

# **OLDBURY ON SEVERN PARISH COUNCIL**

Minutes of Council Meeting held on Tuesday 6<sup>th</sup> September 2011 at 7.30 pm in the Memorial Hall, Oldbury

## **PRESENT**

**Parish Councillors:** Mr B Turner - Chairman, Mr M Riddle, Mr A Knapp, Mr K Sullivan, Mr G Poole & Mrs. M Baker

**Clerk:** Mrs D. Bramley **Public:** No Parishioners

## **346/11 Apologies for Absence**

Apologies were accepted from Cllr J. Hales

## **347/11 Declarations of Interest in Items on the Agenda**

None

## **348/11 Public Forum**

None

## **349/11 Approval of Minutes**

It was proposed by Cllr Knapp; seconded by Cllr Riddle and **resolved** by all that the minutes of the Council Meeting held on 5<sup>th</sup> July 2011 are signed as a correct record with the following correction:

333/11 – Should read ‘Apple Mill Barn, Westend Lane and not Applestone Barn ’

## **350/11 Planning**

### **Planning Applications – Noted with No Comment**

PT11/2690/F - Great Leaze Farm, Oldbury Lane - Installation of solar panels to roof slope of units 6 & 7.

PT11/2655/NMA - Helensglade, Shepperdine Road - Non material amendment to PT11/1205/F to alter the internal layout and move the external chimney from the west elevation to the east elevation.

### **Planning Notices - Noted**

**No Objection** - PT11/2399/NMA - Helensglade, Shepperdine Road - Non material amendment to PT11/1205/F to change proposed lean to pitched roof over the dining room to a double pitched roof

**Withdrawn** - PT11/2168/CLP - Avening Cottage, Kington Lane - Application for Certificate of Lawfulness for the proposed erection of a two storey rear extension to provide additional living accommodation. Replace existing flat roof of garage with pitched roof.

**Permit** - PT11/1469/F - Feathers, Featherbed Lane – Erection of single storey side & rear extension to form additional living accommodation.

**Permit** - PT11/1289/F - Fields No's 4556 & 5758 Oldbury on Severn - Construction of all weather riding surface & new turnout areas. Alterations to stable building as approved under PT01/0038/F to allow additional stable doors & windows.

### **Planning Appeals**

APP/P0119/A/11/2154175/NWF – PT10/2399/F Wind Farm at Stoneyard Lane (4 Turbines and an Anemometer)

The appeal is now changing from written representation to a hearing which should last 2 days. A letter confirming the date of the hearing should be received shortly. Cllr Riddle thanked the Parish Liaison Group for their perseverance when dealing with this appeal.

### **Appeal Notices – Noted**

**Appeal Allowed** - APP/P0119/A/11/2152461/NWF – PT10/3520/F Dogs at Westmarsh Lane

Councillors were not happy with the outcome of the appeal. The Parish Councillors are still getting complaints regarding dogs escaping and barking. The Parish Council will now consult with the Dog Warden and Environmental Protection regarding excessive noise.

### **Planning Enforcement**

**Old Stores Site, Chapel Lane - PT11/0738/O**

Cllr Turner had written to Neil Howat at Planning Enforcement after the last meeting but having had no reply contacted him again. Cllr Turner read the response received, just prior to the meeting, from James Cooke. In summary: Mr Cooke would be writing to the agent from the previous application on the site again and would include a deadline for a response as to their intentions. He would also include that the hedge is encroaching on other properties as well as the road and needs to be dealt with. Mr Cooke also included information about how to compulsory purchase land. Cllr Turner will reply to Mr Cooke including the comments coming from the Parish Plan, as will Cllr Riddle.

### **Planning Application Update**

**Park Farm (Thornbury Development - PT11/1442/O & PT11/1441/O)**

A letter was submitted regarding the balancing pool outline application (PT11/1441/O) highlighting the potential for flooding within the parish. Also the Environment Agency will now become involved.

### **351/11 Finance**

- a) To agree payment of invoice for £3,600 (inc. VAT) from Mr Julian Cooper (Landscape Architect) Cooper Partnership for work carried out for the Wind Farm Appeal. So far donations of £1925 have been received to aid with the cost of the Landscape Consultant. It was proposed by Cllr Poole; seconded by Cllr Baker and **agreed** by all to approve the payment of the Cooper Partnership Invoice
- b) The National Savings & Investment Account Interest was noted.  
*NS & I Interest (01/01/2008 – 31/12/2010)* £ 136.74
- c) The transfers of £6,600 from Reserve Account to Current Account to cover the Landscape Architect invoice and election costs were noted.
- d) The return of the Approved set of accounts from Mazars (External Auditor) was noted.  
*(Fee increase from £135 + VAT to £285 + VAT) due to moving into next income/expenditure band)*
- e) It was proposed by Cllr Poole; seconded by Cllr Riddle and **agreed** by all to approve the following invoices submitted for payment :
- |  |            |
|--|------------|
| <i>D Bramley - Clerk Salary (01/07/11 – 31/08/11)</i>  | £ 401.00   |
| <i>D Bramley - Admin / Office Expense</i><br><i>(£20 Office + £11.04 Stamps + £1.66 Envelopes + £2.18 Paper)</i> | £ 34.88    |
| <i>Cooper Partnership – Wind Farm Appeal Landscape Architect</i>   | £ 3,600.00 |
| <i>Mazars – External Auditor Fee (£285 + VAT)</i>  | £ 342.00   |
| <i>Total</i>   | £ 4,377.88 |
- f) It was noted that the signatories for the NS & I and Nat West accounts have been updated.

### **352/11 Flooding/Drainage**

#### **Flooding at Ham Lane**

Cllrs Turner and Riddle met with Keith Faulkner and came up with a Plan of Action. South Gloucestershire Council (SGC) is going to put in a new gully by the junction of Ham Lane and West End Lane. Along Ham Lane they have cut back the willow tree so the ditch is now visible. They will also fill and roller scalplings into the potholes, however there was concern that if the lane floods the scalplings would be washed away.

The ditches are very shallow and need to be cleared but it is unclear who is responsible for their upkeep. Cllr Riddle will arrange a meeting with the Nigel Hale, SGC Drainage Engineer to determine who is responsible for the ditches and invite Cllr Knapp and the land owner. It was also unclear if Mr Pearce had purchased some of the land which may have included the ditches. A Public Right of Way also runs along Ham Lane.

#### **Flooding at Church Hill**

Having received no response from SGC (Web Reference: 0217198) Cllr Turner will chase them. The ditch from near Ivydene to Christmas Cottage needs to be cleared.

#### **Flooding on Camp Road**

This item has been dealt with and will be removed from the Agenda.

### **353/11 Recreation**

#### **Playing Fields Committee (PFC) Updates/Reports**

Cllr Baker attended the last meeting and stated that Busy Bees had now settled in, only minor repairs remained and the fundraising night was prosperous. The football team is looking to apply to Sport England (Lottery Funding) to help fund the repairs needed to the football pitch. The deadline for applications is October and funds, if successful, should be received in March 2012.

Residents in Westamarsh Lane are not happy that part of the car park is open access and request that gates are installed. Scalplings are also going across the road due to an insufficient road joint. Cllr Turner will discuss the issues with Chris Fairhead (PFC Chair). It was also raised that PFC had granted the Cricket Club permission to use a different entrance that was not agreed with the Parish Council. The Cricket Club Lease states that there is no parking at the Cricket Pavilion and the wooden gate was put there for maintenance of the cricket pitch e.g. mower access. The cricket club should park on the tarmac car park and any changes to the lease need to come back to the Parish Council for agreement. The scalping car park is for the Multi Use Games Area (MUGA) users and other users of the playing field facilities.

#### **Insurance Cover, Legal and Liabilities (relating to Playing Fields) – Cllr Turner**

Cllr Turner raised concerns about whether the Parish Council had sufficient insurance cover for when the Hunt was using the car park while the children are attending Busy Bees. The children attending Busy Bees should be supervised at all times and if they were to come into contact with the Hunt then the responsibility was with Busy Bees and not the Parish Council. Busy Bees is aware that the Hunt uses the car park when they are operating.

The Clerk gave Cllr Turner the insurance policy and supporting document to review and will write to Busy Bees to confirm they have sufficient insurance and an appropriate risk assessment. Cllr Knapp also recommended reviewing the PFC constitution, which Cllr Turner agreed to do.

## Oldbury on Severn CE School Report – Cllr Hales

Cllr Hales issued her report of the meeting on the 11<sup>th</sup> July 2011 which is as follows:

1. The school is managing their financial situation extremely well. The "friends of the school" have helped with several extra items for the school, which are greatly appreciated.
  2. 3 positions have arisen for parent governors 2 for September one for November. It is hoped parents will be forthcoming.
  3. At the end of the last school year there were 49 children on the register. This September 52/53 are expected.
  4. During the summer holidays work has been done to repair the school roof. Work was not completely finished, so it will be finalised during half term.
  5. A beautifully presented leaflet has been printed to advertise the school. The buildings have recently been improved. There is new play equipment, and ICT equipment. It is hoped to bring the school to more people's attention and so get more pupils. These leaflets were distributed at the recent Thornbury Carnival, several people approached at the Carnival did not know of the existence of Oldbury School!! The leaflets will also be given to local Estate Agents and put in the library.
  6. Would Council allow the School to advertise on their web site?
  7. In July Oldbury school won the "small schools football tournament"
  8. 3 of Year 5 children attended a "gifted & talented" writing workshop at Alexander Hosea School.
  9. Mrs Debbie Dix the head teacher is obviously well respected, by staff and pupils, and runs a very happy school.
- The next meeting is on Monday 12th September, which I will be attending.

### Safe Travel to Oldbury on Severn CE School

Cllr Turner will consult with Ms Debbie Dix (Head) re the School Travel Plan and ensure that a Risk Assessment for outside the school is incorporated and that it includes flooding, restricted access and feedback from the Parish Plan.

Cllrs Turner and Riddle met with Highways Officers to discuss a safer route to school. The plan to construct a footpath up Church Hill cannot go forward as the land is not available. The proposal for a flashing sign to reduce speed during drop off and pick up times at the school is to be readdressed and would cost in the region of £5,000.

### **354/11 Parish Property**

#### Bus Shelter Replacement (Church Road)

The new Bus Shelter is progressing well and should be finished shortly.

#### Shepperdine Bus Shelter – Cllr Riddle

Cllr Riddle stated that ivy is growing around the bus shelter and needs to be removed. Cllrs Poole and Riddle have offered to remove the ivy.

Cllr Turner stated that a letter had been received from South Gloucestershire Council asking the Parish Council to confirm ownership of this bus shelter. Cllr Turner will also inform them about the Bus Shelter on Church Road.

#### Red Telephone Box Repairs

Reports from Cllrs Poole and Hales regarding the repairs required and associated costs were circulated prior to the meeting. Cllr Poole's estimate was for £1650 (£650 - parts + approximately £1000 – labour) with a Red Telephone Box in grade 1 condition being able to be purchased for £2,200 plus costs for any extras. Cllr Hales estimate from English Phone Boxes was for £3,200 + VAT.

After a brief discussion which included asking the question what was the telephone box going to be used for as it currently being used for the Newspaper Box. It was decided to leave this item to the next meeting.

#### Review of Asset Register

Cllr Turner distributed copies of the asset register which has now been split into parish and playing fields assets. Cllr Turner will send the playing fields asset register to the PFC to review and comment on for the next meeting. Cllrs are asked to review the parish asset register and provide any feedback at the next meeting.

### **355/11 Highways**

#### Parking on Pavements

No comments were made on this issue.

#### Parking on Westmarsh Lane – Cllr Baker

Cllr Baker, having been approached by a number of residents stated that most homes in Westmarsh Lane have 2-3 cars and have to double park. Several options were put forward including the possible conversion of a grass area into parking spaces and it was stated also that there are currently no vacant garages. Cllr Baker was informed by other Cllrs that this issue had been looked in the past and nothing was able to be done. Cllr Baker will go back to the residents and inform them of this fact and ask that everyone parks respectfully.

#### Speeding on Chapel Road

Speeding in this area will be addressed when the Parish Plan has been completed.

### Speeding on Westmarsh Lane

Speeding in this area will be addressed when the Parish Plan has been completed. It was also stated that the sign indicating there are children in the area is too high for drivers to see when driving.

### Signage Cowhill & Littleton

The sign for Cowhill and Littleton has been renewed. This item will now be removed from the Agenda.

### **356/11 Footpaths/Bridleways**

One of the 2 sleepers at the end of Featherbed Lane is breaking up. Cllr Turner will address the issue with Allan Taylor and the Public Right of Way Officer.

### **357/11 Proposed Power Station & Other Power**

#### Horizon Consultative Group & Other Power Related Meetings

Nothing to report

### Wind Farm

Discussed in Item 350/11 – Planning Appeals

### **358/11 Parish Council Administration**

#### Website & IT Development

In principle the Parish Council wishes to develop this area further. So far from the parish plan results 83% have internet access and 32% would use a website and email. It was agreed to request email addresses via the 4 Ward magazines from parishioners who would like to receive emails from the Parish Council. It needs to be clearly stated that the email account used to send out these emails is a no reply address. The 4 Ward magazine is now back on their website and a link to it from the Parish Council website is needed. Links to other website could also be added to the Parish Council website, with permission. The question was also raised regarding whether this was the right communication platform for the parish.

#### Advertising of PC Agendas/Minutes to get more interest

Articles will continue to be included in the 4 Ward magazine. The Parish Council may need to make a small donation to the upkeep of the 4 Ward website to ensure it is maintained.

#### Memorial Hall Constitution and Trustee Responsibilities

The Trustees of the Memorial Hall are known and details are currently being updated with the Charity Commission. There are two types of Trustees – a Custodian Trustee which in this case is the Parish Council and a Management Trustee which would be the Management Committee. The constitution is still being looked into.

#### Updated Publication Scheme – Clerk

The Clerk stated that the Publication Scheme had been updated with the new details. This copy will now replace the document on the website.

The Clerk also stated that the Standing Orders & Financial Regulations need reviewing and updating. The Clerk will send copies of the current National Association of Local Councils (NALC) models to Cllr Turner to review.

### **359/11 Long Term Future of Parish**

#### Affordable Housing

No comments were made.

#### Draft National Planning Policy Framework (DNPPF) in relation to the Core Strategy.

The DNPPF simplifies the very extensive National Planning Policy document to about 65 pages and has been issued for consultation until 17<sup>th</sup> October 2011. It was agreed that Cllrs Turner, Riddle and Sullivan respond on behalf of the Parish Council to the issues relating to the Core Strategy. The Core Strategy is also being revised and will be issued in December for consultation until mid January.

### Parish Plan

The analysis of the questionnaires is currently underway. The Yes or No section has been completed and the committee is now on the more difficult Comment section. The committee next meets in October 2011.

#### Campaign to Protect Rural England (CPRE) Village of the Year for 2012

The CPRE is not just about a clean and tidy parish. It also includes facilities available and organisations that operate within the parish. A volunteer is needed to take this on and Cllr Turner will ask Janet Astle if she would be interested.

### **360/11 Correspondence**

The following correspondence was noted and then moved to the Circulation File

All Aboard – A Consultation on Our NHS Foundation Trust Application Expiry 4<sup>th</sup> Nov 2011

### **361/11 Circulation**

The following items circulated to Members including;

Newsletters from South Gloucestershire News, Youth Service Annual Report, Severn Tidings, Senior Citizens' Forum, Powerlines Summer 2011, Avon & Somerset Police Newsletter, Strategic Policing Plan 2011-2014, For information - Merlin Housing Society Sheltered Housing Consultation.

### **362/11 Minor Matters or Items for Next Agenda**

Janet Astle and Angela Conibere from the Horticultural Society have written requesting permission to tidy up and plant bulbs in the area outside the Chapel. Cllr Turner will reply to the society to say that the Parish Council is happy for them to look after the area and any ongoing maintenance.

The hedge by the Playing Field needs to be cut back.

Cllr Knapp said that another location that trees donated by the Power Station could be planted would be some land by the road at the Naite and that this land is owned by the Parish Council. Cllr Turner will confirm this fact with the land registry and add it to the asset register if correct.

Cllr Baker raised the following items:

In Westmarsh Lane the driving mirror has gone missing.

British Telecom (BT) has been in the area fixing telephone lines because a number of residents in Westmarsh Lane have been losing their telephone lines for up to 5-6 days at a time. This is an ongoing problem and an article will be put in the 4 Ward magazine to contact Cllr Baker if you have been affected. Cllr Baker already has a box of complaints that are being sent to the Chief Executive Officer of BT.

Along with the problems with the telephone lines; broadband in the area is also affected and Cllr Turner has asked to be kept informed of any outcome.

Cllr Sullivan raised the following item:

The Fun Run Committee applied to Magnox Ltd for funding to purchase some tables but were turned down even though they clearly stated that the tables would be available for the parish to use. They were advised to ask the Parish Council to apply thus Cllr Turner will apply to Magnox's Socio Economic Fund for funding for some tables. As the Fun Run was short of tables they ended up having to hire them at a cost of £5 each.

*This concluded the business of the meeting, which closed at 9.50 pm*

*Next Meeting Tuesday 1<sup>st</sup> November 2011 at 7.30 pm*

Signed by Chairman

1<sup>st</sup> November 2011