



OLDBURY ON SEVERN PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Tuesday 4th September 2018 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 Ian Bell

Clerk: Emma Pattullo **Parishioners:** No parishioners were present.

1. Apologies for absence

Apologies were received from Mr Barry Turner (NDP committee), Mr Malcolm Lynden (SSG representative), Cllr Glynn Poole, and Cllr John Cornock.

2. To receive agenda declarations of interest and dispensation requests

None.

3. To approve minutes of the last council meeting

It was proposed by Cllr Griffiths, seconded by Cllr Clothier and resolved by all that the minutes of the meeting held on Tuesday 3rd July 2018 be signed as a correct record. The minutes were signed by the Chair.

4. Public Forum

No members of the public were present.

5. To receive the Chair's report

Cllr Sullivan presented a summary of his activities as Chair since the last meeting:

1. Attended PFC at pavilion 05.07.18
2. Attended briefing meeting with Horizon at Memorial Hall 10.07.18
3. Met with Dylan and parishioner to investigate Chapel Road Flaps 12.07.18
4. Brief meeting with a landowner re drainage work 13.07.18
5. Attended NDP meeting Mem hall 17.07.18
6. Attended SGC Drop in Event at Mem Hall 23.07.18
7. Met with Andy McGrath to discuss Flood Warden role 23.07.18
8. Assisted with painting white lines on Tarmac 25.07.18
9. Met Matthew R & a parishioner to discuss kerbs/parking in Westmarsh Lane Close 26.07.18
10. Attended SSG at Oldbury Magnox 01.08.18
11. Met with Gerald Porter to discuss Pavilion Heating at Greenwood House 02.08.18
12. Inspected Naite and Pickedmoor banks for grass cutting, 07.08.18
13. Met with parishioner at Greenwood House re: ditch issue 07.08.18
14. Attended NNB at Mem Hall 07.08.18

15. Met with Matt C re: Flagpole 11.08.18
16. Attended NDP at Yate 13.08.18
17. Attended Comms at Mem Hall 13.08.18
18. Met with Paul Jones of EWIS re Insulation at Pavilion 16.08.18
19. Met with Andy Sims re Lighting at Pavilion 20.08.18
20. Met with Jim Druett of LSIDB at Greenwood House 21.08.18
21. Attended FPC at Mem Hall 21.08.18
22. Attended Mem Hall Meeting at Mem Hall 21.08.18
23. Met with Barry at High Chimneys 22.08.18
24. Met with Barry at Greenwood House 28.08.18
25. Met with Ian Knapp, Mike Pheysey and Ian Bell at Greenwood House 30.08.18 re: Insurance

Item 9 (dropped kerbs) – Cllr Riddle has also been involved in discussion with SGC, who have previously refused an application for a dropped kerb. Debate is ongoing around most efficient use of parking space.

6. Review of actions (not otherwise covered on the Agenda)

Grass cutting on Chapel Road verges – LSIDB have not cut any verges this year. OPC are responsible for cutting verges we own. Richard Cornock has cut the Naite and will send a bill for this work shortly. Matthew Clothier will cut Pickedmoor. Chapel Road appears to have been done by residents.

Clerk to contact Natalie Carr re increase in number of councillors – no reply yet received.

7. Planning matters

7.1 To note Planning applications

The following were noted & decisions taken as recorded below.

Reference	Location/Address	Details of Application	Response
PT18/0902/F	Land At Post Farm Morton Street Thornbury	Erection of 29no. dwellings with access, public open space and associated infrastructure	OBJECT
PT17/2006/O	Land South of Gloucester Road (reconsultation)	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. (Revised plans, environmental statement and transport strategy)	NO FURTHER COMMENT
PT18/3479/F	Inglewood Shepperdine Road Oldbury On Severn	Erection of Orangery to rear elevation.	NO COMMENT

PT18/3540/F	The Villa, Camp Road	Erection of ground and first floor extensions to facilitate conversion of existing garage to 1no. detached dwelling with new access, parking and associated works.	Debate held – see below
PT18/3756/O	Land At Crossways Morton Way Thornbury	Erection of 150 no. dwellings up to 0.5 ha of B1 employment (Outline) with access to be determined. All other matters reserved	Passed to FPC for consideration

PT18/3540/F The Villa, Camp Road – A parishioner has written to the council objecting to the application on various grounds. It was agreed that a site visit would allow a more meaningful comment. This was provisionally arranged for 24th September at 2:00pm.

Action: KS to approach applicant and neighbour to arrange site visit.

Clerk to book the hall for follow-up meeting & contact SGC planning officer to notify re: late submission of comment.

7.2 To note planning Decision Notices and other planning matters received

The following were noted:

Reference	Location/Address	Details of Application	OPC response & SGC decisions
PT18/2770/RVC	Stoneleaze Farm Shepperdine Road Oldbury On Severn	Removal of condition (a) attached to planning permission SG.58/A to remove agricultural occupancy condition	Application withdrawn
PT18/1123/F	Land At Hills Lane, Shepperdine Road, Oldbury On Severn	Erection of Agricultural Storage Building and access track	No comment Approve with conditions
PT16/4774/O	Land West of Gloucester Road	Erection of 130 no. 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.	Objection Approve with conditions
PT18/2167/F	Applestone Barn, Chapel Road, Oldbury On Severn	Extensions to existing garage to facilitate conversion to 1no detached dwelling.	No comment Refusal

7.3 To receive update on changes to SGC planning system

Cllr Griffiths reported on recent changes to SGC planning system, as presented to the ALCA South Glos AGM. Applications will now go onto the circulated schedule if a parish/town council or three members of the public make comments which are in opposition to the planning officer's recommendation. Individual members can no longer call in applications to committee; instead three members will need to do so. SGC planning committees are being rearranged such that rather than the current geographical split, one committee will deal with small applications whilst another deals with major development. Site visits will now only take place after the application has been discussed at committee.

The Clerk confirmed that there has been no formal notification of these changes to the PC. Cllr Riddle was asked to request such notification.

Action: MR to request clarification of new arrangements from SGC planning dept.

8. Flooding & Planning Committee

8.1 To receive committee report

The minutes of the FPC meeting held on 21st August 2018 had been previously circulated and were accepted.

Cllr Riddle noted that there had been a discussion about the Aust to Avonmouth flood defence scheme and why there did not seem to be any plans to develop a scheme for Aust to Sharpness; he offered to approach the Environment Agency to request justification of this.

Action: MR to request info from EA and report to next FPC meeting.

An FPC committee member had contacted the PC regarding the discussion as to whether the PC was allowed to express support for planning applications; he felt that since the FPC is not constituted to respond to individual planning applications it was not the right forum to discuss this subject. It was agreed that the matter will be put on the agenda for the next PC meeting.

Action: Clerk to add to next PC agenda

8.2 To appoint Flood Warden

Mr Andy McGrath has agreed to take on the role of Flood Warden for the parish. A motion to appoint him was proposed by Cllr Bell, seconded by Cllr Riddle and agreed by all.

9. Neighbourhood Development Plan committee

9.1 To receive committee report

A written report of recent activity had been previously circulated and was accepted.

10. Nuclear

10.1 To receive NNB committee report

The minutes of the NNB committee meeting held on 7th August 2018 had been previously circulated and were accepted subject to inclusion of comments from a committee member also circulated by email.

10.2 To approve amendments to NNB committee constitution

The NNB committee had proposed amendments to the committee constitution to update the aims and objectives to reflect significant advancement in the development process for the new nuclear plant. A resolution to adopt these changes was proposed by Cllr Riddle, seconded by Cllr Griffith and agreed by all. The revised constitution will be placed on the website.

10.3 To receive Site Stakeholder Group report

Mr Lynden was not present but had reported by email that current SSG issues were addressed in the NNB committee minutes. The only other matter of note was the impending change to daytime-only working at the Magnox site rather than the previous 24 hour shift pattern.

10.4 To discuss revised reporting arrangements for SSG reports

It has been suggested that the SSG representative should submit reports to the NNB committee rather than full council. This was debated but the majority agreed that the proposal was not suitable, since the NNB committee deals with new build whereas the SSG covers current issues at the existing plant. Whilst there are some overlapping interests (e.g. Horizon may eventually take over some of the existing Magnox site) it was agreed by majority that the current reporting arrangements should be maintained.

11. Communications committee

11.1 To receive committee report

The minutes of the committee meeting of 30th August had been previously circulated and were accepted. They will be available on the website soon.

12. Playing Field Committee

12.1 To receive committee report

No minutes of the most recent PFC meeting were yet available.

Cllr Sullivan reported that he has met with various contractors at the Pavilion to get quotes for works required including insulation and lighting; quotes process is ongoing. He has also contacted the energy consultant at Severn Wye Energy Agency to ask for clarification on possible health impacts of LED lighting and been assured that the possible risks have been well researched and assessed as safe under EU legislation.

The Clerk reported that she has investigated various potential sources of grants; unfortunately project and/or PC were not eligible for most schemes. The Clerk will forward details of the identified possibilities to Cllr Sullivan.

13. Highways & Road Safety

13.1 To receive Road Safety committee report

The RSC constitution has now been finalised and is available on the website.

Cllr Bell reported that the committee has now held two meetings and a number of activities are underway. An audit of roads in the village has been carried out to assess their condition, markings, lighting and signage. Other roads in the parish will be audited in the near future. A questionnaire for parishioners has been prepared and will be included with the next 4-ward magazine. The committee is also looking into means of making contact with cyclists passing through the village asking them to respect safety within the village.

The RSC will be working up a presentation to be delivered to various parties such as the SGC, Police, Power Station and the parishioners. The objective being to ensure, particularly where parishioners are concerned, that they not only understand what the committee are trying to do but are fully supportive.

14. Finance

14.1 To note budget statement

The budget statement and bank reconciliation to 30/8/18 was presented and accepted.

14.2 To note receipts

The following receipts were noted.

R4-18/19	HMRC VAT refund	£ 4,392.92
R5-18/19	Groundwork grant for Neighbourhood Development Plan	£ 4,240.00
	Total	£ 8,632.92

14.3 To approve/note payments

14.3.1 To note the following payments

The following payments, made prior to the meeting in accordance with previously agreed decisions, were noted.

			Minute reference:
P24-18/19	Gregg Latchams Solicitors – legal advice re: dispute with LSIDB	£ 501.60	OPC 2018-05-12.1
P25-18/19	Information Commissioner registration fee	£ 35.00	OPC 2018-07-15.4
	Total	£ 536.60	

14.3.2 To approve the following payments

The following payments were approved.

P26-18/19	BT line rental - September	£ 29.88
P27-18/19	BT line rental - October	£ 31.08
P28-18/19	E Pattullo - clerk's salary September	£ 378.50
P29-18/19	E Pattullo - clerk's salary October	£ 378.50
P30-18/19	E Pattullo - office & clerk's expenses July-August 2018	£ 58.54
P31-18/19	SLCC membership renewal	£ 100.00
P32-18/19	Hire of Memorial Hall Apr-Jun 2018	£ 110.00
P33-18/19	Transfer of PFC VAT reclaim portion	£ 808.35
P34-18/19	PF Web Designs – additional hours to assist Comms committee	£ 15.00
P35-18/19	Expenses – Keith Sullivan	£ 82.71
P36-18/19	Expenses – Ian Bell – printing for RSC questionnaire	£ 55.00
P37-18/19	Gregg Latchams – legal advice	£ 184.80
	Total	£ 2,266.33

14.4 To receive insurance review final report

Cllr Bell reported that most of the outstanding issues have now been resolved. A meeting was held with members of the PFC at which the statements from the insurance policy re: scope of inspections for play equipment was presented to the PFC members; who were confident that inspection requirements are met.

The insurance agent had provided risk assessment schemes for ponds and for trees; Cllr Bell requested that the council consider whether these issues were adequately covered. The Clerk noted that the village pond is included in the annual asset inspection regime as was council-owned land (including that on which trees are situated). It was agreed that the trees on council-owned land at Pickedmoor Lane, The Naite and Chapel Road should be included as a separate item on the asset inspection list.

Cllr Bell has compiled an up-to-date list of those assets which are to be covered by the insurance policy and will forward this to the insurance agent subject to a final check by the Chair and Clerk.

Action: IB to forward insured asset list to insurers.
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The council expressed thanks to Councillor Bell for all his work on this issue.

14.5 To discuss revised insurance premium quotation

Since the current insurance policy expires on 30th September, it will be necessary to pay the new premium before the next full council meeting. However, as discussions are still ongoing the insurance agent has not yet been able to provide the premium quotation.

It was therefore agreed that the Clerk should be authorised to pay the premium once received, up to a maximum of £3,000 and subject to normal cheque authorisation requirements.

15. Parish Council Administration

15.1 To receive GDPR implementation progress report

The Clerk reported that the main efforts with regard to GDPR recently has been completion of the draft Data Protection Policy and Privacy Notices (see item 15.2). The council's registration with the Information Commissioners' Office has also been completed.

15.2 To adopt Data Protection Policy & Privacy Notices

The draft policies had been previously circulated. It was agreed by all that these should be adopted.

15.3 To agree dates for 2019 council meetings

It was agreed that the council should continue to meet every two months, on the first Tuesday where possible. However, as the first Tuesday of January 2019 is the 1st, the January meeting will be delayed until the 15th.

The Clerk confirmed that the May date will meet the requirements of election legislation.

Dates will therefore be: 15th January, 5th March, 7th May, 2nd July, 3rd September, 5th November.

16. Consultations and Correspondence

Correspondence

- Notification of ALCA South Glos AGM (3rd September @ 19:15, Coalpit Heath)
- Notification of ALCA AGM (6th October @ 10:30am, Timsbury)
- Information on charging for elections in May 2019

Consultations for July/August 2018

- SGC Domestic Violence & Abuse strategy – *no response submitted*
- SGC Equality Plan – *no response submitted*

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

17.1 To discuss plans for WW1 centenary commemoration

It was suggested that a dedication ceremony for the new flagpole (see item 17.2) would be appropriate. This could hopefully be held on 11th November, prior to the remembrance service at the church.

Cllr Riddle agreed to discuss with the vicar and report back to councillors so that final arrangements can be made. It was also suggested that a WWII veteran should be asked to unveil the flag; Cllr Riddle agreed to speak to the suggested parishioner.

Action: MR to discuss flagpole ceremony with vicar & parishioner.

There will also be a beacon lighting ceremony at 7pm that evening, as part of the national commemoration.

17.2 To note progress on erection of flagpole on The Pound

Following an application to their Community Support fund, Horizon have agreed to award a grant to the PC, to fund the purchase and installation of a new flagpole on The Pound. It is intended that this should be in place in time for Armistice Day (see previous item). It was agreed that a small commemorative plaque should be commissioned, to be displayed on the flagpole.

Cllrs Sullivan and Clothier will progress this item.

18. Close of Meeting

The meeting was closed at 9:40pm.

Next meeting to be held on **Tuesday 6th November 2018 @ 7.30pm.**

Signed by Vice Chairman: