Oldbury on Severn
Parish Council

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Minutes of the Full Council Meeting held on

4 November 2025 @ 7.00pm

at The Pavilion, Westmarsh Lane,

Oldbury-on Severn, Bristol

Present Chairman Cllr Bedford (SRB), Cllr I Knapp (IK), Cllr K Evans (KE), Cllr C Jennings (CJ), Cllr M Riddle (MR)

Sarah Bodmer – Clerk

1. Apologies – Cllr L Day (LD), Cllr D Heape (DH), Cllr K Griffiths (KG), Cllr R Hayden (RH)

2 Declarations of interest were received from Cllr Riddle in respect of the power station and Hermitage planning application. Cllr Jennings re the SSG report, along with any discussions relating to the decommissioning process of the old power station. Cllr Knapp regarding flooding at Featherbed Lane.

4. Correspondence

3 The Minutes were received following the FCM held on 6 October 2025 and were approved and signed

4a. Flooding in Featherbed Lane – The Council reviewed an email and video received from a local resident regarding drainage issues affecting their property. A response is awaited from Wessex Water following the last meeting with them. It was noted that investigations into the condition of manhole covers are ongoing. Wessex Water have indicated it is likely to take at least 12 months to complete their review of drainage capacity, water tables and surface water runoff from adjacent fields onto local roads**. ACTION Cllr Riddle to follow up with Scott Jones @ SGC to request a quarterly update**

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4b. New Nuclear Build – a letter has been received from Great British Nuclear providing information about the Regulatory Justification of building a SMR.

4c. New Nuclear Build – a letter has been received and accepted from Great British Nuclear explaining the visit to Hinkley Point C has been postponed. A revised date for this visit is to be provided.

4d. New pumping station – The Council noted that a request has been received for a representative from the drainage board to give a talk to parishioners regarding the new pumping station. The Clerk has followed up and is arranging a suitable date for this to take place in the New Year.

4e. Pavilion access – The Council noted that Busy Bees had raised a concern regarding pest control access to the premises during their period of hire. The Council acknowledged pest control visits should be carried out with no disruption to hirers. It was agreed that clearer communication about scheduling visits should be established to ensure the PC are notified in advance. The Clerk has liaised with the pest control contractor to coordinate future visits - no further action required.

5 Matters arising

5a. Caravans in the lay-by – Council received a report that SGC are helping the resident in the caravan find accommodation and he was accepting the Council's help. **ACTION Cllr Riddle to provide an update at the next meeting**

5b. Wessex Water (WW)

The Vice Chair confirmed a formal thank you had been made to Wessex Water for their work completed to date.

An update has been received that clarity is required from WW regarding specific properties identified as not connected to the main sewer system at Westend Lane. An update with the status of ongoing works is required.

ACTION Cllr Riddle to follow up with WW and provide an update at the next meeting

6 Public Forum

A resident addressed the Council regarding ongoing concerns about flooding in Featherbed Lane. The resident highlighted recent incidents of

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surface water accumulation and expressed frustration over the lack of effective drainage solutions. They requested that the Council prioritise flood mitigation measure and engage with relevant authorities to explore long term solutions.

The Chair thanked the resident for their input and confirmed the item would remain on the PC Agenda. A proposal was received to bring forward the Drainage section of the meeting to follow immediately after the Public Forum to accommodate members of the public in attendance for that item. Proposer Cllr Evans, Seconded by Cllr Riddle and agreed unanimously.

Drainage Report - Report received and accepted

7 Urgent Business

There was no urgent business

8 Finance

8a. The bank reconciliation and budget analysis was agreed and signed.

8b. The payments were agreed and signed

8c. The receipts were agreed and signed

8d. The bank reconciliation for the period 26 September 2025 to 25 October 2025 was agreed and signed

8e. Draft Budget - The PC reviewed and approved the draft budget for the 2026/2027 financial year, enabling the Council to request the precept for the financial year 2026. The proposal to accept the draft budget was received from Cllr Evans and Seconded by Cllr Riddle. The Council unanimously agreed the decision. **ACTION The Clerk to submit the precept request to SGC in accordance with the agreed 2026/2027 budget.**

8f. Data Protection policy – The Clerk advised that a NALC-approved version of the Data protection policy has been requested but is yet to be received. The Clerk confirmed that a follow-up request has been made to obtain the document. **ACTION Clerk to circulate the NALC policy once received**

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8g. Payroll Provider –-Cllr Evans to draw up a letter of engagement with the payroll provider **ACTION Review at the December meeting**

8h. Defib – First aid/CPR/Defib Training – It was agreed to gauge interest from parishioners, in defibrillator training, by promoting it in Foreword, the shop, OPC FB and via email. Parishioners are invited to attend a half day training on defibrillator use and CPR, sessions to be arranged in the new year. **ACTION Review interest at December meeting**

8i. ANPR Cameras – Councillors had discussed at the previous meeting the potential purchase of ANPR cameras to assist with monitoring and security. It was noted that suitable power sources for the cameras have not yet been identified. A decision on the purchase of ANPR cameras was deferred until suitable power sources can be identified**. ACTION Cllr Riddle to ask SGC Highways if the streetlights on Church Hill could be used and if Oak Leaf Nurseries would consider the PC accessing power from their entrance gates.**

8j. Amazon Prime – The Clerk reported that the Parish Council currently holds an Amazon Prime subscription for ordering supplies for the Pavilion. The monthly cost of the subscription is £8.99. Councillors discussed whether the benefits justify the ongoing expense, noting similar items can be sourced without Prime membership. Proposal: Councillor Jennings proposed that the Parish Council cancel the Amazon Prime subscription with immediate effect to reduce unnecessary expenditure. Seconded by Cllr Evans and agreed unanimously. **ACTION The Clerk is authorised to cancel the Amazon Prime subscription with immediate effect**

8k. The Council expressed its sincere thanks to the donor for the generous contribution towards the works on the Memorial Hall and Pavilion.

8l. Review of Financial Regulations – Councillors were reminded that the Parish Council's Financial Regulations are due for review. The Council resolved to undertake a review of the Financial Regulations**. ACTION The Clerk to circulate the current Financial Regulations document to all Councillors for review ahead of the December meeting. Councillors are invited to provide any suggested amendments or comments to the Clerk prior to the meeting.**

8m. AGAR Financial Risk Assessment – It was agreed that a review of the AGAR Financial Risk assessment would be added to the agenda for

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the December meeting **ACTION Clerk to include the item on the December agenda**

8n. Cricket Club – Utility Cost Recovery - The Council considered the current arrangements for electricity and water costs shared between the Parish Council and the Cricket club. It was agreed that meter readings for electricity and water, which are split between the Cricket club and the Parish Council, will be reviewed to agree a simplified method for calculating each party's respective share of costs. **ACTION Clerk to review with Cllr Evans**

9 Planning

9a. Planning applications - A list of planning applications was presented along with updated outcomes.

9a. Planning application P25/01703/HH – Cowhill Cottage. Councillors considered the planning application and raised concerns regarding the accuracy and interpretation of the speed data obtained from the VAS, used in conjunction with the application. Additional concerns were noted regarding the scale and size of the proposed development, particularly as the site lies within the Green Belt. **ACTION The Chair to draft a letter to the Local Planning Authority raising the Parish Council's concerns regarding the interpretation and use of the VAS data within the current planning application, together with clarification on the overall size and scale of the proposed development.**

9b. Property on Oldbury Lane – The Council received an update the property owners intend to use this site for B8 storage **ACTION Cllr Riddle to update at the next meeting**

10 Playing Fields

10a. Playing Fields Report Council received a verbal report on the Playing

Fields from Cllr Knapp

10.b Playing Fields Safety Checklist - Council received and accepted the monthly report. No urgent action required.

10c. Baby Change Facility It was agreed at the previous meeting a baby change unit is to be installed at the Pavilion, with the positioning to be

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discussed with Busy Bees. **ACTION Cllr Knapp to liaise with Busy Bees and fit the unit**

10d. Repair to Tennis Courts – Cllr Knapp will arrange for the replacement of the kick boards at the tennis courts at the Playing Fields **ACTION Cllr Knapp to progress work on replacing the kickboards and provide an update at the**

December meeting

10e Fire Safety Assessment – Council received the update on the Fire Safety Assessment which took place at the Pavilion on 24 October 2025, Cllr Knapp

attended the assessment. The fire safety assessment report was received on 4 November 2025 and will be circulated to all Councillors. It was agreed that Cllr Knapp will review the report and present the report findings to the Parish Council at the December meeting **ACTION Clerk to circulate the report.**

10.f Football Field The company originally approached to provide a quotation to carry out the field survey is unable to assist. An alternative company will be sought to obtain a quotation. **ACTION Cllr Evans to** update at the December meeting.

10g. Pavilion Hire Requests – The Council discussed a recent enquiry received from a local band wishing to hire the Pavilion for practice sessions. It was agreed that the Clerk would circulate the terms and conditions for Pavilion hire to all Councillors, ahead of a review at the December meeting as to the types of hire the Council may consider **ACTION Clerk to circulate T & C's**

10h. Pavilion Refurbishment – The Pavilion refurbishment has now been completed. Cllr Knapp and Cllr Riddle will review the snagging list to check that all outstanding work has been resolved. Cllr Knapp to update the Clerk so the final invoice can be settled. **ACTION Clerk to liaise with Cllr Knapp to confirm the snagging list has been resolved, and once confirmed, arrange for the invoice to be settled**.

10.i Pavilion Skittle Alley Hire – The skittle alley at the Pavilion is being hired by The Plough at Pilning, over the winter months for a cost of £250. Cllr Knapp will provide the Clerk with the contact details so that an invoice

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can be issued. **ACTION The Clerk to arrange for an invoice to be issued**

10.j Pavilion follow-up on unreturned chairs – Council noted that 108 hired chairs have not yet been returned. Contact details of the hirer to be passed to the Clerk so an invoice can be issued and a follow-up arranged for the chairs to be returned. **ACTION Clerk – Invoice and follow-up for unreturned chairs**

10k. Pavilion CO2 Extinguisher – It is recommended that a CO2 extinguisher be purchased and installed to provide appropriate fire cover for electrical equipment in the kitchen area. **ACTION Cllr Knapp to organise the purchase of the extinguisher**

10l. Pavilion Emergency lighting – As part of the fire safety recommendations the emergency lighting is to be serviced. **ACTION Clerk to contact Stuart Nethercott regarding the servicing of the emergency lighting.**

11.Road Safety

11a.Highways - Overhanging shrub Westend/Camp Lane– The overhanging shrub has been partially cut-back, however, visibility remains impaired, with only a 50% improvement noted. The SGC Officer will visit the site again to assess the situation. **ACTION Review at December meeting**

11b. Parking concerns at The Green, Westend – A letter has been sent to Bromford Housing Association regarding the ongoing issues of vehicles parking on Council land. The Council have requested that Bromford Housing Association address and resolve this matter with their tenant. **ACTION To review at the next meeting any response received from Bromford Housing regarding the parking issue on Council land**

11c.Speeding on the Naite – No further update received following the application to reduce speed limits to 30mph.

11d. Permissive Pathway Church Hill – No further update received - an initial meeting with a SGC officer has been held and a future meeting is required. **ACTION Cllr Riddle to provide an update at the next meeting**

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11e. Road Safety speeding measures.Discussion deferred to the December meeting.

12 Communications – communication items relating to the Memorial Hall were discussed under the Memorial Hall section of the meeting.

12a Pavilion booking forms – The Clerk to review the booking forms onthe OPC website to ensure that the Pavilion hire costs are displayed correctly

13 New Nuclear Build – Report received and accepted

15 Emergency Planning – no report

16 Village Agent – Report received and accepted

17 Memorial Hall Report– Report received and accepted.

17a Update to the Constitution – The Memorial Hall constitution requires updating. **ACTION The Clerk will liaise with Cllr Jennings outside of the meeting to progress this matter.**

17.b Memorial Hall – Loft insulation and Flooring A proposal was received from Cllr Jennings and Seconded by Cllr Riddle to accept, on behalf of the Parish Council, the donation to complete the loft insulation and flooring works. It was noted that some dry rot has been identified, and the extent of the issue will not be known until the floor is lifted in January.

17c. Memorial Hall broadband – The Council discussed the broadband provision at the Memorial Hall and the desire to find a more competitive monthly cost. It was noted that changing provider would result in only a marginal cost saving, compared to the convenience of retaining the existing provider, XLN/Daisy. A proposal was received from Cllr Jennings to accept the revised contract negotiated by the Clerk with XLN, which offers an improved monthly cost over a 2-year period. Seconded by Cllr Evans. **ACTION The Clerk to liaise with XLN to arrange the setup of the new contract.**

18 Site Stakeholders Group – Report received and accepted

19 Parish Property Report

19a. An update has been received re the trees on Pickedmoor Lane that a tree survey is to take place and will be reviewed at the next meeting. **ACTION Cllr Riddle to update at next meeting**

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19.b Asset list update – Photographs and updated values should be added to the list over the year. Review at the next meeting.

20. Minor Matters

There were no minor matters for consideration.

The meeting closed at 9.20 pm

Next meeting confirmed as Monday 1 December 2025 at 7pm