Oldbury-on-Severn
Parish Council

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

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Minutes of the Oldbury-On-Severn Parish Council Meeting

held on Tuesday 7 April 2026

at The Pavilion, Westmarsh Lane, Oldbury-on-Severn, at 7pm.

Present

Cllrs Sheila Bedford (SRB) Chair, Cllr Matthew Riddle (MR) Vice Chair, Laura Day (LD), Kayliegh Griffiths (KG), Kevin Evans (KE), David Heape (DH), Richard Hayden (RH), Ian Knapp (IK)

1.Apologies for absence were received from Cllr Chris Jennings (CJ) and The Clerk.

MR was asked to take the minutes.

It was agreed to change the order of the meeting so that Item 7d was taken at the end of the meeting.

2. Declarations of interest and dispensation requests

MR declared he received a honorarium as the Chair of the Oldbury (Power Station) SSG. Later in the meeting in the meeting under Item 10 MR declared an interest in a quote to hire the Pavilion/ Playing Field to his niece.

2a. Declaration of Interest Forms. An update on the receipt of forms from Councillors to be displayed on the OPC website was given.

Action: MR to discuss with the Monitoring Officer at SGC about being the need for them to be on the parish website.

Action: MR to circulate forms to all Cllrs so that could be updated.

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3. The Minutes of the previous Council meeting held on 9 March 2026 were AGREED.

It was AGREED to defer the approval of the Minutes for 2nd February 2026 Council meeting and 18th March Extraordinary Council Meeting.

4. Correspondence

4a. The correspondence process was reviewed.

Action: MR – to circulate letter from and the reply to a local resident. MR to put a draft form of words together for the Standing Orders regarding correspondence.

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

5a. An update on the caravans located in the lay-by. MR gave an update. Agreed that SRB would write to the Chief Executive of SGC.

Action: MR to draft a letter and SRB write to the Chief Executive.

5b. An update on Wessex Water (WW) meeting was given by MR. Key points; new method and materials are being used to improve the water proofing of the chambers. Please encourage residents to continue to report problems so that WW can identify problem chambers. WW will provide a plan of work done so far and have offered Cllrs a visit to the pumping station on The Naite.

5c. An update on the Bromford was given by SRB. A letter has been sent the Neighbourhood Coach, asking that their tenants do not to park on The Green.

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5d. A review of PC policies was discussed. The Council will consider guidance from the ALCA website on recommended PC policies, with a view to identifying, prioritising, and producing a list of policies required.

LD has researched other Council's policies. KE raised the fees and poor performance of ALCA in responding to requests.

Action: SRB to contact NALCA with regard to ALCA.

Action: MR to look at the policies of other local Parish Councils.

5e. Councillors reviewed the existing access to the Council bank account and will consider changes/additions to signatories. KE reported, CJ has access, MR and SRB are only signatories.

Action: KE to consider increasing the number of Cllrs with bank access.

6. Public Forum. One member of the public attended but did not wish to address the Council.

7.Urgent Business

7a. Annual Parish Meeting would be before the May Council Meeting ie on Tuesday 5th May at 6.30 pm.

Action: MR to contact Scott Jones at SGC about attending the Annual Parish Meeting to speak about local drainage.

7b. It was agreed that the Council Meeting for May 2026 would be held on this on Tuesday 5th May (the Monday is a Bank Holiday) at 7.30 pm or on the rise of The Annual Parish Meeting.

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7c. Internal Audit 2025/26. It was agreed to instruct Stuart Pollard as internal auditor for the 2025/26 AGAR review. Proposed by KE and seconded by LD. All voted in favour.

7d. (This was taken as the last item on the meeting) Exclusion of Press and Public To resolve that, under Section 1(2) of the

Public Bodies (Admission to Meetings) Act 1960 and pursuant to Schedule

12A of the Local Government Act 1972, the press and public be excluded

from the meeting for the following item on the grounds that it involves

the likely disclosure of exempt information relating to an individual.

Confidential Agenda Item – Data Protection Governance Matter

To receive an update from the Chair regarding a recent data protection

matter, advice received, and to consider related governance and policy

review actions.

Proposed by KG and seconded by LD. All voted in favour

The public and press were excluded from the meeting for this item.

8.0 Finance and Procedure

8a. The bank reconciliation and budget analysis for the financial year end period ending 31 March 2026 was presented.

8b. The March 2026 payments were approved.

8c. The March 2026 receipts were approved.

It was proposed by RH and seconded by LD, that KE be given delegated powers to sign off the bank reconciliation and budget analysis for the financial year

end period ending 31 March 2026 and that the March 2026 payments and receipts be approved. All voted in favour.

8d. The bank reconciliation for sign off for the period 26 February 2026 to 31 March 2026 was received.

8e. An update on progress of instructing a new payroll provider was given by KE. The new payroll starts in April. KE thanked Paul Day very much for his services to the Council.

Action. MR to write a letter of thanks to Paul Day.

8f. An update on process for claiming cricket club charges for water and electricity usage was given by KE. The Clerk has the bills/invoices.

Action: The Clerk to issue invoices to the Cricket Club for water and electricity used.

8g. An update on the VAT was given by KE

8h. An update on Finance Risk Assessment was provided. This will need to be completed.

Action: SB to access the ALCA password

8i. An update was given by SRB in response to Parish Council Assertion 10. Revised email addresses will be required at some point costing c. £20. Councillors decided to wait until we do need to change. A working group of three Councillors would be set up to oversee Assertion 10.

Action: DH, RH and MR to set up a working group work on Assertion 10.

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9.0. Planning

9a. The list of planning applications, approvals and refusals was presented. No comment made on the three current live applications.

9b. An update on the planning enforcement on the land on Oldbury Lane was given by MR. The planning application has been given consent and therefore there is now no enforcement action on the land.

Action: The Clerk to remove this item from the agenda in future meetings.

10.0. Playing Fields Report.

10.a A report was received from IK on the Pavilion and Playing Field. IK reported it was going well, with the playground equipment recently repaired. It was agreed that the proposed new defibrillator for the Pavilion/ Playing Field should be similar to the Shop and the one proposed for the Memorial Hall.

Action: RH to investigate where the shop one was purchased, discuss with CJ and then inform The Clerk know to get a quote.

Netball posts were proving popular with children, if this success continued then the Council to consider funding some new ones.

10.b The March 2026 safety checklist received from Glynn Poole was received. IK will work through the list.

10.c An update on the installation of the baby change facility was provided and will be installed.

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10.d An update on the work required in the MUGA/ tennis courts was provide. The new fencing needs to be ordered; KE has approved the expenditure.

Action: The Clerk to order the fencing.

A potential hirer of the Pavilion and Playfield would like a quote to use it as a wedding reception. MR declare an interest as it was his niece and MR left the meeting during this item. It was proposed to charge £500, proposed by KE and seconded by RH. All voted in favour.

The old skate ramp requires work to finish it off. IK kindly did a lot of the work last year and reported there could be wet wood mixed in the soil. It was proposed by KE and seconded by MR, to use up to £2,000 of unallocated reserves to finish the work including any diesel used by IK to undertake the work.

IK would be finishing off work on the pavilion toilet improvement.

10.e An update on the quotation for a survey to investigate the field as a potential football pitch was given. Nothing to report.

11.0. Road Safety Report

11a. An update on parking concerns at the junction of Westend, Camp Road and Ham Lane was given by MR.

11b. An update on concerns about speeding on the Naite was given by KG. The scheme is moving up the list at SGC as recently reported in a SGC report.

The need to get an electronic new sign was discussed, as the existing on is broken.

Action: KG to look at the cost of repairing the electric sign (VAS sign) and KG to get a quote for two sets of wooden entrance fences.

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11c. An update on a proposed Pathway from Church Hill to the School was given by MR. A plan of the proposed path should be available soon from the landowners' agent.

12.0. Communications Report. LD was thanked for her work both on Facebook and for posting the Council meeting notices around the parish.

13.0. New Nuclear Build report by CJ had been circulated.

14.0 A Drainage Report was provided by MR.

Action: MR to write to Bromford asking them to clear their ditch in front of No 1 Westend

14a.Update on the drainage meeting held on 20 March 2026. MR reported he would be issuing notes from the meeting.

15.0 Emergency Planning was carried over until the next meeting.

16.0 Village Agent report by CJ had been circulated.

17.0 Memorial Hall Report. A report by CJ had been circulated.

18.0 Site Stakeholder Group (SSG) A report by CJ had been circulated.

19.0 Parish Property Report

19.a MR gave the property report and update on the recent tree survey.

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Action: MR to get quotes for the parish tree work identified in the recent tree survey and discuss with the Drainage Board about the soil around the tree trunks

19.b An update on the Asset Register was given by SRB and KE

20.0 No minor matters were raised.

The date of the next Council Meeting Tuesday 5th May 2026 was confirmed.

The meeting closed at 10.15 pm.