



## **OLDBURY ON SEVERN PARISH COUNCIL**

Minutes of the Parish Council Meeting  
held on Tuesday 3<sup>rd</sup> November 2015 at 7.30 pm in the Memorial Hall

**PRESENT** Mr K Sullivan (Chair), Mr G Poole (Vice-Chair), Mr D Griffiths, Mr M Riddle,  
Mrs M Baker and Mr M Clothier.

### **844/15 INTRODUCTION OF NEW CLERK**

Cllr Sullivan introduced Eirian Vaughan Lewis to all members.

### **845/15 APOLIGIES FOR ABSENCE**

Mr J Cornock

### **846/15 DECLARATION OF INTEREST & DISPENSATION REQUESTS IN ITEMS ON THE AGENDA**

Cllr Riddle declared an interest on item 15.1.1 on the Agenda and will not take part in the discussion.

### **847/15 PUBLIC FORUM**

#### **847.1/15 Parking Issues**

A Parishioner raised concerns over issues with parking spaces at the new houses on the land of the old Ship pub. Cllr Sullivan asked the Parishioner to write his concerns down and send in to the Parish clerk

#### **847.2/15 Uneven pavement at Westend Lane**

A Parishioner reported that a member of the Parish had fallen over and fractured her leg due to the uneven pavement at Westend Ine. The Parishioner has reported this issue to South Gloucestershire Council.

#### **847.3/15 Trustee for the Charity of William Stephens**

A Parishioner provided a briefing on the role of the trust, further information noted on the agenda at 850.8/15.

### **848/15 APPROVAL OF MINUTES**

It was proposed by Cllr Poole; seconded by Cllr Baker and resolved by all that the minutes of the Council Meeting on 1<sup>st</sup> September be signed as a correct record.

## **849/15 PLANNING**

### **849.1/15 To Discuss Planning Applications and Appeals**

**Reconsultation – PT15/2917/0 – Land at Post Farm, Thornbury** – Residential development of up to 125no.dwellings on 6.6 hectares with public open space and associated infrastructure. Outline application including access with all other matters reserved.

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

*Oldbury-On-Severn Parish Council continue to **object** to this application.*

*Council believes that despite the revisions submitted by the applicant the objections previously submitted by this council are still valid.*

*The methodology in the Flood Risk Assessment still does not address concerns held by this council in respect of fluvial flooding in the area of the junction of Butt Lane with Oldbury lane and lower downstream in Oldbury village. The applicants idea of disposing of surface water from the entire site into a supposed existing ditch via catchment ponds which may already be full is believed untenable. The risk of flooding to dwellings in the area of that ditch could be greatly exacerbated.*

*The revised data in relation to vehicle movements and road infrastructure in But Lane is worse than the original submission. The suggestion that a bus top and shelter be sited near the proposed Post Farm development access road would create severe hazards to both pedestrians and vehicular traffic in respect of poor visibility from both directions of travel. Any proposed bus stopping point and shelter should be on the Post Farm site away from what will shortly become a very busy road, with four junction points on it already and away from a potentially dangerous bend.*

<b>ACTION</b> Clerk
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### **849.2/15 To note Planning Applications (No Comments/Consultation Expried)**

**PT15/4283/LB** – Willow Farm House, Kington Lane – Internal and external repairs and alterations to form additional living accommodation.

**PT15/4093/F** – The Cobbles, Oldbury Naite – Erection of glazed link between existing residential unit and ancillary building. (Amendment to previously approved scheme PT13/3938/F)

**PT15/4159/CLE** – Pool Farm, Oldbury Lane – Application for Certificate of Lawfulness for the existing use of building for (Class B2) for business premises, workshop and storage of materials

**PT15/3997/F** – Apple Mill Barn, West End Lane – Erection of first floor side and single storey rear extension to form additional living accommodation.

**PT15/3449/F** – Rook Cottages, Hall Lane – Erection of a detached double garage

**WITHDRAWN – PT15/3686/PNGR** – Barn At Shepperdine Road, Lowgoods Farm, Shepperdine – Prior notification of a change of use from agricultural building to 2 no. residential dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) to include operational development.

**849.3/15 To Note Planning Decision Notices**

**REFUSAL – PT15/2935/PNGR** – Barn At Kington Road – Prior notification of a change of use from agricultural building to 1 no. residential dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).

**PERMIT – 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.

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

**PERMIT – 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. Application found on the Forest of Dean Council Website.

**849.4/15 To Discuss/Receive Feedback Regarding the Old Stores Site**

Cllr Sullivan reported that a meeting had taken place on 2<sup>nd</sup> October 2015 at 1.30pm with Steve Evans, Director of Environment and Community Services. Cllr Riddle asked if Robert Welsh had been contacted regarding environmental issues at the site? **Action: Cllr Riddle will chase him up.**

<b>ACTION</b> Cllr Riddle
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**849.5/15 To Discuss/Receive Feedback Regarding Developments in Thornbury**

No discussion or feedback received at this meeting on the Development in Thornbury.

**850/15 FINANCE**

**850.1/15 To Note the following Receipts**

The following receipts were noted.

<i>Precept and Local Tax Grant Scheme</i>	£6223.00
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**850.2/15 To Note Playing Field Committee 2016/17 Budget & Approve Subsidy**

The Draft Playing Field Budget Statement 2016/2017, circulated to Councillors was noted. It was proposed by Cllr Riddle; seconded by Cllr Griffiths and agreed by all to approve the playing fields subsidy payment.

**850.3/15 To Discuss 2016/2017 Draft Budget & Set the Precept**

The Draft Budget Statement 2016/2017, circulated to Councillors was discussed. It was

proposed by Cllr Riddle; seconded by Cllr Griffiths and agreed by all to approve the budget and set the precept at £12,000.

#### **850.4/15 To Note the 2015/2016 Budget & Payments/Receipts Statement**

The Budget Statement against Payment and Receipts for 2015/2016, circulated to Councillors was noted and signed.

#### **850.5/15 To Approve / Note the following payments**

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

The Parish Council Election Cost Invoice has not been received yet but will need to be paid when received.

<i>ALCA Subscription (written prior to the meeting)</i>	£	80.59
<i>D Bramley – Clerk Salary September via Standing Order</i>	£	214.50
<i>SLCC Enterprises Ltd – Job Finder Advertisement (prior to meeting)</i>	£	108.00
<i>D Bramley – Clerk Salary October via Standing Order</i>	£	214.50
<i>D Bramley – Clerk Office (Sep/Oct) &amp; Expenses</i>	£	26.78
<i>Mr K Sullivan – Gazette Job Advertisement</i>	£	108.00
<i>Oldbury on Severn Memorial Hall – rental</i>	£	115.00
<i>Playing Fields Committee Subsidy</i>	£	1500.00
<i>Mr K Sullivan – Expenses Reimbursement (Mileage, Parking, Gift)</i>	£	44.85
<i>South Gloucestershire Council – Contested Election cost May 2015</i>	£	TBC
<b>Total</b>	£	2412.22

#### **850.6/15 To Discuss/Receive Feedback regarding the Memorial Hall Financial Position**

Cllr Sullivan reported on the meeting held on the 15<sup>th</sup> September 2015. All Councillors that attended now understand how the situation on an overspent came about. The issues have been resolved for the future, a budget will be set and Trustees should be involved in all decisions.

#### **850.7/15 To Discuss/Receive Feedback regarding the Parish Council Pension Requirements**

The previous Clerk has completed all the required Pensions documentation e.g. draft employee letters and the Pension regulator Declaration of Compliance document as far as possible.

The nominated contact details need to be updated with the new Clerk details via the Pension Regulator website. The new clerk will not be interested in receiving a pension from the Parish Council Pension. **Action: Clerk to notify the Pension regulator accordingly.**

**ACTION**  
Clerk

### **850.8/15 To Receive Feedback regarding the William Stephen Charity**

Mr Bell current Trustee for the Williams Stephen Charity discussed the current situation with Councillors at the Public Forum.

At the last Trustee's meeting it was proposed that the Charity be passed over to be administered within a "pot" of Trustees in Thornbury. Cllr Riddle proposed; Cllr Baker seconded that we carry on as we are to agree to leave the charity in a status quo position. Mr Bell will advise the Charity Trustees accordingly.

### **850.9/15 To Discuss Councillor Expenses Procedure**

Cllr Sullivan circulated a paper about Cllr expenses, this paper was discussed. All Councillors were in favour of the procedure. **Action: Clerk to draft an expenses form.**

**ACTION**  
Clerk

### **850.10/15 To Discuss Donation to Chapel for use of the School Room .**

The Parish Council uses the Chapel Schoolroom for special meetings and have not made any donation since November 2009. Since then the Parish Council has used the Schoolroom 12 times. It was proposed by Cllr Sullivan; seconded by Cllr Baker and agreed by all to make a donation of £180.00. **Action: Clerk to raise cheque and get it duly signed.**

**ACTION**  
Clerk

## **851/15 FLOODING/DRAINAGE/RIVER**

### **851.1/15 To Discuss/ Receive Feedback regarding Church Hill/Church Road**

Cllrs Sullivan and Riddle will arrange a meeting with Mark Perry (SGC Engineering Manager, Streetcare & Transport) and Stella Davies (SGC Drainage Manager) to discuss this situation. The proposed date of the meeting is Monday 23 November 2015.

### **851.2/15 To Discuss/Receive Feedback regarding the Pipes and Flaps Paper**

Cllr Sullivan stated that as the Parish Council intends to visit the Lower Severn Internal Drainage Board (LSIDB) to see what they do and how they work. The issues with the pipes and flaps can to be discussed at the same time. Meeting will be held on Thursday 19 November 2015 at 14.30pm. Cllrs Sullivan, Griffiths and Clothier attending.

## **852/15 RECREATION**

### **852.1/15 Playing Fields Committee (PFC) Report**

Cllr Sullivan reported that three Councilors attended the last Playing Fields Committee meeting. The grass cutting problem was discussed and is ongoing.

### **852.2/15 To Discuss the Cricket Club Lease & Problems on the Playing Fields including Security**

Cllr Sullivan discussed possible improvements to the Cricket Club lease; Cllrs agreed that there would be no change to the lease at this time, until other matters were sorted out.

## **853/15 PARISH PROPERTY**

### **853.1/15 To Discuss/Approve Risk Assessment & Asset Inspections Document and Actions**

Cllr Sullivan to discuss at future meeting.

### **853.2/15 To Discuss Obtaining a Defibrillator in the Parish**

Cllr Poole reported that the application for obtaining a defibrillator is progressing.

### **853.3/15 To Discuss the Shepperdine Red Telephone Box**

It was stated that the Shepperdine Phone Box electricity supply still needs to be disconnected then the telephone box will be removed. Cllr Riddle reported that this work is expected to take place at the end of November.

### **853.4/15 To Discuss Maintenance of the Horsepool**

Following last month's meeting Cllr Sullivan has found a suitable place to put the soil.

## **854/15 HIGHWAYS**

### **854.1/15 To Discuss/Receive Feedback regarding Spelling Corrections to Altered Parish Signs**

Cllr Riddle has logged this issue with South Gloucestershire Council. **Action: Cllr Riddle will chase the issues up with South Gloucestershire Council.**

**ACTION**  
Cllr Riddle

### **854.2/15 To Discuss/Receive Feedback regarding the Blocked Gully at The Pill**

**Action: Cllr Riddle will chase the issue up with South Gloucestershire Council.**

**ACTION**  
Cllr Riddle

## **855/15 FOOTPATHS/BRIDLEWAYS**

Nothing to report.

## **856/15 POWER STATION**

### **856.1/15 To Receive Feedback regarding the Oldbury Site Stakeholder Group (SSG)**

Cllr Sullivan attended the joint Berkeley/Oldbury sites meeting on 28 October 2015. Cllr Sullivan reported that all the fuel has now been removed from both reactors. There were interesting presentations made on the CEFAS Habitat results and Direct Rail Services on flask movements. The next Oldbury meeting will be held on January 27 2016 and the next joint Berkeley/Oldbury meeting will be held on 26 October 2016.

### **856.2/15 To Discuss/Receive Feedback regarding the New Nuclear Build - Cllr Sullivan**

The response from Mr Smith regarding the demolition of the Windbound was circulated to Cllrs. Residents of Shepperdine recently had a meeting with Horizon. **Action: Cllr Sullivan will chase up Mr Smith from Horizon regarding arranging a meeting with Oldbury Parish Council.**

**ACTION**  
Cllr Sullivan

**856.3/15 To Receive Feedback regarding the National Geological Screening Guidance - Cllr Sullivan**

Cllr Sullivan circulated booklet and gave feedback from the meeting. Cllr Sullivan has drafted a response from Oldbury Parish Council. Response was approved by the Parish Council Proposed Cllr Baker; seconded Cllr Poole. **Action: Cllr Sullivan to send the approved response.**

**ACTION**  
Cllr Sullivan

**857/15 PARISH COUNCIL ADMINISTRATION**

**857.1/15 To Discuss / Receive Feedback regarding Parish Communication e.g. Website**

No items to report.

**857.2/15 To Discuss/Receive Feedback regarding Format of Agenda & Other Papers Paper**

Cllr Sullivan and Parish Clerk to discuss improvements on Communication of the Agenda and Other Papers.

**857.3/15 To Note Appoint New Parish Clerk / RFO & Approve Associated Paperwork e.g. Banking**

It was proposed by Cllr Sullivan; seconded by Cllr Poole and agreed by all to appoint Eirian Vaughan Lewis as new Parish Clerk and Responsible Financial Officer with effect from 1<sup>st</sup> November 2015.

Dawn Bramley has agreed to support the new Clerk, as required.

It was **RESOLVED** and unanimously agreed by all to update the signatories on the Nat West accounts to include the new Clerk (Mrs E Vaughan Lewis) and remove the previous Clerk and update the Correspondence address. Each cheque still requires any two signatures. The Clerk distributed the mandate form for two Cllrs to sign and will complete an Additional Party Form and return it to the NatWest bank along with the Mandate Form.

The Standing Order for the Clerks wages needs to be set up for the new Clerk and returned to NatWest bank along with a request to stop the current wages Standing Order. Both documents were signed by two Cllrs and will be returned to the NatWest bank by the Clerk.

The Clerk will obtain the forms to update the National Savings and Investments account signatories to Cllr Sullivan, Cllr Poole and the Clerk/RFO, Mrs E Vaughan Lewis and remove the old Clerk. **Action: Clerk to do all of the above.**

**ACTION**  
Clerk

**857.4/15 To Note Dates for Parish Council Meetings in 2016**

The Clerk circulated the dates of the meeting for 2016 to Cllrs. The dates are: 5<sup>th</sup> Jan, 1<sup>st</sup> Mar, 3<sup>rd</sup> May, 5<sup>th</sup> Jul, 6<sup>th</sup> Sep & 1<sup>st</sup> Nov 2016. The dates including time will be booked with the Memorial Hall, listed in the 4Ward and on the website. **Action: Clerk**

**ACTION**  
Clerk

**857.5/15 To Discuss South Glos. Council Consultation Timescales for Parish Councils**

**Action: Cllr Sullivan will contact South Gloucestershire Council to discuss further.**

**ACTION**  
Cllr Sullivan

## **858/15 LONG TERM FUTURE OF THE PARISH**

### **858.1/15 To Discuss/ Receive Feedback regarding Planning Strategies & Policies**

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

### **858.1.1/15 To Discuss/Received Feedback regarding the Policies, Sites and Places DPD**

Cllr Sullivan discussed difference between Policies, Site and Places DPD and the Joint Strategic Plan (JSP). This issue to be readdressed at a later date.

### **858.1.2/15 To Discuss/Receive Feedback regarding the Strategic Flood Risk Assessment (SFRA2)**

Cllr Sullivan discussed arrangements for the meeting to be held on the 6<sup>th</sup> November at 09.30am. Cllrs Sullivan, Griffiths and Mr Turner attending. All Cllrs discussed the Parish Council's objective for the meeting.

### **858.2/15 To Discuss/Receive Feedback regarding Affordable Housing**

Cllr Sullivan discussed the need to receive SFRA2 to enable the parish to have affordable housing.

### **858.3/15 To Receive Feedback regarding the Oldbury Parish Plan**

Mr Turner reported that there had been a disappointing response to the questionnaire sent out recently.

## **859/15 CORRESPONDENCE (*Italics – Also available via email*)**

Community against Severndale Wind Turbine Letter – No Comment

*Consultation: Timing of Community Infrastructure Levy Receipts Allocation to Parish & Town Councils – Expiry 30th Nov 2015 – No Comment*

*Consultation: Review of Modern Records Service - Expiry 30th Nov 2015 – Cllr Sullivan to seek further information and send response to Clerk* **Action: Clerk to send response.**

**ACTION**  
Clerk

*Consultation: Proposals to Revise Housing Related Support in South Glos. - Expiry 16th Nov 2015 – No Comment*

*Consultation: Street Trading Policy 2015-18 – Expiry: 16th Dec 2015 – No Comment*

*Consultation: Review of Community Safety & Anti-social Behaviour Team 2015 - Expiry 24th Dec 2015 - No Comment*

Thornbury Carnival CIC – Community Endeavour Letter – **Action: Clerk to send regret letter**

**ACTION**  
Clerk

### ***For Information Only***

*Consultation: Proposed changes to South Glos. Council's Local Planning Application Requirements 201*



**860/15 CIRCULATION**

South Gloucestershire News Autumn 2015, Sort It Centre Change & For the Record Information Pack. Circulation file taken by Cllr Baker.

**861/15 MINOR MATTERS OR ITEMS FOR NEXT AGENDA**

None discussed.

*This concluded the business of the meeting, which closed at 9.40 pm*

**Next Meeting: Tuesday 3<sup>rd</sup> November 2015 at 7.30 pm**

Signed by Chairman:

5<sup>th</sup> January 2016