Oldbury on Severn Parish Council

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Minutes of the Meeting of the Council held in a hybrid format on Tuesday 6th September 2022 at The Memorial Hall, Camp Rd, Oldbury-on-Severn, Bristol BS35 1PR at 7.00pm and via Zoom

Present in the Memorial Hall: Chairman Cllr Keith Sullivan, Vice Chairman Cllr Dylan Griffiths, Cllr Laura Day, Cllr Chris Jennings, Cllr Sheila Bedford and Cllr Matthew Riddle

Present via Zoom: No attendees

Parishioners: Malcolm Lynden, Belinda Orford and Alyson Harris

Clerk: Victoria Bailey

1. To receive apologies for absence

Absent without an apology: Cllr John Corncock

2. To receive agenda declarations of interest and dispensation requests

It was noted that the Parish Council is a sole trustee of the Memorial Hall

Cllr Laura Day and Cllr Matthew Riddle both declared an interest in the building contract for the Memorial Hall and will leave the room if and when necessary

3. To approve minutes of the previous Full Council meeting held on 05/07/2022

Proposed MR

Seconded SRB

All in favour

KS reviewed the minutes in detail so as to discuss any matters arising. The following items were raised:

- Bench on the Pound; VB had been advised that no carpenter would like to repair it as it was too fragile and needs restoration, not repair. VB therefore made an audition video, with Tess

Sullivan presenting, for the BBC's The Repair Shop for a full restoration and is hoping to hear back. DG suggested Thornbury's Men's Shed look at fixing it which was seen as a good idea by all. MR advised that Jubilee Committee were happy to donate surplus funds to the repair/ restoration of the bench. Mr had spoken with the village shop who are willing to replace rather than repair the bench.

- CJ updated all on Electric Vehicle (EV) charging webinar he attended run by SGC. Unfortunately the organisers had never heard of Oldbury on Severn and SGC are focusing on bigger towns. KS felt that the parish needed EV for visitors but this does not seem to be a priority at the moment
- MR is awaiting the collation and publication of exam results in the area and will present these in November's Full Council meeting
- VB is liaising with the vice chairman of the PFC and E-on to adjust the direct debit for the pavilion from £38.00 per month to £78.00 per month as advised by E-on

7.25pm: Alyson Harris left the meeting due to a prior engagement

4. Public Forum

Belinda Orford began by expressing her concern over the culvert (Naite/Shepperdine Road)especially as a bus goes across it twice a day; believes it is an accident waiting to happen. DG agreed. CJ will contact Rob Wilsher, Mark King, Toby Savage and Luke Hall MP regarding the culvert

Action
CJ to contact SGC officers and Luke Hall MP to get the culvert made safe. BO and MR offered to attend should there be a site visit

As Alyson Harris left she had previously asked MR to update the council on the issues faced by bank erosion on her behalf. MR reported that AH had contacted SGC as it is a StreetCare issue with mainly agricultural vehicles marking the verge. AH is still awaiting a response. DG suggested reshaping the bank to accommodate larger vehicles. MR will pursue this with SGC

Action
MR to find out the status of AH's complaint and report back progress

7.35pm: Malcolm Lynden left the meeting

5. Chair's Report

KS gave a verbal update due to technical issues he could not produce a written report. KS said he and VB had been working hard on issues related to the Memorial Hall's lottery grant. KS invited questions on this but none were asked.

6. Parish Council Administration

6.1 Update from Cllr Matthew Riddle on the Queen's Platinum Jubilee
MR reported that the Jubilee Committee had met last night and evaluated the accounts. There is a surplus of £191.24 and there are still a few unclaimed coins so it may be a slightly higher eventually.

6.2 Update from Cllr Chris Jennings regarding the status of the lottery grant for the Memorial Hall
6.3 Cllr Chris Jennings to request OPC contribute to Memorial Hall drawings
KS requested that 6.2 and 6.3 be postponed (*see the end of these minutes for 6.2 and 6.3*)

6.4 Cllr Chris Jennings to explain the latest correspondence from the Charity Commission
KS asked VB to find out from ALCA if and how this affects the Parish Council as sole trustee as CJ was unable to add further information

Action
VB to contact ALCA regarding latest Charity Commission correspondence

6.5 To agree the FGP terms of reference
CJ disagreed with claiming the council had high standards and provided excellent value for money. DG said that our Standing Orders are strong and guide the council to act lawfully. SRB said FGP could run for 6 months then the terms of reference could be reviewed and amended if necessary. It was made clear that all councillors can attend any committee meeting should they wish.

DG proposed a vote to accept the FGP terms of reference:
For: DG, MR, SRB
Against: LD, CJ and KS

KS had the casting vote however CJ then decided to abstain so the motion was passed and the FGP terms of reference were accepted.

6.6 To sign VB's contract (terms previously agreed in Full Council 03/05/2022 items 9.5, 9.6 and 9.7)
CJ proposed
SRB seconded
All in favour; KS signed the contract

6.7 To approve the minutes of the Extraordinary meeting held on 10/08/2022
Minutes approved.

Proposed SRB
Seconded CJ
All in favour

7. Finance

7.1 To approve payments made 29/06/2022 to 29/07/2022: total £4,687.91 (paper 7)
Proposed CJ
Seconded SRB

7.2 To approve receipts 29/07/2022 to 29/07/2022: total £585.33 (paper 8)
Proposed CJ
Seconded SRB

7.3 To approve payments for approval 29/07/2022 to 25/08/2022: total £2,601.49 (paper 9)
This will be added to November's Full Council for approval as part of the normal approval of payments

7.4 To note the bank reconciliation (paper 10)
Noted and signed by KS as an accurate record of the financial situation

7.5 To note Budget Summary Report (paper 11)
Noted. However, CJ was unhappy with the presentation of this report, which is automatically generated. VB to contact Scribe to ask for a better presentation method.

Action
VB to contact Scribe to ask for a clearer budget summary report

7.6 To note that the External Audit has been concluded (section 3) containing the report (paper 12)
Noted

7.7 To agree that the date of the publication Notice of the Conclusion of Audit will be 09/09/2022
Agreed by all councillors

7.8 Update on Cricket Club and Busy Bee hire arrangements
No update

7.9 To note that CIL (Community Infrastructure Levy) report forms have been submitted
Noted

8. Planning applications

8.1 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/

Discussion on the planning application for Stoneford, Camp Road, Oldbury on Severn (ref P21/08545/F); DG reported that the windows are now slightly smaller and that the neighbours appear supportive. It was agreed that OPC would not attend an appeal.

DG noticed that the planning application Land of Shepperdine Road (ref P22/02724/F) had been withdrawn. MR added that planning enforcement was investigating the site.

All other recently received planning applications were resolved to be submitted as 'no comment.'

9. To note SGC Decision notices & other planning matters received
Noted

Reference	Location/ address	Details of application	OPC response	SGC Decision
P21/06062/F	The Barn Yew Tree Farm Chapel Severn Vale Oldbury-on-Severn Conditions Road Oldbury On Severn South Parish Council Gloucestershire BS35 1PL	Erection of 2no. single storey rear extensions and erection of front porch to existing dwelling to form additional living accommodation	The Parish Council does not object to the proposed extensions to the outbuilding/ barn, but that the outbuilding/ barn continues to be used as part of the dwelling house (as it has been in over the years) and that it is not made into a new separate dwelling	Approve with conditions
P22/00193/F	Land Adjacent Kington Road To The North Of Cross Hands Farm Field 0065 Kington Thornbury South Gloucestershire	Demolition of existing stables and erection of new stable block with associated works and access track (part retrospective).	No Comment	Approve with conditions

10 Flooding & Planning Committee

10.1 Due to a lack of committee members the meeting scheduled for 20/07/2022 was cancelled and no minutes were produced

KS would like to ensure MR attended FPC regularly; MR advised that a Friday would be an easier day for him. Decision to move FPC to a Friday.

Action
MR to advise VB of which Fridays he is available; VB to send a list of future FPC dates to the committee

11. Neighbourhood Development Plan committee

11.1 To receive report

No updates

12. New Nuclear Build Committee

12.1 To receive Site Stakeholder Group report

DG and KS advised there were no significant items raised therefore nothing to report

12.2 To approve the draft minutes of NNB meeting held on 27/07/ 2022

All in favour; minutes approved

13 Communications committee

13.1 To approve the draft minutes of the final Communications committee meeting held on 08/08/2022

SRB reported they were as written. All in favour; minutes approved

14 Playing Fields committee

14.1 To note RoSPA report on the park at the Playing Fields
It was agreed the PFC should review this in their October meeting then report back to Full Council in time for the November Full Council meeting

14.2 Verbal update on PFC
SRB concerned about the lack of progress on the window and door installation, tarmacking and the covering of sky lights; MR has spoken with Ian Knapp who is aiming to begin work this September. SRB would like a small working party meeting to discuss work at the pavilion

Action
SRB to liaise with VB and set up a date for working party meeting

15. Highways & Road Safety

15.1 No minutes; verbal update from Cllr Chris Jennings

Minutes were included as paper 16. CJ has spoken to Paul Watkins regarding the gates; awaiting response.
Reported he will pursue the issues previously discussed regarding the culvert, and that some road works had been completed on Westend.

16. Memorial Hall

16.1 Update on Memorial Hall

CJ suggested always having the Memorial Hall as a separate meeting once Full Council had closed; MR advised he had previously got a dispensation request from SGC allowing the parish council to discuss the Memorial Hall. Decision to keep Memorial Hall as a standing item number 21 on the Full Council agenda's.

Action
MR to send VB a copy of the dispensation request

16.2 To receive minutes from Memorial Hall meeting 11/07/2022
Minutes were not circulated to all; CJ to ensure VB is copied in to all Memorial Hall minutes from now on. VB advised CJ to have Memorial Hall minutes on the website as they are not published online at present.

Action
CJ to add VB to email circulation of Memorial Hall agenda's and minutes
CJ to add Memorial Hall agendas minutes to the website

17.3 To receive minutes of the Executive Management Committee 12/07/2022 (paper 17)
Received without comment

17. Strategic Plan

17.1 No recent meeting; verbal update from Cllr Chris Jennings

CJ had nothing to report. KS unhappy as the Strategic Plan was set up to benefit the village and nothing is being done. MR suggested it is added to the FGP agenda for discussion

Action
VB to ensure the Strategic Plan is a standing item on the FGP agenda

18. Severnvale Flooding Defence Group

18.1 To receive minutes of meeting held on 07/07/2022

Minutes received. MR reported BT had worked hard on this and that led to MR meeting with the SGC Head of Planning and Steve Reed

19. Review of actions (not previously covered)

None discussed

20. Consultations and Correspondence

None received

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

The Memorial Hall's constitution to be formally accepted as this was never minuted

Proposed MR

Seconded CJ

All in favour

Note: This will need to be added to November's Full Council meeting to be officially accepted by Full Council as it was not on the original agenda for tonight's meeting

KS now asked to adjourn the meeting until Wednesday as the time was 9.25pm; all other councillors disagreed so the meeting continued

It was decided to now discuss items 6.2 and 6.3

6.2 Update from Cllr Chris Jennings regarding the status of the lottery grant for the Memorial Hall

CJ would like the parish council to sign the terms and conditions as the application cannot move forward without them being signed. CJ will contact MR and VB to arrange meeting with the lottery representatives once he receives a date from them.

SRB proposed accepting the lottery's terms and conditions

Seconded DG

Accepted to agree the Terms and Conditions of the Memorial Hall grant

KS would like to set a date for the trustees meeting of the Memorial Hall in January's Full Council; this was agreed

Action
Trustee's meeting to take place at 6.30pm on Tuesday 3rd January 2023 in the Memorial Hall.

6.3 Cllr Chris Jennings to request OPC contribute to Memorial Hall drawings

CJ said he and the EMC are disgusted with the parish council and how they have treated this application. KS responded that it is imperative that we comply with the law and are responsible with the parish's money. KS felt that there were inaccuracies within the application form and was concerned there was a lie within it as it stated OPC is the applicant when it is, in fact, the Memorial Hall applying. CJ felt KS had procrastinated which could have led to the loss of the grant. KS said this was why a separate meeting, as was planned for tomorrow (Wednesday 7th September) should have taken place. However, councillors felt 6.2 and 6.3 could be resolved this evening.

CJ said it would be agreed in the July 2022's Full Council meeting that OPC would pay for licenses and he is asking for the £1200.00 including VAT. VB screen shared the minutes from July's meeting and advised CJ to be clearer in future to what he is asking the parish council to pay for as disagreements happen when information, as in this case, is too vague. CJ agreed to do this. CJ advised that insurance would need to be taken out during the build at a cost of £600 – £700 although they would like OPC to pay this would be paid for by the Memorial Hall as they are likely to have enough within their budget. At a previous meeting KS asked if there would be any cost for insurance and was told by CJ that there would definitely be no insurance charge.

SRB proposed that OPC pay the £1200.00 bill for the drawings

Seconded DG

Agreed to pay the £1200.00 invoice for the drawings

CJ would like to arrange a meeting with the parish council to agree contractors and the application

Action
VB to circulate dates for an extraordinary meeting between the parish council and CJ/ hall

22. Close of meeting at 9.45pm

Next meeting Tuesday 1st November 2022