Oldbury on Severn
Parish Council

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Minutes of the Full Council Meeting held on 4 August 2025 @ 7.00pm at The Pavilion, Westmarsh Lane, Oldbury-on-Severn, Bristol

Present Chairman Cllr Bedford (SRB), Cllr I Knapp (IK), Cllr L Day (LD), Cllr K Evans (KE), Cllr C Jennings (CJ) Cllr D Heape (DH) Cllr K Griffiths (KG), Cllr R Hayden (RH) Cllr M Riddle (MR)

Sarah Bodmer - Clerk

1.Apologies – no apologies were received

2 Declarations of interest were received from Cllr. Chris Jennings re SSG Report and any discussions relating to the decommissioning process of the old power station and Cllr Day re payroll and Busy Bees, linked to family connections.

3 The Minutes were deferred for June as Cllr Jenning raised a concern about a change requested that could not be recalled and wished to be checked.
ACTION Clerk to review notes

No concerns were raised about the July Minutes.

4 Correspondence

4a **Pest Control** – Council agreed to continue with the 6 monthly pest control contract re-starting in Autumn. Proposal received from Cllr Jennings and Seconded by Cllr Hayden. **ACTION Clerk to check with Aman Pest Control for a quotation for a 6 month contract and to check if this started in September or October last year. Update Busy Bees with PC decision.**

5 Matters arising

5a. Caravans in the lay-by – Cllr Riddle has circulated an update on 4 August, which confirms there are now 4 vehicles rather than the original 7. SGC

update awaited. Legislation requires a welfare assessment before enforcement action can be taken.

5b. Wessex Water (WW) – Council reviewed an email received from a local resident about flooding concerns. A reply is awaited from Wessex Water following the last meeting with them, including manhole covers being investigated. WW have indicated it is expected to take at least 12 months to review drainage, water tables and run off from the fields into the road. **ACTION Cllr Riddle to follow up with Scott Jones @ SGC to request a quarterly update WW ACTION Clerk to acknowledge receipt of email.**

6 Public Forum

No members of the public wished to speak

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 h June 2025 to the 25th July 2025 was agreed and signed

8e **Payroll** – Council received information from Cllr Evans on the recommendation for a contract to be in place for the payroll service following the internal auditor report, along with a recommendation received from Barnaby at ALCA and Simon Banks the Monitoring Officer, to consider a risk assessment of a payroll agreement without payment to the payroll provider. A proposal was received from Cllr Hayden to remain with the existing payroll provider and this was Seconded by Cllr Jennings , Council voted unanimously. **ACTION Cllr Evans to discuss offline with the Clerk the date in the month the payslip would be preferred to be received to allow payment on the last working day of each month.**

Council noted additional Clerk hours completed in June and July 2025 confirmed by Finance Cllr Evans as in respect of additional AGAR work and refurbishment work sourcing quotations/liaising with potential contractors.

8f. Financial Regulations – Cllr Evans provided an update on his review of the updated document and has identified no issues to implement – defer to September meeting

Internal auditor recommendation to make regular reviews. **ACTION Clerk to circulate AGAR recommendations**

8g. Standing Orders – Cllr Bedford updated Council on her completed review of the Code of Conduct section. Put forward approach to use 30 minutes of next meeting to review.

Data Protection Policy – **ACTION** Clerk to check with contacts to lift a document for suitability of review.

8h. Replacement Fridge – Council approved the purchase of replacement fridge with an agreed cost of £129 – Proposed by Cllr Evans and Seconded by Cllr Jennings. **ACTION Clerk to order and arrange delivery to Cllr Knapp**

9 Planning

9a. Planning applications – Council received and agreed no comment on the Power Station application.

9b. **Local Plan** – Council received an update from Cllr Riddle to confirm an update is not expected until March 2026. This item will be removed from the next Agenda pending further updates received.

9c. **Property on Butt Lane** – this is noted as Oldbury Lane rather than Butt Lane. Council received an update 2 caravans and trailers are on site with SGC Planning enforcement engaged following hardstanding put in place. **ACTION Cllr Riddle to update at next meeting**

9d. **Planning application P25/01703/HH** Council reviewed a request from a local resident for the PC to support a retrospective planning application, following work completed to extend the property under permitted development rights. Following consideration Council unanimously voted to

make no comment on this application. Proposal for no comment received by Cllr Jennings and Seconded by Cllr Griffiths.

10 Playing Fields

10a **Playing Fields Report** Council received an update from Cllr Knapp on the refurbishment of the Pavilion and progress to date. A deep clean is scheduled for the weekend of 30/31 August.

10b **ROSPA** Council received the July 2025 ROSPA report and recommendations. Cllr Knapp confirmed he is working through the report. Consider options to discuss at next meeting re excess soil/timber to be removed.

10 c **Pavilion Refurbishment** This was reported to be on track for the agreed completion date ahead of the cleaning schedule at month end.

10 d **Defib Quotation** Council received details of a quotation for installation from a local supplier. **ACTION Clerk to circulate the maintenance costs. ACTION Cllr Knapp to inform the Whist group of the quotation to establish how much they may wish to contribute.** Defer to Sept meeting with consideration as to whether the PC could fund maintenance costs for both the Memorial Hall and the Pavilion.

11.0 Road Safety

11a.**Update on overgrown bush** - the overgrown bush has been cut back but feedback that this is still impacting visibility – **ACTION Cllr Riddle to contact Liz Francis at SGC and report back at next meeting**

11b. **Parking concerns** – Council received an update that no recommendation or report has been received from SGC. Cllr Riddle has followed up with Bromford regarding the possibility of utilising the spaces in front of unused garages response awaited. Confirmation received that no replacement line painting will take place from SGC/benefits of parking permits considered – defer to September meeting for review

11c. **Speeding on the Naite** – Cllr Griffiths confirmed the application to reduce speed limits to 30mph has been submitted. Update awaited

11d. **VAS** – Cllr Jennings raised concerns about the inaccuracy of recent FB comments. The VAS is used as a tool to control speeding in the village and over the last 6 years (with the VAS in place) there have been no accidents.

11e. **Permissive Pathway Church Hill** – Council received an update the lights on Church Hill require attention from overgrown brambles. Regarding the permissive pathway a meeting is awaited with an architect as planning permission is required to install a gate as classified as a road. **ACTION Cllr Riddle to request an ecological survey – defer to next meeting**

11f. **Damage to vehicle parked at the Pavilion** – Council received an update on damage to a hall users' car, following a gate becoming untethered. Council approved payment of £300 to be paid direct to the repairer. This amount is the lowest of 2 quotations obtained. Proposed agreement to pay £300 by Cllr Evans and Seconded by Cllr Griffiths. This was unanimously agreed. **ACTION Cllr Knapp to add signage to the car park 'cars parked at owners' risk'**

11g. Road Safety speeding measures – Cllr Heape talked through his email paper **ACTION letter to SGC to highlight concerns and defer to September meeting**

12 Communications – ACTION Cllr Day to revisit the booking form review on the website, along with the agreement to arrange historical Minutes and Agendas to folders. Cllr Day to liaise with Roger @ Livewire.

13 New Nuclear Build – Council received and accepted the report from Cllr Jennings

14 Drainage Report Council received and accepted the report from Cllr Riddle – Cllrs are encouraged to review the link which can assess the risk of properties flooding in the future

15 Emergency Planning – no updates to report

16 Village Agent – Council received and accepted the report from Cllr Jennings

17 Memorial Hall Report – Council received and accepted the report from Cllr Jennings **ACTION Clerk to revisit Constitution required update**

18 Site Stakeholders Group - Council received and accepted the report from Cllr Jennings

19 Parish Property Report – Marker stones have now had 3 treatments completed – Cllr Riddle

20. Minor Matters

20a. The duck race organisers had contacted Cllr Knapp directly to request use of the car park facilities – Council confirmed this request would be accepted

20b. Cllr Griffiths raised the question of hire of the grass by the tennis courts – confirmed this can be reserved by the booking form process

20c. Cllr Evans has arranged for a quotation for a survey to make the football field re-useable following communications with a local resident – **ACTION Cllr Evans to provide an update at the next meeting**

The meeting closed at 9.40pm

Next meeting confirmed as Tuesday 2 September 2025 at 7pm

S L Bedford
2/8/25