Oldbury on Severn Parish Council

Minutes of the Meeting of the Council held in a hybrid format on Tuesday 4th January 2022 at The Memorial Hall, Camp Rd, Oldbury-on-Severn, Bristol BS35 1PR and via Zoom at 7.00pm

Present in the Hall: Cllr Chris Jennings, Cllr Sheila R. Bedford, Cllr John Cornock, Cllr Matthew Riddle, Laura Day and Belinda Orford, Ian Knapp

Present via Zoom: Chairman Cllr Keith Sullivan, Vice- Chairman Cllr Dylan Griffiths, Barry Turner and Malcolm Lynden

Clerk: Victoria Bailey

Due to time constraints the meeting was adjourned and items 9, 10, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 were discussed on 13th January 2022 without Cllr Matthew Riddle, Belinda Orford, Ian Knapp, Malcolm Lynden and Barry Turner present. All others as listed above at the Full Council meeting held on 4th January 2022 attended.

1. Apologies for absence: Ian Bell

2. Agenda declarations of interest and dispensation requests

MR declared an interest in the planning application PT18/6450/O as family members own the land.

3. a) To receive the 'Points for Discussion Oldbury Parish Council' Zoom meeting notes from the council meeting held on 2nd/ 16th November 2021 (paper (1)

All approved this as an accurate record of the discussion; VB needs to amend typing error date to 16th as it currently says 6th November 2021.

Action
VB amend date to 16th November 2021

b) To approve minutes of previous council meeting held on 23rd November 2021 (paper 2)

KS not pleased that the future of Zoom meetings was discussed at this meeting as he believed the sole purpose of this meeting was to ratify the 'Points for Discussion' legally; CJ discussed the importance of discussing the future of physical/ Zoom/ hybrid meetings before 4th January 2022. Minutes were proposed by CJ; seconded SRB.

4. Public Forum

KS began by introducing Laura Day who is interested in joining the Parish Council. Laura briefly introduced herself and was warmly welcomed.

Belinda Orford was invited to speak; she requested an update on various road safety issues. CJ responded that he is awaiting an update on the guard rail from SGC and that it has been logged. CJ has also discussed the following issues, amongst others, with Rob Wilshire:

- Bump at Newlands Gout
- Signage
- 20 mph on Church Road signs being too far apart

CJ will forward the minutes from his meeting with Rob Wilshire to Belinda. DG suggested possibly asking Dick Hardy for help.

Action
CJ to forward BO minutes from his meeting with Rob Wilshire

KS discussed an unsafe handrail on the bridge near the rhine; MR reported that he had carried out extensive research including asking all neighbouring land owners and conducting searches through the Land Registry to discover who owns the bridge but no one could trace ownership. KS stated he asked MR to report the damaged handrail to South Gloucestershire Council over two years ago but had not received a response. KS and CJ agreed that the Parish Council should assume responsibility for the bridges repair. KS suggested getting a quote for the repair of the bridge; MR had been quoted £6000.00 six years ago for the necessary works by SGC Streetcare.

Action
SRB and KS to liaise and obtain three quotes for bridge repairs for discussion at March's Full Council meeting

Belinda Orford reported that a lorry had backed into a fence near her home but the owner could not be identified; MR to search Land Registry

Action
MR to liaise with BO and find the owner of the damaged fence

Belinda Orford left the meeting at 7.26pm

5. Chair's Report (paper 3)

Chairs report received; Chairman Cllr Keith Sullivan was thanked for his work. No questions or points arose from the report.

Ian Knapp entered the Memorial Hall at 7.30pm

6. Parish Council Administration **Clerk**

6.1 To discuss Queen's Platinum Jubilee
MR planning a number of events and invited all present to a Jubilee meeting held next Tuesday at the Memorial Hall. Events planned include:

- Thursday; watch the Jubilee Beacons being lit along the river
- Friday; Memorial Hall will host an exhibition and provide tea and cake
- Saturday; the Queen's Platinum Jubilee will be broadcast in the Memorial Hall and the bar will be open
- Sunday; a fete at the Playing Fields including a demonstration of cider making, bouncy castle, vintage car exhibition, music, bar from The Anchor
- Other events include decorating your porch/ window/ gate for the jubilee, giving a memorial £5 coin to children in the Parish, a flower festival. More events will be discussed at the Jubilee meeting on this coming Tuesday.

6.2 To approve the PFC Budget 2022 – 2023 (paper 4)

VB screen shared the PFC Draft Budget; KS had worked on this and explained his method used devising the budget. KS discussed expenditure including LPG gas; KS estimated that energy costs could rise by 50 % this financial year.
CJ interjected with the suggestion that this item be postponed until 6.5 was covered as the Busy Bees rent ought to be formalised first. This was agreed by DG. Decision to discuss 6.5 then return to 6.2.

6.5 To discuss the Busy Bee rent proposal from Lisa Riddle, Chris Fairhead and Ian Knapp (paper 6)

VB screen shared CJ's email regarding the reserves Busy Bee's have; CJ said in light of the figures more could be considered in rent from Busy Bee's. DG thought most of their oncome is likely to be from the governments Early Years grant. IK explained that he, Chris Fairhead and Lisa Riddle had met to discuss the rent proposal; they offered that Busy Bee's pay £4000.00 per year and take on all of the cleaning duties. Busy Bee's would continue to clean after events and throughout the school holidays.

CJ discussed the difference in Busy Bee's money 2018 – 2019 and 2019 – 2020. An 'open book' exercise where OPC enter into negotiations with Busy Bee's concerning the rent was suggested; MR reminded everyone that a budget needs to be set by the end of the month. SRB concerned about rushing things through.

DG recommended accepting the proposal as it would save around £2,400.00 per year. KS reminded everyone that Oldbury on Severn Parish Council had stopped Busy Bee's cleaning the pavilion and introduced contract cleaners as they were not doing a satisfactory job, they were not cleaning in the holidays and weren't cleaning the outdoor toilet. DG said it was important to trust Busy Bee's to do a good job and suggested reviewing it in 12 months; IK suggested a review in July. SRB strongly opposed to allowing Busy Bee's to clean; concerned about the legal side of cleaning and raised the issue of the safe and legal disposal of sanitary waste products. Concerned that Parish Council could be held legally liable should an incident occur.

IK asked what the cleaning routine of the Memorial Hall is; CJ answered that they have a cleaner but the Terms and Conditions state people must clear up after themselves. CJ and SRB asked what insurance, licences and training Busy Bee's have/ should have if they take on the task of cleaning the pavilion. CJ agreed with IK that Busy Bee's should take over cleaning the pavilion until July. DG suggested accepting the Busy Bee's rent proposal; agreed by the majority: DG, MR, JC and CJ voted on accepting the rent proposal until July 2022; SRB and KS opposed. Decision to accept the Busy Bee rent proposal.

Action
VB to contact Elite Cleaning and find out the Term's and Conditions of the contract and cancel it once the terms are understood

IK offered to mow the grass for £450 per year and that the £450 be transferred into the PFC reserve. Therefore North Wessex Complete Weed Control could be cancelled. The Cricket Club would continue to be responsible for the grass cutting within their lease. DG said this was a great offer. CJ suggested accepting IK's offer and to pay £540 (half of the current charge by Complete Weed Control) into the PFC reserve. SRB concerned over what the Cricket Club is cutting; IK reported he is in regular contact with the Cricket Club. MR proposed VB cancel Complete Weed Control and that IK takes responsibility for grass cutting and £540 is paid, as suggested by CJ, into the PFC reserve; seconded by CJ and JC.

Action
VB to cancel Complete Weed Control as per the Terms and Conditions

6.2 PFC draft budget 2022- 2023

Approved subject to changing the following items on Busy Bee's rent: cleaning and grass cutting as discussed above.

6.3 To approve OPC Budget 2022- 2023 (paper 5)

VB screen shared the budget; will need to change the OPC budget to reflect PFC discussed changes.

RSC has a budget of £2500; CJ would like this doubled to £5000 to enable increased road safety measures including VAS signs and addressing Kington Lane and Kington Road safety concerns. Unanimously approved.

Upon these changes the OPC Budget 2022- 2023 was unanimously approved

Action
VB to increase RSC budget to £5000 in the OPC 2022-2023 budget

6.4 To determine the Council's precept for 2022 – 2023

Precept of £17, 595 proposed MR, seconded SRB; all in favour.

Action
VB to submit Precept Request of £17,595

6.5 To discuss the Busy Bee rent proposal from Lisa Riddle, Chris Fairhead and Ian Knapp (paper 6)
Covered previously.

6.6 To decide upon registering a postal address for the pavilion (paper 7)

No issues with Busy Bee's registering the pavilion as their postal address, however, concerns were raised over Busy Bee's using the pavilion as their business address. CJ noticed that Busy Bee's have used the pavilion as their business address on the Charity Commission website and recommended changing this to one of their trustees home addresses. SRB suggested all of Busy Bee's correspondence ought to say 'Care of the Pavilion.' CJ agreed. Decision to register the pavilion as a postal address and that Busy Bee's ensure all correspondence is clearly marked 'Busy Bee's, Care of the Pavilion.'

Action
VB to instruct Busy Bee's of the decision on the registration of a postal address

6.7 To note that the South Gloucestershire Localism contract will expire for dog waste collections in January 2022; agree action going forward (paper 8)
Agreed to continue the Localism Contract 2022-2023; proposed CJ seconded JC

Action
VB to inform SGC

6.8 To agree to pay the Memorial Hall insurance 2022- 2023. **Quote not received; estimated to be in the region of £900 based on figure of £620.28 paid last year. CJ will report**

CJ provided an update; the Memorial Hall's insurance expires in February 2022. CJ has revalued the Memorial Hall due to an increase in building costs. Came & Co have quoted £950.00. He has also

found a quote for £700 based on a five year deal. This was discussed by all Councillors; decision that CJ arranges the £700 per year five year deal.

Action
CJ to arrange insurance cover for the Memorial Hall of around £700 per year, fixed for five years.

6.9 To decide upon the continuation of Roger Davis' services as webmaster in 2022

DG and KS detailed there frustration with accessing the new website domain. KS asked SRB to ensure Roger Davis makes the oldburyonsevern.uk the first to appear in Google Searches when you put 'Oldbury on Severn' into the search bar as it isn't at the moment. Discussion on accessing new site. BT recommended clearing the computers browsers so that the old website doesn't keep popping up in place of the old one; SRB offered to help KS and DG do this.

CJ added that he has liaised with Roger and can now fully access and use the online calendar on the website. VB and Peter Orford also need access. CJ often frustrated with the speed that the webmasters responds

Action
VB to ask RD for passwords just for herself and Roger

KS asked SRB to write a letter to RD telling him

1. There are issues with the new address not appearing in searches
2. Sometimes the website is not accessible at all
3. RD must improve his timings and response times

Action
SRB to write to RD asking him to resolve these issues by the end of January 2022

Discussion on lack of computer/ software support by RD; it was agreed this was not linked to the agenda item and that RD's role was helping with the website.

7. To agree to the commissioning of the January Tree Survey; estimated to be in the region of £250.00

Proposed CJ; seconded MR

8. Finance **Clerk**

8.1 To note budget statement (paper 9)

Noted without comment

8.2 To note receipts (to current bank statement 29/11/2021)

All in favour and approved

Code	Date	Bank	Description	Supplier	Total
Income from hire	01/07/2021	Current Account	Room hire (pavilion)	Private hire	£ 40.00
Income from hire	01/07/2021	Current Account	Room hire (pavilion)	Busy Bees Preschool	£ 283.33

Total receipts: £323.33

8.3 To approve/note payments from 22/10/2021 to 21/12/2021 **totalling £3449.77** (paper 10)

All in favour and approved

9. Planning applications

9.1 To note planning applications **Cllr Griffiths**

NOTE: Cllr Matthew Riddle had declared an interest and was not present during any part of this agenda item.

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
PT18/6450/O NOTE: This is an appeal against the non-determination of the application by SGC. Any comments submitted by OPC will be emailed to the Public Inquiry, not via the usual method via SGC Planning Portal.	Land West Of Park Farm Butt Lane Thornbury Bristol South Gloucestershire	Erection of up to 595 dwellings (Use Classes C3), land for a Primary School (Use Class D1), up to 700m2 for a Retail and Community Hub (Use Classes A1, A2, D1), a network of open spaces including parkland, footpaths, allotments, landscaping and areas for informal recreation, new roads, a sustainable travel link (including a bus link), parking areas, accesses and paths and the installation of	**OBJECT** to this application on the following grounds: 1) Infringement of green areas 2) Merging of the town of Thornbury with Oldbury on Severn 3) Delineation of the boundary of Oldbury 4) Concern over flood risk to Oldbury on Severn 5) The current new housing developments already cause traffic if another estate is built this will increase

		services and drainage infrastructure (Outline) with access to be determined and all other matters reserved.	further 6) Oldbury on Severn would see greater footfall and doesn't have the facilities to cope 7) Thornbury's infrastructure including parking and doctors are already stretched 8) It is believed that the housing quota has been achieved for South Gloucestershire Council so this development is not needed to fulfil quotas
P21/07961/F	Garage Building At Vine Cottage Cowhill Oldbury On Severn South Gloucestershire BS35 1QH	Erection of a single storey side extension to facilitate conversion of garage to 1 no. dwelling with associated works.	No comment

Note: MR re-joined the meeting

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

Reference	Location/ address	Details of application	OPC response	SGC Decision
P21/06759/RVC	Jobes Green Farm Shepperdine Road Oldbury On Severn South Gloucestershire BS35 1RL	Variation of condition 1 attached to permission PT17/4269/RVC (previously PT13/3656/RVC and PT09/5240/F) to allow the retention of the contractors compound for an additional 4 years (up to 27 November 2025). Retention and continued use of	No comment	Approve with Conditions

		contractors compound including the stationing of single storey cabin accommodation, storage of plant, ancillary parking, security fencing and permeable hard standing (constructed under permitted development rights) for a temporary period of up to four years.		
P21/06532/F	West End Cottage West End Lane Oldbury On Severn South Gloucestershire BS35 1PS	Demolition of existing conservatory. Erection of rear extension to form additional living accommodation and erection of side porch.	No comment	Approve with conditions
P21/05997/F	River View Westmarsh Lane Oldbury On Severn South Gloucestershire BS35 1QE	Erection of single storey side and rear extension to form additional living accommodation. Erection of front porch.	No comment	Approve with Conditions

11 Flooding & Planning Committee **Vice Cllr Griffiths**

11.1 To note minutes of meeting held on 17/11/21 (paper 11)

Minutes received without comment

12. Neighbourhood Development Plan committee

12.1 To receive committee report (paper 12) **Mr Turner**

BT provided a short report; he said that the NDP is with Democratic Services and is awaiting a response

13. New Nuclear Build Committee

13.1 To receive Site Stakeholder Group report **Mr Lynden**

Malcolm Lynden reported that the decommissioning was very successful with no problems to report. Any future activity is being paused while the outcome of the STEP nomination is decided.

MR announced that in February/ March 2022 there is a public exhibition on the STEP/ Fusion proposal planned to be held in the Memorial Hall.

ML informed all that the plan is to turn Silt Lagoon 3 into a wildlife haven for birds; due to the high levels of zinc this was seen as the best use of the site. Discussion on adaptive pathways, flood defences and the best use of the site. CJ is going to the Sailing Club AGM and will report back to Barry of any issues raised around tree planting and flooding.

Action
CJ to update BT on Sailing Club AGM

14 Communications committee **Cllr Bedford**

14.1 To note minutes of meeting held on 13/12/21 (paper 13)
Minutes noted without comment

15 Playing Fields committee **Cllr Bedford**

15.1 To note minutes of meeting held 18/11/21 (paper 14)
Minutes noted without comment

16. Highways & Road Safety **Cllr Jennings**

16.1 To note minutes of RSC meeting held on 12/10/21 (paper 15)

CJ reported the minutes were as printed; DG asked after the progress on the gateway signs; CJ responded it is a work in progress with no update as yet; the plan is that there will be a white fence and brick planters.

17. Strategic Plan **Cllr Jennings**

17.1 Update on Strategic Plan
No update; next meeting is planned for 27th April 2022
17.2 Verbal report on tree planting

SRB and CJ reported that they are in the process of organising Tom Frost to unveil the trees at a tree planting ceremony involving Busy Bee's and the primary school; will keep all informed as a time and date is set.

18. Severnvale Flooding Defence Group **Mr Barry Turner**

18.1 Update on SFDG (paper 12)
Nothing to add to the paper already received

19. Memorial Hall **Cllr Jennings**

CJ reported that the Memorial Hall now has a license to play music. They have applied for an extended licence allowing them to stay open later. The Memorial Hall is now featured more on the community website with drop down boxes and a working calendar (discussed previously.) The Memorial Hall are also planning to apply for a TV and alcohol licence enabling them to screen larger scale events such as the Queen's Jubilee and rugby whilst having a bar open.

20. Review of actions (not previously covered) **All**

21. Consultations and Correspondence **All**

- Start of Community Governance Review; decide upon response (paper 16)
  DG has commented on this from Oldbury on Severn Parish Council after discussing it with Councillors
- All age Learning Difficulty draft strategy consultation (paper 17)
  It was decided not to respond to this consultation

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

KS would like to see the whole room whilst interacting on Zoom; VB to purchase a web camera to aid with this; likely to cost around £16.00 from Amazon. Will need to be added to 'Payments for Approval' in March 2022.

VB screen shared Simon Ingram's email to her regarding defibrillator training; SRB will share the dates on the website and advise Simon Ingram's to display the posters asking for volunteers to be trained in the notice boards, pub and shop

Action
VB to forward SI email to SRB to will liaise with regarding publicising the training

Note that although SI is providing the training voluntarily he would like a donation to his local rugby club (Yatton?) It was agreed £50 would be a suitable however this cannot be actioned until it is submitted to 'Payments for Approval' at Full Council in March 2022.

SRB discussed her idea of having a village first aid team; will speak with SI about this. It was noted that SI not Glynn Poole is now the Defibrillator Warden. It was also noted that Andy McGrath has stood down as Flood Warden.

KS concerned that the dog bin was full at the Windbound site; DG will investigate.

JC reported that a man is still living in a layby and authorities are aware of this; VB to speak to MR about this.

Action
VB to email Councillors with an update on the man living in the layby

23. Close of meeting

Next meeting Tuesday 1st March 2022

Attachments:

Paper 1	Notes from 'Points for Discussion OPC' 2nd/ 16th November 2021
Paper 2	Minutes of previous council meeting held on 23rd November 2021
Paper 3	Chair's Report
Paper 4	PFC Budget 2022 – 2023
Paper 5	OPC Budget 2022- 2023
Paper 6	Busy Bee rent proposal from Lisa Riddle, Chris Fairhead and Ian Knapp
Paper 7	Postal address for the pavilion
Paper 8	South Gloucestershire Localism contract
Paper 9	Budget statement
Paper 10	To approve/note payments from 22/10/2021 to 21/12/2021
Paper 11	Flooding & Planning Committee minutes 17/11/21
Paper 12	Neighbourhood Development Plan and SFDG updates
Paper 13	Communications committee minutes from 13/12/21
Paper 14	Playing Fields committee minutes from 18/11/21
Paper 15	RSC minutes from meeting held on 12/10/21
Paper 16	Community Governance Review
Paper 17	All age Learning Difficulty draft strategy consultation