Oldbury on Severn
Parish Council

Clerk/RFO: Mrs Sarah Bodmer
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Minutes of the Full Council meeting held on Monday 4 December 2023 at The Memorial Hall, Camp Rd, Oldbury-on-Severn, Bristol BS35 1PR at 7.30pm

Present

Chairman Sheila Bedford (SRB), Cllr Laura Day (LD), Cllr Ian Knapp (IK), Cllr Kevin Evans (KE), Cllr Kate Warrender (KW), Clerk Sarah Bodmer

19.30 Commencement of Full Council Meeting

1. Apologies for absence

Apologies were received from Cllr Matthew Riddle, Cllr Chris Jennings, Cllr Belinda Orford & Cllr David Heape

2. To receive agenda declarations of interest and dispensation requests

None Received

3. To approve Minutes of the previous Council meeting held on 7 November 2023

Minutes approved and signed

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

There were no matters arising

5. Public Forum

There were no members of the public wishing to speak.

6. Urgent Business–SRB

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6.1 Shepperdine Bus Shelter

The council were advised there had been a follow up email from the same parishioner who had given an adverse response to the renovation and repairs to the bus shelter, via previous emails. This follow up was to the parishioner's second email. As documented in the 7 November 2023 Minutes, the Council had agreed the second email should be ignored as it was covering similar ground to the first email, to which a Council response had been sent.

The Council received and approved the letter of response to the parishioner drafted by Chairman Sheila Bedford (SRB).

ACTION – Clerk to send the letter of response to the parishioner

7.0 Finance and Procedures

7.1 Clerk provided an overview of the monthly Finance.

7.2 Payments were presented to the council and approved

7.3 Receipts were presented to the council and approved

7.4 Finance Reconciliation agreed by full council

7.5 Council approved the change of business address for the Parish Council to The Pavilion, Oldbury on Severn.Council approved the purchase of a lockable mailbox – **ACTION** Cllr IK to arrange for the PC to purchase the mailbox and to fix the box to the wall of the Pavilion.

7.6 Council received revised NALC pay scales 2023/2024– **this agenda item to be deferred to the next Council meeting.**

7.7 The Council approved the Localism contract from South Glos with annual maintenance charges of £954.02 per annum for the period 2024/25– SRB signed the contract

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ACTION Clerk to return the contract to South Glos Street Care

7.8 The draft budget for "2024/25 was presented to the council for approval. Cllr IK felt that £2000.00 could not be achieved in hall hire income and the figure was reduced to £1000.00. Savings needed to be found as the increase in the precept would be higher than usual. It was agreed to move to Parish meetings to the pavilion which would save a predicted £400.00 and the localism costs were reduced by £900.00 following the receipt of their invoice. The total savings were £1300.00 thus reducing the precept by a further £300.00.
With these changes Acceptance of the budget was Proposed by Cllr KE, Seconded by Cllr IK. and agreed unanimously.
By accepting the budget the precept would be set at £22637.00.
ACTION Clerk to submit Precept request once South Glos provide required forms expected week commencing 11 December 2023.

7.9 The Council approved payment to HMRC of £856.45 to bring the account up to date for the current financial year, now the 'Employer Allowance' has been applied, following the review of the account and guidance provided by Paul Day.
ACTION Clerk to make this payment to HMRC

8.0. PlanningReport- Cllr KW

8.1 The Council raised an objection against the application for 9 houses on Westmarsh Lane as it contradicts the red line and allowances within the Neighbourhood Plan.

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

8.3 P23/03183/RVC - Variation of condition 7. Naite Farm Oldbury Naite Oldbury On Severn. Council discussed concerns re the application to

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change the conditions of an approved planning application for dog kennels. The change to the existing condition is to allow the kennels to exercise the dogs in multiple groups rather than individually as per the approved application.
ACTION Cllr KW to investigate if there are planning grounds on the basis the application was accepted approximately only 2 years ago – concerns raised that exercising the dogs in groups could lead to safety issues for the dogs and increased noise/disturbance caused by increased dog barking, for local residents.

9.0. Playing Fields Report – Cllr IK

Monthly Safety Checklist received by the Clerk from Glynn Poole – no remedial actions identified.

On 4 December 2023 there was a heating issue at the Pavilion – Cllr IK has adjusted the boiler to resolve the issue of pressure and will monitor the LPG boiler system.
Update received on the Pavilion hall hire to the junior rugby club which is going well, with Under 4's using the grass area next to the MUGA for outdoor activities.
Update received by Council that new doors for the Pavilion are due to arrive over the next few weeks.
Tarmac is due to be replaced once the new doors are completed. Vertical blinds are also to be installed
Action IK will manage the tarmac Vertical blinds to be ordered – a neutral colour was confirmed as Council preferred colour.

10.0. Road Safety Report – Cllr BOR
The following written report was received:-
SGC have asked for more details about the burnt trees to which has responded including photographs.

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The Green by West End – I have found the fence edging costs (approximately £25.00 photos included) and plastic posts can be supplied by Laura at no cost with whatever wording the Parish Council requires.
I have found planters at Eastwood Garden centre that might be suitable to go on the village boundaries. Costs approximately £90.00 per planter (photos included)
As Cllr BOR was not in attendance the question of planters will be deferred to the next council meeting.

ACTION Carried forward from Full Council Meeting on 7 November 2023 – Cllr BOR to arrange for the purchase of signs 'No Parking on the Grass

11.0. Communications Report Cllr LD

No report

12.0. New Nuclear Build (NNB) Cllr CJ

No report

13.0.General Purposes - Cllr SRB

13.1 Update on storage drawers for Memorial Hall – Measurements to take place when Cllr CJ has returned from holiday.
13.2 Council discussed start times of 2024 Full Council meetings. Council approved a start time of 19.00 with a 30 minute slot available if a presentation is required, with the commencement of the meeting at 19.30. If a presentation is not required Council approved a 19.00 start time.

Council debated holding future Full Council meetings at the Pavilion as there is no cost to the Parish Council to use the Pavilion, whereas a cost for hire is attached to using the Memorial Hall.
Proposer Cllr KW To hold future meetings at the Pavilion & Cllr LD was Seconder. Council agreed in favour of 100% of future Council meetings to be held at the Pavilion. This will take effect from the next meeting on 9 January 2024.

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13.3 Council agreed to add to next agenda – Finance/expenditure – Parish Council covering the costs of the provision of broadband at the Memorial Hall to be reviewed.

13.4 Council discussed the costs of maintaining the Website following budget review.
ACTION SRB to ask Roger Davis to provide annual costs aligned specifically to the Memorial Hall so costs can be reviewed. Council agreed to add to the next agenda as to whether the Memorial Hall should contribute to a portion of the website costs. Council to raise with Cllr CJ as Chairman of the Memorial Hall at the next meeting.

13.5 Finance Savings Account - NS& I – Council requested Clerk contact NS & I to establish the terms and conditions of the account held by the Parish Council. Required information confirmed as withdrawal terms, options for moving the account, along with the level of interest applied and how often.

13.6 Council agreed to review the paper from South Glos Streetcare maintenance offer at next meeting. Council received the work log from Streetcare, in order to review proposed work for 2024.
ACTION Clerk to add to next agenda.

14.0. Drainage **Cllr MR**

Drainage Report

A written report was submitted as Cllr Riddle sent apologies.

1. I am in contact again with the new organiser of the Glos SES (Gloucestershire flood/drainage/water stakeholder group) to see when the next meeting will take place. The meeting at the end of November was postponed due to bereavement, but another one has been promised. These are important stakeholder meetings with

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the Environment Agency and Lower Severn Internal Drainage Board in attendance.

2. The following drainage issues have been logged with SGC:
   a. Damaged and blocked highway gulley/ drain at Stock
   b. Highway ditch in Nupdown Lane.
3. An email has been received about highway water on Kington Lane on 14th November after 23.4 mm of rain over 13th/14th November. This will be discussed at the next Working Group.

15.0. Emergency Planning– Cllr DH

No report

16.0. Village Agent Cllr CJ

No report

17.0. Memorial Hall update Cllr CJ

No report

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

18.1 Finance - Clerk received 2 cheques, £42.00 and £300.00 and Cash of £72.00 from Cllr IK to pay into the Parish Council bank account.
£300 cheque confirmed as donations from Whist Drive and £42.00 cheque confirmed as Pavilion hall rent, split as £12.00 Cricket club and £30 Pilates.
£72.00 Cash confirmed as Whist hall rental for December 2023/January 2024.**ACTION** Clerk to provide Cllr IK with a Receipt following the meeting.

18.2 Council informed that Cllr MR is in the process of arranging for land owned by the Parish Council to be registered with land registry, where identified land owned has not been previously registered.

Confirm date of next meeting – Tuesday 9 January 2024
NB. Cllr Kate Warrender (KW) left the meeting at 8.30pm

S Bedford 9/1/24

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Close of meeting of the Full Council at 21.30