



OLDBURY ON SEVERN PARISH COUNCIL

Minutes of the Annual Meeting of the Council

held on Thursday 9th May 2019 at 6:30 pm in the Memorial Hall and continued
on Wednesday 22nd May 2019 at 4:00pm in the Memorial Hall

PRESENT: Cllr Keith Sullivan, Cllr Matthew Clothier, Cllr Matthew Riddle, Cllr Dylan Griffiths (from 9pm on 9/5/19)

Clerk: Emma Pattullo **Parishioners:** Mr Malcolm Lynden (SSG rep), Mr Ian Bell (RSC); 2 other parishioners were present

1. To elect a Chairman and receive declarations of acceptance of office for Councillors and Chairman

Cllrs Sullivan, Riddle and Clothier had signed declarations of officer prior to the meeting.

Cllr Keith Sullivan was unanimously elected as Chairman.

2. To receive apologies for absence

Cllr Griffiths had previously advised the council that he would be arriving late and gave apologies until that time.

3. To receive agenda declarations of interest and dispensation requests

Cllr Sullivan requested dispensations for discussion and voting on the following matters, in order for the council to remain quorate:

- Financial matters (interest as a council tax payer)
- The Old Stores (adjacent landowner)

The Clerk granted these dispensations for a four year period until the end of the current council term in May 2023.

Other councillors did not declare interest in either matter as they were either not relevant, or did not feel they had any interest over and above that of any other parishioner.

4. To approve minutes of the last council meeting held on 5th March 2018 and special planning meeting held on 9th April 2019

The minutes of 5th March 2019 were proposed as an accurate record by Cllr Riddle, seconded by Cllr Clothier and so resolved.

The minutes of 9th April 2019 were proposed as an accurate record by Cllr Clothier, seconded by Cllr Sullivan and so resolved.

5. (Amended from published agenda) Order of Business

It was resolved that the previous agenda item 5 "To consider co-options to the council" be delayed until the end of the meeting, in order that potential candidates present could observe a council meeting in progress before deciding whether to proceed with their candidacy.

6. To elect / appoint to the following roles:

(Councillor representatives to committees will be appointed once a full council is in place. Until then, existing councillor appointments to committees will continue).

6.1 Vice Chair

It was resolved that Cllr Griffiths should be appointed as Vice Chair.

6.2 Planning Officer

It was resolved that this item should be deferred until a full council is in place.

6.3 Flood Warden

It was resolved that Andy McGrath should be re-appointed as Flood Warden.

6.4 Footpath Warden

It was resolved that Mary Pheysey should be re-appointed as Footpath Warden.

6.5 Representative(s) on Site Stakeholder Group

It was resolved that Mr Lynden, Cllr Griffiths and Cllr Sullivan should represent the council.

6.6 Flagmaster

It was resolved that Aiden Crawley should be appointed as Flagmaster.

6.7 Defibrillator Warden

The community shop volunteers have been asked whether one of them could take on this role but no response has yet been received. It was resolved that this item should be deferred until a response is received from the shop committee.

6.8 School Governor

No councillor was put forward for this role It was resolved that this item should be deferred until a full council is in place.

7. To receive the outgoing Chairman's report

Cllr Sullivan presented his report as follows:

- Met with Martin Arnold of Arnold Building Services re heating at Pavilion 12.03.19
- Met with Tim Galvin of Galvin Services re heating at Pavilion 13.03.19
- Met with Chris Awde re tarmac at Church Rd 13.03.19
- Met with Emma re general matters at Greenwood House 14.03.19
- Attended NDP committee meeting at Mem Hall 19.03.19
- Attended NDP exhibition at Mem Hall 30.03.19
- Attended PFC at pavilion 04.04.19
- Met with Dave Hill to discuss Chapel Planning application 05.04.19. Expects to move in by Xmas, flooding was not an issue, SGC did not want mezzanine, arguments were about visuals.
- Attended Special OPC meeting re Naite farm etc 09.04.19 at Mem Hall.
- Met with Emma re various matters 11.04.19 at Greenwood House.
- Met with SGC staff at playing fields re trenching etc. 16.04.19.
- Attended NDP meeting at Mem Hall 16.04.19

- Attended OPC Dinner at Anchor 24.04.19
- Spoke to Ian Knapp re drainage at Playing Fields 25.04.19
- Met with Charlie Keedwell re drainage behind C Club pitch 25.04.19
- Attended FPC meeting at Mem Hall 26.04.19
- Met with Bill Pearce re audit 29.04.19

8. Public Forum

A parishioner asked whether there was any progress in drawing up a proper Constitution governing the management of the Memorial Hall. Councillors replied that this is in progress and the Clerk will be working with the current hall committee Chair and Secretary to finalise. The resulting document will need to be presented to a future PC meeting and at the next hall AGM in February 2020.

A parishioner proposed a vote of thanks to the Chairman and Councillors for their efforts on behalf of the parish. Councillors accepted with appreciation.

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

Clerk to finalise proposed planning policy statement – has been drafted and will be put to the July council meeting.

Dog bin to be installed at West End – this has been ordered from SGC Streetcare but no installation date is yet available.

Clerk to arrange purchase of accounting software – the Clerk is in discussion with various companies, software will be in place ASAP to minimise duplication. Previous arrangements will be continued for now.

Clerk to book place on ALCA finance course – Clerk attended, the course was very useful

Hall constitution – Clerk will work with hall chair and secretary to finalise for presentation as in 8. above.

Tree works & risk assessment – these will be put to the July council meeting.

Cllr Griffiths to discuss with parishioner re: parish spring clean – no progress reported.

10. Council administration

(note: items 10.1 to 10.3 are required by standing orders section 5(j). Other items in that section not covered elsewhere on this agenda will be dealt with through the council year).

10.1 To review and adopt Standing Orders (version OPC-SO-2.1)

The Clerk explained significant alterations compared to the previous version; changes are mainly to include new legislation. It was resolved that the circulated version be adopted with no amendments.

10.2 To review and adopt Financial Regulations (version OPC-FR-2.1)

It was resolved that the circulated version be adopted with no amendments.

10.3 To review Code of Conduct and Complaints Procedure

The only required changes were to update contact details for the Clerk and SGC Monitoring Officer. It was resolved that the Code and Procedure should be adopted subject to these amendments.

10.4 To determine internal audit arrangements for 2019/20

The Clerk had previously circulated a report in which it was recommended that Auditing Solutions Ltd should be appointed as internal auditors for the financial year 2019-20. It was resolved that this appointment should be made.

<p>Action: Clerk to arrange appointment of Auditing Solutions as internal auditor for 2019-20.</p>

10.5 To agree arrangements for council & committee meetings for the remainder of the year

It was agreed that present arrangements should continue i.e. council meetings to generally be held bi-monthly on the first Tuesday at 7pm, except where circumstances dictated otherwise. Committee arrangements will continue as before. Full details of council and committee meeting dates and locations will continue to be published on the website.

11. Finance

11.1 To approve the Budget Statement and Accounts for the 2018/19 financial year

The Budget Statement and Accounts for the year were approved and signed by the Chairman and Clerk.

11.2 To note spending under LGA (1972) Section 137 during 2018/19

Councillors noted the spending under Section 137 (items for which the council does not have alternative powers to spend), which totalled £964.73. This was well within the permitted limits.

11.3 To note progress on internal audit for 2018/19

The present internal auditor, Mr Bill Pearce, has not yet completed his audit for the last financial year. It was resolved therefore that the following items 11.4 and 11.5 should be completed only on the understanding that if the internal audit identified any significant issues, these items will need to be revisited at an extraordinary meeting before the end of June deadline for submission to the external auditor.

(Post meeting note, the report was received on 15th May and no significant issues were raised).

Councillors expressed their thanks and appreciation to Mr Pearce for the many years' service he has given to the council as internal auditor. The Clerk was asked to write to Mr Pearce expressing this.

Action: Clerk to write to Mr Pearce.

11.4 To approve and sign 2018/19 Annual return Section 1 - Annual Governance Statements

The Annual Governance Statements were examined and the Clerk gave supporting evidence. The Clerk advised that following instruction from the external auditor last year, the council should give a 'no' response to statement 4. This was because the Accounting Statements had to be re-approved at the meeting of 3rd July 2018 after an error was identified. Because this was done within the period for public rights to inspect the accounts, the external auditor was of the opinion that public rights were not therefore satisfied. This council is of the opinion (see minutes item OPC2018-09-14.4) that alteration of the published accounts during the public rights period did not amount to a failure to provide public rights, but will accept the instruction of the external auditor.

It was therefore resolved that the Annual Governance Statement should be completed with YES responses to statements 1-3 and 5-8, and a NO response to statement 4. A full explanation of the NO response will be provided to the auditor and published as required.

The Annual Governance Statement was so completed and signed by the Chairman and Clerk.

11.5 To approve and sign 2018/19 Annual return Section 2 - Accounting Statements

It was resolved that the Accounting Statements should be approved as presented. This document was then signed by the Chairman and Clerk.

11.6 To note the 2019/20 Budget & Payments/receipts statement

The budget monitoring statement for the current financial year to date was presented and noted.

11.7 To approve regular payments for 2019/20 financial year

It was resolved that the following regular payments should be approved for the financial year 2019-20:

Item	Amount	Frequency	Payment method
Clerk's salary	£388.44	Monthly on 25th	Standing order
BT line rental	Typically £30-35 + VAT	Monthly, on or after last working day	Direct debit
SGC Localism charge (dog bin emptying)	£60.12 + VAT, rising to £120.24 + VAT once new bin installed	Quarterly in June, Sep, Dec, March	Cheque
ICO registration	£35 + any uplift	Annually in July	Direct debit

11.8 To note receipts

The following receipts were noted:

R1-19/20	Precept	£ 7,800.00
	TOTAL	£ 7,800.00

11.9 To approve payments

It was resolved that the following payments should be approved:

P3-19/20	SGC Localism charge (dog bins) Jan-Mar 2019	£ 72.14
P4-19/20	Memorial Hall hire Jan-Mar 2019	£ 145.00
P5-19/20	B Turner – NDP expenses	£ 81.82
P6-19/20	E Pattullo - office allowance March-April 2019	£ 20.00
	Total	£ 318.96

12. Planning matters

12.1 To note / determine responses to planning applications received

The following applications were noted and responses resolved as shown:

Reference	Location/Address	Details of Application	OPC response
PT18/3756/O (reconsultation)	Land At Crossways Morton Way Thornbury	Erection of 150 no. dwellings up to 0.5 ha of B1 employment (Outline) with access to be determined. All other matters reserved	No further comment – original comment sustained
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

12.2 To note planning decision notices received

The following planning decisions were noted:

Reference	Location/Address	Details of Application	OPC response & SGC decisions
PT18/0902/F	Land at Post Farm, Morton Street, Thornbury	Erection of 29no. dwellings with access, public open space and associated infrastructure.	Object. APPROVED subject to S106 agreement
PT18/3540/F	The Villa, Camp Road	Partial demolition of garage to facilitate erection of 1no. detached dwelling with parking and associated works.	No objection but comments for note. Refused
PT18/2505/R3F	Land Off New Passage Road, And The A403 (Severn Road), South Gloucestershire	Avonmouth Severnside Enterprise Area (ASEA) ecological mitigation and flood defence scheme.	No comment Deemed Consent

13. Flooding & Planning Committee

13.1 To review and adopt committee Terms of Reference

The Terms of Reference had been circulated prior to the meeting and were taken as read. It was resolved that they should be adopted without amendment.

13.2 To accept minutes of meeting held on 26th April 2019

The minutes were taken as read and accepted.

14. Neighbourhood Development Plan Committee

14.1 To review and adopt committee Terms of Reference

The Terms of Reference had been circulated prior to the meeting and were taken as read. It was resolved that they should be adopted without amendment.

14.2 To receive committee report

The committee report (number 16) had been circulated. Mr Turner had reported prior to the meeting that he has still not received any screening response from SGC.

15. Nuclear

15.1 To review and adopt committee Terms of Reference

The Terms of Reference had been circulated prior to the meeting and were taken as read. It was resolved that they should be adopted without amendment.

15.2 To accept minutes of NNB Committee meeting held on 2nd April 2019

The minutes were taken as read and accepted.

Cllr Riddle reported that The Wells (property owned by Horizon) has recently been given Listed status. Work is ongoing to bring this property back into use.

Cllr Sullivan reported that he and Cllr Riddle are due to meet with Ifer Gwyn (Stakeholder Engagement manager, Horizon) for an update.

15.3 To receive Site Stakeholder Group report

The SSG which should have been held recently was cancelled due to election purdah. Mr Lynden reported that it will now take place on 22nd May.

16. Communication Committee

16.1 To review and adopt committee Terms of Reference

The Terms of Reference had been circulated prior to the meeting and were taken as read. It was resolved that they should be adopted without amendment.

16.2 To receive committee report

Cllr Sullivan reported that this committee has not met for some time but that he intends to call a meeting soon. The membership of this committee needs reviewing as several co-opted committee members have expressed their intention to step down. The scope of the committee's work also needs looking at to ensure it is covering the full range of topics in the terms of reference.

17. Playing Fields Committee

17.1 To review and adopt committee Terms of Reference

The Terms of Reference (Constitution) had been circulated prior to the meeting and were taken as read. It was resolved that they should be adopted without amendment.

17.2 To receive committee report

Minutes of the last meeting (the AGM) have not yet been produced. Cllr Sullivan reported that he is still trying to progress the heating & insulation improvements but there has been some dispute amongst the committee as to the best way forward. Councillors agreed that it is important to ensure that proper financial controls are followed and that the most efficient solution (in both financial and environmental terms) is identified.

18. Road Safety Committee

18.1 To review and adopt committee Terms of Reference

The Terms of Reference had been circulated prior to the meeting and were taken as read. It was resolved that they should be adopted without amendment.

18.2 To accept minutes of meeting held on 1st April 2019

The minutes were taken as read and accepted. It was noted that the committee is making good progress and have determined that traffic speed is the highest road safety priority at this stage. Work is ongoing to investigate provision of a Vehicle Activated Speed sign which could be moved between various locations around the parish once suitable infrastructure is in place.

18.3 To discuss request to fund wheelie bin speed awareness stickers

The committee identified that speed awareness stickers to be placed on wheelie bins can be a cost effective means of reminding drivers of the speed limit. They have requested that the PC fund two packs of 100x stickers, one pack each for 20 and 30 m.p.h areas.

It was noted that these stickers may encourage parishioners to leave their bins out on days other than bin day. Alternatively, it might be that if they are only visible intermittently they will have more impact.

It was resolved with 1 abstention that the committee should be authorised to spend up to £200 plus VAT on these stickers. The committee were instructed to notify the Clerk once the exact requirements have been decided and the Clerk instructed to place the order.

Action – RSC committee to liaise with Parish Clerk to obtain stickers.

19. Correspondence

- *Notice of closure of William Stephens Charity & redirection of records access requests to OPC Clerk.* Noted.
- *Letter of thanks from Severn Area Rescue Association.* Noted
- *Letter of thanks from Thornbury Area Youth Music.* Noted
- *Great Western Air Ambulance – request for funding.* It was resolved that a donation of £100 should be made.
- *Swift Sports – provision of school holiday sports activities offer.* This matter was deemed more suitable to be addressed by the PFC. Clerk to forward the letter on.

Action: Clerk to forward letter to PFC

It was noted that no consultations have been received since the last council meeting.

Cllr Griffiths arrived at this point and signed acceptance of office form.

20. Any minor matters of report or items for next agenda

Cllr Sullivan noted recent news items regarding an Environment Agency report which suggests that many coastal communities will need to relocate in the future due to rising sea levels. This is likely to apply to Oldbury unless significant flood defence works are put in place. The FPC will be looking into the long term likelihood of flood defence provision for the Oldbury area.

Cllr Riddle asked that the council consider putting in place some form of reward or acknowledgement system for volunteers who give significant service to the parish. Item to be placed on next agenda.

21. To consider co-options to the council (moved from agenda item 5)

Following the recent election, the council has two vacancies. The need for additional Councillors had been clearly advertised in 4Ward before the election. Since then volunteers had also been sought by word of mouth, which has resulted in 7 potential candidates putting themselves forward for co-option. Of these, 6 are known to one or more councillors; the 7th had only enquired on the day of the meeting and was not known to councillors. Cllr Sullivan has asked her to give some details about herself but had not yet received a response.

Discussion was held at length but councillors were unable to reach a decision at this stage.

*Since the meeting had by this time lasted more than three hours, it was resolved under Standing Order 3(x) that the meeting should be adjourned at 9:30pm, to be reconvened on **Wednesday 22nd May @ 4:00pm.***

The meeting was duly reconvened as resolved.

Present for the remainder of the meeting were:

Cllr Keith Sullivan, Cllr Matthew Riddle, Cllr John Cornock. Clerk: Emma Pattullo. No parishioners were present.

Apologies for non-attendance at the reconvened meeting were received from Cllr Dylan Griffiths (planned holiday) and Cllr Matthew Clothier (work commitment).

Cllr Cornock signed his acceptance of office.

Cllr Sullivan reported that he had spoken with one of the candidates and determined that they did not currently fulfil any of the eligibility criteria, so this person's candidature could not be considered further.

Councillors considered the remaining six candidates and resolved that two named candidates should be co-opted if they are still willing to stand. The Clerk was instructed to approach these candidates and confirm their acceptance to councillors, at which point the unsuccessful candidates would be informed.

Action: Clerk to follow up co-option resolution.

22. Close of meeting

The meeting was closed at 4:30pm on 22nd May 2019.

Next meeting to be held on Tuesday 2nd July 2019 @ 7.00pm

Signed by Chairman: