Oldbury on Severn Parish Council

Minutes of the meeting of the Council held at 7.00pm on
Tuesday 7th September 2021 at The Memorial Hall, Camp Rd, Oldbury-on-Severn, Bristol BS35 1PR

Present: Chairman Cllr Keith Sullivan, Cllr Matthew Riddle, Cllr Chris Jennings and Cllr Sheila Bedford

1. Apologies for absence: Cllr Dylan Griffiths and Barry Turner

Absent without apologies: Cllr John Cornock

Clerk: Victoria Bailey

2. Declarations of interest and dispensation requests

None received.

3. Approval of minutes of the last council meeting held on 6th July 2021 (paper 1)

KS requested minutes to be agreed subject to the addition of written explanations alongside the number referencing regarding the PFC constitution; proposed CJ seconded MR and SRB.

Action
VB to make requested change to July 2021 minutes

4. Public Forum

No public were present, however, MR suggested sending a condolences card from the parish council due to the sad news of John Belbin passing away; all agreed and thanked MR.

Action
MR to send condolence card on behalf of OPC

5. Chair's Report

Chairs report was presented on the projector screen; KS was thanked for his work.

6. Parish Council Administration

6.1 To discuss Queen's Platinum Jubilee

MR has requested community representatives to be involved in Oldbury on Severn's jubilee celebrations; volunteering so far: John Dyke (Oldbury on Severn school), Christobel Tymko (St Arilda's Church), Cllr Matthew Riddle (Memorial Hall), Cllr Chris Jennings (Oldbury Parish Council.)
MR is seeking representatives from the Sailing Club, Busy Bees Preschool, Cricket Club, Magnox and any other local organisation not yet listed.
MR reported that the national framework for the four day celebrations has been set; beginning on Thursday with the lighting of the beacon (MR suggested this being held at the Sailing Club; met with agreement from all present) and CJ reported that the Memorial Hall will host the events 'grumpy men's breakfast' and 'gossip in the afternoon' as part of the celebrations.
MR relayed Christobel Tymko's suggestion of having an exhibition held in the Memorial Hall on Oldbury on Severn in 1952; this was met with approval and further suggestions of including photographs from the 1953 beauty pageant and ideas for potential refreshments.
On the Sunday there is a national lunch; a picnic on the playing field (linking with activities at the Cricket Club) was explored including the PFC organising a bouncy castle and children's activities and to make as many activities free of charge as possible.
Funding has been offered by SGC for the celebrations and MR will also ask Magnox for a donation.
MR suggested a community activity of 'best dressed window/ front garden/ gate etc' which was met with approval.

Actions
MR to seek further representatives for Oldbury on Severn's Platinum Jubilee celebration's
MR to ask Sailing Club whether they would host the lighting of the beacon
MR to organise funding opportunities for the jubilee celebrations
VB to add 'Jubilee Celebrations' to PFC's next full committee meeting (11th November 2021)

6.2 To agree participation and discuss locations for two oak trees in commemoration of Queens Jubilee (Paper 2)

CJ has taken ownership of organising the two oak trees offered to the parish. CJ suggested one site being the playing fields if the planting conditions are right. Other sites suggested were; St Arilda's churchyard (the current hedge is planned to be removed), the pound, land opposite Ian Knapp's garage, triangular piece of land near the steps in Cowhill, a square piece of land at playing fields, at the Naite near the boundary stone, the green near Westend (however this latter idea was dismissed due to too many pipes running underneath.) No decision has yet to be made on locations

Action
CJ to confirm OPC want the oak trees and organise delivery with provider
CJ to further investigate suitable planting sites

6.3 To note that the South Gloucestershire Localism contract will expire for dog waste collections in September 2021; agree action going forward

CJ reported he has been looking at the dog bins and they looked less full. Discussion on dog bin collection; decided on one collection per week from Sailing Track.

Action
VB to inform SGC that OPC want one dog bin collection per week from the Sailing Track

6.4 Workplace pension re-enrolment; legal duty to inform The Pensions Regulator of staff enrolment (paper 3)

MR suggested VB ask ALCA for advice; VB will action

Action
VB to ask ALCA/ SLCC for pension advice

6.5 To present the Clerk's financial management guide for Oldbury Parish Council (paper 4)
Councillors thanked VB for the document. CJ asked for an appendix explaining all abbreviations

Action
VB to add appendix to Financial Management Guide and also change 'ring fenced' for 'set aside'

6.5 To inform that Came and Company insurance expires on 30th September 2021; to agree to renewal if it does not exceed current premium by an agreed amount by Council; current cost is £1813.83 per annum excluding hall insurance

CJ would like to combine Memorial Hall and OPC insurance policies. KS suggested asking Ian Bell to research policies

Action
VB to ask Ian Bell to research insurance policies

6.6 To discuss potential review of Cricket Club lease

MR suggested a small working group to meet and read through the lease; this was favourably approved. Discussion over whether the Cricket Club are carrying out maintenance tasks they originally agreed to 20 years ago when the lease was signed. It was agreed to review what is currently being carried out on the field. It was decided MR, SRB and KS would meet (with VB as Clerk) to look at the lease with suggestions from DG taken into consideration.

Action
MR, KS, SRB and VB to meet to review Cricket Club lease

6.7 Discussion on file referencing; agree reference system

Councillors discussed KS's document containing a new file referencing system; it was agreed it was difficult to follow especially by Councillors with dyslexia. At present the minutes, for example, the meeting of the Strategic Plan Committee would read (using KS's system excluding addressee and subject column)

SPC250921MV1070921

MR suggested adding an underscore. CJ requested the 'v' for version be changed to 'draft'. It was agreed to use a file reference system whereby all electronic files are sent between the parish council as follows (using the SPC example above)

SPC_250921_MINS_D1_070921

7. Finance

7.1 To note budget statement (paper 5)

Approved unanimously

7.2 To note receipts (below): all approved unanimously

Code	Date	Bank	Description	Supplier	Total
Income from hire	01/07/2021	Current Account	Room hire (pavilion)	Private hire	£ 16.00
Income from hire	01/07/2021	Current Account	Room hire (pavilion)	Busy Bees Preschool	£ 283.33
Income from hire	07/07/2021	Current Account	Room hire (pavilion)	Private hire	£ 15.00
Income from hire	02/08/2021	Current Account	Room hire (pavilion)	Busy Bees Preschool	£ 283.33
Income from hire	09/08/2021	Current Account	Room hire (pavilion)	Private hire	£ 35.00

Total receipts: £ 632.66

7.3 To approve/note payments (below): all approved unanimously

Code	Date	Bank	Cheque No	Description	Supplier	Total
Training & Subscriptions	28/06/2021	Current Account	1092	Training	ALCA	£30.00
Accounting & Audit	28/06/2021	Current Account	1091	Scribe annual licence	Starboard Systems Ltd	£345.60
PFC Maintenance & Cleaning	28/06/2021	Current Account	1093	Grass cutting	Complete Weed Control	£90.00
PFC Utilities & fuel	01/07/2021	Current Account	Direct Debit	Water supply	Water2business	£41.00
Room hire	06/07/2021	Current Account	1095	Room hire	Memorial Hall	£15.00
Salaries	06/07/2021	Current Account	1096	Clerk home working allowance	Oldbury on Severn Parish Council	£10.00
Office & Stationery	06/07/2021	Current Account	1094	Printer cartridges & paper	Currys PC World	£67.99
Office & Stationery	06/07/2021	Current Account	1094	Stamps	One Stop Stores	£17.83
Safety Checks	06/07/2021	Current Account	1097	Playground safety inspection	PlaySafety	£111.60
PFC Utilities & fuel	07/07/2021	Current Account	Direct Debit	Electricity supply	N-Power	£38.00
Salaries	12/07/2021	Current Account	Direct Debit	Clerk's salary	Clerk	£678.60
PFC Maintenance & Cleaning	13/07/2021	Current Account	1098	Cleaning	Elite Hygiene Services	£239.40
Office & Stationery	13/07/2021	Current Account	1099	Stationery	Amazon EU	£46.97
Other	15/07/2021	Current	ZA435503	ICO registration	Information	£35.00

Professional Services		Account			Commissioner's Office	
Website & IT	16/07/2021	Current Account	1100	Zoom Pro account	Zoom Video Communications Inc	£14.39
PFC Maintenance & Cleaning	27/07/2021	Current Account	1101	Grass cutting	Complete Weed Control	£90.00
Maintenance	30/07/2021	Current Account		Phone Line Rental	BT	£35.40
PFC Utilities & fuel	02/08/2021	Current Account		Water supply	Water2business	£41.00
PFC Utilities & fuel	09/08/2021	Current Account		Electricity supply	N-Power	£ 38.00
Salaries	11/08/2021	Current Account		Clerk's salary	Clerk	£678.60
Home working allowance	11/08/2021	Current Account	1102	Clerk home working allowance	Oldbury on Severn Parish Council	£10.00
Other Professional Services	12/08/2021	Current Account	1103	Localism contract	South Gloucestershire Council	£270.14
PFC Maintenance & Cleaning	12/08/2021	Current Account	1104	Cleaning	Elite Hygiene Services	£227.46
PFC Maintenance & Cleaning	12/08/2021	Current Account	1105	Grass cutting	Complete Weed Control	£90.00
Salaries*	31/08/2021	Current Account	1111	Severnvale Flooding Defence Group Clerking	Emma Pattullo	£78.30

Total payments: **£ 3,261.98**

*Councillors noted that there is £103.84 remaining for Severnvale Flooding Defence Group from the £250.00 grant received in May. It is allocated in OPC accounts reserve for Severnvale Flooding Defence Group on Scribe.

8. Planning applications

8.1 To note 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
P21/05585/F	Naite Cottage Oldbury Naite Oldbury On Severn South Gloucestershire BS35 1RU	Demolition of existing porch and erection of a single storey front extension to provide additional living accommodation.	No comment
P21/05397/F	The Tower Kyneton	Reinstatement of side	No comment

	House Mumbleys Lane Thornbury South Gloucestershire BS35 3JZ	doors and formation of steps to garden area. Installation of wine cellar to existing void beneath kitchen floor.	
P21/05402/LB	The Tower Kyneton House Mumbleys Lane Thornbury South Gloucestershire BS35 3JZ	Reinstatement of doors to side elevation and formation of steps to garden area. Installation of steps to form wine cellar to existing void beneath kitchen floor.	No comment
P21/05559/F	Bewdley Cottage Nupdown Lane Oldbury On Severn South Gloucestershire BS35 1RP	Erection of 1 no. agricultural building for the storage of fodder and machinery.	No comment
P21/03436/F	Building At Xenia Oldbury Naite Oldbury On Severn South Gloucestershire BS35 1RU	Conversion of 1 no. agricultural building to 1no. residential dwelling (Class C3) with associated works (Resubmission of P20/23824/F)	No comment

8.2 To note SGC Decision notices & other planning matters received

Reference	**Location/ address**	**Details of application**	**OPC response**	**SGC Decision**
P20/23536/F	1 West End Villa West End Lane Oldbury On Severn South Gloucestershire BS35 1PS	Installation of 1 no. rear dormer and erection of a two storey side extension to form additional living accommodation.	No comment	Approve with conditions
P21/03215/F	Pool Farm Oldbury Lane Thornbury South Gloucestershire BS35 1RE	Erection of a first floor side extension and garage conversion to form additional living accommodation.	No objection	Approve with Conditions

9. Flooding & Planning Committee
9.1 To note minutes of meeting held on 21st July 2021 (paper 6)

Minutes noted. KS reported that SGC will send a representative for one FPC meeting per year.

Action
VB to add to next FPC agenda 'Decide on date for Scott Jones attending FPC'

10. Neighbourhood Development Plan committee
10.1 To receive committee report (paper 7)

Councillors were happy with Barry Turner's report

11. New Nuclear Build Committee
11.1 To receive Site Stakeholder Group report

Malcolm Lynden was not present. MR updated Councillors on a recent Zoom meeting held with Berkeley; it was well attended and the next meeting is scheduled to happen at the end of October. No update yet on Fusion project. KS raised a point that S1 –S6 areas from Aust to Sharpness exclude the Oldbury and Berkeley power stations as NDA are responsible.

12 Communications committee
12.1 To note minutes of meeting held on16th August 2021 (paper 8)

SRB said minutes were as circulated. SRB read an email containing thanks from parishioner Ian Bell for the new website; CJ and MR agreed it looked very good. SRB reported Communication Committee meetings will be held bi-monthly.

13 Playing Fields committee
13.1 Update on PFC

Minutes have been circulated. Finances; £18,000 was transferred into OPC current account from PFC. £8,500 of the £18,000 was transferred by PFC to OPC as payment towards the heating system. Concern voiced over the frequency of PFC meetings' suggested it would be better to change to bi-monthly although this has to be agreed by PFC. SRB asked for approval for another Councillor to go on the bank mandate should it prove impossible to close the two outstanding Santander PFC accounts. Discussion on how to close accounts.

SRB would like to form a PFC sub-committee to move actions forward more quickly. SRB would like sub committee to look at leaks/ building issues, toilet facilities, kitchen etc. SRB would like MR to

replace KS on PFC committee and for KS to remain ex-officio; all agreed. KS reported he has contacts for a structural surveyor.

Action
KS to liaise with Ian Bell regarding a survey of the pavilion.

14. Highways & Road Safety

14.1 To note minutes of RSC meeting held on 3rd August 2021 (paper 9)

CJ is making progress on the gateway signs; quoted around £2,500 as RSC would like them in brick. CJ requested approval from Council to spend up to £3,000 excluding VAT. CJ said £1,200 was previously agreed by OPC as part of the RSC budget 2020-2021.
It was agreed to spend £3,500 on new signposting by Oldbury Parish Council.
Kington Lane has new road safety signs.
CJ has been looking at potential sites for the VAS; keen not to place on private land; SGC owns some of the verges.

Action
CJ to meet with Rob Wilshire to discuss potential sites; note Rob may not be conducting site visits at present

15. Strategic Plan

15.1 Update on Strategic Plan

Strategic Plan discussed; KS keen to get it on OPC website

Action
CJ will send latest version of Strategic Plan to VB and Councillors for circulation. CJ to send Strategic Plan to Roger to put on website. SRB will add to website newsdesk

CJ has tried to arrange a site meeting at the Sailing Track; planning to go again tomorrow to look at potential sites. KS wants to ensure trees are planted in suitable conditions. Forest of Avon Trust require for a minimum of 1.8 hectares. SGC offered trees last year; CJ said this could be explored again.

15.2 Minutes of the Strategic Plan meeting held 25th August 2021 (paper 10)
Noted

16. Severnvale Flooding Defence Group
16.1 Report on SFDG Group (Paper 11)

Councillors had seen report; KS said the group was developing. Barry Turner will write to SGC informing them of the group. MR said the other side of the river is suffering as pills are increasing in silt.

KS reported that Barry Turner sent links to Cardiff University webinars which he found interesting.

17. Memorial Hall
Due to a clerical error this item was omitted from the original agenda, however the following items were reported

CJ reported the Memorial Hall is holding its AGM on September 17th. Asked VB to help find original hall documents required by Land Registry. MR suggested looking for Land Registry details for the Pavilion and Playing Fields

Action
VB to send CJ all original documents for the Memorial Hall kept by Oldbury Parish Council
VB to find Land Registry details of Pavilion and Playing Fields

18. Review of actions (not previously covered)

Nothing discussed

19. Consultations and Correspondence
VB read an email from Natalie Carr at South Gloucestershire Council regarding Oldbury Parish Council having additional Councillors. Discussion on co-opting new Councillors. MR noted that there is no representative from Kington; he has asked residents but so far no one has positively responded to the current vacancy. SRB has asked many people within the village but no one came forward. CJ suggested asking previous candidates to reapply which was agreed upon.

Action
KS to advertise the vacancy in 4Ward

19.1 Consultations
None received

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

None

21. Close of meeting

Next meeting **Tuesday 2nd November 2021 at The Memorial Hall (subject to change based on Coronavirus restrictions)**