



OLDBURY ON SEVERN PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Tuesday 5th November 2019 at 7:00 pm in the Memorial Hall

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

Clerk: Emma Pattullo **Parishioners:** Mr Barry Turner (NDP committee). No other parishioners were present.

1. Apologies for absence

Apologies were received and accepted from Cllr Chris Jennings (holiday).

2. To receive agenda declarations of interest and dispensation requests

No requests were put forward.

3. To approve minutes of the council meetings held on 3rd September 2019

It was resolved that the minutes of the meeting held on Tuesday 3rd September 2019 be signed as a correct record. The minutes were signed by the Chair.

4. Public Forum

No matters raised.

5. To receive the Chair's report

The Chairman presented the following report of his recent council activities:

1. Met with Barry re planning matters at Greenwood House 05.09.19
2. Met with Chris Jennings re various at Greenwood House 05.09.19
3. Attended Hive Training at Pavilion 05.09.19
4. Met with Emma re various at Greenwood House 12.09.19
5. Met with John Sears re Hall finances at Greenwood House 12.09.19
6. Met with Phil Page re invoice at Greenwood House 14.09.19
7. Met with Ben Pearce at Pavilion 16.09.19
8. Attended Comms Committee at Mem Hall 17.09.19
9. Met with Chris Jennings and Matthew Riddle re PFC Constitution at Greenwood House 18.09.19
10. Met with Ben Pearce at Pavilion 18.09.19
11. Attended PFC working group at Mem Hall 19.09.19
12. Met with Phil Page re cheque and maintenance contract at Greenwood House 27.09.19
13. Attended Pavilion re Gas tank 30.09.19
14. Attended Pavilion re Gas tank 01.10.19
15. Attended NNB committee at Mem Hall 01.10.19

16. Attended PFC committee at Pavilion 03.10.19
17. Met with Nick Blanchard and Derek Garrett at Playing Fields 04.10.19
18. Met with Emma at Greenwood house re various 04.10.19
19. Visited Pillhead to inspect tide on 06.10.19
20. Attended FPC committee at Mem Hall on 18.10.19
21. Visited Playing Fields to inspect works on 23.10.19
22. Visited Pillhead with Paul O'Connor to establish levels on 25.10.19
23. Met with Dylan to discuss audit report at shop on 29.10.19
24. Met with Matt C re CC Lease at Greenwood House on 29.10.19
25. Attended SSG at Old Conf Centre On 30.10.19

6. Council administration

6.1 To determine whether to proceed with a strategic plan for the council

It was agreed that a strategic plan would be useful to set out the council's position on various long term topics such as climate change or community cohesion. Some topics raised in the Parish Plan and the recent Village Character Assessment (carried out as part of the neighbourhood development plan process) may be relevant.

Cllr Sullivan agreed to draft a questionnaire to be put to parishioners to see what the community's priorities for council action might be. Cllr Griffiths to assist.

Action: KS/DG to progress drafting of a parish questionnaire

6.2 To note progress on and actions resulting from annual asset inspection & risk review

It was noted that tree surgery works to the damaged poplar in Pickedmoor Lane have been completed.

The action to investigate installation of a hand rail beside the steps to The Pound has not yet been started – action carried forward.

The new bank mandate is in progress, all paperwork is now available for this to be completed.

The cricket club lease is covered at item 6.3.

Ivy on the Shepperdine bus shelter has been inspected and cleared.

It is understood that the PFC asset inspection has been carried out, but results have not yet been reported to the Clerk.

Actions: Clerk to obtain quotes for installation of a hand rail at The Pound.
Clerk to progress revision of bank mandate.
PFC to provide results of asset inspection to the Clerk.

6.3 To receive update on cricket club lease arrangements

Cllrs Clothier and Sullivan have met to discuss the lease and are still working on revision.

6.4 To received Clerk's report on internal audit interim visit and resolve actions arising

The Clerk presented a report on the recent internal audit visit. The auditor has made a number of recommendations, which were discussed.

The Clerk has already put in place action to address several recommendations and has noted actions required of her by other recommendations.

Councillors considered the following in detail:

R2 The current revised draft of the PFC Constitution should be subjected to independent legal scrutiny (ideally through NALC / SLCC) to ensure that it complies with extant legislation prior to its formal adoption:

It was resolved that the revised constitution is an improvement over the existing situation and that it should go forward for adoption at item 13.2. Further advice may be sought in the future.

R6 The provision of "free" hire of the facilities should be reconsidered in due course in order that full and appropriate recording and reporting of the PFC's trading is available to members and the electorate.

Following discussion, it was resolved that the current arrangements represent the best interests of the parish as a whole and shall be continued for the present.

R8 Members should consider closing the PFC bank accounts and amalgamating the funds into the Council's existing bank accounts.

It was resolved that the PFC bank accounts should be closed and funds amalgamated into the PC bank accounts. This will be actioned at the PFC meeting to be held on 14th November.

Accounting records can be kept such that it is easy to keep track of PFC related funds as a separate 'pot' within the main account balance. This also negates recommendation 4 (to change the signatories on PFC bank accounts).

R10 In order to fully protect the Council, all individuals undertaking inspections of play areas should receive an appropriate level of accredited training.

It was resolved that the PFC should consider whether any individuals require training. The Clerk was asked to investigate possible courses.

6.5 To confirm dates of full council meetings for 2020

It was resolved that full council should continue to be held on the first Tuesday of alternate months at 7pm, with an early start of 6:30pm in May to allow time for the Annual Parish Meeting.

The Clerk will publish these dates on the website.

Action: Clerk to publicise meeting dates.

6.6 To consider actions to acknowledge and thank those who volunteer on behalf of the PC

It was resolved that Cllr Sullivan should use his regular 4Ward article to express the council's thanks to the many parishioners who volunteer on behalf of the council.

Action: KS to express thanks in December edition of 4Ward.

6.7 To agree arrangements for VE day celebrations, if any

It was agreed that an event would be organised on Friday 8th May 2020, the national day of commemoration. A ceremony at the Pound (similar to the flagpole dedication) would be appropriate, possibly followed by refreshments.

A bugler will be needed to play the Last Post. Cllr Sullivan agreed to speak to the bugler at this Sunday's remembrance service at the church to see if he would be available.

Item to be added to the next meeting agenda.

Action: KS to speak to bugler.

7. Finance

7.1 To note bank reconciliation and budget statement

The bank reconciliation for the PC current account up to 30th September was checked and signed. The Clerk explained that due to infrequent transactions and the difficulty of obtaining up-to-date statements, she will not be presenting a bank reconciliation for the investment account at each meeting; this will be presented at year end and for any quarter in which transactions have occurred on that account.

The budget statement for the current financial year up to 04/11/19 was noted.

7.2 To note receipts

The following receipts were noted:

Voucher	Description	Net	VAT	Total
3	Precept	£ 7,788.00	£ -	£ 7,788.00
4	Council Tax Support Grant	£ 11.00	£ -	£ 11.00
	Totals	£ 7,799.00	£ -	£ 7,799.00

7.3 To approve/note payments

7.3.1 To note the following payments

The following payments made prior to the meeting were noted. Minute references indicate relevant decisions.

Voucher	Minute reference	Description	Net	VAT	Total
34	OPC2019-08-3.2	Heating installation - final	£ 791.50	£ -	£ 791.50
35	OPC2019-09-8.6	Clerk's salary	£ 396.24	£ -	£ 396.24
36	OPC2019-05-11.7	Phone Line Rental	£ 32.90	£ 6.58	£ 39.48
37	OPC2019-09-8.6	Clerk's salary	£ 396.24	£ -	£ 396.24
38	OPC2019-05-11.7	Phone Line Rental	£ 32.90	£ 6.58	£ 39.48
		Totals	£ 1,649.78	£ 13.16	£ 1,662.94

7.3.2 To resolve that the following payments be made

It was resolved that the following payments be made:

Voucher	Description	Net	VAT	Total
39	Pavilion LPG tank base	£ 624.57	£ 124.92	£ 749.49
40	Localism contract	£ 61.74	£ 12.35	£ 74.09
41	Internal audit	£ 300.00	£ 60.00	£ 360.00
42	Website Accessibility Regs training	£ 60.00	£ 12.00	£ 72.00
43	Room hire	£ 120.00	£ -	£ 120.00
44	Clerk home working allowance	£ 20.00	£ -	£ 20.00
45	Stamps	£ 14.64	£ -	£ 14.64
46	Printer paper	£ 4.16	£ 0.83	£ 4.99
47	Ink stamp	£ 31.15	£ -	£ 31.15
48	Pavilion LPG tank fencing	£ 815.15	£ 163.03	£ 978.18
49	Tree surgery	£ 650.00	£ -	£ 650.00

Voucher	Description	Net	VAT	Total
	Totals	£ 6,149.08	£ 373.13	£ 3,074.54

7.4 To discuss and amend draft budget for the next financial year

The Clerk presented a draft budget for the coming financial year. The PFC element was approved by that committee at their October meeting. Both the PC and PFC draft budgets include a net deficit, to be covered from reserves.

Councillors requested clarification on a few items but were broadly in approval.

The budgets will be finalised at the January PC meeting.

8. Planning matters

8.1 To note the following planning applications and determine responses

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

Reference	Location/Address	Details of Application	OPC response
P0098/19/DISCON (Forest of Dean District Council)	Severndale Farm Tidenham Chepstow NP16 7LL	Discharge of Conditions 07 (CEMP), 08 (CMS), 14 (Aviation Lighting Scheme), 20 (Habitat Management Plan), 21 (EDS), 22 (Boundary Treatments and Hardstanding), 23 (Landscaping), 24 (Tree Survey), 25 (CEMP) and 28 (Community Benefit Society) in relation to planning application P0365/15/FUL.	None
P19/14393/TRE	Meads View, Oldbury Naite	Works to fell 1 no. Oak tree covered by SGTPO 10/17 dated 5th September 2017	No comment

8.2 To note planning decision notices and other planning matters

The following planning decisions were noted:

Reference	Location/Address	Details of Application	OPC response	SGC decision
PT18/0913/O	Land at Post Farm, Thornbury	Erection of up to 39no. dwellings with public open space and associated infrastructure (outline) with access to be determined; all other matters reserved.	Object	REFUSED
P19/10957/HED	100M West Of Oak Farm Nurseries, Oldbury Lane	Removal of 1 no. ten metre section of hedgerow to facilitate the laying of a new sewer	No objection with comment	APPROVED
P19/8832/LB	Blythwood Farm Oldbury Naite	Replacement windows and windows to rear and side elevations. Repair and refurbishment of windows to front elevations.	No comment	APPROVED WITH CONDITIONS
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	REFUSED

9. Flooding & Planning Committee

9.1 To note minutes of meeting held on 18th October 2019

The minutes of the FPC meeting of 18th August 2019 were noted and accepted.

The committee is holding a meeting on 6th December with officers of SGC (as lead local flood authority) and the Drainage Board to discuss long term flood risk issues.

10. Neighbourhood Development Plan committee

10.1 To receive committee report

Mr Turner gave a brief summary of the previously circulated report. There has been further revision of the proposed sites. It is hoped that SGC will soon confirm that these revised proposals can go forward without requiring a Strategic Environmental Assessment. If so, then the public engagement process can start early in the new year.

11. Nuclear

11.1 To note minutes of NNB committee meeting held on 1st October 2019

The minutes of the committee meeting held on 1st October were noted and accepted.

11.2 To receive Site Stakeholder Group report

Cllr Sullivan reported that the SSG had received a presentation from Horizon. The key message was that although a decision on the Wylfa Newydd DCO was expected to have been given by now, it has in fact been referred back by the Inspector for further work. It is now expected that the decision will be given around April 2020.

12. Communications committee

12.1 To note minutes of meeting held on 17th September 2019

The minutes of the committee meeting held on 17th September were noted and accepted.

13. Playing Field Committee

13.1 To note minutes of committee meetings of 11th July, 8th August and 3rd October

The minutes of the committee meetings held on 11th July, 8th August and 3rd October were noted and accepted.

13.2 To consider adoption of revised PFC constitution

The revised PFC constitution, put forward by the joining PC/PFC working group, was considered.

It was resolved that the circulated version should be adopted subject to the following alterations:

- Item 4.7 (quorum) – addition of “subject to at least one parish councillor and one committee officer being present”;
- Item 6.5 (payment methods) – removal of second sentence, which is no longer applicable given the previous resolution to close the PFC accounts and move balances into the main PC accounts.
- Item 6.6 (approval of payments) – confirmation that a list of approved payments should be passed to the Clerk for processing.

13.3 To consider request for installation of a dog waste bin at Westmarsh Lane

Councillors declined this request, since dogs should not be being walked on the playing fields.

13.4 To consider request for emptying of the waste bin at the play area

It was agreed that provision of a waste service to the pavilion / playing fields is required but that the PFC should be asked to clarify what is needed (volume, frequency, whether just general waste or recycling).

14. Highways & Road Safety

14.1 To receive road safety committee report

The minutes of the recent RSC meeting held on 9th September 2019 were noted and accepted.

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

- *Relocation of dog waste bin at West End* – Cllr Griffiths has written to SGC to request this.
- *Cllr Griffiths to contact BT re change of name on broadband/phone line account* – not yet done.
- *Cllr Sullivan to contact SGC re parishioner leaving grass cutting on the verge at Pickedmoor Lane* – not yet done

Action: DG

Action: KS

16. Consultations and Correspondence

16.1 To note correspondence received and agree actions required

- *Request for funding – St John Ambulance* – request deferred to next meeting
- *Information from insurance agents regarding transfer of business from Came and Company to Gallagher following company take-over* – for information only, no action required.
- *Friends of the Earth “20 actions parish and town councils can take on the climate and nature emergency”* – Clerk to circulate for consideration as part of the strategic plan.
- *Request for funding – Four Towns & Vale Link Community Transport* – It was resolved to award a donation of £150.00.

16.2 Consultations

- *SGC Budget Proposals* – agreed no response.
- *Wheelchair Accessible taxis* – agreed no response.

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

Cllr Sullivan reported that he is meeting with Nick Blanchard (SGC engineer responsible for works at Church Hill) on 7th November. Anyone who wants to raise an issue should contact Cllr Sullivan before that date.

18. Close of Meeting

The meeting was closed at 9:27pm.

Next meeting to be held on **Tuesday 7th January 2020 @ 7.00pm.**

Signed by Chairman: