



Minutes for the meeting of Olveston Parish Council, held at the Queen Alexandra Memorial Pavilion (QAMP), Old Down, on Tuesday 26th April 2016, starting at 19:30

Present: Mr J Hughes (Chairman), Mr R Panes, Mr T Witherbed, Mr A Williams, Mr G Anderson, Mrs P Savage, Mr N Gingell, Mr A Baxter, Mr M Riddle

Min 34/16 Visitors – June Lyons, Chris Bolton (Editor – Meeting Point) & Les Harper (Chairman – MP)

June Lyons briefly attended the start of the meeting to formally thank the Parish Council for the seat now installed outside St Mary's Church, saying that she was touched and humbled by the kind gesture in recognition of her involvement in the Parish Council for the last 30 years.

The Parish Council had invited the Meeting Point Editor (accompanied by their Chairman) as part of the programme to work better with local groups. Les Harper began by informing the Parish Council that Meeting Point has been running for 40 years, and although set up by the Anglican & Methodist Churches of Olveston & Aust, is specifically not a Church Magazine but rather a Community Magazine. A few years ago it branched out to also provide the website (www.olveston.com) and 'The Directory' which it periodically publishes and distributes to all households. It has evolved a number of strict rules, particularly not doing Politics, and in cases of local non-party politics it tries very hard to present both sides of the case.

The magazine runs on a four week cycle. In week one there is a Committee Meeting of about 10 people whose membership represents the coverage area (including Tockington, Olveston, Littleton, Elberton, Aust and surrounding areas), to discuss upcoming events, how the last publication went, and to start discussing new articles. The Magazine is paid for by the advertising it contains, so it is important to ensure that articles presented don't include advertising. In week two the advertising graphics are confirmed, the cover and associated artwork are agreed. In the third week the finished text goes to the printers, and the fourth week covers delivery and distribution to a team of volunteer 'baggers' for local delivery. In general a print run is 1400 copies of which some go to the advertisers and other interested parties. This cycle is not flexible enough to accept weekly changes such as the Schools newsletter, and this is where the website comes into its own, as its front page has links to upcoming important events. Whilst the Directory is reviewed every 2 years, the copy on the website is updated as Meeting Point is notified of changes.

The power of the website is in the links it has, but one shouldn't underestimate the power of Meeting Point as not everyone is on the internet and in the recent Parish Vision Survey 93% said they read Meeting Point, to which many Councillors agreed. When challenged about 'editing' submitted articles, the Editor indicated that he did occasionally change punctuation however he was very keen to keep readers 'Informed' and felt that it was up to the Parish Council to 'push the boundaries' with the articles it

Olveston Parish Council

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submitted. He also suggested that the more notice the Parish Council gave on subjects it wished to cover (ideally immediately after the Parish Council Meeting) the more the Meeting Point Team could co-ordinate several other articles to ensure that there is a greater impact.

The Parish Council noted that Meeting Point have a very effective distribution system and asked whether it would be possible to include flyers for various events etc. Mr Harper expressed several concerns to this idea, firstly if the flyer proved contentious in any way, secondly on the logistics of adding flyers and the associated weight, and the Parish Council are just one of several organisations (including the local Police) who make this sought of request, and it would be difficult to allow one over another. The Parish Council then asked whether it could approach volunteers directly, but Mr Harper suggested that the volunteers could find it difficult to say no and felt it unfair to put them in such a position. The Council also asked about a Centre Page spread, or taking out an advert, but Meeting Point have to manage the thickness otherwise it will not fold & attract increased postage costs as well as balance the content with the adverts which are generally on the left of each double page.

With Meeting Point's 40th anniversary approaching, they are hoping that the August issue will be the first in colour, but they don't aim to be Profit making so have to balance costs. The visit closed at 8:10 with the Council thanking Meeting Point for their efforts supporting the Community.

Min 35/16 Apologies for absence – None this month

Min 36/16 Declarations of interests

Mr Hughes – Allotments
Mr Baxter – Allotments, Intelligent Solutions, Mike's Maintenance Services,
Mr Anderson – Allotments,
Mr Williams - Treasurer Olveston Sports & Social Club, Treasurer of Olveston United Football Club, and Managing Director of Britannic Garden Furniture
Mr Panes – GSH Architects

Min 37/16 Minutes of the last meeting

The minutes of the meeting held on Tuesday 22nd March 2016 were circulated, Mr Williams noted that he had not (as indicated) been asked to give the Financial presentation. With this exception Mr Anderson proposed that they were a fair record of the meeting, Mrs Savage seconded the proposal, and all present were in favour.

Min 38/16 Matters arising from the minutes

Annual Parish Assembly (Tuesday 17th May Parish Hall)

Invitees - Mr Hughes will publish by the weekend a suggested list of invitees, with the invites going out before the 6th May.

Action 38/16/01 Clerk to email out invitations

Agenda – The draft Agenda was presented to the meeting, Mr Hughes noting that Sita will not be discussing costs as this is part of their agreement with South Glos Council. Mr Hughes then opened the discussion as to what the 2016/17 Objectives should be as they need to be real/ achievable, suggesting the following:

- Develop & Expand the OPC website

- Improve Communications by holding monthly Parishioner meetings (suggesting they could be led by two Councillors (Mr Hughes/ Mr Panes + 1)
- Continue to Establish links with local groups
- Speedup Decision Making Process in the OPC

The meeting noted that this was a massive opportunity, but also a massive danger that the APA could ask the Council do certain things by defined dates, that the Council needs to work out its Communications Strategy first and also to clearly define each goal with clear measurable. The meeting suggested that for now this item should be removed from the Agenda.

Action 38/16/02 Mr Hughes to publish suggested Goals/ Objectives to begin process

Finance – Clerk to show the Council the Finance presentation later in the meeting, and if approved will be published in advance of the APA.

Parish Steering Group – This will also cover all the subgroups and last 10 minutes

Vision Group – Richard Lloyd will liaise with Mr Anderson, and support notes will be available by 29th April.

Flyer - Mr Baxter to prepare A5 double sided flyer and arrange publishing, after content has been agreed by Mr Hughes & Mr Panes. Mr Hughes to organise distribution.

Action 38/16/03 Mr Hughes, Mr Panes & Mr Baxter to organise publishing & distribution of flyer

Housing Needs Survey – The Parish Council received a draft of the Housing Needs Survey from South Glos Council on the 1st April, and Councillors met Stacey Shepherd on the 12th April to work through the report line by line to ensure that they understood each section, to try and identify any anomalies and to request clarification where required. These items have been documented and formally returned to Stacey Shepherd at South Glos. With caveats that the draft report is already to be amended, it is now to be passed to the Housing Subgroup of the Olveston Steering Group Members on the understanding that it is distributed in confidence and not to be forwarded to 3rd parties. South Glos Council are to provide the formal report in time for consideration and ratification at the next Parish Council meeting on the 24th May.

Action 38/16/04 Mr Anderson to update the Council on the views from the Housing Group

Olveston Parish Steering Group – Mr Anderson suggested that the meetings held by the Subgroups justify the work undertaken in the last 12 months with good ideas coming out of the different groups and the Housing Group now looking at the wider issues of Housing. Mr Anderson suggested that whilst the Parish Council has reviewed the contents of the Housing Needs Survey, members now need to discuss the findings and discuss the way forward as part of the discussions on the 24th May. It has already been suggested within the Olveston Parish Steering Group that a Neighbourhood Plan needs to be prepared that would look into planning and identify areas where the Community would like to see houses and the type of housing required – however it would then have to be approved following a Parish wide poll.

Parish Processes:

‘Recreation & Leisure’ – completed, needs to be added to Website

‘Planning’ – has been reviewed.

‘Finance’ – Draft to be passed to Finance Committee for review

‘Role of Chairman’ – Outstanding

	Action 38/16/05	Mr Hughes to issue
'Role & Responsibilities of the Clerk' – Initial Draft created by Mr Hughes to be passed to Clerk for comment	Action 38/16/06	Mr Hughes to issue
'Standing Orders' – Comments to be collated for the next Parish Council Meeting	Action 38/16/07	Mr Panes & Clerk to prepare Standing Orders for Approval
'Induction Pack' – Draft outstanding		
'Councillor Vacancy Process' – Awaiting response from Natalie Carr at SGC		
'Interviewing potential Councillors' – Draft used in recent interviews, to be formalised.	Action 38/16/08	Mr Panes to publish final process
'Code of Conduct' – Comments to be collated for the next Parish Council Meeting	Action 38/16/09	Mr Panes & Clerk to prepare Code of Conduct for Approval

Councillor Vacancy (for Mrs Hunter) – The Clerk presented the latest advert that had been placed in the May Meeting Point, and requested permission to post on the Parish websites and notice boards. Councillors asked what the Strategy is for advertising. It was agreed that adverts would also be posted outside Olveston CEVC School, and Councillors were asked to approach residents who may be interested.

Min 39/16 Meetings with Other Local Bodies

Olveston School Travel Plan – Following the meeting with South Glos Representatives at which they agreed that the works needed to be redone – a date is required.

Tockington Manor School 20mph speed restriction – South Glos Council have noted the comments from the Parish Council but found it difficult to achieve. Instead they have agreed to minimalist signage with no new poles, and an understanding that further signage can be added at a later date if found to be required.

QAMP renovation – Mr Panes has approached a couple of parishioners to lead the project and to start putting together a process and business plan.

Finances/ Funding – Mr Witherbed has obtained rough costs from the drawings in excess of £250k, so part of the project must be to ascertain where the benefits actually lie. The meeting was still keen to submit a planning application provided that it was <£200 as previously agreed.

Village Green Status – Andrew Griffiths in South Glos Legal Services is happy to have further meetings on the subject, but the Parish Council needs to clarify from its own records what the actual status is and the history surrounding the land before it was made a Village Green following the 1965 act.

25 Year Lease – Ongoing.

SGC Consultations – Mr Hughes nominated as lead person on Consultations

Min 40/16 Committee reports

1. Recreation & Leisure

QAMP Renovation – no longer to be considered by the Recreation & Leisure Committee, as it should be considered a Parish Council Project. A parishioner is to be approached to champion the project.

2.5m Tree Canopy – confirm which trees are Parish Council responsibility, and prepare schedule for quote. Marcus Gill from SGC has provided maps of the land they have responsibility for, but will try and provide

more information. Treewalkers have quoted £325 to remove a dead tree at Old Down, and the wood is to be cleared away for a donation. Mr Williams noted that the hedge is also intruding on the Flagpole at Old Down and asked for it to be trimmed.

Road Signs – Mr Panes has an understanding of the Road Signs identified, and progressing quotations

Broken Stile – still not fixed, a Kissing Gate is required

Webwood outstanding activities to be progressed by Mr Panes including Committee Room Table; Telephone box; redecoration of QAMP; repairs to play equipment; siting of new Bench. Mr Hughes noted that the renovated Bowls Clubhouse is to be officially opened on 26th June and asked that all painting and repairs are completed on the QAMP and that the outside is suitably clean & tidy (OSSC?).

Play Area Safety Reports – ROSPA have completed the 2016 inspections and made some significant observations. Most importantly is the condition of various pieces of equipment at Old Down which are now 23/24 years old. The Rec & Leisure Committee need to make the area safe, and identify whether to remove equipment or effect temporary repairs. A longer term strategy is also required.

Monthly Play Area Reports – Mr Baxter is to obtain 2 quotations to effect repairs on play surfaces at Vicarage Lane; at Tockington repairs are required to the play equipment and to ascertain what replacement gate closures are required; whilst at Old Down, one of the Picnic benches has been damaged, Mr Williams is of the opinion that it is repairable, if it is removed from site. Mr Panes questioned whether 2 picnic benches are needed, and prices are needed to ascertain whether to ‘repair/ replace/ remove’.

Bio-Diversity Report – Needs to be discussed and agreed, would someone local be interested– need a piece in Meeting Point (?)

2. Planning & the Environment

Forgotten Landscape – The Vision group are now ready to publish 6 walks, and would like to put up A3 posters adjacent to the notice boards. A grant has been obtained from the ‘Forgotten Landscape, SGC Project’, but costs may be incurred ahead of the receipt of the grant. Mr Hughes proposed that the Parish Council would meet the costs provided it had a written agreement from the fund holder that the grant was forthcoming, Mr Panes seconded the proposal and there were no objections.

Mr Riddle was notified of the big pot holes at the bottom of Vicarage Lane and ¾'s the way up Orchard Rise, but noted that Foxholes lane is to be resurfaced this year (the meeting noted that the drainage needed to be resolved first)

Planning Applications Approved/ passed/ Decisions Discharged by SGC since last meeting:

PT15/5415/RVC	Unit 1 And 3 Fernhill Court Fernhill Almondsbury South Gloucestershire BS32 4LX {Variation of condition of PT14/3725/F listing approved plans (added by PT15/4626/NMA) to substitute approved drawings with those received by the Council on 17 December 2015.}
PT15/5450/RVC	Units 4-7 Fernhill Court Fernhill Almondsbury South Gloucestershire BS32 4LX {Variation of condition 07 attached to PT15/1625/F to include additional plans in connection with access, layout and landscaping}
PT16/0580/F	Port Farm Hardy Lane Tockington Bristol South Gloucestershire BS32 4LN

PT16/0687/RVC	{Erection of single storey rear conservatory} Bay View Ingst Hill Olveston South Gloucestershire BS35 4AP
PT16/0781/CLP	{Variation of condition 2 attached to planning permission PT07/2325/F to allow 3no. full and 2no. part livery clients/horses} Apple Tree Cottage Catherine Hill Olveston Bristol South Gloucestershire BS35 4EN
PT16/0959/TRE	{Certificate of Lawfulness Proposed for front porch, single storey side extension, two storey rear extension and two incidental outbuildings} Adjacent To 3 Manor Park Tockington Bristol South Gloucestershire BS32 4NS
Split decision	{Works to fell 1no Horse Chestnut tree covered by SG Tree Preservation Order 35/06 dated 18 April 2007}
PT16/0186/F	[See Detailed Notes on South Glos Council Website] Tockington Court Upper Tockington Road Tockington Bristol South Gloucestershire BS32 4LQ {Enclosure of existing undercroft to form garden room and installation of front dormer window to form additional living accommodation. Erection of 1.4 metre high boundary fence}

Planning Applications Refused by SGC (or withdrawn) since last meeting :

PT16/0500/O	Greensted Haw Lane Olveston Bristol South Gloucestershire BS35 4EG {Erection of 1no. dwelling (Outline) with access, layout and scale to be determined. All other matters reserved.}
PT16/0819/F	Greystones Bungalow Fernhill Almondsbury South Gloucestershire BS32 4LY {Demolition of existing stables and erection of new single storey outbuilding to form gym, office and store incidental to existing dwelling}

Planning Applications Pending Decision by SGC since last meeting:

PT16/0397/RVC	Bay View Ingst Hill Olveston South Gloucestershire BS35 4AP {Variation of condition 2 attached to PT12/0022/RVC to extend the date which temporary permission expires from 1st October 2015 to 1st October 2018}
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New planning applications received:

DOC16/0107	Highmead Lower Tockington Road Tockington Bristol South Gloucestershire BS32 4LF {Discharge of conditions 3A (External doors), 3B (Windows and rainwater goods), 3C (Eaves, verges and ridges) and 4 (Tile sample) attached to planning permission PT15/1683/F. Demolition of existing outbuilding and conservatory. Erection of single storey si}
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3. Projects -

Terrier Document – Mr Witherbed and Mr Williams due to visit WSP to review documents held, and to take them away for scanning.

Tree Planting – Mrs Savage has talked to Ian Brotherton at Landcare and identified that new trees have to be planted in October. Need to decide the type of trees, but the general cost is £125/tree (+VAT) planted & staked. Mrs Savage was asked to breakdown the cost of each tree + putting the tree in the ground. It

was suggested that in addition to Council grants we might be able to find individual sponsors (eg as memorial trees)

Finger Sign at Recreation Ground – Three quotes obtained (2 metal + 1 wooden) in the region of £1,600 + vat -asked to confirm price with Almondsbury Forge.

4. Finance - Next meeting to look at Budgets for next year.

Min 41/16 Correspondence – see Appendix 1

Thornbury Community Composting – Request for a donation for the 2016/17 financial year. This has been circulated to all Councillors by Email for consideration, and Mr Hughes proposed a donation of £150 seconded by Mr Panes and agreed by all.

Queen's 90th Birthday Celebration – Residents have proposed an Orchard Rise Street Party – The Parish Council felt that this was a very good idea and Mrs Savage proposed a £50 donation, seconded by Mr Panes and agreed by all. Mr Williams felt that the Commemorative Medal displayed at the last Parish Council Meeting would be a fitting momento and proposed if they were still available that they should be given to every child in Olveston School & Olveston Pre-School, this was seconded by Mr Gingell and agreed by a majority with two abstentions.

Min 42/16 Financial report and Accounts for payment

The **Annual Governance Statement 2015/16** was presented to the Council to ensure that there continues to be a sound system of internal control. During 2015/16, Internet Banking has been introduced and Invoices are presented at each Parish Council Meeting, with cheques now being used by exception. In addition, a Fidelity Insurance Premium is included in the Parish Insurance policy, that exceeds the value of the Parish Council's Bank Accounts. The Finance Committee also informed the Council that subject to Independent Internal Auditor agreement, both the existing Petty Cash System and the method for recording the Expenditure & Income will be fully computerised, and procedures amended to reflect this in the next financial year (2016/17). Mr Williams proposed the Annual Governance Statement 2015/16 as being correct, seconded by Mr Baxter, and approved by all Councillors.

Accounting Statements for 2015/16 - Following a presentation of the receipts and payments, the Clerk (as RFO) certified that for the year ended 31st March 2016 the accounting statements in the annual return fairly represent the financial position of the Council and its income and expenditure. Mr Anderson proposed that the Accounting Statement for 2015/16 was acceptable, seconded by Mr Baxter, and approved by all Councillors.

Action 42/16/01 Clerk to provide a breakdown of the Parish Council Assets

Parish Accounts for 2015/16 – The Clerk then took the meeting through the Financial Presentation for the 2016 Annual Parish Assembly. Although the presentation covers a number of pages going through Incomes & Expenditures for the last year compared to previous years, the intention is to focus on the front view foil. The complete presentation will be made available on the Parish Website. Mr Williams proposed acceptance of the presentation, seconded by Mrs Savage and agreed by all.

Direct Debit Payments: 8th April, £52.20 to PlusNet, BroadBand @ QAMP (PNET2472604-1)

Cheque Payments required		

Internet Payments		
R J Rogers	Salary April- HMRC + Stationery	543.02
HMRC	Period 01	134.20
Mr N.J Hughes	Key Cutting	11.98
Playsafety Limited	Inv 021712 Annual Inspection	273.00
Thornbury Composting	Donation 2016/17	150.00
RGS	April Invoice	1081.25
Instyle	Tockington Tardis Sign	96.00
Mark Roper	Plinth for Bench @ Church	240.00
Getmapping plc	ParishOnline Annual Fee	50.40
	Total	£ 2579.85

Mrs Savage proposed that the Internet payments made, and £7,000 be transferred to the reserve account, seconded by Mr Williams and agreed by all. The Internet Invoices were initialled by the meeting.

Present balances after the above charges have been taken into account,

Current account £7,078.32 cr **Reserve account** £42,063.85 cr

Min 43/16 Communications / Update on the New Website/ Meeting Point Article

Website – More information has now gone up on the website, although Mr Baxter noted that he had not yet received copies of Approved documents that need to be populated (Recreation & Leisure + Planning). The meeting asked who is monitoring the queries raised on the website, and they have yet to be forwarded to a responsible Councillor (to be nominated).

Parish Vision Website - need to clarify with Richard Lloyd & Mr Baxter whether the Parish Council should continue hosting the Website, whether it should be migrated to the Parish Website or could it be allowed to continue. Clerk has emailed Richard Lloyd & Mr Baxter but has yet to have a definitive response

May Meeting Point Article – Reminder about getting access to the Community Website, Happy Birthday to the Queen, New Bench, Tribute to Arthur Webb.

Min 44/16 Date of next Parish Council meeting

Planning 1	Monday	09 th May 2016	at QAMP	7.30 p.m.
Rec & Leisure	Tuesday	10 th May 2016	at QAMP	7.30 p.m.
APA	Tuesday	17 th May 2016	at Parish Hall	7.30 p.m.
Planning 2	Tuesday	24 th May 2016	at QAMP	7.00 p.m.
Parish Council	Tuesday	24 th May 2016	at QAMP	7.30 p.m.
Finance	Thursday	09 th June 2016 ?	at QAMP	3.30 p.m.
Planning 1	Monday	13 th June 2016	at QAMP	7.30 p.m.
Rec & Leisure	Tuesday	14 th June 2016	at QAMP	7.00 p.m.
Planning 2	Tuesday	28 th June 2016	at QAMP	7.00 p.m.
Parish Council	Tuesday	28 th June 2016	at QAMP	7.30 p.m.

The Meeting closed at 22:50

Appendix 1 – Correspondence

Four Towns & Vale Link Community Transport	Received Registration Forms for this service
Thornbury Community Composters	<p>Thornbury Composters run the popular free composting site in the car park of the Thornbury Leisure Centre which is well used by residents from the Severn Vale and is run by a dedicated team of volunteers. The team have implemented significant cost improvements and the site now costs £15,000 per annum to run this is a fantastic improvement from the £100,000 + it used to cost! the material is taken to a local farmer for composting and returned for sale at the site, to the local residents. The sale of the composting material brings in approx. £8500 leaving a shortfall in funding of £6500 for running costs for the next financial year starting in April. South Glos Council has pledged £3000 and Thornbury Town Council a £1000 and we are looking to apply to South Glos Local Community Grants and Luke Hall's (MP) Community Fund for additional support. Unfortunately, we still anticipate a shortfall, however because the facility is used by some of your residents we are hoping that you will be able to contribute some funding for the next financial year starting in April.</p>
Olveston & Tockington WI	Thank you letter received
Magnox	Latest Minutes & associated papers
Queen Elizabeth 90 th Birthday Celebrations	Letter from resident requesting permission to close Orchard Rise for a street party
Zurich Insurance	Notification of Council Insurance renewal
CPRE	Fieldwork, Spring 2016 + Countryside Voice, Spring 2016 periodicals
BRERC Wildlife	Bristol regional Environmental Records Centre – annual update
SSCG	Date of the next SSCG meeting. This will now take place on Wednesday 29th June , 7.30pm, at Alveston Methodist Church & minutes
Olveston Resident	<p>Blocked public footpaths in Olveston, Saturday, 23 Apr 2016 – sent to Olveston website</p> <p>To whom this may concern, I have been searching your website to try to find out who is responsible for maintaining footpaths in our area but have not been able to so am sending a general email. My complaint is about the overgrown public footpaths from rape seed crops in the fields off Vicarage Lane, which are owned I believe by Cyril Hicks. This is 'Ground Hog Day' for me, as I made exactly the same complaint four years ago, when Mr Hicks last grew rape seed in these fields. Back then however I did not make the complaint until the footpaths had become impassable, so nothing could be done and we had to wait until the crop was harvested in the August. Walking over the fields today, I believe there is only another week or two before they become impassable again. This is due to the crop being so tall with strong stems that fall across each other making it impossible to walk through.</p> <p>As I said in my complaint last time, it is against the law to not keep public footpaths clear and Mr Hicks will be fully aware of this. These footpaths in most places are only about one foot wide through these crops, whereas the law says they should be three feet wide, which is why they become blocked. I would appreciate swift action in notifying Mr Hicks of his duties to ensure these footpaths stay clear this year (reminding him it is a criminal offence not to do so). I look forward from getting a speedy response to this email as time is of essence.</p>