Oldbury on Severn Parish Council

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Minutes of the Meeting of the Council held on Monday 4 September 2023 at The Memorial Hall, Camp Rd, Oldbury-on-Severn, Bristol BS35 1PR at 7.00pm

....Present: Chairman Sheila Bedford (SB), Cllr Ian Knapp (IK), Cllr Laura Day (LD), Cllr Chris Jennings (CJ), Cllr Matthew Riddle (MR), Cllr David Heape (DH), Cllr Kevin Evans (KE)

Clerk: Sarah Bodmer

Apologies for absence – Cllr Kate Warrender (KW) and Cllr Belinda Orford (BOR)

To receive agenda declarations of interest – None received

Police Parish Footsteps – Cllr N Quinlivan attended as a guest speaker to give details on the aims and work of the police parish footsteps and background information to how it started.

The goal is to make women and girls feel safer in our communities, with the ultimate goal that women should feel as safe as men, without being fearful when looking over their shoulder.

Tension Monitoring – there is a form that can be completed to provide details of any tensions in your area and this information can be used to determine if the police need to become involved.

Police Commissioners meeting – Cllr Quinlivan raised the suggestion of a Beat Team Annual meeting to show the face of the local force in the community. The community Beat team for Oldbury is Severnvale. The idea of this initiative is if parish councils favour the idea the Beat team will join up for a parish council meeting for 1 meeting per year minimum.

Cllr Quinlivan has met with Chief Superintendent Liz Hughes and discussed the format the Beat Team/parish council meet ups should take – with the emphasis

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on the police providing the parish council with information on the areas of police work that the community may not know about. Options for contacting the local police force, calling 101 – parishioners may face wait times. Alternatively not everyone is aware they can enter details of crimes/incidents on the website. The community Beat team can provide information to vulnerable parishioners/senior citizens about potential rogue traders and how to be aware of them. Cllr Quinlivan reported the 'Violence against women and girls' group' also attended the forum to provide their input.

Cllr Quinlivan proposed the parish council consider ways of using the Beat team to tell us what they do – Councillors need to know what to ask and how to understand how they can help communities to be improved.

March 2023 – Start of footsteps - Oldbury can arrange for a Beat Team visit – highlighting women's safety and what can be done to improve this. Footsteps have opened up communications with the police, effectively 'marketing the police' to help join up with the parish council/neighbourhood watch.

The Beat team can come along and arrange for free bike etching on local children's bikes/skate boards. Marketing the tension monitoring form to vulnerable members of the community. The Tension monitoring form is reviewed and used to decide if the issue the community is experiencing requires police involvement or is a council issue.

Avon & Somerset website provides details of figures for the area in respect of tension monitoring and the Beat team can provide monthly figures to the parish council.

Cllr Bedford concluded with thanks to Cllr Quinlivan and plans already underway to take forward the option to have the Beat Team come along to a meeting.

To approve minutes of the previous Council meeting held on 04.07.23

Amendments to the Minutes discussed and agreed – Minutes for approval carried forward for sign off at next meeting

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

4.1 Update on Coronation Committee/VE Day – Agreed to add to the agenda for a future meeting. Update from Cllr MR – the fund has a surplus of £214 – with some mugs still to sell at a cost of £5 each. A free mug is available to children via the Oldbury shop.

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5. Public Forum – None

6. Urgent Business

Asbestos in the Shepperdine Bus Shelter – concerns about this were raised in Cllr BOR Road Safety report and by Cllr IK – Further Risk assessment to be undertaken once testing completed. There is currently a warning sign on the bus shelter informing parishioners asbestos may be present. The Cllrs concluded as owners of the bus shelter the next course of action is to take the sign down or get the issue dealt with.
ACTION Cllr LD will arrange for testing in w/c 4/9/23.

7. Parish Council Administration Clerk provided an update on the Natwest complaint outcome and £250 compensation paid for delays in the online banking process

8.0 Finance

Clerk provided update on Financials year to date and discussion on Actual expenditure against budget. ACTION Clerk to add to next Agenda for further Actual spend against Budget review and undertake review with Cllr KE

Clerk to provide 3 phone options with a coverage check, along with a contract package – Action Clerk to purchase phone package with Lebara Proposer Cllr D Heape Seconder Cllr M Riddle – decision made based on price and reception coverage.

9.0. Planning - update Paper to include a list of approved/rejected applications was circulated prior to the meeting for consideration of responses or providing back to SGC.

10.0. Playing Fields Report Cllr I Knapp talked though the PFC meeting held on 8/8/23. Pavilion Lockout - Skittle Alley Committee discussed the fun run - committee wish to maintain the skittle alley. The PC to take on the Lockout along with the contents. Action Cllr M Riddle to discuss with Glynn.

Storeroom and Lockout to have contents reviewed with a plan for a working group to deal with this. The Cricket club have a contract for skips so use this with the planned clearance.

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Pavilion lighting – Electrician required – Cllr I Knapp has obtained a quote from Martin @ MT Electrical (non-VAT registered) Details of quote provided £220 to replace outside lights and lights in the storeroom, along with replacing all units with LED. Total quote of £912 to be taken from the Ring-Fenced category.

IK discussed existing process of purchasing items versus the PC making the purchase for Pavilion/PF.

Proposer – Cllr SB - Approval of I Knapp Ltd as PC supplier of choice for materials, based on purchased at cost price (not to include labour costs). This allows the flexibility for IK with a £500 top limit.
Seconder Cllr LD
Vote – Majority agreement on proposal.
Action Cllr IK to provide Clerk with invoices on a monthly basis.

Pavilion Entrance Door – Cllr IK has obtained a quote for a new door with a side panel/obscured glass.
Cllr IK to fit with no charge to the PC.
Proposer Cllr IK £100 purchase from ring fenced fund.
Seconder Cllr LD/Cllr CJ
Vote – Agreed

2 Rotten Benches – Cllr IK has inspected and fed back these could pose a risk. Proposal to take the swings down and replace with a Queen's Jubilee bench along with purchasing a second bench.
£170 cost from Brittania benches – 1 to mark the Queen's Jubilee and the second to mark the Queen's death.
Dedicate the benches to the Queen (need to look into if we need to notify the palace if dedicating to the Queen)
Proposer Cllr MR & Seconder Cllr LD
Vote – Agreed

Cricket Club Rent Review - £1000 offset by mowing grass. PC require an up-to-date rent figure with deduction of mowing/other maintenance costs.
Action Cllr MR & Cllr SB – to look at lease taking inflation into consideration.
SB & MR to present information at next council meeting.

Playing Fields – Tarmac supplier – IK is still investigating.

11.0. Road Safety Report provided by Cllr B Orford following working group meeting.

From the Road Safety Committee meeting held on 15th August 2023:

1. A discussion was held for a moveable Pole or Tripod for the VAS machine
2. Picket Fence with planters at the bottom of Church Road hill

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3. Keep a log of incidents when reported and location
4. Hedge cutting debris causing cyclist flat tyres of which there is really no solution as it happens in-frequently
5. CJ emailed Darren Davidson on 17th August re Newland Gaut to which we have yet to receive a reply. I will write again passing the onus onto South Gloucestershire Council for any accidents that may occur as so many complaints have been made.
6. The Road Survey conducted in July was submitted to SGC and some actions have already been carried out.

I am in the process of asking Ian Knapp to come and look at the bus shelter with me on Shepperdine Road as it has a notice saying "asbestos"

I would question the benefits of the VAS machine because there are no benefits when road speeds are 60 m.p.h. From the latest report, the mph figures are reasonably low.

12.0. Communications Report – LD to take forward and lead.

13.0. NNB - no meetings held to report back on

14.0. General Purposes - to confirm acceptance of outside Bodies – SB to review with Clerk.

SB report - Action SB to investigate purchasing a storage box and assessment with Clerk to be undertaken to review how much we need to store. Fireproof box Proposed – CJ & Seconder DH

Funeral Byre renovations – SB asked for thoughts at the next meeting on storage/cost of storage options. Discussion on parishioners wish to keep the funeral byre and storage. Consideration to advertising its availability/along with 6 people required to move the funeral byre and it would not be on public display.

Agreed to defer to next meeting and consider if the parish should be asked around storage with a nominal rent considered. Names referenced for possible storage – Andrew Gazzard / Jimmy Nicholls.

Option discussed to add to parish magazine.

Action – SB to contact Funeral Directors to enquire around safety of use / maintenance.

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15.0. Drainage

MR – updated – he had contacted Members of the former Planning and Flood Committee updating them on the new arrangements that were passed last month and inviting to the first meeting of the new Drainage Working Group on Friday 15th September, on Teams. Gylnn Poole confirmed that he is still happy to continue.

16.0. Emergency Planning

DH talked through his report and understanding of the Flood Officer role. – he first action will be to Spec out / agree exactly what the role entails and get that endorsed with the councillors.

- Add Flood Warning Care Web Page to Oldbury Website – similar Severn Beach - https://www.psbpc.co.uk/flooding
- Create a Areas at risk chart via community input, identify what areas are more vulnerable and why (i.e. Sea, Snow Thaw, Rain)
- Identify Flood equipment in the area – i.e. flood gate etc - ensure that responsible parties (i.e. environmental agency etc) contact details are on Council Web page.
- Identify essential infrastructure located in Flood Zone 3a, that needs to operate to support any evacuation.
- Investigate areas / key holder contacts that could be used in case of household flooding, i.e. St Arildas, Junior School

As per Simon Hailwood – Emergency Officer SGC.

- Contact floodwessex@environment-agency.gov.uk – register our interests - events, training and resources.
- Create a community Flood Plan plan Community flood plan template - GOV.UK (www.gov.uk) – then return to Simon Hailwood.

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Councillors discussed do we know if flooding was to occur in the village where do they go/who are the key contacts and what is the actual procedure.
Consideration to be given to what other councils do in respect in respect of emergency planning with Severn Beach given as a good option to review as a start point and link in with.
Early Warning system with a text message alert – given as an example as to communication methods. PC to link in with the Sailing club in connection with this review.

17.0. Review of actions (not previously covered)

Hall Update – MR confirmed £135,000 initial project figure and that £108,000 has been spent. £27,000 balance made up of £13,000 from the lottery along with £14,000 funded by the Hall.

Consideration to add a roller shutter door to the bar.

Discussion of rear boundary to the Memorial Hall and the fence line.
IK has written to the Memorial Hall committee to raise his concerns and to seek a resolution.

SB on behalf of Trustee of the Hall apologised to IK that this was unresolved with a meeting to be arranged between IK and Hall representatives to find a solution.

CJ also apologised to IK on behalf of Memorial Hall committee.

CJ updated with plans to obtain quotations for the front of the Memorial Hall and Council in agreement for spend as this is funded by the Hall.

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Unknown Tommy Statues and WW1 bench – viewed during the meeting with purchases to proceed following donations from Magnox and Parishioners. Aim to display by remembrance date 11/11/23.

Purchase of statues/bench Proposer CJ & Seconder LD

18.0. Any minor matters (not requiring a decision) or items for the next agenda - A schedule of monthly meeting dates to be issued by the Clerk for the remainder of the financial year.

19.0. Next meeting - 9 October 2023. Future meetings will alternate between Monday and Tuesdays to allow all Councillors opportunity to attend.

Objection raised – none noted
Close of meeting of the Full Council

9/10/23