

OLDBURY ON SEVERN PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Monday 18th May 2015 at 6.30 pm in the Chapel Schoolroom

PRESENT

Parish Councillors: Mr K Sullivan (Chairman), Mr M Riddle (7.25), Mr G Poole (Vice – Chairman), Mrs. M Baker, Mr Griffiths, Mr Cornock & Mr Clothier.

Clerk: Mrs D Bramley **Public:** Mr Barry Turner (Outgoing Chair), 5 Parishioners

788/15 TO RECEIVE DECLARATION OF ACCEPTANCE TO OFFICE

All councillors signed their Declaration of Acceptance of Office

789/15 TO ELECT A CHAIRMAN AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE

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

790/15 TO ELECT A VICE CHAIRMAN

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

791/15 APOLOGIES FOR ABSENCE

None

792/15 DECLARATIONS OF INTEREST & DISPENSATION REQUESTS IN ITEMS ON THE AGENDA

Cllrs submitted their applications for a dispensation relating to financial items on the agenda e.g. the setting of the budget and precept as they reside in the parish. The dispensations were granted for four years on the grounds of ‘that so many members of the decision-making body have discloseable pecuniary interests in a matter that it would “impede the transaction of the business”. In practice this means that the decision-making body would be inquorate as a result’

Cllr Sullivan submitted an application for a dispensation relating to the Old Stores item on the agenda. As the issues with the Old Stores site have been continuing for a significant number of year and Cllr Sullivan knows the sites history the dispensation was granted for four years on the grounds of ‘that the authority considers that the dispensation is in the interests of persons living in the authority’s area’

793/15 PUBLIC FORUM

A parishioner enquired if there had been any feedback regarding the Memorial Hall overspend and any liability for the Parish Council. Cllr Sullivan informed everyone that Mr Turner had discussed the issue with the Memorial Hall and circulated a report to Cllrs prior to the election which the new Cllrs have not seen yet. Cllr Sullivan gave a brief overview of the issues for new Cllrs and reiterated that all Cllrs are Trustees of the Memorial Hall and that the governing document does not distinguish between Custodian and Managing Trustees although today they would be viewed as Custodian Trustees. It was agreed to include this item on the agenda for the next meeting after new Cllrs have viewed the report. The minutes of the Memorial Hall meetings can be found on the website and further details can be found in the 10th February 2015 Annual General Meeting minutes. **Action: Clerk**

794/15 APPROVAL OF MINUTES

It was proposed by Cllr Poole; seconded by Cllr Sullivan and **resolved** by all that the minutes of the Council Meeting on 3rd March 2015 be signed as a correct record except for the following change:

Item 772.1/15 should read “*It was noted that several pipes had joins that reduced their diameters as they progress to the Rhine and that the flap system was installed to protect residents in Oldbury from flooding. However the installation of pipework was to stop Thornbury from flooding and not Oldbury on Severn.*

and not “It was noted that several pipes had joins that reduced their diameters as they progressed to the Rhine and the flap system was devised to stop Thornbury from flooding not Oldbury on Severn.”

It was proposed by Cllr Poole; seconded by Cllr Sullivan and **resolved** by all that the minutes of the Council Meeting on 15th April 2015 be signed as a correct record.

795/15 TO APPOINT/CONFIRM REPRESENTATIVES TO COMMITTEES

It was agreed by all to appoint the following representatives:

- Oldbury Power Station Site Stakeholder Group – Mr M. Lynden
- William Stephens Charity - Mr A Pearce and as Mr J. Belbin has stepped down so Mr Ian Bell has taken over as the Parish Council representative Mr J Belbin (2 year remain on the current period)
- Planning Performance Agreement Shadow Review Group – Mr Paul Feltham
- Playing Fields Committee – Cllrs Poole and Sullivan

Cllr Sullivan informed Cllrs of the Planning Application process and that it needs to be revised to ensure discussions about planning applications are not duplicated. It was agreed not to change the current processes at this time but be watchful not to repeat discussions.

Cllr Sullivan will contact Oldbury on Severn School to enquire if they would still like a representative from the Parish Council to attend the School Governor meetings even though it is no longer mandatory for the Parish Council to provide one.

Action: Cllr Sullivan

Cllr Sullivan also informed Cllrs that they are all Trustees of the Oldbury Memorial Hall and that they should attend all their meetings. Cllr Baker has agreed to represent the Parish Council at the Memorial Hall meetings and report back to the Parish Council.

Cllr Sullivan also stated that the Parish Plan groups have reached a critical point as the majority of the work that came out of the parish survey is nearing completion. It was agreed that each group needs a Parish Council representative, as follows:

- Planning and Development – Cllr Griffiths
- Environment and Flooding – Cllr Sullivan
- Communications – Cllr Sullivan
- Roads, Transport and Signage - Cllr Baker

796/15 PLANNING

796.1/15 To Discuss Planning Applications & Appeals

P0365/15/FUL - Severndale Farm Tidenham Chepstow NP16 7LL – Change of use of agricultural land to wind turbine and installation of a wind turbine to generate renewable energy, including grid connection and ancillary works.

This application is found on the Forest of Dean Council Website

Council Response: It was agreed by all for Mr Turner to draft a response that will be circulated to Cllrs before submission by the Clerk.

Action: Clerk

PT15/1565/RVC - Pound House Farm, - Removal of condition 27 & variation of condition 10 attached to planning permission PT13/2618/F to enable the installation of a hardcore access track. **Council Response:** None

PT15/1726/F - Churnmead Farm, Kington - Conversion of existing out-building to form annexe ancillary to main dwelling. **Council Response:** None

796.2/15 To Note Planning Applications (No Comments / Consultation Expired)

PT15/1610/F - Valley Farm, The Naite - Conversion of existing barn to form 1 dwelling with detached garage/store

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

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 - PT15/0564/PNGR – Kington Mead Farm, Kington - Prior notification of a change of use from Agricultural Buildings to 2 no. residential dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended)

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).

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

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

796.3/15 To Note Planning Decision Notices

WITHDRAWN - PT15/0349/F - Pound House Farm, Old Gloucester Road - Erection of 50m wind turbine with associated works including track & crane pad. (Amendment to previously approved scheme PT13/2618/F).

REFUSAL - PT15/0378/F - Dallas, Foss Lane - Change of use of existing stable block to 1 no dwelling with associated works installation of 1 no window to front elevation of stable block, (Resubmission of PT14/2193/F).

PERMIT - PT14/4483/F - Pool Farm, Oldbury Lane - Change of Use of a storage unit (Use Class B8) to mixed use fitness personal training gym /Cross fit gym and storage space (Use Class D2 and B8)

PERMIT - PT14/4486/F - Land At Mumbleys Lane - Erection of an agricultural steel barn for the storage of agricultural equipment, machinery & feedstuffs

PERMIT - PT14/4343/F - Alpha Cottage, Pickedmoor Lane - Erection of single storey front and rear extensions to form additional living accommodation.

PERMIT - PT14/4739/F - Holt Farm, Shepperdine Road - Conversion of existing barn and erection of a single storey link extension with associated works to form additional living accommodation for main dwelling.

PERMIT -PT14/4784/LB - Holt Farm, Shepperdine Road - 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.

PERMIT - PT14/5041/F - Great Leaze Farm, Oldbury Lane - Change of use from agricultural buildings to Business Use & Storage (Class B1 & B8) as defined in Town and Country (Use Classes) Order 1987 (as amended). (Retrospective).

PERMIT - PT14/2063/F - Parkmill Farm, Oldbury Lane - Erection of 2 pig rearing buildings & ancillary works

796.4/15 To Discuss/Receive Feedback Regarding The Old Stores Site

Cllr Sullivan gave a brief overview of the situation with the site to new Cllrs and that the Parish Council had requested that Steve Evans, Director of Environment and Community Services, attend a Parish Council meeting to give an explanation as to why no action has been taken regarding the Old Stores Site. The response from South Gloucestershire Council (SGC) to this request stated that they will get back to the Parish Council after the election. If nothing is heard by the July meeting the Parish Council will chase them.

796.5/15 To Discuss/Receive Feedback Regarding Developments In Thornbury

It was stated that the park farm site had been sold to Barrett's and development will no doubt start in the near future. A hedge has already been removed at the intended access point. The majority of the conditions relating to drainage have also been discharged. The Parish Council have had doubts about the validity of the site drainage calculations due to them being surpassed last year as a result of the heavy rain. As a result of this the Lower Severn Drainage Board (LSDB) had the plans and calculations validated by an external consultant who stated that they were sound. It was agreed to request a copy of this report from LSDB.

Action: Clerk

Cllr Clothier enquired if sewerage would be an issue. Cllr Riddle stated that Wessex Water was undertaking these works and that a new system would be installed along with capacity improvements to the treatment works.

The Annual Council Meeting was suspended at 7:35 pm for the Annual Parish Meeting & reconvened at 8.00 pm

797/15 FINANCE

797.1/15 To Appoint Mr W Pearce as the Internal Auditor

It was proposed by Cllr Poole; seconded by Cllr Riddle & agreed by all to appoint Mr W Pearce as the internal auditor.

797.2/15 To Approve Statement of Accounts for 2014/2015 - circulated with Agenda

It was proposed by Cllr Poole; seconded by Cllr Baker and agreed by all to approve the Parish Council Statement of Accounts 2014/15 and the Parish Council & Playing Fields Committee Consolidated Statement of Accounts 2014/15.

797.3/15 To Approve and Complete Annual Return 2014/2015 – Sections 1 & 2 - circulated with Agenda

It was proposed by Cllr Poole; seconded by Cllr Baker and agreed by all to approve the 2014/2015 Annual Return Accounts Statement (Section 1) and the Annual Governance Statement (Section 2).

797.4/15 To Note PAYE End of Year Online Submission has been completed

The completion of the PAYE End of Year Online Submission and the transfer to Real Time Information PAYE system were noted.

797.5/15 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.

797.6/15 To Note the following Receipts

The following receipts were noted:

<i>Precept and Local Tax Grant Scheme (50%)</i>	£	6223.00
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797.7/15 To Approve / Note the following payments

It was proposed by Cllr Poole; seconded by Cllr Baker and agreed by all to approve the following invoices submitted for payment along the regular payments schedule presented for the Clerks monthly salary & South Gloucestershire Council quarterly dog bin emptying service.

<i>D Bramley – Clerk Salary Apr via Standing Order</i>	£	214.50
<i>D Bramley – Clerk Office (Mar & Apr) & Expenses</i>	£	23.72
<i>D Bramley – Pension Briefing (Course & Mileage)</i>	£	38.90
<i>Falfield Parish Council – Society of Local Council Clerks Subscription - 50% Reimbursement</i>	£	59.00
<i>Total</i>	£	336.12

797.8/15 To Discuss/Approve Updating the Bank Signatories

As a result of a change in Cllrs due the recent election the bank signatories need to be updated.

It was **RESOLVED** and unanimously agreed that Cllrs Clothier, Griffiths & Cornock be included as signatories on the NatWest account and that past Cllrs Turner, Hales and Knapp be removed. Each cheque still requires any two signatures. The Clerk distributed the mandate form for Cllrs & the Chair to sign along with an Additional Party Form for new signatories to complete and return to the NatWest bank. The Clerk will return the Mandate form to the NatWest bank.

Action: Cllrs Griffiths, Clothier, Cornock & the Clerk

It was **RESOLVED** and unanimously agreed that Cllrs Sullivan, Poole and the Clerk/RFO be signatories on the National Savings and Investment account. Each withdrawal requires any two signatures. The Clerk distributed the Change of Signatory form for Cllrs to sign and will return it to NS & I.

Action: Clerk

797.9/15 To Discuss/Receive Feedback regarding the Parish Council Pension Requirements

The Clerk will update the Pension Regulator Nominate Person to the newly elected Chairman Cllr Sullivan and begin the process of setting up a National Employment Savings Trust (NEST) pension scheme.

Action: Clerk

798/15 FLOODING/DRAINAGE/RIVER

798.1/15 To Discuss/ Receive feedback regarding Church Hill/Church Road

Cllr Sullivan gave a brief history of the situation in this area for new Cllrs. There are several different options available to resolve this issue however no decision has been made yet. Cllr Riddle has put together all the information for Mr Simon Spedding, the new South Gloucestershire Officer overseeing this issue as Mr Nigel Hale has retired.

799/15 RECREATION

799.1/15 Playing Fields Committee (PFC) Report

Mr. Turner stated that the Playing Fields Committee is looking at how to further segregate cars and people. Options are being put together along with costings for a presentation to the Playing Fields Committee. It should be noted that additional funds may be required from the Parish Council to cover part of the cost.

800/15 PARISH PROPERTY

800.1/15 Risk Assessment & Asset Inspection Document Review Actions

Progress on any of the actions was reported as below.

PARISH COUNCIL	
Pickedmoor Lane Trees - Monitor overhanging branches of trees at the Pickedmoor Lane/Kington Lane junction	It was stated that a tree branch had come down but had been removed by James Druett (LSIDB). The Parish Council will write & thank them for doing such a quick and efficient job. It is expected that Mr James Druett (LSIDB) will look at the trees later in the year and report back to the Parish Council. Action: Clerk
PLAYING FIELDS COMMITTEE	
Pavilion - Update sticker in the Electrical Cupboard to reflect last check date.	
Oil & Gas Storage - Replace lock of gas storage cupboard.	Lock has been purchased
Green Metal Shed - The tables/chairs stored are redundant & could be disposed of.	
Green Metal Shed - Clear rubbish around the shed.	
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.	Busy Bees & Oldbury Decker’s trying to arrange
All inspections of the Playing Fields & Pavilion are being completed regularly & recorded.	The PFC committee have been given a simplified Checklist

It was agreed that Cllr Sullivan & the Clerk will complete the next review.

Action: Cllr Sullivan/Clerk

800.2/15 To Discuss Obtaining a Defibrillator in the Parish

Mr Rudrum, who organises the Kington Cider Festival for a different charity every year, has chosen the British Heart Foundation this year and as part of that has offered to purchase a defibrillator for the parish. Cllr Poole is consulting with Mr Rudrum and will feedback once he has more information. Maintenance costs will be in the region of £200 per annum.

800.3/15 To Discuss the Shepperdine Red Telephone Box

It was agreed by all that Cllr Riddle should have the Telephone Box removed by British Telecom. **Action: Cllr Riddle**

800.4/15 To Discuss Maintenance of the Horsepool

It was agreed to ask James Druett (LSIDB) to clear the Horsepool later in the year, possibly when he is looking at the Pickedmoor Lane trees.

801/15 HIGHWAYS

None

802/15 FOOTPATHS/BRIDLEWAYS

Cllr Sullivan informed Cllrs that Mr Taylor would remain as Footpath Warden until he has found a suitable replacement.

803/15 PROPOSED POWER STATION & OTHER POWER

803.1/15 Oldbury Power Station Site Stakeholder Group

Mr Lynden circulated the Oldbury Site Stakeholders Group Summary of Key Points to Cllrs. Cllrs were informed that the Silt Lagoon 3 & the reservoir, which are outside the nuclear site, are no longer used and that a wildlife group has shown an interest in taking over maintenance of the area to turn it into a wildlife reserve.

All Cllrs were interested in the offer made by Mr Lynden to tour of the Oldbury site. **Action: Cllr Sullivan / Clerk**

804/15 PARISH COUNCIL ADMINISTRATION

804.1/15 To Discuss / Receive Feedback regarding Oldbury on Severn Website & IT Development

Cllr Sullivan informed Cllrs that the website was in the process of being upgrade to take account of the increased volume of information that is now being published. The Clerk informed everyone that further information will be included on the website to comply with the new Transparency Code as explained in Item 804.6/15

804.2/15 To Discuss the Cricket Club Lease & Problems on the Playing Fields including Security

There have been a number of instances of substance & alcohol abuse at the Playing Field with inappropriate items being left there. Mr Turner has informed the local PCSO and the Stronger Safer Community Group. Cllr Poole & Mr Turner will talk to the Police about the issue at their next Beat Surgery on the 20th May 2015 and report back at the next meeting.

Action: Cllr Poole / Mr Turner

804.3/15 To Discuss/ Receive Feedback regarding developing a Parish Emergency Plan

Nothing to report

804.4/15 To Approve Updated Risk Management Review Document 2015 - circulated with Agenda

The revised Risk Management Review document was circulated to Cllrs prior to the meeting.

It was proposed by Cllr Baker; seconded by Cllr Griffiths and agreed by all to adopt the Updated Risk Management Review. The Risk Management Review document actions as listed below:

1. Complete Asset Inspection and Risk Assessment.
2. Complete Setting up Pension Requirements & other associated requirements by Staging Date

804.5/15 To Discuss Update to Asset Register & Associated Insurance Requirements

The Clerk stated that when the updated Asset Register was circulated to the Playing Fields committee that two additional items were proposed. The Old Swings which were originally included as part of the wooden play equipment and the oil tank plus oil. It was stated that the oil tank holds 1000 litres.

Having spoken to the insurance company the oil tank can be included however the Clerk was asked to find about insuring against misuse of the oil.

Action: Clerk

804.6/15 To Receive Feedback regarding Document to Comply with the New Transparency Code

The new Transparency Code came in on 1st April 2015 for Parish Councils with a turnover not exceeding £25,000. The Parish Council normally falls within this bracket although last year they received a large grant that took them into the next bracket. To comply with the code the Parish Council must publicise the minutes, agenda, particular financial information, building & land information and councillor responsibilities within specified time scales on a website.

The Parish Council Minutes & Agendas are already published on the website within the required times scales but the change also affects the Playing Fields Committee. The other information required to be published will be compiled in an Annual Report for publication on the website.

It was agreed to publish the Draft Annual Report for 2014/2015 shown to Cllrs.

Action: Clerk

805/15 LONG TERM FUTURE OF PARISH

805.1/15 To To Discuss/ Receive Feedback regarding Planning Strategies & Policies

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

The Policies, Site and Places Development Plan is due to be circulated for further consultation along with the nominated Local Green Spaces (LGS) at the end of May/June. It was agreed that Cllr Sullivan and Mr Turner respond to this consultation with the same view point as previous consultations.

Cllr Riddle expects the Joint Strategic Planning Strategy to be circulated for consultation within the next few months.

805.2/15 To Receive Feedback regarding the Oldbury Parish Plan

The next Oldbury Parish Plan Steering Group meeting is next week and the outcome of the meeting will be reported at the meeting in July. It was stated that the Parish Plan Steering Group may need other items to focus on as current areas are winding down but any new items should include Parish Council representatives.

805.3/15 To Discuss Security / Crime Reduction

Mr Turner met with a representative from Cannon Security on the 9th March 2015 to discuss the options available for the parish regarding CCTV. With 3 points of entry to the area the costs would be in the region of £28, 000. Mr Turner will forward his report to Cllrs.

806/15 Correspondence (Italics – Also available via email)

Consultation: Single Equality Plan 2015-19 Expiry 9th June 2015 **Council Response: None**

Consultation – To Agreed way forward for the upcoming Policies, Sites & Places Consultation for the Proposed Submission version of the Policies, Sites and Places Plan (PSP Plan) and the nominated Local Green Spaces (LGS) in your area for inclusion in the PSP Plan **Council Response: Refer to Item 805.1/15**

807/15 Circulation (Italics – Also available via email)

Came & Company Newsletter - Council Matters, the Introduction of Community Infrastructure Levy in South Gloucestershire & Affordable Rural Housing: a Practical Guide for Parish Councils

808/15 Minor Matters or Items for Next Agenda

The Clerk distributed copies of the Standing Orders, Financial Regulation, Planning Meeting Terms & Conditions and Chairmanship documents along with recommendation for updates. These documents will be approved/discussed at the next.

A Cllr was asked why only part of the grass in Westmarsh Lane was being cut. Cllrs stated that it was agreed last year that the Parish Council would not pay South Gloucestershire Council to have the grass cut in the parish and parishioners should cut the grass outside their own residences. The grass being cut was the responsibility of Merlin to cut and not SGC.

This concluded the business of the meeting, which closed at 9.15 pm

Next Meeting: Tuesday 7th July 2015 at 7.30 pm

Signed by Chairman

7th July 2015