Oldbury on Severn
Parish Council

Clerk/RFO: Mrs Sarah Bodmer
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**Minutes of the Full Council Meeting held on 4th November 2024 @ 7pm at The Pavilion, Westmarsh Lane, Oldbury-on-Severn, Bristol**

**Present**

Chairman Sheila Bedford (SRB), Cllr Ian Knapp (IK), Cllr Laura Day (LD), Cllr Kevin Evans (KE), Cllr M Riddle (MR)), Cllr C Jennings (CJ)

Clerk Sarah Bodmer (SB)

**19.00 Commencement of the Full Council Meeting**

**1. Apologies for absence**

Apologies were received from Cllr D Heape (DH)

**2. To receive agenda declarations of interest and dispensation requests**

Cllr Riddle & Cllr Jennings declared an interest on the Oldbury Power Station planning application as they receive an honorarium from the NDA/NRS who are the owners of the site, as they are Chair and Vice Chair of the Site Stakeholder Group respectively.

Cllr Riddle -Naite Farm dog kennels planning application. Friend of applicant.

**3. To approve Minutes of the previous Council meeting held on 7th October 2024 & 11 September 2024**

Council approved the Minutes which were duly signed

**4. Correspondence**

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Council received and accepted the resignation of Cllr K Warrender (KW) Councillors expressed thanks to Cllr Warrender for all her work to date. **ACTION Cllr Bedford to send a letter of thanks.**

Council received and discussed the email received from Busy Bees dated 4 November 2024 regarding the display boards and snagging list of issues @ the Pavilion. **ACTION Cllr Bedford to respond in writing to concerns raised.**

**5.Matters arising from the previous Minutes not included in this agenda**
**5a.** Council agreed to carry forward the update on the Councillor vacancy to the December meeting, noting the vacancy has been advertised in the November edition of 4Ward.

**5b.** Council confirmed an update is required on the caravans located in the lay-by, SGC are aware and monitoring, with the Parish Council noting a mattress has appeared and the area is looking more untidy **ACTION Cllr Riddle to circulate a response when SGC update provided.**

**5c.** Council received an update on the dog waste bins provision – Clerk confirmed Streetcare have been instructed to amend the collection to reflect a seasonal increased collection service to assist the issue of the overflowing bin at the sailing club.

The sailing club bin to have twice weekly collections in the summer (April through September) and one per week in the winter whilst the West End bin will continue with weekly collections in the summer and fortnightly collections in the winter which should address the capacity problem without increasing the cost.

**5d.** Council received an update on the Westend dog waste bin location following Cllrs Bedford, Heape & Evans meeting on 13 October. It was suggested that it should remain on the green but be sighted against the hedge with a vine covering it making it less obtrusive. This was agreed by a majority vote

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**5e.** The projector was successfully used at the meeting – Cllr Riddle was thanked for donating a screen

**6. Public Forum**

No members of the public attended the meeting

**7.Urgent Business**

Council received concerns about lorry access to Haw Lane and Ham Lane as a recent incident was reported to the Council of a vehicle needing to reverse in these narrow lanes. **ACTION Cllr Riddle to take forward to request for 'No vehicular access signs' to be requested.**

**8.0 Finance and Procedures**

**8a.** Council approved the bank reconciliation and budget analysis for the period ending 25 October 2024
**8b.** Council approved the October 2024 payments.
**8c.** Council approve the October 2024 receipts.
**8d.** Council approved the bank reconciliation for the period ending 25 October 2024
**8e.** The Council approved the purchase of the printer at a cost of £159.99
**ACTION Clerk to arrange for the purchase of the printer**
**8f.** Council received the draft budget for 2025/2026. Several adjustments were suggested which would reduce the percept.
**ACTION Cllrs Bedford and Evans to update the draft budget and circulate the revised version for Councillors to review prior to the December meeting.**

Council noted lower than expected occasional hire of the pavilion –
**Action Clerk to review booking forms and invoices issued.**

Council received concerns about the cost of providing the website.

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**ACTION Clerk to obtain details of the breakdown of the cost of maintaining the website and to obtain a comparison with other parish councils.**

**8g.**A VAT reclaim return has been submitted to HMRC for £1092 on 4 October 2024.

**ACTION Clerk to check with NALC the requirements regarding VAT thresholds and the recommended frequency of VAT reclaim to be submitted.**

**8h.** The cost of hiring the Pavilion for occasional hire was requested to be included on the next Agenda, with a view that £6 per hour is not reflective of the work undertaken at the Pavilion and improved facilities.

**9.0. Planning**

**9a.** No report received Cllr Bedford agreed to oversee planning until new councillors can be coopted.

**9b.**Council received a list of planning applications, approvals & rejections

**9c.** No report was received regarding the Village plan

**ACTION Cllr Bedford to discuss with Cllr K Warrender if she may be able to assist with the Village Plan although no longer remaining in role as Parish Councillor.**

**10.0.Council received a Playing Fields Report from Cllr Knapp**

**10.a** Council received an update on the work on the back wall undertaken with the working party volunteers.

Council discussed the email received from the Manager of Busy Bees dated 4 November 2024 – Cllr Bedford read the email to Council detailing a list of things to be done at the Pavilion. Cllr Knapp confirmed the

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volunteer nature of the working party, and the time spent and highlighted the need for a prioritisation of the tasks.
**Council noted thanks to Cllrs Knapp and Evans for the work on the back wall in the Pavilion.**

**10.b** The Council was informed that the donor had been informed of the cost of installing a toilet for the disabled. Cllr Riddle confirmed the quotation has been shared and the donor agrees with the costings provided.

**10.c** Council received the monthly safety checklist from Glynn Poole. An update on this has been deferred to December meeting

**10.d** The council was advised that the Clerk has contacted Churngold regarding the records of any work undertaken on the playing field from 1996. A response is awaited.

**Churngold/Playing Fields – former football pitch** - Cllr Evans stated a company had been contacted with a view to rotavating the land to check for debris below the surface, however the company declined as they were concerned about the potential for equipment to be damaged. Cllr Ian Knapp stated that when his late father tried to aerate pitch the material below the surface damaged the machine.

**Action Cllr Evans and Riddle would take some auger sample readings across the pitch and report back.**

**10.e** Council have agreed to give 30 day notice to Élite Cleaning services, as per the terms and conditions. Should Élite wish to terminate the contract sooner the council would agree, providing Shaky Cleaning Service can take over.
**ACTION A- The Clerk to give notice to Elite Cleaning Services.**
**B - The Clerk to notify Shaky's cleaning service of the date to start the cleaning contract.**

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**11.0 Road Safety report** Council received the report from Cllr Jennings

The Council were advised that cars have been speeding on the Sailing club track and asked for assistance. It was agreed that the VAS unit could be moved onto the Sailing club track for a few weeks, however a post would be required to secure the unit and therefore this may not happen until spring 2024.

**12.0. Communications Report**

**12a.** Council deferred the update on the work needed to the notice board at the Pavilion to the December meeting

**13.0. New Nuclear Build - Council received the report no action required**

**14.0 General Purposes - no update to report**

**15.0 Drainage** Cllr Riddle present his report which included flooding of parts of Kington Lane. **ACTION Cllr Riddle to draft a letter to SGC re the drainage issues raised by Steve Frieke detailed in the drainage report.**

**16.0 Emergency Planning – no update to report**

**17.0 Village Agent - report received no action required**

**18.0 Memorial Hall update – report received no action required**

**19.0 Site Stakeholder Group (SSG) – report received no action required**

**20.0 Parish Property Report**

20a. The selected arboriculture contractor has been contacted to inform him to complete the work to the two trees in Pickedmoor Lane - **ACTION Cllr Riddle to report back at the December meeting.**

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**20b.** It was noted that the Marker Stones remain stained. The cost of professional cleaning is £100 per stone.

**ACTION Cllr Riddle to give the stones a second coat and review at the December meeting.**

**20c.**Councillors have been asked to make suggestions regarding the storage of the funeral bier. No suggestions were forthcoming, so the matter is to be deferred to December meeting.

**21.0 Any minor matters not requiring a decision or items for the next agenda**

A request has been made for a lock to be put on the back door of the Pavilion. This is not possible as it is a fire door.

The plastic curtains were discussed, and a suggestion was made to use fire retardant curtains instead.

**Action Cllr Bedford to enquire if this is acceptable as it is an emergency exit.**

**Confirm date of next meeting – Monday 2 December 2024**

**Note – All of the reports can be viewed on the village website. Any issues accessing the reports please email the Parish Clerk.**

S Bedford
3/2/25