



Oldbury on Severn Parish Council

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OPC 2018-05 Paper 1

Annual Council Meeting to be held at the Oldbury Memorial Hall
Tuesday 1st May 2018 at 6.30pm

AGENDA

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| 6.30pm | 1. To elect a Chairman and receive declaration of acceptance of office | Clerk |
| 6.35pm | 2. Apologies for absence | |
| 6.40pm | 3. To elect a Vice Chair | |
| 6.45pm | 4. To elect a Planning Officer | |
| 6.50pm | 5. To receive agenda declarations of interest and dispensation requests | |
| 6.55pm | 6. To approve minutes of the last council meeting held on 6th March 2018 | |
| 7.00pm | 7. To appoint representatives to Committees <ul style="list-style-type: none">• Oldbury Site Stakeholder Group• Williams Stephens Charity• Playing Fields Committee | |
| 7.10pm | 8. To receive the Chair's report | Cllr Sullivan |
| 7.20pm | 9. Public Forum | |

Annual Council Meeting to be adjourned @ 7:30pm for the Annual Parish Meeting

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| | 10. Review of actions (not otherwise covered on the Agenda) | |
| 8:00pm | 11. Planning matters <ul style="list-style-type: none">11.1 To note Planning applications (attached – paper 2)11.2 To note Planning Decision notices received (attached – paper 2) | Cllr Poole
For information |
| | 12. Flooding & Planning Committee <ul style="list-style-type: none">12.1 To receive committee report12.2 To discuss appointment of flood warden | Cllr Sullivan
Cllr Riddle |
| | 13. Neighbourhood Development Plan committee <ul style="list-style-type: none">13.1 To receive committee report (attached) | Mr Turner |
| 8.20pm | 14. Nuclear <ul style="list-style-type: none">14.1 To receive NNB committee report (minutes attached)14.2 To ratify change to NNB committee constitution (attached – paper 5) | Cllr Sullivan
Cllr Sullivan |

	14.3	To receive Oldbury Site Stakeholder Group report	Cllr Riddle
	15. Communications group		
	15.1	To receive committee report	Cllr Sullivan
	16. Playing Field Committee		
	16.1	To receive committee report	Cllr Sullivan
	17. Highways/Footpath/Bridleways		
	17.1	To receive report on setting up of road safety committee	Cllr Bell
8.45pm	18. Finance		
	18.1	To approve Mr W Pearce as internal auditor	All
	18.2	To note PAYE end-of-year submission	Clerk
	18.2	To approve Statement of Accounts for 2017/18	Clerk
	18.3	To approve and complete Annual return 2017/18 Part 1	Clerk
	18.4	To approve and complete Annual return 2017/18 Part 2	Clerk
	18.5	To note the 2018/19 year to date Budget statement (attached – Paper 3)	Clerk
	18.6	To note receipts (attached – paper 4)	Clerk
	18.7	To approve payments (attached – paper 4)	Clerk
	18.8	To approve Clerk’s pay award & complete standing order amendment	All
9.00pm	19. Parish Council Administration		
	19.1	To note progress on insurance review	Cllr Bell
	19.2	To note review of Formal Orders	Chair
	19.3	To approve risk review document	Chair
	19.4	To note progress on GDPR implementation	Clerk
	19.5	To discuss plans to re-site flag pole on the Pound	Cllr Sullivan/Cllr Bell
	19.6	To receive a report on ‘News Desk’ process	Cllr Bell
9.20pm	20. Consultations and Correspondence		
	<u>Correspondence</u>		
		<ul style="list-style-type: none"> • “South Gloucestershire in WW1” newsletter • Funding request from Thornbury Composting Group • Funding request from CPRE Avonside 	
	<u>Consultations for March/April 2018</u>		
		<ul style="list-style-type: none"> • SGC – Proposed changes to winter gritting regime • SGC – Over 55s Housing Needs survey 	
9.30pm	21. Any other minor matters or items for the next agenda		
	22. Close of meeting		

Next meeting to be held on **Tuesday 3rd July 2018 @ 7.30pm.**

Attachments

- Paper 1 – Agenda
- Paper 2 – Planning
- Paper 3 – Finance: budget statement
- Paper 4 – Finance: receipts and payments
- Paper 5 – Amendment to NNB committee constitution

PLANNING APPLICATIONS

11.1 To note the following Planning Applications

Cllr Poole

Reference	Location/Address	Details of Application	Response
PT18/0902/F	Land at Post Farm, Thornbury BS35 1LB	Erection of 29no. dwellings with access, public open space and associated infrastructure.	No comment
PT18/0913/O	Land at Post Farm, Thornbury BS35 1LB	Erection of up to 39no. dwellings with public open space and associated infrastructure (outline) with access to be determined; all other matters reserved	OBJECTION
PT18/1123/F	Land At Hills Lane, Shepperdine Road, Oldbury On Severn	Erection of Agricultural Storage Building and access track	No comment
PT18/1367/LB	Dairy Farm, Shepperdine Road, Oldbury On Severn	Internal and external alterations to include refurbishment of windows, doors and fire places, installation of en-suite and bathroom to first floor, re-laying of flagstone floor, replace/repair rotten timber floor/ceiling joists on first floor (resubmission of PT17/4310/LB)	Not yet responded
PT18/1368/LB	Jobes Green Farm Shepperdine Road Oldbury On Severn	Internal and external alterations to include installation of rear external door, 3no. rooflights and alterations to soil vent pipe arrangement. Repairs and refurbishment to existing internal doors, windows and rotten joists. Formation of cloakroom/WC below stairs and installation of new fireplaces.	Not yet responded
PT18/1544/F	Cross Hands Farm Kington Lane Thornbury	Erection of single storey east extension to form additional living accommodation.	Not yet responded
PT18/1400/RVC	Middle Close, Vine Farm, Oldbury Naite, Oldbury On Severn	Removal of condition 9 attached to PT06/3618/F to enable the commercial building approved to be used as a separate enterprise	Not yet responded
PT18/1909/F	8 West End Oldbury On Severn BS35 1PY	Erection of first floor side and single storey rear extension with side porch canopy to provide additional living accommodation	Not yet responded

11.1 (continued)

PT18/1632/F	The Chapel, Chapel Road, Oldbury On Severn BS35 1PL	Erection of single storey extensions to facilitate change of use of former chapel (Class D1) to 1no. residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	Not yet responded
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11.2 To note Decision Notices received

Reference	Location/Address	Details of Application	OPC response & SGC decisions
PT17/5182/F	The Hayloft, Camp Road, Oldbury On Severn	Conversion of existing detached garage to form residential annexe ancillary to main dwelling. Installation of 2no dormers to south elevation of main dwelling.	No objection Approved with conditions
PT17/4452/F	West End House, West End Lane, Oldbury on Severn	Erection of garage with workshop/store above	No comment Approved with conditions
PT17/5379/PNGR	Barn At Naite Farm Oldbury Naite Oldbury On Severn	Prior notification of a change of use from Agricultural Building to 1no. residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	No comment Approved with conditions
PT18/0192/F	Walnut Barn, Kington Lane, Thornbury BS35 1NQ	Erection of single storey rear extension and first floor side extension to form additional living accommodation	No comment Approved with conditions

OPC Paper 3 – Budget statement

OLDBURY ON SEVERN PARISH COUNCIL
BUDGET STATEMENT year to date 2018/19

<u>RECEIPTS</u>	Budget 2018/19	Actual receipts year to date	Under/over budget
PRECEPT + CIL	15,577.00	0.00	-15,577.00
INTEREST	100.00	0.00	-100.00
CRICKET RENT	350.00	0.00	-350.00
INSURANCE CLAIMS/DONATIONS	500.00	0.00	-500.00
VAT RECLAIM	4,000.00	0.00	-4,000.00
MISCELLANEOUS RECEIPTS (UNBUDGETED)	n/a	562.34	n/a
TOTAL RECEIPTS	£20,527.00	562.34	-19,964.66

<u>PAYMENTS</u>	Budget 2018/19	Actual spend year to date	Under/over budget
CLERK SALARY	4,590.00	738.74	-3,851.26
OFFICE & EXPENSES	300.00	41.12	-258.88
TRAVELLING EXPENSES	500.00	0.00	-500.00
CHAIRMAN'S ALLOWANCE	200.00	0.00	-200.00
INSURANCE	2,500.00	0.00	-2,500.00
AUDIT FEE/ACCOUNTANCY	400.00	0.00	-400.00
HALL/ROOM HIRE	500.00	135.00	-365.00
COURSES/TRAINING/SUBSCRIPTIONS	300.00	0.00	-300.00
MAINTENANCE/REPAIRS/REPLACEMENTS/NEW ASSETS	750.00	159.98	-590.02
LOCALISM (DOG BIN EMPTYING)	245.50	0.00	-245.50
LAND/LEGAL/PLANNING/SURVEYS/ADVICE	2,500.00	0.00	-2,500.00
WEBSITE/IT MAINTENANCE & DEVELOPMENT	700.00	0.00	-700.00
NEIGHBOURHOOD DEVELOPMENT PLAN	1,000.00	259.69	-740.31
NEW NUCLEAR BUILD CONTINGENCY	3,000.00	0.00	-3,000.00
ELECTION CONTINGENCY	500.00	0.00	-500.00
PLAYING FIELDS SUBSIDY & VAT REFUND	2,150.00	0.00	-2,150.00
GRANTS/DONATIONS	300.00	0.00	-300.00
MISCELLANEOUS PAYMENTS (UNBUDGETED)	n/a	0.00	n/a
TOTAL PAYMENTS	£20,435.50	1,334.53	-£19,100.97

<u>EARMARKED FUNDS</u>	Amount 2018/19
MAJOR SITES DEVELOPMENT E.G. NNB	6,000.00
NEIGHBOURHOOD DEVELOPMENT PLAN	1,000.00
ELECTION CONTINGENCY	500.00
LAND/LEGAL/PLANNING/SURVEYS/ADVICE	2,500.00
INFRASTRUCTURE	3,000.00
MAINTENANCE/REPAIRS/REPLACEMENTS/NEW ASSETS	2,500.00
TOTAL EARMARKED FUNDS	£15,500.00

Bank Reconciliation				
<u>Bank Balances at last statement:</u>		<u>29/03/2018</u>	Balance at 31/03/2018	£ 40,993.71
Current A/C	£	22,157.04	plus Receipts	£ 562.34
NS & I	£	18,836.67	minus Payments	£ 1,334.53
plus Uncleared Receipts	£	562.34		
minus Uncleared Payments	£	1,334.53		
Total:	£	40,221.52	Total:	£ 40,221.52

OPC Paper 4 – May 2018

18 FINANCE – Receipts & Payments

18.6 To note the following receipts

R1-18/19	Balance from closed Parish Plan account	£ 562.34
	Total	£ 562.34

18.7 To approve/note the following payments

P66-17/18	E V Lewis – HMRC tax refund	£ 594.87
P67-17/18	LB Planning – NDP consultancy	£ 3,026.00
P68-17/18	BT phone line rental – March	£ 29.88
P1-18/19	Hire of Memorial Hall Jan-Mar 2018	£ 135.00
P2-18/19	E Pattullo clerk's salary April	£ 360.24
P3-18/19	E Pattullo clerk's salary May	£ 378.50
P4-18/19	E Pattullo office expenses Mar-Apr 2018	£ 41.12
P5-18/19	Groundwork - return of unspent portion of NDP grant	£ 259.69
P6-18/19	SGC - Localism contract Jan-Mar 2018	£ 70.34
P7-18/19	BT line rental - April	£ 29.88
P8-18/19	BT line rental - May	£ 29.88
P9-18/19	BT line rental - June	£ 29.88
	Total	£ 4,985.28