

OLDBURY ON SEVERN PARISH COUNCIL

Minutes of Council Meeting held on Tuesday 2nd July 2013 at 7.30 pm in the Memorial Hall, Oldbury

PRESENT

Parish Councillors: Mr B Turner - Chairman, Mr K Sullivan, Mr M Riddle, Mr A. Knapp, Mrs J Hales, Mr G Poole and Mrs M Baker.

Clerk: Mrs D Bramley **Public:** 0 Parishioners

556/13 Apologies for Absence

None

557/13 Declarations of Interest in Items on the Agenda

The notes received from South Gloucestershire Council regarding declarations of interest were circulated to councillors. Cllr Sullivan and Knapp submitted their applications for a dispensation relating to the Old Stores item on the agenda. As the issues with the Old Stores site have been continuing for a significant number of year and both Cllrs Sullivan and Knapp know the sites history the dispensations were granted on the grounds of *'that the authority considers that the dispensation is in the interests of persons living in the authority's area'*

558/13 Public Forum

None

559/13 Approval of Minutes

It was proposed by Cllr Poole; seconded by Cllr Baker and **resolved** by all that the minutes of the Annual Council Meeting 7th May 2013 are signed as a correct record.

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560/13 Planning

Planning Applications – To Discuss

PT13/1578/F - R W Vizard And Sons, Westmarsh Lane, Oldbury On Severn - Demolition of existing building and erection of replacement building to form 3no. workshops and store (Class B1, B2) with associated works.

Council Response – No Comment

PT13/1702/F - Ship Inn Camp Road - External works to raise parking area, erection of replacement garage to front of main building and associated works. Rebuilding of rear boundary wall, laying of patio and erection of new timber fencing.

Council Response – No Comment

PT13/1920/F – Kington Cottage, Kington - New garden room and porch to create additional living accommodation, and addition of new dormer windows on rear elevation.

Council Response – No Comment

Planning Applications – Noted with No Comments Made

PT13/1759/F - Valley Farm, Oldbury Naite - Conversion of existing barn to form residential annexe with associated works

PT13/1807/CLP - Linden Lea, Shepperdine Road - Certificate of Lawfulness Proposed for use of site for running of dog sitting service from 8am to 6pm

Planning Notices – Noted

WITHDRAWN - PT13/1590/F - The Paddock House, Camp Road - Erection of single storey extension to existing detached garage to provide hobby/work room.

PERMIT - PT13/1272/F - Land Adjacent The Pound, Church Road - Demolition of timber shed & change of use of land for stationing of single storey cabin for a temporary period of 3 years for use as a Community Shop (Class A1) as defined in Town and Country (Use Classes) Order 1987 (as amended) with access, parking & associated works.

The Old Stores Site – Discussed

Cllr Turner contacted James Cooke for an update regarding the Old Stores site. Cllr Turner circulated the response to Cllrs and summarised the response as follows: the site owner is making every effort to clear up the probate situation including ownership and will forward a letter from his solicitors providing an update regarding this situation. The site owner still intends to progress with the planning application. Mr Cooke also mentioned that proceeding with the enforcement notices is not currently an option due to the ownership issues and clearing the site themselves and recouping is also not an option as the cost is more than the council's direct action budget. Cllr Sullivan stated that the Japanese knotweed, which the council have been informed about, is spreading.

It was agreed by all that Cllr Turner would respond to Mr Cooke's update requesting a copy of the solicitors letter, highlighting the spread of the Japanese Knotweed and invite Mr Cooke to a meeting with the Cllrs to discuss this issue in person.

Action: Cllr Turner

Developments in Thornbury - Park Farm / Morton Way - Discussed

Nothing to Report except the Parish Council has submitted its comments regarding both sites specifically relating to flooding and now await the outcome of the Core Strategy.

561/13 Finance

a) The following receipts were noted:

<i>Precept and Local Tax Grant Scheme</i>	£ 6254.50
<i>Nat West Reserve Account Interest until Account Closed</i>	£ 0.40
<i>Oldbury Film Club Loan Repayment</i>	£ 175.00
<i>Oldbury on Severn Cricket Club Rental</i>	£ 336.80
<i>Total</i>	£ 6766.70

b) It was proposed by Cllr Poole; seconded by Cllr Riddle and agreed by all to approve the following invoices submitted for payment

<i>H₂OK Water & Energy - Community Shop Flood Risk Report</i>	£ 522.00
<i>DLP Planning Ltd – Community Shop Planning Agent Fees</i>	£ 679.02
<i>D Bramley – Clerk Salary May via Standing Order</i>	£ 200.50
<i>D Bramley – Clerk Salary June via Standing Order</i>	£ 200.50
<i>D Bramley – Clerk Office & Stationary Expenses (May & June)</i>	£ 44.99
<i>Mr B Turner – Playing Fields (Top Section) Land Registration</i>	£ 32.00
<i>PCC Avon and Somerset - Neighbourhood Watch Scheme (The Naite)</i>	£ 37.50
<i>DLP Planning Ltd – Community Shop Planning Agent Fees</i>	£ 354.38
<i>Total</i>	£ 2070.89

It was also stated that the funds donated for the Community Shop were nearly all spent and that the reclaiming of the VAT regarding these payments is being investigated.

c) To Approve Internal Auditors Report, circulated to councillors

The Internal Auditors Report was approved by all Cllrs. Cllrs noted the observations regarding the Playing Fields outstanding payments (owed). It was agreed that the Clerk would ask if these payments were still outstanding and if so ask that the PFC write to the organisations requesting payment.

Action: Clerk

d) The Budget Sheet for 2012/2013, circulated to Councillors was noted.

e) Reinvestment of the Reserve Funds

The Clerk reported that having looked at a number of accounts most were not applicable for a Parish Council.

The following accounts were found:

	Account	Interest Rate	Comments
The Cambridge Building Society	90 Day Notice Council Saver	1 %	Operated by an Accounts Manager – fees unknown
Nat West Bank	Fixed Rate Bond (FRB)	1.4%	Unsure if applicable
National Savings & Investment	Investment Account	0.75%	Account currently held

After a short discussion it was agreed that the Clerk would find out if the Parish Council could open the FRB and, if yes, obtain the required paper work.

Action: Clerk

562/13 Flooding/Drainage

Flooding at Ham Lane

The potholes in the bridleway were discussed but agreed they were acceptable as it is not a highway for cars. It was agreed to remove this item from the Agenda.

Flooding at Church Road/Church Hill

The drainage issue is on the programme list but will not be completed until next year. The two options being looked at are upgrade the existing pipe work or the laying new pipework along the road. Cllr Sullivan and Mr Lynden have looked at the problem and Cllr Sullivan came up with a third option which was to reinstate the pipework across Mr Lynden's land and then cross the road. This option would be cheaper to undertake and cause less disruption to the

local area. Cllr Riddle will discuss this option with Nigel Hale, South Gloucestershire Council to see if this option could be implemented sooner.

Collapsed Pipe (Behind Pill Cottages adjacent to the Anchor Inn)

Cllr Sullivan has received a letter from Mr James Druett, Lower Severn Internal Drainage Board (LSIDB), which stated that the work would be carried out once the area is clear of baby birds.

Cllr Turner reported that they are also looking at reprofiling the Rhines from Priest Orchard to the Anchor to alleviate flooding in the area and had attended a meeting about it. Cllr Sullivan stated that he had received a letter about this and would be meeting with the LSIDB as they require access points to the Rhine from the land owners.

Severn Estuary Flood Risk Management Strategy (SEFRMS) Consultation.

Cllr Turner reported that the Parish Plan identified the flooding issue and an Environmental Working Group was set up. Having met they have written to the Environment Agency (EA) and Mr Steve Evans, Director of Environment and Community Services. South Gloucestershire Council is the Lead Local Flood Authority (LLFA) and have several new powers and duties to enable them to take the lead in the coordination of the local flood risk management. These include: formalising a local partnership with the EA, the Lower Severn Internal Drainage Board (LSIDB) and Wessex Water and the production of a Local Flood Risk Management Strategy (LFRMS).

Cllr Turner stated that the Environmental Working Group wants a meeting with the partnership to discuss tidal and fluvial flooding and also to express concerns if the documented 10.3 AOD is correct and understand how this was calculated. The Environmental Working Group has been informed about the Severn Estuary Flood Risk Management Strategy (SEFRMS) Consultation and Cllr Turner has received & reviewed the documents. Cllr Turner stated that the Sharpness to Aust section included Oldbury but it does not state how the issues stated in the document will be dealt with. Cllr Turner had circulated an email from Nigel Hale giving further details about the drainage and flood risk in Oldbury on Severn including LLFA new powers and duties which was summarised at the meeting. Cllr Turner responded to this email regarding the local LFRMS meetings, supplying a list of flood risk issues and the EA responses to recent planning applications.

Cllr Turner proposed that the Environmental Working Group drafts a response to the SEFRMS consultation and circulates it to the Parish Council for comment and approval. All Cllrs agreed to this proposal.

Cllrs stated that insuring properties in Oldbury on Severn is becoming costly if the company will even insure you. The EA states that Oldbury on Severn is on a flood plain but there has not been a major flood here for many years so would the EA be able to provide a document stating that although situated on a flood plain the area is low risk.

As it was unlikely that the Parish Council would be able to get a seat on the LSIDB it would be beneficial to set up a formal separate local liaison meeting.

563/13 Recreation

Playing Fields Committee (PFC) Reports and Updates including VAT Reclaim Issues

The Risk Assessment and Asset Inspection document has been passed to them but no feedback regarding the action has been received. They have had an extremely large water bill, which they are paying, but no apparent reason e.g. leaks have not been found. The PFC VAT reclaim was returned unpaid and the Clerk has contact HMRC to discuss the issue. Unfortunately only the Parish Council can reclaim VAT and not a subcommittee so the VAT reclaim for this last year cannot be claimed. The Clerk has consulted with Jon Stephens regarding the reason for the unpaid VAT reclaim and how VAT can be reclaimed in the future.

Oldbury on Severn CE School Report

Nothing to Report

Broadband and British Telecom (BT)

The Parish Plan Communication group has put the Broadband issue to one side as it is already progressing. Cllr Riddle reported that Oldbury on Severn is not part of the current programme and will be completed later using the public subsidy approach.

Diamond Jubilee Memorial Stone

Cllr Hales reported that after chasing the company the memorial stone is due to be engraved on the 16th July.

Role of Custodian Trustees & Governing Documentation for the Memorial Hall

Cllr Turner circulated a document regarding the Memorial Hall governing documents and what they mean for the Parish Council. In summary, The Parish Council is not the sole managing trustee but every Parish Councillor is a Trustee of the Memorial Hall. Cllrs asked about Trustee liabilities for Parish Councillors and if the Parish Council insurance covers these liabilities. The Clerk will check the Insurance Policy and inform councillors. **Action: Clerk**

The next Memorial Hall meeting is on the 10th September 2013.

564/13 Parish Property

Risk Management Review & Asset Inspection Document Actions inc. Authorisation of Parish Assets Repairs

A list of all the actions was circulated to Cllrs and was discussed at the meeting. Any updates on progress have been included below.

Risk Management Review May 2013 Actions

ACTION	COMMENT
Review Cricket Club Rental Rate when Retail Price Index is published.	Completed and Rental Review Document Signed by Parish Council and Cricket Club
Playing Fields Committee Secretary to provide Chair with the email account password for emergencies.	
Copy of Risk Assessment & Asset Inspection Document to be given to the Playing Fields	Completed

Risk Assessment and Asset Inspection May 2013 Actions

PARISH COUNCIL	
ACTION	COMMENT
Pickedmoor Lane Trees - Work is required on several trees and has been arranged.	Completed
Shepperdine Bus Shelter - Complete the removal of the ivy.	
Shepperdine Bus Shelter - Put a sign warning of asbestos roof.	Cllr Poole will look at obtaining and installing an asbestos warning sign.
Red Telephone Box – Check the light & wires are fit for purpose.	Cllr Sullivan reviewed the light, as follows: It a strip (fluorescent) light encased in a plastic waterproof cover & is therefore intrinsically safe. The supply cable is mostly in a metal tube which gives protection to the cable from small fingers etc... I cannot determine whether this tube is earthed but I believe it will have a connection with earth as it is in a steel phone box. It will at least form part of a faraday cage and is unlikely to cause a rise in potential. One very small part of the cable is not in the tube but this is a piece about half an inch long and it is well above head height and indeed above my reach height. The cable is in good condition. The incoming supply is covered by a fibreglass cover firmly attached to the wall of the box.
The Pound Coronation Bench - Back of bench is coming away and needs maintenance.	It was proposed by Cllr Hale, seconded by Cllr Poole & agreed by all to ask the school handyman to repair the Millennium bench & look at the cost to repair the Coronation bench. Action: Cllr Turner
The Pound Millennium Bench - Bolt not securing bench to the ground.	
PLAYING FIELDS COMMITTEE	
ACTION	COMMENT
Pavilion – Repair/Install guttering down pipe by Pavilion Annexe.	
Pavilion - Put up a notice to inform users that electrical equipment used in the hall that does not belong to the PFC is not covered by their insurance.	
Pavilion Annexe - Put up notice that chairs can only be stacked to 15 high.	
Green Shed - Remove redundant tables & chairs and subject to PFC approval allow Busy Bees to use the shed exclusively. Remove rubbish around shed.	
Pavilion Bench - Repair the slats on the back of the 2 unfixed benches.	
MUGA – Secure silver metal shed, put unused MUGA equipment in it and include a sign informing users to store unused equipment in the shed when not in use.	The silver has been stood up but still needs to be secured.

Remove rubbish and broken slabs.	
All inspections of the Playing Fields & Pavilion need to be completed regularly and recorded.	

Funeral Bier

The Funeral Bier is currently stored by Mr Lynden. Cllrs are looking for sites where it can be displayed in the parish.

Asset Register Updates

The Clerk stated that having now completed the Risk Assessment and Asset inspection several items have not been included on the Asset Register. These items being: the Jubilee Memorial Stone, the Dog Bin, the Portaloo (Playing Fields) , an old bench (Playing Fields) and the Skate Ramp (Playing Fields). It was agreed by all for the Clerk to update the Asset Register, excluding the old bench and then the Parish Council will determine the values and inform the insurance company.

Action:

Clerk

Land Registration & Ownership Documentation including Custodianship/Safekeeping of Documents

Cllr Turner stated the top part of the Playing Fields has now been registered with the Land Registry and the reference number is GR372760. All the land ownership documents need to put together for safe keeping and listed. The Clerk & Cllr Turner will update the Asset Register to include any ownership details and look at storing the ownership documents.

Action: Cllr Turner/ Clerk

565/13 Highways

Parking on Pavements

This was raised at the Severn Safer Stronger Community Group but as there were no police present it was registered with the SGC Community Engagement Officer. Parking is still occurring for undue lengths of time. Cllr Turner will refer it to PCSO Kelly Dimery directly.

Speeding on Chapel Road, Church Hill & Westmarsh Lane

The scheme to install 20 mph signs near Christmas Cottage will be reviewed at the end of the year by the Severn Vale Forum to determine if it will make the task list for next year.

School Road Safety

A sign has been erected highlighting the School however this sign has been covered with overgrown foliage. Cllrs will cut back the foliage so the sign is visible again.

Changes to South Gloucestershire Council Highways & Street Scene Services

Cllr Turner reported that the 2 Dog Bins included in the Oldbury on Severn estimated costs belong to and are paid for by the Power Station and have therefore been removed. The Dog Bin by the gate to the sailing club, which belongs to the Parish Council, needs to be included. The Clerk will pass information regarding this bin to Cllr Turner as South Gloucestershire Council originally agreed to empty this bin as long as it was there if the Parish Council paid for it.

Action: Clerk

The other area that affects the parish is some grass cutting in Westend and Westmarsh Lane. After some discussion it was agreed that the Parish Council would not buy back the grass cutting service. Cllr Turner will include an article in the 4 Ward to inform parishioners about the changes to the South Gloucestershire Council Highways & Street Scene Services and the Parish Council's decision.

Action: Cllr Turner

566/13 Footpaths/Bridleways

Nothing to Report

567/13 Proposed Power Station & Other Power

Horizon Consultative Group & Other Power Related Meetings

Nothing to Report

568/13 Parish Council Administration

Website & IT Development including PC Agenda and Minutes

Cllr Sullivan reported that he had not made any progress since the last meeting.

The Clerk stated that the Memorial Hall had supplied a Trustee & Committee List and a Rental Charge document that can now be put on the Website.

Action: Clerk

Notice Board for Shepperdine

Cllr Sullivan reported that the noticeboard will now be put at the Shepperdine Bus Shelter which was agreed to be a better location in Shepperdine by all. Cllr Sullivan was looking at purchasing a 3 ft. x 2 ft. noticeboard and will obtain some quotes. He has also been in contact with Horizon for a grant for the noticeboard however it is unlikely they will be able to fund it this year.

569/13 Long Term Future of Parish

Affordable Housing

Nothing to Report

Revised Core Strategy & National Planning Policy Framework (NPPF)

All the representations have been submitted and await the outcome of the inspector, Mr Crysell's review.

Oldbury Parish Plan

Nothing to report except the next meeting is later in July.

Community Shop

The Clerk has contacted HMRC regarding the VAT position from donated funds for the Community Shop. They have sent a number of questions to answer so they can determine if the VAT can be refunded.

The Clerk will liaise with Cllr Turner to answer these questions and circulate them to the Cllrs before returning them to HMRC.

Action: Clerk

Policies, Sites & Places Development Planning (PSP DPD) Consultation

Cllrs Turner and Knapp, Allan Coles, Parish Plan Development Working Group and Dylan Griffiths had a meeting to try and work on a development plan for the parish however the issue of flooding hindered progress. This meeting led to Cllr Turner and Allan Coles meeting with Pam Walton from the SGC Spatial Planning team to understand how to put together a development plan for the parish. Ms Walton also mentioned the Policies, Sites & Places Development Document which will sit alongside the Core Strategy and Joint Waste Strategy.

The Policies, Sites & Places Development Planning Document consultation, which has been circulated to Cllrs, has begun and Cllr Turner summarised the areas it will cover. Cllr Turner proposed that along with Cllr Knapp the Parish Development Working Group prepare a response to the consultation, circulate this response to Cllrs for comment and then report back at the next meeting. All Cllrs agreed to Cllr Turners proposal.

Neighbourhood Watch

The Naite is now included in the scheme along with Westend Lane, Featherbed Lane and Chapel Road.

570/13 Correspondence *(Italics – Also available via email)*

Review of Local Engagement Mechanisms and Decision Making: Expiry 9th August 2013

Consultation on the proposed changes to South Gloucestershire Council's Local Planning Application Requirements. Expiry 26th July 2013

Notification of Changes to Planning 'Permitted Development' Consultee Consultation Arrangements

Walkers are Welcome in South Gloucestershire Scheme.

It was agreed that the Clerk would circulate these items to Cllrs to review, if not already sent.

Action: Clerk

571/13 Circulation *(Italics – Also available via email)*

Non-traditional housing redevelopment newsletter May 2013, Police News Issue 1 2013, Volunteer Centre Thornbury Newsletter, Horizon Nuclear Community Update Issue 9 June 2013, Public Right of Way Leaflets

572/13 Minor Matters or Items for Next Agenda

Cllr Riddle asked for the New Home Bonus to be included on the next Agenda

This concluded the business of the meeting, which closed at 9.55 pm

Next Meeting: Tuesday 3rd September 2012.

Signed by Chairman

3rd September 2013