Oldbury on Severn
Parish Council

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Minutes of the Full Council Meeting held on 6 October 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 K Griffiths (KG), Cllr R Hayden (RH) Cllr M Riddle (MR) Cllr L Day (LD), Cllr D Heape (DH)

Sarah Bodmer – Clerk

1.Apologies – None were received

2 Declarations of interest were received from Cllr Riddle in respect of the power station and Cllr Jennings re the SSG report, along with any discussions relating to the decommissioning process of the old power station.

3 The Minutes It was proposed by Cllr Jennings and seconded by Cllr Hayden, that the minutes for June 2025 and September 2025 should be accepted as correct. This was agreed unanimously, and the Minutes were duly signed.

In future Minutes, when a report is received, it should be recorded as 'report accepted', rather than 'no report'.

The AGAR report has some adjustments to be made. These matters are ongoing and will be reviewed at future meetings. **ACTION Cllr Evans to review with the Clerk**

Cllr Jennings advised the Memorial Hall booking forms may need to be updated on the website to Word documents. **ACTION Clerk to contact Roger @ Livewire and clarify situation**

4. Correspondence

4a. A telephone call has been received regarding the New Pumping Station. We have been requested to accommodate a talk to Parishioners at a

Parish Council meeting. This is to be arranged soon. **Action Clerk to ensure this is included in a future agenda.**

5 Matters arising

5a. Caravans in the lay-by –A report has been received from a SGC official regarding the welfare of the occupant of the caravan. Proposal by Cllr Jennings, Seconded by Cllr Heape that The Chairman should write to SGC requesting a time frame for the completion of this matter. **ACTION Letter to be sent from the Chairman to Nigel Rigglar, Enforcement Director @ SGC**

5b. Wessex Water (WW) A written report was circulated containing a map of manholes in the village indicating those manholes that had already been repaired. Councillors felt that this map was inaccurate and request clarification. A further meeting is to be arranged with WW possibly in January to review progress. ACTION Cllr Riddle to arrange review meeting in January. Clerk to request clarification of information on the map provided.

6 Public Forum

No members of the public attended the meeting

7 Urgent Business

There was no urgent business

8 Finance

8a. The bank reconciliation and budget analysis was agreed and signed. Cllr Evans, stated that the process of setting a draft budget for 2025/26, is underway and the first draft to be circulated to all Councillors prior to the November. **ACTION Cllr Evans to circulate the first draft of the budget**

8b. The payments were agreed and signed

8c. The receipts were agreed and signed

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

8e. The data protection policy is due for review and Councillors have requested the NALC version to be circulated for consideration. **ACTION Clerk to circulate the NALC policy and review at the December meeting.**

8f.The Standing Orders, previously circulated, were reviewed individually and changes made in agreement with all councillors. The updated version is to be recirculated and ratified and the November meeting. **ACTION Clerk/Cllr Bedford to update the document and recirculate. Mrs R Riddle to be asked if would agree to proofread ahead of circulation.**

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

8h. Defib – First aid/CPR/Defib Training – An offer has been made by Kingswood (a training company), to provide half day training in CPR and use of defib. Possible dates are offered between January and March 2026 with 12 attendees per session for a donation of £50 - £60. Number of sessions to be confirmed. **ACTION Defer final decision to November meeting**

8i.ANPR Costs – A decision on the purchase of ANPR cameras was differed until suitable power sources can be identified. **ACTION Cllr Riddle to ask SGC if the street lights on Church Hill could be used and if Oak Leaf Nurseries would consider us accessing power from their entrance gates**

8j. Procedure for issuing Council Minutes – It was suggested that Minutes should be circulated to Councillors 7 days following a meeting. Councillors were asked to submit any alterations to the clerk within the next 4 days. The draft minutes would then be uploaded to the website with a disclaimer stating that these Minutes are subject to approval. Minutes would then be proposed and signed as usual.
ACTION Clerk to ask NALC for the preferred wording of either 'draft' or 'non approved' in relation to the Minutes.

9 Planning

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

9b. **Property on Oldbury Lane –**A SGC Officer has gained access to the field and written to the owners to establish their intentions. **ACTION Cllr Riddle to update at next meeting**

10 Playing Fields

10a **Playing Fields Report** Council received the Playing Fields report. Cllr Knapp proposed and Cllr Griffiths seconded a proposal to spend £130 for a

baby change facility, this was agreed unanimously **ACTION Clerk to purchase Baby Changing Facility.**

Repair to Tennis Courts – Council was advised that the donor has agreed to pay for the repair to the kick boards in the MUGA. A quotation will be sent to the donor and the items purchased after the receipt of the funds. **ACTION Cllr Knapp to obtain an estimate for the donor and a copy to be sent to the clerk.**

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

10c.**Pavilion Refurbishment** Council received an update from Cllr Knapp on the refurbishment of the Pavilion. The snagging list is not yet complete and final payment has not yet been made. **ACTION Cllr Knapp to continue to liaise with the contractor whilst the final works are completed**

10.d **Whist. Feedback on defibrillator** The Whist Drive continue to donate towards the purchase of a defibrillator. The council are concerned that there will be a shortfall and therefore a request should be made to villagers and local business for assistance. This request is to be made via the 4ward magazine. **ACTION Cllr Bedford to put an advert in 4ward asking for contributions from local businesses. The article is to explain the benefit and the cost.**

10e. Fire Safety Assessment – Council accepted the report and remedial action plan circulated from Avon Fire & Rescue following the inspection of the Pavilion on 29 September 2025.

Cllr Griffiths proposed that the OPC accepts a quotation of £310 plus VAT for a fire risk inspection. This was seconded by Cllr Hayden and agreed unanimously. Cllr Knapp proposed that Stuart Nethercott adds a smoke detector to the Pavilion lobby and assesses the need of a smoke detector in the office.

ACTION (1) Clerk to check with insurer if there are any implications from the fire and safety report from Avon Fire and Rescue and any actions required regarding the ongoing insurance

(2) Clerk to add notes from the Avon and Fire Rescue to the remedial action plan and circulate after the meeting.

(3) Clerk to book the fire risk inspection.

(4) Clerk to arrange a date for Stuart Nethercott to fit the smoke detector and inform him the alarm panel shows a service is due.
10.f **Football Field** The company approached for the field survey are unable to assist, therefore an alternative company will be contacted. **ACTION Cllr Evans to update at the November meeting.**

10g. **Key box** The key box has now been installed for the storage of spare keys in the Pavilion. The Clerk has been advised of the code.

11.Road Safety

11a.O**verhanging shrub Westend/Camp Lane**–This shrub has been partially cut back but not to the wall and visibility remains impaired. Liz Francis from SGC will review – **ACTION Cllr Riddle to update post visit**

11b. **Parking concerns** –The resident regularly paring on The Green has been approached and requested not to park on council land. He has refused to remove his car and has suggested that Bromford Housing Association be contacted. **ACTION Bromford housing to be informed of the situation. Review scheduled for November meeting.**

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

11d. Ecological survey for the Permissive Pathway Church Hill–No further update received - an initial meeting with a SGC officer has been held and a future meeting is required.

11e. Road Safety speeding measures - Council reviewed the proposed 20mph speed restriction raised in the circulated paper. Following discussion, it was considered a 30mph speed limit was more realistic.
ACTION Cllr Riddle to send Cllr Heape the required forms to submit a request for speed limit reduction to SGC along with the rationale.

11f. Cycling accident in the Naite – no update provided the accident was reported to an SGC Officer. No further action required.

12 Communications

12a The website has been updated with the revised booking forms and Terms and Conditions for the Pavilion. No further action required.

12b The cost is £40.00 confirmed from Livewire to update the Pavilion booking system to a calendar style. **ACTION To be carried forward to next meeting**
12c Livewire has been instructed to show future Minutes and Agendas in monthly folders on the website. No further action required.

13 New Nuclear Build – Report received and accepted

14 Drainage Report - Report received and accepted.

15 Emergency Planning – no report

16 Village Agent –Report received and accepted

17 Memorial Hall Report– Report received and accepted.

18Site Stakeholders Group – Report received and accepted

19 Parish Property Report

19a. A report has been received re the trees on Pickedmoor Land and will be reviewed at the next meeting.
ACTION Cllr Riddle to update at next meeting

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 9.45pm.
Next meeting confirmed as Tuesday 4 November 2025 at 7pm