



**OLDBURY ON SEVERN PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held on Tuesday 04 July 2017 at 7.30 pm in the Memorial Hall**

**PRESENT** Cllr Keith Sullivan (Chair), Cllr Dylan Griffiths (Vice Chair), Cllr Matthew Clothier, Cllr John Cornock, Cllr Ian Bell

**Clerk:** Emma Pattullo **Parishioners:** Mr Malcolm Lynden (NNB committee), 1 other parishioner and Mr Peter Tyzack (consultant) were present.

**1. Apologies for absence**

Apologies were received from Cllr Matthew Riddle, Cllr Glynn Poole & Mr Barry Turner (NDP committee).

**2. To receive agenda declarations of interest and dispensation requests**

None

**3. Approve minutes of the last council meeting & special planning meeting held on 30th May 2017**

It was proposed by Cllr Clothier, seconded by Cllr Bell and resolved by all that the minutes of the meeting on the 2<sup>nd</sup> May 2017 be signed as a correct record.

Discussion was held regarding item 4.2 of the minutes of the special planning meeting held on 30<sup>th</sup> May. A complaint has been received from a parishioner who believes that the PC did not adequately discuss the height of the proposed building. Councillors agreed that this issue was discussed at the meeting and that the minutes as drafted were an accurate representation of such discussion. It was therefore proposed by Cllr Clothier, seconded by Cllr Bell and resolved by all that the minutes of the special planning meeting held on the 30<sup>th</sup> May 2017 be signed as a correct record.

The clerk will respond to the parishioner accordingly.

**Action: Clerk to send response**

**4. Public Forum**

**4.1 Hope Farm**

Land at Hope Farm has been agreed for sale subject to planning permission being obtained. The latest plans were presented to councillors. The plans include a mix of 2,3 and 4 bed properties; some will be outside the settlement boundary. A portion of the land has been offered as a community orchard. There would be a covenant to prevent building in the area adjacent to Yew Tree Farm.

Councillors commented that this version includes more dwellings and therefore would mean more traffic; it would also change the nature of the approach to the village. The parish plan stated a need for 10-15 houses across the village over a 5 year period; this development would be more than that in one go.

Councillors agreed to study the plans in more detail outside the meeting and respond to the parishioner.

**Action: GP to draft a response & circulate for comment**

**5. Chair's report**

The Chairman gave a report on the meetings that he had attended, as follows:

- Meeting with Peter Farrell various 08.05.17

- Meeting with Barry re ONDP and SFRA2 09.05.17
- Meeting with Emma re Clerk's duties 09.05.17
- Comms Group 15.05.17
- Telecon re SFRA2 Barry's house 16.05.17
- ONDP Hall 16.05.17
- Met with Chris Lyndon and visited Church Hill 17.05.17
- Met with Nic Blanchard and others at Church Hill 17.05.17
- Brief meeting with Eirian re audit 18.05.17
- Special OPC meeting re planning 30.05.17
- Comms meeting Greenwood House 31.05.17
- Hall Management Meeting 31.05.17
- Meeting with Glynn re Planning
- NNB meeting 06.06.17
- Meeting with Barry re NDP and Planning/Flooding 07.06.17
- ONDP Hall 13.06.17
- Met with Karen Porter re fire requirements at Hall 19.06.17
- Training re projector Hall 20.05.17
- Flooding & Planning Committee Hall 20.06.17
- Comms Group, Allan Taylor's House 21.06.17
- Met with John Sears re Fire Protection at Hall 25.06.17
- Met with Emma re allsorts 28.06.17
- Met with Matthew R to Pool Farm and Camp Road 30.06.17
- Met with Barry re SFRA2 03.07.17

Cllr Sullivan gave more details of the Hall fire requirements meeting on 19<sup>th</sup> June. Councillors are trustees of the Hall and could be personally liable if there was an incident. Issues include poor signage of emergency exits and lack of crash barriers on exit doors.

## **6. Review of actions (not covered on the agenda)**

Pool Farm posts – Cllr Sullivan & Cllr Riddle have looked into this and attended site. There was no requirement for the PC to be consulted prior to installation. SGC did attend to re-site the posts onto the verge but were sent away by the landowner.

Parking on new tarmac area – Cllr Riddle has asked Mark King (SGC Streetcare) to adopt the new tarmac area as part of the public highway; if successful this would mean that SGC would be responsible for line marking and maintenance.

Traffic – the meeting with the police officer was cancelled due to election purdah and has not yet been rescheduled.

Boundaries consultation – Cllr Bell has sent response on behalf of the PC.

## 7. Planning

### 7.1 To note the following Planning Applications

Reference	Location/Address	Details of Application	Comments
PT17/2006/O	Land south of Gloucester Road, Thornbury	Demolition of existing agricultural shed buildings. Residential development of up to 370 dwellings (Use Class C3) a flexible use building (floorspace circa 640sqm) falling within Use Class D1, public open space, accesses onto Gloucester Road; and associated infrastructure. (Outline) with access to be determined. All other matters reserved.	<b>OBJECT</b>
PT17/1870/F	New Gates Equestrian Centre, Hill Lane, Oldbury On Severn, BS35 1RT	Demolition of existing building. Erection of agricultural workers dwelling and associated works.	<b>No Comment</b>
PT17/1977/F	Manor Farm, Shepperdine Road, Oldbury On Severn	Conversion and extension of existing barn to form 1no. dwelling with associated works.	<b>No Comment</b>
PT17/2358/F	The Willows, Kington, Thornbury BS35 1PJ	Erection of a livestock building	<b>No Comment</b>
PT17/1904/F	Pound House, Camp Road, Oldbury on Severn	Erection of two storey rear and single storey side extension to form additional living accommodation	Still under consultation

The applicant for PT17/1904/F Pound House was present at the meeting and expanded on some details of the application. Councillors resolved to respond "No Comment" following the clarification of details.

### 7.2 To note Planning Decision Notices

Reference	Location/Address	Details of Application	Comments
PT17/1049/F	Kington Cottage, Kington, Thornbury	Alterations to raise roofline to form additional bathroom	No comment <b>Approved with conditions</b>
PT17/1510/F	2 The Bungalow, Ham Lane, Oldbury on Severn, South Gloucestershire	Erection of single storey side and rear extensions to provide additional living accommodation. Erection of detached double garage with access.	No comment <b>Approved with conditions</b>
PT17/1137/F	Moor Farm, Kington, Thornbury, South Gloucestershire	Erection of equestrian building to form replacement stables, fodder, bedding and machinery store	No comment <b>Approved with conditions</b>

## **8. Flooding & Planning Committee report**

Cllr Sullivan summarised the minutes of the Flooding and Planning Committee, as circulated prior to the meeting. The name of the committee has been changed to prevent confusion with the Playing Fields Committee.

The SGC report on flood incidents in Oldbury during 2016 has been published and can be accessed from the SGC website (<http://www.southglos.gov.uk/documents/Oldbury-on-Severn-Flood-Report-May-2017.pdf> ). Councillors can pass any comments to Cllr Sullivan or the Clerk for inclusion in the FPC response.

**Action: all Cllrs to send any comments on the flood report to KS or the Clerk**

**Action: KS/Clerk to finalise response to SGC**

The Policy Sites and Places Plan modifications are under consultation. DG & KS are reviewing these.

ML commented that there have been reports of a significant amount of funding from the SW regional 'metro mayor' for work on the Severn Banks.

## **9. Neighbourhood Development Plan group report**

Mr Turner was not able to attend the meeting but had provided a summary of recent work by the NDP group which was presented by Cllr Sullivan.

The SFRA2 report has now been received. Cllr Sullivan & Mr Turner are reviewing it and will write up their comments prior to the coming meeting with SGC and the consultant.

It is becoming obvious that there is a considerable amount of conflicting advice around the NDP, for example around the need for environmental assessments. Mr Turner has advised that it would be wise to slow down on this work until the requirements become clearer, otherwise time and resources may be wasted.

## **10. NNB committee report**

The minutes from the last NNB committee were circulated prior to the meeting. Cllr Sullivan reported that there was nothing which needed to be discussed at PC. The NNB committee are hoping to visit the Wylfa development at the end of September.

Cllr Sullivan reported that he has received an email from Claire Loveday regarding planned work on the listed buildings around the site. Remedial work on Dairy Farm and Jobes Green Farm is due to start soon. Shepperdine Farm will follow.

## **11. Communications group report**

A report from the group was circulated prior to the meeting.

### **11.1 Spend on website developments**

The communications group have requested some funding for development of the website. Councillors resolved to approve spend up to £150.

## 12. Playing Fields committee report

The next PFC meeting has been delayed by a week as the secretary had not yet produced the minutes of the last meeting.

Cllr Clothier commented that he had not received notice of any PFC meeting. Cllr Sullivan agreed to contact the PFC secretary and update details of PC representatives on the PFC.

<b>Action: KS to update PFC secretary re: contact details.</b>
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Cllr Griffiths reported that the cricket club lease renewal is in progress.

### 12.1 Updates to constitution

Cllr Sullivan has amended the constitution as agreed at the May PC meeting.

## 13. Highways/Footpath/Bridleways

### 13.1 New entrance on Camp Road

Cllr Clothier reported that he had spoken to SGC planning department; the new entrance was in the planning application for a dwelling conversion but it wasn't included in the document on the SGC planning website. This has now been rectified.

## 14. Finance

### 14.1 Budget and payment/receipt statement

The Clerk reported an error in the previously agreed budget statement; the amount for the tarmac work had not been included in budgeted payments. The Clerk presented a revised budget statement. Cllrs resolved to accept the revised budget.

### 14.2 To note the following receipts

The following receipts were noted:

R4-17/18	* Parishioner donations to Manchester emergency fund	£ 65.53
	<b>Total</b>	<b>£ 65.53</b>

\* Cash collection taken up within the village, to be forwarded by the PC

### 14.3 To approve the following payments

The following payments were resolved to be made:

P12-17/18	** Kim Blanchard - Expenses - clerking of planning meeting on 30.5.17	£	18.48
P13-17/18	** BT phone line rental	£	29.88
P14-17/18	South Glos Council - Localism charge Q1	£	70.34

P15-17/18	E Pattullo - Clerk's office expenses (May/June)	£	41.15
P16-17/18	E Pattullo - Clerk Salary May/June	£	640.42
P17-17/18	E Pattullo - Clerk Salary July	£	320.21
P18-17/18	Parishioner donations to Manchester emergency fund (forwarded)	£	65.53
P19-17/18	Keith Sullivan - Expenses	£	187.24
P20-17/18	Memorial Hall hire (PC meetings Jan-June & NDP April-June)	£	265.00
P21-17/18	BT Phone line (direct debit)	£	29.88
P22-17/18	Oldbury Village Cinema Club (projector system)	£	135.26
P23-17/18	*** Eirian Vaughan Lewis – back pay	£	336.97
	<b>Total</b>	<b>£</b>	<b>2140.36</b>

\* \* Cheques signed before the meeting

\* \* \* It has been discovered that the monthly salary of the previous Clerk, Eirian Vaughan Lewis, was wrongly calculated. This meant that in effect she was only paid for 48 weeks of the year, since her monthly salary was calculated as 4 times weekly salary but was only paid each calendar month. It was resolved by all that a payment should be made to Eirian to cover the underpayment over the duration of her employment. This has been calculated as £336.97.

#### 14.4 To approve new standing order

It was resolved by all that a new standing order, payable monthly, be set up to cover the Clerk's salary. The amount will be £320.21 per calendar month.

#### 14.5 To approve changes to signatories on NS&I (reserve) account

Due to the change of Clerk it is necessary to submit a new mandate for the NS&I account.

It was resolved by all that a new mandate should be set up. Signatories will be Emma Pattullo (Clerk/RFO), Keith Sullivan (Chair), Dylan Griffiths and Matthew Clothier. Contact details will be those of the Clerk.

### 15. Parish Council Administration

#### 15.1 Sub-committee terms of reference

Terms of reference are required for the Flooding & Planning Committee and the Communications group. The terms of reference for the New Nuclear Build group, Neighbourhood Development Plan group and Playing Fields Committee have been reviewed by the Chair and are deemed fit for purpose.

**Action: KS/Clerk to draft ToR for the FPC & Comms group**

#### 15.2 Proposed amendment to standing orders

Cllr Sullivan proposed an amendment to Standing Orders to specify the content of minutes and the timescales for circulation of same. It was proposed by Cllr Bell, seconded by Cllr Cornock and resolved by all that this amendment should be adopted.

**Action: Clerk to amend standing orders**

## **16. Consultations and Correspondence**

### Correspondence

*World War I commemorative beacon lighting event, Sunday 11<sup>th</sup> November 2018.* Cllr Clothier reported that the PC is already registered for this event if we want to take part. It would be similar to the Queen's Birthday beacon event. To be discussed nearer the time.

*Letter of thanks for SARA donation – noted.*

### Consultations for May/June 2017 (*italic available electronically*)

None in progress

## **17. Any other minor matters or items for the next agenda**

Mr Lynden reported on the SSG. The next meeting will be held on Weds 12<sup>th</sup> July. During the following week Mr Lynden is due to meet with other SSG chairs and the new CEO of the Nuclear Decommissioning Authority. The NDA are offering a visit around the site on 15<sup>th</sup> August to which councillors are invited; please give names to Mr Lynden if interested.

## **18. Close of Meeting**

Meeting closed at 9:21pm.

Next Meeting: **Tuesday 05 September 2017 at 7.30pm.**

**Signed by Chairman:**