



OLDBURY ON SEVERN PARISH COUNCIL

Minutes of the Parish Council Meeting

held on Tuesday 02 May 2017 at 6.30 pm in the Memorial Hall

PRESENT Councillors Keith Sullivan (Chair), Dylan Griffiths (Vice Chair), Matthew Clothier, Glynn Poole, , Ian Bell, John Cornock, Matthew Riddle (part of meeting)

Clerk: Emma Pattullo & Eirian Vaughan Lewis **Parishioners:** 6 parishioners attended

1. To elect a Chairman and receive declaration of acceptance of office

Cllr Sullivan was proposed as Chair by Cllr Riddle, seconded by Cllr Bell. Resolved by all. Cllr Sullivan signed the declaration of acceptance of office.

2. Apologies for absence

None received.

3. To elect a Vice Chair

Cllr Griffiths was proposed as Vice Chair by Cllr Sullivan, seconded by Cllr Clothier. Resolved by all.

4. To elect a Planning Officer

Cllr Poole was proposed as Planning Officer by Cllr Clothier, seconded by Cllr Sullivan. Resolved by all.

5. To receive Agenda declarations of interest and dispensation request

No declarations were made.

6. To approve minutes of the last council meeting

It was proposed by Cllr Griffiths, seconded by Cllr Poole and resolved by all that the minutes of the Council meeting held on 7th March 2017 be signed as a correct record.

7. To appoint representative to Committees

- Oldbury Site Stakeholder Group – Cllr Riddle proposed Malcolm Lynden as representative, seconded by Cllr Bell and resolved by all.
- Williams Stephens Charity - Cllr Sullivan proposed Cllr Bell and Cllr Griffiths as representatives; seconded by Cllr Riddle and resolved by all.
- Playing Fields Committee – Cllr Griffiths proposed Cllr Poole and Cllr Clothier as representatives; seconded by Cllr Sullivan and resolved by all.

8. Chair's report

Cllr Sullivan gave a brief update on meetings attended:

1. Meeting with SGC at Memorial Hall re flooding 09.03.16 on 08.03.17
2. Met with Barry re NDP etc 27.03.17
3. Memorial Hall EGM 29.03.17
4. Interviews for Clerk 05.04.17
5. PFC AGM 06.04.17
6. Met with Barry re NDP and Flooding 13.04.17
7. Attended ONDP 18.04.17
8. Met with Eric Williams re Tarmac sealing 29.04.17

9. Met with John Phipps re erection of new notice board at Pavilion 29.04.17

9. Public Forum

9.1 Two parishioners requested to speak regarding the bollards which have been installed at Pool Farm. The bollards are intended to protect the verge but have been installed in the road, causing the road to be narrowed and restricting access to entrances. Cllr Riddle reported that he has recently held a site meeting with Mark King (head of Streetcare, SGC). Mr King agreed to arrange for the four posts opposite the congested entrance to be moved back. The parishioners did not agree that this was sufficient action. Discussion was held as to whether the PC should have been consulted prior to installation of the bollards. Cllr Riddle and Cllr Sullivan agreed to meet on site to look further at the issue. Cllr Sullivan will also put in a formal request to SGC to ask why the PC was not consulted.

Action: Cllr Riddle & Cllr Sullivan (2 actions)

Councillor Riddle left the meeting at this point to attend another engagement.

9.2 A parishioner raised a query as to whether there were plans for any white lines to be painted on the new tarmac area to encourage more efficient parking in this area. Also, whether a solid line could be added along the bridge to prevent parking on that side of the road. There was a discussion about the minimum size of parking spaces and how many could safely be put in place. It was determined that a site visit is needed to establish the best arrangement.

Action: All Councillors

9.3 An invitation has been received from South Glos Over-50s Forum to attend their AGM on Monday 22nd May 2017, 2pm until 4pm at Chipping Sodbury Town Hall. The invitation was noted but no councillors wished to attend.

9.4 A comment has been received from a parishioner regarding various traffic issues within the parish: traffic priorities at road junctions, parking on the Anchor bridge and speed limits. Cllr Sullivan reported that he was due to meet with Cllr Riddle and a police officer on 3rd May to discuss traffic issues, but that this meeting has been cancelled due to the election purdah requirements. Cllr Sullivan will attempt to reschedule this meeting. It was resolved that a response should be sent thanking the parishioner for their comments.

**Action: Cllr Sullivan
Action: Clerk to respond**

9.5 A parishioner requested to speak regarding concerns over parking on corners, especially at Victoria Cottage, opposite the telephone box and opposite Bank House. Cars are frequently parked in these locations and cause a danger to other road users. Another parishioner added that there was the same issue with parking outside the Chapel. The PC noted the parishioners' comments with thanks.

10. Review of actions (not covered on the Agenda)

None.

11. Planning

11.1 Planning applications

CIlr Poole

Reference	Location/Address	Details of Application	Comments
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
PT17/1137/F	Moor Farm, Kington, Thornbury, South Gloucestershire	Erection of equestrian building to form replacement stables, fodder, bedding and machinery store	No Comment
PT17/1049/F	Kington Cottage, Kington, Thornbury, South Gloucestershire	Alterations to raise roofline to form additional bathroom space.	No Comment
PT17/0684/F	Cross Hands Barn, Kington Lane, Thornbury, South Gloucestershire	Conversion of existing garage/store to form 1no.holiday let.	No Comment
PT17/0496/F	Fewsters Farm, Kington Lane, Thornbury, South Gloucestershire	Conversion of existing stables to form 1no.detached dwelling with associated works.	No Comment
PT16/4774/0	Land West of Gloucester Road, Thornbury, South Gloucestershire	Re- consultation of: Erection of 180no.dwellings on 8.00 hectares of land with public open space, drainage, associated works and access. Outline application with access for consideration, all other matters reserved.	OBJECT
PT17/0262/PNGR	Vine Farm, Oldbury Naite, Oldbury on Severn, South Gloucestershire	Prior notification of a change of use from Agricultural Building to 1no.residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). (resubmission of PT15/2068/PNGR)	No Comment

11.2 To note Planning Applications (No Comments / Consultation Expired) and Planning Decision Notices

Reference	Location/Address	Details of Application	Comments
PT17/0311/F	Wrenwood Barn, Shepperdine Road, Oldbury on Severn South Gloucestershire	Construction of equestrian exercise area with associated post and rail fence. (Retrospective).	No Comment Approve with conditions
PT16/4845/0	Hope Farm, Chapel Road, Oldbury on Severn	Erection of 5no. Dwellings (outline) with access to be determined; all other matters reserved.	OBJECT Refused

PT16/4774/0	Land West of Gloucester Road, Gloucester Road, Thornbury	Erection of 180no.dwellings on 8.00 hectares of land with public open space, drainage, associated works and access. Outline application with access for consideration, all other matters reserved.	OBJECT Still awaiting decision
PT16/4055/RM	Land at Post Farm, Thornbury, South Gloucestershire	Demolition of existing buildings and Erection of 125no.dwellings with public open space and associated infrastructure. Discharge of conditions 1(submission of RM), 2 (implementation of RM's 6 (landscaping), 7 (northern edge treatments etc), 12 (access), 17 (LEMP), 19 (light spillage ecology), 20 (Hedgehog Mitigation) and 26 (public art). (Approval of Reserved Matters (appearance, layout, landscaping and scale) to be read in conjunction with outline application PT15/2917/0).	Approved with conditions

12. County and Policy

12.1 SGC Planning Applications (i.e. Thornbury)

Cllr Griffiths

Cllr Griffiths reported that there have been no changes since previous meeting.

12.2 Policies, i.e. JSP, SGLP etc

Cllr Griffiths

Cllr Griffiths reported that there has been no progress on the JSP since the last meeting.

12.3 Neighbourhood Plan including SFRA 2

Mr Turner

Mr Barry Turner circulated a report detailing recent progress towards the SFRA2. Due to the late award of the contract, the original timetable has been delayed. Mr Turner has spoken to the appointed consultant about her plans. The draft reported is now expected in mid June with final report at the end of June. This will inform a public consultation event in July.

There were 95 responses to the recent public community questionnaire within the parish, which represents approximately 30% of the electorate.

As some of the funds from the DCLG grant remained unspent at the end of the grant period (31st March 2017) the sum of £231.14 must be returned to the grant awarding body. This does not preclude the PC from applying for further funding in the future.

*Annual Council Meeting adjourned at 7:30pm for the Annual Parish Meeting
Meeting resumed at 7:45pm*

13. Miscellaneous Planning Matters

13.1 Flooding

Cllr Sullivan

Cllr. Sullivan reported that he has been disappointed with recent responses from SGC. They have advised that the parish council must not contact the consultant directly, only through the SGC officer responsible. Cllr Sullivan circulated a report from Mark Parry (SGC) detailing recent actions following the meeting held on 8th March.

Cllr Griffiths queried why this report was missing several agreed actions; Cllr Sullivan and Mr Turner advised that Mr Parry's report only dealt with those actions which should, according to the plan, have been completed by now and did not cover those which were not yet due to start. Cllr Sullivan agreed to review the minutes from the 8th March meeting to make sure that all agreed actions had been added to the action plan.

Action: Cllr Sullivan

Cllr Cornock advised that more local support on the Internal Drainage Board might help; there is currently a vacancy and applications for this close on 1st June.

13.2 Old Stores

Cllr Riddle

Cllr. Riddle had left the meeting prior to this item so no report was received.

13.3 Pool Farm Posts

Cllr Riddle

This item was discussed under item 9.1 (public forum).

13.4 Boundary Changes

Cllr Bell

Cllr Riddle explained that there are proposed changes to boundaries of SGC wards due to SGC's wish to reduce the number of county councillors from 70 to 61, and the spread the number of voters more equally between wards. The details of these boundary changes are currently out for consultation via the Independent Boundary Commission.

Cllr Bell reported that Oldbury is part of Severn ward, which currently has fewer voters than an even spread would give. Potential rearrangements might mean that the parish was put into a ward with Thornbury, where the interests of a small rural parish might not be best served. He suggested that the PC should be proactive and put forward preferred options rather than just wait to see what happened. Cllr Bell suggested that joining with other rural and/or Severnside parishes would be preferable due to greater common interests.

Cllr Bell was asked to produce a draft response to the consultation and circulate for comments.

Action: Cllr Bell

14. Nuclear

14.1 New Nuclear Build

Cllr Sullivan (NNB meeting held on 04 April 2017)

Cllr Sullivan reported that a senior executive from Hitachi was expected to visit Oldbury on 3rd May 2017; this suggests that the company's interest in the site remains high despite wider downturns in the nuclear industry reported in the press..

Eirian has circulated draft minutes from the meeting on 4th April and will finalise them to include comments received from various parties.

14.2 Oldbury Site Stakeholder Group (SSG) **Malcolm Lynden (Meeting on 26 April 2017 cancelled)**

The forthcoming meeting has been cancelled due to election purdah rules. Cllr Sullivan commented that the group was not primarily political and he didn't see any reason for this to have come under purdah. The next meeting has been brought forward to 12th July 2017 to reduce the time between meetings.

15. Highways/Footpath/Bridleways

15.1 New entrance in Camp Road

Cllr Clothier

Cllr Clothier reported that a new entrance has been created onto the highway in this area; no planning permission appears to have been obtained. Discussion was had as to whether this development was permissible under planning regulations. Cllr Clothier was asked to enquire with SGC. The parish council have received a comment from a parishioner on this subject but not a formal complaint; the council noted the comments.

Action: Cllr Clothier

16. Finance

16.1 Internal auditor

All

The council agreed to appoint Mr W Pearce as internal auditor.

All parish council paperwork has been sent to the auditor but the PFC accounts have not yet been submitted for audit.

16.2 Statement of Accounts for 2016/17

Clerk (EVL)

The council agreed to approve the Statement of Accounts for 2016/17 (circulated prior to the meeting).

A parishioner pointed out that in recent years, income has typically exceeded expenditure and a significant reserve has built up. When the statement of accounts is made public, it might be worth explaining how this has come about and what the reserve may be required for.

Eirian replied that much of the surplus is held within the PFC accounts, and is being saved towards future capital expenditure such as a new heating system for the pavilion. Cllr Sullivan added that the parish also has items of increased expenditure coming up; the clerk's hours have been increased, and that there will be costs incurred in the near future in carrying out the NNB consultation. The parish were informed in a recent edition of the '4ward' magazine about the reasons behind the rise in the parish precept.

16.3 Annual return 2016/17 Part 1

All

A resolution that section A1 be approved was proposed by Cllr Griffiths, seconded by Cllr Poole, resolved by all.

16.4 Annual return 2016/17 Part 2

All

A resolution that section A2 be approved was proposed by Cllr Griffiths, seconded by Cllr Poole, resolved by all.

16.5 Note PAYE End of Year online submission has been completed

Clerk (EVL)

This item was noted.

16.6 To note the 2017/18 Budget & Payments/receipts statement

Clerk (EVL)

This item was noted; Eirian will populate the agreed budget before handing finances over to Emma.

16.7 To note the following receipts

All

The following receipts were noted:

<i>Precept(28 April 2017)</i>	£	7,789.00
<i>CIL (28 April 2017)</i>	£	280.50
<i>Donations for work to Chapel Road</i>	£	12,500.00
Total	£	20,569.50

16.8 To approve/note the attached payments

All

The following payments were noted and approved:

<i>E V Lewis – Clerk Salary March via Standing Order</i>	£	218.88
<i>E V Lewis – Clerk Salary April via Standing Order</i>	£	218.88
<i>E V Lewis – Clerk Office (March/April 2017)</i>	£	40.89
<i>Ian Bell (Expenses)</i>	£	4.80
<i>Mrs Yates (Catering for Flooding Meeting with SGC written before the meeting)</i>	£	70.00
<i>Barry Turner (Neighbourhood Development Plan)</i>	£	114.00
<i>Oldbury on Severn Memorial Hall (NDP meeting written before the meeting)</i>	£	60.00
<i>South Gloucestershire Council</i>	£	19,332.84
<i>South Gloucestershire Council (SFRA2 – NDP)</i>	£	3,000.00
<i>BT Phone line</i>	£	51.94
<i>Groundwork UK (repayment of unspent grant funds)</i>	£	231.14
<i>Donation to Severn Area Rescue Association</i>	£	100.00
Total	£	23,443.37

It was agreed that Cllr Griffiths would complete the paperwork to set up a direct debit for future payment of the BT phone account.

Action: Cllr Griffiths

16.9 To approve Change of Clerk Bank Notifications

Clerk

Due to the change of Clerk, a revised bank mandate is required. This is a good opportunity to also change the signatories.

It was resolved that the bank mandate would be amended as follows:

- Mrs Marie Baker to be removed from the list of signatories;
- Cllr Bell to be added as a new signatory;
- Contact details would be amended to reflect the change of Clerk.

All other details of the current mandate would remain unchanged.

17. Parish Council Administration

17.1 Introduction of New Clerk

All

The new clerk, Emma Pattullo, is now in post and will carry out the full role once Eirian has completed the financial end-of-year process.

17.2 Standing Orders updated

Clerk

Revised

17.3 Risk Assessments

Eirian has updated the current risk assessment document following discussion with Cllr Sullivan. There was previously some overlap between the activities of the PC and the PFC with both assessing some assets around the playing fields. Eirian has therefore created a list of all assets for which the PC is directly responsible.

18. Consultations and Correspondence

All

Correspondence

Letter from SARA – a letter has been received from Severn Area Rescue Association requesting a donation to support their operations. It was agreed that a donation of £100 would be appropriate and so resolved.

Action: Clerk

Consultations for January/February 2017 (*italic available electronically*)

South Gloucestershire Council Boundary – Ongoing until June 2017

See earlier points in item 13.4.

19. Parish Property

19.1 Defibrillator Training

Cllr Poole

Cllr Poole has arranged two training courses, to be held in the Pavilion on 1st and 5th June. There are several spaces available on each date if any more parishioners would be interested in attending.

20. Recreation

20.1 Playing Fields Issues

Cllr Sullivan

A new noticeboard has been obtained and will be in place shortly.

The PFC are proposing to put a new heating system into the Pavilion; Cllrs Griffiths and Sullivan have asked that a formal business case for this expenditure be drawn up and three quotes obtained before any work is agreed.

The issue of efficient use of the playing fields was discussed. It was felt that more marketing of the available facilities was needed; this may be something which the Clerk could support.

20.2 Cricket Club Lease

Cllr Griffiths

This issue is ongoing; Cllr Griffiths had nothing significant to report.

20.3 Playing Fields Constitution

Cllr Sullivan

Cllr Sullivan explained the reasons behind proposed changes to the playing fields constitution (circulated). A formal change of name is required to satisfy HMRC requirements; other changes have been suggested to clarify the financial and operating positions of the PFC with respect to the PC. The proposed changes

were discussed. It was agreed that Cllr Sullivan should incorporate the changes as discussed, in consultation with the PFC.

Action: Cllr Sullivan

21. Any other minor matters or items for the next agenda

Mr Lynden reported that the SSG are arranging tours of the power station for SSG members in the near future; parish councillors are also welcome to attend if they wish.

22. Close of meeting

The meeting closed at 9:30pm.

Next meeting **Tuesday 2nd July 2017 7.30pm**