



OLDBURY ON SEVERN PARISH COUNCIL

Minutes of the Parish Council Meeting

held on Tuesday 3rd September 2019 at 7:00 pm in the Memorial Hall

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

Clerk: Emma Pattullo **Parishioners:** Mr Barry Turner (NDP committee), Mr Malcolm Lynden (SSG rep), Mr Ian Knapp & Mr Mike Pheysey (PFC). No other parishioners were present.

Not present without apologies: Cllr Matthew Clothier

1. Apologies for absence

Apologies were received and accepted from Cllr Dylan Griffiths (no reason given), Cllr John Cornock (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 2nd July 2019 and 5th August 2019

It was resolved that the minutes of the meeting held on Tuesday 2nd July 2019 be signed as a correct record. The minutes were signed by the Chair.

It was resolved that the minutes of the extraordinary meeting held on Monday 5th August 2019 be signed as a correct record. The minutes were signed by the Chair.

4. Public Forum

The PFC committee members present requested clarification on delegation of responsibilities for management of the pavilion and playing fields between the committee and the council. The Chairman noted that this would be addressed at item 14.3.

A parishioner mentioned an unsafe stretch of road at the junction of the Naite and Shepperdine Road where there is an area of concrete which is raised in relation to the rest of the road surface. Cllr Jennings replied that the Road Safety Committee have reported this issue to the Highways dept. at SGC and requested improvements be made.

5. To receive the Chair's report

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

1. Met with Barry re SGC Planning issues at Greenwood House 08.07.19
2. Met with Phil Page re heating contract at Pavilion 09.07.19
3. Met with Mike Pheysey re Kennels at Greenwood House 09.07.19
4. Attended Planning Meeting at Turnberries re Kennels 11.07.19
5. Met with Chris Jennings at Greenwood House re RSC 16.07.19
6. Met with Phil Page at Greenwood House re Pav Heat 16.07.19
7. Met with Dylan Griffiths at Greenwood House re Pav Heat 17.07.19
8. Met with Phil Page at Greenwood House re Pav Heating contract 21.07.19
9. Met with Jude of FloGas at Pavilion 22.07.19

10. Met briefly with Ian Knapp at Roseland Cottage re Pav Heating 24.07.19
11. Met with Oliver Blackmore of Avanti at Pavilion 25.07.19
12. Met with Phil Page re accounting problems with Pav Heating 30.07.19
13. Met with Dylan re accounting problems with Pav Heating 30.07.19
14. Met with Cory White of Calor at Pavilion 01.08.19
15. Met with Matt C re tank fitting 03..8.19
16. Attended extraordinary OPC meet at Mem Hall 05.8.19
17. Took cheque to Travis Perkins and arranged invoice. 06.08.19
18. Attended SSG at Magnox 07.08.19
19. Attended PFC at Pavilion 08.08.19
20. Met on site with Phil Page 1130 13.08.19
21. Met on site with Phil Page 1200 14.08.19
22. Met on site with Phil Page 1100 15.08.19
23. Attended FPC at Mem Hall 16.08.19
24. Met with Matthew R at Greenwood House 16.08.19
25. Attended site visit to Berkeley PS 19.08.19
26. Met with Emma for various at Greenwood House 20.08.19
27. Attended Mem Hall Man Cttee at Hall 20.08.19
28. Visited Pavilion 27.08.19
29. Met on site with Phil Page 1600 28.08.19
30. Met with Phil Page, Tom Bryant and Ian Knapp at Pav 30.08.19

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

Clerk to check SGC protocols on planning visits – SGC protocol document confirms that both the PC and the applicant are entitled to be represented at site inspection visits but that there is no provision for public attendance.

Asset valuation – the Clerk is in the process of applying the revised asset valuation statement; a revised total asset value will be reported in the next end-of-financial-year audit process.

New website accessibility regulations – the Clerk has booked to attend training later this month and will report any implications to the next meeting.

Grass cutting at Pickedmoor Lane and The Naite – Cllr Clothier has carried out grass cutting along the Pickedmoor verge. Councillors expressed their thanks to Cllr Clothier.

7. Council administration

7.1 To review and adopt data related policies

7.1.1 Data Protection Policy

The policy was reviewed and re-adopted with no alterations.

7.1.2 Privacy Notices - General and Councillors

Both notices were reviewed and re-adopted with no alterations.

7.1.3 Publication scheme

The publications scheme was reviewed and re-adopted with no alterations.

7.2 To decide whether to develop a strategic plan for the council

Cllr Sullivan explained his proposal for a strategic plan for the council; this could cover issues such as environmental issues or an increase in the number of councillors. Councillors agreed that this could be useful but that it must be short and to the point, not a lengthy document.

Councillors were asked to email the Clerk with suggestions for topics to be included; the Clerk will then summarise these into a draft document for consideration at a future meeting.

Action: Councillors to email the Clerk with suggested topics, by 11th October

7.3 To decide whether to carry out a parishioner survey

It was concluded that this could be linked to item 7.2 above and will be postponed until a draft plan is in place.

7.4 To note progress on and actions resulting from annual asset inspection

The Clerk presented the asset inspection document. The inspection of PC (non-playing field) assets has been completed and related actions completed. The PFC have not yet carried out the inspection of playing fields assets; the committee members present were asked to ensure this is done soon and the results reported to council.

Cllr Jennings suggested that a hand rail beside the steps up to the Pound would increase safety for parishioners accessing that area. It was resolved that this should be investigated and the Clerk was asked to obtain quotes.

Action: Clerk to obtain quotes for handrail.

Cllr Riddle suggested that the Shepperdine bus shelter should be cleared of encroaching ivy, as whilst there are no structural issues at the moment it could undermine the structure in the longer term. It was agreed that Cllr Clothier should be asked to look at this issue and determine the best course of action.

Action: MC to look at problem of ivy on Shepperdine bus shelter.

7.5 To note completion of annual risk management review & actions arising

The Clerk presented the annual risk management review document. There are some outstanding actions, all of which were on the agenda. The Clerk agreed to confirm to council once the actions are complete.

7.6 To note insurance renewal

The Clerk reported that under the existing three year agreement, Came & Company had issued a renewal notice for the existing policy held with Inspire. The Clerk has instructed Came & Company to include new assets on the insurance schedule and this is reflected in the premium to be paid this month. Our agent has confirmed that the new heating system at the Pavilion does not need to be reported to insurers as it is not a material change to the fabric of the building. The new policy will commence from 1st October 2019.

7.7 To note commissioning of tree surgery work to poplar tree on Pickedmoor Lane

The Clerk has obtained three quotes for the required works and prepared a confidential report on the outcome. The best value quote was from Oldown Tree Services who will now be commissioned to carry out the works.

7.8 To receive report re: location of dog bin at West End and agree further action

Cllr Bedford reported that she and Cllr Griffiths had visited the site, talked with residents and recommended that the bin should be moved to the top of Haw Lane so that it can be used by dog walkers before they get to the houses. This was agreed by councillors.

Action: Clerk to speak with DG regarding arranging for the bin to be moved.

7.9 To receive update on cricket club lease arrangements

Cllr Clothier is working on this issue but no progress has yet been reported. Deferred to next agenda.

7.10 To note new arrangements for management of the defibrillator

A parishioner has kindly taken over as defibrillator warden and will carry out monthly checks and reporting to the ambulance service.

7.11 To receive update on arrangements for VE day celebrations

Cllr Clothier is working on this issue but no progress has yet been reported. Deferred to next agenda.

8. Finance

8.1 To note completion of external audit for 2018-19 financial year

The Clerk reported that the external audit for the last financial year has been signed off by the auditors, PKF Littlejohn.

8.2 To note budget statement

The budget statement for the financial year to end of August was noted. The Clerk explained that the large deficit for maintenance is due to the payments for the pavilion heating system having been made out of the PC account; these monies will be transferred from the PFC account to the PC account in due course.

8.3 To note receipts

No monies have been received in the past two months.

8.4 To approve/note payments

8.4.1 To note the following payments

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

			Minute reference
P17-19/20	Information Commissioner's Office registration	£ 35.00	OPC2019-05-11.7
P19-19/20	E Pattullo - Clerk's salary July	£ 388.44	OPC2019-05-11.7
P20-19/20	BT line rental July	£39.48	OPC2019-05-11.7
P21-19/20	E Pattullo – Clerk's salary August	£ 388.44	OPC2019-05-11.7
P22-19/20	BT line rental August	£39.48	OPC2019-05-11.7
P23-19/20	P Page – pavilion heating renewal (deposit payment)	£ 1,922.50	OPC2019-08-3.2
P24-19/20	Travis Perkins – pavilion heating materials	£ 6,252.63	OPC2019-08-3.2
	Total	£ 9065.97	

A councillor commented that the BT line rental seems very high. The Clerk replied that as the account is in the name of Cllr Griffiths, BT will not discuss the account with the clerk. Cllr Griffiths was asked to contact BT and request that the account name be changed (preferably to generic "Parish Clerk", otherwise to the current clerk) so that enquiries can be made as to any better deals which might be available.

Action: DG to contact BT re change of name. Clerk to then investigate lower costs of line rental.

8.4.2 To resolve that the following payments be made

It was resolved that the following payments be made:

P18-19/20	Memorial Hall room hire April-June 2019	£ 120.00
P25-19/20	E Pattullo – office allowance & expenses July/August	£ 38.00
P26-19/20	Scribe (accounts software) annual licence	£ 246.72
P27-19/20	PKF Littlejohn – External audit fees	£ 240.00
P28-19/20	Insurance premium	£ 1750.04
P29-19/20	LB Planning – NDP consultancy	£ 750.00
P30-19/20	Keith Sullivan – expenses	£ 34.00
	Total	£ 2394.76

8.5 To complete bank mandate for revision of signatories

Following the recent election, a revised bank mandate is required to remove previous councillors and add new ones. The Clerk will also be added as an administrative signatory – this will allow her to obtain bank statements and similar tasks but not to authorise payments.

The mandate form was completed in draft, the Clerk will complete the online form once all required information and electronic signatures have been obtained. A copy of the revised mandate will be filed for future reference.

It was therefore resolved that:

- The Signing Rules in the current mandate, for the accounts detailed in section 1.3 of the NatWest Business Banking Mandate form, be replaced in accordance with section 3 “Account Signing Rules”.
- The Authorised Signatories in the current mandate, for the accounts detailed in section 1.3, be changed in accordance with the section “Authorised Signatories”

And the current mandate will continue as amended”.

8.6 To approve standing order revision for Clerk’s salary increase

Following resolution minuted at OPC2019-07-7.9; a standing order form was signed to cover the increase in salary to £396.24 per month, for payments from September 2019. It was resolved that this payment should be pre-approved on an ongoing basis.

8.7 To approve setting up of direct debit for LPG supply to the Pavilion

Cllr Sullivan informed the meeting that in accordance with resolution OPC2019-08-3.3, he had signed contracts with Avanti Gas for supply of LPG to the pavilion. The best terms available were for payment by direct debit; it was therefore resolved that a direct debit agreement should be set up and that future payments under this arrangement should be pre-approved.

9. Planning matters

9.1 To adopt planning response protocol

The draft planning response protocol was reviewed and minor amendments requested. It was resolved that the protocol should be adopted subject to those amendments.

9.2 To note/determine responses the following planning applications

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

Reference	Location/Address	Details of Application	OPC response
P19/6824/F	1 Parkmill Cottages, Oldbury Lane, Thornbury	Demolition of outbuildings. Erection of single storey rear and two storey side and single storey rear extension to form additional living accommodation.	No comment
P19/8659/O	Land at Crossways, Morton Way, Thornbury	Development of up to 80 dwellings, up to 1.0 ha of B1/B2/B8 employment land (Outline) with access to be determined. All other matters reserved.	No comment
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
P19/10957/HED	100M West Of Oak Farm Nurseries, Oldbury Lane, Thornbury BS35 1RD	Removal of 1 no. ten metre section of hedgerow to facilitate the laying of a new sewer.	No objection but with comment – see below
P19/8832/LB	Blythwood Farm Oldbury Naite	Alterations to various windows to rear, front and side elevations.	No comment

For application P19/10957/HED it was resolved that whilst no objection should be raised, conditions should be requested such that the hedge should be reinstated after completion of the works.

9.3 To note planning decision notices and other planning matters

Reference	Location/Address	Details of Application	OPC response made	SGC decision / notice
PT18/0114/F	Naite Farm, Oldbury Naite	Erection of building for dog boarding kennels	Object	Approved with conditions
P19/6152/PNGR	Barn at Kington Road	Prior notification of a change of use from Agricultural Building to 2 No. residential dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	No comment	Refused
P19/6824/F	1 Parkmill Cottages, Oldbury Lane, Thornbury	Demolition of outbuildings. Erection of single storey rear and two storey side and single storey rear extension to form additional living accommodation.	No comment	Approved with conditions
P19/5455/F	The Stables Adjacent To 'Severn Oaks' Sweetwater Lane Thornbury	Erection of 1 No hay barn and 1 No. stable block with hardstanding, access track and associated works.	No comment	Approved with conditions
P19/6824/F	1 Parkmill Cottages, Oldbury Lane, Thornbury	Demolition of outbuildings. Erection of single storey rear and two storey side and single storey rear extension to form additional living accommodation.	No comment	Approved with conditions
P19/2265/F	Stoneford Camp Road Oldbury On Severn	Erection of a single storey rear extension. Raising of roof line to facilitate loft conversion.	No comment	Refused
P18/3756/O	Land at Crossways,	Development of up to 100 no. dwellings,	n/a	Appeal

	Morton Way, Thornbury	up to 0.33 ha of B1 employment (Outline) with access to be determined. All other matters reserved.		withdrawn
--	--------------------------	----------------------------------------------------------------------------------------------------------	--	------------------

10. Flooding & Planning Committee

10.1 To note minutes of meeting held on 16th August 2019

The draft minutes of the FPC meeting of 16th August 2019 were noted and accepted.

It was noted that due to low attendance at recent meetings of the committee, the day/time of meetings may have to be changed.

11. Neighbourhood Development Plan committee

11.1 To receive committee report

Mr Turner gave a brief summary of the previously circulated report. The committee are still awaiting a 'screening opinion' from SGC as to whether a full environmental assessment is required. Once this is received (and provided that the answer is that this process is not required) the Plan should be able to move to the formal public consultation stage fairly quickly.

12. Nuclear

12.1 To receive Oldbury Site Stakeholder Group report

A summary of the recent SSG meeting had been circulated prior to the meeting. Mr Lynden noted that Magnox has now formally returned to being part of the Nuclear Decommissioning Authority but that this should not affect the ongoing decommissioning works at the Oldbury site.

13. Communications committee

13.1 To receive committee report

Cllr Sullivan reported that the communications committee has been re-formed following several resignations from the previous committee. The committee is due to meet on 17th September.

14. Playing Field Committee

14.1 To note minutes of committee meetings of 4th April, 11th July and 8th August

The minutes of the committee meeting and AGM both held on 4th April were noted and accepted.

Minutes of the meetings of 11th July and 8th August were not available for consideration. Mr Pheysey agreed to check circulation lists and to ensure that these minutes are placed on the website.

14.2 To resolve that the Clerk should take over the role of PFC treasurer

The PFC treasurer has recently resigned and thus there is currently no-one managing the finances allocated to that committee. It was therefore resolved that the Clerk should take over day-to-day administration of PFC financial matters for the time being.

Mr Knapp was asked to hand over the relevant paperwork to the Clerk.

Action: IK to pass PFC financial papers to the Clerk

14.3 To resolve the formation of a sub-committee to review Playing Fields Committee constitution

Following discussion it was resolved that a working group should be formed to look at the PFC constitution and clarify the delegation of powers and responsibilities to the PFC and the procedures which must be followed by the PFC in using such powers.

This group will be chaired by Cllr Sullivan and will have two additional members from the PC as well as two from the PFC. Cllrs Jennings and Riddle will represent the PC; Mr Knapp and Mr Pheysey will represent the PFC.

The Clerk was asked to send the most recent version of the PFC constitution to all working group members, as well as the council's Standing Orders and Financial Regulations.

Action: Clerk to send documents to working group members

15. Highways & Road Safety

15.1 To receive road safety committee report

The minutes of the recent RSC meeting held on 30th July were noted and accepted.

16. Consultations and Correspondence

16.1 To note correspondence received and agree actions required

- *Minutes of ALCA South Glos AGM* - noted
- *Notice of ALCA AGM to be held on 5th October at Flax Bourton* – Invitation noted but no councillor wishes to attend.
- *Age UK grant request* – request refused since this organisation has received council funds in recent years.
- *Fly tipping in Rectory Lane* – a local resident had reported a large amount of waste deposited on the bridleway known as Rectory Lane. Cllr Riddle confirmed that this is already being dealt with by SGC Streetcare.

16.2 Consultations

No consultations had been received in the past two months.

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

Cllr Sullivan reported that the parishioner who voluntarily maintains the grassed area at the west end of Pickedmoor Lane verge (between the Jubilee Stone and the bridge) had been contacted by SGC regarding a quantity of grass cuttings left on the verge – it is assumed that someone had reported this thinking he was dumping cuttings from his domestic property. Cllr Sullivan offered to contact SGC to confirm that the parishioner was acting in a voluntary capacity on behalf of the PC.

Action: KS to contact SGC regarding grass cuttings

Item proposed for next agenda by Cllr Riddle: to consider actions to acknowledge and thank those who volunteer on behalf of the PC.

18. Close of Meeting

The meeting was closed at 9:20pm.

Next meeting to be held on **Tuesday 5th November 2019 @ 7.00pm.**

Signed by Chairman: