



OLDBURY ON SEVERN PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Tuesday 05 September 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.

Clerk: Emma Pattullo **Parishioners:** Mr Malcolm Lynden (NNB committee), Mr Barry Turner (NDP committee) and 1 other parishioner were present.

1. Apologies for absence

Apologies were accepted from Cllr John Cornock & Cllr Ian Bell.

2. To receive agenda declarations of interest and dispensation requests

None received.

3. Approve minutes of the last council meeting

It was proposed by Cllr Clothier, seconded by Cllr Griffiths and resolved by all that the minutes of the meeting on the 4th July 2017 be signed as a correct record.

4. Public Forum

4.1 Presentation on Forgotten Landscape project's interpretation board plans

Deborah Aguirre-Jones from the Forgotten Landscape project presented an update on the proposed interpretation points to be sited within the parish, at St Arilda's church, Oldbury horse pond and the Windbound. Example designs were shown and the wording for the signs was circulated. All will be presented on a series of small plaques mounted on oak posts. The previously suggested bench at the Windbound will not be put in place as the Environment Agency has refused consent.

Councillors noted the proposed locations and commented that the signs near the pond will need to be situated so as to allow access for dredging machinery. It was also noted that the point at the Windbound should be carefully sited so as not to restrict parking. This will require removal of a redundant sign post, which councillors agreed could be done. DA-J agreed to feed councillors' comments back to the project manager.

DA-J also reported that the project is offering grants towards willow pollarding, hedgerow management and pond creation/restoration within the project area; this is the last year in which such grants will be offered.

4.2 Other public forum matters

No other matters were raised.

5. Chair's report

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

- Attended Horizon/Forgotten Landscape Tour & BBQ at Toot 02.07.17
- Attended ONDP Hall 11.07.17

- Attended SSG Magnox 12.07.17
- Tel meeting with Samantha Stagg 13.07.17
- Attended PFC Pavillion 13.07.17
- Met with Roger Evans at Chapel Road re Hope Farm 20.07.17
- Met with Matthew R at Greenwood House 20.07.17
- Met with Peter Everton re Hope Farm 28.07.17
- Met with Matthew R, PC Peter Woznid and PCSO Kelly Dimery re speeding 28.07.17
- Met with Matthew R and Phil (SGC Tree Surgeon) Pickedmoor Lane 31.07.17
- Met with Ian Bell at Pickedmoor Lane 02.08.17
- Met with Matthew Clothier re trees 06.08.17
- Met with Glynn re various 08.08.17
- Attended ONDP discussion at Barry's 08.08.17
- Met with Marie Baker re Affordable Housing 11.08.17
- Attended NDP meeting at SGC Yate 14.08.17
- Attended FPC meeting at Mem Hall 15.08.17
- Met with and delivered letter to Martin Greenwood 19.08.17
- Attended Comms meeting at Mem Hall 21.08.17
- Attended Mem Hall management meeting at Mem Hall 30.08.17
- Attended FPC at Mem Hall 04.09.17

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

The Clerk has responded to parishioner complaint re: New Gates Farm planning application.

Cllr Poole provided a response to Mr Peter Tyzack re: Hope Farm development.

Cllr Sullivan has sent a response to the SGC flood report; further exchanges have followed up various issues.

Cllr Sullivan has sent contact details of PC reps to PFC secretary.

Terms of reference for the FPC and Communications committees have not yet been drafted – action carried forward.

Action: KS/Clerk to draft ToRs for FPC and Communications committees.

The Clerk has made required amendments to standing orders, these have been published on the website.

7. Planning

7.1 To note the following Planning Applications

Reference	Location/Address	Details of Application	Comments
PT17/0496/F	Fewsters Farm, Kington Lane, Thornbury, BS35 1ND	Conversion of existing stables to form 1no.detached dwelling with associated works.	No Comment
PT17/2856/F	Land Off Mumbleys Lane Mumbleys Lane Thornbury	Erection of agricultural building and 2 no. poly tunnels	No Comment
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
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

7.2 To note Planning Decision Notices / No Decision Yet Received

Reference	Location/Address	Details of Application	Comments & decisions
PT17/2358/F	The Willows, Kington, Thornbury BS35 1PJ	Erection of a livestock building	No Comment Approved with conditions
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.	No Comment Refused
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	No Comment Refused
PT16/4164/PNGR	Barn at Kington Road, Oldbury on Severn	Prior notification of a change of use from part of Agricultural Building to 1no. residential dwelling	Application refused (Sep 2016) Appeal Dismissed
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.	OBJECT No decision yet received

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 No decision yet received
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Discussion was held around the refusal of planning consent for works at Pound House. A significant factor was that Pound House is on the SGC Local Listing, as are various other buildings and structures within the parish. Councillors questioned the status of the local listing and how much influence it has on planning decisions. Cllr Riddle agreed to circulate the SGC supplementary planning document on the issue.

Action: MR to circulate SGC 'local listing' guidance

8. Flooding & Planning Committee report

Cllr Sullivan gave a verbal report on recent work of this committee. There has been correspondence between the committee and SGC regarding the recently published report into the March 2016 flooding incident. There has now been further discussion and the outstanding issues have been noted.

Questions have also been raised with SGC regarding the potential for future flood risk especially any changes due to the significant levels of development in Thornbury. SGC have assured the committee that the developments do not present any increased risk of flooding; the committee have replied that parishioners are not yet convinced.

A meeting is being organised between the committee, SGC, the Internal Drainage Board and possibly the Environment Agency to pursue these issues.

Cllr Riddle has been making enquiries as to what funding is still available, from an earlier allocation aimed at investigating flood risk in the parish. He has been informed that the allocated funding will cover use of a consultancy in producing the above report; repair and restoration of flap valves; and installation of monitoring equipment. However it is still not clear whether these activities will use up all of the allocated monies. This question will also be asked in the planned meeting.

9. Neighbourhood Development Plan committee report

Mr Turner presented his report on recent work. The final SFRA2 report has been further delayed due to requests from SGC for further modelling work; this would have required data to be provided by the IDB which it eventually transpired that they do not hold. It is hoped that the report will be received later this month.

Following a meeting with SGC officers, the committee are preparing a scoping report which will outline the proposed plan. As Oldbury are the only parish actively working on this stage of an NDP, the SGC officers have been able to provide bespoke assistance. It is planned to hold an information event towards the end of this year so that parishioners can learn more about the proposals. This would have to be funded by the PC. Councillors agreed in principle to fund such an event but specific amounts will need to be agreed once the event has been planned in more detail and potential costs are better understood.

10. Nuclear

10.1 NNB committee report

Cllr Sullivan gave a verbal report on recent work of this committee. A visit is planned on 28/29 September to Wylfa (Anglesey) where Horizon are developing a plant very similar to the proposed Oldbury development. This visit is fully funded by Horizon and should provide many useful contacts and insights into issues such as project liaison with the local community and the impacts of the initial stages of development.

Cllr Sullivan asked that in return for the hospitality provided, the PC should pay for drinks at the evening dinner. Councillors agreed that this was a reasonable return and resolved that this should be done.

The committee are also developing a questionnaire to gather the views of parishioners, particularly those resident in the Shepperdine area, to identify key areas of concern and questions around the Oldbury development.

10.2 Site Stakeholder Group

Mr Lynden gave a report on recent activity. A tour of the site was offered recently which went well. Mr Lynden is meeting with the chairs of other SSG groups around the country this week prior to a national stakeholder group meeting later this year.

11. Communications group report

Cllr Sullivan gave a verbal report on recent work of this committee. They are currently revising the parish Welcome Pack, revamping the website and developing an online booking system for the Memorial Hall. If successful, the latter may be extended to allow booking of other village facilities such as the pavilion and playing fields. The website overhaul is likely to incur a small cost, of the order of £100.

12. Playing Fields committee report

The committee had nothing significant to report.

Cllr Sullivan noted that the minutes on the website are significantly out of date. He has prompted the PFC secretary to supply updated versions for inclusion.

13. Highways/Footpath/Bridleways

13.1 Street furniture – Church Hill

Cllr Poole reported that he has been approached by a parishioner regarding lack of visibility for drivers exiting Westmarsh Lane. The parishioner asked whether a mirror could be installed to improve the view of vehicles approaching down Church Hill. Cllr Poole informed the meeting that this question has been raised with SGC Highways department in the past and that SGC policy does not allow the installation of mirrors as they are deemed to be unsafe. It was suggested that “Concealed entrance” signs could be installed on Church Hill to alert traffic coming down the hill to the possibility of vehicles pulling out. Cllr Riddle offered to discuss this suggestion with SGC Highways.

Action: MR to discuss “Concealed Entrance” signage with SGC

A parishioner asked what would happen if an individual decided to install a mirror themselves; it is likely that the individual would then be liable for any resulting incidents.

Cllr Poole was asked to feed back this discussion to the parishioner concerned.

Discussion was held around the ongoing concerns re speeding in the village, particularly down Church Hill. Cllrs Sullivan and Riddle met with the police on 28.7.17 to discuss speeding problems. It was noted that speed limits do not apply to non-motorised transport and thus cyclists cannot be prosecuted for exceeding the speed limit.

14. Finance

14.1 To note the following receipts

No income has been received since the last PC meeting.

14.2 To approve the following payments

The following payments were resolved to be made:

P24-17/18	E Pattullo - Clerk's office expenses (July/August)	£	20.00
P25-17/18	E Pattullo - Clerk Salary August	£	320.21
P26-17/18	E Pattullo - Clerk Salary September	£	320.21
P27-17/18	S Glos Council – localism charge Q2	£	70.34
P28-17/18	Came & Company – Insurance premium (see item 14.3 below)	£	2027.15
P29-17/18	BT phone line rental – July (DD)	£	29.88
P30-17/18	ALCA – attendance at training course – E Pattullo	£	60.00
P31-17/18	BT phone line rental – August (DD)	£	29.88
	Total	£	2,877.67

14.3 To approve insurance renewal

The annual renewal of insurance is due at the end of the month. As this is a considerable cost to the council, it is important to ensure that the cover is appropriate and covers all required elements whilst providing value for money.

Cllr Bell has briefly examined the insurance documentation which raised several questions.

It was resolved that due to the need to maintain cover, the current policy should be renewed for the coming year. Cllr Bell will be asked to work with the Clerk in the longer term to review the policy in more detail, ensuring that it is of an appropriate level and covers the required risks.

Action: IB/Clerk to carry out review of insurance policy

15. Parish Council Administration

15.1 Proposed amendment to rules: presentations to the council

Cllr Sullivan presented a paper covering a proposed amendment to rules in the situation where an individual or organisation wish to make presentation to the council regarding a planning matter. Cllr Sullivan suggested that the following clause should be added to council rules:

“Anyone wishing to make a presentation, on any matter that would be subject to planning consent, must give notice in writing to the Clerk seven working days before the meeting. The Clerk will then include that item on the agenda before publishing in the usual way.

Any member of the public attempting to give such a presentation without having given notice will be asked to stop. The Chair's decision on what is a presentation shall be final.”

Councillors supported this rule change as it will allow other interested parties to be present when such matters are being discussed. A minor amendment was agreed to substitute the word “proposal” for “consent”.

It was proposed by Cllr Riddle, seconded by Cllr Poole and resolved by all that this clause should be added to council rules, subject to the agreed amendment.

Action: Clerk to make agreed amendment to council rules.

15.2 Adoption of Equality Policy and Safeguarding Policy

As part of the registration process for SGC grant funding, it has come to light that the council did not have current policies on Equality or Safeguarding. The clerk has drawn up policies on both issues which were circulated prior to the meeting. It was resolved by all that these policies should be adopted.

15.3 Pickedmoor Lane tree surgery – tendering process

Three of the trees on land owned by the PC along Pickedmoor Lane are in need of works to ensure public safety. Cllr Bell was asked to organise a tendering process for these works. He has met with a number of contractors on site to discuss the exact requirements, obtained quotes from four possible contractors and produced a comprehensive report outlining the actions taken and the quotations received. He concluded by recommending that Mr Ian Pullen of “Tree Management” be appointed to undertake the work. Mr Pullen had presented the lowest quote and meets all the professional requirements for the work.

Councillors reviewed Cllr Bell’s report and concurred with his recommendation. It was therefore proposed by Cllr Riddle, seconded by Cllr Griffiths and resolved by all that Mr Pullen’s tender should be accepted. Cllr Bell will be asked to contact Mr Pullen to arrange for the works to be carried out.

Action: IB to contact Mr Ian Pullen to arrange tree surgery works.

Cllr Bell had suggested that a councillor should be present during the works to address any unexpected issues; the meeting concluded that this could lead to questionable liability for any incident which might occur and agreed instead that a councillor should be contactable by phone at all stages during the work.

It was noted that this work is only a ‘stop gap’ measure; the three trees are all in a deteriorating state and it is likely that their full removal will become necessary in the coming years.

15.4 Attendance at ALCA South Glos group AGM (11th Sep) and ALCA AGM (7th Oct)

Cllr Riddle expressed interest in attending the ALCA South Glos Group AGM on 11th September, he will attend if he is able.

A written submission on the proposed changes to the ALCA constitution has been sent to the ALCA Chief Officer. Thus it was felt that there are no pressing issues requiring attendance at the main ALCA AGM on 7th October.

16. Consultations and Correspondence

Correspondence

A letter of thanks was received from the Red Cross acknowledging parish donation to “We love Manchester” fund for victims of terrorist attack.

The organisation “Healthwatch” has contacted the PC to advertise their services and volunteer opportunities. Healthwatch works to help local people get the best out of their health and social care services, whether that is improving services today, or helping to shape services for tomorrow. They are asking seeking volunteers to be a Healthwatch champion for your community, telling Healthwatch what local people think about their health and care services, so that Healthwatch can take action to improve service quality. More information can be found on their website: www.healthwatchsouthglos.co.uk or they can be contacted on 01454 543402.

Consultations for July/August 2017

- West of England Strategy document – response survey completed.
- M4 Junction 18a – response sent to SGC Highways dept.
- Proposed revision of ALCA constitution – response sent to ALCA chief officer.

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

17.1 Disabled access

A parishioner has written to the PC expressing concerns about disabled access within the parish including access to public buildings, provision of disabled parking bays and access to public footpaths/bridleways.

The shop, Memorial Hall and the Anchor pub all have disabled access (although it was noted that wheelchair access to the hall is not ideal). The possibility of a disabled space being marked on the new tarmac area opposite the Anchor was discussed but it was felt that since there is only space for a few cars, losing a space for general parking was likely to lead to further problems. There is not currently any access for wheelchairs to the Severn Way footpath along the sailing club track; historically this has been due to concern that the track is in places not wide enough for a car to pass a wheelchair. However recent discussions have suggested that the club might be prepared to change this policy.

Whilst disabled access is not a parish council matter, it is clearly an issue of concern to parishioners and thus councillors agreed to monitor the issue. Cllr Sullivan agreed to reply to the parishioner accordingly and to pass her letter to SGC and the sailing club for their consideration.

Action: KS to reply to the parishioner & forward letter to SGC & sailing club.

18. Close of Meeting

The meeting was closed at 9:20pm.

The next meeting will be held on Tuesday 7th November 2017 at 7.30pm.

Signed by Chairman: