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 Full Council held in a hybrid format on Tuesday 1st November 2022 at The Memorial Hall, Camp Rd, Oldbury-on-Severn, Bristol BS35 1PR at 7.00pm and via Zoom

Present at the Memorial Hall: Chairman Cllr Keith Sullivan, Vice Chairman Cllr Dylan Griffiths, Cllr Sheila Bedford, Cllr Matthew Riddle, Cllr John Cornock, Cllr Laura Day, Mr Malcolm Lynden, Ms Lisa Riddle, Mrs Belinda Orford and Mr Ian Knapp

Present via Zoom: Cllr Chris Jennings

Clerk: Victoria Bailey

1. To receive apologies for absence

None received

2. To receive agenda declarations of interest and dispensation requests

None received

3. SLCC Civility and Respect Project: watch video

https://www.youtube.com/watch?v=4ebcRIUQAGc

It was difficult to watch the video due to very poor internet band width in the Memorial Hall (possibly due to Zoom running simultaneously.) However, the video was played and it was agreed that all councillors had the opportunity to watch the video either before or after the meeting.

4. Agree as a council to sign the Civility and Respect Pledge

Pledge was discussed; unanimous decision to sign the pledge.

Action
VB will ask councillors individually to physically sign the pledge. VB to ensure the council are meeting the pledges criteria in terms of policies.

5. Request from Chairman Cllr Keith Sullivan

KS voiced his disappointment with the level of respect and civility shown in September's Full Council meeting. KS will enforce the Standing Orders more firmly should not enough respect be shown. DG echoed the thoughts of KS however reminded him that the council must remain democratic.

6. To approve minutes of the previous Full Council meeting held on 06/09/2022

Proposed DG; seconded KS. All in favour; minutes approved.

7. Matters arising from the previous minutes (06/09/2022)

KS produced a table of all 'Matters Arising' since July's meeting which VB screen shared. DG concerned about wasting time during the meeting as VB could keep people informed about what hadn't been actioned. Actions were looked through with items 12 (CJ to add Memorial Hall agenda's to the website), 13 (VB to ensure the Strategic Plan is a standing item on the F&GP agenda) and 17 (CJ and VB to have a weekly progress check-in regarding the Lottery Grant and Memorial Hall extension) on the table being outstanding.

Action
VB to liaise with individuals on outstanding actions 12 and 17

Cllr Chris Jennings left the meeting due to poor internet connection.

8. Public Forum

BO requested an update on the culvert; MR reported seeing Darren Davis at the culvert. MR advised that the culvert would not be repaired this financial year. SRB felt this ought to be a priority for SGC. BO felt it was a severe enough to cause a fatality.

Action
MR and DG to liaise and write a letter to Mark King on behalf of OPC voicing concern and asking for a plan on how to make the culvert safer as soon as possible. KS will also sign the letter.

ML asked for an update on the signs and lights on Chapel Road; MR answered that BT Open Reach would be there for four days completing works.

BO left at 19.42

9. Chair's Report

VB shared KS's Chair's Report on the screen. MR thanked KS for his hard work in following advice and appropriately commemorating the death of HM Queen Elizabeth II. No further comments received on the Chair's Report.

KS then requested that a new section be inserted into the Agenda, named 'Urgent Business.' This was agreed and VB will add this to future Full Council agenda's.

Action
VB to add 'Urgent Business' on future OPC Full Council agenda's before beginning 'Parish Council Administration.'

Items of Urgent Business were:

- Formation of a Coronation Committee; MR to call a meeting of people within the community who may be interested. KS suggested MR to Chair; MR will let the Coronation Committee decide at their first meeting

Action
MR to form a Coronation Committee

- The council have been offered a Christmas tree from a house in Downend; KS suggested collecting it for the Pound. Agreed by councillors that they would like a Christmas tree there, however, it was also agreed that it would be complicated to cut and transport the tree from Downend. MR has been offered a 9ft tree. KS has organised a power supply for lights to the tree. All in favour of a tree provided, via an anonymous donor, to MR for the Pound. It was agreed to spend up to £50.00 on decorations

Action
MR to provide tree VB to purchase decorations on behalf of OPC KS to coordinate the tree being put in place and the light supply and decoration

- KS advised that the Full Council meeting in May 2023 may be affected by Election dates so councillors must be flexible. KS asked F&GP to take ownership as a committee of advertising for new councillors

Action
SRB, as part of Chairing F&GP will take responsibility for finding new councillors and advertising the election

10. Parish Council Administration

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

LD reported all was going ahead as planned; building work scheduled for mid-November. CJ has organised the cash flow. Schedule of work discussed; neighbour has agreed access. Builder is currently liaising with the boiler engineer. KS asked for clarification on how CJ found and hired a builder; LD said she believed CJ went locally to find a builder. KS pointed to the Standing Orders Item 18.3d which states that an advert requesting builders to tender for the project should have been placed in a local newspaper. All agreed this was helpful to know for future building works.

10.2 Cllr Matthew Riddle to update the council on educational attainment in South Gloucestershire

MR reported that Stage 2 and GCSE results hadn't been validated to allow a comparison with national data. MR stated there was a 1% increase in 'good' and 'outstanding' South Gloucestershire primary schools this year and a 26% increase in good' and 'outstanding' secondary schools in South Gloucestershire according to OFSTED.

Action
Once exam results are verified MR to send KS national comparisons

10.3 To approve the minutes of the extra ordinary meetings held on:

a) Cricket Club and Busy Bees meeting 30/09/2022
Proposed SRB; seconded KS. All in favour; minutes accepted
b) Memorial Hall Lottery/ appointment of contractor
Proposed SRB; seconded KS. All in favour; minutes accepted
c) Memorial Hall Lottery/ appointment of contractor 20/09/2022
Proposed SRB; seconded KS. All in favour; minutes accepted

Due to an error in numbering these minutes are amended numerically from the agenda; the content is exactly the same but the minutes are now easier to follow.

11. Finance

11.1 To approve payments and payments for approval 29/07/2022 to 26/10/2022

All in favour; accepted

11.2 To approve receipts 29/07/2022 to 30/09/2022

All in favour; accepted

11.3 To sign the bank reconciliation 30/09/2022

All in favour; KS and VB to sign.

11.4 To discuss 2023 – 2024 draft OPC budget

IK agreed to continue grass cutting and for £450 to be given from OPC into the PFC special reserve for grass cutting

Action
VB to ensure £450 grass cutting is included in the OPC budget

MR asked VB to change £100,000 for the Memorial Hall to £99,999

Action
VB to change £100,000 to £99,999

It was agreed to increase the RSC budget to £5,000; DG felt the cost of the poles at £1500 was very expensive although there is no alternative due to complications concerning obtaining licences.

KS proposed the OPC budget, as amended yesterday by F&GP is accepted; seconded MR.
Voted on: Three in favour and three against. KS said he would use his casting vote as Chairman to pass the motion.

MR raised a point of order, suggesting the casting vote should be used sparingly. KS stood by his vote and it was agreed to look at the budget again in January.

Decision: Accept the proposed draft budget, as presented with F&GP amendments

11.5 To discuss 2023 – 2024 draft PFC budget

IK suggested OPC hiring the pavilion for meetings; however the lack of a screen was seen as a barrier to hiring it.
DG asked where the suggested £20,000 figure originated for the proposed works on the kitchen and toilet area. KS responded he had added it to get things moving forward and that the PFC approved the proposal.

SRB said that the PFC Working Party will establish costs and that grants will be researched. The life expectancy of the building was discussed; a recent survey revealed no major concerns. Concerns over false economy were debated; would OPC get back in income what was spent on the project? KS responded that OPC agreed to improve the pavilion and time will tell. DG unhappy at not having a business plan. DG and LD queried if knocking it down and rebuilding it would be best; IK said the building is fine and provides facilities such as the children's park, car park MUGA etc. that the Memorial Hall doesn't. Also, as KS stated, it had already been agreed to keep the building.
MR supports KS's suggestion of putting £20,000 in the budget for the pavilion as it gets everyone talking about its potential. MR added we are holding high reserves of £34,000 but DG disagreed stating that with two major assets owned by OPC £34,000 won't go far should the money be needed.
Agreed to accept the draft PFC budget, including the £20,000.

11.6 To decide upon Busy Bee rent proposals:

- **Option 1**

£7,200 per annum (this would equate to BB paying the same hire charge as other users of £6 per hour)

- **Option 2:**

£6,000 per annum (this would equate to BB paying a slightly reduced rate of £5.00 per hour)

- **Option 3:**

£5,200 per annum (suggested by Ian Knapp, Chris Fairhead and Lisa Riddle)

Busy Bee's rent was discussed; it was suggested it costs £8165 per year to run the pavilion and that Busy Bee's are costing the council £6945 per year in direct costs, however opinions varied on this figure. This was debated as OPC is spending more on the pavilion than it brings in. Discontinuing the use of the pavilion was discussed and the four phase plan for renovating was explored. All agreed the pavilion is costing the parish council money. LR said that Option 1 (rent at £7,200 per annum) meant they couldn't operate.
DG asked LD about the reserves; LD responded that staff are on minimum wage and their bank reserves had built up over covid. LD added that there is a risk of losing Busy Bee's; DG added, whilst being sympathetic, it was not the council's responsibility to bear the brunt of Busy Bee's costs.
SRB said at present Busy Bee's pay £3.38 per hour; SRB talked through the figures and said that Option 3 worked out, for Busy Bee's, at £4.33 per hour.
KS interjected that two years ago the council debated the future of the pavilion; whether to knock it down or improve it. It had been agreed to improve it and make more income from hiring it. KS said recently it had been agreed to add windows, repair guttering and then renovate the toilets and kitchen; we will only know if this increases income from hire once it is complete. KS hopes the new developments in Thornbury would lead to increased hire.

KS proposed going for Option 2 for Busy Bee's rent at £6,000 per annum; seconded MR
All other councillors, bar one, approved.
Decision to increase Busy Bee's rent to £6,000 from 1st December 2022

DG added the caveat that Busy Bee's must report back to Full Council should the financial situation become difficult.

ML advised LR to contact Magnox regarding grant funding; ML and LR to liaise for further details.

Malcolm Lynden left the meeting 21.13

12. Planning applications

12.1 To note planning applications **Cllr Griffiths**

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
P22/06048/CLP	Maple Cottage Chapel Road Oldbury On Severn South Gloucestershire BS35 1PL	Conversion of 1 no. garage into hobby room.	NO COMMENT
P22/06042/F	Land At Hill Lane Oldbury On Severn South Gloucestershire BS35 1RN	Erection of 1 no. agricultural storage building (Resubmission of P21/06537/F).	NO COMMENT

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

Reference	Location/ address	Details of application	OPC response	SGC Decision
P22/05331/PND	Oldbury Power Station Power Station Road Oldbury On Severn South Gloucestershire BS35 1RQ	Prior notification of the intention to demolish 4no buildings (Gas Bottle Store, Diesel Generator House, Boron Dust Store and Flammable Store), together with associated cables, pipes, conduits and flues.	No comment	Prior Approval Granted with Conditions
P22/05019/CLP	Building At Thornbury Self Storage Kington Mead Farm Kington Road Oldbury On	Use of building for self-storage (Use Class B8).	No comment	Approve Certificate of Lawfulness

	Severn South Gloucestershire BS35 1PQ			
P22/04819/F	Land Off Mumbleys Lane Thornbury South Gloucestershire BS35 3JU	Erection of 1 no. self build detached dwelling with landscaping and associated works.	No comment	Refusal

8.00pm **14 Flooding & Planning Committee** **Cllr Griffiths**

14.1 Approve the draft minutes 14/10/2022

Proposed MR; seconded KS; minutes approved

Discussion on a laser level to measure erosion of bank heights; LD will liaise with RSC as she may have access to one

Action
LD to coordinate a level for RSC

15. New Nuclear Build Committee

15.1 To receive Site Stakeholder Group report

ML had left so KS and DG reported an informative previous meeting

15.2 No meeting has taken place of NNB at this point to comment on

KS asked VB for Tony Acton's contact details

Action
VB to send KS Tony Acton's email address

16. Finance and General Purposes Committee

16.1 To approve the draft minutes of the FGP Committee 17/10/2022

SRB stated the minutes were as written. SRB introduced the concept of New Councillor Welcome Packs; all agreed this was a good idea

Action
All councillors to email SRB suggestions for useful items to include in the welcome pack

17. Playing Fields committee

17.1 PFC working party notes 11/10/2022
Noted as accurate

17.2 PFC draft minutes 18/10/2022
All in favour; minutes accepted

17.3 PFC's request for OPC to pay the £150 building inspectors/ regulations fee

All in favour; agreement for OPC to pay £150

17.4 To agree with the PFC's request to remove the fence at the Pavilion

KS felt that as time was running out he informed all present that the Full Council should officially close before discussing the Memorial Hall in the future; it should form a separate meeting. DG enquired as whether this is because the PC is the sole trustee; MR responded that the trustees only meet once a year and the PC wears, in effect, two hats. It was agreed by all that in future Full Council meetings the meeting would close before re-opening as a separate meeting to discuss Memorial Hall matters.

KS decided to end the meeting as the time was 9.30pm and asked to adjourn and reconvene; councillors disagreed so the meeting was officially closed 9.35pm. The following items were therefore not discussed and will be discussed in January's Full Council 2022:

18. Highways & Road Safety

18.1 Approve minutes 03/10/2022

19. Strategic Plan

19.1 No recent meeting; verbal update from Cllr Chris Jennings

20 Severnvale Flooding Defence Group

20.1 To receive an update on SFDG

21. Review of actions (not previously covered)

22**. Consultations and Correspondence**

Consultation on SGC 2023/24 budget; does OPC wish to respond?

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

24. Close of meeting of the Full Council

Reopen a new meeting to cover:

1. Memorial Hall

a) Update on Memorial Hall

b) To receive minutes from Memorial Hall meeting 06/10/2022 (paper 15)

c) Cllr Chris Jennings to explain his idea of obtaining war memorial soldier silhouettes sponsorship for the village

Close of meeting

Next meeting Tuesday 4th January 2023

Attachments:

Paper 1	Minutes of previous council meeting held on 06/09/2022
Paper 2	Chairs Report
Paper 3	Cricket Club and lease meeting 30/09/2022
Paper 4	Memorial Hall Lottery/ appointment of contractor 03/10/2022
Paper 5	Memorial Hall Lottery/ appointment of contractor 20/10/2022
Paper 6	Payments and payments for approval 29/07/2022 to 26/10/2022
Paper 7	Receipts 29/07/2022 to 30/09/2022
Paper 8	Bank reconciliation
Paper 9	2023 – 2024 PFC draft budget
Paper 10	FPC minutes 14/10/2022
Paper 11	FGP Committee minutes 17/10/2022
Paper 12	PFC working party notes 11/10/2022
Paper 13	PFC draft minutes 18/10/2022
Paper 14	RSC draft minutes 03/10/2022
Paper 15	Memorial Hall draft minutes 06/10/2022
Paper 16	SGC draft budget consultation
Paper 17	SLCC Civility and Respect Pledge
Paper 19	Draft OPC budget