 (paper 25)

9.30pm **13. Planning applications**

13.1 To note planning applications

Oldbury Parish Council reserves the right to decide on a response to a planning application and submit that response should it appear after the publication of this Agenda. The most up to date list of planning applications are found on https://beta.southglos.gov.uk/search-planning-applications/

Reference	Location/ address	Details of application	OPC response	SGC Decision
P23/01050/F	Land At Vine Cottage Manor Farm Lane Oldbury On Severn South Gloucestershire	Demolition of garage. Erection of 1 no. detached dwelling with associated works	No comment	Awaiting decision
P23/01076/LB	Anchor Inn Church Road Oldbury On Severn South Gloucestershire BS35 1QA	Internal and external alterations to include the removal and replacement of 1no. first floor north elevation window and changes to the first floor to include the demolition and erection of partition walls, altering the layout.	No comment	Awaiting decision
P23/01095/F	Anchor Inn Church Road Oldbury On Severn South Gloucestershire BS35 1QA	Change of use of first floor flat (Class C3) to 2 no. Bed and Breakfast bedrooms (Class C1) and 1no. self contained holiday let (Class C3) with associated works.	No comment	Awaiting decision
P23/01340/F	Barn Off Sweetwater Lane Thornbury South	Erection of 1no hay barn and 1no stable block. Installation of		

	Gloucestershire BS35 3JX	hardstanding and access track to facilitate change of use to equestrian (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).		

9.40pm **14. Flooding & Planning Committee**

14.1 To review and adopt committee Terms of Reference (paper 26)

14.2 To accept the draft minutes of meeting held on 21/04/2022 (paper 27)

14.3 Report on Severnvale Flood Defence Group

9.45pm **15. New Nuclear Build Committee (including STEP/Fusion)**

15.1 To review and adopt committee Terms of Reference (paper 31)

15.2 To receive Site Stakeholder Group report

9.50pm **16. Finance and General Purposes Committee**

16.1 To review and adopt committee Terms of Reference (paper 32)

16.2 To accept committee draft minutes of meeting held on 19/04/2023 (paper 33)

9.55pm **17. Playing Fields Committee**

17.1 To review and adopt committee Terms of Reference (paper 34)

17.2 To accept draft minutes held of meeting on 04/04/2023 (paper 35)

10.00pm **18. Road Safety Committee**

18.1 To review and adopt committee Terms of Reference (paper 28)

18.2 To accept draft minutes of meeting held on 04/04/2023 (paper 29)

18.3 CJ email from Chris Harris (paper 30)

10.05 **19: Neighbourhood Development Plan**

19.1 To review and adopt NDP Terms of Reference (paper 37)

19.2 Update on NDP

10.10pm **20. Correspondence:** None received

10.10pm **21. Consultations:** None received

10.15pm **22. Any minor matters (not requiring a decision) or items for the next agenda**

10.20pm **23. Any outstanding items from previous meetings**

10.25pm **24. Close of meeting**

Reopen Meeting to discuss:

25. Memorial Hall Committee

25.1 To receive report of Hall meetings - EMC meeting held on 27/04/2023 (paper 36)

25.2 To receive update on hall developments

Next meeting Tuesday 4th July 2023 at 7.00pm

Attachments:

Paper 1	Draft minutes of the last Full Council meeting held on 7th March 2023
Paper 2	Matters Arising
Paper 3	Outgoing Chairs Report
Paper 4	Standing Orders
Paper 5	Financial Regulations
Paper 6	Code of Conduct and Complaints Procedure
Paper 7	Risk and Governance document
Paper 8	Tommy silhouettes (CJ's document)
Paper 9	Internal Audit report
Paper 10	Clerks response to Internal Audit 2022/2023
Paper 11	BDO (external auditors) contact form
Paper 12	2022/23 Annual return Section 1 - Annual Internal Audit Report
Paper 13	2022/23 Annual return Section 1 - Annual Governance Statement Form 3
Paper 14	2022/2023 Annual return Section 2 - Accounting Statements Form 3
Paper 15	Explanation of Variances in the accounts 2022/2023
Paper 16	Period of Exercise of Public Rights

Paper 17	Bank Reconciliation as of 31st March 2023
Paper 18	NatWest statement as of 31.03.23
Paper 19	NS&I statement 31.12.2022
Paper 20	2022 to 2023 payments list
Paper 21	2022 to 2023 receipts list
Paper 22	NatWest bank statement up to 02/05/2023
Paper 23	HMRC Letter 1
Paper 24	HMRC Letter 2
Paper 25	Payments *and* payments for approval 01/04/2022 – 11/05/2023
Paper 26	FPC Terms of Reference
Paper 27	Draft minutes FPC 21/04/2023
Paper 28	RSC Terms of Reference
Paper 29	RSC draft minutes 04/04/2023
Paper 30	CJ email from Chris Harris
Paper 31	NNB Terms of Reference
Paper 32	F&GP Terms of Reference
Paper 33	Draft minutes F&GP 19/04/2023
Paper 34	PFC Terms of Reference
Paper 35	PFC draft minutes 04/04/2023
Paper 36	Draft minutes of the EMC meeting held on 27/04/2023
Paper 37	NDP Terms of Reference