

# **OLDBURY ON SEVERN PARISH COUNCIL**

Minutes of Council Meeting held on Tuesday 3<sup>rd</sup> September 2013 at 7.30 pm in the Memorial Hall, Oldbury

## **PRESENT**

**Parish Councillors:** Mr B Turner - Chairman, Mr K Sullivan, Mr M Riddle, Mr A. Knapp & Mrs J Hales.

**Clerk:** Mrs D Bramley **Public:** 0 Parishioners

## **573/13 Apologies for Absence**

Apologies were accepted from Cllr Baker and Cllr Poole

## **574/13 Declarations of Interest in Items on the Agenda**

None

## **575/13 Public Forum**

None

## **576/13 Approval of Minutes**

It was proposed by Cllr Riddle; seconded by Cllr Sullivan and **resolved** by all that the minutes of the Council Meeting 2<sup>nd</sup> July 2013 are signed as a correct record.

## **577/13 Planning**

### **Planning Applications – Discussed**

PT13/3042/F - Knights View Cottages, Shepperdine Road - Erection of an agricultural building for the storage of fodder and machinery. **Council Response: No Response**

PT13/2618/F - Pound House Farm Old Gloucester Road Thornbury - Erection of 1 no. 77 m maximum high wind turbine with associated works. **Council Response:** Cllr Turner stated that the Parish Council were not consulted on this application and that he had been contacted by the Chair of the Rockhampton Parish Council about the application. He then went on to read out a draft response which objected to the application due to detrimental effect the application would have on the character and appearance of the rural surroundings including St Arilda Church. It was noted that the photomontage did not include a viewpoint at the church which if included would have been far worse than the point used. One of the reasons the Stoneyard Lane wind turbine application was refused and the appeal dismissed was because of the damaging effect it would have to the viewpoint at the church. It was agreed by all to submit the objection to South Gloucestershire Council. **Action: Clerk**

### **Planning Applications – Noted with No Comments Made**

PT13/2726/F - Cross Hands Barn, Kington Lane - Demolition of existing garage. Erection of 1no. detached double garage with store area.

PT13/2721/PNC - Knights Farm Shepperdine Road - Prior Notification for Change of Use of Offices (B1 (a) to residential (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1985 as amended.

PT13/2423/F - Holly Cottage, Camp Road - Demolition of existing garage, shed and greenhouse to facilitate the erection of a single storey detached building to provide storage and ancillary accommodation.

PT13/2222/F – Land at Ham Lane, Oldbury on Severn – Change of use of land from agricultural to land for the keeping of horses. Erection of a stable block with associated works.

### **Planning Notices – Noted**

**PERMIT** - PT13/2355/F – Garden Cottage, Cowhill – Erection of two storey side, single storey front and rear extensions to provide additional living accommodation. Demolition of existing garage.

**WITHDRAWN** - PT13/1578/F - R W Vizard And Sons, Westmarsh Lane, Oldbury On Severn - Demolition of existing building and erection of replacement building to form 3no. workshops and store (Class B1, B2) with associated works.

**PERMIT** - PT13/1702/F - Ship Inn Camp Road - External works to raise parking area, erection of replacement garage to front of main building and associated works. Rebuilding of rear boundary wall, laying of patio and erection of new timber fencing.

**PERMIT** - PT13/1920/F – Kington Cottage, Kington - New garden room and porch to create additional living accommodation, and addition of new dormer windows on rear elevation.

**REFUSAL** - PT13/1759/F - Valley Farm, Oldbury Naite - Conversion of existing barn to form residential annexe with associated works

**REFUSAL** - PT13/1807/CLP - Linden Lea, Shepperdine Road - Certificate of Lawfulness Proposed for use of site for running of dog sitting service from 8am to 6pm

**PERMIT** - PT13/0769/F - The Meal House, Myrtle Farm, Oldbury Naite Oldbury on Severn - Conversion of residential annexe and stable to 1 no. separate dwelling with associated works. (Part retrospective).

### The Old Stores Site – Discussed

Cllr Turner has contacted James Cooke regarding receiving a copy of the solicitors letter however he has received no response.

Cllr Sullivan stated that the amount of the direct action budget should not be an issue because South Gloucestershire Council (SGC) has a duty to clear the site and then recoup the costs and that they should be dealing with the knotweed. Cllr Riddle will determine if the knotweed issue must be dealt with by SGC or that it only has to be reported. It was reiterated that it was estimated that it would cost approx. £200K to clear the site as they do not know what it contains. Cllr Riddle will arrange a site meeting with Mr Cooke.

### Developments in Thornbury - Park Farm / Morton Way – Discussed

Nothing to report except the flooding issue still remains an issue. The Parish Council is trying to arrange a meeting with SGC as Lead Local Flood Authority and its partners. Vicky Durston from the Environment agency who is coordinating the Severn Estuary Flood Risk Management (SEFRM) consultation is also talking with Nigel Hale.

### 578/13 Finance

- a) It was proposed by Cllr Hales; seconded by Cllr Sullivan and agreed by all to approve the following invoices submitted for payment

|   |   |         |
|---|---|---------|
| <i>Grant Thornton UK LLP - External Audit (Paid prior to meeting)</i>         | £ | 120.00  |
| <i>D Bramley - Clerk Salary July via Standing Order</i>                       | £ | 200.50  |
| <i>M.E. Damsell - Diamond Jubilee Stone Engraving (Paid prior to meeting)</i> | £ | 499.20  |
| <i>D Bramley - Clerk Salary August via Standing Order</i>                     | £ | 200.50  |
| <i>D Bramley - Clerk Office &amp; Stationary Expenses (July &amp; August)</i> | £ | 23.70   |
| <i>Janet Astle - The Pound Expenditure from Magnox Grant (£150)</i>           | £ | 102.94  |
| <i>Julian's Service's – Repairs to The Pound benches</i>                      | £ | 90.00   |
| <i>Total</i>  | £ | 1236.84 |

Cllr Turner presented a receipt from Julian Services for the repairs to the benches on The Pound which was also approved as above.

- b) The Budget Sheet for 2013/2014, circulated to Councillors was noted.
- c) Reinvestment of the Reserve Funds  
Further investment options will be reviewed and advice will be sought from Avon Local Council Association and South Gloucestershire Council. If no satisfactory investment accounts are found the money will be transferred to the NS & I account.
- d) New Homes Bonus  
Cllr Riddle explained that the New Homes Bonus is a fund that is available from South Gloucestershire Council for areas that have had new developments. Each parish has been allocated an amount depending on the developments within their area and that groups can apply for these funds for projects in the parish. The programme is expected to continue for another 2 years. It was agreed to keep this item on the Agenda and apply for funds if any projects are identified.
- e) To Note / Approve NALC Local Council Clerks 2013/2014 Salary Increment  
The new NALC salary scales were circulated to Cllrs prior to the meeting. It was proposed by Cllr Hales, seconded by Cllr Riddle and agreed by all to increase the Clerks pay scale to SP20 effective from the 1<sup>st</sup> April 2013. The Clerk will update the Standing Order at the bank. **Action: Clerk**
- f) To Discuss Obtaining a Loan from the Public Works Loan Board  
Cllr Turner circulated a Community Shop Status Report that also mentioned applying for a Public Works Loan to meet the shortfall in the Community Shop Funding. After some discussion it was agreed that it was not a viable option for the Parish Council to apply for such a loan: due to the short time period to repay the loan, the shop may not prove to be viable, who owns the shop and that the Parish Council would be liable to repay the loan if the shop fails. It was stated that the shop needs to set up its organisation so that the Parish Council can step back.  
Cllr Turner stated that the shop is looking at other funding options and that it would be an Industrial and Provident Society which means it will be able to issue shares.

### 579/13 Flooding/Drainage

#### Flooding at Church Road/Church Hill

Mr Lynden had contacted Cllr Riddle with a further idea for the pipe route. It was agreed that the best route was still the one to the Rhine across Mr Lynden's field. A meeting is needed with Nigel Hale to discuss the new routes in Jan/ Feb and Cllr Riddle will chase this up.

### Collapsed Pipe (Behind Pill Cottages adjacent to the Anchor Inn)

The collapsed pipework has been replaced and the length increased. This item will now be removed from the agenda.

### Reprofiling of the Rhines from Priest Orchard to the Anchor

Cllr Sullivan stated that a meeting had been organised between the landowners that will be affected by this work and that they had written to Mr James Druett, Lower Severn Internal Drainage Board (LSIDB), about what has been agreed. There are still several queries to be dealt with but they are close to an agreement regarding the work.

### **580/13 Recreation**

#### Playing Fields Committee (PFC) Reports and Updates

Cllr Knapp reported that the tennis courts are being used more but not necessarily by Oldbury residents and that they had received some donations for their use. A bolt for the tennis court net had had the thread stripped but Mr Clapham had purchased a kit so that a replacement could be made. The playing field grass is now being cut by an external contractor and they are looking at installing a fence and platform at the back of the skateboard ramp. Cllr Turner asked if the junior football pitch could be used for games.

Cllr Turner also gave further details about the Biffa Award Grant that is available for areas within 10 miles of a landfill site. Having had discussions with them an expression of interest form was submitted and has now been invited to apply for a grant within 3 months. Cllr Turner, having consulted with the Playing Fields Committee, is now getting a specification and quotes together to put a case together.

The Clerk reported that all the outstanding payments had been received and gave Cllr Knapp an update of the proposed website pages.

#### Oldbury on Severn CE School Report

Nothing to Report

#### Broadband and British Telecom (BT)

Nothing to Report

#### Diamond Jubilee Memorial Stone

The engraving has been completed and this item will be removed from the agenda.

### **581/13 Parish Property**

#### Risk Management Review & Asset Inspection Document Actions inc. Authorisation of Parish Assets Repairs

A list of all the outstanding actions were circulated to Cllrs and discussed at the meeting. Any updates on progress have been included below. The Playing Fields items are for information only and will be raised at their next meeting for discussion.

Actions marked as completed in the previous minutes have been removed.

#### Risk Management Review September 2013 Actions

| ACTION   | COMMENT |
|--|---------|
| Playing Fields Committee Secretary to provide Chair with the email account password for emergencies. |         |

#### Risk Assessment and Asset Inspection September 2013 Actions

| PARISH COUNCIL   |   |
|--|---|
| ACTION   | COMMENT   |
| Shepperdine Bus Shelter - Complete the removal of the ivy.   | The Ivy has been killed and now needs removing. |
| Shepperdine Bus Shelter - Put a sign warning of asbestos roof.   | Cllr Poole is looking into putting up a sign.   |
| The Pound Coronation Bench - Back of bench is coming away and needs maintenance.   | Completed                                       |
| The Pound Millennium Bench - Bolt not securing bench to the ground.  | Completed                                       |
| PLAYING FIELDS COMMITTEE   |   |
| Pavilion – Repair/Install guttering down pipe by Pavilion Annexe.  |   |
| Pavilion - Put up a notice to inform users that electrical equipment used in the hall that does not belong to the PFC is not covered by the PFC insurance. |   |
| Pavilion Annexe - Put up notice that chairs can only be stacked to 15 high.  |   |

|  |   |
|--|---|
| Green Shed - Remove redundant tables & chairs and subject to PFC approval allow Busy Bees to use the shed exclusively.<br>- Remove rubbish around shed.  |   |
| Pavilion Benches - Repair the slats on the back of the 2 unfixed benches.  | Cllr Knapp is looking at repairing the benches and has the missing slats. |
| MUGA - Secure silver metal shed, put unused MUGA equipment in it and include a sign informing users to store unused equipment in the shed when not in use.<br>- Remove rubbish and broken slabs. | The Silver Shed has been secured  |
| All inspections of the Playing Fields & Pavilion need to be completed regularly and recorded.  |   |

#### Funeral Bier

The Funeral Bier is currently stored by Mr Lynden and as no other options are currently available will remain there.

#### Asset Register & Insurance Updates

The Clerk stated that the Asset Registers have been updated along with asset values. After a short discussion it was agreed to accept the new asset register with a couple of changes to the asset values.

The Clerk stated that the insurance renewal had been received but the values now needed updating in light of the new asset values. The Clerk also stated that the Long Term Agreement (LTA) expires next year and if the Parish Council signs up until 2016 now they would receive a 5% discount.

It was agreed that the Clerk would sign the LTA and would forward the new asset register to the insurance company. Once a revised insurance renewal was received the Clerk would arrange payment. **Action: Clerk**

#### Land Registration & Ownership Documentation including Custodianship/Safekeeping of Documents

The Clerk explained that an asset ownership and registration register had been started and that any relevant documents had been scanned. The Clerk is also including minute references when no other documentation / details are found.

**Action: Clerk**

#### 582/13 Highways

##### Parking on Pavements

Cllr Turner reported that he had informed PCSO Kelly Dimery that the Parish Council had tried leaflets and letters to resolve the issue but they proved to be unsuccessful. It was also stated that a shrub at Corner House was also obscuring visibility and that it could be reported to Streetcare. As there are new occupiers in Corner House it was agreed to write to them and ask them to trim the shrub in the front garden and to ask them not to park on the pavements before referring it back to PCSO Dimery.

##### Speeding on Chapel Road, Church Hill & Westmarsh Lane

Nothing to Report

##### School Road Safety

Cllr Sullivan stated that there is foliage growing over the School sign and that he is arranging to get it cut back. The other side of the road (The Lagger) has been trimmed back already.

##### Changes to South Gloucestershire Council Highways & Street Scene Services

Cllr Turner explained that he is consulting with South Gloucestershire Council about the dog bin at the Sailing Club entrance as it was originally agreed, when it was installed, that the Parish Council would pay for the bin and SGC would empty it for free. It was therefore agreed that the Parish Council would not 'buy back' this service. It was also agreed that the Parish Council would not 'buy back' the amenity grass cutting service either. Cllr Turner will inform Mr Dixon (SGC) informing him of the Parish Councils decision.

#### 583/13 Footpaths/Bridleways

Nothing to Report

#### 584/13 Proposed Power Station & Other Power

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

Nothing to Report – Mr Lynden sends his apologies for not being able to attend the meeting.

#### 585/13 Parish Council Administration

##### Website & IT Development including PC Agenda and Minutes

Cllr Sullivan reported that he will be talking to Peter Farrell about the Community Page. The Clerk stated that the Memorial Hall information had been put on the Website and that it would need to be agreed at the Memorial Meeting for the Minutes to be included. The Clerk had also included some pictures on the Draft Playing Field Website pages that were given to Cllr Knapp to present at the next Playing Field Committee meeting.

### Notice Board for Shepperdine

Cllr Sullivan stated that the cost of a 4 ft. x 3 ft. Iroko, toughen glass, stained noticeboard would be £550. It was proposed by Cllr Knapp, seconded by Cllr Riddle and agreed by all to purchase the noticeboard which will be installed in the Shepperdine Bus Shelter.

### **586/13 Long Term Future of Parish**

#### Lower Severn Levels Project

Cllr Sullivan attended a meeting about the Lower Severn Levels project. The project wants to improve the wildlife habitat, improve footpath/bridle path access and to ensure the heritage of the area. At the meeting they informed everyone what they plan to do and asked for ideas to help improve the project. Cllr Sullivan also saw the plan for the new bridleways and footpaths although the landowners and the Environment Agency had not been consulted at that time.

#### Policies, Sites & Places Development Planning (PSP DPD), Revised Core Strategy & National Planning Policy Framework (NPPF)

The Revised Core Strategy is expected to be approved by the 15<sup>th</sup> November 2013.

Cllr Turner reported that the Parish Development Working Group has started to prepare a response to the Policies, Sites and Places Development Planning Document (PSP DPD) consultation. Cllr Turner will be attending the launch meeting of the PSP DPD in Kingswood on the 20<sup>th</sup> September 2013.

#### Oldbury Parish Plan

There are 7 working groups including the Parish Development and community Shop working groups. There is a Steering Group meeting in October. Peter Orford (Roads and Signage Working Group) has all the information about progress and will attend a Parish Council meeting soon to update the Parish Council.

#### Community Shop

Cllr Turner circulated a Community Shop Status Report to Cllrs prior to the meeting. In addition to the report it is hoped that the ground works would start on the 21<sup>st</sup> September 2013 and if everything went well the cabin shell would be erected on the 21<sup>st</sup> October 2013. Timescales for the works are also required so that utility works/connections can be arranged.

### **587/13 Correspondence** *(Italics – Also available via email)*

Consultation - Affordable Housing and Extra Care Supplementary Planning Document (SPD) – **No Comment**

### **588/13 Circulation** *(Italics – Also available via email)*

South Gloucestershire Over Fifties Forum Summer 2013, *Planning Enforcement Newsletter June 2013*, Greater Bristol Travel Map and Oil Club Information, *Interim Measures for Sharing Intelligence for the Purposes of Community Tension Monitoring* and National Grid Hinckley Point C Connection Information

### **589/13 Minor Matters or Items for Next Agenda**

PT13/3101/F - Land West of Pound Mill Business Centre Lower Morton Thornbury Bristol South Gloucestershire BS35 1LD - Change of use from paddocks and agricultural to the siting of 12 no. caravan pitches for showmen's permanent quarters with associated works. Creation of new vehicular access from Oldbury Lane.

#### **Council Comment:**

Cllr Turner raised the above planning application which the Parish Council was not informed about. Cllr Riddle declared an interest and left the room. Cllr Turner explained recent pertinent planning history and background to this application and read out the draft response he had prepared which highlighted the road safety issues. As this planning application was not included on the Agenda a special planning meeting will be called for the 9<sup>th</sup> September starting at 6.30 pm in the Chapel School Room to approve the Parish Council's response. Cllr Riddle returned to the room.

*This concluded the business of the meeting, which closed at 9.57 pm*

**Next Meeting: Tuesday 5<sup>th</sup> November 2013**

Signed by Chairman

5<sup>th</sup> November 2013