



## OLDBURY ON SEVERN PARISH COUNCIL

### Minutes of the Parish Council Meeting

held on Tuesday 07 November 2017 at 7.30 pm in the Memorial Hall

**PRESENT:** Cllr Keith Sullivan (Chair), Cllr Dylan Griffiths (Vice Chair), Cllr Matthew Clothier, Cllr Matthew Riddle, Cllr Glynn Poole, Cllr John Cornock, Cllr Ian Bell.

**Clerk:** Emma Pattullo **Parishioners:** Mr Malcolm Lynden (NNB committee), Mr Barry Turner (NDP committee)

#### 1. Apologies for absence

All councillors were present.

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

No declarations were received.

#### 3. Approve minutes of the last council meeting

It was proposed by Cllr Poole, seconded by Cllr Clothier and resolved by all that the minutes of the meeting on the 5<sup>th</sup> September 2017 be signed as a correct record.

#### 4. Public Forum

##### 4.1 Presentation on Forgotten Landscape project's bench proposal

Katie Scaife from the project presented a brief update on their plans in the Oldbury area. The final designs for interpretation panels were shown. These will be placed in clusters at various locations. The project would like to place a commemorative bench somewhere in the parish, councillors were asked to propose ideas as to where this could go. The project is also developing a number of walking routes, two of which pass through Oldbury. Ms Scaife requested permission to place way markers for these routes at The Pound. Councillors agreed that this would be acceptable but asked that the markers be mounted on the wall rather than on upright posts.

**Action: All councillors to pass any suggested locations for the bench to the Clerk, for forwarding.**

##### 4.2 Other public forum matters

A parishioner raised the issue of damage caused to gardens in the village by badgers. This appears to be a wide spread problem, several councillors mentioned that they had been affected. It was pointed out that badgers are a protected species and thus there is limited potential to do anything about them. Cllr Riddle was asked to approach the SGC Pest Control Officer for advice.

**Action: MR to contact Pest Control Officer**

#### 5. Chair's report

Cllr Sullivan gave a report on the meetings that he had attended, as follows:

- Met with Allan Taylor re Comms and walked footpath Albion House to TSC 06.09.17
- Attended NNB 12.09.17

- Site visit to Wylfa Newydd 28&29.09.17
- Attended NDP at Mem Hall 03.10.17
- Attended NNB at Mem Hall 03.10.17
- Attended PFC at Pavilion 05.10.17
- Attended Comms meeting at Allan Taylor's House 09.10.17
- Met with Matt C and Emma and collated Shepperdine Residents letters 14.10.17
- Matt C and I delivered letters 14.10.17
- Attended FPC at Mem Hall 17.10.17
- Met with Emma to discuss budget, precept, PFC accounts etc. 18.10.17
- Met with Emma and Jon Stephens re PFC budget etc. 23.10.17
- Attended SSG at Berkeley 25.10.17
- Attended NDP at Mem Hall 31.10.17

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

- Terms of reference for FPC & Comms committees (KS/EP) – ongoing;
- Circulation of SGC Local Listing guidance (MR) – action complete. Cllr Riddle was asked why being on this list is not always a bar to development; the answer is that local listing is only one of a number of (sometimes contradictory) policies which must be taken into account when considering planning applications, the final decision will depend on the relative weighting given to each policy.
- Alterations to standing orders re: presentations to the council (EP) – action complete;
- Letter re disabled access – respond & send on (KS) – action complete.

## 7. Planning

### 7.1 To note the following Planning Applications

Reference	Location/Address	Details of Application	Response
PT17/3789/F	Pool Farm Oldbury Lane Thornbury South Gloucestershire BS35 1RE	Change of use of open storage area (Class B8) to General Industrial (Class B2) to provide ancillary storage and circulation space to adjoining Class B2 Unit	<b>No comment</b>
PT17/4410/FDI	Footpath Near Oldbury Power Station Power Station Road Oldbury On Severn Bristol South Gloucestershire BS35 1RQ	Diversion of footpaths OOS/39 and OOS/18	Not able to comment as application has been removed from website
PT17/4269/RVC	Jobes Green Farm Shepperdine Road Oldbury On Severn South Gloucestershire BS35 1RL	Variation to condition no 1 attached to PT13/3656/RVC to now read The use hereby permitted shall be discontinued, the land restored to its former condition (including the reinstatement of the topsoil currently stored on site) and all structures, vehicles and equipment removed from site on or before 27th November 2021 in accordance with a scheme of work	<b>No comment</b>

		submitted to and approved in writing by the Local Planning Authority.	
PT17/4324/F	Jobes Green Farm Shepperdine Road Oldbury On Severn South Gloucestershire BS35 1RL	Erection of front porch canopy, installation of 1no. dormer window to match existing and 4no. roof lights.	<b>No comment</b>
PT17/4325/LB	Jobes Green Farm Shepperdine Road Oldbury On Severn South Gloucestershire BS35 1RL	Internal and external alterations to include erection of front porch canopy, installation of 1no. dormer window to match existing and 4no. roof lights. Installation of new door and glazed screen to south east elevation, re-laying of floor flagstones, repairs to rotten joists and refurbishment of existing internal windows and doors.	<b>No comment</b>
PT17/4310/LB	Dairy Farm Shepperdine Road Oldbury On Severn Bristol South Gloucestershire BS35 1RW	Internal and external alterations to include refurbishment of windows and doors, installation of 2no. en-suites and 1no. bathroom to first floor, re-laying of flagstone floor, replace/repair rotten timber floor/ceiling joists on first floor, replacement of roof coverings to match existing and sub-division of centre room to provide utility room and cloakroom/WC.	<b>No comment</b>
PT17/4546/PND	Oldbury Power Station Power Station Road Oldbury On Severn	Prior notification of the intention to demolish building 33 (B33).	<b>No comment</b>
PT17/4498/F	Magnox Limited Oldbury Site Oldbury Naite Bristol South Gloucestershire BS35 1RQ	Erection of Site Services Building (SSB) to house an electrical, control and instrumentation (E C and I) overlay system.	No response yet submitted
PT17/2006/O	Land south of Gloucester Road, Thornbury <b>(Reconsultation)</b>	Demolition of existing agricultural shed buildings. Residential development of up to 370 dwellings (Use Class C3) a flexible use building (floor space 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.	Written response submitted emphasising previous grounds of objection
PT17/4452/F	West End House, West End Lane, Oldbury on Severn	Erection of garage with workshop/store above	<b>No comment</b>

It was noted that the various applications relating to Jobes Green and Dairy Farms above have recently been withdrawn, pending further consultation with SGC. A letter from Horizon explaining this decision has been sent to local residents and copied to the council.

It was resolved that a 'no comment' response to PT17/4498/F be submitted.

## 7.2 To note Planning Decision Notices / No Decision Yet Received

Reference	Location/Address	Details of Application	OPC response & decisions
PT17/0496/F	Fewsters Farm, Kington Lane, Thornbury, BS35 1ND	Conversion of existing stables to form 1no. detached dwelling with associated works.	No Comment <b>APPROVE WITH CONDITIONS</b>
PT17/3010/F	Albion House Featherbed Lane Oldbury On Severn BS35 1PP	Change of use of existing barn to 2no dwellings with access and associated works.	No Comment <b>APPROVE WITH CONDITIONS</b>

PT17/3520/CLE	The Hayloft, Camp Road, Oldbury On Severn, BS35 1PT	Application for a certificate of lawfulness for existing alterations to rear windows, erection of rear conservatory and front porch.	No Comment <b>APPROVE WITH CONDITIONS</b>
PT17/0684/F	Cross Hands Barn, Kington Lane, Thornbury, South Gloucestershire	Conversion of existing garage/store to form 1no.holiday let.	No Comment <b>APPROVE WITH CONDITIONS</b>
PT17/4546/PND	Oldbury Power Station Power Station Road Oldbury On Severn	Prior notification of the intention to demolish building 33 (B33).	No comment <b>NO OBJECTION</b>
PT17/1977/F	Manor Farm, Shepperdine Road, Oldbury On Severn	Conversion and extension of existing barn to form 1no. dwelling with associated works.	No Comment <i>SGC Development Control committee site visit 6-10-17</i>
PT16/4774/0	Land West of Gloucester Road, Thornbury (Reconsultation)	Erection of 130no.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 <i>No decision yet received despite local press reports of approval</i>

It was mentioned that the road at the entrance to the Post Farm development off Butt Lane, Thornbury is becoming dangerous due to the significant amount of mud being deposited by vehicles exiting the development site. It is probable that there was a condition attached to the related planning application requiring the developer to keep the road clear. Cllr Riddle offered to contact the planning enforcement team and request that they investigate.

**Cllr Riddle to speak to planning enforcement**

## 8. Flooding & Planning Committee report

Cllr Sullivan gave a verbal summary of recent work. The committee are trying to organise a meeting with the Lead Local Flood Authority, Lower Severn Internal Drainage Board and the Environment Agency to follow up the various actions discussed at earlier meetings. Various potential dates have been offered to the LLFA but it is proving difficult to get them to commit to a date. A list of questions to be raised is in development.

Cllr Griffiths is working on a summary of total house numbers across all the recent, current and proposed development in the Oldbury Pill catchment area. Each development area has been assessed on its own merits but the committee do not believe that any authority has considered the overall effect of such large numbers. This will be raised at the planned meeting.

The issue of finance will also be raised, especially in relation to the maintenance of current levels of protection from the Severn flood defences. The Severn Estuary Flood Risk Management Strategy current proposes a 'hold the line' approach 'subject to finances' but it is not clear whether anything has been done to address financial issues. The Strategy also shows that the ownership of parts of the defences in front of the existing power station is unclear, which raises difficulties in determining maintenance responsibilities.

## 9. Neighbourhood Development Plan committee report

Mr Turner had circulated an update to councillors prior to the meeting and gave a verbal summary of key issues.

An application for funding is being developed; there is potential to receive up to another £11,000. A planning consultant based in Bristol is preparing estimates of costs of proposed work, to support the application. The application needs to be submitted by 18<sup>th</sup> January.

The funding scheme supporting neighbourhood plan development was originally due to end in March 2018 but it now looks likely that the scheme will be extended.

The committee have been developing display materials for use in a future public information/consultation event. Mr Turner requested that a couple of councillors who have not been involved in the process so far should have a look at the display materials to make sure they are clear to those who do not have in depth knowledge and advise on any areas which are not clear or improvements which could be made. Cllrs Bell, Riddle and Poole volunteered to do this.

## **10. Nuclear**

### **10.1 NNB committee report**

Cllr Sullivan gave a verbal update.

Most of the committee members attended the recent visit to Wylfa, which was very worthwhile. A lot of useful information was gathered and contacts made.

As a result of feedback gained during the visit, the planned survey of Shepperdine residents was changed to be more open ended, simply asking residents to detail their concerns rather than asking prescriptive questions. This has now been hand delivered to all residents in the area immediately around the proposed power plant site. Only two replies have so far been received but it is hoped that more will be forthcoming before the end of the month.

The committee had previously written to Luke Hall MP to ask whether there was any financial support available to help the council represent the interests of Oldbury residents through the planning and development process. Unfortunately the reply indicated that there is no such support available from central government. SGC have previously indicated that whilst they are willing to provide some support in kind (e.g. attendance of SGC officer at NNB committee meetings) they are also not able to offer any financial help. These responses, whilst not unexpected, are disappointing.

The committee is meeting with Horizon on 5<sup>th</sup> December at the hall; refreshments will be available from 1:30pm with the meeting starting promptly at 2pm. All councillors are invited to attend.

Horizon representatives will be Leon Flexman (director of corporate affairs) and Tim Proudler (consultant to Horizon on planning and technical matters). An agenda is in preparation. Issues to be discussed include: potential dates for works to commence and what might cause slippages in those dates; total area of land required for construction phase; the base land height for the development; potential for development and use of a marine off-loading facility to reduce lorry movements.

### **10.2 Site Stakeholder Group**

Mr Lynden reported that there have been several national SSG meetings in recent months. At a meeting on Emergency Planning it was stated that from March 2018, as part of the decommissioning process, Oldbury will move to having a Contingency Plan rather than an Emergency Plan. This means that SGC will become responsible for off-site response to any incidents.

## **11. Communications group report**

Cllr Sullivan reported that work is moving forward on improvements to the website and updating of the welcome pack.

The Clerk requested permission to be able to upload documents to the website where appropriate rather than having to go through the website developer. This will improve the ability of the council to give timely public access to information. It was agreed that this would be appropriate and that the Clerk should approach the website developer to arrange this.

## **12. Playing Fields committee**

### **12.1 Playing Fields Committee report**

Cllr Sullivan reported that other than the issue of the pavilion heating (see next item) there were no Playing Fields issues other than as usual.

Cllr Poole reported that a memorial bench at the playing fields has recently been vandalised. In light of this the family concerned have decided to remove the bench.

### **12.2 Pavilion heating upgrade**

The playing fields committee wish to replace the current warm air heating system in the pavilion with a new boiler and radiator system. The boiler will be sized to allow simultaneous use of heating and showers. The specification for a new system has been drawn up by the committee with no external advice. The committee have estimated a cost of around £10k.

The building is poorly insulated and hence heat inefficient. Councillors discussed the potential inefficiency of spending money on a new heating system without also upgrading the insulation capability of the building.

It was resolved that the PFC should be asked to employ a specialist heating consultant to advise on the most efficient specification for a new boiler/heating system and any associated improvements required to the building.

**Action: KS/MC to raise this at the next PFC meeting**

It was noted that there are potential grant monies available for such work, the PFC should also be advised to look into this.

## **13. Highways/Footpath/Bridleways**

### **13.1 Concealed entrance signage – Church Hill/Westmarsh Lane**

Cllr Riddle reported that the requirement to cut back vegetation around the existing signage has been logged with SGC Streetcare, but this has not yet been carried out. He has also requested that SGC look into the possibility of improved signage.

It was noted that the road surface in this area has been repeatedly damaged due to a water leak. Cllr Riddle was asked to raise this with SGC highways dept. as well.

**Action: MR to follow up request for works and raise the issue of road surface problems.**

### **13.2 Pickedmoor Lane tree surgery**

This work has now been completed. Councillors expressed their thanks to Cllr Bell for his efforts in getting this work done. Cllr Bell noted that whilst the immediate threat has been addressed, the trees in question will not be stable in the long term and that the situation will need to be monitored in the coming years.

### **13.3 Adoption of new tarmac area**

Cllr Riddle has previously been asked to find out whether SGC would be prepared to adopt the new tarmac area near the Sailing Club track entrance. No response has yet been received from SGC.

**Action: MR to follow up**

## 14. Finance

### 14.1 Receipts

The following receipts were noted:

R5-17/18	VAT reclaim for financial year 2016-17	£ 794.12
R6-17/18	SGC Member Awarded Funding towards tarmac project	£ 600.00
R7-17/18	Precept	£ 7,788.00
	<b>Total</b>	<b>£ 9,182.12</b>

### 14.2 Payments

The following payments were resolved to be made:

P32-17/18	Tree Management – tree surgery on Pickedmoor Lane**	£ 705.60
P33-17/18	Grant Thornton – audit services	£ 240.00
P34-17/18	K Sullivan – expenses	£ 121.23
P35-17/18	Memorial hall hire July-September	£ 90.00
P36-17/18	PF Web designs – website improvements	£ 100.00
P37-17/18	E Pattullo - Clerk's office & travel expenses (September/October)	£ 32.80
P38-17/18	E Pattullo - Clerk Salary October	£ 320.21
P39-17/18	E Pattullo - Clerk Salary November	£ 320.21
P40-17/18	BT phone line rental – September (DD)	£ 29.88
P41-17/18	BT phone line rental – October (DD)	£ 29.88
P42-17/18	Playing Fields Committee portion of VAT reclaim	£ 651.62
P43-17/18	Subsidy payment to PFC for financial year 2017-18	£ 1,500.00
	<b>Total</b>	<b>£ 2,641.43</b>

\*\* Cheque signed prior to meeting

### 14.3 Receipt of budget statement

The Clerk presented a statement of current spend against budget. Both income and expenditure are currently in line with budget, there has been no need to spend against various contingency items so far.

### 14.4 Approval of annual return

The external auditors have approved the council's annual return with minimal comment. It was proposed by GP, seconded by IB and resolved by all that the audited annual return should be accepted.

The annual return form will now be published on the website in accordance with regulations.

<b>Action: Clerk to arrange publication of audited annual return</b>
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## 14.5 Proposed budgets for financial year 2018/19

Following earlier discussions with the Chair, the Clerk presented draft budgets for both the PC and PFC for the coming financial year.

The draft PC budget shows a planned surplus of the order of £3,500, which would replace the reserves used to cover VAT payments on the tarmac project.

Various items on the PC draft budget were discussed. The Clerk was asked to incorporate changes as discussed and circulate the resultant draft to councillors.

**Action: Clerk to circulate revised draft budget.**

The PFC draft budget is similar to last year's with the addition of an item for professional cleaning of the pavilion. It was resolved to advise the PFC that councillors have agreed this draft budget.

## 15. Parish Council Administration

### 15.1 Dates of meetings in 2018

The Clerk showed a list of proposed meeting dates for 2018 for the PC and for the NNB, FPC and NDP committees.

PC meetings will follow the usual pattern of the first Tuesday of every other month, **except** for the January meeting. The Clerk is not available on Tuesday 2<sup>nd</sup> January so it was proposed that that meeting (only) be moved to Wednesday 3<sup>rd</sup> January @ 8pm.

NNB meetings will continue to be held on the first Tuesday of alternate months.

There was a clash between the requested dates/times for the FPC and NDP meetings. It was decided that the hall should be booked for all of these slots and that the needs of the committees should determine which one used the slot in a given month.

**Action: Clerk to arrange bookings of the hall for 2018 meetings.**

### 15.2 Insurance review

Cllr Bell has been carrying out a review of insurance cover to determine whether the cover is appropriate and thorough whilst representing good value. This review has raised lots of questions and more in depth consideration is needed. Cllr Bell proposed that a working group be formed including some longer serving councillors who would have historical knowledge. Cllrs Poole and Riddle agreed to take part.

### 15.3 Cricket club lease and rent review

Cllr Griffiths has redrafted the cricket club lease with the previously discussed amendments. He was asked to circulate the draft version. A query was raised as to the required frequency of hedge cutting, this will need looking into. The issue of rent increases was raised and Mr Turner advised that when he was responsible for this, there was a written procedure which was followed to determine the appropriate increase, based on RPI. Cllr Griffiths or Cllr Sullivan may have the relevant file.

**Action: DG to circulate the draft lease document**

**Action: DG/KS to liaise re calculation of rent increase.**

### 15.4 Increase in contracted hours for parish clerk

Cllr Sullivan presented a paper making the case for an increase in contracted hours for the Clerk for the next financial year. It was resolved by all that this proposal should be accepted.



## 15.5 General Data Protection Regulations – feedback from training course

The Clerk reported on a recent training course on the new GDPR. The course was disappointing in its lack of useful information but it did make clear that local councils will face increased responsibilities and consequent workload to implement the new regulations. One key issue is that all public bodies will be required to appoint a qualified Data Protection Controller, but this cannot be anyone who is involved in processing data. This is a problem for smaller organisations such as local councils who do not have sufficient staff to enable such separation of roles.

NALC are currently lobbying government for provision to be made for local councils and similar bodies, and are looking into the possibility of providing a central or group approach to appointing Data Protection Controllers.

The Clerk will continue to look at the implications for the council and respond to any further information from NALC or ALCA.

## 16. Consultations and Correspondence

### Correspondence

*Request to park in playing field car park:* a request has been received from a parishioner resident in Westmarsh Lane for permission to park vehicles in the car park. It was noted that the parishioner in question has a substantial driveway, thus it was not clear why such parking would be needed. The Clerk was requested to write to the parishioner to say that occasional short term use of the car park would be acceptable if his own driveway was not available for use.

*Grant request from Brandon Trust Children's' Playlink:* this item was carried forward to the next meeting.

*Library Service Reorganisation:* information has been received on the revised opening hours and staffing arrangements for local libraries. This information has already been circulated to parishioners via the 4Ward magazine and thus it was felt there was no need for the council to also publicise it.

*Western Power Distribution "Be Winter Ready" campaign:* Information received will be posted on the noticeboard as long as space allows

### .Consultations for September/October 2017

- *Proposed local authority ward boundary revisions* – responded in support & advertised within the parish
- *DCLG consultation on local council precepts* – no response submitted
- *Local planning application requirements* – no response submitted
- *SGC Ageing Better plan* – under consultation
- *SGC Food plan* – under consultation
- *SGC Positive Activities for Young People review* – under consultation; to be forwarded to the PFC.

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

- Grant request from Brandon Trust Children's' Playlink

## 18. Close of Meeting

The meeting was closed at 9:45pm.

The next meeting will be held on **Wednesday 3<sup>rd</sup> January at 8:00pm** – please note change from usual pattern.

**Signed by Chairman:**