

OLDBURY ON SEVERN PARISH COUNCIL

Minutes of Parish Council Meeting held on Tuesday 1st July 2014 at 7.30 pm in the Memorial Hall, Oldbury

PRESENT

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

Clerk: Mrs D Bramley **Public:** 2 Parishioners

683/14 Apologies for Absence

None

684/14 Declarations of Interest in Items on the Agenda

None

685/14 Public Forum

None

686/14 Approval of Minutes

It was proposed by Cllr Sullivan; seconded by Cllr Knapp and **resolved** by all that the minutes of the Annual Council Meeting on 6th May 2014 be signed as a correct record.

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687/14 To Appoint/Confirmation Representatives to Committees

It was agreed by all that Mr. P. Feltham continues to represent the Parish Council at the Planning Performance Agreement Shadow Review Group.

688/14 Planning

To Discuss Planning Applications & Appeals

PT14/2276/CLE - New Gates Farm, Oldbury Naite - Application for Certificate of Lawfulness for existing storage of tipping lorry re: Breach of Condition 4 application PT12/2165/F. **Council Response: No Comment**

For interest the Parish Council will enquire about the requirements when parking a commercial vehicle at a residential property.

To Note Planning Applications (No Comments Offered / Consultation Period Expired)

PT14/1869/PDR - Kayles House at the Ship Inn, Camp Road Oldbury on Severn - Erection of single storey rear sunroom extension to provide additional living accommodation

PERMIT - PT14/1599/F - Cross Hands Barn, Kington Lane - Erection of replacement detached double garage and store (Amendment to previously approved scheme PT13/2726/F). (Retrospective).

PERMIT - PT14/1463/F - Walnut Barn, Kington Lane - Erection of single storey side extension to form additional living accommodation.

To Note Planning Appeal Notices

APPEAL IS ALLOWED - APP/P0119/D/14/2216451 – PT13/3482/F – School House, Mumbleys Lane – Erection of detached garage

To Note Planning Decision Notices

PERMIT - PT14/1257/LB - The Coach House, Chapel Road - Replacement of 8 timber casement windows & 1 door

NO OBJECTION - PT14/1142/PNH - 1 Scots Cottage, Kington Lane - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 4.7 metres, for which the maximum height would be 3.4 metres and for which the height of the eaves would be 2.5 metres.

PERMIT - PT13/3361/F - Land at Oldbury Lane - Change of use from agricultural land to land for the siting of 1no. caravan pitch for a Romany Gypsy family with associated works including hard standing and landscaping. Erection of 1no. dayroom.

To Discuss Planning Concerns regarding possible Violations of Planning Consent

Cllr Turner raised two issues on behalf of parishioners, as follows:

- 1) That planning conditions regarding a recent development at Helensglade, Shepperdine were not going to be complied with, however after investigation there was no evidence that this was the case.
- 2) That the ridge line of the Ship was higher than the old Skittle Alley which was the height permitted by the Development Consent. A response to any investigation is yet to be received.

To Discuss/Receive Feedback regarding The Old Stores Site

Cllr Riddle received an email from Mr James Cooke which was circulated to Cllrs. Mr Cooke had a meeting with other South Gloucestershire departments e.g. Streetcare, Environment and Highways to help come up with an affordable solution and will write a report to presented to SGC Cllrs. There were still major concerns regarding the lack of any plan to resolve the knotweed problem.

To Discuss/Receive Feedback regarding Developments in Thornbury e.g. Park Farm & Morton Way

The Parish Council wrote to Mr Evans (South Gloucestershire Council (SGC)) regarding the Butt Lane / Morton Way / Old Gloucester Road junction and the increased traffic due to the Park Farm and Morton Way developments. A response was received from Mr Martin Crawford (SGC) which was discussed the meeting. The letter stated that part of the Section 106 agreement was to provide improvements both the Butt Lane/Old Gloucester Road junction and the Butt Lane/Oldbury Lane/Morton Street junctions. It was agreed that the response did not answer all the questions asked in the original letter particularly regarding those vehicles turning right into Butt Lane or Morton Road from Old Gloucester Road so Cllr Turner will draft a further letter to send to Mr Crawford. **Action: Cllr Turner**

689/14 Finance

- a) The following receipts were noted

<i>Precept and Local Tax Grant Scheme (50%)</i>	£	6216.50
<i>Oldbury on Severn Cricket Club Rental</i>	£	336.80
<i>Total</i>	£	6553.30

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

<i>Citizens Advice Bureau Donation (Signed at Last Meeting)</i>	£	50.00
<i>Mr M Pearce – New Noticeboard (Signed at last Meeting)</i>	£	550.00
<i>D Bramley – Clerk Salary May via Standing Order</i>	£	209.89
<i>D Bramley – Clerk Salary Jun via Standing Order</i>	£	209.89
<i>D Bramley – Clerk Office (May & Jun) & Expenses (Ink Cartridge, Stamps & Paper)</i>	£	37.82
<i>Grant Thornton External Audit Fee</i>	£	120.00
<i>Total</i>	£	1177.60

- c) It was proposed by Cllr Baker: seconded by Cllr Hales and agreed by all to accept the Internal Audit Report circulated with the agenda.
- d) The return of the External Audit Annual Return Form by Auditor Grant Thornton with no comments was noted. The completion of the Audit Notice has been displayed on the notice board.
- e) The Budget Statement against Payment and Receipts for 2014/2015, circulated to Councillors was noted.

690/14 Flooding/Drainage

Flooding at Church Road/Church Hill

A meeting with Nigel Hale, Nick Blanchard, the Parish Plan Environment Group and Cllrs has taken place. The outcome was that the gullies will be cleared along with the vegetation from the ditch. This should hopefully reduce the water that flows down Church Hill. Cllr Sullivan stated that the pipe behind The Anchor still needs the roots removed. Cllr Riddle will follow up both issues.

Cllrs also mentioned the issue with water draining into the Horsepool from the road due to its camber and that now that the rhine has been re-profiled the banks are extremely steep making it impossible to climb out. Cllr Hales asked what was happening with the road outside of Orchard House, Cllr Riddle informed everyone that it was on the task list for next year.

691/14 Recreation

Playing Fields Committee (PFC) Reports

Cllr Knapp reported that the use of the Car Park at the Fun Run raised £274.85. Cllr Turner reported that the playing fields play area was being closed on the weekend after 18th July so that it could be cleared ready for the installation of the new equipment, hopefully, starting on the 28th July 2014. It is hoped the installation will be completed by the end of august. They have also had a request to use the Football Field during the summer which will be discussed at their next meeting.

Cllr Turner reported Peter Everton's plans for the Football Pitch. There has been an offer from the Football Association to develop the football pitch but an assessment is needed on the pitch first at a cost of £2.5K. Mr. Everton asked if the Parish Council could help with this cost. Cllr Turner informed Mr. Everton that as the request was not on the Agenda no decision could be made but gave Mr. Everton several funding sources especially as the pitch would be used by the wider community. It will be included on the Agenda for September but more information will be required as there is some confusion over which pitch they are referring too.

Oldbury on Severn CE School Report

Nothing to Report

Broadband and British Telecom (BT)

Nothing to Report however there are still issues with connectivity.

Cllr Baker left the meeting at 9.00 pm

692/14 Parish Property

Risk Assessment & Asset Inspection Document Review Actions

A list of all the actions was circulated to Cllrs and discussed at the meeting. Any updates on progress have been included below. No feedback about the Playing Field Items was available due to their meeting being next week.

PARISH COUNCIL	
Shepperdine Bus Shelter – Complete the removal of the ivy now it is dead.	The Ivy has now fallen off
Village Cross The Pound – Repair loose paving slab and possibly replace missing slab.	Cllr Knapp has volunteered to take on this task.
Pickedmoor Lane Trees - Monitor overhanging branches of tree nearest the Pickedmoor Lane/Kington Lane junction	Cllr Turner reported that a branch had broken during the bad weather which has now been removed but additional work may be required. Cllr Turner will ask James Druett (Lower Severn Internal Drainage Board) to have a look at the trees.
Village Green - Monitor bollards for any rotting at base	Cllr Knapp reported that 5 new posts were needed. It was proposed by Cllr Turner; seconded by Cllr Poole for Cllr Knapp to purchase the required materials to replace the posts.
PLAYING FIELDS COMMITTEE	
Pavilion - Update sticker in the Electrical Cupboard to reflect last check date.	
Pavilion - Have ceiling panel repaired & ensure that it is not damaged again.	PFC April Minutes – To be fixed
Oil & Gas Storage - Cut back hedges/bushes to allow access to oil tank.	
Oil & Gas Storage - Replace lock of gas storage cupboard.	PFC March Minutes - Lock has been purchased
Green Metal Shed - The tables and chairs stored here are redundant and could be disposed of.	
Green Metal Shed - Clear rubbish around the shed. Confirm what the black tubing by the side of the shed is used for.	
ITEMS REQUIRING CONFIRMATION:	
Pavilion Storage Annexe – Confirmation a fire extinguisher is no longer needed in pavilion annexe.	
Pavilion - Confirmation that regular users have Portable Appliance Testing.	PFC April Minutes – Busy Bees & Oldbury Decker's trying to arrange
All inspections of the Playing Fields & Pavilion are being completed regularly & recorded.	
ITEMS TO NOTE:	
Bench (Unfixed – Currently by the Pavilion) - One slat is missing.	
MUGA - Football nets are eroding due to being left out.	

To Discuss New Asset Updates to Documentation (Asset & Ownership Registers & Insurance)

The Clerk summarised the new assets and the action that will be taken as set out below.

Asset	Cost	Action
Laptop	£250	Include on Asset & Ownership Register Not include on the Insurance as Policy Excess is £250
Projector	£250	
New Noticeboard	£550	Include on Asset & Ownership Register Include on the Insurance Policy

The Clerk will update the Asset & Ownership Registers plus inform the Insurance Company of the change. These Assets will be included on Risk Assessment & Asset Inspection Document when it next reviewed. **Action: Clerk**

To Discuss Obtaining a Defibrillator in the Parish

Cllr Riddle stated that Olveston has three defibrillators each acquired using different funding sources. Any defibrillator will need to be visible and have an electric supply. They come in a locked unit that is opened with a code provided by the emergency service operator. The Clerk stated that the unit costs about £2K, £1 a week for electric and £200 to replace the pads once used or after 2-3 years. Cllr Turner had got some information from the British Heart foundation and will circulate it to Cllrs. It was agreed that he should also contact them for some professional guidance before the Parish Council proceeds any further.

693/14 Highways

To Discuss the Emptying of the Dog Bin

Cllr Turner stated that as an initial solution a volunteer rota will be set up to empty the bin and save the Parish Council up to £229.50 for a weekly collection. Cllr Sullivan will set up the rota and Cllr Turner will obtain the black bin bags.

Parking on Pavements

Cllr Turner handed out some more Parking on Pavement leaflets. These leaflets require the person who puts the leaflet on the car to include the time, date and their name. After a short discussion it was agreed to put the leaflets on the cars on behalf of the Parish Council.

Speeding on Chapel Road, Church Hill & Westmarsh Lane

Cllr Riddle stated that the monitoring equipment on Chapel Lane had been removed and he had requested the results; the grant to pay for the Speed Watch equipment is being confirmed tomorrow and a meeting with Chris Hodgson to discuss the “20 mph” sign is being arranged.

Cllr Turner asked if the Smiley Face Speed signs seen across South Gloucestershire were paid for by South Gloucestershire Council or the Parish Council. Cllr Riddle will investigate and feedback to the Parish Council.

School Road Safety

The pipe work proposed by Nick Blanchard, as mentioned in Item 690/14 after the meeting with Nigel Hale should improve this issue.

To Discuss Road Traffic Safety in Oldbury Lane

Cllr Turner expressed the view, which the other Cllrs agreed with that due to the approval of the showman’s site off Oldbury Lane that signs warning of a concealed entrance and slow moving vehicles are installed on either side of the bend. Cllr Riddle will follow this up with South Gloucestershire Council.

694/14 Footpaths/Bridleways

Nothing to Report

695/14 Proposed Power Station & Other Power

Horizon Consultative Group & Other Power Related Meetings

Nothing to Report except a June Horizon Nuclear Power Community Update had been circulated to every property

Oldbury Power Station Site Stakeholder Group

Mr. Lynden reported that the processes used by Oldbury Power Station to extend the life of the reactor are now being used to extend the life of the Wylfa Power Station and has saved £1 billion. The new owner will be taking over in September although not much is expected to change initially.

To Receive Feedback from the Western Power Distribution Event – Cllr Sullivan

Cllr Sullivan reported that Western Power Distribution ranked top in Customer Service but are still working hard to improve services. In the recent bad weather they answered every call within 1.2 seconds and had the supply returned for almost everyone within 24 hours.

696/14 Parish Council Administration

Oldbury on Severn Website & IT Development

Cllr Sullivan informed Cllrs that an email from an outside organisation (Counselling Directory) had been received asking for a link to their website to be included on the parish website. He had discussed this with the Parish Plan Communication Group and after a short discussion it was agreed that this was not what the website was intended for and the Clerk will respond and inform them that their site will not be included on the website. **Action: Clerk**

Cllr Sullivan also informed Cllrs of an issue with the map option on the Parish Calendar. When selecting the Memorial Hall, Oldbury you are directed to the West Midlands. Cllr Sullivan has consulted with Mr Farrell and he stated that a “Google Places” page was needed which would take a few minutes to create. This did also raise the issue of all the

other meeting places in Oldbury and that “Google Places” pages would be needed for them too. Cllr Sullivan will ask Mr Farrell to create the pages.

The Clerk asked if the Website Maintenance Contract had been signed and sent to Mr Farrell. As this had not happened yet a copy of the contract was signed and the Clerk will forward it to Mr Farrell for signing. **Action: Clerk**

Risk Management Review Document 2014 Actions

A list of all the actions was circulated to Cllrs and they have all now been completed.

Complete the Review of the Financial Regulations against the New NALC Model Financial Regulations.	Completed and Approved
Give a copy of Risk Assessment & Asset Inspection Document to the Playing Fields Committee once approved by the Parish Council.	Completed
Give a copy of the updated Asset Register to Playing Fields Committee.	Completed

To Discuss developing a Parish Emergency Plan

Cllr Turner reported that this was an enormous task and a separate working group would be required however he did have a template from another local Parish Council. Cllr Turner will enquire if a parishioner who is undertaking an Emergency Planning Degree is interested in taking on this task. **Action: Cllr Turner**

697/14 Long Term Future of Parish

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

Cllr Turner reported that an event had taken place before the meeting and was well attended. Cllr Turner had circulated the documents sections applicable to Oldbury on Severn to Councillors prior to the meeting and although the Power Station section appears sound and logically uses the experiences of other councils further down the New Nuclear Learning Curve, the Oldbury on Severn specific section has some errors on the maps and several other issues.

It was agreed by all that a separate working group is required to formulate a response and provide corrections to the Oldbury on Severn maps the consultation formally ends on the 28th August.

Oldbury Parish Plan

Nothing to Report

698/14 Correspondence (Italics – Also available via email)

Community Composting (including Thornbury)

Alcohol Harm Reduction Strategy

South Gloucestershire Council’s Climate Change Strategy Part 2

Council Response: No comment to the above Consultations

Policy, Sites and Place Development Plan Document

Council Response: Refer to Item 697/14

699/14 Circulation (Italics – Also available via email)

Volunteer Centre – Thornbury Annual Report 2013-2014, Southmead Hospital Bus Travel Guide, Over Fifties Forum Newsletter Summer 2014, Planning Enforcement News - June 2014, Horizon Nuclear Power Community Update

700/14 Minor Matters or Items for Next Agenda

Cllr Hales asked why two white lines had appeared in the village by the Community Shop as they are not in keeping with the rest of the village. Cllr Turner explained that as it was too expensive to install a curb this was the option chosen by South Gloucestershire Council.

Cllr Poole asked that Security at the Playing Fields and the Cricket Club Lease be added to the next Agenda.

Cllr Riddle asked that the Shepperdine Telephone Box be included on the next Agenda

Cllr Sullivan asked that the Changes to Permitted Development be included on the next Agenda to enable him to feedback to Councilors about the South Gloucestershire Workshop. The presentation will be circulated to Cllrs prior to the next meeting.

This concluded the business of the meeting, which closed at 10.10 pm

Next Meeting: Tuesday 2nd September 2014

Signed by Chairman

2nd September 2014