



**OLDBURY ON SEVERN PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held on Tuesday 1<sup>st</sup> September 2020 at 7:00 pm via Zoom**

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

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

*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**

Apologies were received & accepted from Cllr Matthew Clothier.

**2. To receive agenda declarations of interest and dispensation requests**

None received.

**3. To approve minutes of the last council meeting held on 7<sup>th</sup> July 2020**

It was resolved that the minutes of the meeting held on 7<sup>th</sup> July 2020 be signed as a correct record. The minutes will be signed by the Chair.

**4. Public Forum**

No matters were raised.

**5. To receive the Chair's report**

The Chairman gave a verbal report on recent activities.

**6. Parish Council administration**

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

The following decisions were noted:

Date	Subject	Decision(s)
23/07/20	Playground, MUGA & Playing Field Covid-19 risk assessment	Adopt - version 1.2
29/07/20	Planning training	CJ to attend ALCA planning course when a suitable date is set
10/08/20	P20/12447/F The Rearing Site	Submit 'no objection' response
17/08/20	Purchase of 2x baby swing seats	To purchase - replacement of dangerous equipment
24/08/20	P20/13822/F Homeleaze Barn, Kington Lane	No response

## 6.2 To agree arrangements for recruitment of a new Clerk/RFO

### 6.2.1 To determine contract arrangements, hours of employment and salary range

The following were resolved:

- that the recruitment panel should review the existing clerk contract prior to interviews being held;
- that the hours of employment will be 12 hours per week with option of paid overtime if agreed in advance and when required (this will be subject to review);
- that the salary range shall be that of the 'LC1 Substantive' range i.e. scale points 7-12 on National Joint Council pay scales for local government employees. Under the current agreement this equates to £19,554 - £21,589 per annum for a full time employee.

### 6.2.2 To appoint interview panel and delegate decisions on appointment to the panel

It was resolved that Cllrs Sullivan, Riddle and Griffiths be appointed to the recruitment panel, with delegated powers to agree terms and confirm the recruitment of the preferred candidate. They will meet during w/c 7<sup>th</sup> September to agree the shortlist for interview and review the contract as delegated in item 6.2.1. Interviews will be held on 14<sup>th</sup> September.

## 6.3 To review the draft Strategic Plan and determine action required

The draft plan had been circulated following the last council meeting. Items discussed included timing and extent of grass cutting on council-owned verges and inclusion of further items to support biodiversity. Cllr Jennings offered to investigate biodiversity matters and report back. All councillors were asked to make any further comments to Cllr Sullivan before the next meeting.

**Action: CJ to review biodiversity issues. All to pass comments to KS before next meeting.**

## 6.4 To receive Clerk's report on annual Asset Inspection and decide on actions arising

The clerk reported that whilst the PC asset inspection had been completed and actions identified, the PFC have not yet completed their inspection of playing fields assets.

Various actions were discussed and agreed:

- Loose stones on the wall of The Pound. Cllr Griffiths will ask local resident to fix; **Action: DG**
- Telephone box paintwork. A resident has agreed to refresh the paintwork subject to the council reimbursing him for the cost of paint and equipment required. It was resolved to accept this offer;
- Loose tiles on Church Road bus shelter roof – Cllr Griffiths has inspected more closely and reported that although the tiles are out of line, they are secure and are not likely to fall off. Item to be added as a 'point to note' for next year's inspection.

**Action: Clerk to add to inspection report**

## 6.5 To receive Clerk's report on annual Risk Review and decide on actions arising

The clerk reported on the risk review and actions identified. Progress was agreed as follows:

- Cricket club lease - has been due for review for several years. Cllr Sullivan will progress; **Action: KS**
- PFC inspections and safety checks – the PFC will be asked to confirm dates on which these took place or arrangements for them to be done once due; **Action: Clerk to ensure PFC and next clerk are aware**
- Closure of PFC current account. There is one remaining direct debit to NPower which is proving hard to move as the NPower account is currently in the name and address of one of the PFC committee co-

opted members. It was agreed that due to lack of progress in dealing with NPower, it might be simplest to close the PFC current account and then deal with the resulting payment queries.

**Action: Clerk to investigate how to close Santander account**

#### **6.6 To review and re-adopt the Data Protection Policy**

It was resolved that the Data Protection Policy should be re-adopted with no changes.

#### **6.7 To review and re-adopt the Privacy Notices**

It was resolved that the Privacy Notices (councillors & general) should be re-adopted with no changes.

#### **6.8 To review and re-adopt the Publication Scheme**

It was resolved that the Publication Scheme should be re-adopted. Contact details for the Clerk will need to be updated once the new clerk is appointed.

#### **6.9 To review and re-adopt the Equality Policy**

It was resolved that the Equality Policy should be re-adopted with no changes.

#### **6.10 To review and re-adopt the Safeguarding Policy**

It was resolved that the Safeguarding Policy should be re-adopted with no changes.

#### **6.11 To adopt a Grants Policy**

The proposed Grants Policy was reviewed. It was resolved that the policy should be adopted with the following provisions:

- that a limit of £150 or 75% of any total project cost, would be applied;
- that funds should not normally be granted to the same organisation within two years.

#### **6.12 To consider whether further action is required re: the dog waste bin on Church Road**

The bin is regularly full to overflowing. It was resolved that the clerk should obtain costs for replacement with a larger bin, including any increase in collection costs.

**Action: Clerk to request costings from SGC Streetcare**

#### **6.13 To consider purchase of external hard drive @approx. £60 to allow more secure backup of council laptop**

The current back up regime, via USB sticks, is rather ad hoc and the small sticks could be easily mislaid. The clerk has taken advice from Peter Farrell who has advised that a more reliable method would be regular back ups to an external hard drive. It was resolved that such a drive should be purchased.

**Action: Clerk to purchase drive and instigate regular, auto back-up system**

#### **6.14 To discuss issues with compulsory elements of standing orders & determine action to be taken**

Cllr Sullivan has reviewed the standing orders and cannot identify which area was of concern. This item was therefore not progressed.

## 6.15 To agree arrangements for adding items to the News Desk area of the website

It was agreed that this matter should be raised at the next Communications Committee meeting. In the meantime, any news desk items should be sent or copied to Ian Bell, who co-ordinates that section of the website.

## 7. Finance

### 7.1 To note contractual increase to Clerk's salary of 2.75% under NJC agreement (back dated to 1<sup>st</sup> April 2020) and approve lump sum back dated payment and revised standing order

Following the recent announcement of the pay award, the contractual increase in the Clerk's hourly rate was agreed. Back pay will be paid via cheque and the regular standing order will be revised accordingly.

### 7.2 To note budget statement

The budget statement for the current financial year to 1<sup>st</sup> September 2020 was noted.

### 7.3 To note receipts

The following receipt was noted:

Voucher	Code	Date	Description	Supplier	Total
9	PFC Utilities	19/08/2020	Cricket Club utility recharge	Oldbury Cricket Club	£253.73

### 7.4 To approve/note payments

7.4.1 The following payments, made under prior approval, were noted:

Voucher	Cost Code	Date	Minute	Description	Supplier	Total
31	PFC Maintenance & Cleaning	13/07/2020	OPC2020-07-9.6	Grass cutting	Complete Weed Control	£ 90.00
34	Salaries	25/07/2020	OPC2020-07-9.6	Clerk's salary	Clerk	£ 396.24
33	ICO registration	28/07/2020	OPC2020-07-9.6	ICO registration	Information Commissioner's Office	£ 35.00
32	Maintenance	30/07/2020	OPC2020-07-9.6	Phone Line	BT	£ 35.40
40	PFC Utilities & fuel	03/08/2020	OPC2020-07-9.6	Water supply	Water2business	£ 11.50
39	PFC Utilities & fuel	07/08/2020	OPC2020-07-9.6	Electricity supply	N-Power	£ 54.00
41	Salaries	25/08/2020	OPC2020-07-9.6	Clerk's salary	Clerk	£ 396.24
38	Maintenance	30/08/2020	OPC2020-07-9.6	Phone Line	BT	£ 35.40
35	PFC Maintenance & Cleaning	01/09/2020	OPC2020-07-9.6	Grass cutting	Complete Weed Control	£ 90.00
36	PFC Maintenance & Cleaning	01/09/2020	OPC2020-07-9.6	Cleaning	Elite Hygiene Services	£ 319.20
37	PFC Maintenance & Cleaning	01/09/2020	OPC2020-07-9.6	Grass cutting	Complete Weed Control	£ 90.00
42	Maintenance	01/09/2020	OPC2020-07-9.6	Localism contract	South Gloucestershire Council	£ 74.63
43	PFC Maintenance & Cleaning	01/09/2020	OPC2020-07-9.6	Grass cutting	Complete Weed Control	£ 90.00

7.4.2 The following items were approved for payment:

Voucher	Code	Date	Description	Supplier	Total
50	PFC Maintenance & Cleaning	01/09/2020	Poster imagery	Canva - via Clerk's expenses	£ 3.96
46	Room hire	01/09/2020	Zoom Pro account - July	Zoom - via Clerk's expenses	£ 14.39
47	Room hire	01/09/2020	Zoom Pro account - August	Zoom - via Clerk's expenses	£ 14.39
44	Salaries	01/09/2020	Clerk's overtime	Clerk	£ 292.32
45	Salaries	01/09/2020	Clerk's salary (back dated pay)	Clerk	£ 63.39
49	Home working allowance	01/09/2020	Clerk home working allowance	Clerk	£ 20.00

**7.5 To note insurance renewal.**

The council's insurance is currently provided by Pen Underwriting, via brokers Came and Company, under a three year agreement. The premium for the third year is now due @ £1813.83. It was resolved that payment should be made.

**7.6 To note progress of external audit for the 2019-20 financial year**

All paperwork has been submitted to the external auditors, PKF Littlejohn, but no return has yet been received.

**8. Planning matters**

**8.1 To note or resolve response to planning applications received**

*Cllrs Riddle & Bedford left the meeting due to previously declared interest*

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

Reference	Location/Address	Details of Application	OPC response
P20/12447/F	Land Adj To The Rearing Unit Oldbury Lane Oldbury On Severn	Erection of building for B1 use, toilet block, formation of new access, associated parking and turning area and landscaping	<b>No objection</b>
P20/13822/F	Homeleaze Barn Kington Lane Thornbury	Erection of detached garage	<b>No comment</b>
P20/14066/F	Honeysuckle Cottage West End Oldbury On Severn*	Raise and extend existing front garden wall to height of approx 1.65m	<b>No comment</b>
P20/15493/PNGR	Xenia The Naite Oldbury On Severn	Prior notification of a change of use from 1No. agricultural building to 1 No. residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended)	<b>No comment</b>

*Cllrs Riddle and Bedford returned to the meeting.*

## 8.2 To note planning decision notices

The following SGC decisions were noted:

Reference	Location/Address	Details of Application	OPC response	SGC decision
P20/08849/TRE	Meads View, Oldbury Naite	Works to 1 no. Oak to install Root Barrier covered by TPO no 0953 dated 14/02/2017	No comment	Approve with conditions
P20/10619/PNG R	Building At Knights View Shepperdine Road Oldbury On Severn	Prior notification of a change of use from 1 No. agricultural building to 1 No. residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) to include operational development.	No comment	Refuse

## 9. Flooding & Planning Committee

### 9.1 To receive committee report

The FPC has two meetings planned in the coming weeks, one being the regular committee meeting (with SGC and LSIDB invited) and a separate meeting with the Environment Agency to discuss coastal flooding issues.

## 10. Neighbourhood Development Plan committee

### 10.1 To receive committee report

A report on recent NDP actions was circulated prior to the meeting. Despite lockdown, the committee led by Mr Turner has managed to assimilate comments from the last round of consultation and produce the final draft version for submission to SGC for their consideration. A consultation statement, setting out how consultation has been carried out throughout the process, has also been prepared. The formal submission to SGC should happen soon, after which the process is in the hands of SGC to progress to examination.

The council expressed their thanks and congratulations to Mr Turner for all of his efforts in getting the plan to its final stages.

## 11. Nuclear

### 11.1 To receive NNB committee report

The NNB committee have not met for some time, but Cllr Sullivan has been maintaining communication with Horizon, who have reported that they are working on various issues on their land including further property renovation works. A site meeting at The Windbound concluded that there was not enough room to install a gate across the track as previously proposed, so a hinged post will be installed instead. This will allow pedestrians and wheelchair users to easily access the bank, whilst preventing vehicle access. No answer has yet been received about possible installation of a dog waste bin – Cllr Sullivan will pursue.

**Action: KS to discuss with Samantha Stagg**

Horizon are also applying to divert a footpath at The Wells as it currently passes very close to the house and will negatively impact the privacy of future residents.

## **11.2 To receive Oldbury Site Stakeholder Group report**

A report on recent issues had been circulated prior to this meeting. Magnox are currently looking at future uses for the Silt Lagoon 3 area and had commissioned the Wildfowl and Wetland Trust to suggest possible ways in which it could become a wetland nature reserve.

Mr Lynden is keen for alternative uses to be considered and has invited council to put any suggestions to a future SSG meeting.

## **12. Communications committee**

### **12.1 To note minutes of meeting held on 17<sup>th</sup> August 2020**

The minutes of the recent committee meeting were noted. Cllr Bedford was confirmed as the new Chairman of the committee. Cllr Sullivan will step down, it was agreed that Cllr Riddle will join the committee in his place.

## **13. Playing Field Committee**

### **13.1 To receive committee report**

Minutes of the last committee meeting on 2<sup>nd</sup> July 2020 have not yet been produced.

The committee have not met formally since then, but did hold an informal working party at the playing fields to ready the site for re-opening. At the site, it was concluded that the previous decision to keep the children's play area closed was wrong and that the playground should be reopened with appropriate signage.

The risk assessment was updated to reflect this decision and signage produced to advertise the new safety procedures for reduction of coronavirus risk. Council noted this decision.

## **14. Highways & Road Safety**

### **14.1 To receive road safety committee report, including update on effectiveness of the VAS system**

The committee has not met since the last council meeting, but have been continuing activities including deployment of the Vehicle Activated Speed monitoring system (VAS). The VAS has been deployed in three places so far. In each location, the display was switched off for the first week to allow a baseline measurement of vehicle speed. It was then switched on and in every case, having the display operating resulted in a noticeable reduction in vehicle speeds.

Cllr Riddle has been in discussion with Olveston PC about sharing the system; they will be discussing at their next council meeting.

Cllr Jennings noted that the RSC need to discuss various issues with Rob Wiltsher of SGC Highways, including possible measures to reduce the speed of cyclists entering the village via Church Hill. He and Cllr Riddle will try to arrange a site visit with Mr Wiltsher.

<b>Action: CJ/MR to arrange meeting with Rob Wiltsher</b>
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## **15. Memorial Hall**

### **15.1 To note the minutes of any meetings of the Hall Committee or Executive Management Committee and determine whether any action is required of the Council in their role as Trustees**

It was reported that the hall Executive Committee have now started holding virtual meetings, the next being due on 17<sup>th</sup> September. Minutes are posted to the website.

The hall has received a Covid support grant, which will cover loss of income during lockdown. Improvement works have been underway whilst the hall was closed including fitting of new acoustic boards which have markedly improved sound quality. Damp proofing is underway and some external areas have been re-rendered.

It was agreed that there is no requirement for a trustee meeting to be held at this time.

## 16. Review of actions (not previously covered)

- *Clerk to write to Nigel Riglar re short response times on consultations* – all recent consultations have had adequate response times. It was agreed that this action is no longer required;
- *Cllr Bedford to prepare report on first aid cover scheme* – action postponed due to coronavirus restrictions. Cllr Bedford will raise the issue again when she feels it is practical to do so. In the meantime, Cllr Sullivan will speak to the defibrillator warden to ensure it is still being checked during the current restrictions and to discuss whether new batteries and/or pads might be required.

**Action: KS to discuss with defib warden**

## 17. Consultations and Correspondence

### 17.1 Correspondence

- *Severn Area Rescue Association request for grant funding* – SARA last received a grant from this council in March 2019. In accordance with the grants policy, the current request was refused on the basis that it would be less than two years since their last grant;
- *Great Western Air Ambulance request for grant funding* – GWAA has requested £150 towards running costs. The Clerk confirmed that the grant application form and associated paperwork has been received. It was resolved that an award of £150 be made.

### 17.2 Consultations

- *SGC Statement of Community Involvement* – resolved no response;
- *Thornbury High Street pedestrianisation* – the consultation is open until 31<sup>st</sup> January 2021. It was resolved that discussion be delayed until the November meeting to allow more time to observe how the scheme is working and gather residents' opinions;
- *SGC Drug Strategy* – there have been ongoing issues in some areas of the parish with recreational drug-taking. The police have been asked to carry out occasional spot checks in areas of known issues. Cllrs Riddle & Bedford agreed to review the strategy and draft a response if there are relevant matters which may affect the parish.

**Action: MR/SB to draft response**

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

The council expressed their thanks and good wishes to the outgoing Clerk.

## 19. Close of Meeting

The meeting was closed at 9:30pm.

Next meeting to be held on **Tuesday 3<sup>rd</sup> November 2020 @ 7.00pm.**

**Signed by Chairman:**