

# **OLDBURY ON SEVERN PARISH COUNCIL**

Minutes of Annual Council Meeting held on Tuesday 1<sup>st</sup> May 2012 at 7.05 pm in the Memorial Hall, Oldbury

## **PRESENT**

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

**Clerk:** Mrs D. Bramley **Public:** 3 Parishioners

## **418/12 Election of the Chairman & Declaration of Acceptance of Office**

It was proposed by Cllr Poole; seconded by Cllr Riddle and agreed by all that Cllr Turner be elected Chairman. Cllr Turner signed the Declaration of Acceptance to Office. Cllr Turner was congratulated for all his hard work especially when dealing with the Wind Farm.

## **419/12 Apologies for Absence**

Apologies were accepted from Cllr K Sullivan and Cllr M Baker

## **420/12 Election of Vice Chairman**

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

## **421/12 Declarations of Interest in Items on the Agenda**

Cllr Riddle – Park Farm Development

## **422/12 Public Forum**

None

## **423/12 Approval of Minutes**

It was proposed by Cllr Hales; seconded by Cllr Riddle and resolved by all that the minutes of the Council Meeting held on 6<sup>th</sup> March 2012 are signed as a correct record with the following correction:

404/12 - Oldbury on Severn CE School Report Should Read: 'The school hall has been *repainted* and 6 oak trees will be planted in the grounds on 7<sup>th</sup> March.'

## **424/12 Appoint/Confirm Representatives to Committee**

The following were appointed to the specified committees

- Oldbury Power Station Site Stakeholder Group – Mr M. Lynden & Mr L Hales
- School Governors – Cllr J Hales
- William Stephens Charity - Mr A Pearce and Mr J Belbin (Elected May 2009 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

**The Annual Council Meeting was suspended at 7:30 pm for the Annual Parish Meeting and reconvened at 7:35 pm.**

## **425/12 Planning**

### **Planning Applications – Discussed**

PT12/1219/F – Land at Mumbleys Lane & Sweetwater Lane, Thornbury - Change of use of land from agricultural to mixed use of agricultural and land for the keeping of horses. **Council Response: No Comment**

### **Planning Notices – Noted**

**PERMIT** - PT12/0583/F – Linden Lea, Shepperdine Road – Erection of two storey and single rear extension to form additional living accommodation.

**CONSENT** - PT12/0359/LB – Willow Farm House, Kington Lane – Internal alterations to include creation of 2no. ensuite shower rooms. Alterations to windows. Demolition of outbuilding.

### **Wind Farm Parish Liaison Group**

Cllr Turner gave a summary of the correspondence regarding the Parish Liaison's Group (PLG) feedback to South Gloucestershire Council (SGC). This feedback has now been put into the SGC's Complaints Procedure at Stage 2. The investigating Officer Fiona Quilty has had a meeting with Cllr Turner and the PLG and sent them a report. The PLG will be responding to this report and reiterate their feedback was meant to give guidance of where the process fell down with the idea that it would help to improve the planning process.

### **Planning Application Update**

Park Farm (Thornbury Development - PT11/1442/O & PT11/1441/O)

Nothing to Report

### **Planning Enforcement**

Old Stores Site, Chapel Lane

This was covered in the previous planning meeting regarding the planning application PT12/1337/O.

#### **426/12 Finance**

- a) The progress regarding purchasing of tables and chairs was discussed. The tables and chairs have been purchased and are now stored in the pavilion. The Playing Fields Committee will determine the rules of hire.
- b) It was agreed by all to appoint Mr W Pearce as the internal auditor.
- c) It was proposed by Cllr Poole; seconded by Cllr Turner and agreed by all to approve the Parish Council Statement of Accounts 2011/2012 and the Parish Council & Playing Fields Committee Consolidated Statement of Accounts 2011/2012.
- d) It was proposed by Cllr Poole; seconded by Cllr Hales and agreed by all to approve the Annual Return Accounts Statement (Section 1) and the Annual Governance Statement (Section 2).
- e) It was proposed by Cllr Poole; seconded by Cllr Hales and agreed by all to approve payment for the modifications to the website (£144) and renewing of maintenance contract (£100)
- f) It was proposed by Cllr Poole; seconded by Cllr Riddle and agreed by all to approve payment for Mr Dicker's Arboricultural Report (£45) regarding Trees in Pickedmoor Lane
- g) The following receipts were noted

<i>NS &amp; I Account Interest for 2011</i>	£	16.25
	<i>Total</i>	£ 16.25

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

<i>South Gloucestershire Council - Dustbin Purchase &amp; Installation (2011/12 Accounts) (Cheque 15/03/12)</i>	£	439.66
<i>Specialist Panel Products Ltd – Tables (2011/12 Accounts) ( Cheque 22/03/12)</i>	£	1325.40
<i>D Bramley - Clerk Salary (Nett)</i>	£	401.00
<i>D Bramley - Admin / Office Expense (£20.00 Office)</i>	£	20.00
<i>Mr A Knapp – Notice board Repair &amp; installation, installation of a seat and solar lights</i>	£	395.00
<i>Mr J Dicker - Tree Consultant – Pickedmoor Lane</i>	£	45.00
<i>A McDonald Consulting Ltd – Chairs (90) &amp; Trolley</i>	£	1467.56
<i>PF Web Designs – Modifications to the website and renewal of maintenance contract April 12 – April 13</i>	£	244.00
	<i>Total</i>	£ 4337.62

#### **427/12 Flooding/Drainage**

##### **Flooding at Ham Lane**

The work that has been completed along the lane is working well. Scaplings are still needed to fill in the pot holes along the lane.

##### **Flooding at Church Hill**

Although a lot of work has already been completed water is still running down the hill bringing soil with it. One culvert needs to be looked at and Cllr Riddle is awaiting a response regarding the jetting of the drainage system.

Flooding on Chapel Road was also discussed and Cllr Riddle stated that this was on list to be done.

#### **428/12 Recreation**

##### **Playing Fields Committee (PFC) Reports and Updates**

A new industrial vinyl floor has been put down in the Pavilion.

##### **Oldbury on Severn CE School Report**

Nothing to report, the next meeting is in 2 weeks.

##### **Broadband and British Telecom (BT)**

Nothing to Report

##### **Diamond Jubilee Celebrations 2012**

The next meeting is on the 15<sup>th</sup> May and a program of events will be included in the 4 Ward magazine. Cllr Hales reported that Tytherington quarry were willing to provide another stone and that a plaque insert would cost similar to last time and be around £400. The cross roads at Shepperdine was offered as a possible location and if anyone has any ideas as to any other suitable locations please can you inform Cllr Hales. Cllr Hales also said that the Magnox and Fun Run donations covered the children's mugs and the event catering so would the Parish Council be willing to pay for the plaque.

It was proposed by Cllr Turner; seconded by Cllr Riddle and agreed by all that the Parish Council would pay for the plaque.

### Tree Planting at the Cricket Club

Cllr Turner stated that the spare oak trees have been planted on the Playing Field by the Cricket Club.

### **429/12 Parish Property**

#### Red Telephone Box Repairs

Mr Charles Clapham and Mr Eddie Clapham have taken on the task of renovating the red telephone box. The door has been removed and has been dismantled and stripped. The Parish Council will be given a bill to reimburse costs at the end of the renovation.

#### Asset Register – Insurance Update

The Clerk stated that the insurance cover had been increased to cover all the assets including the new tables & chairs. An invoice for £53.01 to cover the increase in cover has been received from Came and Company and needs to be paid.

It was proposed by Cllr Turner; seconded by Cllr Poole and agreed by all to approve the payment of this invoice. The cheque was written and duly signed.

#### Risk Management Review Document

The Risk Management Review document was circulated to Cllrs prior to the meeting. After a short discussion it was proposed by Cllr Turner; seconded by Cllr Hales and agreed by all to endorse the outcome of the review. The following actions were highlighted:

1. Ensure Parish Council can access Account Passwords, if necessary – Clerk to provide list of passwords to Chairman
2. Carry out a Parish Council Asset Inspection and Update Risk Assessment document – Clerk and Chairman to arrange a date to update current risk assessment document and inspect the assets.
3. Ensure Playing Fields Committee can access Account Passwords, if necessary – Clerk to liaise with Secretary of Playing Fields Committee.
4. Ensure Playing Fields Committee regularly back up electronic files – Clerk to liaise with Secretary of Playing Fields Committee.
5. Ensure all Playing Fields Assets have been inspected and update Risk Assessment document – Clerk and Chairman to include with No. 2 and then liaise with Secretary of Playing Fields Committee.

#### Land Registration & Ownership Documentation

Cllr Turner stated that he had been trying to establish more information regarding the old part of the playing fields. He has approached South Gloucestershire Council but they were unable to help. He has searched the Gloucestershire Archives online but will now contact them and possibly visit to review the Parish Council documents they hold. He will also contact the Land Registry again.

### **430/12 Highways**

#### Parking on Pavements

Cllrs are continuing to put leaflets on cars with some motorists taking note. Additional leaflets will be obtained from PC Roger Hopes.

#### Speeding on Chapel Road & Westmarsh Lane

This item will be covered as part of the Parish Plan Actions

#### Trees on Pickedmoor Lane

The report produced by Mr J Dicker was discussed. One quote for the work detailed in the report has already been obtained from Mr A England. Further quotes will be obtained for this work before a decision is made.

#### School Road Safety

Talks have been going on with the Church as they are also affected by the lack of parking in the area but the Parochial Church Council now need to become involved. It is hoped to get a group together to look at improving the parking and establish a plan for the way forward.

### **431/12 Footpaths/Bridleways**

Nothing to Report

### **432/12 Proposed Power Station & Other Power**

#### Horizon Consultative Group & Other Power Related Meetings

Nothing to Report

#### Wind Farm Developments

Cllr Turner gave a brief recap about another wind farm developer surveying the area between the Sailing Club and the Power Station. He also stated that the Wind Farm application at Ingst was progressing.

### **433/12 Parish Council Administration**

#### **Website & IT Development including PC Agenda and Minutes**

The website has been modified to include other community sites and continues to be populated.

#### **Memorial Hall Constitution and Trustee Responsibilities**

Cllr Turner has spoken with Mr Belbin and the Charity Commission is happy with the documents they already have so this will not be pursued further. This item will be removed from the agenda.

#### **Standing Orders Addendum - Planning Committee Terms of Reference**

Cllr Turner has made some amendments to the document which was circulated to Cllrs before the meeting. In light of the whole Parish Council wishing to be on the Planning Committee Cllr Turner will review the document again and circulate it to Cllrs for the next meeting.

### **434/12 Long Term Future of Parish**

#### **Affordable Housing**

This item will be covered as part of the Parish Plan Actions

#### **Revised Core Strategy & National Planning Policy Framework (DNPPF)**

Between June and July there are a number of meetings in Kingswood with the Planning Inspector to discuss the issues with the Revised Core Strategy. When the Parish Council responded to the Revised Core Strategy they asked to speak at the meeting and as such have been invited to 10 or 11 of the meetings. Cllrs Turner and Sullivan have identified which meetings are important and informed Kath Thorne they will be attending them. Cllr Turner raised the issue of fuel costs to these meeting and it was agreed the Chairman's expenses could be used.

#### **Oldbury Parish Plan**

The Parish Plan is almost ready to be published. Mr Dick Whittington (Rural & Community Projects Consultant at SWAN) advised getting professional help with this and has been consulting with South Gloucestershire Council.

#### **South Gloucestershire Big Spring Clean**

Nothing to Report

### **435/12 Correspondence**

Heritage Orchard Survey – Requesting volunteers to verify the orchards in the Parish – Cllr Poole will pass the information to Mr Allan Taylor to see if he would be interested.

### **436/12 Circulation**

There were no items to circulate.

### **437/12 Minor Matters or Items for Next Agenda**

Cllr Hales stated that she has been asked about an article that appeared in the Gazette on the 2<sup>nd</sup> February 2012 stating that a tourist railway project was going to be established between Sharpness and Oldbury on Severn and would be called the Berkeley Vale Railway or The Beaver Line. Cllr Hales read out the article about the community group Proactive Vision who are organising the project but no one at the meeting had heard anything about it.

Cllr Riddle stated that having spoken to the 2 home owners in Nupdown that are not in the Parish of Hill that he has put in a request for them to be moved into the Parish of Hill as part of South Gloucestershire Council Community Governance Review. Confirmation has been received that this request has been included in the review.

*This concluded the business of the meeting, which closed at 9.12 pm*

*Next Meeting: Tuesday 3<sup>rd</sup> July 2012.*

Signed by Chairman

3<sup>rd</sup> July 2012