Oldbury on Severn
Parish Council

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Minutes of the Meeting of the Council held in a hybrid format on Tuesday 3rd January 2023 at The Memorial Hall, Camp Rd, Oldbury-on-Severn, Bristol BS35 1PR at 7.00pm and via Zoom

Present: Chairman Cllr Keith Sullivan, Vice-Chair Dylan Griffiths, Cllr Sheila Bedford, Cllr Chris Jennings, Cllr Matthew Riddle

Clerk: Victoria Bailey

Members of the public: None present

1. To receive apologies for absence

Apologies received Cllr John Cornock and Cllr Laura Day

2. To receive agenda declarations of interest and dispensation requests

None received

3. To approve minutes of the previous Full Council meeting held on 01/11/2022

Proposed MR; seconded by DG, all agreed

4. Matters arising from the previous minutes

(From KS: See attached paper. Hopefully self explanatory. New items added at front of document, completed items deleted at following month, if not actioned will remain.)

- MR will send VB an email to forward to Mark King
- MR is in correspondence with AH regarding concerns over bank erosion

5. Public Forum

No public present

6. Chair's Report

KS's 'Chairs Report' was presented; KS was thanked for his work.

7. Urgent Business

KS explained issues VB now faces due to the NatWest bank closure and the lack of online banking. KS suggested he, SRB and VB meet to review banking options going forward including Unity and NatWest online banking; this was agreed by the Councillors.

Actions
VB, SRB and KS to arrange a meeting to discuss banking issues and moving OPC onto banking which better suited the Council's needs

8. Parish Council Administration **Clerk**

8.1 Cllr Matthew Riddle to update the council on educational attainment in South Gloucestershire

MR is awaiting for the latest statistics from SGC and will provide an update when these become available.

8.2 Cllr Chris Jennings clarification on statement made in Full Council on 06/09/2022 regarding insurance

CJ disagreed with a statement which KS made regarding CJ's reporting of the need for additional insurance on the hall during the Full Council meeting on 06/09/2023; KS apologised for any misunderstandings and retracted his statement that CJ had said no further insurance would be needed.

8.3 To note the Clerk has sent Dave Jones at SGC a list of tasks for the Street Care team visiting the Parish in January 2023

VB updated all about the tasks and has asked Dave Jones for a report on what has been done. VB will forward this to Councillors once this has been completed.

Action
VB to forward Dave Jones'/ SGC report on works completed in the Parish once it has been received

8.4 To approve new Councillor Welcome Packs

All Councillors approved the 'New Councillors Welcome Pack.' SRB suggested that it be bound at Horders and a copy given to all Councillors as well as an electronic version; all agreed with this plan.

New Councillor Welcome Packs to be printed and bound at Horders

9. Finance **Clerk**

9.1 To approve payments and payments for approval
All in favour

9.2 To approve receipts
All in favour

9.3 To sign the bank reconciliation
Signed; agreed the paper bank statement should be signed at the same time

Action VB to bring both the Bank Reconciliation from the accounts software and original NatWest Bank Statements to be signed at Full Council meetings from now onwards

9.4 To agree for SGC to continue the annual Localism Contract from 01/04/2023 at £915.65 for three bin collections per week
All agreed to continue the Localism Contract, despite some Councillors disagreeing with the principle. VB was asked why the Parish could not have dual dog and litter bins as some other places do; VB reported this was something she had researched and discussed at length with SGC and it was not possible to change the bins in the Parish; SGC are aware our bins are used for dog waste and as such are handled in a specific way in accordance to Health and Safety regulations.
Discussion on the bin near Ham Lane; SRB would like it relocated to the other side of the road. No decision made on this statement.

9.5 To note that Oldbury on Severn have to pay HMRC a payroll charge of approximately £16.00 per month
Discussed and accepted by all Councillors.

9.6 To decide 2023 – 2024 PFC budget

Approved with the following items noted:

VB to change line 1 to £6000	
LPG needs checking	

Action

CJ to send VB the details of the man who did the gas safety check at the Memorial Hall

VB to ask Avanti for a list of their approved contractors

KS will look to see if he holds any paperwork at his home regarding the gas and give to VB for storing with all PFC documents

Electrical safety check discussed; CJ noted this needs to be done once every 3 years so can be removed from the PFC budget.

DG asked VB to remove the headings 'OPC special reserve', 'Capital Spend' and 'OPC Grant'

The total deficit for the PFC budget came down to -£965 however SRB said it had been reduced to £-720 in her F&GP calculations and will send this to VB.

Action

SRB to send VB calculations which reduced the PFC budget deficit to -£720

Discussion on the PFC income and expenditure; CJ said the deficit should come from the PFC reserves however this isn't possible as it is ringfenced.

CJ proposed accepting the PFC budget with the -£720 loss; seconded MR. All in favour; 2023 – 2024 PFC draft budget accepted.

9.7 To decide 2023 – 2024 OPC budget

VB screen shared various budget options. It was noted the Clerk's hours are contracted at 18 per week. KS read a document he'd written entitled 'Comments on the 23 – 24 budget.' SRB stated that overtime could fall under the 'Professional Services' reserve should it be necessary and could be trialled for a year. CJ added that all Councillors should first consider whether they ought to be contacting the Clerk or whether it can be dealt with directly. DG suggested a second line saying 'Overtime' and then take the 40 overtime hours out of the 'Professional Services' reserve; this was agreed by all as a good idea.

Action
VB to take 40 hours from the 'Professional Services' reserve and add that amount to a new line entitled 'Clerks Overtime/ Locum Clerking'

Much discussion on the proposed budget and of the precept request; concern from some Councillors over raising it from 5% to potentially 14.2%; MR reminded all that the new houses bring the CTB (Council Tax Base) down. It was agreed accept Option 3 of the F&GP proposed draft options and to raise the precept by 6.5% to £18, 738; this was unanimously accepted by Councillors.
It was agreed any potential shortfall (possible around £2000) would be taken from general reserves.
On these terms the budget was unanimously accepted by all Councillors.

9.8 To decide on the South Gloucestershire Council precept demand for Oldbury on Severn Parish Council for 2023/2024

Action
VB to submit £18, 738 as the precept demand 2023 - 2024

10. Planning applications

10.1 To note planning applications and decisions **Cllr Griffiths**

Decided to note respond at all to P22/06007/LB as it is a listed building and it was decided it was beyond the scope of the Council to comment.

11. To approve the Flooding & Planning Committee draft minutes 16/12/2022

Proposed MR; seconded DG; all in favour, minutes accepted

12. New Nuclear Build Committee **Mr Lynden**

12.1 To receive Site Stakeholder Group report

ML was not present; ML had sent a useful report which provided a lot of information on NNB and Rolls Royce SMR.

12.2 To approve NNB Committee draft minutes 03/11/2022

All in favour; minutes accepted. VB was advised to ensure she was the main Rolls Royce contact for Oldbury on Severn Parish Council.

13. Finance and General Purposes Committee **Cllr Bedford**

13.1 To approve the draft minutes of the FGP Committee 19/12/2022

CJ proposed seconded MR; minutes accepted with all in favour.

14. Playing Fields committee **Cllr Bedford**

14.2 To approve the PFC draft minutes 13/12/2022

SRB updated Full Council on the progress at the pavilion; still awaiting IK to fit the new window. Discussion on potentially appointing an external contractor to fit the window and to cover the skylights and fit insulation due to concerns over the time it's taking to complete works.
Concern over putting a 'sticking plaster' on the pavilion and on whether it is fit for purpose. KS added that a £20,000 grant from the council would help get the building rented out more.
SRB has the contact details of a landscaper for the old football field and is keen to move the development of that forward.
SRB, LD, VB, BD,IK, CF and KS had all met to discuss designs IK had made of the toilets; SRB had the plans and was making changes to them ready for review.

Action
SRB to send VB the amended drawings for VB to circulate for opinion

15. Highways & Road Safety **Cllr Jennings**

15.1 Update on RSC

CJ updated that no meeting had taken place since November so little progress has been made. CJ still struggling to get a contractor for the gates. Also reported that Kington residents would like a VAS; MR advised that if SGC are contracted to fit poles etc they already have all the required licenses.

Action
MR to give CJ Nick Blanchard and SGC contact details

16. Severnvale Flooding Defence Group **Mr Barry Turner**

16.1 To receive an update on SFDG

Report was received and circulated; BT thanked for his work on this.

17. Review of actions (not previously covered) **All**

None

18. Consultations and Correspondence

18.1 Consultation on SGC 2023 – 2024 budget
https://consultations.southglos.gov.uk/budget23/consultationHome

Agreed not to respond.

18.2 Hedgehog Heroes Consultation

Agreed not to respond.

18.3 Clean Air Action Plan https://consultations.southglos.gov.uk/CAAP22

VB to send CJ information on this so he can decide whether it is relevant to the Strategic Plan

Action
VB resend CJ link to the consultation

19. Any minor matters (not requiring a decision) or items for the next agenda

None

20. Close of meeting of the Full Council

Meeting closed 9.30pm

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Reopen a new meeting to cover:

1. Memorial Hall

a) Update on Memorial Hall

b) To receive minutes from Memorial Hall meeting

Memorial Hall minutes contained all updates; no questions arose.

c) Cllr Chris Jennings to explain his idea of obtaining war memorial soldier silhouettes sponsorship for the village

CJ explained what the silhouettes are; most Councillors liked the sound of them.

Action
CJ to find out costings, where they go, which options/ designs there are and present on 07/03/2023

Close of meeting

9.40pm

Next meeting 07/03/2023

DRAFT