Oldbury on Severn Parish Council

Clerk/RFO
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Minutes of the Full Council Meeting held on 3 September 2024 @ 7pm at The Memorial Hall, Camp Road, Oldbury-on-Severn, Bristol BS35 1PR

Present

Chairman Sheila Bedford (SRB), Cllr Ian Knapp (IK), Cllr Laura Day (LD), Cllr Kevin Evans (KE), Cllr M Riddle (MR) Cllr K Warrender (KW), Cllr C Jennings (CJ) & Cllr D Heape (DH)

Clerk Sarah Bodmer (SB)

19.00 Commencement of the Full Council Meeting

1. Apologies for absence

No apologies were received

2. To receive agenda declarations of interest and dispensation requests

Cllr Riddle & Cllr Jennings declared an interest on the Oldbury Power Station planning application as they receive an honorarium from the NDA/NRS who are the owners of the site, as they are Chair and Vice Chair of the Site Stakeholder Group respectively.

Cllr Riddle -Naite Farm dog kennels planning application. Friend of applicant.

3. To approve Minutes of the previous Council meeting held on 5 August 2024

Council approved the Minutes which were duly signed

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4. Correspondence – Council received an email from resident Mr B Guzman regarding the Playing Fields use as a sporting facility. Draft response circulated to Councillors **ACTION Clerk to circulate a copy of the Churngold report ACTION Cllr Evans to arrange to meet with Mr Guzman.** To be added to the October 2024 agenda.

5.Matters arising from the previous Minutes not included in this agenda

5a. Update on Letter to Wessex water – to be carried forward to the October 2024 meeting.

5b. **Sailing Club dog waste bin – ACTION Clerk to circulate costs received from Streetcare** for seasonal (April – Sept) twice weekly collections, along with the alternative option of the cost of an additional bin. Carried forward to October meeting.

6. Public Forum

No members of the public were in attendance

7.Urgent Business

7a. Councillor Vacancy – Council received a draft poster to review

Councillors feedback provided on the poster to advertise the vacancy on the website/noticeboards/local businesses. **Clerk ACTION** to make amendments to the poster and arrange to add to noticeboards/website **ACTION Cllr Bedford** will distribute to local businesses and add details of the vacancy to Foreword.

Co-option process approved by SGC following notice of vacancy having expired in August.

7.b Caravans on the highway – SGC Enforcement team 7 day notice on vehicles **ACTION Cllr M Riddle to follow up with SGC**

8.0 Finance and Procedures

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The Council approved the bank reconciliation and budget analysis for the period ending 25 August 2024
The Council approval of the August 2024 payments
The Council approval of the August 2024 receipts
The Council signed off the bank reconciliation for the period 26 July 2024 to 25 August 2024

Finance – Council received a presentation from Cllr C Jennings on the revised expenditure and receipts spreadsheet for budget analysis - thanks noted to Cllr C Jennings and his son for work on the Excel Finance spreadsheet. This updated spreadsheet will be circulated to Councillors each month.

Finance - Council noted receipt of the payment of cricket club utilities payment of £1310.00 on 1/8/24 **CLERK ACTION follow up on Invoice for subsequent payment due.**

Declaration of Interest/PAYE - The Council had previously received a paper for consideration regarding changing how the PC deals with PAYE – **ACTION Clerk** to circulate the email communication providing guidance from Simon Banks (SGC Monitoring Officer)

Rent review for the Pavilion Rent Review Paper – Cllr Evans August 2024

Further to the proposal tabled at the August FCM to increase the rent payable by Busy Bees (BB) for use of the Pavilion, constructive discussions took place between BB and OPC. It was agreed (subject to formal ratification by the BB full committee) that the rent would be increased to £6500 per year (based on 38 weeks at 30.5 hours/week), which equates to £5.61 per hour. This will be payable from 1st October (not 1st September BBs agreed to ensure that a booking form will be submitted.

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Council Received the Rent Review Paper Hourly rate to increase to £5.61 per hour to £6500 effective 1/10/24 to be taken back to the Busy Bees committee.

Question raised by BB if the facility isn't available for any reason what the redress to BB would be from the PC. PC commitment to BB that we will provide the facility once the booking form is received. Contract with BB to honour the booking in all reasonable circumstances.
Is compensation available for BB – insurance covers these situations, for example structural issues preventing use of the building.
T & C – Clause states the PC will endeavour to supply the building we withhold the rights to supply an alternative option if available.
Review T & C of the Pavilion – consider issues beyond reasonable control.
ACTION Cllr Bedford Review T & C and discuss at October meeting

Pavilion rent review - 'this is a 12 month contract with a review every April'

Insurance Renewal Questionnaire – due October 2024
Council decision to review over the coming 12 months assets owned and the cost to replace. The Insurance should be renewed in October 2024 and this review will then be considered ahead of the October 2025 renewal.

9.0. Planning

Council received a list of planning applications, approvals and rejections.

Village Plan – to be carried forward to the October 2024 meeting **ACTION Cllr K Warrender** to provide a paper on the budget/timeframe and review of the neighbourhood plan

Sweetwater Lane planning application P24/01888/F Council voted to raise an objection to the application. **ACTION Cllr K Warrender** to email details of the objection to the planning officer

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10.0. Playing Fields Report - Cllr I Knapp

Kitchen Refurbishment - Council received an update on the kitchen refurbishment – this has been completed during August by Cllr I Knapp - thanks noted for help provided with painting and cleaning
The toilet at the Pavilion has been dealt with following a leak.

Main car park at the Pavilion – gravel costs in the region of £200-£300. Proposal from Cllr I Knapp to re gravel the car park. Council agreed a cap on spending of £500 plus VAT – Seconded by Cllr K Evans. **ACTION Cllr I Knapp to supply the Council with costs.**

Future projects – disabled toilet at the Pavilion – **ACTION Cllr I Knapp to obtain costs to share with the Council at the October meeting**

Additional Future Projects Insulate external cable wall /spending on the ceiling

Fund raising evening planned for 12 October 2024 – a village social evening to include a band, cricket club bar and a promise auction.

Avanti Gas – letter passed to Lisa Riddle regarding an issue with the gas valve **ACTION Clerk to follow up**

ROSPA Checklist on play equipment – **ACTION Cllr I Knapp to review and report back at October meeting**

Skip Hire required at the Pavilion – Council confirmed this had already been approved at a previous meeting

Cricket club grant application – Council informed Chair of Cricket club Toby Summerfield has applied and hoped the PC would support

Electrical equipment at the Pavilion – Council received confirmation the existing fridge and microwave remain and are still working following the kitchen refurbishment. Benefits of hot water Urn versus the existing kettle

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considered to be reviewed at later date. Noted the PC would cover the costs of replacing appliances when no longer working. **ACTION Cllr I Knapp to add a stable door to the kitchen area**

Purchase of a Vacuum cleaner for the Pavilion – Proposed by Cllr S Bedford. Seconder Cllr K Warrender. Council unanimously agreed to the purchase **ACTION Clerk to review options ahead of purchase & review at the October meeting.**

Pest Control review – Council agreed to progress to obtain quotations for a 6 month contract **– ACTION Cllr L Day and Clerk to liaise with arranging 3 or 4 quotations and report back to October meeting**

Cleaning Review – ACTION Clerk to request a copy of the contract to confirm what Elite cleaning are doing as part of the cleaning agreement. To have details of what cleaning products are provided such as toilet rolls/hand towel/female waste bins – to be added to the October meeting

11.0. Road Safety Report

The following paper was provided to the Council and accepted without comments.

Council received the latest VAS readings taken at Kington looking up Mumblies Hill.

Farmers have raised the issue of cyclists and requested a petition to SGC for a sign to highlight 'Tractors turning/danger to cyclists @ Cowhill. **ACTION Cllr M Riddle to follow up with SGC**

12.0. Communications Report - Council noted the notice board at the Pavilion the glass needs to be replaced in the meantime Cllr L Day will laminate notices.

13.0. New Nuclear Build

No update to report.

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Not discussed was the skate park element of the playground which is in disrepair and needs a decision whether to smarten up and make good or remove. The cricket club can assist in the removal if needed.
As this does not change the lease in any way but tightens up the payment aspect of the lease it is recommended that the Council could be minded to accept the comments made above.

15.0 Drainage Cllr M Riddle

Oldbury-on-Severn Drainage and Water Management Report

August 2024

Rainfall so far this month has been below the average and last year's amount. See below from the Thornbury Weather Station based on Oldbury Naite. Diagram presented to the Council as part of the report.

1. I had a meeting recently with the Chair of Environment Agency's Severn Estuary Coastal Group. The body covers the coast from Weston Super Mare up the Severn and down the otherside to Penarth, west of Cardiff. They have commissioned a study of the sea defences in three areas, one of which is the Aust to Sharpness stretch that covers Oldbury Parish. There has been some delay in the work due to the capacity of their consultants, but their report should be published by the end of the year. This will give an idea of the current state of the sea defences and what work needs doing.

16.0 Emergency Planning - No update received

17.0 Village Agent - Cllr C Jennings
Report received with no comments
Village Agent - August 2024

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There was a meeting at Littleton Village Hall and Elizabeth Woodvill (the Village Agent) is going to set up monthly drop incentres around the area once a month.
The following communications have been received by me.

First one

Nowadays many aspects of life involve being online. Many essential tasks, such as paying for parking and shopping, have also moved online. This can make life difficult if you're not comfortable online

Hi Digital, developed by Vodafone Foundation, is a free online resource to help you improve your digital skills.

Hi Digital includes step-by-step courses on a variety of simple digital topics. You can complete the courses by yourself or with a family member or friend, working at your own pace and choosing the lessons best suited to you. It is also suitable for those looking to help an older person get more confident online.

The Hi Digital online training courses cover basic and essential digital skills, including:

- help using your smartphone – like calling, texting and using apps
- connecting with others – through emails, social media or WhatsApp
- entertainment and shopping – from online shopping to using streaming services
- hobbies and travel – like researching local activities and planning public transport.

Click on this link to take you the Hi Digital website

Hi Digital – bridging the digital divide | Independent Age

Second one

Adaptations to your home

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Installing adaptations or equipment can help you to stay well and continue to live independently, as well as reduce the risk of falls in and around the home.

How to help yourself

There are different types of equipment and daily living aids you can purchase yourself. You can also arrange for adaptations to be made to your home with a builder of your choice without a health and social care assessment.

See examples of adaptations and equipment

South Gloucestershire Council have an adapted house called the Celestine Home Adaptations Centre. You can make an appointment to visit and try out different adaptations and equipment. The team at the Celestine Centre can help you decide if adaptations are required and what specific equipment would best meet your needs.

To make an appointment email psechousing@southglos.gov.uk or call 01454 868126.

18.0 Memorial Hall update – Report Cllr C Jennings

The front patio area has been sealed.
We had a larger than expected water bill due to a faulty valve in the Gents Toilet. This has been rectified.
August has been a quiet month for the Hall, as it is traditionally. There are many more events planned for September.
We are obtaining quotes for the hall regarding installing insulated plaster board and plan to do the work in January 2025.

Cllr C Jennings raised the Grant application that was not successful which had been anticipated to cover plastering work at the Memorial Hall. Request to the PC for funds to cover this work **ACTION Cllr C Jennings to provide costs at the October meeting.**

19.0 Site Stakeholder Group (SSG)

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SSG Report – Cllr Jennings Report received with no further comments.

Cllr C Jennings and Cllr M Riddle due to attend a meeting w/c 8/9.

The only other news is the sale of the since and Technology site associated with Berkely. Please see the attached link.

https://www.energylivenews.com/2024/08/21/uk-nuclear-super-cluster-plan-moves-forward/

20.0 Parish Property – Cllr M Riddle
No update received

21.0 D Day Committee Report – No update to report

22.0 Any minor matters not requiring a decision or items for the next agenda

No minor matters raised.

Confirm date of next meeting – Monday 7 October 2024

Meeting closed at 9.40 pm