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 Tuesday 3rd May 2022 at The Memorial Hall, Camp Rd, Oldbury-on-Severn, Bristol BS35 1PR at 6.30pm

Or via

https://us02web.zoom.us/j/83963273566?pwd=M2RFVlNWLzh1cm5FYlZLaS84WjJZUT09

Meeting ID: 839 6327 3566

Passcode: 400129

One tap mobile

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

The Chairman will endeavour to complete the meeting by 9.30pm (as requested at previous meetings) although timings in the margin extend beyond this period it is up to the members to be focussed on working through the agenda.

Agenda

6:30pm	1. To elect a Chairman and receive the Declaration of Acceptance of office for Chairman	
6:35pm	2. To receive apologies for absence	Chair
	3. To receive agenda declarations of interest and dispensation requests	All
	4. To approve minutes of the last council meeting held on 1st March 2022 (paper 1) and a Special Meeting of the Full Council 7th April 2022 (paper 2)	All

6:45pm **6. To elect / appoint to the following roles:**

6.0 Vice Chair

6.1 Laura Day to sign Declaration of Acceptance as a co-opted Councillor

***6.2 Appointments to the following Committees*:**

6.2.1 Communications Committee

6.2.2 Playing Fields Committee

6.2.3 Road Safety Committee

6.2.4 NNB Committee

6.2.5 Flooding and Planning Committee

6.2.6 Sevenvale Flood Defence Group members

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

6.2.8 Neighbourhood Development Plan

6.2.9 Planning Officer

6.2.10 Flood Warden

6.2.11 Footpath Warden

6.2.12 Representative(s) on Site Stakeholder Group

6.2.13 Flagmaster

6.2. 14 Defibrillator Warden

6.2.15 Newsdesk Editor

6.2.16 Representative of the Trustees on the Hall Executive management Committee

6.2.17 Strategic Plan Group

7:00pm **7. To receive the outgoing Chair's report** (paper 16) — Cllr Sullivan

7:10pm **8. Public Forum** — Chair

Annual Council Meeting to be adjourned @ 7:30pm for the Annual Parish Meeting

8:00pm **9. Council administration**

(note: items 9.1 to 9.3 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).

9.1 To review and readopt Standing Orders (paper 3)

9.2 To review and readopt Financial Regulations (paper 4)

9.3 To review and readopt Code of Conduct and Complaints Procedure (paper 5)

9.4 To determine internal audit arrangements for 2022-2023

9.5 a) To confirm clerks pay scale increase from SCP 7 to SCP 8 as of 11/10/2021 as per Clerks contract regarding annual pay scale increase based on satisfactory performance

b) Proposed by Chair an increase from Clerks pay scale SCP 8 to 9 as of 11/05/2022

9.6 Agree to pay any back dated pay in line with 9.5

9.7 The outgoing Chair would like to recommend the Clerk's hours be extended from 15 per week to 18 per week

9.8 To discuss the vandalism of the barrier at the Windbound site; to decide on feedback to give Simon Kingsley from Horizon power station (see photograph in paper 6)

9.9 Update on Queen's Platinum Jubilee celebrations from Cllr Matthew Riddle

8:20pm **10. Finance**

10.1 To approve the a) Budget Statement and b) Accounts for 2021/2022 (paper 7)

10.2 To note there was no spending under LGA (1972) Section 137 during 2021/2022

10.3 To note a) Internal Audit report and b) Certificate 2021/2022 and determine action required (paper 8)

10.4 To approve and adopt the Risk and Governance Register (paper 9)

10.5 To approve and sign 2021/22 Annual return Section 1 - Annual Governance Statements (paper 10)

10.6 To approve and sign 2021/2022 Annual return Section 2 - Accounting Statements (paper 11)

10.7 To confirm that the Period of Exercise of Public Rights will be *Monday 13 June – Friday 22 July 2022*

10.8 To approve and sign the end of year Bank Reconciliation as of 31st March 2022 (paper 12)

10.9 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
Salaries	Current	Clerk's	Oldbury on	£690.95 or subject to

	Account	salary	Severn Parish Council	approval of 9.5 and 9.6: XXX
Home working allowance	Current Account	Clerk home working allowance	Oldbury on Severn Parish Council	£20.00
Memorial Hall WiFi and telephone line	Current Account	Phone Line Rental	BT	£33.85
Website & IT	Current Account	Zoom Pro account	Zoom Video Communications Inc	£14.39
PFC Electricity	Current Account	Electricity charge	E-on next	£38.00 – note this is very likely to increase
PFC Water	Current Account	Water Bill	Water2Business	£79.50

10.10 To note and approve the 2021/2022 payments list (paper 13)

10.11 To note and approve 2021/ 2022 receipts list (paper 14)

10.10 To note receipts since 01/04/2022:

Description	Received from	Amount
Pavilion hire for NDP referendum 11/04/2022	South Gloucestershire Council	£120.00
Precept 29/04/2022	South Gloucestershire Council	£8797.50
Community Infrastructure Levy (CIL) 22/04/2022	South Gloucestershire Council	£452.94

10.11 To approve payments and payments for approval since 01/04/2022 (paper 15)

8.40pm **11. Planning applications**

11.1 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/

None received; a meeting on P22/01550/F (carp fishing lake, Stock Hill) was held on 07/04/2022 and an agreed response submitted (paper 2)

11.2. To note SGC Decision notices & other planning matters received

Reference	Location/ address	Details of application	OPC response	SGC Decision
P22/00885/PND	Oldbury Power	Prior notification	No comment	RPR

	Station Power Station Road Oldbury On Severn South Gloucestershire BS35 1RQ	of the intention to demolish 4 no. buildings (Diesel Generator House, Condenser Store, Heavy Store and the Substation/Switch House) along with associated cables, pipes, conduits and flues.		
P21/06432/F	White House Farm Oldbury Naite Oldbury On Severn South Gloucestershire BS35 1RU	Erection of single storey side extension, two storey side/rear extension with balcony and installation of 3 no. rear rooflights to facilitate loft conversion to form additional living accommodation.	No comment	Approve with Conditions
P21/06537/F	Land Off Hill Lane Oldbury On Severn South Gloucestershire BS35 1RN	Erection of 1 no. agricultural storage building	No comment	Refusal
P22/01365/CLE	Kyneton Park Lodge Sweetwater Lane Thornbury South Gloucestershire BS35 3JX	Erection of single storey rear extension to form additional living accommodation.	No comment	ACL

8.50pm **12. Flooding & Planning Committee**

12.1 To review and adopt committee Terms of Reference (paper 17)

12.2 To accept minutes of meeting held on 05/04/2022 (paper 18)

12.3 Report on Severnvale Flood Defence Group (paper 19)

9.00pm **13. Neighbourhood Development Plan Committee**

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

13.2 To receive NDP report (paper 33)

9.10pm **14. Nuclear (including STEP/Fusion)**

14.1 To review and adopt committee Terms of Reference (paper 20)

14.2 To accept minutes of NNB Committee meeting held on 09/02/2022 (paper 21)

14.3 To receive Site Stakeholder Group report

9.20pm **15. Communication Committee**

15.1 To review and adopt committee Terms of Reference (paper 22)

15.2 To accept committee minutes of meeting held on 11/04/2022 (paper 23)

15.3 To accept minutes of the website meeting held on 04/04/2022 (paper 24)

9.30pm **16. Playing Fields Committee**

16.1 To review and adopt committee Terms of Reference (paper 25)

16.2 To accept minutes held on 05/04/2022 (paper 26)

16.3 To discuss IK's invoice estimate (paper 27)

16.4 To vote on supporting KS's letter regarding PFC improvements (paper 28)

9.40pm **17. Road Safety Committee**

17.1 To review and adopt committee Terms of Reference (paper 29)

17.2 To accept minutes of meeting held on 26/01/2022 (paper 30)

17.3 To approve the quote of £1,710.00 see paper 31 for further details

9.50pm **18. Memorial Hall Committee**

18.1 To receive report of Hall meetings

18.2 To receive report of proposed developments

10.00pm **19. Correspondence**

- School rewilding – see paper 31

20. Consultations

None receieved

21. Any minor matters (not requiring a decision) or items for the next agenda

22. Any outstanding items from previous meetings

10.10pm **23. Close of meeting**

Next meeting Tuesday 5th July 2022at 7.00pm

Attachments:

Paper 1	Minutes of the last Full Council meeting held on 1st March 2022
Paper 2	Minutes from the Special Meeting of the Full Council 7th April 2022
Paper 3	Standing Orders
Paper 4	Financial Regulations
Paper 5	Code of Conduct and Complaints Procedure
Paper 6	Photograph of the Windbound site
Paper 7	a) Budget Statement and b) Accounts for the 2021/2022 financial year
Paper 8	a) Internal Audit report and b) IA AGAR certificate 2021/2022
Paper 9	Risk and Governance Register
Paper 10	2021/22 Annual return Form 1 - Annual Governance Statements
Paper 11	2021/2022 Annual return Form 2 - Accounting Statements
Paper 12	Bank Reconciliation
Paper 13	2021/2022 Payments list
Paper 14	2021/ 2022 Receipts list
Paper 15	Payments and payments for approval since 01/04/2022
Paper 16	Chairs Report
Paper 17	FPC Terms of Reference
Paper 18	FPC minutes of meeting held on 05/04/2022
Paper 19	Report on Severnvale Flood Defence Group
Paper 20	NNB Terms of Reference
Paper 21	Minutes of NNB Committee meeting held on 09/02/2022
Paper 22	Communication Committee Terms of Reference

Paper 23	Communication Committee minutes of meeting held on 11/04/2022
Paper 24	Website meeting minutes held on 04/04/2022
Paper 25	PFC Terms of Reference
Paper 26	PFC minutes held on 05/04/2022
Paper 27	IK's invoice estimate
Paper 28	KS's letter regarding PFC improvements
Paper 29	RSC Terms of Reference
Paper 30	RSC minutes of meeting held on 26/01/2022
Paper 31	School rewilding project
Paper 32	NDP Terms of Reference
Paper 33	NDP report