OLDBURY ON SEVERN PARISH COUNCIL

Minutes of the Parish Council Meeting

held on Tuesday 7th July 2020 at 7:00 pm via the 'Zoom' platform

PRESENT: Cllr Keith Sullivan (Chair), Cllr Dylan Griffiths (Vice Chair), Cllr Matthew Riddle, Cllr Chris Jennings, Cllr Sheila Bedford (part)

Clerk: Emma Pattullo **Parishioners**: Mr Malcolm Lynden (SSG rep); no other parishioners were present

1. Apologies for absence

Apologies were received from Cllr John Cornock and Mr Barry Turner (NDP committee). Cllr Sheila Bedford had sent apologies for the early part of the meeting as she was unavoidably delayed.

2. To receive agenda declarations of interest and dispensation requests

Cllr Riddle declared interest in planning application PT18/6450/O Land to the West of Park Farm, Butt Lane. However since the response to this application had already been submitted, no discussion took place and he did not need to leave the meeting.

3. To adopt addendum to standing orders to allow virtual meetings

It was resolved to adopt the addendum to standing orders to allow virtual meetings, in accordance with the Coronavirus Act 2020.

4. To resolve not to hold an annual meeting during 2020 and to continue current appointments until May 2021

It was resolved that an annual meeting of the council will not be held during 2020 and that appointments of Chair, Vice Chair, committee members and other roles will be carried forward until May 2021.

It was further resolved that all committees should have at least two councillors as members.

5. To approve minutes of the last council meeting held on 3rd March 2020

It was resolved that the minutes of the meeting held on 3rd March 2020 be signed as a correct record. The minutes were signed by the Chair.

6. Public Forum

A parishioner asked whether the council was happy with the recent flood alleviation works at the bottom of Church Hill. All agreed that the works look good, but only the next heavy rain will show how effective they are.

7. To receive the Chair's report

The Chair had not produced a report for this meeting as he has not been able to attend meetings due to the coronavirus lockdown.

8. Council administration

8.1 To review and re-adopt Standing Orders

It was resolved to adopt the changes recommended by the Clerk, which will bring standing orders in line with current practice.

The Chairman noted that some elements of standing orders, whilst in line with current legislation, were somewhat out of step with modern technology. The Chairman and Clerk will discuss outside the meeting and report any recommendations to the next meeting.

Action: KS/EP to discuss

8.2 To review and adopt Financial Regulations

It was resolved to adopt the changes recommended by the Clerk, which will bring the regulations in line with the current NALC model.

8.3 To re-appoint Auditing Solutions Ltd as internal auditor for the financial year 2020-21

It was resolved to re-appoint Mr Stuart Pollard of Auditing Solutions Ltd as internal auditor for the current financial year.

8.4 To note decisions taken by the Clerk under emergency delegated powers since late March 2020 & determine any follow-up action required

For information: Shortly before the start of the lockdown in mid March, the council attempted to hold an emergency meeting to agree a delegation procedure, allowing the Clerk to make urgent decisions on behalf of the council. The lockdown was eventually announced the day before the emergency meeting was to have been held. As there was at that time no provision for councils to hold virtual meetings, councillors agreed by email/phone to take forward the delegation procedure. The full history is given in that procedure. It was felt that this was the most pragmatic way to ensure that council business was able to continue during the lockdown.

The following decisions taken by the Clerk under the delegation procedure were noted by the meeting. No follow up actions are required.

Subject	Decision(s)	Consultation with councillors
Planning application P18/0645/O	Submission of OPC response to revised application	Email consultation. Planning officer requested that response be submitted with same wording as original response. No other comments.
Adoption of procedure for operation during the virus outbreak	Adopt procedure OPC-C19-1.0 as circulated to councillors on 30/3/20, including revised scheme of delegation.	Agreed by majority, no dissent.
Approval of payments for March 2020	Approval of payments from 4/3/20 until 31/3/20, as on circulated list.	Consulted via email – agreed by majority, no dissent. Cheques signed by KS and CJ.
Grant request - Marie Curie Cancer Care	Award grant of£150	KS declared potential interest. Agreed by majority, no dissent.
Purchase of virus protection software	To purchase a two-year subscription to Kaspersky internet security package	Agreed with chairman.
Award of grass cutting contract	To award contract to Complete Weed Control, 10 cuts @£75 + VAT per visit.	Email consultation to PFC officers and councillor reps. No response. Agreed with KS by phone.
Approval of payment for April & May 2020	Approval of payments from 1/4/20 until 31/05/20, as on circulated list.	Consulted via email – agreed by majority, no dissent. Cheques signed by KS and CJ.

Subject	Decision(s)	Consultation with councillors
Planning application P20/08325/F The Old Dairy	Response - no objection	Email consultation.
Planning application P20/08928/F Elmsleigh	Response - no objection but requested condition requiring use to be ancillary to main dwelling	Email consultation.
Subscription to Zoom Pro	Subscription to be purchased on a rolling monthly basis @£11.99 + VAT to allow unlimited time meetings, enhanced security and guaranteed access via telephone.	Agreed with chairman.

8.5 To resolve whether delegation should continue and if so, until what point

It was agreed that the delegation procedure was working well and resolved that it should continue until May 2021.

8.6 To decide on arrangements for council meetings for the coming months

Due to the uncertain situation, it was felt not practical to determine exact arrangements for meetings in the rest of this council year. In principle, it is expected that the council will plan to hold virtual meetings by Zoom on the dates on which council meetings would normally be held, i.e. the first Tuesday of every other month.

8.7 To consider the draft Strategic Plan

Cllr Sullivan had redrafted the strategic plan in response to comments made, unfortunately it appeared that a previous version had been circulated by mistake. Issues to be added include tree planting and support for solar panels.

Action: KS to update and circulate.

It was agreed that this will be a long term, working document which may be updated regularly. It must set out a clear vision for the parish, with a few high level aims supported by more concrete actions and policies. It should be linked with the village character assessment.

Once the document is more developed, it will be put out to parishioners for consultation.

8.8 To consider recommendation for the Clerk to be allowed to claim overtime for additional hours worked, at standard hourly rate, up to 4 hours per week, from 1st April 2020 until 31st March 2021.

It was resolved that the Clerk should be allowed to claim overtime payments for extra hours worked, as proposed.

The Clerk's salary was last reviewed a year ago. It was noted that the role has expanded considerably and it may be time the grading of the role was reviewed against the NALC job evaluation scheme. This issue will be added to the next agenda.

8.9 To note the annual Asset Inspection and Risk Review and receive Clerk's verbal report

The Clerk reported that the annual inspection of general parish assets has recently been undertaken. No issues of immediate concern have been identified and a full report will be made to the next meeting.

Cllr Griffiths agreed to speak to a nearby resident about repairing loose stones on the front wall of The Pound. Cllr Riddle has discussed repainting of the phone box with a resident and will follow this up.

Action: DG & MR to progress

The Playing Fields Committee have been asked to carry out the inspection of playing fields assets.

The Risk Review has also been completed, again there are no major issues other than those still outstanding from the last year. A full report will be made to the next meeting.

9. Finance

9.1 To approve the Statement of Accounts and Budget Statement for the 2019/20 financial year

It was resolved to accept the Statement of Accounts and Budget for the past financial year, as presented.

9.2 To note internal audit report for 2019-20 & signing of internal audit certificate

The internal audit report and certificate were noted. The Clerk will follow up outstanding actions in the audit report.

9.3 To approve and sign 2019/20 Annual return Section 1 - Annual Governance Statement

The statements within the governance statement were considered alongside the evidence presented by the Clerk to support each statement.

It was resolved that Yes answers should be submitted for each statement and that the Annual Governance Statement should be approved. The statement was signed by the Chairman.

9.4 To approve and sign 2019/20 Annual return Section 2 - Accounting Statements

It was resolved that the Accounting Statements should be approved as presented. The statement was signed by the Chairman.

Cllr Bedford entered the meeting at this point.

9.5 To note the budget statement for the current year to date

The budget statement for the financial year to date was presented. Some elements are underspent due to lower levels of activity during the lockdown.

The Clerk reported that a significant error was made by South Glos Council, in that CIL receipts due to another council were paid into OPC's account by mistake. The full amount has now been returned, and will be recorded as a 'negative receipt' rather than a payment, in order to prevent our annual receipts and payments being artificially inflated. The internal auditor has confirmed that this means of accounting for the error is acceptable.

9.6 To approve regular payments for 2019/20 financial year

The Clerk presented the following list of regular payments. It was resolved that these payments should be made as detailed, until May 2021. Any future changes before that date will be minuted.

Payee	Purpose	Type	Amount	Frequency
Clerk	Salary	SO	£396.24	Monthly on 25th
BT	Line rental	DD	£29.50 + VAT	Monthly on last working day (approx.)
ICO	Data processing registration fee	DD	£35.00	Annual around 26th July
Avanti	LPG supply to pavilion heating	DD	Variable	Variable – dependent on usage
SGC	Localism contract (emptying of dog bins)	Cheque	£120.24+VAT	Quarterly in June, September , December , March

Payee	Purpose	Type	Amount	Frequency
Water2business	Water supply to Pavilion	DD	£11.50	Monthly on 1st
N-Power	Electricity supply to Pavilion	DD	£51.43 + VAT @ 5%	Monthly on 7th
Elite Hygiene	Pavilion cleaning	Cheque	£38 + VAT + occasional extra for supplies	Weekly charge – invoiced monthly
Complete Weed Control	Grass cutting at playing fields	Cheque	£75 + VAT	Varies depending on season. Fortnightly or less frequently.

9.7 To note receipts

The following receipts were noted:

#	Code	Date	Description	Supplier	Total
1	Income from hire	01/04/2020	Room hire	Busy Bees Preschool	£ 283.33
2	Grants & donations received	27/04/2020	Donation towards VAS	Ward Cllr Riddle	£ 500.00
3	Precept	30/04/2020	Precept	South Glos Council	£ 7,789.00
4	Community Infrastructure Levy	30/04/2020	CIL receipt IN ERROR	South Glos Council	£ 1,377.51
6	Community Infrastructure Levy	01/05/2020	CIL receipt	South Glos Council	£ 227.65
5	Community Infrastructure Levy	19/05/2020	Return of CIL payment made in error	South Glos Council	-£ 1,377.51
				Total	£ 8,799.98

9.8 To approve/note payments

9.8.1 To note payments made under delegated powers or prior approvals

The following payments, made under prior approvals or delegated powers during April & May 2020, were noted:

#	Code	Date	Description	Supplier	VAT	Total
1	PFC Utilities & fuel	01/04/2020	Water supply	Water2business	£ -	£ 11.50
2	Salaries	26/04/2020	Clerk's salary	Clerk	£ -	£ 396.24
3	Maintenance	29/04/2020	Phone Line Rental	BT	£ 5.90	£ 35.40
4	PFC Utilities & fuel	07/04/2020	Electricity supply	N-Power	£ 2.57	£ 54.00
5	PFC Utilities & fuel	07/05/2020	Electricity supply	N-Power	£ 2.57	£ 54.00
6	Training & Subscriptions	20/05/2020	Membership subscription	ALCA	£ -	£ 154.99
7	Maintenance	20/05/2020	Localism contract	South Gloucestershire Council	£12.44	£ 74.63
8	Home working allowance	20/05/2020	Clerk home working allowance	Clerk	£ -	£ 20.00
9	Office & Stationery	20/05/2020	Books	SLCC	£ -	£ 61.91
10	Office & Stationery	20/05/2020	Delivery charge	SLCC	£ 1.40	£ 8.40

#	Code	Date	Description	Supplier	VAT	Total
11	Office & Stationery	20/05/2020	Stamps	Ryman	£ -	£ 14.64
12	Office & Stationery	20/05/2020	Printer cartridges & paper	Ryman	£ 7.24	£ 43.49
13	Website & IT	20/05/2020	Internet Security software	Digital River Ireland Ltd	£ 4.58	£ 27.49
14	Maintenance	30/05/2020	Phone Line Rental	BT	£ 5.90	£ 35.40
15	PFC Utilities & fuel	01/05/2020	Water supply	Water2business	£ -	£ 11.50
16	Grant awards	20/05/2020	Grant	Marie Curie	£ -	£ 150.00
17	Salaries	26/05/2020	Clerk's salary	Clerk	£ -	£ 396.24
19	Salaries	25/06/2020	Clerk's salary	Clerk	£ -	£ 396.24
22	Maintenance	30/06/2020	Phone Line Rental	BT	£ 5.90	£ 35.40
26	PFC Utilities & fuel	01/06/2020	Water supply	Water2business	£ -	£ 11.50
27	PFC Utilities & fuel	01/07/2020	Water supply	Water2business	£ -	£ 11.50
28	PFC Utilities & fuel	07/06/2020	Electricity supply	N-Power	£ 2.57	£ 54.00
				Total		£2,058.47

9.8.2 To approve payments

It was resolved that the following payments should be made:

#	Code	Date	Description	Supplier	VAT	Total
18	Accounting & Audit	07/07/2020	Internal audit	Auditing Solutions	£40.00	£ 240.00
20	Room hire	07/07/2020	Zoom Pro account	Zoom Video Communications Inc.	£ 2.40	£ 14.39
21	Home working allowance	07/07/2020	Clerk home working allowance	Clerk	£ -	£ 20.00
23	PFC Maintenance & Cleaning	07/07/2020	Grass cutting	Complete Weed Control	£15.00	£ 90.00
24	PFC Maintenance & Cleaning	07/07/2020	Grass cutting	Complete Weed Control	£15.00	£ 90.00
25	Accounting & Audit	07/07/2020	Scribe annual licence	Starboard Systems Ltd	£56.60	£ 339.60
29	PFC Utilities & fuel	07/07/2020	Electricity supply	N-Power	£ 2.57	£ 54.00
30	Salaries	07/07/2020	Clerk's overtime	Clerk	£ -	£ 226.69
				Total		£1,074.68

10. Memorial Hall

10.1 To consider adoption of revised Constitution for management of the Hall

The hall Constitution has been substantially rewritten over recent months. This has been led by Cllr Sullivan in consultation with Cllrs Griffiths & Jennings and the Clerk.

It was resolved to adopt the latest version, v2.13, as circulated. The Clerk will forward a copy to the hall committee secretary for onward circulation and will place a copy on the website.

It was further resolved that the Parish Council, in its role as sole trustee, would delegate management of the Trust property to the Hall Committee in accordance with the constitution, until such time as the trustees may choose to reconsider this arrangement.

A lengthy discussion was held as to whether a more detailed scheme of delegation was required in addition to the constitution, to clarify exactly what the powers of the Hall Committee and Executive Management Committee were. Some councillors felt that this was not required as the constitution, in which the council appoints trustee representatives to sit on the hall committee, provided sufficient checks and balances. Cllr Sullivan proposed that such a scheme be put in place, but the proposal failed to receive a majority vote and thus was dismissed.

10.2 To consider inclusion of item re: trusteeship responsibilities on future full council meeting agendas

It was resolved that an item shall be added to the agenda of each normal meeting of the full Council or any Special Meeting between normal meetings if relevant. The item will be:

> 'To note the minutes of any meetings of the Hall Committee or Executive Management Committee and determine whether any action is required of the Council in their role as Trustees'.

If any actions are required, a meeting of trustees will be called at a suitable time but if possible immediately following the council meeting.

10.3 To consider liability insurance for trustees

When councillors are acting as trustees for the Memorial Trust, they need to be insured against any liability which might arise. It is understood that this is not currently covered by either the PC or Hall insurance policies.

Cllr Sullivan had circulated a paper setting out the ways in which this might be put in place. It has been identified that there may be savings to be made by covering all insurance needs for the PC and the Hall, including liability insurance for councillors and the hall committee, under a single policy.

The current Hall insurance policy expires in February 2021.

It was resolved that the current PC insurance policy should be amended to include all cover required by the Hall (building, contents and liability) from February 2021. A joint policy will then be investigated in more detail prior to the PC insurance renewal date in September 2021.

Cllr Sullivan will ask a parishioner, who has experience in such matters, to pursue this on behalf of the council. Cllr Sullivan will report back to a future meeting.

Action: Cllr Sullivan to follow up and report to future meeting.

10.4 To appoint trustee representatives to the hall committee

It was resolved that Cllrs Sullivan, Clothier and Riddle should be appointed as council representatives on the Hall Committee, with Cllr Riddle being the main representative on the Executive Management Committee (though others may stand in when required).

11. Planning matters

11.1 To note/determine responses to planning applications received

The following planning applications were noted and responses determined as listed.

Reference	Location/Address	Details of Application	OPC response
PT18/6450/O	Land West of Park Farm, Butt Lane, Thornbury	Erection of up to 630 dwellings (Class C3); up to 700sqm for Retail (Classes A1, A2, A3) and Community Hub (Class D1), network of open spaces, new roads, a sustainable travel link, parking areas, accesses and paths; and installation of services and drainage infrastructure (Outline) with access to be determined and all other matters reserved.	**OBJECT**
P20/05479/F	Upper Farm, Manor Farm Lane, Oldbury On Severn	Raise height of central section of existing roof and erection of a front extension to form double height living area and porch.	**No comment**
P20/05679/F	Land And Building At Manor Farm Shepperdine Road	Demolition of agricultural lean-to building and erection of replacement agricultural building	**No comment**

Reference	Location/Address	Details of Application	OPC response
P20/08325/F	The Old Dairy Oldbury Lane Thornbury	Change of Use from agriculture to Storage and distribution (Class B8) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) (retrospective). Demolition of 2 no. buildings, erection of 1 no. building (Use Class B1) with associated parking and landscaping works.	**No comment**
P20/08928/F	Elmsleigh Featherbed Lane Oldbury On Severn	Erection of a first floor extension to existing garage. Installation of 2no front dormer windows.	**No objection with comment**
P20/10040/F	Upper Farm, Manor Farm Lane, Oldbury on Severn	Alteration to central section of roofline (Re submission of P20/05479/F)	**No comment**
P20/09519/PNA	Hope Farm Chapel Road	Prior notification of the intention to create an agricultural track	**No objection with comment**
P20/08849/TRE	Meads View, Oldbury Naite	Works to 1 no. Oak to install Root Barrier covered by TPO no 0953 dated 14/02/2017	**No comment**
P20/07655/RM	Cleve Park, Land At Junction Of Morton Way And Grovesend Road, Thornbury	Details of layout, scale, appearance and landscaping for the erection of 336 no. dwellings, associated infrastructure and landscaping. Approval of Reserved Matters to be read in conjunction with Outline permission APP/P0119/W/17/3182296 (PT16/3565/O) (Residential development of up to 350 dwellings)	**OBJECT – response to be submitted as proposed by Flooding & Planning C'tee***
P20/10619/PNGR	Building At Knights View Shepperdine Road Oldbury On Severn	Prior notification of a change of use from 1 No. agricultural building to 1 No. residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) to include operational development.	**No comment**

* P20/07655/RM Cleve Park – this application was reviewed by the Flooding and Planning Committee in relation to planned maintenance of attenuation systems. It was felt that the proposed maintenance was not sufficient and recommended that an OBJECT response be submitted along with a request for a more detailed maintenance regime to be put in place and for auditable records of inspection and maintenance to be required to be kept.

11.2 To note Planning Decision notices

The following decisions were noted:

Reference	Location/Address	Details of Application	OPC response	SGC decision
PT18/4295/FDI	Knights Farm Shepperdine Road	Diversion of footpath OOS/36	No comment	**Withdrawn**
P19/18595/F	Barn at Kington Road	Conversion of existing Agricultural Building to form 1no. dwelling with home office ancillary to main dwelling, with parking and associated works.	No comment	**Approve with conditions**
P20/05479/F	Upper Farm, Manor Farm Lane, Oldbury On Severn	Raise height of central section of existing roof and erection of a front extension to form double height living area and porch.	No comment	**Refuse**
P20/05679/F	Land And Building At Manor Farm Shepperdine Road	Demolition of agricultural lean-to building and erection of replacement agricultural building	No comment	**Approve with conditions**

Reference	Location/Address	Details of Application	OPC response	SGC decision
P20/09519/PNA	Hope Farm Chapel Road	Prior notification of the intention to create an agricultural track	No objection with comment	**Granted with conditions**
P20/08928/F	Elmsleigh Featherbed Lane Oldbury On Severn	Erection of a first floor extension to existing garage. Installation of 2no front dormer windows.	No objection with comment	**Approve with conditions**

12. Flooding & Planning Committee

12.1 To note minutes of the meeting of 3rd July 2020

These minutes had only been circulated the day before this meeting. The Chairman therefore invited any comments to be made via email, as councillors had not had sufficient time to read the minutes before the meeting

13. Neighbourhood Development Plan committee

13.1 To receive committee report

Mr Turner had circulated a committee report prior to the meeting. Regulation 14 consultation has been completed despite the lockdown, responses have been analysed and the results incorporated into the draft plan where appropriate. The committee are now awaiting final input from SGC officers before proceeding to Regulation 15, the formal submission of the plan to SGC. There will then be a further opportunity for consultation before it is submitted to final examination.

14. Communications committee

14.1 To note minutes of the meeting of 29th June 2020

The minutes were noted. Cllr Bedford is now chair of this committee, and the Hall Committee have also put forward a representative to liaise on hall matters. Cllr Sullivan wishes to step down but as resolved previously, this would require another councillor to be appointed to the committee.

15. Playing Field Committee

15.1 To note minutes of the meeting of 2nd July 2020, if available, or to receive verbal report

Minutes of this meeting have not yet been circulated. Cllr Sullivan gave a verbal report. The committee have decided to reopen the MUGA and playing field but to keep the children's playground closed at the moment as government guidance states that it must be cleaned frequently and we do not have the resources to do so.

The PFC have planned a working party on Thursday 9th July to get the area ready for reopening. Cllr Bedford will check the area on Thursday evening to ensure appropriate signage is in place.

Action: SB to check signs at playing field before reopening.

A discussion was held as to the arrangements for locking gates at the playing fields outside opening hours. This is done by a resident, using combination locks. Currently, only the resident has details of the combination. It was agreed that the council should hold details of the combinations in case of emergency. Cllr Sullivan agreed to speak to the resident concerned.

Action: KS to speak to resident.

Post meeting note: Following receipt of revised guidance from the regular playground safety inspectors, it has been decided to open the playground with clear signage to indicate that it is not being cleaned and that users should practice good hand hygiene and maintain social distancing.

16. Highways & Road Safety

16.1 To receive road safety committee report

Cllr Jennings reported that there has not been a meeting of the RSC since January due to the lockdown. The Vehicle Activated Speed (VAS) device has been purchased and is now deployed on Church Road near the Anchor. He reported that data so far have shown a significant reduction in vehicle speeds, and offered to present a more detailed report to the next meeting.

Action: CJ to present a report on VAS data to the next meeting.

Olveston PC are still understood to be interested in sharing ownership of the device, but it has not yet been able to formally agree the arrangement.

Cllr Riddle has been trying to arrange a visit with the RSC and Rob Wiltshire (SGC Highways) to discuss various road safety issues in the parish. Site visits have been on hold due to lockdown, but it is hoped that this visit will be able to happen soon.

Action: MR/CJ to pursue once site visits are allowed

17. Review of actions (not previously covered)

- *Clerk to arrange meeting with Natalie Carr (SGC Democratic Services) re: increase in number of councillors*. This meeting is due to take place on 24th July.
- *VE Day celebrations.* These were cancelled due to the Covid-19 lockdown.
- *Clerk to write to Nigel Riglar (SGC) regarding short response timescales on consultations***.** Not yet done – action carried forward.

Action: Clerk

- *Cllr Bedford to prepare report on first aid cover scheme*. Action ongoing as it has not been possible to discuss with relevant people due to lockdown – action carried forward.

Action: SB

- *Actions on Clerk and Hall Committee re*: *request for a loan.* These actions were no longer required as the hall committee chose to withdraw the request.
- *Horizon gate at the Windbound*. Cllr Sullivan has discussed with Horizon. A site meeting is due to take place on 20th July @ 12:00. Cllr Clothier will be asked to attend.

Action: KS/MC

18. Consultations and Correspondence

18.1 Correspondence

- *Complaint re: dog waste left on sailing club track* – this has been a particular problem during lockdown due to high numbers of visitors deciding to walk in the parish for their daily exercise. Visitor numbers have been lower recently so it is hoped that the problem will reduce. The waste bin will be monitored for a while to see if it is getting over full; if so consideration will be given to arranging a more frequent collection or replacement with a larger volume bin.

- *Request to carry out metal detecting on Parish land* - It was resolved that the request should be refused.
- *Request for details of the council's grass cutting policy* – this followed a complaint about wild flowers being cut on the verge at The Naite during their seeding period. It was noted that apart from the playing fields, all grass on council land is cut by parishioners, either voluntarily or at nominal charge. It was noted that this was good value and that council did not wish to cause ill will with these parishioners by stipulating the timing or manner in which cutting should be done.

18.2 Consultations

- *SGC Council Plan 2020-2024* – resolved that no response should be made.

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

Mr Lynden (SSG rep) had circulated a report. There has been little activity at the Oldbury site during lockdown except for essential work, but they are now starting to return to more normal operation.

The issue of people living in laybys around the parish was discussed. Cllr Riddle reported that whilst vehicles are road legal and there are no local restrictions, there is little to be done. However SGC are investigating enforcement action against one individual who has been a long term 'resident' within the area. Imposition of parking restrictions (e.g. to prevent overnight parking) would require a road traffic order, which are time consuming and expensive to obtain.

20. Close of Meeting

The meeting was closed at 9:50pm.

Next meeting to be held on **Tuesday 1st September 2020 @ 7.00pm.**

Signed by Chairman: