

OLDBURY ON SEVERN PARISH COUNCIL

Minutes of Annual Parish Council Meeting held on Tuesday 6th May 2014 at 6.30 pm in the Memorial Hall, Oldbury

PRESENT

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

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

663/14 To Elect a Chairman & Receive Declaration of Acceptance of Office

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

664/14 Apologies for Absence

Apologies were accepted from Cllrs Baker & Cllr Hales.

665/14 To Elect a Vice Chairman

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

666/14 Declarations of Interest in Items on the Agenda

None

667/14 Public Forum

A parishioner raised their concerns regarding the drainage/flooding and traffic issues that will be generated as a result of the Park Farm development. Butt Lane could see up to 1000 additional cars as a result of the development and there have been no proposals or any additional infrastructure to tackle the problem. The parishioner also stated that the Power Station is also concerned. It was also stated that the Morton Way development has also started and this would also impact the Butt Lane / Gloucester Road junction. The parishioner wants to know what South Gloucestershire Council (SGC) is going to do about the issues regarding the increased traffic and that the road infrastructure should be in place before the housing is built.

Cllrs stated that they did include comments regarding the issues relating to traffic and flooding/drainage on their response to the original planning application and at that point the Morton Way development was not known about. Cllr Riddle stated that the comments relating to drainage/flooding did influence the later development proposals. It was agreed that the drainage and the traffic issues were separate concerns and would be dealt with individually. Cllr Riddle is arranging a further meeting with Mr Hale from SGC to discuss the flooding issues generally. It was also agreed to write to Mr S. Evans at SGC to raise the traffic concerns including the need for a proper junction and ask what they are planning to do to address the foreseen traffic situation. It was agreed to send Ms Ellis-King a copy of the letter.

668/14 Approval of Minutes

It was proposed by Cllr Sullivan; seconded by Cllr Riddle and **resolved** by all that the minutes of the Council Meeting on 4th March 2014 be signed as a correct record.

It was proposed by Cllr Sullivan; seconded by Cllr Riddle and **resolved** by all that the minutes of the Council Meeting on 14th March 2014 be signed as a correct record.

669/14 To Appoint/Confirmation Representatives to Committees

It was proposed by Cllr Sullivan; seconded by Cllr Riddle 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 – This group is closing so no one has been appointed.
- Playing Fields Committee – Cllrs A Knapp and M Turner

After some discussion relating to role the Planning Performance Agreement Shadow Review group will have in the future and whether it will duplicate some of the Site Stakeholder Group's role it was agreed to confirm this appointment at the next meeting. Also eventually a New Build Project Liaison Group will be created at Oldbury which could also overlap/replace the Planning Performance Agreement Shadow Review Group.

670/14 Planning

To Discuss Planning Applications & Appeals

None

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

PT14/1257/LB - The Coach House, Chapel Road - Replacement of 8no timber casement windows & 1no door.

PT14/1142/PNH - 1 Scots Cottage, Kington Lane, Thornbury, South Glos, BS35 1 NF - 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.

To Note Planning Appeal Notices

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

To Note Planning Decision Notices

NO OBJECTION - PT14/0637/NMA – Ship Inn, Camp Road - Non-material amendment to PT12/4059/F to change proposed render to Western Red Cedar to first floor extension of main building.

PERMIT - PT14/0260/OHLE - Oldbury Power Station, Power Station Road, Oldbury - Application for consent under Section 37 of the Electricity Act 1989 to modify existing downleads (incoming electrical circuit connections from the terminal pylons YXA038 & YXB039 to ground level) at the Oldbury 132kV substation.

REFUSAL – PT13/3482/F – School House, Mumbleys Lane – Erection of detached garage.

PERMIT - PT13/3101/F - Land West of Pound Mill Business Centre, Lower Morton, Thornbury - Change of use from paddocks and agricultural to the siting of 12 no. caravan pitches for showmen's permanent quarters with associated works. Creation of new vehicular access from Oldbury Lane.

PERMIT - PT13/2618/F - Pound House Farm Old Gloucester Road Thornbury - Erection of 1no. 77m maximum high wind turbine with associated works.

The Old Stores Site – Discussed

Cllr Riddle has spoken with Mr Cooke and he is looking into reissuing the Enforcement Notices. Mr Cooke has had no contact with the owner identified on the planning application. Cllr Riddle reported that the family is not united on how to proceed with the site and that they have changed legal representation.

Developments in Thornbury - Park Farm / Morton Way – Discussed

This item was discussed in the Public Forum.

671/14 Finance

- a) It was proposed by Cllr Turner; seconded by Cllr Poole and agreed by all to appoint Mr W Pearce as the internal auditor.
- b) It was proposed by Cllr Poole; seconded by Cllr Sullivan and agreed by all to approve the Parish Council Statement of Accounts 2013/2014 and the Parish Council & Playing Fields Committee Consolidated Statement of Accounts 2013/2014.
- c) It was proposed by Cllr Poole; seconded by Cllr Sullivan and agreed by all to approve the 2013/2014 Annual Return Accounts Statement (Section 1) and the Annual Governance Statement (Section 2).
- d) The completion of the PAYE End of Year Online Submission and the transfer to Real Time Information PAYE system were noted.
- e) To Discuss/Approve Funding Request from Citizens Advice Bureau
It was proposed by Cllr Turner; seconded by Cllr Sullivan and agreed by all to donate £50.00 to the Citizens Advice Bureau. The cheque was written and duly signed.
- f) To Approve payment of Extended Hours Website Contract & Discuss Formal Contract
The Formal Contract was circulated to Cllrs prior to the meeting. Cllr Sullivan when through some of the amendments made to the original contract provided by the Mr Farrell. The Clerk stated that Mr Farrell had been advised of the changes and had no issues. It was agreed by all to arrange a meeting with Mr Farrell and sign the contract. It was also agreed to approve the payment for the extended contract.
- g) It was proposed by Cllr Sullivan; seconded by Cllr Turner and agreed by all to approve the following invoices submitted for payment.

<i>D Bramley – Clerk Salary March via Standing Order</i>	£	209.89
<i>D Bramley – Clerk Salary April via Standing Order</i>	£	209.89
<i>D Bramley – Clerk Office (March & April) & Expenses</i>	£	20.00
<i>G Poole – Projector Lamp</i>	£	88.99
<i>PF Web Designs – Extended Hours Contract (10 Hours)</i>	£	100.00
<i>Falfield Parish Council – Society of Local Council Clerks Subscription - 50% Reimbursement</i>		58.00
<i>Total</i>	£	686.77

- h) The Budget Statement against Payment and Receipts for 2013/2014, circulated to Councillors was noted.

i) **New Homes Bonus**

The Memorial Hall has submitted an application that will be determined next week. It was agreed to remove this item from the agenda.

The Annual Council Meeting was suspended at 7:30 pm for the Annual Parish Meeting & reconvened at 7:45 pm

672/14 Flooding/Drainage

Flooding at Church Road/Church Hill

The Parish Council is waiting for the final proposal/scheme and will discuss it with Nigel Hale at the meeting being arranged. There was also a short discussion about the pipework under the field behind the Anchor and who has final responsibility for its maintenance as it forms part of the drainage system. Some work has already been completed including cutting out the tree roots. This will also be discussed with Nigel Hale when he meets the Parish Council.

673/14 Recreation

Playing Fields Committee (PFC) Reports

Cllr Turner reported that they should receive formal notification that the Biffa Award (£50K) is available as he has received notification that the 3rd Party funding have been received. There is a meeting next week to confirm the sourcing of work/equipment as they only have a total of £60K to spend.

Cllr Turner also stated that some Thornbury football groups are interested in using the small football pitch and the PFC is discussing their use with them.

Oldbury on Severn CE School Report

The Clerk read the following report from Cllr Hales:

“Oldbury on Severn school seems to be going from strength to strength at the moment. They now have 62 children. At the end of the last term there was a hiccup with the "after school club" but all seems now to be resolved. It was closed down; the teachers ran it for a week. Now it has started up again but with new ladies running it. It will all be discussed again at the next governors meeting on the 12th May. Unfortunately I have had to give my apologies as I am not in the country.”

Broadband and British Telecom (BT)

Cllr Riddle reported that a new ‘green box’ has been installed on the corner of Kington Lane and Mumbleys Lane. There is no further news as to when Fibre Optics will come to Oldbury on Severn but it will be completed by 2016. Cllr Riddle has also enquired about having a green box in the middle of the village however any new box would have to be a close to the existing one due to cabling issues.

Cllrs also commented on the limited broadband speed they were currently receiving.

674/14 Parish Property

Risk Assessment & Asset Inspection Document Review

Cllr Turner and the Clerk inspected the Assets in April and reviewed any associated Risk. The document was circulated to Cllrs prior to the meeting.

It was proposed by Cllr Poole; seconded by Cllr Riddle and agreed by all to approve the updated document.

The Outcome of the inspection and any actions are listed below:

PARISH COUNCIL
Shepperdine Bus Shelter – Complete the removal of the ivy now it is dead.
Village Cross The Pound – Repair loose paving slab and possibly replace missing slab.
Items to Monitor:
Pickedmoor Lane Trees - Monitor overhanging branches of tree nearest the Pickedmoor Lane/Kington Lane junction
Village Green - Monitor bollards for any rotting at base
PLAYING FIELDS COMMITTEE
Pavilion - Update sticker in the Electrical Cupboard to reflect last check date.
Pavilion - Have ceiling panel repaired and ensure that it is not damaged again.
Oil & Gas Storage - Cut back hedges/bushes to allow access to oil tank.
Oil & Gas Storage - Replace lock of gas storage cupboard.
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 in no longer needed in pavilion annexe.
Pavilion - Confirmation that regular users have Portable Appliance Testing.
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.

675/14 Highways

To Discuss the Streetcare Scene Services Contract Documentation

Extracts from the minutes regarding to the initial purchase of the Dog Bin were circulated to Councillors. Cllr Turner gave an overview of the situation, the change in rules regarding disposing of dog waste and the per annum cost for having it emptied weekly (£229.50) or fortnightly (£142.29). It was agreed by Cllrs that the Dog Bin was provided by the Parish Council to protect the village from dog waste litter and was a public amenity for all users of the Severn Way which includes out of area users and not just the local parishioners.

Parking on Pavements

The parking on the pavements was improving but is now starting again. Cllr Turner will contact PCSO Dimery about the situation and also request further 'Parking on Pavement' leaflets so that parishioners can place them on cars.

Speeding on Chapel Road, Church Hill & Westmarsh Lane

This item was discussed at the Annual Parish Meeting is still ongoing. The Speed Visor has returned to Chapel Road and will aid the new Speed Watch Group to identify when they need to monitor the traffic.

The '20' mph signs to be installed on the corner of Church Hill and Westmarsh Lane will be put out for consultation once the officer has confirmed the scheme. Currently the officers are completing last year's schemes and once an officer is assigned to the Oldbury on Severn scheme they will consult with the Parish.

School Road Safety

This item was discussed above.

676/14 Footpaths/Bridleways

Nothing to Report

677/14 Proposed Power Station & Other Power

Mr Lynden gave the following report: The Oldbury Site Stakeholder Group met with the Cavendish Fluor Partnership (CFP), the new Magnox and Research Sites Restoration Ltd Parent Body Organisation, in April. The NDA has now entered into a Transition Agreement with CFP. This marks the next step in finalising the procurement process that will culminate in the contract award and transfer of shares in September 2014. The decommissioning of the Oldbury on Severn site is continuing.

678/14 Parish Council Administration

Oldbury on Severn Website & IT Development

Cllr Sullivan reported that everything was progressing well with the website but there is still on issue regarding the Current Issues page to sort out.

Notice Board for Shepperdine

The Noticeboard has been finished and put up. The cheque for £550 to pay for the noticeboard was written and duly signed as it was proposed by Cllr Sullivan; seconded by Cllr Turner and agreed by all agreed along with the other payments.

Risk Management Review Document 2014

The revised Risk Management Review document was circulated to Cllrs prior to the meeting. It was proposed by Cllr Poole; seconded by Cllr Riddle and agreed by all to adopt the Updated Risk Management Review.

The Risk Management Review document actions as listed below:

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

Update to Financial Regulations 2014

The revised Financial Regulations were circulated to Cllrs prior to the meeting. It was proposed by Cllr Turner; seconded by Cllr Poole and agreed by all to adopt the Updated Financial Regulations with the amendments as highlighted.

679/14 Long Term Future of Parish

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

Cllr Turner reported that he had received a response from Pam Walton from the South Gloucestershire Council (SGC) Strategic Planning Policy and Specialist Advice Team regarding the Parish Council's response to the PSP DPD Call for Sites. The response stated:

“As part of the preparation of the Policies Sites and Places Plan the council will undertake a logical and transparent assessment of all options for development around Oldbury taking into account environmental considerations, national and local planning policy and other considerations. I confirm that we will consider your parish's development site suggestions in this assessment. The assessment will then be used to inform public consultation on options for future development at Oldbury to be considered as part of the Policies Sites and Places Plan.

Flood Zones

Taking into account government policy in the National Planning Policy Framework and guidance in the National Planning Policy Guidance we can confirm that for forward planning purposes, such as the preparation of the Policies Sites and Places Plan, the flood zone information in the South Gloucestershire Strategic Flood Risk Assessments Level 1 and Level 2 should be used. These documents have been prepared in conjunction with and approved by the Environment Agency. Further to recent consultation, the Environment Agency has also confirmed that the council's SFRA's should be used for plan preparation. The council will undertake the sequential test in accordance with government policy and guidance and will direct development to areas of lowest flood risk.

Challenge to the Flood Zones

I note your comments regarding the difference between the South Gloucestershire SFRA Level 1 and Level 2 and the EA flood maps (for planning purposes) where a “dry island” (Flood Zone 1) is shown for parts of Oldbury. As stated above the SFRA's have been approved by the EA and it would therefore be necessary for your parish to challenge the SFRA if you felt that this was incorrect.

Please note however that for the purposes of forward planning (plan preparation) we consider that it would be inappropriate to recommend development in a small location (a dry island) which is completely surrounded by areas of flood risk. You should also be aware that there are significant heritage constraints in the vicinity of the dry island that are likely to adversely impact on its suitability for new residential development.”

Cllr Turner has located a flowchart detailing how the Parish Council can challenge this response and will circulate it to Cllrs. Cllr Turner has responded to Pam Walton stating that the Parish Council wishes to challenge the SGC response to the sites submitted on the basis of flood risk classification .

Oldbury Parish Plan

Cllr Turner reported that the work being undertaken by the working groups as a result of the outcomes of the 2010 Parish Plan was on going, some work being more visible than others e.g. Community Shop.

Cllr Sullivan is concerned that although some groups e.g. Planning & Development and Environment feedback to the Parish Council some groups like the Roads, Transport & Signage do not and he is hearing comments contradictory to what has been agreed by the Parish Council. Cllr Turner will ask Peter Orford from the Roads, Transport & Signage working group to brief the Parish Council.

680/14 Correspondence (Italics – Also available via email)

South Gloucestershire Compact - Council Response: The Parish Council will make no further comment regarding this consultation.

681/14 Circulation (Italics – Also available via email)

Update on A Forgotten Landscape - Landscape Partnership Scheme, Advice South Gloucestershire Spring Newsletter, Environment Agency move to gov.uk Information Sheet, Came & Co - Spring Parish Matters, South Gloucestershire Over Fifties Forum Spring 2014, South Gloucestershire News Spring 2014& ALCA Local Council Matters Issue 1.

682/14 Minor Matters or Items for Next Agenda

Cllr Turner stated that Horizon would like to come back to the parish and undertake another team building day like in the previous year. Last time they came to the Parish they cleared a number of footpaths. Cllr Turner read out an

example list of tasks they could undertake and asked Cllrs if they had any other ideas. Cllr Turner suggested aiding with the clearance of the old play equipment and other Cllrs suggested they may wish to assist with the painting of the Shepperdine Church as it is celebrating 100 years another idea.

Cllr Turner reported that after discussions with Rob Wiltsher (SGC) he will be obtaining 2 'To Community Shop' signs. Cllr Turner also asked for Cllrs opinion on having a sign post at The Pound with signs point to areas & building in the parish. After some discussion Cllrs stated that the idea had been raised before but was rejected as it would spoil the public view and the overall setting.

The idea of developing a Parish Emergency Plan was raised especially as the area is classed as a high flood risk area. It was agreed to include this item on the next agenda.

The Clerk showed Cllrs the Power Cut Emergency Box from Western Power Distribution that had been received. It was agreed to pass the Power Cut box to the Community Shop. Cllr Sullivan asked to have the Western Power Distribution Event he attended included on the next agenda.

Cllr Riddle requested that the Parish Council looks into obtaining a Defibrillator. It was agreed to include this item on the next agenda.

This concluded the business of the meeting, which closed at 9.10 pm

Next Meeting: Tuesday 1st July 2014

Signed by Chairman

1st July 2014