Oldbury-on-Severn
Parish Council

Clerk:
Cllr Matthew Riddle 07877413298
Responsible Financial Officer:
Cllr Laura Day 07977484515

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Minutes of the Oldbury-on-Severn Parish Council Meeting held on Monday 6th July 2026 @ 7.00 pm at The Pavilion, Westmarsh Lane, Oldbury-on-Severn, South Gloucestershire

Present Chairman Cllr Bedford (SRB), Cllr I Knapp (IK), , Cllr C Jennings (CJ), Cllr K Griffiths (KG), Cllr R Hayden (RH) Cllr M Riddle (MR) Cllr L Day (LD) and Cllr D Heape (DH)

1.Apologies for absence were received from Cllr Kevin Evans

2. Declarations of interest were received for MR and CJ, as they receive an honorarium from NSR/NDA as Chair and Vice Chair of the Oldbury Power Station Site Stakeholder Group.

During the meeting under 10a LD and RH declared an interest as school governors and KG as a parent.

3a. The minutes of the previous Council meeting held on 1st June 2026 and the Extraordinary Council meeting held on 25th June 2026, were proposed by RH and seconded by CJ. Agreed

4. Correspondence

4a. The insurance questionnaire had been received from the Council's insurance broker and company. LD responded that the Council will need to go out for tender to other companies one month before the renewal date. **Action: LD to complete the questionnaire and review the tending process later in the year.**

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A discussion took place on the Daisy contract, the Memorial Hall's broadband provider. **Action: MR to search for the Daisy contract**

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

An email from Didi Rugby had been received by the Council stating that they would be finishing their sessions at The Pavilion in July.

5a. An update on the caravans located in the lay-by was given by MR in that no further updates had yet been received from SGC.

5c. An update from Bromford on the parking or ditch issue at Westend was given by MR in that no further update had been received.

5d. Cllrs discussed the new defibrators for the Pavilion and the Memorial Hall. It was agreed to order two from The Defib Warehouse, one for The Memorial Hall and one for The Pavilion, at a cost of £1,250 each. The one at the Pavilion would be paid for partly by a donation from the Whist Drive. Going forward the maintenance for all three (including the one at the Shop) would be maintained by The Parish Council. This was proposed by CJ and seconded by KG. Agreed

5e. It was agreed to renew the mobile phone contract with the existing provider. Proposed by CJ and seconded by KG. Agreed.

5f. Parish Council Policies. The following polices were all agreed:

i. Standing Orders, proposed by KG, seconded by RH, Agreed.
ii. Financial Regulations, it was also proposed that this policy will be reviewed again during the year. Proposed by KG, seconded by RH, Agreed
iii. Asset Register. Proposed by RH, seconded by KG. Agreed.
iv. Risk Register. Proposed by KG, seconded by LD. Agreed.
v. GDPR and Policy Notice. Proposed by KG and seconded by RH. Agreed.

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vi. Information Technology Policy. Proposed by KG and seconded by RH. **Action MR to check website monthly** to ensure that it is up to date.

5e. Cllrs reviewed the access to the OPC bank account. SB,LD, CJ, and MR are all on the mandate.

6. Public Forum, there were no public in attendance.

7.Urgent Business

The new Document and Archive Policy was proposed by KG and seconded by RH. Agreed

An email had been received from SGC in that the addresses of Cllrs on the Register of Interests would be removed. The Clerk would need to put the R of I information on a spread sheet and return to SGC. **Action MR to complete and return spreadsheet.**

LD raised that the wrong address is website. **Action MR to arrange with the Webmaster the correct address on the website and the new Cllr email addresses for compliance with Assertion 10.**

8. Finance and Procedures

8a. LD presented a financial update:

i. 2025-26 Accounts, it was noted these were approved at the June 25th 2026 meeting.

ii. **Action LD to organise a summary of all passwords, phone numbers. Action MR to find out if another Cllr's email be accessed by someone else?**

iii. The VAT from October 2024 had been reclaimed.

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iv. The 25/26 Internal Audit Report had been received.

24/25 Internal Audit Report was adopted, proposed by KG and seconded by CJ. Agreed.

25/26 Internal Audit Report was adopted, proposed by RH and seconded by KG. Agreed.

v. It was noted that AGAR document had been approved at the June 25th Meeting.

vi. The dates for The Exercise of Public Rights to inspect the Accounts were agreed as 7th July to 21st August (ie 34 working days), proposed by LD and seconded by KG. Agreed.

It was agreed that the Conflict-of-Interest form regarding the Council and BDO, should be signed with no conflict of interested noted. Proposed by KG and seconded by DH. Agreed.

vii. It was noted that the External Audit will take place once the Public Rights had expired in August.

viii. The details of income, payments and the bank reconciliation for the month had been circulated. It was proposed by CJ and seconded by RH that they should all be agreed. Agreed

ix. The donation of £50 for defibrillator training and £50 for the Memorial Hall Wi-Fi compensation will be paid. Agreed.

8b. It was proposed by CJ and seconded by KG to note the Parish Percept for 2026/27 as being £24,956.

8d. An update on Assertion 10 was given. The new email addresses that are required are now ready. **Action MR to contact the Webmaster.**

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8e. An update on processes for claiming cricket club charges for water and electricity usage was given. **Action LD and SB to continue to progress.**

9.Planning

9a. It was reported that only one new minor application had been received.

10. Playing Fields Report

10.a IK gave a report on the Pavilion and Playing Field.

A discussion took place regarding Oldbury School using the MUGA. LD and RH declared an interest as school governors and KG as a parent. All three Cllrs took no part in the debate or decision.

It was agreed that Oldbury School should be invited to use the MUGA free of charge. Proposed CJ and seconded by IK. Agreed. **Action MR to contact the Oldbury School.**

10.b The June 2026 safety checklist had been received from Glynn Poole. **Action IK to complete any work.**

10.c An update on the installation of the baby change facility was given by IK. **Action IK to fit the baby change facility.**

10.d An update on the work required at the MUGA/tennis courts was given by IK. The new netting will be ordered this week.

10.e An update on the old football field was given by RH. RH is researching getting an updated cost, based on the original survey.

10.f An update was given by IK on the fire extinguishers, servicing and renewal recent visit. The invoice is now ready for payment,

11. Road Safety Report

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11a. Parking concerns at the junction of Westend, Camp Road and Ham Lane, were discussed, there been no new update.

11b. An update on concerns about speeding on the Naite was given by KG. MR stated that he had been invited to a meeting at SGC to discuss the initial plans.

11c. An update on a proposed pathway up Church Hill to the school was given by MR/KG/CJ. A meeting has now taken place with the owners of the land and their agent, and a draft plan for a pathway is being produced. The school parents and the wider community will be consulted. It was agreed that the Council should not discuss this further as the offer is apparently tied to a future planning application.

13. A New Nuclear Build Report was presented by CJ. A new forum is being set up sponsored by OPC and Great British Energy – Nuclear, to provide local meetings to keep the community updated on any developments on the new build site.

14. A Drainage Report was presented by MR. Concern was expressed about the Wessex Water Treatment works in Oldbury Lane and the occasionally overflow of water onto agricultural land and whether it had enough capacity to cope with the new houses being built. **Action MR to write to Wessex Water. Invite Scott Jones SGC to the October meeting.**

17. A Memorial Hall Report was presented by CJ. A new smart meeting is required and is on order. The Hall Executive Management Committee is considering installing air conditioning into the hall.

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18.Oldbury Power Station Site Stakeholder Group (SSG) CJ. A joint SSG meeting with Berkeley had recently take place with a report on current and future proposed work, given by the Oldbury Site Manager.

19. MR reported on Parish Property. One tree is due for pruning in the winter and a plaque has been ordered for the refurnished seat on The Pound.

20. No minor matters were reported. The September meeting will start at 7 pm with data protection training for Cllrs.

The meeting closed at 9.10 pm.