Oldbury on Severn Parish Council

Oldbury on Severn Clerk/RFO: Mrs Sarah Bodmer
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Minutes of the Meeting of the Council held on Tuesday 4 July 2023 at The Memorial Hall, Camp Rd, Oldbury-on-Severn, Bristol BS35 1PR at 7.30pm

...Present: Cllr Sheila Bedford, Cllr Laura Day, Cllr Chris Jennings, Cllr Ian Knapp, Cllr Belinda Orford and Cllr Kate Warrender

Clerk: Sarah Bodmer

1. **Apologies for absence**

Cllr Matthew Riddle

Cllr David Heape

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

None received

3. **To approve minutes of the previous Council meeting held on 11 May 2023**

To be signed at next full Council meeting on 4 September 2023

4. **Matters arising from the previous minutes not included in the agenda**

Update on Cllr MR liaising with Darren Davison re culvert – discussed but no dates put forward. An email dated 4 July 2023 from Cllr MR has been received and confirms more information is awaited. CEF informed re Culvert & Power Station Road (subsidence)

5. **Public Forum**

1 attendee – agreed 5 minute window for speaking about any concerns but not to be debated during the meeting.

Information requested on the role of the Village Agent – Cllr CJ confirmed as the representative, the Severn Vale looks after parishioners who may be vulnerable or lonely and to encourage participation in social events linked to the Memorial Hall.

Agreed concerns or questions from attendee will be forwarded to the council via email after the meeting is concluded, so comments can be provided linked to the relevant paper.

6. **Review of progress to date – Chairman's Report**

Welcome to the newly engaged Councillors and new clerk appointed - with the council now restaffed

Clerk has completed the SLCC as introduction to the role of clerk.

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Clerk to provide an appendix to the Minutes to evidence actions of work undertaken on joining.

Deeds for property ownership to establish if registered with Land Registry – Action Cllr MR to take forward

Agreed request to hold items in camera discussion – to be covered in Finance segment

Discussion on the structure of the committees and agree dates for next meetings/along with which Councillors will sit on each committee

Transparency in role – reviewed quarterly – nothing to note

7. **Urgent Business**

Clerks phone and salary to be discussed under Finance segment

8. Parish Council Administration

8.1 Appointment of Cllr Jennings as Village Agent representative on the Severn Vale Steering Group – role outlined during Public Forum, contact is Dick Whittington.

8.2 Parish Police Footsteps review – this is the annual meeting with the local police force – the Monitoring report logs any incidents or issues in the community.

Councillors agreed – Cllr SB will arrange for a Cllr Nick Quinlivian to attend the next full council meeting to share more details about the scheme. A police drop in visit would then give the Councillors an opportunity to provide feedback on the scheme.

8.3 Cllr Chris Jennings to discuss the options available other than Zoom to host meetings – discussed benefits of Zoom over Teams. Cllr MR can update a South Glos portal with no additional costs. Cllr MR would need to be available for all meetings to be set up using this functionality. (Teams via South Glos portal)

Councillors agreed way forward to try Cllr MR suggested option and revisit if required

8.4 Road conditions report and 30mph speed limit on Mumbley's Hill- progress and next steps – Cllr CJ. The community Vehicle Activated Speed sign (VAS) has recorded the number of vehicles as approximately 1000 cars per week, with a reduction in average speed from 50mph. Average speed was 30mph.

The VAS has been effective and considerations are being given for moving the VAS to Shepperdine Road or Chapel Road.

8.5 Update on Natwest account and plans to move to online banking

The new Clerk has completed with Natwest the process to remove the old signatories on the account including previous Councillors and the previous clerk. The updated signatories now includes the new clerk so

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access has been gained to the bank statement and financial transactions, with work on financials undertaken. Application for online banking submitted to allow for increased flexibility.

Complaint with Natwest based on online banking delay and following this clerk requested compensation.

8.6 Town and Parish Councils & D-Day 80 – 6th June 2024 – this date discussed for awareness only Cllr MR will take forward with celebratory plans for beacon lighting/playing fields/sailing club. To be discussed again at next meeting

9.0 Finance – Approve payments, receipts and agree reconciliation actions

Payments approved – agreed, clerk's salary payment, clerk phone and expenses.

Budget versus Expenditure – interim meeting proposed ahead of next full council meeting.

Discussed costs incurred in connection with replacing the clerk. Monies held in unallocated reserves to be used to cover these costs.

Future proof available money so should a replacement for the clerk be required in the future there are funds set aside.

Agreed £2000 Recruitment costs to set aside from allocated reserves based on (1) several hundred pounds was the cost of advertising the role (2) cost of handover between 2 clerks (3) additional hourly rate for locum work (4) training for new clerk

3-6 months of Precept held in unallocated reserves – discussion to consider allocating to projects

Clerk's phone package – for next full council meeting clerk to provide 3 options with a coverage check, along with a contract package. (clerk is able to apply for a contract once the debit card is available as evidence of bank account – requirement of provider) Scribe /own version of Finance spreadsheet discussed.

Paul Day to deal with production of payslip for clerk's wages – Proposer LD, Seconder CJ.

10.0 Presentation of Planning applications – list of applications with decisions and proposed circulated with papers. Agreed clerk will continue to provide in this format. Include in next agenda for review.

11.0 Committee Structure – discussion on amalgamating committees/consider sub groups/working groups - review of individual committees to be discussed in more detail at a separate meeting.

Agreed Councillors names to be aligned to specific committees.

Playing Fields and Pavilion committee - Cllr IK & Cllr LD

New Nuclear Build – Cllr MR aligned to committee

Road Safety committee – Cllr BO and Cllr CJ aligned to this committee

Planning & Drainage committee – Cllr KW and Cllr MR & Cllr LD

Memorial Hall committee – Cllr LD, Cllr BO & Cllr MR

F & GP committee – Cllr SB, Cllr LD, Cllr DH, Cllr MR & Cllr CJ

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Site Stakeholder Group (SSG) – Cllr MR will represent the parish council, assuming not representing S Glos. Noted it is not possible to represent both the parish council and South Glos. Additional representatives are acceptable & Cllr CJ would wish to attend if Cllr MR is unable to do so.

12.0 Review of actions (not previously covered)

Dates of next meetings to be confirmed – Playing Field committee and F & GP – Proposal of Clerk to attend only these 2 committee meetings.

Invoices – Cllr IK – unpaid invoices to be countersigned from April 2023

Cllr SB to liaise with Cllr IK to resolve

NALC Contract of employment

Agreed the Clerk's contract should include guidance that mandatory training will be covered by the parish council versus personal development requests to be considered subject to relevance to the role and benefit to the council

Agreed the contract should include recouping training costs in the event the clerk leaves the council – with sliding costs up to 1 year of employment

Agreed a 2 month notice period is the council's preference given timeframes to recruit and appoint a new clerk and avoid potential costs linked to locum work required to be undertaken.

13.0 Any minor matters or items for next agenda

Committee structures

14.0

Close of meeting of the Full Council

Next meeting Monday 4 September 2023 7.30pm

Close of meeting

SBBedford
9/10/23