

OLDBURY ON SEVERN PARISH COUNCIL

Minutes of Annual Council Meeting held on Tuesday 7th May 2013 at 6.30 pm in the Memorial Hall, Oldbury

PRESENT

Parish Councillors: Mr B Turner - Chairman, Mr K Sullivan, Mr M Riddle (7.15 pm), Mr A. Knapp, Mr G Poole (6.55 pm) and Mrs M Baker (7.25 pm).

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

536/13 To Elect a Chairman & Receive Declaration of Acceptance of Office

It was proposed by Cllr Knapp; seconded by Cllr Sullivan and agreed by all that Cllr Turner be elected Chairman. Cllr Turner signed the Declaration of Acceptance to Office.

537/13 Apologies for Absence

Apologies were accepted from Cllr J Hales.

538/13 To Elect a Vice Chairman

It was proposed by Cllr Knapp; seconded by Cllr Turner and agreed by all that Cllr Sullivan be elected Vice-Chairman.

539/13 Declarations of Interest in Items on the Agenda

Cllr Sullivan – Old Stores, Planning Application PT13/1272/F for the Community Shop and the Community Shop items as a neighbour.

Cllr Knapp – Old Stores, Planning Application PT13/1272/F for the Community Shop and the Community Shop as a neighbour to Old Stores and owner of the Community Shop site.

The Parish Council is awaiting advice from South Gloucestershire Council regarding declarations of interests especially those that affect the entire parish.

540/13 Public Forum

None

541/13 Approval of Minutes

It was proposed by Cllr Sullivan; seconded by Cllr Knapp and **resolved** by all that the minutes of the Council Meeting 5th March 2013 are signed as a correct record.

542/13 To Appoint/Confirmation Representatives to Committees

It was proposed by Cllr Sullivan; seconded by Cllr Knapp and agreed by all to appoint the following committee representatives.

- Oldbury Power Station Site Stakeholder Group – Mr M. Lynden & Dr L Hales
- School Governors – Cllr J Hales
- William Stephens Charity - Mr A Pearce and Mr J Belbin (Elected May 2013 for 4 years)
- Severn Vale Environmental Link Group – Mrs C Tymko
- Planning Performance Agreement Shadow Review Group - Mr P Feltham
- Playing Fields Committee – Cllrs A Knapp and M Baker

543/13 Planning

Planning Applications – To Discuss

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

Council Response

A local resident had contacted Cllr Riddle regarding whether the number of car parking spaces would be sufficient. Cllr Riddle will pursue the parking requirements with South Gloucestershire Council and see how Martin Crawford comments on this application.

It was proposed by Cllr Poole; seconded by Cllr Baker and agreed by those with no declared interest, not to send a response regarding this application.

There was some discussion as to whether ‘no response’ from the Parish Council implies support to any planning application. It was stated that the Parish Council has submitted comments of support in the past.

Planning Applications – Noted with No Comments Made

PT13/0769/F - The Meal House, Myrtle Farm, Oldbury Naite, Oldbury on Severn - Conversion of residential annexe and stable to 1 no. separate dwelling with associated works. (Part retrospective).

It was requested that if this application goes to Committee that the Parish Council attends to express their support.

Planning Notices – Noted

PERMIT - PT13/0113/F - Chapel Cottage, Chapel Road, Oldbury On Severn - Erection of detached domestic garage with ancillary accommodation and erection of single storey front extension to facilitate conversion of existing garage to office and porch (Resubmission of PT12/2116/F).

REFUSAL - PT12/4129/F - Valley Farm, Oldbury Naite, Oldbury On Severn - Conversion of existing barn to 1 no. dwelling with associated works.

PERMIT (S106 Signed) - FT11/1441/O – Land at Park Farm, Butt Lane, Thornbury - Creation of balancing pond and associated drainage infrastructure to serve proposed residential development on Land at Park Farm, Thornbury. Outline application with landscape matters reserved.

The Old Stores Site – Discussed

Cllr Riddle stated that after the last meeting the site was still not recorded with the Land Registry and will follow up as to why the enforcement department has not proceeded with the enforcement notice now that the owner of the site has been identified.

Developments in Thornbury - Park Farm / Morton Way - Discussed

Cllr Sullivan has performed some flooding calculations of his own using the Inwards Rocks, River Severn tidal information. The results of these calculations give a figure of 10.5 mAOD (above ordnance datum) including increases for storm wind and pressure and climate change. The Environment Agency (EA) has stated 10.3 mAOD in their Ship development objection but only includes an increment for climate change on the 1 in 200 year still water tide levels. Cllr Turner has contacted the EA to seek clarification of a number of points relating to flood risk. It was stated that the last tidal flood was in 1981 but fluvial flooding has occurred at least three times.

544/13 Finance

- a) It was proposed by Cllr Poole; seconded by Cllr Knapp and agreed by all to appoint Mr W Pearce as the internal auditor.
- b) It was proposed by Cllr Poole; seconded by Cllr Knapp and agreed by all to approve the Parish Council Statement of Accounts 2012/2013 and the Parish Council & Playing Fields Committee Consolidated Statement of Accounts 2012/2013.
- c) It was proposed by Cllr Sullivan; seconded by Cllr Knapp and agreed by all to approve the Annual Return Accounts Statement (Section 1) and the Annual Governance Statement (Section 2).
- d) The re investment of the Reserve Account Funds was discussed. The Clerk gave information on several accounts. The Nat West account interest rate was 0.05% , a Coop account interest rate was 0.09% and the NS & I account interest rate is 0.75%. It was agreed by all to look at other accounts to see if a longer term investment account would give a better interest rate. **Action: Clerk**
- e) The completion of the PAYE End of Year Online Submission and the transfer to Real Time Information PAYE system were noted.
- f) The increase in the Oldbury on Severn Cricket Club Rental to £336.80, as per the Rental agreement was noted. A formal letter, as per the rental lease, stating the rental for the next 3 years was signed by Cllr Turner and will be sent to the Oldbury on Severn Cricket club with a copy for them to sign and return to the Parish Council.

- g) The following receipts were noted:

<i>Magnox Socio Economic Fund - Community Shop Grant (2012/2013 Accounts)</i>	£	2,500
<i>NatWest Reserve Account Interest (Jan – Mar) (2012/2013 Accounts)</i>	£	1.19
<i>HMRC VAT refund (01/04/2012 – 31/03/2013)</i>	£	451.96
	<i>Total</i>	£ 2953.15

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

<i>D Bramley – Clerk Salary March 2013</i>	£	200.50
<i>D Bramley – Clerk Salary April via Standing Order</i>	£	200.50
<i>D Bramley – Clerk Office Expenses</i>	£	20.00
<i>PF Web Designs – Renewal of Maintenance Contract Apr 13/14 & Domain/ Hosting May</i>	£	170.00
<i>Falfield Parish Council – Society of Local Council Clerks Subscription - 50% Reimbursement</i>	£	50.00
	<i>Total</i>	£ 641.00

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

The Annual Council Meeting was suspended at 7:30 pm for the Annual Parish Meeting & reconvened at 7:40 pm.

545/13 Flooding/Drainage

Flooding at Ham Lane

Nothing to Report

Flooding at Church Road/Church Hill

Nigel Hale South Gloucestershire Council Highway Drainage Engineer reviewed the programme for this year which includes 12 schemes, 2 of which are in Oldbury on Severn. The two schemes in Oldbury on Severn are the drainage system in Church Road and the replacement of a culvert in Kington Lane however due to budgetary constraints these schemes may not be completed until next year. The upgrade to the Church Road drainage system will either be an upgrade to what already exists or installing new pipe work along the highway that exits into the Pill. Cllrs also raised the issue that the 12" pipes within the drainage system are causing bottle necks and needs to be addressed.

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

There has been no progress apart from a camera being inserted into the pipe work to assess the damage.

Kington Lane Ditch

South Gloucestershire Council are looking to pipe the water in the ditch near Beech Farm.

Blocked Drains

The drains by the Sheepwash and by the Post Box on Chapel Lane will be jetted to clear them of mud and silt.

546/13 Recreation

Playing Fields Committee (PFC) Reports and Updates

Cllr Knapp gave the following report: They are hoping to receive a grant for £1000 towards new play equipment and they also have several new regular lettings. Some monies are still outstanding which the PFC is chasing. Tenders for the cutting the grass in the play area and by the swings has been received and will be decided at the next meeting. Some parishioners have paid a donation for the use of the tennis courts. The issue of users of the hall having their portable appliances tested is with Mr Fairhead.

Oldbury on Severn CE School Report

Cllr Turner read out Cllr Hales report in her absence:

'I would like to inform there is a meeting next Monday evening 13th May. There are now 60 children registered there. Their Summer Fair will be held this year on Sat. 18th May 12 – 2 pm. Fingers crossed for good weather.'

Broadband and British Telecom (BT)

South Gloucestershire Council have signed the contract with BT and the Thornbury exchange is being upgraded as it is financial viable. New 'green' boxes are being installed around Thornbury for the fibre optics but it is unsure if Oldbury on Severn will be included when Thornbury is upgraded. If Oldbury on Severn is not included it will have to wait for the subsidy scheme.

Diamond Jubilee Memorial Stone

Cllr Turner when through Cllr Hales breakdown of the cost to engrave the Diamond Jubilee Memorial Stone and in total it will cost £499.20 (£416 + VAT). The engraving should be completed soon.

Role of Custodian Trustees & Governing Documentation for the Memorial Hall

Cllr Turner had circulated the Action with Communities in Rural England (ARCE) Advice document entitled 'Trustees - Roles and Responsibilities'.

Cllr Poole gave a brief history on how the Parish Council became the Custodian Trustees and are there to step in if the management committee ceases to exist.

Cllr Riddle asked if the Memorial Hall was registered with the Land Registry and if so who was listed on the submission as the owner.

Cllr Turner stated that the Trust Deed has been translated into modern English but there is no document detailing the roles and responsibilities of the Custodian and Managing Trustees. He will go and see Mr Belbin to discuss the roles of the trustees, a new governing document for the trustees, whether the land is registered with the Land Registry and if there are any deeds for the Memorial Hall.

547/13 Parish Property

Risk Assessment & Asset Inspection Document

The Risk Assessment & Asset Inspection document was circulated to the Cllrs prior to the meeting which included the updates discussed at the January Meeting.

Cllr Turner explained the documents 'Recommendation' and that it is now important that the Parish Council and Playing Fields Committee get together to discuss how the space is to be utilised and that when any future developments, especially parking & access to the various parts, are determined it is part of an agreed plan.

Cllr Sullivan raised a two points, the first being that the Red Telephone Box has a light installed and secondly are the fire extinguishers at the Pavilion regularly checked. The Red Telephone Box light will be assessed further and added to the Risk Assessment document. The Clerk stated that the fire extinguishers are checked annually.

The Clerk stated that the Skate Ramp was now included in the RoSPA report and the document should be updated to reflect this.

Use of electrical equipment by hirer's not owned by the PFC was also discussed and that it is the hirer's responsibility to ensure their equipment is fit for purpose. Also equipment left at the Pavilion should be stored so that other hirer's cannot use it.

Cllr Turner has given the Chair of the Playing Fields Committee a copy of the Draft document.

It was **agreed by all to approve** this document with the changes as mentioned above.

Risk Management Review Document 2013

The revised Risk Management Review document was circulated to Cllrs prior to the meeting. It was **agreed by all to approve** the document and the outcome of the review. The actions from the previous review if not completed have been raised again in this review. The Risk Management Review document actions as listed below:

	Action
1	Review Cricket Club Rental when the Retail Price Index is published
2	The Playing Fields Committee Secretary to provide the Chair the Email account passwords for emergencies.
3	Provide a copy of the Risk Assessment & Asset Inspection document to the Playing Fields Committee

Land Registration & Ownership Documentation

Cllr Turner has submitted the paperwork to the Land Registry, with the £30 fee, to register the top part of the Playing Field and is awaiting a response.

548/13 Highways

Parking on Pavements

This has been raised at the Severn Safer Stronger Community Group and was taken up by Jacqui Ward as no Police Officers were present at the last meeting.

Speeding on Chapel Road & Westmarsh Lane

Cars are still speeding in the parish but the Speed Monitor is due to be returned to the area. The issue of cyclists coming down Church Hill up to 7 abreast was also mentioned as they are very fast and dangerous to pedestrians.

School Road Safety

Cllr Riddle stated that there are 'People in the Road' signs waiting to be installed to highlight the parishioners walking to and from the school.

Consultation – Part Night Light Scheme Extended in Oldbury on Severn Parish Expiry: 13th May 2013

Cllr Turner included an article in the 4 Ward magazine to inform parishioners of the upcoming changes and asked for their views although none were received. Cllr Turner had printed the Part Night Lighting Scheme Q & A document from the South Gloucestershire website which was used to answer a number of questions as detailed below:

1. If we asked for some lights to be left on who would have to pay for them? It was understood that if the lights did not fit the specified criteria then the Parish Council would have to pay for them which would result in an increase in the precept.
2. Could Solar or LED lights be used? The extract from the Q&A document follows:
*'3.23 Why not replace the lighting with new technology such as motion sensing or solar powered lighting?
To date such innovations as Motion-sensing switches and solar powered lighting are not a feasible alternative. However South Gloucestershire Council continues to monitor the progress of technical innovations for practical application.'*
3. What about the conditions of the roads in Oldbury? The extract from the Q&A document follows:
'3.13 Has a safety review been carried out on the roads affected?'

Yes - All roads will have had a review carried out by our road safety team and the police as part of the risk assessment before any lights are part nighted. Any concerns raised from the review will be considered and a decision will be made as to whether the lights will be included in the changes.'

4. If I have any accident is SGC liable? The extract from the Q&A document follows:

'3.20 If I become a victim of crime or have an accident, can I recoup losses from South Gloucestershire Council?

No - There is no statutory requirement on local authorities in the UK to provide public lighting

It was **agreed by all** that Cllr Turner would respond to the consultation commenting on the robustness of the Road Safety Review in the parish given that the roads are in such a bad state of repair and walking at night without street lights would be very hazardous.

549/13 Footpaths/Bridleways

Nothing to Report.

Cllr Riddle will chase the action being taken regarding the footpath in front of the Memorial Hall.

550/13 Proposed Power Station & Other Power

Horizon Consultative Group & Other Power Related Meetings

Nothing to Report

Oldbury Power Station Site Stakeholder Group (SSG)

Mr Malcolm Lynden gave his report from the Oldbury SSG.

At the meeting held last week it was reported that the decommissioning of the site was progressing well. The Magnox Ltd and the Research Sites Restoration Ltd sites would have a new owner next year when the site is transferred to the successful bidder from the current 4 contenders. The location of the geological disposal facility was discussed as a potential site had been rejected by the West Cumbria County Council. It was stated that West Cumbria was the logical location for the facility as most of the waste was located at Sellafield thus limiting any transport issues. A change of policy regarding identifying such facilities was needed so that suitable sites could be found earlier thus their potential development could be pursued whilst liaising with the local communities. The Civil Nuclear Constabulary is also due to leave the site soon as they are no longer required.

551/13 Parish Council Administration

Website & IT Development including PC Agenda and Minutes

Cllr Sullivan reported that the web master was working on ensuring that the Parish Council website placed higher in a Google search. He is finding out how the Google calendar works with the aim of synchronizing it with the 'What's on' section of the 4 Ward magazine. The Business section is up to date and Cllr Hales has agreed to look at the Accommodation area. The Clerk gave Cllr Knapp Draft copies of the draft pages that have been put together for the Playing Fields area so that they can be discussed at their next meeting. Draft pages have also been put together for the Memorial Hall.

Notice Board for Shepperdine

The Parish Plan identified the need for a noticeboard in Shepperdine. A site has been offered along with a volunteer to keep it up to date. Cllrs agreed that it should be purchased by the Parish Council but have no idea of the potential cost so will look at obtaining a grant.

552/13 Long Term Future of Parish

Affordable Housing

Nothing to Report

Revised Core Strategy & National Planning Policy Framework (NPPF)

Nothing to Report except the final modifications are being made.

Oldbury Parish Plan

Nothing to Report. The next meeting is tomorrow.

Community Shop

It was agreed at previous meeting that Cllr Turner organise the documents required to submit a planning application for the Community Shop using the funds from the Magnox donation. As a result of the planning application the following payments have been made and will be deducted from the Magnox donation.

<i>Dando's Surveying – Survey for Planning Application</i>	£	420.00
<i>Passmores – Drawings for Planning Application</i>	£	72.00
<i>South Gloucestershire Council – Planning Application</i>	£	192.50
<i>Silverback Arboricultural Consultancy Ltd – Tree Report for Planning Application</i>	£	250.00

The remaining funds from the Magnox Donation for the Community Shop is £1565.50

Neighbourhood Watch

Cllr Turner has received a request from Bridget Whittle asking if the Parish Council would be prepared to pay for some Neighbourhood Watch signs at a cost of £37.50 for Westend Lane.

It was proposed by Cllr Baker, seconded by Cllr Riddle and agreed by all to pay for the signs. It was commented that Shepperdine is also interested in setting up a scheme.

Post Meeting Note: The signs are also intended for Chapel Road and Featherbed Lane.

553/13 Correspondence *(Italics – Also available via email)*

Consultation - South Gloucestershire's Draft Joint Health and Wellbeing Strategy Expiry 15th May 2013

Consultation - Channel Strategy (Delivery of Services and Customer Interaction) Expiry: 31st May 2013.

Advance Notice of Consultation - Severn Estuary Flood Risk Management Strategy (SEFRMS).

Consultation - Duty to Co-operate schedule & the Strategic Housing Market Assessment Pre-production brief Expiry 31st May 2013

Notification of the Publication of the 2011 Census

Consultation - Hinkley to Seabank Grid Connection - Scoping Consultation Expiry 20th May 2013

Council Response: No Comment to the above Consultations and Information

Consultation – Changes to Highways & Streetcare Services Expiry: 13th September 2013

Council Response: It was agreed to look into the cost implications and ownership of dog bins so that it can be discussed at the next meeting. The Clerk will circulate the electronic copy to Councillors with email.

554/13 Circulation *(Italics – Also available via email)*

Came & Co Parish Matters Spring 2013 and South Gloucestershire Over Fifties Forum Spring Newsletter

555/13 Minor Matters or Items for Next Agenda

Cllr Turner distributed 'A Forgotten Landscape' leaflets to councilors.

Cllr Turner also stated that a parishioner was concerned by the amount of material that could only be accessed online including applying for benefits. This will be discussed again at the next meeting as Cllr Turner had not bought the relevant information with him.

This concluded the business of the meeting, which closed at 9.45 pm

Next Meeting: Tuesday 2nd July 2012.

Signed by Chairman

2nd July 2013