



OLDBURY ON SEVERN PARISH COUNCIL

Minutes of the Parish Council Meeting

held on Tuesday 15th January 2019 at 7:30 pm in the Memorial Hall

PRESENT: Cllr Keith Sullivan (Chair), Cllr Matthew Clothier, Cllr Matthew Riddle, Cllr Glynn Poole, Cllr John Cornock

Clerk: Emma Pattullo **Parishioners:** Mr Barry Turner (NDP committee); no other parishioners were present

1. Apologies for absence

Apologies were received & accepted from Cllr Dylan Griffiths (personal reasons).

2. To receive agenda declarations of interest and dispensation requests

None declared.

3. To approve minutes of last council meeting held on 6th November 2018

3.1 To note minor change to section OPC2018-11-14.5 re: transfer of funds to investment account

The Clerk reported that following circulation of the draft minutes of the council meeting of 6th November 2018, an omission was identified in section 14.5 of the minutes. The resolution to transfer £15,000 from the current account to the NS&I investment account had not been recorded. A correction has now been made.

3.2 To approve minutes

It was proposed by Cllr Clothier, seconded by Cllr Riddle and resolved by all that, subject to the amendment noted in item 3.1, the minutes of the meeting held on 6th November 2018 be signed as a correct record. The minutes were signed by the Chair.

4. Public Forum

No issues were raised.

5. To receive the Chair's report

Cllr Sullivan reported that due to his recent illness, he would not put forward a Chair's report. The only council business he wished to report was attendance at the funeral of Penny Wride (chair of Berkley SSG and Stone PC) at which a donation of £20 was made in lieu of flowers.

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

Clerk to advise SGC of councillor vacancy – advised. A notice has been displayed advising that no election will be held; the vacancy can be filled by co-option or carried until the May elections.

Clerk to write to Monitoring Officer & Electoral Services to request a Community Governance Review – Natalie Carr advised that there is not sufficient time to complete CGR before the elections. She has contacted the Electoral Commission to see if there is any other means of increasing councillor numbers more quickly.

Tree condition reports – Wotton Tree Consultancy have been commissioned to produce reports on trees on The Naite, Chapel Road and Pickedmoor Lane.

7. Planning matters

7.1 To note Planning applications

The following recent applications were noted:

Reference	Location/Address	Details of Application	OPC response
PT18/4928/F	Star Farm, Cowhill, Oldbury on Severn	Demolition of existing agricultural building and erection of a replacement agricultural building, with associated works.	No comment
PT18/4729/F	Moor Farm, Kington, Thornbury	Demolition of existing conservatory. Erection of single storey rear and side extensions and alterations to existing outbuildings to form additional living accommodation.	No comment
PT18/5495/F	Applestone Barn, Chapel Road, Oldbury on Severn	Extensions to existing garage to facilitate conversion to 1no detached dwelling. (Resubmission of PT18/2167/F)	No comment
PT18/5499/LB	Applestone Barn, Chapel Road, Oldbury on Severn	Internal and external alterations and extension of existing garage to facilitate conversion to 1no dwelling.	No comment
PT18/5763/PND	Oldbury Power Station Power Station Road Oldbury On Severn	Prior notification of the intention to demolish 132KV Electrical Sub-station (Building 52) and Heavy Goods Store (Building 69)	No comment
PT18/6363/TRE	Warren Lodge Kington Thornbury South Gloucestershire BS35 1PG	Works to crown reduce 1 no. Larch tree to a finished height of 9 metres and radial spread of 4 metres. Crown thin canopy by up to 20%. Tree covered by Preservation Order SGTPO 30/08 dated 5th March 2018	No comment
PT18/6737/HED	Land Adjacent to Oldbury Lane, North of Thornbury, Bristol BS35 1RE	Removal of 3 no. five metre sections of hedgerow to facilitate the replacement of a waste main adjacent to Oldbury Road, North of Thornbury	No comment

7.2 To note Planning Decision notices

The following planning decisions were noted:

Reference	Location/Address	Details of Application	OPC response & SGC decisions
PT17/5414/F	Pool Farm, Oldbury Lane, Thornbury	Change of use of land from agricultural to mixed agricultural and equestrian use (sui generis) as defined in the Town and Country (Use Classes) Order 1987 (as amended)	No comment Approve with conditions
PT18/3308/CLE	Stoneleaze Farm Sheppardine Road Oldbury On Severn	Occupation of dwelling in breach of condition (a) of planning permission SG58/A for a period of not less than ten years before the date of this application	No comment Approve with conditions
PT18/5134/RVC	Stoneleaze Farm Sheppardine Road Oldbury On Severn	Removal of condition A attached to planning permission SG58A to allow for residential occupation	No comment Approve

PT18/4729/F	Moor Farm, Kington, Thornbury	Demolition of existing conservatory. Erection of single storey rear and side extensions and alterations to existing outbuildings to form additional living accommodation.	No comment Approve with conditions
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7.3 To agree Council policy on responding to planning applications

In the past, OPC has had a policy of not supporting planning applications. However there have been instances where the application might be of wider community benefit (e.g. development of a building which might otherwise be at risk of falling into dilapidation, or an application as a result of a Neighbourhood Development Plan policy). It was agreed that in such instances it could be appropriate for the council to express support. Cllr Poole was asked to work with the Clerk to draw up a policy statement for future adoption.

Action: GP / Clerk to draft policy statement.

7.4 To discuss and agree revision of Consultation procedure

The Consultation policy had been updated to reflect current practice such that initial responses to consultations (planning applications and others) are collated by the Clerk. If a response is requested but the expiry date is before the next planned meeting and cannot be extended, the Clerk and Planning Officer will arrange a special meeting to agree a response. It was resolved that the revised Procedure be adopted.

8. Flooding & Planning Committee

8.1 To receive committee report

The minutes of the FPC meeting held on 19th December 2018 were noted.

Cllr Sullivan reported that discussions with SGC regarding Church Hill drainage improvement scheme have moved on. Works are now expected to start in March and continue until May. This would impact on the cricket club matches. The cricket club have requested that the ditch widening works through the cricket pitch should be delayed until the end of the summer, to minimise impact and ensure the ground is as hard as possible prior to heavy plant being used. Cllr Sullivan agreed to raise this with Mark Parry.

Action: KS to discuss timing of works on cricket outfield with Mark Parry.

9. Neighbourhood Development Plan committee

9.1 To receive committee report

The report circulated prior to the meeting was noted. Mr Turner reported that a meeting was held with SGC on the 14th Jan at which the draft plan was discussed with SGC officers. Some amendments and additional policies will be needed. Environmental assessment of potential impacts on protected species/habitats would be advisable, to demonstrate to the statutory environmental bodies that environmental issues have been considered. It was resolved that such assessment should be commissioned.

Action: NDP committee to commission environmental assessment specialist(s).

10. Nuclear

10.1 To receive Oldbury Site Stakeholder Group report

Cllr Riddle reported that he has attended the recent SSG meeting but that there were no significant issues raised.

11. Communications committee

11.1 To receive committee report

No report was presented.

12. Playing Field Committee

12.1 To receive committee report

A committee meeting was held on 10th January but no minutes are yet available. Cllr Sullivan reported that the upgrade to heating, lighting and insulation systems is still in development. Three quotes will be sought for all proposed works.

13. Highways & Road Safety

13.1 To receive road safety committee report

The minutes of the Road Safety Committee meeting held on 11th December 2018 were noted.

13.2 To discuss possible provision of dog bin in West End

(It was noted that the agenda item should have read as above, not "Westend Lane").

It was resolved that a dog bin should be provided at West End, to be installed on the green. It was further resolved that the Clerk should investigate options and costs, and that the Chair and Clerk should make the final decision up to a maximum spend of £400.

Cllr Sullivan noted that the resident who maintains the green should be informed and offered to do this.

<p>Action: KS/Clerk to determine and arrange best option.</p> <p>Action: KS to inform resident.</p>

13.3 To discuss damage caused by Wessex Water vehicles at Pickedmoor Lane/Oldbury Lane junction

Since this item was placed on the agenda, the Council has received information from the Footpath Warden (Mary Pheysey) that she has arranged for Wessex Water to fill and reseed the damaged area and remove discarded signage. Councillors expressed thanks to Mrs Pheysey for her actions in securing this work, as well as her efforts in improving the local footpath network. No further action required.

13.4 To discuss improvements to 'Mary's Bench' on sailing club track

The bench installed by Forgotten Landscape project is too low at one end. It was resolved that Cllr Sullivan should ask the footpath warden to request that improvements be carried out by SGC.

<p>Action: KS to pass on request to footpath warden</p>
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13.5 To discuss new gates at Pill Head

Kissing gates have recently been installed either side of the Pill Head and a permissive path signed across the top of the outfall. Landowners had reported that they had not been contacted. Cllr Riddle has discussed with the SGC rights of way officer; she reported that she had spoken to the landowners on the south side of the Pill, as the new permissive path also goes over their land. On the sailing club side, the public right of way already goes right up to the new gate. It was concluded that no further action by the council is required.

13.6 To discuss proposals by Horizon to install gates at the former Windbound site

The plans were viewed and councillors did not wish to comment. It was resolved that Cllr Sullivan should confirm to Horizon that the council are happy with the planned installation.

<p>Action: KS to contact Horizon</p>

14. Finance

14.1 To note budget statement

The Clerk presented the budget statement for the current financial year up to 28th December. No councillor wished to comment.

14.2 To note receipts

No monies have been received since the last full council meeting.

14.3 To approve payments

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

			Minute reference:
Internal transfer	Transfer of reserves to NS&I investment account	£15,000.00	2018-11-15.4
P52-18/19	Donation to Four Towns and Vale Link community transport	£150.00	2018-11-16.1
	Total	£ 15,150.00	

The following payments were approved to be made.

P53-18/19	BT line rental - January	£ 31.08
P54-18/19	BT line rental - February	£ 31.08
P55-18/19	E Pattullo - clerk's salary January	£ 378.50
P56-18/19	E Pattullo - clerk's salary February	£ 378.50
P57-18/19	E Pattullo - office & clerk's expenses Nov-Dec 2018	£ 20.00
P58-18/19	SGC Localism charge Oct-Dec 2018	£ 72.14
P59-18/19	Hire of Memorial Hall Oct-Dec 2018	£ 145.00
P60-18/19	B Turner - expenses	£ 153.57
P61-18/19	K Sullivan - expenses	£ 26.00
P62-18/19	K Sullivan – refund of donation made on behalf of OPC at the funeral of the former chair of Stone PC	£ 20.00
	Total	£ 1255.87

14.4 To approve budget for Parish Council and Playing Fields Committee for financial year 2019-20

The budgets for the financial year 2019-20 for both the Parish Council and Playing Fields accounts were presented. It was resolved that both should be accepted and they were duly signed by the Chair and Clerk.

The budget requires a precept of £15,570 to be raised – this has been kept the same as last financial year. It was resolved that this amount should be notified to SGC.

14.5 To agree on use or return of outstanding Horizon grant funds of £101.10

It was resolved that notional payments of £25 should be made to each of the two parishioners who supplied materials and labour to erect the flagpole, and that the remaining monies from the Horizon grant (£51.10) should be retained as a restricted reserve, to cover maintenance of the flagpole and replacement of flags when required.

15. Parish Council Administration

15.1 To agree alternative date for May council meeting, if required

ALCA have advised that, given the election date of 2nd May 2019 and the bank holiday on 6th May, the earliest possible date for the May annual meeting in the case of a contested election is Weds 8th May. The annual meeting must be held within 14 days of the election i.e. by 23rd May.

It was agreed that it was best to set the May meeting date on the assumption of a contested election. It was therefore resolved that the annual council meeting & annual parish meeting should take place on Thursday 9th May.

15.2 To agree on start time of future council meetings

Over the past year, full Council meetings have regularly been running well after 9:30pm. It was therefore resolved that in future, full Council meetings should commence at 7:00pm except for the annual meeting, which will commence at 6:30pm as in previous years.

15.3 To agree on vacant responsibilities due to Cllr Bell's resignation of office

Cllr Sullivan presented a paper on proposed arrangements for committees up to the May election. It was proposed that Mr Bell should continue to chair the Road Safety committee and Mr Taylor will continue to chair the Comms committee. It was resolved that Cllr Sullivan's proposed arrangements should be accepted, but noted that these will need to be reviewed following the election.

15.4 To discuss Memorial Hall management arrangements

A meeting of the Hall management committee has been called for Friday 18th January @ 10:00am, to agree on a way forward for management arrangements for the Hall. Cllr Sullivan requested that all Councillors attend if possible.

The chair of the Hall management committee has proposed three options:

- (1) status quo;
- (2) status quo but with a formal constitution document setting out in detail the duties, responsibilities and accountability of all parties concerned;
- (3) the PC to relinquish their position as trustees – this would require a new Trust Deed.

Following discussion, it was resolved unanimously that option (2) was the preferred position of the PC, with the council as a corporate body being the Trustee. Ideally, three Councillors will sit on the Management Committee but not in executive roles.

Cllr Sullivan agreed to put this position forward to the meeting on Friday & report back to Council.

<p>Action: KS to represent the Council's position at hall management committee. Other councillors to attend if possible.</p>

15.5 To note progress re: closure of Willam Stephens Charity

This matter has not progressed. Mr Bell will report to the Clerk once the closure has been completed.

15.6 To discuss carrying out a survey of parishioners' opinions

Following discussion, it was agreed that this was the wrong point in the electoral cycle to carry out such work. It will be left for the new Council to discuss after the election, if they so wish.

16. Consultations and Correspondence

Correspondance

- ALCA AGM minutes – *no councillor wished to view.*
- Request for funding: Lifeskills charity – *resolved to make donation of £50.*
- Western Power 'Winter Resilience' campaign materials – *to display on noticeboards.*
- Horizon – location & plans for gate at the former Windbound site – *see item 13.6.*

Consultations

- Recycling bags – *no response submitted, though some Councillors have responded as individuals.*
- Suicide prevention strategy – *no response submitted*
- Dog fouling – *no response submitted*
- Polling stations – *no response submitted*

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

No matters were raised.

18. Close of Meeting

The meeting was closed at 9:56pm.

Next meeting to be held on **Tuesday 5th March 2019 @ 7.00pm.**

Signed by Chairman: