



OLDBURY ON SEVERN PARISH COUNCIL

Minutes of the Parish Council Meeting

held on Tuesday 5th March 2019 at 7:00 pm in the Memorial Hall

PRESENT: Cllr Keith Sullivan (Chair), Cllr Dylan Griffiths (Vice Chair), Cllr Matthew Clothier, Cllr Matthew Riddle.

Clerk: Emma Pattullo **Parishioners:** Mr Barry Turner (NDP committee), Mr Malcolm Lynden (SSG rep).

1. Apologies for absence

Apologies were received from Cllr John Cornock (no reason given) and Cllr Glynn Poole (personal reasons).

2. To receive agenda declarations of interest and dispensation requests

Cllr Riddle declared an interest in planning application PT18/6450/O as members of his family own part of the land which is the subject of the application.

3. To approve minutes of the last council meeting

It was proposed by Cllr Griffiths, seconded by Cllr Riddle and resolved by all that the minutes of the meeting held on the 15th January 2019 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

The Chair reported the following items undertaken:

1. Attended NDP meeting with SGC at Yate 14.01.19
2. Attended NDP committee meeting at Memorial Hall 15.01.19
3. Attended PFC subcttee meet to discuss grant apps. For Heating system at Mike Pheysey's House 17.01.19.
4. Attended special meet of Mem Hall Cttee to discuss rules and constitution at Mem Hall 18.01.19.
5. Visited site for proposed dog bin at West End, resident not present 23.01.19
6. Spoke to Samantha Stagg re gate at Windbound, OPC happy with proposal 24.01.19
7. Met with Dylan to discuss Mem Hall rules etc at Oldbury PS 30.01.19
8. Attended SSG at Oldbury PS 30.01.19
9. Asked Footpath Warden to approach SGC re Mary's Bench 01.02.19
10. Met with Phil Page at Pavilion re quote for new boiler 08.02.19
11. Met with Brad of Andura re Wall Insulation at Pavilion 11.02.19
12. Chaired FPC at Hall 15.02.19
13. Met with Barry re NDP at Greenwood House 18.02.19
14. Met with Dylan re Hall Rules 19.02.19
15. Attended NDP meeting at Mem Hall 19.02.19

16. Attended Hall AGM at Mem Hall 19.02.19
17. Attended Bob Woodward's Thanksgiving Service 21.02.19
18. Attended SARA Launch and Dedication Sharpness 23.02.19
19. Met with Dylan, Emma, & members of the hall committee re Hall rules 26.02.19
20. Met with parishioner re dog bin West End 04.03.19

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

- *Planning policy statement* – Cllr Poole has drafted a statement on the Council policy but the Clerk has not had chance to progress. **Action carried forward.**
- *Dog bin* – quotes have been obtained but not yet discussed with the Chair. **Action carried forward.**

7. Planning matters

7.1 To note/discuss Planning applications

Cllr Riddle left the room for this item due to previously declared interest.

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

Reference	Location/Address	Details of Application	OPC response
PT18/6450/O	Park Farm Butt Lane	Erection of up to 630 dwellings (Class C3); up to 700sqm for Retail (Classes A1, A2, A3) and Community Hub (Class D1), network of open spaces, new roads, a sustainable travel link, parking areas, accesses and paths; and installation of services and drainage infrastructure (Outline) with access to be determined and all other matters reserved.	(See below)
PT18/6622/F	Park Farm Butt Lane	Construction of temporary Haul Road serving Park Farm Phase 4, including temporary bridge crossing the Pickedmoor Brook and Permanent construction of link to Phase 4.	No comment
PT18/3540/F	The Villa, Camp Road	Erection of ground and first floor extensions. <i>Reconsultation on revised plans.</i>	Previous response to stand.

The FPC had recommended a response to PT18/6450/O Park Farm Butt Lane; this recommendation was accepted and it was resolved that the response should be sent with minor amendments.

Cllr Riddle rejoined the meeting.

It was noted that the application PT18/3540/F The Villa, Camp Road, as well as other recent applications, referred to a 'regular bus service' to/from Oldbury. The only scheduled service is that serving Castle School, which is of no practical use to adult residents. It was resolved that the Clerk should write to the Sustainable Transport team at SGC pointing out that reference to this by developers in support of planning applications was misleading.

Action: Clerk to write to Sustainable Transport team.

7.2 To note Planning Decision notices

The following decision notices were noted:

Reference	Location/Address	Details of Application	OPC response & SGC decisions
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 Approve with conditions
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 Approve with conditions
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 Refusal
PT18/6737/HED	Land Adjacent To Oldbury Lane North Of Thornbury	Removal of 3 no. five metre sections of hedgerow to facilitate the replacement of a waste main adjacent to Oldbury Road.	No comment Approve
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 Application withdrawn
PT18/1632/F	The Chapel Chapel Road Oldbury On Severn	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).	No objection but points raised for consideration Approve with conditions

8. Finance

8.1 To note budget statement

The budget statement & bank reconciliation to the end of February were presented and noted.

8.2 To note receipts

The following receipts were noted:

R8-18/19	Interest payment to NS&I investment account	£ 140.22
	TOTAL	£ 140.22

8.3 To approve/note payments

8.3.1 To note payments made prior to the meeting

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

			Minute reference:
P63-18/19	A Crawley – provision of materials for erection of flagpole	£ 25.00	OPC 2019-01-14.5
P64-18/19	J Phipps – labour for erection of flagpole	£ 25.00	OPC 2019-01-14.5
P65-18/19	Lifeskills Centre – grant	£ 50.00	OPC 2019-01-16
P66-18/19	Wotton Tree Consultancy – tree condition survey	£ 250.00	OPC 2018-11-15.5
	Total	£ 350.00	

8.3.2 To approve the following payments

The following payments were approved:

P67-18/19	BT line rental - March	£ 31.08
P68-18/19	E Pattullo - clerk's salary March	£ 378.50
P69-18/19	E Pattullo - office & clerk's expenses Jan-Feb 2019	£ 56.99
P70-18/19	R Cornock – grass cutting on August 2018	£ 48.00
P71-18/19	PF Web Designs – website maintenance contract 1 st Apr 2019 – 31 st Mar 2021	£ 460.80
P72-18/19	ALCA subscription 2019-20	£ 149.45
P73-18/19	Barry Turner – expenses – NDP	£ 54.60
P74-18/19	LB Planning – NDP consultancy	£ 940.00
P1-19/20	E Pattullo - clerk's salary April	£ 388.44
P2-19/20	BT line rental - April	£ 31.08
	Total	£ 2358.94

The Clerk reported that the amount paid to BT by direct debit in February was greater than that approved at the January meeting (£33.43 charged against £31.08 approved). This was due to the imposition of a charge for paper bills which had not been previously communicated. The Clerk has now registered for paperless billing so future bills should be as expected.

8.4 To approve increase to Clerk's salary standing order in accordance with contractual arrangements

The national pay scales for Clerks have been increased from 1st April. The salary scales have also been adjusted; the old scale point 17 is now part of scale point 6 on the revised scale.

A revised standing order was signed to implement the new pay scale amount from April.

Councillors noted that the Clerk's scale point has not been reviewed since appointment and this might be something the new council may wish to consider later in the year.

Action: Clerk to add item to July PC agenda.

8.5 To discuss possible purchase of accounting software

The Clerk requested that the Council should consider the purchase of accounting software, to make the financial management of the Council more efficient and less liable to error. There are parish council- specific packages available which can produce relevant reports, including for meetings and the end-of-year AGAR reports, very easily and will save considerable time.

Councillors agreed that this would be a sensible step and resolved that the Clerk should investigate such packages and arrange purchase of the most suitable with authorised spend up to £500 per year.

Action: Clerk to progress

8.6 To agree Clerk's attendance at ALCA finance training session

The Clerk requested permission to attend ALCA finance training on 26th March at a cost of £40. It was resolved that she should attend.

Action: Clerk to book course

9. Parish Council Administration

9.1 To discuss and agree internal audit arrangements for coming year

ALCA have advised that it is no longer appropriate for councils to use a volunteer to carry out the internal audit. This is particularly relevant for councils with income below £25k as they are no longer subject to external audit; although this does not apply to OPC at the moment, there may be years in the future when this is applicable. The Clerk has requested quotes for professional internal audit services.

It was resolved that a professional audit service should be appointed at the May meeting, the Clerk should compare quotes received and put a recommendation as to who should be appointed.

Action: Clerk to prepare recommendation to put to next council meeting

9.2 To receive report on recent meetings with the Memorial Hall committee

Following discussion at the last PC meeting, meetings have been held with representatives of the hall committee to agree a future structure for management of the hall. It has been agreed that there will be a 'Members Group' (or similar name) of 15 including 2 councillors and representatives of village organisations. From these, an Executive Committee of 7 officers will be elected, comprising the Chair, Vice Chair, Secretary, Treasurer, Trustee representative (who must be a Councillor), and ideally a Fundraising co-ordinator and a Building Maintenance co-ordinator. The Executive will carry out the day-to-day management of the hall and will have limited financial spend powers up to £500 for emergency or immediate requirements, but will have to get agreement from the Members Group for greater spend. The Executive will also develop plans for improvements, which must be ratified by the Members Group before implementation. The Council will have increased oversight of hall management via representation on the Members Group and Executive Committee, and circulation of hall committee minutes to the Clerk for onward circulation to Councillors.

Councillors recommended that the revised committee structure will be put in place from the next Hall AGM next February, with other changes implemented from now as far as possible.

The Clerk has offered to work with the hall committee Chair and Secretary to draw up a constitution document.

Action: Clerk / Hall C'ttee Chair & Secretary to progress constitution

10. Flooding & Planning Committee

10.1 To receive committee report

The minutes of the committee meeting held on 15th February 2019 were accepted. Cllr Sullivan reported on recent communications with Mark Parry of SGC regarding Church Hill works. The detailed specification for works has not yet been completed, and no start date for works has been decided.

11. Neighbourhood Development Plan committee

11.1 To receive committee report

The latest committee report, circulated prior to the meeting, was accepted.

Mr Turner gave a brief summary of the report and noted that an engagement event is to be held at the Memorial Hall on 30th March from 12 noon until 6pm. Councillors are requested to attend for all or part of the event if possible. Mr Turner also offered to present to the new Council after May to give a more detailed explanation of the future process in getting the NDP adopted.

12. Nuclear

12.1 To receive NNB committee report

The minutes of the committee meeting held on 25th February were accepted. The main item in the meeting was an update from Horizon following the announcement of suspension of work at Wylfa and the scaling back of Horizon's operations to a small core staff.

12.2 To receive Site Stakeholder Group report

Mr Lynden circulated a summary of the most recent SSG meeting. He is to attend a meeting about development of deep geological storage, for which a suitable site has still not been identified. Mr Lynden also noted that the revised Magnox organisation is to be headquartered at Oldbury from September but that a new Managing Director for the revised organisation has not yet been appointed.

13. Communications committee

13.1 To receive committee report

This committee has not met since the last council meeting, thus no report was put forward.

13.2 To agree new website contract

The contract with PF Web Designs expires at the end of March this year. Their quotation for a continuation of 2 years on the present terms was £460.80 for maintenance and hosting over a 24 month period. This was accepted and the contract was signed by the Chair.

14. Playing Field Committee

14.1 To receive committee report

Although this committee last met in January, minutes have not yet been received.

Cllr Sullivan reported that he continues efforts to get quotations for the heating and insulation improvements but that these are proving difficult to obtain. An electrician has quoted for refitting of lights with LED fixtures, but it would make sense for insulation work to be done at the same time as the latter will involve removal of light fittings.

15. Environment, Highways & Road Safety

15.1 To note minutes of Road Safety Committee

The minutes of the committee meeting held on 12th February were accepted.

Discussion was held around the item suggesting that photos of cars parked inconveniently (such as on the pavement) should be passed to the police. It was reported that there has been police activity in the village recently with such cars having warning notices posted on their windscreens. Whilst such parking can cause disruption to pedestrians, the narrow

roads in parts of the village can mean that cars parked fully on the road cause an obstruction to larger vehicles trying to pass. It was agreed that all drivers need to show consideration when parking.

15.2 To note recommendations of recent tree condition survey

The report from Wotton Tree Consultancy has been received. Works have been recommended to one of the poplars on Pickedmoor Lane, to be carried out within the next 12 months. It was agreed that this should be commissioned in late summer or autumn of this year.

Action: Clerk to add item to July PC agenda.

The consultant also recommended that regular inspections be carried out of a Norwegian maple in the same area, especially after significant storms. The Clerk will add this specific item to the Risk Assessment.

Action: Clerk to add tree inspection detail to R.A. document

15.3 To discuss participation in SGC Spring Clean event

Over the last few years, the parish participation has been organised by a parishioner. Cllr Griffiths offered to talk to him to see if he can do so again.

Action: DG to discuss with parishioner

16. Consultations and Correspondence

16.1 Correspondence

Thornbury Area Youth Music – request for funding. This music educational group had requested funding to assist with subsidised attendance or purchase of instruments. The group is run by parent volunteers and was set up to replace a withdrawn SGC service. They have a number of children from Oldbury parish amongst their attendees. It was resolved that a donation of £100 should be made.

Severn Area Rescue Association – invitation to naming ceremony. Cllr Sullivan had attended this event on behalf of the council. It was resolved that a donation of £100 should be made to mark the occasion.

16.2 Consultations

Joint Local Transport Plan – FPC have responded on behalf of the council.

SGC Homelessness Strategy – it was agreed that no response would be made.

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

17.1 Election timetable

The Clerk outlined the timetable for the coming election and reported that nomination packs have been requested from SGC. Nominations must be submitted by Weds 3rd April.

17.2 Footpath over the Pill mouth

The new gate had been locked at the Cowhill side as it had not been hung properly and was swinging open and allowing livestock to get through. It has now been fixed and access is possible.

18. Close of Meeting

The meeting was closed at 9:15pm.

Next meeting to be held on **Thursday 9th May 2019 @ 6.30pm (to adjourn for Annual Parish Meeting @ 7:30pm)**