



OLDBURY ON SEVERN PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Tuesday 3rd November 2020 at 7:00 pm via Zoom

PRESENT: Cllr Keith Sullivan (Chair), Cllr Dylan Griffiths (Vice Chair), Cllr Matthew Riddle, Cllr Chris Jennings, Cllr Sheila Bedford.

Clerks: Vicky Bailey and Emma Pattullo **Parishioners:** Malcolm Lynden, Barry Turner

The following minutes will be considered for approval at the next meeting of the Parish Council and may be subject to change until that time.

1. Apologies for absence

Not present without apologies: Cllr Matthew Clothier and Cllr John Cornock.

2. To receive agenda declarations of interest and dispensation requests

None received.

3. To approve minutes of the last council meeting held on 1st September 2020

Sheila and Matthew said that they had declared an interest that needs to be added to the minutes. Subject to this amendment it was resolved that the minutes of the meeting held on 1st September be signed as a correct record. Prop KS seconded DG.

4. Public Forum

No matters were raised.

5. To receive the Chair's report

The Chairman KS submitted a report on recent activities. No comments were made on this.

6. Parish Council administration

6.1 To note delegated decisions taken by the Clerk since the last meeting

The purpose of this section was debated. It was resolved to continue noting delegated decisions at future meetings.

Date	Decision(s)	Consultation with councillors
14/09/2020	New clerk training New clerk to be booked onto basic training - SLCC Intro to Local Council Administration - £99 + VAT or ALCA/GAPTC trainer-led courses (approx £120) depending on her preference	Recruitment panel (KS/MR/DG) delegated authority agreement

01/09/2020	SLCC membership for new clerks SLCC membership to be paid	None - item was included in agreed budget
07/10/2020	Payment of PlaySafety invoice for playground inspection: to pay	Circulation of payment list

6.2 To agree dates and arrangements of planned full council meetings

VB had sent a list of dates for full council meetings for next year which are January 5th, March 2nd, May 4th, July 6th, September 7th, November 2nd 2021. It was decided that the Chairman of each committee would send VB a list of their meeting dates for 2021 for VB to add to a table and circulate. Note that it was decided that the Memorial Hall annual Trustees meeting will also take place on November 2nd 2021 before the full council meeting.

Action
Committee chairmen to send a list of all planned meeting dates for 2021 to VB to circulate as a single chart

6.3 To review the draft Strategic Plan and determine action required

CJ suggested the use of solar panels and an increase in tree planting and biodiversity. Various locations for tree planting were contemplated such as the sailing club track, the area around the cricket field and the land associated with the power station. DG considered issues of access, the use of a flood plain and MR said there would need to be 8 metres clearance in certain areas to allow the drainage board access. CJ suggested buying trees and giving them to local residents to plant. SRB said the trees would be better if they were a variety rather than one type of tree and to be aware of the time of year the trees need to be planted. DG said South Gloucestershire council once offered a grant for tree planting. MR said he will contact the Woodland Trust. CJ suggested that industrial units such as the self-storage facility on Kington Lane would look better if there were trees planted to enhance the look of the area.

MR to contact the Woodland Trust to ask if we can have trees
Cllr's to think of good locations for tree planting
KS to send out S Plan with CJs comments

6.4 To review progress on annual Risk Review actions

- Cricket club lease – no progress KS
- PFC inspections and safety checks – the oil tank/ boiler needs to be drained and removed.

VB to ask PFC for an update on the PFC inspections and safety checks

6.5 To approve commissioning of tree survey from Wotton Tree Consultants, due January 2021

It was resolved to approve the quote and E.P recommended using them again. All agreed.

6.6 To discuss the dog waste bin on Church Road

The bin is regularly full to overflowing. VB received a quote for an additional bin near the entrance to the sailing track and for the dog waste bins to be emptied twice weekly. It was decided to revisit discussing the quote in January 2021 due to the possibility of current lockdown temporarily changing the frequency of dog bin use.

MR recommended that a dog waste bin put near the Windbound site as it is was an issue raised last year by a parishioner. KS is awaiting a response from South Gloucestershire Council on having a bin there. KS waiting to hear from Samantha Stagg PR for Horizon about a litter bin.

It was queried whether litter bins were free for South Gloucestershire to collect but dog waste bins had to be paid for.

Action 1

Due to Covid-19 lockdown restrictions resulting in increased exercise the demand placed upon the dog waste bins means that in the interest of public health on 09/11/2020 KS received the verbal agreement of all Councillors that VB could implement the quotes received now rather than waiting until January 2021. VB has done this. Note: all types of bin are charged for.

Action 2

KS to ask Samantha Stagg for update on bin from Horizon

6.7 To agree Clerk's attendance at training courses

EP suggested a limit of £200.00 for the clerk to book herself onto courses. This was agreed however these courses can only be booked with either KS or DG prior approval.

6.8 To discuss role of Bookings Clerk for Memorial Hall and Pavilion

KS said Karen no longer wants to take bookings. CJ said the current Treasurer is leaving. KS suggested one person to take on the role of bookings clerk/ and invoicing of bookings. KS noted that although bookings are taken for the Pavilion no one is taking bookings for the Playing Field. KS and CJ discussed a joint paid role for a bookings clerk to streamline the booking of the Memorial Hall, Pavilion and Playing Fields as they felt it could have long term benefits. CJ said Karen asked webmaster Peter Farrell for access to the website calendar to add future bookings to it. CJ wants the online system to be clearer. CJ said at the moment there are around 10 invoices per month. Concerns were raised over any unease felt by volunteers to have a paid bookings clerk when everyone else volunteers.

CJ to recruit volunteers to fill vacancies at the Memorial Hall

7. Finance

EP presented the latest finances to council

7.1 To note completion of external audit for financial year 2019-20

EP said the latest audit had been returned clear of all faults and fully approved by PFK Littlejohn

7.2 To approve new standing order for payment of Clerk's salary

Clerks monthly salary to be £544.88 paid by standing order. All agree. VB needs two signatories to set this up. SRB and DG agree to be the signatories.

Action
VB to set up standing order for salary and get DG and SRB to sign

7.3 To note budget statement (paper 3)

The budget statement for the current financial year to 3rd November 2020 was noted.

EP presented the budget statement. CJ enquired about the £3,000 nuclear reserve. EP said it is earmarked for specialist advice although can be spent when needed. £15,000 in reserves at present which can be rolled over into next year.

7.4 To note receipts (paper 1)

EP presented the receipts on ZOOM. All agreed they were looking healthy as the precept payment came in.

#	Code	Date	Minute	Receipt#	Description	Supplier	Total
11	Precept	28/09/2020			Precept	South Gloucestershire Council	£ 7,789.00
13	Income from hire	01/10/2020			Room hire	Busy Bees Preschool	£ 283.33
14	Income from hire	01/11/2020			Room hire	Busy Bees Preschool	£ 283.33

7.5 To approve/note payments (paper 2)

Payments made under prior approval

#	Code	Date	Minute	Pay't #	Description	Supplier	Total
51	Asset purchase PFC	02/09/2020	OPC202 0-09-6.1	1004	Play area equipment	Wicksteed	£ 377.58
52	Insurance	02/09/2020	OPC202 0-09-7.5	1005	Insurance premium	Came & Company	£ 1,813.83
53	Grant awards	07/09/2020	OPC202 0-09-17.1	1006	Grant	Great Western Air Ambulance	£ 150.00
54	PFC Maintenance & Cleaning	07/09/2020	OPC202 0-07-9.6	1007	Cleaning	Elite Hygiene Services	£ 182.40
61	Salaries	23/10/2020	OPC202 0-07-9.6	1008	Clerk's salary	Clerk	£ 407.16
55	Safety Checks	14/09/2020		1009	Playground safety inspection	PlaySafety	£ 111.60
63	PFC Maintenance & Cleaning	07/10/2020	OPC202 0-07-9.6	1010	Grass cutting	Complete Weed Control	£ 90.00
64	PFC Maintenance & Cleaning	07/10/2020	OPC202 0-07-9.6	1010	Grass cutting	Complete Weed Control	£ 90.00
65	PFC Maintenance & Cleaning	07/10/2020	OPC202 0-07-9.6	1011	Cleaning	Elite Hygiene Services	£ 228.00
66	Maintenance	07/10/2020	OPC202 0-09-6.4	1012	Paint & equipment	C Clapham	£ 38.24
58	PFC Utilities & fuel	07/09/2020	OPC202 0-07-9.6	DD059	Electricity supply	N-Power	£ 38.00
59	Maintenance	30/09/2020	OPC202 0-07-9.6	DD060	Phone Line Rental	BT	£ 34.69
74	PFC Utilities & fuel	01/10/2020	OPC202 0-07-9.6	DD061	Water supply	Water2business	£ 41.00
75	PFC Utilities & fuel	01/11/2020	OPC202 0-07-9.6	DD062	Water supply	Water2business	£ 41.00
76	Maintenance	30/10/2020	OPC202 0-07-9.6	DD063	Phone Line Rental	BT	£ 35.40
77	PFC Utilities & fuel	07/10/2020	OPC202 0-07-9.6	DD064	Electricity supply	N-Power	£ 38.00
60	Salaries	25/09/2020	OPC202 0-07-9.6	SO018	Clerk's salary	Clerk	£ 396.24
						TOTAL	£ 4,113.14

Payments for approval

#	Code	Date	Minute	Pay't #	Description	Supplier	Total
67	Training & Subscriptions	03/11/2020		1013	Training	SLCC	£ 168.00
68	Accounting & Audit	03/11/2020		1014	External audit fee	PKF Littlejohn LLP	£ 240.00
56	Room hire	03/11/2020		1015	Room hire	Zoom - paid via Clerk's expenses	£ 14.39
71	Room hire	03/11/2020		1015	Zoom Pro account	Zoom - paid via Clerk's expenses	£ 14.39
69	Office & Stationery	03/11/2020		1015	Stationery	Amazon EU - paid via Clerk's expenses	£ 13.99
70	Website & IT	03/11/2020		1015	External hard drive	Amazon EU - paid via Clerk's expenses	£ 40.96
72	Home working allowance	03/11/2020		1015	Clerk home working allowance	E Pattullo	£ 20.00
73	Salaries	03/11/2020		1015	Clerk's overtime	E Pattullo	£ 375.84
Total for cheque #1015						£ 479.57	
78	NDP Consultancy	03/11/2020		1016	NDP consultancy	LB Planning	£ 2,291.00
79	Maintenance	03/11/2020		1017	Batteries for defibrillator	Tesco - paid via expenses to S Ingram	£ 40.00
80	Salaries	03/11/2020		1018	Clerk pay in lieu of annual leave	E Pattullo	£ 357.05
						TOTAL	£ 3,575.62

Payments for approval were SLCC course for Dave Masters and Chris Jennings totalling £168.00. Approved.

VB will pay for ZOOM expenses from her personal account and claim them back as expenses.

EP requested £357.05 for untaken annual leave. DG approved.

7.6 To review draft budget for 2021-22

VB will make amendments in January 2021 but the 2021 – 2022 budget was presented to discuss.

Discussion points were:

- CJ comments on section 25 PAT testing. EP and DG say it needs to be carried out every two years.
- It was noted that all PFC accounts now go through Parish Council accounts
- EP stated that the Toddler Group do not pay rent
- EP suggested that the heating bill may fall from around £1300 to £800 but it is hard to be accurate.
- £3,358 needs to come from Parish Council to pay for the Pavilion.
- Cleaner costs £40.00 per week at Pavilion. There was discussion over this amount. Cleaner works when Busy Bees are not there to deep clean toys and other items.
- Cricket Club rent for OPC is in Scribe accounts section 22 KS suggests moving it. EP voices concern that moving it could push OPC into an external audit by artificially inflating the accounts.
- DG felt the lease complicates the finances. All agree to revisit this idea in January 2022.
- EP said as reserves are high in the budget OPC should not recharge Parishioners for items not spent/ underspent in the previous budget (effectively charging them twice). This was agreed
- CJ said Memorial Hall insurance will be approximately £800.00 so this will need to be added onto budget
- It was agreed not to give a contingency fund from the NNB reserve to the Memorial Hall
- EP stated the Parishioners pay £42.44 and suggested this increasing to £48.64
- General reserves £28,000
- MR suggested putting council tax up by 2% and taking the rest from reserves. EP said this is not sustainable in the long term. MR concerned OPC will be criticised if the percentage is higher than other services
- DC said OPC no longer need the £1000 put on each resident for NNB

8. The following planning applications were noted and responses noted/agreed:

Reference	Location/Address	Details of Application	OPC response
P20/19064/F	Buildings At Pool Farm Oldbury Lane Thornbury South Gloucestershire BS35 1RE	Change of use of agricultural buildings to (Class B8) Storage and distribution and (Class E) workshop/light industrial, as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended), with parking and associated works.	No objection
P20/19473/F	Meadside Kington	Demolition of former pigsty and erection of	No objection

	Thornbury South Gloucestershire BS35 1PQ	domestic garage and home office.	
P20/19296/F	The Heathers 4A West End Oldbury On Severn South Gloucestershire BS35 1PY	Erection of 2m boundary fence (retrospective)	Object 1) traffic safety 2) out of keeping with street scene
P20/20517/F	Thornbury Self Storage Kington Mead Farm Kington Road Oldbury On Severn South Gloucestershire	Erection of extensions to existing self storage	No objection but with comment: there have been a few accidents on this road recently which need to be considered with this application
P20/20424/F	Fishponds Cottage Kington Lane Thornbury South Gloucestershire BS35 1NH	Erection of two storey rear extension to form additional living accommodation	No comment

8. To note planning decision notices

None noted

9. Flooding & Planning Committee

MR requested that the terminology used in response to planning applications be discussed at the next OPC meeting.

VB to research planning terminology and circulate a paper on next meeting agenda to aid the discussions on OPC response

Minutes of meetings held on 11th and 18th September were noted.

KS said he had met with Scott Jones and that the Sailing Club are concerned that the Environment Agency aren't doing enough to prevent flooding

10. Neighbourhood Development Plan committee

Barry Turner said the NDP report is being reviewed and will hopefully pass the regulation 16 phase of the process. BT said he is expecting Danny Turner to support it although it is likely to take until mid 2021 for any progress.

11. Nuclear

KS referred to the presentation made by Leon Flexmand at the SSG recently.

KS referenced the Beirut explosion of 2,500 tonnes of ammonia nitrate as Sharpness has a licence to store 15,000 tonnes of it. It is stored properly; local MP's have looked into this as it is so close to Berkeley power station. KS concerned with its transportation. MR asks if it is also stored at Avonmouth. DG says the owner at Sharpness is the same as Avonmouth.

Action

KS to ask John Stanton for further information

12 Communications committee

12.1 To note the minutes of meeting held on 19th October 2020

Minutes received

13. Playing Fields Committee

13.1 Minutes received

DG said OPC would need to close the MUGA but not the playground due to the latest Covid19 restrictions. All agreed.

14. Highways & Road Safety

14.1 To receive update from committee

CJ said that there have been no meetings held

14.2 To receive update on possible joint funding of VAS

CJ said Olveston Parish Council have agreed to go halves and share costs on a 3 month rotational basis.

15. Memorial Hall

CJ said a virtual meeting will take place at the end of the month (November 2020).

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

None given

The meeting was closed at 21.41pm.

Next meeting to be held on **Tuesday 5th January 2021 @ 7.00pm.**

Signed by Chairman: