



# **OLDBURY ON SEVERN PARISH COUNCIL**

Minutes of the Parish Council Meeting

held on Tuesday 7<sup>th</sup> July 2015 at 7.30 pm in the Memorial Hall

## **PRESENT**

**Parish Councillors:** Mr K Sullivan (Chair), Mr G Poole (Vice – Chair), Mr Griffiths, Mr Cornock & Mr Clothier.

**Clerk:** Mrs D Bramley **Public:** Katie Scaife (A Forgotten Landscape) & 7 Parishioners

## **809/15 APOLOGIES FOR ABSENCE**

Apologies were accepted from Cllrs Riddle and Baker.

## **810/15 DECLARATIONS OF INTEREST & DISPENSATION REQUESTS IN ITEMS ON THE AGENDA**

None

## **811/15 PUBLIC FORUM**

### **811.1/15 Presentation From A Forgotten Landscape regarding The Toot Archaeology**

The Parish Council welcomed Katie Scaife from A Forgotten Landscape.

A Forgotten landscape is a natural and cultural heritage project that is funded by the Heritage Lottery Fund Partnership Scheme. They have 60 projects they wish to undertake in the next 3 ½ years in the Lower Severn Vale Levels. These natural heritage projects include working with primary schools to aid children in relating to the outside world, orchard restoration schemes, pond surveys and bird surveys. The cultural projects include oral history collection, archaeology survey training weekends and the Toot, in Oldbury. Other projects include pub food trails and art schemes.

Katie Scaife went on to explain the Toot project in more detail. The project involving the Toot will include a geophysical survey of the area followed by an earthwork survey in places of interest. They have permission from the majority of the land owners to undertake works on their land. Next year, as the project is fully funded, it is hoped they will be able to operate a proper dig at the site and are happy for interested parishioners to become involved.

The floor was then open for questions:

Q: Are articles included in the 4 Ward magazine to keep parishioners informed?

A: Yes, articles are being included in the 4 Ward magazine.

Q: Will the geophysical ground penetration results be assessed to help you determine what to do next.

A: Yes, at the moment nothing definitive has been completed but the Toot's location is low lying which is very unusual for this type of archaeological site.

Cllr Sullivan thanked Katie Scaife for attending the meeting.

## **812/15 APPROVAL OF MINUTES**

It was proposed by Cllr Poole; seconded by Cllr Cornock and **resolved** by all that the minutes of the Annual Council Meeting on 18<sup>th</sup> May 2015 be signed as a correct record.

It was proposed by Cllr Poole; seconded by Cllr Cornock and **resolved** by all that the minutes of the Annual Parish Meeting on 18<sup>th</sup> May 2015 be signed as a correct record.

## **813/15 PLANNING**

### **813.1/15 To Discuss Planning Applications & Appeals**

**PT15/2691/F** - Seven Oaks, Sweetwater Lane, Alveston - Erection of barn and associated access track and change of use of land from agricultural to equestrian use (as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). (Retrospective) – Please note this application is in an adjoining parish

**Council Response: No Comment**

**PT15/2556/F** -Kyneton Farm House, Kington Lane - Demolition of existing conservatory and erection of single storey rear and side extension to form additional living accommodation.

**Council Response: No Comment**

**PT15/2569/F** – Dallas, Foss Lane, Oldbury On Severn - Change of use of existing stable block 1 to 1no. dwelling with associated works. (Resubmission of PT15/0378/F). Change of use of land for the siting of 1no. mobile caravan.

**Council Response: No Comment**

**PT15/1575/F** - Kyneton House, Mumbleys Lane - Erection of detached carport and storage area with office facilities over and associated works

**Council Response: It was agreed by all to submit the following response to this application:**

*“Oldbury-On-Severn Parish Council has examined the various documents associated with this application. Having done so this council wishes to STRONGLY OBJECT to the application and recommends REFUSAL.*

*Reasons for Refusal:*

- 1. The proposed structure will detract from the visual amenity of the Grade II listed Kyneton House and its environs because of the location of the proposed building, its scale, design and the type of materials proposed for use.*
- 2. It is apparent that some residents living within the grounds of Kyneton House will suffer from some loss of amenity within their environment. One resident in particular, living in Ryde House, may suffer not only a loss of visual amenity but also privacy, being in very close proximity to the site of the proposed building.*
- 3. The proposed building appears to be in contravention of the South Gloucestershire Core Strategy and the National Framework on Planning Practice.*

*Oldbury on Severn Parish Council”*

**Action: Clerk**

**WITHDRAWN - PT15/1573/F** - Kyneton House, Mumbleys Lane - Erection of 2 no. agricultural barns, fencing and gate and associated works.

### **813.2/15 To Note Planning Applications (No Comments / Consultation Expired)**

**PT15/2155/RVC** - Ridge House, Mumbleys Lane - Removal of condition 5 attached to planning permission PT12/1219/F to allow for the development of improved stabling and a manege.

**DOC15/0046** - Holt Farm, Shepperdine Road - Discharge of Condition 6 (eport on Investigations) attached to planning permission PT14/4784/LB. Internal and external alterations to existing farmhouse, conversion of barn and erection of a single storey link extension with associated works to form additional living accommodation for main dwelling.

**PT15/2388/LB** – Willow Farm House, Kington Lane - Internal and external alterations to form an en-suite, dressing room and ancillary accommodation.

**PT15/2162/F** - Ridge House, Mumbleys Lane – Erection of steel portal framed building for the stabling of horses and the creation of a manege

**PT15/2192/F** - 2 Rook Cottages, Hall Lane - Erection of single storey front extension and two storey side extension to form additional living accommodation (Resubmission of PT14/2502/F)

**PT15/1737/LB** – 1 The Pill, Church Road - Internal and external alterations including replacement windows, demolition of rear porch and erection of single storey rear extension, installation of chimney to east elevation.

**WITHDRAWN - PT15/2068/PNGR** - Vine Farm The Naite - Prior notification of a change of use from Agricultural Building to single residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).

### **813.3/15 To Note Planning Decision Notices**

**PERMIT - PT15/1726/F** - Churnmead Farm, Kington - Conversion of existing out-building to form annexe ancillary to main dwelling.

**PERMIT - PT15/1435/F** - Cross Hands Farm, Kington Lane - Erection of first floor side extension to provide additional living accommodation

**PERMIT - PT15/1371/F** - Bellevue Cottage Chapel Road - Erection of single storey side and rear extension to form additional living accommodation (Re Submission of PT14/3091/F)

**PERMIT - PT15/0991/F** - Kayles House, Camp Road - Alterations to roofline of skittle alley and erection of sun room to facilitate change of use from Public House (A4) to residential dwelling (C3) as defined in Town and Country Planning (Use Classes) Order 1987 (as amended) (amendments to two previously approved schemes PT12/4059/F and PT14/1869/PDR) (retrospective).

**PERMIT - PT15/0989/CLE** - 2 Rook Cottages, Hall Lane - Application for certificate of lawfulness for the existing use of land as residential curtilage.

**WITHDRAWN - PT15/0856/CLE** - Pool Farm, Oldbury Lane - Application for the Certificate of Existing Lawfulness for use as a business premises, workshop and for storage of vehicles and materials.

### **813.4/15 To Receive Feedback regarding Planning Violations**

Nothing to Report

### **813.5/15 To Discuss/Receive Feedback Regarding The Old Stores Site**

The requested meeting with Steve Evans, Director of Environment and Community Services is in the process of being arranged by Cllr Riddle. The suggestion that the meeting takes place at the Council Offices in Yate was discussed however Cllrs agreed that the meeting should take place in Oldbury so that the site could be visited. The Clerk will inform Cllr Riddle of this decision. **Action: Clerk**

The Parish Council agreed to produce a presentation for Mr Evans detailing the history and issues relating to the site. It was also stated that the planning permission for the site had now lapsed. **Action: Cllr Sullivan**

### **813.6/15 To Discuss/Receive Feedback Regarding Developments In Thornbury**

Cllr Sullivan relayed information from Cllr Riddle's update regarding the Park Farm development. The land has been sold to the developers and over the last few weeks digging has taken place with regard the archaeological surveying that has to be done before houses can be built. It was also stated that Mr Onions is the drainage/flood risk consultant used by the Lower Severn Internal Drainage Board and that he had been asked to assess the developer's proposal for surface water attenuation. He conveyed that the proposed measures would have no adverse effect or increased burden observed downstream.

It was agreed to remove this item from the Agenda.

### **814/15 FINANCE**

#### **814.1/15 To Note the 2015/2016 Budget & Payments/Receipts Statement**

The Budget Statement against Payment and Receipts for 2014/2015, circulated to Councillors was noted & signed.

#### **814.2/15 To Note the following Receipts**

The following receipts were noted:

<i>Cricket Club Rental Payment</i>	£	336.80
<i>VAT Refund 01/04/14 to 31/03/12015</i>	£	10,492.05

#### **814.3/15 To Approve / Note the following payments**

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

<i>D Bramley – Clerk Salary May via Standing Order</i>	£	214.50
<i>South Gloucestershire Council – Dog Bin Emptying Q1 (Written)</i>	£	70.02
<i>D Bramley – Clerk Salary June via Standing Order</i>	£	214.50
<i>D Bramley – Clerk Office (May &amp; June) &amp; Expenses (Ink, Stamps &amp; Paper)</i>	£	60.53
<i>Oldbury on Severn Playing Fields Committee Transfer</i>	£	10,362.73
<i>Total</i>	£	10,922.28

#### **814.4/15 To Approve Internal Auditors Report**

It was proposed by Cllr Poole; seconded by Cllr Clothier and agreed by all to accept the Internal Audit Report.

#### **814.5/15 To Note Update to Bank Signatories Completed**

It was noted that the Bank signatories had been updated.

#### **814.6/15 To Discuss/Receive Feedback regarding the Memorial Hall Financial Position**

Cllr Sullivan circulated the information relating to this issue to Cllrs and gave a brief history of the issues. After an in-depth discussion it was concluded that the loan was made by anonymous lenders with casual repayment plans and that any further discussion needs to take place at the Memorial Hall Committee meeting in September. All Cllrs were asked to try and attend this meeting.

#### **814.7/15 To Discuss/Receive Feedback regarding the Parish Council Pension Requirements**

The Clerk stated that having read further information regarding the requirements she is now in a position to talk to The Pension Regulator and the National Employment Savings Trust (NEST) and set up the pension scheme. **Action: Clerk**

### **815/15 FLOODING/DRAINAGE/RIVER**

#### **815.1/15 To Discuss/ Receive Feedback regarding Church Hill/Church Road**

Cllr Sullivan circulated information about the lack of progress to Cllrs prior to the meeting. It was agreed that a further meeting was required so that South Gloucestershire Council can make a decision and move this issue forward.

**Action: Cllr Sullivan**

### **815.2/15 To Discuss/Receive Feedback regarding the Pipes and Flaps Paper**

Cllr Sullivan informed Cllrs that 3 parcels of land (land between The Naite and the Oldbury Naite Rhine, Pickedmoor Lane and the Pickedmoor Lane Rhine and Chapel Road and the Oldbury Rhine) owned by the Parish Council may have flaps and pipes and that the Parish Council would be responsible for repairs as they are “riparian” owners.

Cllr Sullivan stated that along with Mr Turner they have been establishing the locations and condition of the flaps and pipes in the parish. The pipes and flaps were introduced as a result of the banks of the Rhines being increased to take account of the increased water flowing from Thornbury and as a result landowners became responsible for any repairs.

It was agreed after a vote with 5 in favour and 1 against that it was unreasonable for landowners to be responsible for the repairs to the pipes and flaps and that further consultation with South Gloucestershire Council and the Lower Severn Internal Drainage Board was required. **Action: Cllr Sullivan**

### **816/15 RECREATION**

#### **816.1/15 Playing Fields Committee (PFC) Report**

There has not been a meeting of the PFC since the new Council were elected. However, Cllr Poole stated that there have been security issues at the playing field with the majority of activities taking place after dark including a ball being kicked at the Multi Use Games Arena (MUGA) wall which echoes around the area. Recommendations to improve the situation include: locking the MUGA and erecting a fence & gate at the entrance to the car park. The police have also been informed about the current issues.

Cllrs have been nominated to represent the Parish Council and that they need to request that a working group is established with Parish Council and Playing Field Committee members to produce a plan for further improvements and security of the site. This plan can then be present to both the Parish Council and Playing Fields Committee for approval and implementation.

The next meeting of the Playing Fields Committee is on the Thursday 9<sup>th</sup> July 2015.

### **817/15 PARISH PROPERTY**

#### **817.1/15 To Discuss/Approve Risk Assessment & Asset Inspections Document and Actions including associated Amendments Paper**

Cllr Sullivan and the Clerk have completed the Risk Assessment and Asset Inspection and a draft was circulated to Cllrs prior to the meeting.

Cllrs discussed suggestions made by Cllr Sullivan relating to the Parish Council section of the document. The following was agreed: to remove the “Telegraph” pole items from the Pound and Village Green sections as they are not the Parish Council’s responsibility and the Bus Timetable item from the Shepperdine Bus Shelter as there is no timetable present. A reference to the condition of any flaps has been included along with the increased risk of flooding should they become damaged. The dog bin section has been retained as although South Gloucestershire Council are paid to empty the bin it is the Parish Council’s responsibility.

A copy of the document will be sent to the Playing Fields Committee prior to their next meeting. **Action: Clerk**

Any outstanding issues in the Parish Council section and the Playing Fields section of the document will be reviewed at the next meeting.

#### **817.2/15 To Discuss Obtaining a Defibrillator in the Parish**

Cllr Poole gave a brief update regarding the requirements when applying for funding from the British Heart Foundation. These requirements included CPR training and seeking advice from the local ambulance trust.

It was proposed by Cllr Clothier, seconded by Cllr Griffiths and agreed by all that Cllr Poole apply for funding via the British Heart Foundation. It was agreed that the best position for the defibrillator was the Community Shop and it was noted that they would likely be additional costs involved once the defibrillator was acquired. **Action: Cllr Poole**

#### **817.3/15 To Discuss the Shepperdine Red Telephone Box**

It was stated that once the Shepperdine Phone Box electricity supply had been disconnected the telephone box will be removed.

#### **817.4/15 To Discuss Maintenance of the Horsepool**

It was agreed that Cllr Sullivan would contact Mr Druett about having the Horsepool cleared. Cllr Sullivan will also discuss the flow of the water in to and out of the Horsepool at the same time. Cllr Sullivan will contact South Gloucestershire Council about having the verges water channel concrete slab replaced. **Action: Cllr Sullivan**

## **818/15 HIGHWAYS**

### **818.1/15 To Discuss Grass Cutting of South Gloucestershire Council Land in Westmarsh Lane**

As already agreed at the Parish Council meeting on 2<sup>nd</sup> July 2013 Item: 565/13 it was reiterated that the Parish Council will not pay to have the grass cut in the parish which includes Westmarsh Lane.

## **819/15 FOOTPATHS/BRIDLEWAYS**

Further Feedback relating to Haw Lane and Ham Lane from Cllr Riddle

Haw Lane (not Hall Lane, as it is also being referred to) is a bridle way which South Gloucestershire Council received numerous complaints about from horse riders and walkers as it was very badly rutted and very wet in places. The lane has now been repaired and new and existing ditches dug.

Ham Lane is Class 4 or 5 highway, up to where the lane divides, where upon it becomes a bridle way. The surface of the lane will be repaired up to where the lane divides. The lanes there after, are bridle paths and they are in good condition.

It was agreed to add this item to the agenda for the next meeting as the Clerk will request further clarification from Cllr Riddle as to whether vehicles are allowed down the bridleway part of Ham Lane. **Action: Clerk**

## **820/15 PROPOSED POWER STATION & OTHER POWER**

### **820.1/15 Oldbury Power Station Site Stakeholder Group**

The next Oldbury Site Stakeholder Group meeting is on the 29<sup>th</sup> July 2015 at 6.30 pm.

## **821/15 PARISH COUNCIL ADMINISTRATION**

### **821.1/15 To Discuss / Receive Feedback regarding Parish Communication e.g. Website**

Cllr Sullivan stated that the website is in the progress of being updated and upon completion in 2 weeks will go live.

It was agreed by all that Mr Turner can continue to maintain the Parish email distribution list.

### **821.2/15 To Discuss the Cricket Club Lease & Problems on the Playing Fields including Security**

The Cricket Club Lease will be discussed with the Playing Fields Committee. The Playing Fields Security issues were covered under Item: 816.1/15

### **821.3/15 To Discuss/ Receive Feedback regarding developing a Parish Emergency Plan**

Nothing to report.

### **821.4/15 To Discuss/Approve Formal Documents**

#### **Standing Orders**

After some discussion relating to Standing Order 24 – Unauthorised Activities it was agreed to include the Approval of the Standing Orders on the next agenda so that SO 24 can be discussed again.

#### **Standing Orders - Planning Addendum**

It was agreed that Cllr Poole would coordinate the planning application process along with the Clerk. It was agreed by all not to make any changes to the Standing Orders Planning addendum at this time.

#### **Financial Regulations**

It was proposed by Cllr Poole, seconded by Cllr Griffiths to approve the Financial Regulations with the suggested amendments.

#### **Chairmanship Document**

It was agreed by all to approve the Chairmanship document with no amendments.

#### **Playing Fields Committee Constitution**

It was agreed by all that no changes were required to be made to the Playing Fields Committee Constitution at this time.

### **821.5/15 To Discuss/Receive Feedback regarding Format of Agenda & Other Papers Paper**

Cllr Sullivan circulated a draft amended agenda to Cllrs at the start of the meeting. Cllr Sullivan informed Cllrs of his issues with the current agenda and went through his suggested amendments.

The Clerk stated that being the person who signed the agenda, it was her responsibility which included how it was set out.

It was agreed that the Parish Logo would be included along with some additional spacing. The item will be carried over to the next meeting for further discussion.

## **822/15 LONG TERM FUTURE OF THE PARISH**

### **822.1/15 To Discuss/ Receive Feedback regarding Planning Strategies & Policies**

*e.g. Policies, Sites & Places Development Document & Joint Strategic Planning Strategy*

Cllr Sullivan stated that responses to the Policies, Sites and Places Proposed Submission and the Local Green Space Designation Consultations had been submitted. Both responses were circulated to Cllrs.

### **822.2/15 To Discuss/Receive Feedback regarding the PSP New Nuclear Build Paper - Cllr Sullivan**

Cllr Sullivan stated that a response to the Major Infrastructure Projects - New Nuclear Build at Oldbury on Severn part of the Policies, Sites and Places section of the document had not been submitted as it was in line with the Parish Council's view.

Cllr Sullivan also stated that although South Gloucestershire Council will receive funding to facilitate these representations regarding the new nuclear build, the Parish Council will not receive any funding. To represent the parish effectively during such a long and complicated process funding and expert knowledge will be required. All Cllrs were asked to think about these issues and potential funding sources.

Cllr Sullivan mentioned that he had been invited to meet with Alan Smith, Head of Site Development at Horizon Nuclear Power and also to meet/visit Wyfla Local Authority along with South Gloucestershire Council (SGC) and Gillian Ellis King, Strategic Projects Manager SGC later in the year to find out how they are progressing with the Wyfla new nuclear build consultation.

### **822.3/15 To Discuss/Receive Feedback regarding Affordable Housing Paper - Cllr Sullivan**

Cllr Sullivan stated that as all the sites suggested in the Policies, Sites and Places Plan had been rejected due to the flood risk all housing in the parish will now be restricted including affordable housing.

It was agreed that the Council wished to pursue initiatives for affordable housing and that Cllr Sullivan should continue to pursue having a Level 2 Strategic Flood Risk Assessment. **Action: Cllr Sullivan**

It was agreed that the Council wished to pursue initiatives for affordable housing. The Clerk stated that a further 3 copies of the Affordable Rural Housing: A practical guide for parish councils have been obtained.

### **822.4/15 To Receive Feedback regarding the Oldbury Parish Plan**

Nothing to Report

### **822.5/15 To Discuss/ Receive Feedback regarding Parish Security / Crime Reduction**

Mr Turner forwarded the report from Cannon Security to Cllrs.

## **823/15 CORRESPONDENCE (*Italics – Also available via email*)**

*Community Infrastructure Levy (CIL) – What does this mean for the Parish?* - Further information was circulated in last meetings circulation file although some information received has been contradictory.

## **824/15 CIRCULATION (*Italics – Also available via email*)**

None

## **825/15 MINOR MATTERS OR ITEMS FOR NEXT AGENDA**

Cllr Sullivan stated that the School was happy for the Parish Council to provide a School Governor. Cllr Griffiths volunteered and will be formally appointed as the Parish Council's representative at the meeting in September.

Cllr Sullivan stated the Lower Severn Internal Drainage Board is happy for Cllrs to visit their headquarters to find out about their role and responsibilities. Cllr Sullivan will arrange the meeting. **Action: Cllr Sullivan**

*This concluded the business of the meeting, which closed at 10.13 pm*

***Next Meeting: Tuesday 1<sup>st</sup> September 2015 at 7.30 pm***

Signed by Chairman

1<sup>st</sup> September 2015