Oldbury on Severn Parish Council

Clerk/RFO: Mrs Victoria Bailey
88 Badger Road
Thornbury
South Gloucestershire
BS35 1AD
Tel. 07922807405
oldburyonsevernpc@gmail.com
www.oldburyonsevern.uk

Minutes of the Meeting of the Council held in a hybrid format on Tuesday 7th March 2023 at The Memorial Hall, Camp Rd, Oldbury-on-Severn, Bristol BS35 1PR at 7.00pm and via Zoom

Present: Chairman Cllr Keith Sullivan, Vice Chairman Cllr Dylan Griffiths, Cllr John Cornock, Cllr Laura Day, Cllr Sheila Bedford, Cllr Chris Jennings and Cllr Matthew Riddle

Parishioners: Ian Knapp and Belinda Orford

Clerk: Victoria Bailey

7.00pm **1. To receive apologies for absence**

Malcolm Lynden (NNB)

2. To receive agenda declarations of interest and dispensation requests

LD declared an interest as she is now on the Busy Bees Committee

3. To approve minutes of the previous Full Council meeting held on 03/01/2023

Proposed MR, Seconded CJ; all in favour

4. Matters arising from the previous minutes

- MR will log on-line the branches which need trimming in front of the beacon with SGC
- SRB will meet with KS on Thursday to discuss the New Councillor packs
- IK will check the level of the LPG gas
- It was agreed that the proposed budget deficit of £720 comes from OPC professional fees
- DG said that the Civility and Respect Pledge needs to be signed by individual Councillor's online; SRB will add this at the next F&GP meeting
- All other previous 'matters arising' were agreed to have been resolved

5. Public Forum

BO spoke on the issue of white stones and was informed that OPC cannot action concerns over this; BO advised to report it on the SGC website. It was agreed that OPC can do nothing more on this subject.

BO concerned over a potential accident occurring due to the condition of the culvert; CJ and MR updated her that this will be dealt with by SGC in the next financial year. VB instructed to ask Mark King when the culvert will be investigated

Action
VB to ask Mark King when SGC plan to fix the culvert

BO would like to have seen more advertising about becoming a Councillor; advised that information is in 4ward and on the community website. CJ agreed that the council should be more proactive in the future.

IK raised the issue of Thornbury benefitting from section 106 money; felt that Oldbury, especially by virtue of potentially receiving water run-off from the new estates, ought to be entitled to additional funds.

Action
MR to investigate with SGC if additional section 106 money can be allocated to the parish

7.15pm **6. Chair's Report**

KS read his report and was thanked for his work

7.20pm **7. Urgent Business**

7 (a) CLERK AND RFO

7.1 To accept Clerks resignation and note her last day of employment will be 11/04/2023 Chair

KS noted with sadness the Clerks resignation and thank VB for her work over the past three years.

7.2 To organise the replacement . i.e. no of people, job specification(s), hours, etc. Chair

KS suggested a dual role with the Clerk and RFO being two different people. DG countered that this will be more expensive and the majority of Councillors agreed that they wanted to employ one person as the Clerk and RFO.

7.3 Advertising, contract and recruitment of a new Clerk RFO Chair

CJ urged a Job Description to be written soon; SRB advised putting out a job advert and seeing what response we get; advised a separate meeting to plan the job advert, personal specification and job description – agreed by all present to meet on **Friday 10th March at 11am in the Memorial Hall** to do this.

Agreed that 7.2 and 7.3 will be covered in Fridays meeting whereby the attendees will have delegated power to decide on the pay, hours, advert, job description and personal specification. VB, KS,LD, CJ and LD plan to attend.

Written by Chairman Keith Sullivan:
7 (b) TIMING It seems likely that we will not finish this agenda by 9.30p.m. Standing orders state that all meetings should finish by 9.30p.m. and this was agreed some 12 months ago. Therefore I will adjourn this meeting at 9.30 pm and re-convene at 7.00 pm on Tuesday 21st March 2023. Chair

Councillors were all in agreement with 7 (b)

7 (c) AGENDAS and MINUTES. In March/ May 2022 we discussed a paper about when agendas and minutes should be published. The results of this discussion were never published and neither are they being observed. The paper attached is a summary perhaps we could all try and comply, it makes every-ones job easier. Chair

Councillors were all in agreement with 7 (c)

7(d) ZOOM Those of us who use zoom have little trouble when using it individually. However when using it in the Mem Hall we seem to find difficulties particularly with the sound. I would like to try and find a contractor who understands the subject and can quote a sensible price to improve our problems. Chair

Discussion on the benefits of remote meetings and concerns. SRB concerned as the parish council do not have authority to make decisions on Zoom and DG added that it isn't worth investing in as we are going back to face to face meetings. KS advised that the NNB and FPC meet using Zoom and that it is inclusive as people can join meetings remotely.
KS would like to investigate the cost of creating a seamless hybrid meeting experience for OPC; all agreed on the provision that no money is spent on these investigations.
LD felt that this was an issue for the new Council in May to discuss.

Action
KS to research the cost of effectively hybrid technology for meetings

DRAFT

7:25pm **8. Parish Council Administration**

8.1 To review Dave Jones at SGC list of completed tasks for the Street Care team visiting the Parish in January 2023 Clerk

VB instructed to write a thank you note to Dave Jones and copy Mark King into it. CJ would have like a hedge to have been cut more and will ask the homeowner to do this.

Action
VB to thank Dave Jones on behalf of OPC

8.2 To note that Glynn Poole has asked the committee members of the Fun Run to donate the container and contents to Oldbury on Severn Parish Council Chair

IK felt the container would be difficult to sell; it was used for the Jubilee and is in good condition.
DG felt it ought to be kept by the parish council and added to the asset register. All agreed that OPC should take ownership of the container.

Action
VB to let GP know that OPC will take ownership of the Fun Run container and unwanted stock

8.3 Update on funeral bier Councillor Jennings

The bier is now in Andrew Gazard's lock-up. Glynn Poole has offered to repair it at his own cost. MR will list the evidence of the Parish Council owning the bier for VB. VB to then ask KS to countersign. MR will ask Jane Lawrence for any information on the history of the bier.

DRAFT

Action
MR to list ownership of bier evidence to VB; VB to get KS to sin MR to contact JL for historical information on the bier

8.4 To select a Councillor to join the Village Agent steering group
CJ will contact Dick Whittington to arrange attending the Village Agent steering group

Action
CJ to join Village Agent steering group

8.5 Update on WW1 silhouettes Councillor Jennings

CJ updated that the WW1 silhouettes are £250 per 6ft soldier and around £1300 for a WW1 bench.
CJ will ask for subscriptions/ donations towards the bench as well as potential dedications.
CJ suggested the bench going on the pound; he will test the local appetite for the project.

8.6 To decide how the Parish will acknowledge HM Queen Elizabeth II Chair

- MR offered Jubilee and shop money towards the bench
- IK offered to look at repairing the current damaged bench
- CJ suggested a stained glass window in the Memorial Hall
- KS asked for the Coronation Committee to have this as a standing item on their agendas

8.7 To acknowledge 2023 timetable of meetings Clerk
All agreed; issue with RSC being a small committee. Agreed to list RSC as holding meetings in April, July and October.

7.45pm **9. Finance**

9.1 To approve payments and payments for approval Clerk
Approved; all in favour

DRAFT

9.2 To approve receipts Clerk
Approved; all in favour

9.3 To sign the bank reconciliation Clerk
Approved; all in favour of the bank reconciliation being signed

9.4 To decide on the financial allocation of the £150.00 NatWest Compensation Clerk

KS proposed the £150 compensation be allocated to the general income of the council; seconded by MR. Voted: 5 in favour/ 1 against. Decision for the compensation to be allocated to general funds.

9.5 To decide whether OPC wish to contribute to the Thornbury Citizen's Advice Bureau Clerk

Agreed to support the service.
Agreed to donate £20 cheque from OPC
MR will donate £30 from his own funds on behalf of OPC

£50 in total to be donated by Oldbury on Severn Parish Council towards the project.

Meeting Adjourned 9.35pm, reconvened on 28/03/2023 at 7.00pm in the Memorial Hall, Camp Road, Oldbury on Severn, BS35 1PR.

Present: Chairman Cllr Keith Sullivan, Cllr John Cornock, Cllr Laura Day, Cllr Sheila Bedford, Cllr Chris Jennings and Cllr Matthew Riddle

Apologies: Vice Chairman Cllr Dylan Griffiths

Clerk: Victoria Bailey

9.6 To review re-adopt the Governance and Management Risk Register (reviewed in F&GP on 20/02/2023)

All in favour; decision to re-adopt the Governance and Management Risk Register

9.7 To Review the Standing Orders
Discussion on whether a contract going out for tender has to legally appear in a local newspaper *specifically*

Action
VB to find out whether a tender needs to appear in a local newspaper by law

9.8 To review the Code of Conduct in preparation for May Full Council's adoption
All in favour; Code of Conduct fully reviewed in preparation for re-adoption in May 2023.

9.9 To agree to the changes made by F&GP to the Financial Regulations
No final decision made as SRB requested to review these suggested changes again at the next F&GP before adoption at Full Council

9.10 To agree Eon will increase the monthly electricity direct debit from £80 to £122.51 which accurately reflects the electricity usage in the pavilion from 07/04/2023 which will be ratified at Full Council

All in favour; Eon to increase direct debit to £122.51

7.55pm **10. Planning applications**
10.1 To note planning applications and decisions **Cllr Griffiths**

No comments received

8.00pm **11. Flooding & Planning Committee** **Cllr Griffiths**
11.1 To approve the FPC draft minutes 24/02/2023

All in favour of accepting the draft minutes; minutes accepted

Discussion on the importance of measuring bank heights.

8.20pm **12. New Nuclear Build Committee**
12.1 To receive Site Stakeholder Group report **Mr Lynden**
12.2 Update from NNB

ML not present; ML will resign from NNB due to relocating. KS reported he, MR and GEK decided a meeting should take place after the next SSG

8:25pm **13. Finance and General Purposes Committee** **Cllr Bedford**
13.1 To approve the draft minutes of the FGP Committee 20/02/2023

SRB reported LD has kindly offered to print the New Councillor Welcome Packs free ofN charge. All in favour of OPC purchasing 10 copies of 'The Good Councillor Guide' from NALC

Action
VB to order 10 copies from NALC/ ALCA

8:35pm **14. Playing Fields committee** **Cllr Bedford**

DRAFT

14.2 To approve the PFC draft minutes 21/02/2023

During the Easter Holidays LD will inspect the quality of the insulation and some building issues (ceiling, leak) with two colleagues who are builders and will report back on their findings to Full Council. LD will also look into Fire Safety and research the safety checks required.

14.3 To agree the amendment to the Terms and Condition of Hire
All in favour; change accepted

8.45pm **15. Highways & Road Safety**
15.1 Update on RSC **Cllr Jennings**

RSC will look into a VAS on a planter attached to it by a pole. Culvert likely to be repaired this financial year. CJ reported a 50% increase in speeding once the VAS was turned off.

9.00pm **16. Severnvale Flooding Defence Group** **Mr Barry Turner**
16.1 To receive an update on SFDG

No comments on SFDG

17. Review of actions (not previously covered) **All**

None

9.05pm **18. Consultations and Correspondence**

18.1 To decide whether to apply for the WECA pollinator fund

https://www.westofengland-ca.gov.uk/what-we-do/environment/bee-and-pollinator-capital/community-pollinator-fund/#:~:text=The%20%C2%A31m%20Pollinator%20Fund%20builds%20on%20from%20the,pollinator%20habitats%20across%20the%20West%20of%20England%20region.

All agreed SRB would apply; SRB is meeting with a landscaper to get an idea of how much OPC should apply for.

9.10pm **19. Any minor matters (not requiring a decision) or items for the next agenda**

None

9.15pm **20. Close of meeting of the Full Council**

Meeting closed 21.22

Reopen a new meeting to cover:

1. Memorial Hall
a) Update on Memorial Hall

DRAFT

Building work not going quite to plan due to the weather and co-ordinating tradesmen. Currently £16,000 over the planned budget at this point in the build due to unexpected changes (new boiler, fire system, door) but CJ assured there was no concern as the Memorial Hall have reserves to cover overspends. £121,000 spent so far; have £15,000 remaining.

b) To receive minutes from Memorial Hall meeting
All in favour of accepting the minutes; minutes accepted.

Close of meeting 21.31

Next meeting 16/05/2023

DRAFT