



## OLDBURY ON SEVERN PARISH COUNCIL

### Minutes of the Parish Council Meeting

held on Tuesday 7<sup>th</sup> January 2020 at 7:00 pm in the Memorial Hall

**PRESENT:** Cllr Keith Sullivan (Chair), Cllr Dylan Griffiths (Vice Chair), Cllr Matthew Clothier, Cllr Matthew Riddle, Cllr Chris Jennings, Cllr Sheila Bedford

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

#### 1. To receive apologies for absence

Apologies were received from Mr Barry Turner & Mr Malcolm Lynden.

Not present without apologies: Cllr John Cornock.

#### 2. To receive agenda declarations of interest and dispensation requests

None received.

#### 3. To approve minutes of the last council meeting

It was resolved that the minutes of the meeting held on the 5<sup>th</sup> November 2019 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

The Chairman gave the following report on his actions since the last meeting.

1. Met with Nick Blanchard (SGC) re roadworks 07.11.19
2. Visited pavilion re heating 08.11.19
3. Met with Barry re planning presentation at Greenwood House 12.11.19
4. Attended Communications Committee at the Hall 12.11.19
5. Attended Playing Fields Committee at Pavilion 14.11.19
6. Attended Neighbourhood Development Plan meeting at the Hall 19.11.19
7. Attended Memorial Hall Committee at the Hall 19.11.19
8. Met with Emma re various 28.11.19 at Greenwood House
9. Attended Memorial Hall Constitution meeting at the Hall 03.12.19
10. Attended Flooding & Planning Committee at the Hall 06.12.19
11. Met with parishioner re planning issue 03.01.20

#### 6. Parish Council administration

## **6.1 To consider adoption of revised Code of Conduct as advised by South Glos Council**

It was resolved that the revised Code of Conduct should be adopted.

## **6.2 To consider renewal of ALCA and SLCC subscriptions for the coming year**

It was resolved that the annual subscription for membership of the Avon Local Councils Association and the Society of Local Council Clerks should be renewed.

## **6.3 To consider adoption of new Memorial Hall Constitution**

Following discussion, it was resolved that the constitution should be adopted as circulated and returned to the hall committee for consideration at their AGM in February.

## **6.4 To note progress on the following outstanding items identified in risk management review:**

### **6.4.1 Cricket club lease arrangements**

No progress since the last meeting.

### **6.4.2 PFC asset inspection**

This has not yet been completed but is on the agenda for the next PFC meeting on 9<sup>th</sup> January.

### **6.4.3 Other outstanding items**

The Clerk confirmed that the NatWest bank mandate has now been updated. All councillors are signatories, with the Clerk having administrative access but no payment approval powers.

The new handrail at The Pound has been ordered from Front Row Fencing. The job has proved more complicated than first thought as the steps are not stable enough for the railing to be fixed into them. The steps will be relaid and the handrail can then be put up.

## **6.5 To progress plans for VE Day celebrations on 8<sup>th</sup> May 2020**

It was noted that the Memorial Hall committee are also considering holding an event. It was agreed that the council should liaise with the hall committee before making further plans. Cllr Clothier will continue to lead on this item.

<b>Action: MC to liaise with hall committee to develop</b>
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## **6.6 To consider response from SGC Democratic Services re: increase in number of councillors**

Cllr Sullivan has written to Natalie Carr (SGC Democratic Services manager) to try and progress this issue. No response has yet been received.

## **7. Finance**

### **7.1 To note budget statement**

The budget monitoring statement for the year to date was noted.

### **7.2 To note receipts**

The following receipts were noted:

#	Code	Date	Description	Supplier	Total
6	Interest	22/11/2019	Interest	Bank interest	£ 23.04
14	Interest	22/11/2019	Interest	Bank interest	£ 0.02
26	Income from hire	22/11/2019	Room hire	I.D. Knapp Ltd	£ 123.00
23	Income from hire	01/12/2019	Room hire	Busy Bees Preschool	£ 283.33
27	Interest	23/12/2019	Interest	Bank interest	£ 0.02

### 7.3 To approve/note payments

#### 7.3.1 To note payments made prior to the meeting

The following payments, made under previous resolutions, were noted:

#	Code	Date	Minute	Description	Supplier	VAT	Total
90	Utilities & fuel	07/11/2019	PFC 69/19	Electricity supply	National Power	£ 0.95	£ 20.00
53	Maintenance & Cleaning	14/11/2019	PFC 69/19	Cleaning	Elite Hygiene Services	£ 30.40	£182.40
54	Maintenance & Cleaning	14/11/2019	PFC 69/19	Cleaning	Elite Hygiene Services	£ 38.91	£ 233.46
55	Maintenance & Cleaning	14/11/2019	PFC 69/19	Grass cutting	Complete Weed Control	£ 14.60	£ 87.60
56	Maintenance & Cleaning	14/11/2019	PFC 69/19	Grass cutting	Complete Weed Control	£ 14.60	£ 87.60
93	Salaries	25/11/2019	OPC2019-09-8.6	Clerk's salary	Clerk	£ -	£ 396.24
51	Utilities & fuel	29/11/2019	OPC2019-09-8.7	LPG fuel tank fill	Avanti Gas	£ 24.26	£ 509.43
52	Maintenance	30/11/2019	OPC2019-05-11.7	Phone Line Rental	BT	£ 6.58	£ 39.48
98	Utilities & fuel	01/12/2019	PFC 69/19	Water supply	Water 2 business	£ -	£ 34.50
94	Maintenance & Cleaning	06/12/2019	PFC 69/19	Cleaning	Elite Hygiene Services	£ 38.00	£ 228.00
91	Maintenance	06/12/2019	OPC2019-05-11.7	Localism contract	South Gloucestershire Council	£ 12.35	£ 74.09
97	Utilities & fuel	07/12/2019	PFC 69/19	Electricity supply	National Power	£ 0.95	£ 20.00
95	Salaries	25/12/2019	OPC2019-09-8.6	Clerk's salary	Clerk	£ -	£ 396.24

96	Maintenance	30/12/2019	OPC2019-05-11.7	Phone Line Rental	BT	£ 6.27	£ 37.63
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### 7.3.2 To approve the following payments

The following payments were approved to be made:

#	Code	Date	Description	Supplier	VAT	Total
50	Maintenance	07/01/2020	Grass cutting	R Cornock	£ -	£ 50.00
92	Election Contingency	07/01/2020	Election cost recharge	South Gloucestershire Council	£ -	£175.00
99	Room hire	07/01/2020	Room hire	Memorial Hall	£ -	£ 85.00
100	Home working allowance	07/01/2020	Clerk home working allowance	Clerk	£ -	£ 20.00
101	Office & Stationery	07/01/2020	Stationery	Ryman (via Clerk's expenses)	£ 0.42	£ 2.49
102	Asset purchase PFC	07/01/2020	Pavilion insulation	I.D. Knapp Ltd	£503.00	£3,018.00
103	Maintenance & Cleaning	07/01/2020	Pavilion LPG tank fencing	I.D. Knapp Ltd	£ 15.61	£ 93.65

### 7.4 To consider request for inclusion of funding for a Vehicle Activated Speed device & improved village signage in the budget for the coming year

Cllr Jennings presented on behalf of the Road Safety Committee to propose inclusion of funding for a Vehicle Activated Speed device (VAS) and improved signage at village boundaries in the budget for the 2020-21 financial year.

A VAS device is an educational tool, not an enforcement tool. Evidence was presented showing that such devices can contribute to significant reductions in the number of speeding vehicles. They do record vehicle speeds for future analysis, but would not record licence plate numbers or other personal data.

Cllr Jennings discussed expected costs and suggested that a VAS device could be purchased jointly with another parish to reduce costs. This would be practical as well, since research suggests that the devices are most effective when deployed for a relatively short period of time (around 6-7 weeks) in a given location. If such a cost share can be identified, then the likely cost to the council would be in the order of £1,400.

The council already has one suitable pole for mounting the device and there is another pole by Westmarsh Lane which will need to be moved due to the current SGC flood alleviation works and will be put into a suitable location for VAS deployment.

Cllr Jennings went on to discuss the role which signage at village entry points can have on traffic speeds and requested an additional budget allocation for improved signage.

Following discussion it was resolved to include both items in the coming year's budget.

### 7.5 To approve council budget for 2020-21

The proposed budgets for the Playing Fields Committee and full council were considered in detail.

The PFC budget includes elements for supply and safety checks of Calor bottles, previously used for cooking. A question was raised as to whether this system was still in place or whether the cooker is now fuelled from the LPG tank. Cllr Sullivan agreed to check – if this is the case then these budget items can be removed.

**Action: KS to check status of Calor gas supply at the pavilion**

In the full council budget, the element of £1,000 for the VAS pole (see item 7.4) was removed as SGC have agreed to move an existing pole to a suitable location.

It was resolved that the proposed budgets should be accepted, subject to the above changes.

### 7.6 To determine parish precept for 2020-21

It was resolved to maintain the precept for the net financial year at the current level i.e. £15,577.

Given the indicative tax base of 367, this gives a Band D equivalent of £42.44 for the year.

## 8. Planning matters

### 8.1 To note/agree response to planning applications

The following planning applications were noted and responses resolved as shown:

<i>Reference</i>	<i>Location/Address</i>	<i>Details of Application</i>	<i>OPC response</i>
P19/2265/F	Stoneford Camp Road Oldbury On Severn	Erection of a single storey rear extension. Raising of roof line to facilitate loft conversion.	<b>No comment</b>
P19/16956/O	Land Adjacent To 1 Parkmill Cottages Oldbury Lane BS35 1RD	Erection of 1 no. agricultural workers dwelling (Outline) with access and layout to be determined, all other matters reserved.	<b>No comment</b>
P19/17014/F	Land At Near Kyneton House Mumbleys Lane Thornbury BS35 3JZ	Change of Use of land from agricultural to residential (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended), Creation of hard surfacing and erection of 2.5m fencing to form tennis court.	<b>No comment</b>
P19/18595/F	Barn at Kington Road BS35 1PN	Conversion of Existing Agricultural Building to form 1no Dwelling with Annex ancillary to main dwelling, with parking and associated works	<b>No comment</b>
P19/18877/F	Ivy Cottage, Cowhill	Replacement of flat roof with pitched roof on existing attached garage	<b>No comment</b>
P19/18526/F	School House, Mumbleys Lane BS35 3JZ	Erection of extension to front porch	<b>No comment</b>

### 8.2 To note SGC decision notices & other planning matters received

<i>Reference</i>	<i>Location/Address</i>	<i>Details of Application</i>	<i>OPC response</i>	<i>SGC decision</i>
P19/5488/LB	Shepperdine Farm Shepperdine Road	Internal and external works to include the demolition of single storey lean-to building, demolition of rear conservatory, installation of 1 No. rear boiler flue and installation of stud wall on the first floor	No comment	<b>Approved with conditions</b>
P19/14393/TRE	Meads View	Works to fell 1 no. Oak tree covered by	No	<b>Refused</b>

	Oldbury Naite	SGTPO 10/17 dated 5th September 2017	comment	
P19/09296/F	Caples Close Oldbury Naite	Erection of two storey rear extension to facilitate change of use from Office (Class B1) to dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) with associated works (resubmission of P19/3328/F).	No comment	<b>Refused – case is now subject to appeal</b>
P0365/15/FUL (Forest of Dean DC)	Severndale Farm Tidenham Chepstow	Change of use of agricultural land to wind turbine and installation of a wind turbine to generate renewable energy, including grid connection and ancillary works.	<b>Application withdrawn, no further action will be taken</b>	

## 9. Flooding & Planning Committee

### 9.1 To note minutes of meeting held on 6<sup>th</sup> December 2019

The minutes were noted.

## 10. Neighbourhood Development Plan committee

### 10.1 To receive committee report

SGC have now confirmed that as long as various amendments suggested by statutory bodies are incorporated into the plan, no Strategic Environment Assessment will be required. There will be some impact on the plan insofar as now a maximum yield of 20 dwellings is what can be expected during the lifetime of the plan (up until 2036).

The next stages are:

- Work on the Pre Submission version of the plan
- Community consultations (regulation 14 of the Neighbourhood Planning (General) Regulations 2012).
- assessing feedback from the consultation, amending the plan if relevant, and preparing supporting documents for submission to SGC (regulation 15)
- SGC will then publicise the plan and seek responses from interested parties (Reg16) , this is formally a 6 week process,
- Submission of plan proposal to examination (Reg17).

## 11. Nuclear

### 11.1 To receive Site Stakeholder Group report

A draft of a new charter between Magnox and the SSGs is under discussion. This will detail the relationship between the bodies on socio-economic policy and community relations.

Decommissioning works are going well. The SSG are hoping for news of a movement to a continuous decommissioning policy rather than the current “mothballing” approach.

## **11.2 To consider Horizon plans to install a gate at the Windbound site**

Horizon wish to install a gate to prevent vehicle access to the bank at the Windbound. It was agreed that the council have no objection to this, and that provision of a litter & dog waste bin as part of this project would be useful. Cllr Sullivan agreed to discuss this with Samantha Stagg (Horizon PR).

**Action: KS to discuss with Samantha Stagg.**

## **12. Communications committee**

### **12.1 To note minutes of meeting held on 12th November 2019**

The minutes were noted.

## **13. Playing Field Committee**

### **13.1 To note minutes of meeting held on 14<sup>th</sup> November 2019**

The minutes were noted.

It was pointed out that minutes of the previous PFC meeting in October 2019 have not yet been considered by full council. The Clerk agreed to add these to the next full council agenda.

**Action: Clerk to circulate minutes of PFC2019-10 to next full council meeting.**

### **13.2 To consider request for a letter box to be installed at the Pavilion**

Busy Bees wish to be able to receive mail at the Pavilion, but cannot at this time as it is not a registered postal address. The Clerk has contacted SGC to ask for it to be listed; this can go ahead once a letter box has been installed for delivery of mail.

It was resolved that a box should be purchased from Screwfix at a cost of £24.99 plus VAT. The Clerk agreed to arrange this. Busy Bees will arrange installation.

**Action: Clerk to purchase letter box and pass to Busy Bees for installation.**

## **14. Highways & Road Safety**

### **14.1 To note minutes of meeting held on 10<sup>th</sup> December 2019**

The minutes were noted.

## **15. Review of actions (not previously covered)**

*KS/DG to draft a questionnaire to parishioners* – this is ongoing but not yet ready for consideration by council. To be added to next agenda.

## **16. Consultations and Correspondence**

### **16.1 Correspondence**

The following correspondence was considered:

*SGC tree officer letter re: Ash Die-back Disease* – the Clerk noted that the 2019 tree survey identified only one ash tree, on Pickedmoor Lane. A line will be added to the asset inspection to ensure this tree is looked at in particular so that any signs of die-back are identified early.

*Western Power re: “Be winter ready” campaign* – information has been placed on noticeboards and the website.

*Information re: new Community Engagement Forum boundaries* – the revised boundary for the Oldbury area will cover the Thornbury and Severn Vale wards.

*SGC lighting engineer re: request to present on upgrading of street lights* – an officer has requested to attend a council meeting to give a presentation on SGC’s programme of changing street lighting to LED type lights. It was agreed that he should be invited to attend the March council meeting.

## **16.2 Consultations**

The following consultations were considered:

*Strengthening police powers to tackle unauthorised encampments* – resolved no response.

*SGC Alcohol strategy* – resolved no response.

## **17. Any other minor matters (not requiring a decision) or items for the next agenda**

The installation of faster broadband at the Memorial Hall was noted.

## **18. Close of Meeting**

The meeting was closed at 9:21pm.

Next meeting to be held on **Tuesday 3<sup>rd</sup> March 2019 @ 7.00pm.**

**Signed by Chairman:**