Oldbury on Severn
Parish Council

Clerk/RFO: Mrs Sarah Bodmer
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Minutes of the Full Council meeting
held at 7.00pm on Tuesday 5 March 2024
at The Pavilion, Westmarsh Lane,
Oldbury-on-Severn, BS35 1QD

Present

Chairman Sheila Bedford (SRB), Cllr Laura Day (LD), Cllr Ian Knapp (IK), Cllr Kevin Evans (KE), Cllr Matthew Riddle (MR), Cllr Chris Jennings, Cllr Belinda Orford (BOR), Cllr David Heape (DH)

Clerk Sarah Bodmer

19.00 Commencement of Full Council Meeting

1.Apologies for absence

Apologies were received from Cllr Kate Warrender (KW)

2. To receive agenda declarations of interest and dispensation requests

None received

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

Minutes approved and signed

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

Council received a request from a parishioner for the PC to review the parishioner's letter sent to Wessex Water in connection with ongoing flooding issues from the foul system **ACTION Cllr Heape (DH) to prepare a letter to capture the parish council concerns relating to the issues raised.**

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5. Public Forum

Members of the public were in attendance – no presentation was made to the Council

6.Urgent Business–Cllr SRB

The council have received a request from the Cricket club for sheep to be placed on the lower ground at the Playing Fields in order to manage the length of the grass which has become long with a significant amount of wet weather. The Council agreed this is an acceptable way forward – **ACTION Cllr Bedford to draft a letter to the Chairman of the Cricket club confirming the PC agree to this course of action, to include a note any damage will need to be made good.**

Council received details of concerns raised by Busy Bees about the new Pavilion entrance door which was recently fitted. The concerns with the door are the handles for opening and closing are at child height. Busy Bees are concerned as the new door can also be opened from the outside, along with young children being able to open from the from inside. Council concluded this is a high priority issue to be resolved by adding an electrical door override system. The override system would include a high level touch pad, to allow the door to be secured from inside and adult height. ACTION Council agreed we have the reserves to fund the security system for the Pavilion door. Proposer Chris Jennings and Seconder Cllr BOR. Council vote was unanimous. **ACTION Council agreed way forward as Cllr Knapp to liaise with Cllr Day to review after the meeting, if the work will be undertaken by Cllr Knapp or if Cllr Day will instruct a recommended electrician. Full Council meeting scheduled for 11 March 2024 at 6pm for review of actions.**

Cricket Club – Cllr Bedford confirmed to the Council the Cricket club chairman, Toby Summerfield has requested that the cricket club chairman deals direct with the Parish Council chairman to address issues as they arise.

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7.0 Finance and Procedures

7a. Council received the bank reconciliation and budget analysis for the period ending 29 February 2024

ACTION Cllr Evans and Clerk to provide a summary of start of financial year position 1 April 2023 to 31 March 2024 to full council. Clerk to provide a report on the Memorial Hall lottery grant payments now received in full, along with details of payments made to contractors for renovations.

A Tommy Fund report to be provided to full Council to evidence the expenditure of the WW1 bench and Tommy fund statues, along with the VAT already reclaimed to date and the current VAT reclaim submitted to HMRC on 29 February 2024.

7b. Council received and approved the February 2024 payments
7c. Council received and approved the February 2024 receipts
7d. Council received and signed off the bank reconciliation for period 1 February 2024 to 29 February 2024
7e. Cricket club lease/electricity payments – Proposer Cllr Riddle for a minimum payment of £50 per month, to be received from the cricket club, Seconder Chris Jennings, Council unanimous in agreement of this decision. A meter reading will be taken at the end of the financial year. From 1 April 2024 the cricket club will be invoiced quarterly thereafter.
ACTION Cllr Bedford to circulate an additional paper in connection with the cricket club & the proposed way forward. This was confirmed as the cricket club offer to complete work in lieu of the payment outstanding. Council agreed to hold a meeting on 11 March 2024 to discuss the Cricket club lease as a separate agenda item.

7f. Council received an update from the Clerk on the External audit for 2022/2023 – following completion of the audit BDO have provided the certificate. This has been displayed on the Council website.

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The Council received an update that the internal audit is scheduled on 11 March 2024 for audit review for 2023/2024.

7g. Council received an update from Cllr Evans on the review of the Savings account options - the NS&I provider does not offer new/alternative account options to parish councils, but does allow the existing parish council NS&I investment account to continue this provides 1% interest annually on 1 January.
Cllr Evans has identified a Virgin current account offering approximately 3.59% as an alternative to the existing NS&I to achieve a higher rate of interest - **ACTION Cllr Evans has requested Clerk applies for this account.**

8.0. Planning Report- Cllr Warrender

8.1 The Neighbourhood Plan feedback has been received from South Glos and Stuart Todd has offered support on the process.
The National Planning Practice Guidance for Neighbourhood Planning contains a section on 'Updating a neighbourhood plan'. The guidance outlines three types of plan modification and each will require a different process to achieve (depending on the scale of modifications proposed Minor (non-material) modifications to a neighbourhood plan or order are those which would not materially affect the policies in the plan or permission granted by the order. These may include correcting errors, such as a reference to a supporting document, and would not require examination or a referendum.
Material modifications which do not change the nature of the plan or order would require examination but not a referendum. This might, for example, entail the addition of a design code that builds on a pre-existing design policy, or the addition of a site or sites which, subject to the decision of the independent examiner, are not so significant or substantial as to change the nature of the plan.
Material modifications which do change the nature of the plan or order would require examination and a referendum. This might, for example, involve allocating significant new sites for development.
If a major or material modification is made then this could take 6 months and will require a referendum. The main costings would be for a planning agent and the level of review will determine the cost.

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Please can a vote be held for those in favour to start a review and what councillors think need to be reviewed to determine if the changes are major or minor. I can then gain costings.

ACTION Clerk to add to agenda for April 2024 meeting - Councillors agreed preference to discuss the Planning review when Cllr Warrender is at the Council meeting.

8.2 The Council received a list of applications, approvals & rejections from South Glos

Cllr Riddle provided a recap to Council of the planning process - if the Clerk receives an email from a Councillor, stating an objection or support for a circulated planning application this generates a Councillor meeting.
If Councillors submit an objection or support email it is important the reasons are also provided for review.
As the council hold monthly meetings this gives the opportunity to discuss the planning applications subject to deadline response dates for comments.
ACTION Clerk and Cllr Riddle to review if there is a way to provide the portal link which does not include a copy and paste of the planning application reference.

9.0. Playing Fields Report – Cllr Knapp

Cllr Knapp confirmed no update - with a welcome meeting scheduled for Tuesday 12 March 2024 - report awaited thereafter.

10.0. Road Safety Report – Cllr BOR

SGC have confirmed that the land at Kington where the burned trees stand is owned privately and they have confirmed that they will contact the landowners.
I have sourced the white gates and look to the OPC for their confirmation on their views on them. I hope to bring a sample to next week's meeting.

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Hopefully Chris Jennings can provide further details regarding the VAS supporting hardware.
I have attempted to speak to Lower Severn Drainage Board to see if they can provide any details regarding the state of the culvert at Newlands Gout, i.e. is it stable?

Update from Cllr Jennings he has provided figures to Cllr Orford via email to be reviewed after the meeting regarding the VAS supporting hardware. Cllr Orford showed an example of the white fencing cost is £195.75 for 2 of the white fences. These can be installed without any additional costs.

4 fences will be required so a spend of just under £400 in total. Proposer Cllr Jennings to purchase the planters and 4 of the white plastic fencing. Seconder Cllr Evans.
Council Voted to purchase 4 white fences. A proposal was received from Cllr Orford to purchase a VAS tripod and chain at a cost of £450 for the tripod plus an additional cost for the chain Seconder Cllr K Evans Council voted unanimously in agreement to this Proposal.

Council discussed the alternative to the white fencing is £2500 - £3000 spend if concrete posts and approval by SGC is required.

Council agreed to review the purchase of planters at April 2024 council meeting.

Cllr Riddle confirmed to Council he has spoken to the land owners regarding the 2 dead trees – **ACTION Cllr Riddle to follow up**

11.0. Communications Report Cllr Day

Cllr Day raised the issue of replacement glass being required in the Pavilion noticeboard as the glass has become obscured - this was raised at the February 2024 meeting – **ACTION Cllr I Knapp to action replacing the glass**

12.0. New Nuclear Build (NNB) Cllr Jennings

No update as no meetings held.

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13.0.General Purposes - Cllr Bedford

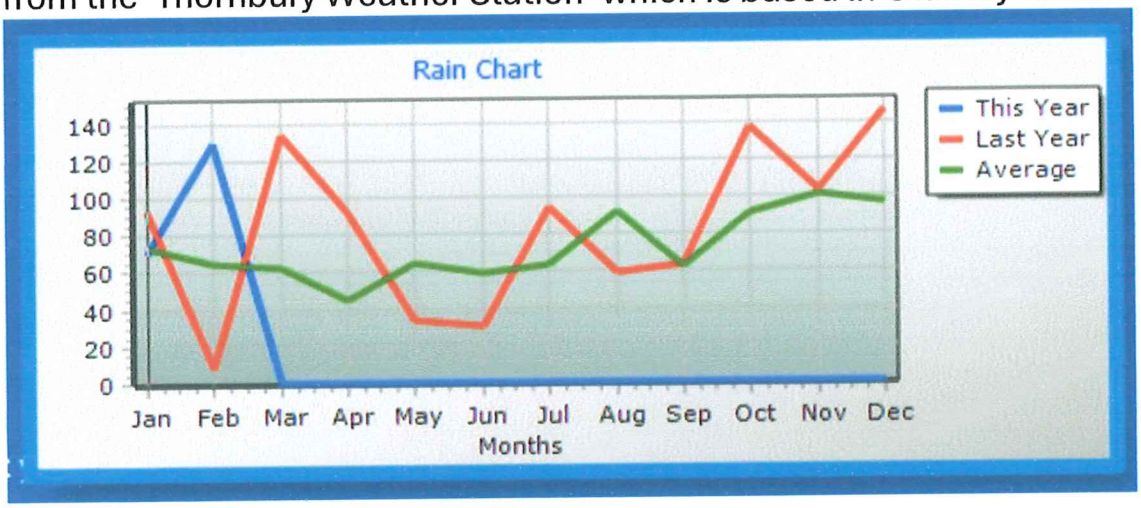
Streetcare maintenance offer – information collated by Cllr Warrender following Councillors suggestions for work to be completed to be submitted to Streetcare. **ACTION Clerk to submit to SGC Streetcare**

14.0. Drainage Cllr Riddle

Drainage Report

Drainage Report March 2024, Oldbury-on-Severn Parish Council (OPC)

February looks like being another very wet month, following on from December, November, October and March of last year. See below from the 'Thornbury Weather Station' which is based in Oldbury Naite.



Sewage System

The Parish Council attend a site meeting in February with Wessex Water, South Gloucestershire Council (SGC) and a resident to look at the longstanding issues of Wessex Water's sewage system. Some work had already been completed, but more was promised by Wessex Water and also by SGC to try and reduce highway water getting into the system at high rainfall events. Please see attached letter.

I have been in touch with Mark Parish Council in Somerset which has the only other vacuum sewage system in the Wessex Water Board area and they have similar problems with the system there.

The OPC Drainage Working Group will be meeting in March.

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Recommendation: that the Parish Council formally writes to Wessex Water highlighting the issues and asking for a long-term solution to the problems faced in high rainfall events.

15.0. Emergency Planning– Cllr Heape

No update

16.0. Village Agent Cllr Jennings

There has been an open afternoon on Wednesday 21st February, it was well supported by various agencies offering support to individuals with potential issues. People came from Aust to Hill so there was a wide geographical representation. We plan to repeat it in the future.

17.0. Memorial Hall update Cllr Jennings/Cllr Riddle

Memorial Hall report for February

The final payment has been made to Meachin Machinery, and the balance left will be used to help purchase some furniture for the patio. Total cost is circa £133,400.

Two picnic tables have been bought and the area where the waste bins have been stored (RHS of the Hall) has been paved to tidy it up.

The AGM was held on the 14th February and around 20 people were in attendance. Both the Chairs report and Treasurers report were passed.

Main points were that the Hall continues to grow and offer a wide range of activities that are well supported by the community.

The accounts were reviewed and passed. The main points were

Hire of the Hall £5,809. Up 37% from 2022

Income from events £14,549 up 16%

Other income £3,236 down 40% (Covid grant £2,667 in 2022)

Overall income was £23,594 up 6.4%

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Expenditure

Events £6,946 up 30%

Repairs and Maintenance £1,361 up 44%

Services £4,818 up 4%

Overall expenses were £13,125 up 20%

Capital spend was circa £30,000.

At the yearend there was £20,122 in the bank down from £40,027 at the end of 2022

The AGM also received a 5 to 10, year plan outlining the work need to be done to keep the Hall in good repair and improve the facilities and green footprint.

Cllr Jennings request for Parish Council as Trustees to grant approval to upload the accounts on to the Charity Commission's website.

Proposer Cllr Jennings request to complete the charity commission website Seconder Laura Day – the Council vote was unanimously in agreement.

18.0. Update on SSG (Site Stakeholder Group)

No meeting – no update

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

Cllr Jennings identified an unsafe bench and asked for council agreement to take the back off for safety reasons.
ACTION Clerk to add to next Agenda – Cllr BOR to produce a paper to put forward a proposal for a purchase of a replacement bench - £800 was ring fenced from the Coronation fund.

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Village Green at Westend – the village shop has donated £300 for the regeneration of this site. A working party to be put together called Ted's tubs. This will require a line in the maintenance budget – working party to include Kerry, Cllr Heape, Cllr Evans and Cllr Bedford.

Severnvale Flood Defence Group (SFDG) request for parish council to hold £150 in the parish council bank account - Cllr Riddle updated the council that parishioner Barry Turner is the Chair of the SFDG committee campaigning to get better sea defences for the village to prevent future flooding – as Chair of the committee taking these issues forward Mr Turner has received a donation of £150 from the village shop to run the meetings. The request to the council is for £150 to be looked after by the PC bank account. This would be shown as an allocated reserve/ring fenced amount to be withdrawn as required by the committee.
Council asked if it had been considered if the village shop could hold the £150 and the withdrawals made as required through the shop.
ACTION Cllr Riddle to review the option and bring to the next meeting.

Confirmed date of a follow up full council meeting to be held on 11 March 2024 at 6pm, to review progress on the security system for the Pavilion door and to debate the cricket club lease.

Confirmed date of next full council meeting – Monday 8 April 2024

Close of meeting of the Full Council at 8.45 pm

S L Bedford