



OLDBURY ON SEVERN PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Tuesday 2nd July 2019 at 7:00 pm in the Memorial Hall

PRESENT: Cllr Keith Sullivan (Chair), Cllr Dylan Griffiths (Vice Chair), Cllr Matthew Riddle, Cllr John Cornock, Cllr Sheila Bedford, Cllr Matthew Clothier (from 7:25pm)

Clerk: Emma Pattullo **Parishioners:** Mr Malcolm Lynden (SSG rep) and 2 other parishioners were present

1. Apologies for absence

Apologies were received from Cllr Chris Jennings (holiday) and Mr Barry Turner.

Cllr Clothier had sent notice that he was likely to arrive late (work commitment).

2. To receive agenda declarations of interest and dispensation requests

None received.

3. To approve minutes of the last council meeting

It was proposed by Cllr Riddle, seconded by Cllr Griffiths and resolved by all that the minutes of the meeting held on the 9th May 2019 be signed as a correct record. The minutes were signed by the Chair.

4. Public Forum

A parishioner raised the issue of planning application PT18/0114/F Naite Farm dog boarding kennels. This application is due to be discussed by SGC Development Control committee on 11th July, following a site visit on 28th June. The parishioner volunteered to speak at that meeting to summarise reasons for objection. It was agreed that Cllr Sullivan will speak first to reiterate the PC's position in objecting to the application, but he will then give way to the parishioner who can speak in more detail.

Discussion was held as to whether the applicant should have been allowed to have expert representation at the site visit. The Clerk will check the new SGC protocols to determine who is allowed to be present at site visits.

Action: Clerk to check SGC protocols on planning application site visits.

5. To receive the Chair's report

The Chair presented this summary of his engagements since the last meeting. No questions were raised.

1. Inspected playing field work 10.05.19
2. Attended Hall management Meeting at Mem Hall 14.05.19
3. Met with new Horizon team at Old Conf Centre 15.05.19
4. Met with Barry at Greenwood House re future flooding issues etc 17.05.19
5. Met with Horizon at Jobses Green and Dairy Farms 22.05.19
6. Attended SSG at Oldbury Conf Centre 22.05.19
7. OPC after adjournment at Mem Hall 22.05.19
8. Attended closing meeting of Oldbury Fun Run at Anchor 31.05.19

9. Attended NDP at Mem Hall 18.06.19
10. Attended NDA Stakeholder event at Aztec Hotel 20.06.19
11. Attended FPC at Mem hall 21.06.19
12. Met with insulation contractor at pavilion 21.06.19
13. Attended site meeting at Naite Farm 28.06.19
14. Met with Emma at Greenwood House, various discussions 01.07.19

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

Clerk to write to Mr Pearce to thank him for service as internal auditor – complete.

Clerk to forward letter from Swift Sports to PFC – complete.

Clerk to follow up co-option resolution – complete; two new councillors have now accepted office.

7. Council Administration

7.1 To agree appointments to committees

The circulated list of committee memberships was reviewed. Cllr Bedford was asked to join and chair the Communications Committee and agreed to do so. The parish clerk will also attend and will clerk the meetings of that committee, subject to a mutually convenient time being found for the meetings.

Cllr Bedford will also join the Road Safety committee. Cllr Jennings is already a member of that committee and of the NDP committee.

It was agreed that three of the unsuccessful candidates for co-option to the council should be asked to join various committees. Cllr Sullivan will contact them to discuss.

Action: KS to ask candidates if they will join committees.

Other councillor appointments to committees will remain as previous.

7.2 To discuss appointment to other vacant roles:

- **planning officer**

It was resolved that the name of this role should be changed to “Planning Lead” to prevent any confusion with professional officers, and that Cllr Griffiths should take on this role.

- **defibrillator warden**

A volunteer has been identified; the previous defib warden will brief the new volunteer.

- **school governor**

Councillors expressed thanks to Cllr Griffiths for serving in this role for the past four years. He does not wish to continue. No other councillor was willing to take on the role at this stage. (It is not a requirement for the parish council to provide a representative to sit on the school governing body).

7.3 To discuss whether to develop a strategic plan for the Council

Cllr Sullivan proposed that the council should consider developing a strategic plans or policies to guide its future work and address issues which are important to the parish in a proactive way. For example, given that the parish is at direct threat of increased flood risk due to climate change, perhaps the council should have an environmental policy and action plan.

Following discussion it was agreed that this would be useful but that the council does not currently have the capacity to develop such plans. The item will be carried forward to the next agenda.

7.4 To discuss whether to carry out a parishioner survey

It was agreed that this item would be linked to item 7.3 above. Item will also be carried forward to the next agenda.

7.5 To review asset register & approve revised valuation policy

Following recent ALCA finance training, the Clerk has become aware that some of the valuations in the Asset Register were not in line with general local council practice. There was also no obvious link to the value reported in the Annual Governance & Accountability Return.

Local council asset values should generally be recorded at purchase cost; assets acquired at no financial cost should have a nominal value of £1 (*Governance & Accountability for Smaller Authorities in England 2019, section 5.60 to 5.62*).

The asset register should record the asset value (the total of which is the amount reported in the Annual Governance Return Accounting Statements box 10) and may also include an additional insurance value. However, previous versions of the OPC asset value have only included one value and the source of this value was often not clear.

The Clerk has therefore developed a valuation statement which Councillors were asked to consider and adopt. The strategy is:

1. Where an original invoice or transfer deed is available, the purchase price has been used for valuation (excluding any VAT, other taxes, installation or delivery costs).
2. Where no original purchase documentation can be found but a purchase cost is noted in the relevant council minutes, this noted value has been used.
3. Where assets have been gifted, donated or otherwise been acquired at no charge, the asset is given a nominal value of £1
4. Where none of the above apply, the value as previously stated on the earliest available copy of the asset register has been maintained.

It was resolved that this valuation statement should be adopted and retrospectively applied to the asset register. Dual columns will now be kept for "asset value" and "insurance value".

Action: Clerk to apply new valuation statement to asset register.

7.6 To note progress on and actions resulting from annual asset inspection

The Clerk reported the results of the annual inspection of PC assets, excluding those at the Playing Fields. The inspection checklist has been forwarded to the PFC who have been asked to complete their inspection and report back to the council.

Action: PFC to carry out annual inspection of playing field assets & report result to full council

Actions resulting from the Clerk's inspection were presented and noted. The Clerk will maintain an overview of the actions and report completion to the Council in future meetings.

7.7 To note completion of annual risk management review & actions arising

The Clerk reported that the annual risk review has been carried out. Unfortunately the review document was not completed in time for it to be circulated to councillors prior to the meeting. The Clerk was therefore asked to circulate the document for review and to carry this item forward to the next agenda.

Action: Clerk to circulate risk review document for consideration at the next meeting.

7.8 To note insurance arrangements for the year from September 2019

The Clerk reported that the annual insurance renewal falls due in September, but that since the council entered into a three year agreement in Sept 2018 following a detailed review of insurance needs, there is no option to change arrangements at this time.

The council has acquired new assets since the last insurance review (flagpole and whiteboard) and the Clerk will ensure that these are listed in the insurance schedule.

Action: Clerk to arrange for new assets to be added to the insurance schedule.

7.9 To discuss possible review of Clerk's salary scale point

Cllr Sullivan reported that the Clerk is currently on point 6 of the nationally agreed salary scale; this is below the normal expected or 'substantive' range for a small parish council and is only one point above the lowest point which a Clerk can be on. Since the activities of the parish council have expanded in recent years and the Clerk now has two years' experience in the role, it was resolved that an increase of one scale point should be awarded. This will mean an increase in annual salary of £93.60.

8. Finance

8.1 To note budget statement

The budget statement was noted.

8.2 To note receipts

The following receipt was noted:

R2-19/20	VAT refund for financial year 2018-19	£ 1455.67
	TOTAL	£ 1455.67

8.3 To approve/note payments

8.3.1 To note the following payments

The below payments have been made prior to the meeting, in accordance with previously agreed decisions where noted.

			Minute reference
P7-19/20	SGC - Bulky waste collection	£ 130.38	None - delegated powers
P8-19/20	E Pattullo - Clerk's salary May	£ 388.44	OPC2019-05-11.7
P9-19/20	BT line rental (Memorial Hall) - May	£39.48	OPC2019-05-11.7
P10-19/20	SGC Localism – dog bin emptying Apr-Jun 2019	£74.09	OPC2019-05-11.7
P11-19/20	K Isaaks (Smartwheelie) – bin speed stickers	£ 178.00	OPC2019-05-18.3
P12-19/20	E Pattullo – Clerk's salary June	£ 388.44	OPC2019-05-11.7
P13-19/20	BT line rental - (Memorial Hall) June	£39.48	OPC2019-05-11.7
	Total	£ 1,238.31	

8.3.2 To resolve the following payments to be made

It was resolved that the following payments should be made:

P14-19/20	E Pattullo - office & clerk's expenses May & June 2019	£ 46.92
P15-19/20	Transfer of PFC portion of VAT refund	£ 743.54
P16-19/20	SLCC membership subscription	£100.00
	Total	£ 890.46

8.4 To note appointment of Auditing Solutions Ltd as internal auditors

The Clerk reported that following the signing of a Letter of Engagement, Auditing Solutions Ltd will now be the council's internal auditors.

9. Planning applications

9.1 To note/agree response to planning applications

The following planning responses were resolved as indicated:

Reference	Location/Address	Details of Application	OPC response
P19/3771/F	Paddock At Foss Lane Thornbury South Glos BS35 1RE	Erection of 1 No. stable block and change of use of land from agricultural to equestrian (sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	No comment
P19/5455/F	The Stables Adjacent To 'Savern Oaks' Sweetwater Lane Thornbury	Erection of 1 No hay barn and 1 No. stable block with hardstanding, access track and associated works.	No comment
P19/5488/LB	Shepperdine Farm, Shepperdine Road, Oldbury on Severn	Internal and external works to include the demolition of single storey lean-to building, demolition and erection of replacement of rear conservatory, installation of 1 No. rear boiler flue and installation of stud wall on the first floor.	No comment.
P19/6152/PNGR	Barn at Kington Road	Prior notification of a change of use from Agricultural Building to 2 No. residential dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	No comment.

9.2 To note SGC Decision notices & other planning matters

The following matters were noted:

Reference	Location/Address	Details of Application	OPC response & SGC decisions
PT17/2006/O	Land south of Gloucester Road	Demolition of existing agricultural shed buildings, residential development of up to 370 dwellings (Use Class C3); a flexible use building (floorspace circa 460 sq. m.) falling within Use Class D1; public open space; accesses onto Gloucester Road and	Object APPEAL DISMISSED, PERMISSION NOT GRANTED

		associated infrastructure	
P19/3328/F	Caples Close Oldbury Naite Oldbury On Severn	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.	No comment REFUSED
PT18/3756/O	Land At Crossways Morton Way Thornbury	Development of up to 100 no. dwellings, up to 0.33 ha of B1 employment (Outline) with access to be determined. All other matters reserved	Object Applicant has appealed on grounds of non-determination. Public inquiry to be held

10. Flooding & Planning Committee

10.1 To note minutes of meeting held on 21st June

The minutes of the meeting were noted, no comments were raised.

11. Neighbourhood Development Plan committee

11.1 To receive committee report

Mr Turner had supplied a report by email. There has been little progress as the draft plan is still with SGC who are consulting with other statutory bodies as to whether a Strategic Environmental Assessment is required. If it is, this will probably take around three months to complete. It is hoped that a formal decision will be received soon.

12. Nuclear

12.1 To receive Site Stakeholder Group report

Mr Lynden gave a report on recent SSG activity. He has attended a useful meeting hosted by the Nuclear Decommissioning Authority who are reassessing national plans for decommissioning of the Magnox plants. Some sites may be dismantled more quickly than originally planned but Oldbury is in good condition so is likely to remain in place for the longer term. Overall, decommissioning is going well but future funding allocations are uncertain.

Mr Lynden was asked to circulate his reports prior to future council meetings so that they can be noted more quickly.

Action: ML to circulate future SSG reports prior to council meetings.

13. Communications committee

13.1 To receive committee report

Cllr Sullivan reported that no meeting has been held since the last full council, therefore the committee had nothing to report.

13.2 To agree approach to implementation of new Website Accessibility Regulations required by September 2020.

These new Regulations require that all public bodies take steps to make their websites as accessible as possible to all citizens, particularly those with disabilities. Improvements will also meet statutory duties imposed by the Equality Act 2010 and Disability Discrimination Act 1995.

The Clerk requested permission to attend SLLC online training which should help to establish what will need to be done to make the community website compliant. The course costs £60. It was resolved that the Clerk should register for the course.

Action: Clerk to arrange to attend training on website regulations.

14. Playing Fields committee

14.1 To receive committee report, if any (no meeting since last full council)

Cllr Sullivan reported that no meeting has been held since the last full council, therefore the committee had nothing to report other than progress on the heating system renewal which is covered under item 14.2.

14.2 To discuss plans for Pavilion heating upgrade

Heating

Cllr Sullivan has been working on behalf of the PFC to obtain quotes for renewal of the pavilion heating system. It has proved difficult to get contractors to quote for the work. Three quotes have eventually been obtained, but they are not directly comparable. Two quotes are for wet systems and the third for an air circulation system – this is due to the PFC repeated changing the preferred specification.

Discussion was held as to whether oil or bulk tank LPG would be the better fuel. It has proved difficult to get accurate cost estimates for LPG but using a variety of sources of information, Cllr Sullivan has concluded that LPG would probably be between £200-£400 per annum more expensive. This is balanced out by cheaper installation costs for a gas fired boiler (approximate £2,000 lower) giving a break even period of five to ten years. In addition, LPG is more environmentally friendly with lower carbon emissions per kWh of delivered heat.

It was resolved that a gas fired wet system should be installed and that the cheapest quotation for such a system should be accepted, this was from Mr Phil Page. The quoted cost is £6,408 to include supply and fitting of the boiler and radiators suitable for use around the preschool children. Cllr Sullivan was asked to report this to the PFC so that work could be commissioned as soon as possible in order that it should be completed during the preschool summer break.

Action: KS to instruct PFC to commission Mr Page to install heating system to specified quotation.

Insulation

Previous discussions had identified a need for increased insulation of the pavilion roof to improve efficiency. Cllr Sullivan has attempted to get quotes for improving the insulation using a spray-on product applied to the underside of the roof; only one quote was received which was for an excessively large amount such that even with a significant saving in fuel costs, the payback period would be decades. The PFC was asked to continue efforts to get a more acceptable quote for improved roofing insulation.

More efficient (LED) lighting could be installed at reasonable cost but it would make sense to delay this until a solution for the roof insulation has been identified, since both will require removal of the internal ceiling.

The PFC has been advised that it is not feasible to apply external insulation to the walls as previously considered. A contractor has been asked to quote for fitting of internal wall insulation to establish whether this is a viable option.

It was resolved that insulation should be left as it is unless the contractor comes back with a reasonable quoted cost (payback period of ten years or less).

15. Highways & Road Safety

15.1 To note minutes of Road Safety committee meeting of 4th June

The minutes of the meeting were noted, no comments were raised. Since the meeting, wheelie bin stickers have been obtained and distributed to residents; there has been a good take-up of people using them.

15.2 To discuss recommendation from RSC for purchase of a Vehicle Activated Speed Indicator

The RSC had presented a written recommendation for purchase of a Vehicle Activated Speed indicator (VAS) sign. The cost of the preferred model from Morelock would be £3,375.60.

Lengthy discussion was held as to whether this was a good use of precept funds.

A motion was proposed that the recommended purchase should be approved but this motion was defeated by majority vote.

The RSC will be asked to look at other sources of possible funding and/or to investigate whether SGC could deploy such a system in the parish.

Action: RSC to investigate alternatives to a fully PC-funded system.

15.3 To agree commissioning of tree surgery work to poplar tree on Pickedmoor Lane, as recommended by Wotton Tree Consultancy

During the tree condition survey carried out in January 2019 by Wotton Tree Consultancy, it was identified that one of the poplar trees on Pickedmoor Lane was in need of works to reduce risk to traffic. It was recommended that this work be carried out in late summer/early autumn of this year.

It was resolved that the Clerk should obtain quotes for the recommended works, circulate to councillors for consideration and, unless there was any objection, commission the cheapest quote.

Action: Clerk to obtain three quotes for tree surgery works and commission the cheapest quote.

16. Consultations and Correspondence

16.1 Correspondence

VE Day 75th Anniversary celebrations – These will be a national event, to be held over the weekend of 8th-10th May 2020. Cllr Clothier will review the suggested activities and present proposals for the council's involvement to the next meeting.

Action: MC to draft proposals for OPC involvement

Community Engagement Forum, 9th July @ Alveston Methodist Church – No councillor wished to attend.

SGC Biodiversity Officer letter re: reducing grass cutting frequency on verges to promote wildlife-friendly habitats – the Clerk will respond that PC owned verges are only cut once per year already so further reduction in frequency would not be practical.

Invitation to ALCA South Glos AGM on 18th July 2019 – no councillor wished to attend.

Notice of closure of footpath between the Pill and Westmarsh Lane, from 20th August for ~11 weeks – No response required.

16.2 Consultations

SGC Streetcare satisfaction survey – It was resolved that no response will be submitted.

SGC Better Care Stronger Communities – It was resolved that no response will be submitted.

SGC Resources & Waste Strategy – It was resolved that no response will be submitted.

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

There is a bush at the corner of Chapel Road and The Naite which is obscuring the view to traffic. The Clerk offered to write to the resident concerned requesting that it be cut back.

The recent installation of the dog bin at West End (minute ref: OPC2019-01-13.2) has generated complaints to councillors and to SGC. Cllrs Bedford and Griffiths were asked to liaise with residents to investigate possible alternative locations and report to next meeting.

A road closure order has been received from SGC which broadens the scope of the previous order for closure of Church Hill to vehicles during the forthcoming drainage works; the road will now be closed to all traffic including pedestrians. It was noted that this would cause problems if still in place when the school reopens on September.

The verges on Pickedmoor Lane and The Naite require grass cutting. Cllr Clothier offered to cut the Pickedmoor verge and Cllr Cornock will ask his brother to do The Naite.

18. Close of meeting

The meeting closed at 9:40pm.

Next meeting will be held on **Tuesday 3rd September 2019 at 7.00pm**

Signed by Chairman: