Oldbury on Severn Parish Council

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Draft minutes of the Meeting of the Council held in a hybrid format on Wednesday 10th May 2023 at The Memorial Hall, Camp Rd, Oldbury-on-Severn, Bristol BS35 1PR at 7.30pm and Zoom:

Present: Cllr Keith Sullivan, Cllr Dylan Griffiths, Cllr Sheila Bedford, Cllr Matthew Riddle, Cllr Laura Day and Cllr Chris Jennings, Mr Ian Knapp, Mr Malcolm Lynden, Mrs Tess Sullivan, Mr David Heape and Mrs Belinda Orford

Clerk: Victoria Bailey

1. **Apologies for absence**

None received

2. **To elect a Chairman and receive the Declaration of Acceptance of Office for Chairman**

KS stood down as Chairman and as a Councillor. KS asked for nominations for Chairman.

MR proposed SRM

LD seconded SRB

No other nominations were received

SRB declared Chairman of Oldbury on Severn Parish Council

3. **To elect the Vice Chairman and receive the Declaration of Acceptance of Office for Vice Chairman**

LD proposed MR as Vice Chair

SRB seconded

MR declared Vice-Chairman of Oldbury on Severn Parish Council

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4. **All Councillors to sign the Acceptance of Office in the presence of the Proper Officer**
   Completed

5. **To receive agenda declarations of interest and dispensation requests**
   None received; SRB reminded Councillors to complete their Register of Interest Forms within 28 days

6. **To approve minutes of the last council meeting held on Tuesday 7th March 2023 (paper 1)**
   Agreed to approve the minutes of the previous meeting, however, CJ wished to clarify the position on the Memorial Hall 'overspend;' the original quote from Meachin Machinery was £102,888.01 excluding VAT. When the quote was presented, there were items presented separately i.e moving the boiler (not new) and a new oil tank, a disabled access door as they were still getting quotes etc This amounts to around £12,000 when VAT is included. Additional non budgeted items were upgrading the fire detection/alarm system that was not to standard and changing some of the lighting/power systems. This equates to less than £10,000.

7. **Matters Arising (paper 2)**
   KS concerned that the council had not signed the Civility and Respect Pledge; SRB asked that all 'Matters Arising' should be dealt with by the relevant committees

8. **Appointments to the following Committees (one Chairman and a minimum of two members):**
   MR proposed deferring Item 8 until the next meeting; seconded SRB. KS disagreed so it was confirmed that the status quo would stay until July's meeting of the Full Council.
   It was clarified that DG and KS would stay on SSG

8.1 Finance and General Purposes Committee

8.2 Playing Fields Committee

8.3 Road Safety Committee

8.4 NNB Committee

8.5 Flooding and Planning Committee

8.6 Severnvale Flood Defence Group members

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

8.8 Representative of the Trustees on the Hall Executive management Committee

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8.9 Neighbourhood Development Plan

8.10 Planning Officer

8.11 Flood Warden

8.12 Footpath Warden

8.13 Representative(s) on Site Stakeholder Group

8.14 Flagmaster

8.15 Defibrillator Warden

8.16 Newsdesk Editor

8.17 Strategic Plan Officer

9. To receive the outgoing Chair's report (paper 3)

KS declared his report as read and invited questions – none were asked

10. Public Forum

BO noted ongoing issues with the culvert

Action
MR to liaise with Darren Davis tomorrow and find out who will take responsibility for the culvert

LD reported a hole under the 'Health and Safety' section of SGC website and it was attended to the next day and recommended BO does the same with the culvert.

11. Council administration

(note: items 11.1 to 11.3 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).

11.1 To review and readopt Standing Orders (paper 4)

11.2 To review and readopt Financial Regulations (paper 5)

11.3 To review and readopt Code of Conduct and Complaints Procedure (paper 6)

11.4 To review and re-adopt the Risk and Governance document (paper 7)

MR proposed adopting 11.1, 11.2, 11.3 and 11.4

Seconded CJ

All in favour; policies re-adopted

11.5 To determine internal audit arrangements for 2023-2024
It was agreed to defer this to F&GP

11.6 To discuss plan to recruit a Clerk/ RFO and/or arrangements for a locum
Agreed to have a working group meeting 12/05/2023 to resolve this matter

11.7 Update on Coronation Committee celebrations from Cllr Matthew Riddle
MR will produce a note about the Coronation weekend. MR reported it was very well attended and will send a financial report soon. MR thanked OPC and SGC for the grants received.

11.8 To discuss CJ's paper regarding the Tommy silhouettes (paper 8)
CJ is proposing two soldiers, a seat for reflection and a tablet. CJ sought approval to ask Parishioners to donate funds via Facebook, 4Ward etc.
Proposed LD for J to seek funding from Parishioners
Seconded MR

Action
Although DG is no longer a Councillor he offered to send CJ cost effective options to purchase the soldiers

11.9 To discuss the recruitment/ advertising of up to 5 co-opted Councillors to fill the vacant seats
SRB has been in touch with ALCA and sought advice on recruiting three new Councillors she has been liaising with.

Action
VB to send prospective Councillors eligibility forms

12. Finance

12.1 To note there was no spending under LGA (1972) Section 137 during 2022/2023

Noted; all in favour

12.2 To note the Internal Audit report and determine action required (paper 9)

Noted; all in favour. MR suggested creating an action sheet with items noticed by the Internal Auditor; CJ agreed this was a good idea. MR suggested adding this to F&GP.

Action
SRB to ensure new Clerk adds 'Internal Audit Checklist' to F&GP

12.3 Clerks response to Internal Audit 2022/2023 (paper 10)

Noted

12.4 To complete BDO (external auditors) contact form – removing VB and adding a replacement Clerk/RFO/ point of contact (paper 11)

SRB will be the point of contact for the external auditor in VB's absence

AGAR

12.5 To approve 2022/23 Annual return Section 1 - Annual Internal Audit Report; page 3 of 6 on the AGAR (paper 12)

All in favour; 2022/23 Annual return Section 1 - Annual Internal Audit Report approved

12.6 To approve and sign 2022/23 Annual return Section 1 - Annual Governance Statement Form 3; page 4 of 6 of the AGAR (paper 13)

All in favour; 2022/23 Annual return Section 1 - Annual Governance Statement Form 3

12.7 To approve and sign 2022/2023 Annual return Section 2 - Accounting Statements Form 3; page 5 of 6 in the AGAR (paper 14)

All in favour; 2022/2023 Annual return Section 2 - Accounting Statements Form 3

12.8 To accept Clerk's Explanation of Variances in the accounts 2022/2023 (paper 15)

Explanation confirmed by SRB; all in favour of accepting the Explanation of Variances 2022/2023

12.9 To confirm that the Period of Exercise of Public Rights will be Monday 5th June 2023 until Friday 14th July 2023 (paper 16)

Confirmed; all in favour

12.10 To approve and sign the end of year Bank Reconciliation as of 31st March 2023 (paper 17)

All in favour; SRB signed the end of year bank statements.

CJ, SRB and LD voiced concern over Scribe's presentation style and would like to look at alternative software once the new Clerk is in post.

12.11 To sign NatWest statement as of 31.03.23 (paper 18) and the annual NS&I statement (paper 19)

All in favour; SRB signed both statements

12.12 To approve regular monthly payments for 2022/23 financial year (below)

All in favour except for Zoom; SRB asked VB to pay for Zoom until the end of June then cancel. KS strongly disagreed and suggested using TEAMS if necessary. Decided to accept all but VB would

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cancel Zoom membership in June. CJ would like every contract reviewed in F&GP and this was agreed as a good idea.

Action

SRB to ensure reviewing contracts is on the F&GP agenda

Reference	Bank	Description	Supplier	Total
PFC Maintenance & Cleaning	Current Account	Cleaning	Elite Hygiene Services	£239.40
Home working allowance	Current Account	Clerk home working allowance	Oldbury on Severn Parish Council	£26.00
Memorial Hall WiFi and telephone line	Current Account	Phone Line Rental	BT	£40.46
Website & IT	Current Account	Zoom Pro account	Zoom Video Communications Inc	£15.39
PFC Electricity	Current Account	Electricity charge	E-on next	£122.51
PFC Water	Current Account	Water Bill	Water2Business	£32.00

12.13 To note and approve the financial year 2022 to 2023 payments list (paper 20)

All in favour; 2022/2023 payments list approved

12.14 To note and approve the financial year 2022 to 2023 receipts list (paper 21)

All in favour; 2022/2023 receipts list approved

12.15 To confirm the NatWest bank statement up to 02/05/2023 is £37,086.06; to be signed by Chairman (paper 22)

Confirmed and signed by SRB

12.16 To agree to pay £250.00 to cover outstanding and upcoming HMRC charges (papers 23 and 24)

Discussion on this; decided VB will only pay the requested amount.

Action
VB to contact HMRC to ensure payments are up to date

12.17 To note receipts since 01/04/2022 which total £12,105.74:

All in favour; approved.

Description	Received from	Amount
Busy Bees Rent	Busy Bees Preschool on 02/05/2023	£500.00
Precept	South Gloucestershire Council on 28/04/2022	£9,391.50
Community Infrastructure Levy (CIL)	South Gloucestershire Council on 28/05/2023	£388.24
Coronation Grant Funding	South Gloucestershire Council on 26/05/2023	£1000.00
Coronation Mugs	Oldbury Shop on 11/04/2023	£260.00
Busy Bee additional Hire	Busy Bees Preschool on 11/05/2023	£30.00
Busy Bees Rent	Busy Bees Preschool on 03/04/2023	£500.00
Hire of Pavilion	C.M (customer)	£36.00

12.18 To approve payments and payments for approval since 01/04/2022 (paper 25)

All in favour; approved

9.30pm 13. Planning applications

13.1 To note planning applications

It was resolved to submit 'no comment' to all the listed 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/

Reference	Location/ address	Details of application	OPC response	SGC Decision
P23/01050/F	Land At Vine Cottage Manor Farm Lane	Demolition of garage. Erection of 1 no. detached	No comment	Awaiting decision

	Oldbury On Severn South Gloucestershire	dwelling with associated works		
P23/01076/LB	Anchor Inn Church Road Oldbury On Severn South Gloucestershire BS35 1QA	Internal and external alterations to include the removal and replacement of 1no. first floor north elevation window and changes to the first floor to include the demolition and erection of partition walls, altering the layout.	No comment	Awaiting decision
P23/01095/F	Anchor Inn Church Road Oldbury On Severn South Gloucestershire BS35 1QA	Change of use of first floor flat (Class C3) to 2 no. Bed and Breakfast bedrooms (Class C1) and 1no. self contained holiday let (Class C3) with associated works.	No comment	Awaiting decision
P23/01340/F	Barn Off Sweetwater Lane Thornbury South Gloucestershire BS35 3JX	Erection of 1no hay barn and 1no stable block. Installation of hardstanding and access track to facilitate change of use to equestrian (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	No comment	

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14. Flooding & Planning Committee

14.1 To review and adopt committee Terms of Reference (paper 26)

Terms of Reference to be referred back to FPC for review

14.2 To accept the draft minutes of meeting held on 21/04/2022 (paper 27)

Not reviewed – note these were notes not minutes

14.3 Report on Severnvale Flood Defence Group

BT's report was received with thanks

15. New Nuclear Build Committee (including STEP/Fusion)

15.1 To review and adopt committee Terms of Reference (paper 31)

Terms of Reference to be referred back to NNB for review

15.2 To receive Site Stakeholder Group report

ML had left so no SSG report was received

16. Finance and General Purposes Committee

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

Terms of Reference to be referred back to F&GP for review

16.2 To accept committee draft minutes of meeting held on 19/04/2023 (paper 33)

SRB apologised – she had taken notes but had not produced them

17. Playing Fields Committee

17.1 To review and adopt committee Terms of Reference (paper 34)

Terms of Reference to be referred back to PFC for review

17.2 To accept draft minutes held of meeting on 04/04/2023 (paper 35)

All in favour of accepting the minutes – minutes approved

18. Road Safety Committee

18.1 To review and adopt committee Terms of Reference (paper 28)

Terms of Reference to be referred back to RSC for review

18.2 To accept draft minutes of meeting held on 04/04/2023 (paper 29)

All in favour – minutes approved

18.3 CJ email from Chris Harris (paper 30)

CJ reported there was an agreement for planters and a white fence in Pickedmoor but needs further agreement for Cowhill.

The VAS has been moved to Kington on parishioners land.

SRB congratulated CJ for his work with the RSC.

19: Neighbourhood Development Plan

19.1 To review and adopt NDP Terms of Reference (paper 37)

It was agreed to send these to the F&GP for review

19.2 Update on NDP

MR said that the NDP was signed off last year.

20. Correspondence: None received

21. Consultations: None received

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

MR will take unsold Coronation Committee mugs to the shop

23. Any outstanding items from previous meetings

LD has a cheque for VB to deposit for the wayleave agreement; LD will ensure VB receives it

CJ concerned as online banking cannot function with SRB completing her Bankline Training and urged SRB to expedite the training.

Close of meeting

Reopen Meeting to discuss:

25. Memorial Hall Committee

25.1 To receive report of Hall meetings - EMC meeting held on 27/04/2023 (paper 36)

Report taken as read

25.2 To receive update on hall developments

CJ reported:

- Hoping floor will be laid next week
- Bar will be built after flooring is finished
- Fire Safety cost more than expected
- Reserves will cover outstanding works
- SRB asked CJ to circulate a balance sheet

Meeting closed 9.30pm

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Next meeting Tuesday 4th July 2023 at 7.00pm

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