

Olveston Parish Council

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

Present: Mr R Panes, Mr A Baxter, Mr T Witherbed, Mr A Williams, Mr G Anderson, Mrs P Savage, Mrs S Hunter, Mr J Hughes,

Min 01/16 Visitors – At the start of the meeting, Mrs Hunter announced her resignation as a Councillor citing her ongoing health issues with her hip – Mr Hughes expressed thanks on behalf of the Council for her service. Mrs Hunter then stayed as a Visitor for the rest of the meeting. The Clerk introduced Mr Mike Dixon, A403 Programme Manager from South Glos Council who had come to give a presentation on the A403 Coast Road from Aust down to Avonmouth.

The Department for Transport have granted Bristol City Council & South Glos Council (£6.5m) to ‘Upgrade and Enhance’ the A403, although the scope of the work concerns maintenance rather than a redesign to a dual carriageway. This work is designed to support the Enterprise Zones in the area (1000 jobs are anticipated at the Range and up to 16,000 jobs are anticipated in the area) and is in preparation for a new Junction on the M49. It is anticipated that much of the additional traffic and many of the existing heavy vehicles will use this junction rather than the existing road network.

Currently South Glos Council are awaiting costs back from the Contractor, and if there are funds left there might be possibilities to undertake local upgrades – Councils need to register ideas with Mike or through the Area Forum as soon as possible.

The District Council has already started cutting back vegetation and lifting curbs. From the middle of February to the end of August the major works will be undertaken, with particular areas being excavated to 300mm or in some areas deeper with a possible 4 week shut down. There are also likely to be Night Closures, Convoys and Control Lights. The programme of works undertaken will be designed to match the required Spend Profile.

The planned diversion routes avoid Olveston, but the Parish Council recognised that the Parish is already used as a rat run through to Aust, and Mike Dixon accepted that the use of rat runs is likely to increase.

Publicity – Regularly updates on the South Glos Council website; Flashing and permanent signage along the A403, and trying to utilise all Communication mechanisms.

Min 02/16 Apologies for absence – Mr M Riddle

Min 03/16 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
Mrs Savage - Chairman of Olveston Parish Hall Management Committee

Councillors asked for a definition of ‘Declared Interests’ given the amount of discussion within the Olveston Parish Steering Groups, and clarification was requested whether Councillors needed to register whether they are related to Land Owners.

Action 03/16/01 Clerk to obtain exact Definition of Declared Interests and forward to Councillors.

The Consensus is that it is up to an individual to make the decision as to what there declared interests are.

Mr Witherbed asked that his Directorship be removed as he does not do work for the Parish Council, Mr Baxter noted that he has now stood down from the Allotment Committee and has also written to the Parish Council to record that he has resigned from the Olveston Parish Hall Management Committee (OPHMC). Mrs Savage reminded the Council that she is retiring from the Chairmanship and probably membership of OPHMC at the end of March 2016.

Action 03/16/02 Agenda item to discuss representation on the OPHMC as the Parish Council are the Holding Trustees

Min 04/16 Minutes of the last meeting

The minutes of the meeting held on Tuesday 8th December 2015 were circulated, Mr Anderson proposed that they were a fair record of the meeting, Mr Panes seconded the proposal, and all present were in favour.

Min 05/16 Matters arising from the minutes

Finance Committee – Mr Williams suggested at the last Parish Council meeting that a Finance Committee be formed, primarily to ensure that the annual budget is sorted out a lot earlier and that the Council is more prepared to take the necessary decisions and understand the implications. Mr Hughes invited Mr Williams to chair the Committee, which he accepted and then asked that the Committee include Mrs Savage & Mr Hughes, and meet every other month. No vote was taken, equally no vocal dissent from other Councillors.

Housing Needs Survey – Initial feedback from South Glos Council is that a good return is expected, and initial feedback is expected mid February 2016. Some members of the Housing Sub Group have arranged a meeting with South Glos to question the way that South Glos Council will undertake the analysis. It was suggested that the size of the Housing Group be increased to better represent the whole Parish when it comes to reviewing the Survey.

Olveston Parish Steering Group – The work of the Steering Group has gone very well, although it has now been determined that if individual Group members can’t attend a meeting that they don’t arrange someone to stand in for them. Mr Witherbed currently sits on three of the sub-groups and has noted the lack of trust and the general poor regard that the Parish Council is held in, noting that the Parish Council will have to get involved with a massive amount of work and significant decisions. The ‘Retail Services’ Sub-group has restored a fragile level of faith, but recognised that the Parish Council needs to be more involved in responding to South Glos Consultations; The ‘Travel & Parking’ Sub-group is now up and running; The ‘Communications’ sub-group is shortly to publish its report and The ‘Mechanisms for Delivery’ has identified a lot of potential approaches and a ‘Drop Box’ has been created to store the information – the Parish Council will need to decide what its level of responsibility will be.

This spawned a lengthy discussion, especially as there was a danger that some Mechanism could run without Parish Council involvement. The Chairman also reminded the meeting that South Glos Council are likely to pass down more work that the Parish will have to take on and intimated that several Parish Councils may have to join together to get the work done.

Action 05/16/01 Clerk to provide Councillors with an update of which volunteers are on each Sub-Group

Parish Processes – It was noted that the Processes are to be published on the Parish Website, it may therefore be necessary to store associated procedures on a members only area of the website .

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

‘Planning’ – has been reviewed.

‘Finance’ – 1st draft prepared by Clerk and reviewed by Chairman, 2nd Draft to be passed to Finance Committee for review

‘Role of Chairman’ – Outstanding

‘Role & Responsibilities of the Clerk’ – Initial Draft created by the Chairman to be passed to the Clerk for Comment

‘Standing Orders’ – Observations on the Olveston Parish Council 2010 Standing Orders and the NALC version are still required from Councillors

Action 05/16/02 Clerk to republish the Standing Orders to all Councillors for comment

‘Induction Pack’ – Draft procured from Hampton Parish Council and to edited by Clerk before Circulation to finalise.

‘Interviewing potential Councillors’ – Draft used in recent interviews, to be formalised.

‘Code of Conduct’ – Once distributed, please could Councillors make comments.

Action 05/16/03 Clerk to publish the Code of Conduct to all Councillors

Councillor Vacancy – The selection panel of Mr Baxter, Mrs Hunter, Mr Panes, and Mr Williams met on 12th January to confirm the process and interview questions. Mr Nick Gingell & Miss L Hicks were interviewed on the 19th January 2016, and the Selection Panel believed that both candidates were very impressive and both would be an asset to the Council and the system used to interview them worked well.

The Clerk reminded the meeting that in light of Mrs Hunter’s resignation, South Glos Council need to be informed and a Casual Vacancy notice published for a 14 working day period, and suggested deferring a decision on who should be asked. After consideration, Mr Williams proposed that the decision be made at the meeting, Mr Hughes seconded the proposal and all Councillors agreed. Mr Panes then proposed that Nick Gingell be offered the post, seconded by Mr Williams and carried by the meeting with two abstentions on the grounds that they couldn’t ratify the decision as they had not seen the questionnaire.

Action 05/16/04 Mr Panes to talk to Miss Hicks to see if she would be prepared to re-apply

Action 05/16/05 Clerk to contact Mr Gingell

Min 06/16 Meetings with Other Local Bodies

Olveston School Travel Plan – The 20mph restrictions have been completed and several Councillors expressed concern at the works done. Line markings appear to be in the wrong place and lifting; signs have been placed by the exit to Denys Court and partially blocking the footpath, and do not appear to be in the right place.

Action 06/16/01

Clerk to arrange meeting with South Glos Council

QAMP renovation – The Sports & Social Club and Football club have been asked to attend the next Recreation & Leisure Committee Meeting, to once and for all decide if there is the will amongst the clubs and the Parish Council to drive this forward. The architects have completed what they had been asked to do (complete design drawings consisting of elevations and floor plans including meeting FA regs.) and the plans were now of a standard to put in for planning permission, but there is an outstanding invoice from them for £942.00 + VAT – it is not clear who should pay these costs.

Mr Witherbed expressed concern (given the Parish Councils support for local businesses via the Olveston Parish Steering Group) that there was too much emphasis in supporting the OSSC at the expense of other local facilities. Mr Williams reminded the meeting of his declared interests but was asked to stay and answer questions on behalf of the OSSC, and then informed the Parish Council that the OSSC had been running for 30 years but that football had been played on the site since 1926.

Mr Anderson proposed that an Invoice for this work addressed to the Parish Council should be paid and the cost added to the initial loan to the project along with any costs for submitting planning permission, Mr Baxter seconded the proposal noting that if the project goes forward then these costs are to be recovered, otherwise the Parish Council will bear the loss. The motion was carried by the Council, although Mr Williams & Mr Panes abstained.

Attendance at Parish Events – Mr Hughes to ascertain a list from Mrs Lyons.

Magnox Meetings – Mr Hughes has asked Mrs Lyons to continue representing the Parish Council at these meetings.

Parish Vision – This group would like to add maps to each Parish noticeboard and are proposing to replace the existing boards with larger ones. Finances to be obtained from grants associated with the Forgotten Landscape.

Min 07/16 Committee reports

1. Recreation & Leisure

In italics are the key points brought forward to the Full Parish Council Meeting, and comments from the meeting in normal font.

2016/17 Grass Cutting Contract – Specification has been issued, Clerk to copy tenders and pass to Committee members for consideration. Need to have Contractor in place by 1st March. Not all Companies approached supplied Tenders by the 14th January, a separate Recreation & Leisure Meeting has been organised for the 29th January to go through the Tenders, after having agreed the selection criteria, and have invited Mr Hughes for his expertise on the historical contracts. The Consensus of the meeting was to accept the Recreation & Leisure Committee's decision.

2.5m Tree Canopy – Mr Panes to report back to the Recreation & Leisure Committee after reviewing the play areas and the Old Down Recreation Area

Road Signs – Mr Panes to chase Will Duke for a quotation for all the associated works.

Aust Verge Parking more chippings are required along the path, more required - Mr Baxter to chase

Broken Stile – Mr Panes to check if fixed, and then let know if Lindsay Saunders has to be chased

Poole Corner Parking – SGC continuing to look at issue and will update OPC.

Redecoration of Committee Room – Webwood to be asked to proceed after next Parish Council Meeting. Full Parish Council Meeting to discuss hanging the projector from the ceiling – since the cost has now escalated to over £700, Mr Hughes proposed not proceeding, and received a general consensus from the meeting.

Tockington Telephone Box – Webwood to fit duckboard floor to improve situation – Clerk to chase. Mrs Savage to check status of use with Claire Ackland

Retirement Bench – PCC have apparently agreed to the bench being sited outside the Church Gate – Clerk to ascertain site and get this confirmed in writing from Mike Wright/ Martin Gibson. Mr Hughes offered to confirm site with PCC & Webwood to move the project forward.

Plaque – Clerk to arrange to have the plaque inserted in the bottom step of the War Memorial Steps.

Play Area Safety Reports – need to effect repairs to play surfaces at Vicarage Lane, Mr Baxter to obtain quotations to effect repairs for completion by the end of 2015/16 (Clerk to send Mr Baxter contact details of the Company used previously). Webwood asked to grease swings and check bolts for corrosion - Clerk to follow up.

Ditch at the top of the play area – key provided to Contractor to undertake Clearance of the ditch bordering Mr Skinner's field - Mr Panes to monitor. After work has been done, review remaining part of ditch bounded by Mrs Setter's field.

QAMP Verandah – Mr Panes to obtain quotation from Webwood to repair the Verandah and undertake redecoration of the front & North East walls of the building. Mr Panes presented quotations for £250 & £800 respectively, Mr Hughes proposed that the work be completed, seconded by Mr Anderson and all Councillors were in agreement.

2. Planning & the Environment

Bowls Club – Have reapplied for an alcohol licence, but Mr Williams noted that they have had a bar for some years, and the new licence is a requirement following the recent refurbishment.

Planning Committee have noticed that two planning applications recently have tried to define local housing requirements, and look forward to the findings of the Housing Needs Survey and whether its findings can be incorporated into South Glos Councils planning policies.

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

PT15/2942/F	Musthay Tockington Green Tockington South Gloucestershire BS32 4NN {Erection of a detached bungalow with attached garage and associated works }
DOC15/0297	Land Off Redham Lane Pilning Bristol South Gloucestershire BS35 4HQ {Discharge of conditions 3 (Parking and Turning) 4 (Access) and 5 (Landscaping) attached to planning permission PT15/0842/F for Construction of an outdoor equestrian arena. (Retrospective). (Resubmission of PT14/4048/F)}
DOC15/0298	Land Off Redham Lane Pilning Bristol South Gloucestershire BS35 4HQ {Discharge of conditions no 6 (Removal of Container) 8 (Ecological report) 9 (Drainage) 10 (Parking and turning) 11 (Access) and 13 (Landscape) attached to planning permission PT15/0687/F for Change of use of agricultural land to riding school (Use Class)}

Planning Applications Refused by SGC (or withdrawn) since last meeting – none this month

Planning Applications Pending Decision by SGC since last meeting:

DOC15/0242	Hawkfield Haw Lane Olveston Bristol South Gloucestershire BS35 4EQ {Discharge of conditions 2 (Drainage) and 5 (Materials) attached to PT14/4525/F. Erection of 2no. detached dwellings and associated works }
PT15/5522/NMA	Hawkfield Haw Lane Olveston Bristol South Gloucestershire BS35 4EQ {Non material amendment to PT14/4525/F to make all plans accompanying this application a condition of the permission. }

New planning applications received:

DOC15/0312	The Barns Upper Hazel Farm Strode Common Alveston South Gloucestershire BS35 3PS {Discharge of conditions 1 (Details of external appearance), 2 (Parking), 3 (Cycle parking), 5 (Boundary treatments) and 6 (Samples) attached to planning permission PT14/4879/PNGR. Prior notification of a change of use from Agricultural Buildings to 2no. residential dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended)}
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 }
PT16/0219/F	4 Manor Park Tockington Bristol South Gloucestershire BS32 4NS {Erection of 1no. attached dwelling with associated works }

3. Projects -

Terrier Document – Mr Witherbed has not had time recently to start putting it together.

Tree Planting – Mrs Savage trying to re-arrange a meeting with Phil Dye to walk around the Parish to discuss locations and options.

Finger Sign at Recreation Ground – Suitable signs can be seen in Braemar venue

Min 08/16 Correspondence – see Appendix 1

Min 09/16 Financial report and Accounts for payment

The Local Council Tax Reduction Grant will cease from 2019/20 in line with the national cessation of Revenue Support Grant being payable to South Glos Council from central government. In the meantime the final 2016/17 grant will be £488 and the indicative figures for 2017/18 and for 2018/19 are £306 and £203 respectively. Olveston Parish Council received £1,190 in 2014/15 and £1,123 in 2015/16 from this scheme

LCTR Support Grant helps to mitigate the loss of Council Tax yield from Parish/Town Council reduced Tax Bases, originally a standalone grant, it is now part of the Revenue Support Grant being payable to South Glos Council from Central Government and this has continually reduced. Last year South Glos Council proposed reducing the total of LCTR Support Grant allocated to Parish/Town Councils from 2016/17 ceasing 2019/20.

Confirmation received from South Glos Council that the 2016/17 precept has been set at £36,496.

Iain Selkirk has again offered his services as an independent expert to complete our internal audit function for 2015/2016 at a cost of £95. The audit will be undertaken May 6th to May 10th 2016 at Wotton-under-Edge. Mr Witherbed proposed that the Council accept Mr Selkirk's offer, seconded by Mr Baxter and agreed by all.

Direct Debit Payments: 8th January, £52.60 to PlusNet, BroadBand @ QAMP (PNET2472604-1

Cheque Payments required		
J Arkey	Plants for Elberton Road Planter	25.85
Internet Payments Required		
R J Rogers	January Salary (£479.96) - PAYE Tax Period 10 (January) - £96.00 - PAYE Tax Period 11 (February) – - PAYE Tax Period 12 (march) –	383.96
South Glos Council	Inv 3803176083 SGC Localism Q3 Oct-Dec covers two quarters	692.35
EDF Energy	Electricity 04th September 2014 -16th Dec 2014	38.81
OPHMC	Inv 1268 Hall Hire	55.00
OPAGA	Annual Management Fee (subject to receiving finance details)	175.00
OSSC	Inv 115, Hire of Committee Room	90.00
Tony's Tidy Gardens	Planting of Daffodil Bulbs	25.00
South Glos Council	Inv 3803144756, Election Costs May 2015	1935.86
	Total	£ 3421.83

South Glos Council have now issued a response to Olveston Parish Council as to why the Parish Council had to wait 4 days before results were declared, Mr Williams noted that the response didn't address the queries registered, but that the Invoice could now be paid

Mr Baxter proposed that the cheques be signed and the Invoices for Internet transactions be approved for payment, seconded by Mr Panes and agreed by all present. Mr Hughes as chairman of the meeting initialled the Invoices, and the cheques circulated for signature. Mrs Savage & the Clerk to discuss the implications of reducing the number of cheque signatories before the next meeting.

