Oldbury on Severn
Parish Council

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Minutes of the Full Council Meeting held on
4 March 2025 @ 7pm at The Pavilion,
Westmarsh Lane, Oldbury-on-Severn,
Bristol

Present

Chairman Sheila Bedford (SRB), Cllr Ian Knapp (IK), Cllr Laura Day (LD), Cllr Kevin Evans (KE), Cllr M Riddle (MR), Cllr C Jennings (CJ) Cllr D Heape (DH) Clerk S Bodmer (SB)

19.00 Memorial Hall Presentation – Council received a presentation from Cllr Jennings on the Memorial Hall firstly showing a comparison of hall usage, which has seen an increase between 2019 to 2024, along with associated income and expenditure. These were purely based on income received from events or hiring the Hall, and expenditure in running the Hall, not donations or sale of items. Council received a copy of the audited accounts for 2024 which included all transactions including donations or other income, plus all expenditure. The bank balance was healthy at circa £20,000 with a further £10,000 in an interest-bearing deposit account. Improvement plans for the hall were detailed; to include replacing the floor and installing improved insulation between the floor bearers, also to improve the insulation above the committee room and the kitchen area.
Cllr Jennings was congratulated on his work resulting in the high standard of improvements made to the Memorial Hall.

19.30 Commencement of the Full Council Meeting

Apologies for absence – Council received apologies from Cllr K Griffiths (KG) & Cllr R Haydon (RH)

Cllr Jennings suggested continuing with item 18 on the agenda and the Council agreed.

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18.Memorial Hall Report – Council received and accepted the Memorial Hall report from Cllr Jennings.

18a. Constitution change - Council received a proposal from Cllr Jennings to amend the minimum number required by the constitution to attend the AGM, from 19 attendees to a revised number of 4 EMC members along with 6 others present. This proposal was Seconded by Cllr Day. Council voted unanimously to agree to this proposal.

18b. Publicise the AGM on social media – Council received a proposal from Cllr Jennings to add details advertising the forthcoming AGM on social media, as well as in the 4Ward magazine, the website and noticeboards. This Proposal was Seconded by Cllr Day. Council voted unanimously to agree to this proposal.

18c. Vacancy on the Memorial Hall Committee – A vacancy has arisen for a Councillor to join the Memorial Hall Committee **ACTION Deferred to April meeting when all Councillors are in attendance.**

18d. Memorial Hall Reserve account – Cllr Jennings proposed to increase this Reserve to a target of between £5000 - £20,000, to be held to cover emergencies that may occur. This proposal was Seconded by Cllr Day and agreed unanimously.

2. To receive agenda declarations of interest and dispensation requests

Cllr I Knapp – confirmed a declaration in respect of flooding on Featherbed Lane. Cllr Jennings and Cllr Riddle confirmed declarations in respect of planning in connection with the Power Station.

4. Minutes – The Minutes of the previous Council meetings held on 3 February 2025 were approved and signed.

4. Correspondence

4a. Council received an update from the Clerk on the SGC letter received in February 2025 requesting PC input to a form to assist in a valuation of the Pavilion. The Clerk confirmed to the Council that the required form

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had been submitted and SGC will publish the valuation online once completed.

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

5a. Council received an update on Littleton Salt Marsh – Cllr Riddle read to the PC the key points from the update explaining that the proposed Salt Marsh development is now unlikely to progress.

ACTION Clerk to arrange to send the letter drafted by Cllr Bedford to Aust PC & EDF.

5b. Caravans located in the lay-by Cllr Riddle confirmed his update regarding the caravan and cars in the lay-by.

5c. Council received an update on the multidisciplinary meeting, in respect of flooding and sewerage system leaks. **ACTION Cllr Riddle to add to the Minutes the request to Wessex Water (WW) about adding an early warning system and how residents would be able to contact WW in the event of an emergency.**

Action Cllr Riddle to draft a letter to WW to request an update on the early warning system and timeframe to put this in place, along with a request to WW for a follow up meeting to be arranged.

5d. Lorry access to Haw Lane and Ham Lane
Haw Lane – Cllr Riddle confirmed SGC have committed to putting the fallen sign back up and Cllr Riddle is also to purchase additional signage. The sign located at the end of Haw Lane has yet to be replaced.

6. Public Forum – No members of the public were in attendance

7.Urgent Business – Council had no urgent business to address.

8.0 Finance and Procedures

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8a. Council received and approved the bank reconciliation and budget analysis for the period ending 25 February 2025
8b. Council received and approved the February 2025 payments
8c. Council received and approved the February 2025 receipts
8d. Council received and approved the bank reconciliation, and this was signed off for the period ending 25 February 2025
8e. Business Rates - The Clerk confirmed confirmation has been received from SGC that following the Clerk submitting the required declaration, the small business relief has now been applied in full and there is a zero-payment due from the PC.

Playing Fields Rates of hire Busy Bees - Update from Cllr Evans on a rate change, effecting regular hall user Busy Bees. Cllr Evans provided the actual Pavilion running costs to the PC to give context to the proposed increase effective from 1 April 2025. Council received a Proposal from Cllr Evans to increase the rate of hire to £6.00 per hour from 1 April 2025. With effect from 1 September 2025 there is an expectation the hourly rate will increase to £6.50 per hour. This Proposal was Seconded by Cllr Jennings and agreed unanimously. **ACTION Clerk to draft a letter to Busy Bees to be signed off by Cllr Evans, informing the Treasurer of the revised rates.**

9.0. **Planning**
9a. Council received a list of planning applications, approvals & rejections – Council did not wish to comment on any applications.

Whilst no objection was raised a question was asked regarding a gate that has been added to one property and whether planning was required. Cllr Riddle confirmed this was in order but will circulate a document to all Councillors explaining the rules.

9b. Local Plan - Council received an update from Cllr Riddle following a new consultation period on the latest draft of the local plan was

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announced. **ACTION Cllr Riddle to work with Barry Turner to draft an objection letter based on the PC agreement to push back on the safeguarded land for wind turbines due to potential damage to the landscape**.

10.0. Playing Fields Report

10.a Council received an update from Cllr Knapp on the Pavilion

10.b Council received an update of the progress of the ROSPA report and safety checklist received from Glynn Poole

Cllr Knapp confirmed plans to address the boarding around the tennis courts.

There has been a complaint that the band practice on a Wednesday evening is causing a disturbance – **ACTION Clerk to contact Lisa Riddle to obtain a copy of the correspondence and monitor the situation.**

Cllr Knapp confirmed dates for the Pavilion as a social evening booked for 26 July 2025, along with a working party booked for April 2025.

ACTION Cllr Bedford/Cllr Knapp to arrange a date for a meeting to update the T & C's re the new hourly rates for the Pavilion hire, effective 1 March 2025, so this is shown on the website going forward.

10.c Council received an update on the new cleaning service & weekly checks**.** The feedback is the clean has not been to the standard expected following Cllr Knapp's regular weekend checks. Concerns raised that the regular usage of the Pavilion, 7 days a week, means that a once a week clean may not be sufficient and Lisa Riddle is completing additional weekend cleans on a voluntary basis.

Cllr Jennings proposed the next steps are to understand if Lisa Riddle was interested in undertaking the Pavilion cleaning on a regular basis (1) what the cost would be (2) when Lisa Riddle could take over (3) details of action required/notice period for withdrawing the existing cleaner. **ACTION Cllr Knapp/Clerk to provide an update at April meeting**

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Pest Control – Aman ACTION Clerk to ask Aman for an update on planned future dates for attending the Pavilion and to email a copy of their report, currently left in written form on site.

11.0. Road Safety

11a. There is an overgrown bush on the corner of Westend and Camp Road which is restricting visibility on the corner **ACTION Cllr Riddle to inform SGC and report back at the April meeting**

11b. A large transit van is now being regularly parked on the junction of Westend, Camp Road and Ham Lane – **ACTION Cllr Riddle to inform the local police and report back at the April meeting**

11c. Police Attendance at OPC Meeting **-** the local police should attend once a year **- ACTION Clerk to follow up with the local police contact Will Price to arrange a future date to attend a PC meeting - as no attendance at the PC meetings for some time due to shift pattern not matching PC meeting dates.**

12.0. Communications Report - Council received an update from Cllr Day anticipating the FB page will be in place over the next few weeks.
Website Council noted the layout of documents filed on the website could be better organised to improve accessibility and expressed a preference for a reorganisation of documents to follow a drop down menu - **ACTION Cllr Day to follow up with Roger Davis @ Livewire re the organisation of the documents on the website. Cllr Jennings raised August EMC Memorial Hall Minutes could not be traced as added so requested these are located and added**
ACTION Clerk to pass Cllr Day the contact details for Livewire.

13.0. New Nuclear Build Clerk circulated the update from Stephen Bray of Great British Nuclear during the FCM on 4 March. **ACTION Cllr Jennings to**

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invite Stephen Bray to the April meeting for an update during the presentation slot.

14.0 General Purposes - no report received as no updates to provide.

15.0 Drainage Report Council received Cllr Riddle's report. Council noted details provided to log in and see the risk of flooding at individual properties, anticipated over the next 30 years. There is an overall increased risk of flooding due to increased rainfall.

16.0 Emergency Planning - no report received as no updates to provide.

17.0 Village Agent - Council received and accepted the report from Cllr Jennings.

18.0 Memorial Hall Report – agenda item covered at outset of the meeting.

19.0 Site Stakeholder Group (SSG) Council received and accepted the report from Cllr Jennings

20.0 Parish Property Report

20a. Council received an update on the cleaning of the marker stones, Cllr Riddle to look at spraying the face of the stones over the next month.

ACTION Defer to April meeting

20b. The report on the progress on the repairs to the funeral bier was received and accepted. A request was made for Councillors to view the work to date. **ACTION Cllr Bedford to arrange this.**

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

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Cllr Jennings stated the Standing Orders needed detailed scrutiny and suggested that each standing order is reviewed – starting with the complaints process – **ACTION Clerk to add to the April Agenda**

Confirmed date of next meeting – Monday 7 April 2025

Note – All of the reports can be viewed on the village website. Any issues accessing the reports please email the Parish Clerk.

Meeting Closed @ 9.30pm

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