



OLDBURY ON SEVERN PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Tuesday 3rd March 2020 at 7:00pm in the Memorial Hall

PRESENT: Cllr Keith Sullivan (Chair), Cllr Matthew Clothier, Cllr Matthew Riddle, Cllr Chris Jennings, Cllr John Cornock, Cllr Sheila Bedford

Clerk: Emma Pattullo **Parishioners:** Mr Barry Turner (NDP committee) & 3 other parishioners were present

1. Apologies for absence

Apologies were received from Dylan Griffiths (holiday) and Malcolm Lynden.

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 7th January 2020 be signed as a correct record. The minutes were signed by the Chair.

4. Public Forum

4.1 To receive presentation from Ryan Brown (SGC) on planned replacement of street lights with LED units

Ryan Brown, who is a street lighting engineer, gave a presentation on the planned upgrade of street lighting to LED units. This will significantly reduce costs through lower energy use and reduced frequency of replacement. The precise units used will be designed to give the best solution given the existing placement of street lights – no new locations will be installed as part of this project. The LED units are more directional, focussing light onto the highway/pavement rather than illuminating front gardens and similar areas. They also cause less light pollution as most of the light is focussed downwards.

The programme is gradually being rolled out across South Glos. Work in Oldbury is expected to start in August 2020.

4.2 To discuss removal of street lighting in Chapel Road

Residents in Chapel Road have recently been notified that several street lights are to be removed as Western Power are removing the cables from which the lights are currently powered.

Several residents raised points in relation to this issue and directed questions to SGC lighting engineers present.

SGC staff responded that under the Highways Act they have a right but not a duty to provide street lighting, and that if the current cables are removed there would be no alternative source of power. There are also questions as to the safety of one of the poles on which the light is mounted. The ownership of the poles is uncertain as they currently carry both electricity and telephone cables. Western Power have deemed the pole unsafe but BT say that although it is showing some degradation it is within their tolerance levels for now.

A resident has been pursuing this matter; he will continue to do so and will keep the council informed as to progress.

4.3 Other public forum matters

No other matters were raised.

5. To receive the Chair's report

The chairman presented the following report of his council commitments since the last council meeting:

- Attended PFC at Pavilion 09.01.20
- Met with Glynn Poole re Playing Fields monitoring 23.01.20
- Meeting, EP, DG, CJ re Hall Constitution 23.01.20
- Attended NDP meeting at High Chimneys 28.01.20
- Attended SSG at Power Station 29.01.20
- Flap inspection along Chapel Road with Barry 07.02.20
- Checked Rhine levels regarding flooding 10.02.20
- Checked Rhine levels regarding flooding 11.02.20
- Checked Rhine levels regarding flooding 16.02.20
- Checked Pavilion and Rhine levels regarding flooding 17.02.20
- Attended NDP at Mem Hall 18.02.20
- Attended Hall AGM 18.02.20

6. Council administration

6.1 To note progress on outstanding items identified in 2019 risk review

6.1.1 Cricket Club lease

No progress has been made. This matter is on hold until SGC flood alleviation works around the cricket field are complete.

6.1.2 Playing Fields asset inspection

This has not yet been carried out. The playing fields committee are aware that it is needed and have minuted that it will be done soon.

6.2 To consider response from SGC Democratic Services re: increase in number of councillors

Cllr Sullivan presented a paper to demonstrate how many roles our current councillors are fulfilling, and where representation on committees etc. would preferably be higher if more councillors were available. Ideally he would like to see nine council seats. Cllr Sullivan and the Clerk are planning to meet with Natalie Carr (SGC Democratic Services) to pursue this.

Action: Clerk to arrange meeting with Natalie Carr.
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6.3 To consider amendments to proposed Memorial Hall constitution

Following a special motion request received from Cllrs Sullivan, Jennings & Griffiths, the previously resolved Memorial Hall constitution document was re-examined.

It was agreed that there are some elements which have been interpreted differently by the council and the hall committee, and so these need further clarification to avoid dispute in the future.

It was resolved that Cllrs Sullivan, Jennings and Griffiths should pursue this and make recommendations to a future meeting.

Action: Clerk to arrange further meeting

6.4 To determine arrangements for VE Day celebrations on or around 8th May 2020

The Hall Committee are arranging a celebratory and educational event on Friday 8th May. This will include displays and memorabilia related to Oldbury in WWII. The hall committee have applied to SGC for a grant of £220 to fund this.

It was resolved that if the grant application to SGC is unsuccessful, the PC should provide an equal amount of grant funding instead.

Cllrs Bedford & Riddle offered to organise a 'street party' type event at the Pavilion, to be held on Saturday 9th May. Cllr Riddle will also organise a 'best decorated porch/gate/house' competition. It was agreed that these were good ideas and resolved that Cllrs Bedford & Riddle should pursue them on behalf of the council.

Action: SB & MR to organise.

6.5 To consider draft strategic plan

Cllr Sullivan presented a draft strategic plan to guide the actions of the council in the future.

Several additional issues were suggested for inclusion including tree planting and support for solar panels.

It was agreed that the plan needs refining before putting to parishioners. All councillors are requested to pass comments to Cllr Sullivan before the next meeting. Cllr Sullivan will mention in his next 4Ward article that it is in development.

Action: All to pass comments on draft plan to KS before next meeting.

6.6 To consider improvements to consultation response process

Recently there have been a number of consultations received with fairly short response dates. Several have been from SGC. It was resolved that the council should write to Nigel Riglar pointing out the difficulties these pose for small councils such as Oldbury.

Action: Clerk to write to Nigel Riglar.

6.7 To consider provision of enhanced first aid cover service

Cllr Bedford explained her wish to establish a first aid cover service within the parish, to help people for example whilst they wait for an ambulance. This would involve a group of trained volunteers operating on a rota system. Training is available via St John Ambulance.

It was noted that the defibrillator warden is understood to be planning some offer of training on use of the defibrillator and that there may be some overlap between the two proposals.

It was agreed that Cllr Bedford should liaise with the defibrillator warden and prepare a more detailed report for discussion at a future meeting.

Action: SB to prepare report.

7. Finance

7.1 To note budget statement

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

7.2 To note receipts

The following receipts were noted:

#	Code	Date	Bank	Description	Supplier	Total
28	Interest	01/01/2020	NS&I Investment Account	Interest	Bank interest	£ 271.82
30	Income from hire	02/01/2020	PFC Current Account	Room hire	Busy Bees Preschool	£ 283.33
33	Interest	22/01/2020	PFC Deposit Account	Interest	Bank interest	£ 0.02
29	Income from hire	28/01/2020	Current Account	Room hire	Various	£ 90.00
31	Income from hire	03/02/2020	PFC Current Account	Room hire	Busy Bees Preschool	£ 283.33
32	PFC Utilities & fuel	03/02/2020	PFC Current Account	Water supply	Water2business	£ 107.49
34	Income from hire	03/02/2020	PFC Current Account	Room hire	Various	£ 153.00
35	Interest	22/02/2020	PFC Deposit Account	Interest	Bank interest	£ 0.02
TOTAL						£ 1,189.01

7.3 To approve/note payments

7.3.1 To note payments made under prior approvals

The following payments, made at or prior to the meeting under prior approvals as listed, were noted:

#	Code	Date	Minute	Description	Supplier	Total
108	PFC Maintenance & Cleaning	09/01/2020	PFC69/19	Cleaning - December	Elite Hygiene Services	£ 182.40
109	PFC Utilities & fuel	20/01/2020	OPC2019-09-8.7	LPG fuel tank fill	Avanti Gas	£ 378.19
104	Salaries	25/01/2020	OPC2019-09-8.6	Clerk's salary	Clerk	£ 396.24
105	Maintenance	30/01/2020	OPC2019-05-11.7	Phone Line Rental	BT	£ 35.40
113	PFC Utilities & fuel	03/02/2020	PFC 69/19	Water supply	Water2business	£ 34.50
116	PFC Utilities & fuel	07/02/2020	PFC 69/19	Electricity supply	National Power	£ 20.00
114	PFC Utilities & fuel	20/02/2020	OPC2019-09-8.7	LPG fuel tank standing charge	Avanti Gas	£ 83.92
118	Salaries	25/02/2020	OPC2019-09-8.6	Clerk's salary	Clerk	£ 396.24
124	Maintenance	01/03/2020	OPC2019-05-11.7	Phone Line Rental	BT	£ 35.40
115	PFC Maintenance & Cleaning	03/03/2020	PFC69/19	Cleaning - January	Elite Hygiene Services	£ 228.00
126	Maintenance	03/03/2020	OPC2019-05-11.7	Localism contract	South Gloucestershire Council	£ 74.09
127	PFC Maintenance & Cleaning	03/03/2020	PFC69/19	Cleaning - February	Elite Hygiene Services	£ 182.40
125	PFC Utilities & fuel	03/03/2020	PFC 69/19	Water supply	Water2business	£ 34.50
128	Grant awards	03/03/2020	OPC2019-11-16.1	Grant award	Four Towns & Vale Community Link	£ 150.00
TOTAL						£2,231.28

7.3.2 To approve payments

The following payments were approved to be made:

#	Code	Date	Description	Supplier	Total
110	Training & Subscriptions	03/03/2020	Training	ALCA	£ 60.00
111	Travel	03/03/2020	Mileage	Cllr Jennings	£ 10.40
112	Chairman's allowance	03/03/2020	Printer cartridges	Horders (via expenses to K Sullivan)	£ 22.45
119	Home working allowance	03/03/2020	Clerk home working allowance	Clerk	£ 20.00
120	Travel	03/03/2020	Train tickets	Trainline (via Clerk's expenses)	£ 7.90
121	Asset purchase PFC	11/02/2020	Mail box for Pavilion	Screwfix (via Clerk's expenses)	£ 29.99
123	Maintenance	03/03/2020	Erection of hand rail at The Pound	Front Row Fencing	£ 212.94
TOTAL					£ 363.68

7.4 To approve revised direct debit agreement for Water2business supply to the Pavilion

Following previous decisions to close the PFC current account, all regular payments need to be moved over to the main current account.

It was resolved that a new direct debit instruction should be made for the supply of water to the pavilion via Water2business, payable from the main current account. The instruction form was signed accordingly.

7.5 To consider purchase of Morelock Vario speed indicator device and sundries at £2,563 plus VAT

Following resolution at the previous meeting to include funding for of a speed indicator device in the coming year's budget, the Road Safety Committee have obtained a quotation for the preferred device & sundries (fitting mechanisms, spare batteries etc.) at £2,563 + VAT.

Several local councils have expressed interest in a joint purchase but not until the coming financial year. In order to obtain a 10% discount, the items need to be ordered immediately.

It was resolved that this item should be ordered on the above basis.

The Road Safety Committee will continue to pursue possible partner councils to share the use and cost of the device.

**Actions: Clerk to place order with Morelock.
CJ / Road Safety Committee to continue discussions with other councils re joint funding.**

7.6 To consider purchase of "The Clerk's Manual" (£47.50) & "The Charity Trustee's handbook" (£14.41)

It was resolved that these two publications should be purchased.

7.7 To consider request from the Memorial Hall Committee for grant or loan funding of up to £10,000 towards roof insulation & improvements to acoustics at the hall

Cllr Jennings noted that the request has now been reduced to £5,000. He explained that the Cinema Club have obtained grant funding towards installation of acoustic panels in the hall and this funding needs to be spent imminently. The hall committee wish to install interior insulation to the underside of the roof, but it would be significantly more costly if this was done after the acoustic panels have been fitted as they would in effect

need to be re-installed afterwards. The hall committee therefore wish to proceed with the insulation work as soon as possible. They have applied for grant funding to cover the work, but the grant is unlikely to be awarded soon enough. The hall committee have therefore requested that this council agrees to provide a loan of the required amount up to £5,000 to cover the work costs in the short term.

The Clerk advised that she was not able to say whether councils have powers to make such loans and recommended that a decision be delayed whilst advice is sought.

It was resolved that a loan, of up to £5,00 total, should be approved for a period of up to 12 months, subject to need and to the Clerk establishing that this was within the council's powers.

Action: Clerk to establish whether the council has powers to make such a loan.
Hall committee to present detailed costings.

8. Planning matters

8.1 To note Planning Decision notices

No planning applications have been received for comment since the last meeting.

The following planning decisions were noted:

Reference	Location/Address	Details of Application	OPC response	SGC decision
P19/16132/F	Stoneford Camp Road	Erection of a single storey rear extension. Raising of roof line to facilitate loft conversion.	No comment	Refused
P19/18877/F	Ivy Cottage, Cowhill	Replacement of flat roof with pitched roof on existing attached garage	No comment	Approve with conditions
P19/18526/F	School House, Mumbleys Lane, Thornbury	Erection of extension to front porch	No comment	Approve with conditions
PT18/2893/F	Knights Farmhouse, Shepperdine Road	Installation of fences and surface to create menage	No comment	Approve with conditions

9. Flooding & Planning Committee

9.1 To note minutes of the meeting held on 2nd March 2020, if available, or to receive verbal report of significant items

As the minutes of the meeting of 2nd March were not yet available, it was agreed to move this item to the next agenda.

10. Neighbourhood Development Plan committee

10.1 To receive committee report

Mr Turner presented his report on recent developments.

SGC have confirmed that the Plan does not require a Strategic Environmental Assessment. The next stage is to carry out pre-submission consultation with parishioners under Regulation 14. This will be advertised via

4Ward and on the website. An open 'drop in' event is also to be held on Saturday 28th March in the Memorial Hall from 12.00 to 18.00 where the plan can be discussed and comments received.

Following the consultation the plan will be amended if necessary and submitted for formal examination.

11. Nuclear

11.1 To receive Site Stakeholder Group report

Mr Lynden had sent a written report which was circulated. There has been an increase in the funding allocation for Oldbury Site which will probably mean 10 or so additional jobs created at the site. The NDA are carrying out a decommissioning strategy review, but short term it is not expected to have a big impact on Oldbury.

11.2 To consider request for a councillor to act as ALCA representative to SSG

ALCA have been asked to appoint a representative to the SSG. As several OPC councillors attend anyway, we have been asked whether one of them would be willing to also represent ALCA.

It was resolved that Cllr Griffiths should take on this role. The Clerk will inform ALCA.

12. Communications committee

12.1 To note minutes of meeting held on 25th February 2020

The minutes of the meeting held on 25th February were noted.

The committee had recommended the purchase of signs to direct visitors to the playing fields and children's play area, as this should increase the casual use of the area by parishioners and visitors.

It was resolved that such signs should be purchased, subject to a maximum cost of £200 ex VAT.

Action: Clerk to progress signage for the playing fields & children's play area.

13. Playing Field Committee

13.1 To note minutes of meetings held on 3rd October 2019 and 9th January 2020

These minutes of meetings held on 3rd October & 9th January were noted.

The Clerk reported that a letter box has been purchased for the Pavilion.

14. Highways & Road Safety

14.1 To receive road safety committee report

Cllr Jennings reported that a meeting has been held since the last council meeting, but that minutes have not yet been circulated.

The committee are progressing both the provision of a vehicle activated speed indicator (VAS) device and improved signage at the entrances to the village.

Cllr Jennings noted that following their inspections, the committee have reported a number of highways issues to SGC, including broken signage and poor road markings. These issues have not been followed up by SGC. Cllr Riddle suggested that reporting them via the SGC online reporting tool may be more effective, but offered to arrange a meeting with Rob Wiltshire (SGC) to discuss further.

Action: MR to arrange meeting between Road Safety C'tee representatives and Rob Wiltshire.

15. Review of actions (not previously covered)

- *Horizon gate at the Windbound* – This is on hold whilst the exact boundary between Horizon and SGC land is established. Cllr Sullivan will speak to Samantha Stagg to request an update and check that Horizon are willing to include a dog waste / litter bin.

16. Consultations and Correspondence

16.1 Correspondence

- *Open letter from NALC Chairman* – noted.
- *Fair Trade Village status – invitation to consider registering* – it was not felt relevant to the council but the Clerk was asked to pass details on to the village shop.

16.2 Consultations

- *SGC Adult social care fees & charges* – it was resolved that no response be made.
- *SGC Planning delegations review* – Flooding & Planning committee have recommended a response. It was resolved that the Clerk should respond as recommended by the committee.
- *NDA Economic & Social Impact strategy* - it was resolved that no response be made as parish interests are already represented by the SSG.
- *West of England Bus Strategy* – it was resolved that the Clerk should respond pointing out that residents in more rural areas currently have difficulty accessing the bus network and that the strategy should include provision for park and ride facilities or other means by which those in rural areas not served by buses can access bus 'hub' locations.
- *West of England Local Cycling & Walking Infrastructure Plan* – it was resolved that the Clerk should make a response requesting that this be better linked with the bus strategy e.g. provision of cycle routes in to towns in order to access onward travel by bus.

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

It was noted that the old phone box needs repainting. Cllr Riddle offered to speak to the parishioner who did it last time to see if he will do this again.

Action: MR to speak to parishioner.

It was requested that the issue of parking in the village centre, especially misuse of the Anchor car park, be placed on the next agenda.

18. Close of Meeting

The meeting was closed at 9:35pm.

~~Next meeting to be held on Tuesday 5th May @ 6.30pm, to be suspended for Annual Parish Meeting @ 7:00pm.~~ Post meeting note: the May 2020 meetings did not take place due to the national lockdown during the Covid-19 pandemic. The next meeting of this council was held on 7th July 2020 via video conferencing.

Signed by Chairman on approval of minutes: