Oldbury on Severn Parish Council

Clerk/RFO: Victoria Bailey
88 Badger Road
Thornbury
BS35 1AD
Telephone: 07922807405

oldburyonsevernpc@gmail.com

Minutes of the Meeting of the Parish Council held on Tuesday 2nd March 2021 at 7.00pm via the Zoom

Present: Chair Cllr Keith Sullivan, Vice-Chair Cllr Dylan Griffiths, Cllr Matthew Riddle, Cllr John Cornock, Cllr Sheila Bedford, Cllr Chris Jennings, Barry Turner

1. Apologies for absence: None

Clerk: Victoria Bailey

2. No declarations of interest or dispensation requests

3. Minutes of last council meeting held on 5th January 2021 proposed by MR and CJ

4. Public Forum
No members of the public attended

5. To receive Chair's Report
VB screen shared KS's report which was discussed. KS informed all present that item 15; issue with gate, has now been resolved

6. Parish Council Administration Clerk

6.1 Review the draft Strategic Plan and agree further action
CJ recently redrafted the strategic plan and revamped the spreadsheet with the aims and objectives in the first 3 paragraphs as a guide. VB screen shared SRB's 'Notes on the Strategic Plan' paper (24/02/2021 version, included as an attachment to these minutes as requested)
Discussion over the Strategic Plan being a living document and it being a road map for the Parish.

Action:
KS to write an article in 4Ward asking for Parishioners input on the Strategic Plan

6.2 To note decisions taken under delegated powers since the last council meeting

The following decisions were noted:

Date	Subject	Decision(s)
21/02/21	VB to attend an ALCA 'Year End Accounts and Audit' course 11th March online at a cost of £30	KS agreed
23/02/21	VB would like to attend ALCA 'Introduction to VAT for Local Councils' online for £30 – would this be approved if there are still spaces left?	Agreed
07/01/21	VB phone bill expenses Oct 20 – Jan 21 £19.50	Has been paid under agreed expenses
02/02/21	VB purchased a laminator and pouches £34.98	As agreed at the last Full Council 05/01/2021
23/02/21	Stationary purchased (envelopes £3.70 11/02/21 and stamps £15.84 on 23/02/21 Total £19.54	Has been paid under agreed expenses
16/02/21	VB provided KS with evidence of overtime as she has 25.5 hours owed since beginning in October 2021 unpaid. Due to the workload it's not possible to take off as lieu. KS instructed VB to write a cheque for the outstanding £266.22 owed.	Agreed at Full Council 02/03/2021
02/03/2021	ALCA Annual subscription 2021 – 2022 £188.68	Agreed at Full Council 02/03/2021

6.3 To discuss dog bin collection

A new black waste and dog bin has been installed at the Windbound site a few days ago, paid for by Horizon; it is already half full. VB read an email regarding the costs of bins and the collection options from Mark King, head of SGC Streetcare team. Council discussed cost of bins and who has to pay for them; this has been researched this and OPC definitely has to pay for both bins and the collection of waste, as do all other Town and Parish Councils.

6.4 To discuss Localism Contract and grass cutting

SRB spoke with SGC and had a blocked ditch dug out. SGC have now agreed to mow and clear the ditch and SRB offered to keep checking that this is happening. All thanked SRB for her work on this matter. Discussion over patches of land under SGC's responsibility for grass cutting; SRB confirmed residents of Bromsford Housing Association agreed to look after the land/ ditch to the front of their property. KS spoke to a resident who confirmed that SGC had never cut the grass in three areas of Westmarsh. The houses are a mixture of housing association and privately owned. It was suggested not to pay Special Expenses next financial year; it was accepted that this year it was too late to act on it this year.

6.5 To discuss Queen's Platinum Jubilee 2-5 June 2022

MR asked for a small group of people to meet and discuss plan to celebrate the Queen's Platinum Jubilee. CJ said that Simon from the Memorial Hall had spoken to The Anchor to ensure the dates they celebrate don't clash. It was suggested that one person from St Arilda's Church, the community shop, The Anchor, the school and one Councillor form a working party to plan a Parish wide celebration.

6.6 Trees for Tom (Paper 10)

KS reported he'd watched Captain Tom Moore's funeral on television and relayed the charitable donation of a tree being planted in his memory; it was decided to donate £50.00 to The Woodland Trust in his memory for a 'Tree for Tom' in Yorkshire.

Action
VB to write cheque for £50.00 for The Woodland Trust on behalf of OPC

7. Finance Clerk

7.1 To note budget statement
This was noted

7.2 To note receipts

Voucher	Code	Date	Description	Supplier	Total
17	12	15/02/2021	Olveston Parish Council's Share of VAS	Oldbury on Severn Parish Council	£1538.10
18	21	01/02/2021	Busy Bees Room Hire	Busy Bees Preschool	£283.88

It was noticed that VAT had accidently been charged on the OPC invoice to Olveston Parish Council and that OPC had received a VAT refund on it in the last financial year

Action
VB to send Olveston a cheque with a refund of £256.35

7.3 To approve/note payments

It was noticed that Item 124 needs to be changed from 'Room Hire' code.

Action
VB to change code 124 on Scribe accounts package

8. Planning applications **Cllr Griffiths**
8.1 To note/approve responses to planning applications received

The following planning applications were noted and responses noted/agreed:

Reference	Location/Address	Details of Application	OPC response
P21/00723/F	Holt Farm Shepperdine Road Oldbury On Severn South Gloucestershire BS35 1RJ	Demolition of existing hay barn. Erection of 1 no. agricultural building for the storage of machinery and fodder	No comment

8.2 To note SGC decision notices

The following SGC decisions were noted:

Reference	Location/Address	Details of Application	OPC response	SGC decision
P20/24122/F	Box Tree Cottage Kington Thornbury South Gloucestershire BS35 1PJ	Erection of detached double garage	No comment	Approve with conditions
P20/23824/F	Xenia Oldbury Naite Oldbury On Severn South Gloucestershire BS35 1RU	Conversion of 1no. agricultural building to 1no. residential dwelling with associated works	No comment	Refusal
P20/23998/F	Meal House Oldbury Naite Oldbury On Severn South Gloucestershire BS35 1RU	Erection of a two storey side extension to form additional living accommodation	No comment	Withdrawn
P20/24023/F	River View Westmarsh Lane Oldbury on Severn South Glos BS35 1QE	Erection of a detached single storey outbuilding to form garage	No objections	Approve with conditions

9. Flooding & Planning Committee **Cllr Sullivan**

9.1 To note minutes of meeting held on 20th January 2021
Minutes approved
KS thanked BT for his work on the Local Plan and SUDS. BT added that Rose Hewitt from Gioses had invited OPC to the next meeting, noting they only meet 4 times per year. BT concerned that Gioses more concerned with ecology whereas the FPC is more concerned with flooding so unsure of how much FPC will benefit but it's worth finding out. All thanked BT for his work on this.
KS has written to the following coastal Parishes asking to link up on approaches to flood defences; Aust, Ham and Stone, Hill, Ham Fallow and Hinton. Four of the six have responded with interest. KS asked if FPC should join Gloucester Gioses (all agreed) and whether they should form a new committee of joined coastal parishes (the majority of Cllr's agreed.) KS has contacted OPC's pervious Clerk (now Clerk to Aust) Emma Pattullo and she has agreed to Clerk the meetings of the coastal

parishes. However, KS will spread the cost of employing Emma amongst the parishes evenly and begin arranging this.
BT will draft a paper for the other coastal parishes summarising the background, policies, progress and issues facing the parishes in relation to flooding. KS suggested looking towards Western Gateway for funding. It was agreed this new group will feed back to FPC not to Full Council in future.

Action
BT to draft summary for coastal parishes
KS to look into funding the coastal parishes group

KS didn't write a report on sewerage but said he and CJ had met with a representative from Wessex Water and action is being taken; he will inform Cllr's when he has more information

Action
KS to update Cllr's when he hears back from Wessex Water

Debate over storm water and drainage regulations and whether water goes into the rhine from certain houses or into the Wessex Water drain. Wessex Waters guidance on water run-off is unclear.

9.2 The 'Right to Regenerate' consultation by NALC was discussed. OPC has been taking care of the land near the shop/ sailing track/ Malcolm Lynden's driveway and previously asked SGC who owned the land but SGC did not want to be involved in discovering the ownership. Debate over who could claim this piece of land ensued; most Cllr's felt it fell under the Parish Councils responsibility and could rightfully be claimed by OPC. It was decided not to respond to the consultation.

10. Neighbourhood Development Plan committee **Barry Turner**

10.1 To receive committee report
BT has spoken with SGC about the consultation and was considering the best approach to take; to hold the consultation online or to wait until Covid restrictions are over and hold a consultation in the normal face to face way. BT in two minds; if they wait it is likely to be delayed beyond 21st June 2021. MR asked whether 4Ward delivery network could help; CJ suggested a combined online and physical consultation. BT unsure and is undertaking a lot of work currently so doesn't want to add to it; KS said OPC will offer full backing to whatever is approach is decided.

11. Nuclear **Cllr Sullivan**

11.1 To receive NNB sub committee report
STEP meeting will take place on 9th March 2021; all Cllr's encouraged to attend.

11.2 To receive Site Stakeholder Group report

No meeting has taken place
BT asked about Silt Lagoon 3; he has discovered evidence that it was not originally wetland, but there was a house in the centre. JC interjected that his mother had been born in that very house. BT said that it is now on record that ML was right about the history of Silt Lagoon 3.

12 Communications committee **Cllr Bedford**

12.1 To note the minutes of meeting held on 8th February 2021
SRB said the minutes were as read
CJ asked about the website pages for the Memorial Hall. SRB will be able to distribute pages once she has a clearer idea of how many community groups want a page.

13 Playing Fields committee **Cllr Sullivan**

13.1 To note minutes of meeting held on 7th February 2021
(Minutes not yet received)
KS previously discovered a leak in the Pavilion portaloo; VB checked on the weekend and confirmed there was no present leak. KS concerned with the fire escape; the gates were locked with a padlock which was unsafe so it was changed to being tied with string. KS asked for support in dealing with this issue which was met with support. Discussion over whether the toddler group pay

Action
VB to ask Mike Pheysey if the tots group pay rent

14. Highways & Road Safety **Cllr Jennings**

14.1 To note the minutes of meeting held on 2nd February 2021
No questions on minutes
CJ updated all on a parking letter sent by the RSC to Camp Road residents. Police have visited Oldbury on Severn and two parking notices were put on illegally parked cars. Debate over cars being parked on pavements. VB screen shared a document on the parking/ traffic situation produced by the RSC. DG stated that many issues arise from lockdown including more visitors to Oldbury on Severn for recreation/ exercise but more footfall means cars drive slower. Discussion over whether visitor numbers will fall after the pandemic; MR said a 20mph limit is a good idea. SRB asked whether a Risk Assessment had taken place; not yet was the answer. Agreed that 'Option 4' to wait and see how the situation with traffic unfolds was seen as the best option put forward in the RSC document and for the RSC to do a Risk Assessment

Action
RSC to produce a Risk Assessment on road safety in Oldbury on Severn

The RSC has been getting quotes for gates/ posts; SRB said they will mark a change in speed limit rather than any Parish boundaries. In Cowhill and Kington the signs will read 'Please drive carefully.' SRB has asked Shepperdine residents if they want any signage but they declined.

Action
CJ to send drawings of proposed gates to Cllr's

15. Memorial Hall **Cllr Riddle**

15.1 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
MR reported that two meetings happened in February and it was agreed for the AGM to be held in July, where new nominations would happen. Linda Jennings will act as the interim treasurer until the AGM. An extension to the hall, costing £120,000 was discussed as a long term plan. CJ said a grant for £10,000 from Magnox had been applied for but refused; he is now applying for £1000 of funding from Magnox. CJ is waiting to hear back from a National Lottery grant application.

16. Review of actions not previously covered
Clerk discussed holding a 'Summer Social Event' (if restrictions allow) to celebrate the work of all our committees/ volunteers during the pandemic; all agreed this was a good idea. CJ referenced KS's previous similar event at The Anchor

17. Consultations and Correspondence
17.1 Correspondence
None received

17.2 Consultations

Papers 4, 5 and 7 were discussed; no further comment will be made on them

VB shared Paper 1; KS's document on the storage of ammonium nitrate at Sharpness. The safety of it's storage was discussed at length. Most agreed that it was highly regulated however there was concern, especially after the Beirut explosion, that it could cause an issue if there was an accident due to its proximity to the power station. However, the stock in Sharpness is regarded as well maintained. MR suggested asking the Parish of Hinton their feelings on the stock of ammonium nitrate if KS sees fit.

18. Any minor matters (not requiring a decision) or items for the next agenda
KS suggested VB test out the new camera club equipment in the Memorial Hall once it reopens to get used to the new technology ready for committee meetings. VB agreed this is a good idea and will do so.

JC concerned as a man is living in several cars in a layby. Difficult issue as there are no waiting restrictions in that area, however, the police are aware and it was discussed at the latest CEF meeting. CJ offered to contact relevant authorities.

Action
CJ to alert the authorities of man living in the layby and feedback to Full Council any progress in this issue

9.50pm Close of meeting

Next meeting **Tuesday 4th May at 7.00pm**

Attachments (copies available from the Clerk on request)
Paper 1 Ammonia Nitrate by Cllr Keith Sullivan
Paper 2 RSC Road Marking on Camp Road
Paper 3 RSC Letter to residents regarding parking
Paper 4 Diversion of the footpath at The Wells
Paper 5 Map of Kington Lane diversion
Paper 6 Payments List
Paper 7 Right to Regenerate email
Paper 8 Cllr Sullivan Chair's Report (to follow)
Paper 9 Budget 2021-2022
Paper 10 Trees for Tom
Paper 11 SRB's Notes on Strategic Plan

Draft minutes attached - to be taken as read (copies available via the website)

- **Communication Committee held on 8th February 2021**
- **Flooding and Planning Committee held on 20th January 2021**
- **Road Safety Committee held on 28th January 2021 and 2nd February 2021**
- **Minutes of NNB Meeting held on 23rd February (minutes to follow once complete)**