Oldbury on Severn Parish Council

Clerk/RFO: Mrs Victoria Bailey
88 Badger Road
Thornbury
South Gloucestershire
BS35 1AD
Tel. 07922807405
oldburyonsevernpc@gmail.com
www.oldburyonsevern.uk

Minutes of the Meeting of the Council 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 and remotely via Zoom

Present: Chairman Councillor Keith Sullivan, Vice Chairman Councillor Dylan Griffiths, Councillor Matthew Riddle, Councillor Sheila Bedford and Councillor Laura Day.

Parishioners: Belinda Orford, Ian Knapp, Gerald Porter

Present via Zoom: Cllr Chris Jennings and Ian Bell

Clerk: Victoria Bailey

1. To elect a Chairman and receive the Declaration of Acceptance of office for Chairman

For this item MR took the role of Chair and proposed KS; seconded by DG. KS was thanked for his work as Chair and will continue as Chairman.

2. Apologies

Absent without apology: Councillor John Cornock

3. To receive agenda declarations of interest and dispensation requests

None received

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)

MR proposed both sets of minutes; seconded KS

CJ reminded KS of the outstanding action from these minutes regarding sending the Elite Hygiene correspondence to CJ; however it had been sent to SRB

Action
KS to send CJ all correspondence relating to Elite's cleaning contract

5. Numerical mistake on agenda as '5' was omitted; not an agenda item

6. To elect / appoint to the following roles:

6.0 Vice Chair

MR nominated DG; seconded by KS. Cllr Dylan Griffiths will continue in his role of Vice-Chairman

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

LD signed her Declaration of Acceptance and was warmly welcomed onto Oldbury on Severn Parish Council

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

KS had made a list of current committee members; it was agreed the Chairman (OPC) is ex officio on all committees.

6.2.1 Communications Committee

Cllr Sheila Bedford (Chair)
Cllr Matthew Riddle
Cllr John Cornock
Angela Conibere
Roger Davis (web-master)

6.2.2 Playing Fields Committee

Ian Knapp (Chair)
Chris Fairhead (Vice Chair)
Charlie Keedwell
Mike Pheysey
Glynn Poole
Gerald Porter
Lisa Riddle
Amelia Pearce
Cllr Sheila Bedford
Cllr Matthew Riddle
Cllr Laura Day

6.2.3 Road Safety Committee

Cllr Chris Jennings (Chair)
Cllr Sheila Bedford
Steve Freke
Steve Wright
Guy Fielding

6.2.4 NNB Committee

Cllr Keith Sullivan (Chair)
Cllr Matthew Riddle
Cllr John Cornock
Dr Anthony Acton
Malcolm Lynden
Barry Turner
Thomas Jenner-Fust
Tony England
Gillian Ellis-King (SGC)

6.2.5 Flooding and Planning Committee

Cllr Dylan Griffiths (Chair)
Cllr Keith Sullivan
Cllr John Cornock
Cllr Matthew Riddle
Cllr Laura Day
Barry Turner
Ian Bell
Glyn Poole
Scott Jones (SGC)
Kieran Warren (LSIDB)

6.2.6 Sevenvale Flood Defence Group members

Barry Turner (Chair)
Cllr Keith Sullivan
Ian Bell

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

Cllr Keith Sullivan
Cllr Matthew Riddle
Cllr Laura Day

**Note Cllr Laura Day is aware of the need to disclose any interests which are relevant to this role*

6.2.8 Neighbourhood Development Plan

Barry Turner (Chair)
Cllr Keith Sullivan
Cllr Dylan Griffiths

6.2.9 Planning Officer

Cllr Dylan Griffiths

6.2.10 Flood Warden

Vacant

Action
DG will attempt to source a volunteer Flood Warden

6.2.11 Footpath Warden

Mary Pheysey

6.2.12 Representative(s) on Site Stakeholder Group

Cllr Dylan Griffiths
Cllr Keith Sullivan

6.2.13 Flagmaster

Aden

6.2. 14 Defibrillator Warden

Simon Ingram

6.2.15 Newsdesk Editor

Vacant; VB and SRB currently send RD items to upload

6.2.16 Representative of the Trustees on the Hall Executive Management Committee

Cllr Keith Sullivan
Cllr Matthew Riddle
Cllr Laura Day

6.2.17 Strategic Plan Group

Cllr Chris Jennings (Chair)
Cllr Keith Sullivan
Cllr Sheila Bedford

Cllr Matthew Riddle

7. To receive the outgoing Chair's report

KS read his report and was thanked by Councillors for his work throughout the year.

8. Public Forum

Parishioner Belinda Orford began speaking in the Public Forum by thanking MR for his getting a fence mended and CJ for getting bollards on the Naite. BO reported that signage is still missing on Shepperdine Road. BO discussed white stones in the village; MR said this is a matter for South Gloucestershire Council and will send the online link to BO.

BO mentioned the bottles and mess at The Windbound; at this point it was resolved to bring item 9.8 forward:

9.8 To discuss the vandalism of the barrier at the Windbound site; to decide on feedback to give Simon Kingsley from Horizon.

KS reported that it was previously agreed to have a barrier installed to stop anti-social behaviour at the Windbound. MR said rubbish was the landowner's responsibility; GP said rubbish was at the top and bottom of the track; KS said a bin was there to try to stop this happening.

KS proposed asking Horizon to put one more set of bollards at the site; there was no seconder.

MR suggested asking Horizon for a handrail; KS felt this was a separate issue and wanted to resolve item 9.8.

DG proposed removing the bollard and making good (filling any holes etc.) this was seconded by both SRB and MR; it was decided this would be proposed to Horizon.

Action
VB to contact Simon Kingsley at Horizon to report on OPC's decision

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

Belinda Orford left the meeting 7.40pm

9. Council administration

9.1 To review and readopt Standing Orders

It was unanimously accepted to re-adopt the current Standing Orders. KS would like an in depth review withpotential changes discussed before the Full Council Meeting on 5th July 2022 as there had been some amendments during the year which need to be incorporated.

Action
Hold a review of the Standing Orders before 05/07/2022

9.2 To review and readopt Financial Regulations

All approved

9.3 To review and readopt Code of Conduct and Complaints Procedure

All approved

9.4 To determine internal audit arrangements for 2022-2023

Resolved to have one Internal Audit per year; next one will be in the Spring of 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

Proposed KS; seconded DG

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

Proposed KS; seconded DG

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

Proposed KS; seconded SRB

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

KS proposed a rise from 15 hours to 18 hours per week from 11/05/2022; seconded DG. KS suggested VB's core working pattern remains the same and VB chooses when to work the additional 3 hours. This was agreed by all present

Action
VB to amend Clerk's contract and the banks standing order form

9.8 To discuss the vandalism of the barrier at the Windbound site; to decide on feedback to give Simon Kingsley from Horizon .

Covered during Item 8 Public Forum

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

MR has sent invitations out to Parishioners and there is a post box in which to return form at the shop. MR is looking for volunteers to help at the fayre on the Sunday.

Action
LD to ask her daughter to help with face painting at the fayre

10. Finance

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

10.1a) and 10.b) Approved by MR; seconded DG

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

Noted

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

VB screen shared the Internal Audit and certificate. All responses on the Internal Audit were discussed and action taken where appropriate

10.4 To approve and adopt the Risk and Governance Register

Discussion on how best to comply with this; KS would like to hold a meeting to formulate the best Risk and Governance Register for OPC. DG proposed we temporarily adopt this Risk and Governance Register until it is presented to Full Council after a review; seconded MR

Action
KS, CJ and VB to go through and edit Risk and Governance Register ready for re-adoption at Full Council in July 2022

10.5 To approve and sign 2021/22 Annual return Section 1 - Annual Governance Statements

Discussion on Annual Governance Statements; AGAR Form 3 discrepancy explanation between Page 3 and Page 5 2021 – 2022.

It was resolved to tick *'yes'* (AGAR Form 3, question 3, page 4) where *'no'* was ticked in this box (AGAR Form 3, question C, page 3) based on the following reasons:

- The Clerk&RFO provided a detailed financial management guide in September 2021 to Councillors, which was reviewed at the Full Council Meeting on 7th September 2021 (agenda item 6.5) covering all financial aspects of the Parish Council to ensure all Councillors were aware
- At each bi-monthly Full Council meeting all financial transactions are reviewed in detail with all payments and receipts listed
- Two Councillors sign cheques, the stub in the cheque book and the correlating invoices/ receipts
- Clerk records every transaction on Scribe (the parish council's financial software provider); completes monthly reconciliations; budget monitoring & reporting to council; reported at every Full Council meeting; checking of invoices & bank reconciliations by councillors
- Oldbury on Severn's Standing Orders and Financial Regulations were reviewed during the year 2021 - 2022 and are based on NALC models
- Clerk&RFO regularly attends Scribe's training courses and ensures all entries are added in a correct and timely manner onto Scribe which is securely backed onto a cloud based storage system.

KS requested VB send a covering note with the AGAR detailing this

Action
VB to send an explanation of the reasons for ticking certain boxes on the AGAR

2021/22 Annual return Section 1 was proposed by DG, seconded by MR. Form was signed

10.6 To approve and sign 2021/2022 Annual return Section 2 - Accounting Statements

Proposed MR; seconded DG

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

Unanimously accepted

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

Approved unanimously

10.9 To approve regular monthly payments for 2022/23 financial year

Approved DG; seconded MR

10.10 To note and approve the 2021/2022 payments list

Approved DG; seconded MR

10.11 To note and approve 2021/ 2022 receipts list

Approved DG; seconded MR

10.10 To note receipts since 01/04/2022

Approved without comment

10.11 To approve payments and payments for approval since 01/04/2022

Approved DG; seconded SRB

11. Planning applications

11.1 To note 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

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

Noted

12. Flooding & Planning Committee

12.1 To review and adopt committee Terms of Reference

All in favour

12.2 To accept minutes of meeting held on 05/04/2022

All in favour

12.3 Report on Severnvale Flood Defence Group

BT's report taken as read

13. Neighbourhood Development Plan Committee

13.1 To review and adopt committee Terms of Reference

All in favour

13.2 To receive NDP report

All in favour

14. Nuclear (including STEP/Fusion)

14.1 To review and adopt committee Terms of Reference

All in favour

14.2 To accept minutes of NNB Committee meeting held on 09/02/2022

All in favour

14.3 To receive Site Stakeholder Group report

Not received

Action
VB to request an SSG report from ML in time for July's Full Council meeting

15. Communication Committee

15.1 To review and adopt committee Terms of Reference

All in favour however SRB requested this be reviewed at the June Communications Committee meeting as the committee has changed a lot over the past few years

Action
VB to add reviewing the Term's of Reference to next Communications Committee agenda

15.2 To accept committee minutes of meeting held on 11/04/2022

All in favour

15.3 To accept minutes of the website meeting held on 04/04/2022

All in favour

16. Playing Fields Committee

16.1 To review and adopt committee Terms of Reference

Proposed MR; seconded SRB

16.2 To accept minutes held on 05/04/2022

Proposed MR; seconded SRB

16.3 To discuss IK's invoice estimate

16.4 To vote on supporting KS's letter regarding PFC improvements

Items 16.3 and 16.4 discussed as one. Discussion on works planned; query on insulation. IK will let KS know about the situation with insulation in the Pavilion

Action
IK to update KS on the state of insulation in the pavilion

IK's paper proposed by SRB, seconded MR

KS's paper proposed SRB, seconded MR

17. Road Safety Committee

17.1 To review and adopt committee Terms of Reference

All in favour

17.2 To accept minutes of meeting held on 26/01/2022

All in favour

17.3 To approve the quote of £1,710.00

KS would like to have seen three quotes presented to the parish council; DG felt CJ had kept everyone updated enough not to need to present them this evening.

Proposed DG, seconded MR

18. Memorial Hall Committee

18.1 To receive report of Hall meetings

Report received

18.2 To receive report of proposed developments

CJ is hoping to contact a lottery representative tomorrow; he is awaiting an update on grants.

CJ said lots of events are planned in the hall over the next few months and all events so far have been very successful.

19. Correspondence

Oldbury on Severn School rewilding project

DG felt this was an item where the school wanted the parish council to be aware; Councillors noted the project and look forward to hearing updates.

20. Consultations

None received

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

None noted

22. Any outstanding items from previous meetings

None noted

23. Close of meeting

9.45pm ***Next meeting Tuesday 5th July 2022 at 7.00pm***