



## **Minutes for the Annual General Meeting of Olveston Parish Council, held at the Queen Alexandra Memorial Pavilion (QAMP), Old Down, on Tuesday 24<sup>th</sup> May 2016, starting at 19:30**

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

### **Min 45/16 Annual Elections**

Chairman – Mr Panes nominated Mr Hughes, seconded by Mr Baxter, there were no other nominations, Mr Anderson noted that without formal documentation for the roles of either the Clerk or the Chairman it was difficult to understand what was being voted for and would therefore abstain from a vote. The motion was carried by three for with 2 abstentions, 0 against.

Vice Chairman – Mr Hughes proposed Mr Panes seconded by Mr Anderson, there were no other nominations and Mr Panes was elected by 3 votes with 2 abstentions, 0 against.

Mr Williams proposed changing the Committees so that Recreation & Leisure became responsible for footpaths, and that there was a formal Project Committee, this was seconded by Mr Witherbed and agreed by all.

Mr Hughes suggested that Mr Panes & Mr Williams continue as ‘Recreation & Leisure’ + Planning Chairmen respectively, which was agreed by all. Mr Witherbed proposed that Mrs Savage chair the ‘Finance Committee’ seconded by Mr Anderson; Mr Hughes proposed that Mr Gingell chair ‘Projects’ seconded by Mr Witherbed; Mr Hughes also proposed that Mrs Savage take on ‘Community’ (Role/ Group to be defined) seconded by Mr Witherbed – all proposals were then agreed by all present on the understanding that those absent would be prepared to take up the posts.

Composition of Committees - it was agreed to review the composition of each Committee and the other posts once the Chairmen had been confirmed and the vacant Councillors post filled. However Mr Williams suggested that there should be a third member of Planning along with Mr Witherbed; Mr Panes would continue working with Mr Gingell and Mr Baxter and review whether a 4<sup>th</sup> person was required; Finance would be Mr Williams & Mrs Savage; and, Mr Witherbed offered to help Mrs Savage with ‘Community’.

**Min 46/16 Apologies for absence** – Mrs P Savage, Mr N Gingell,

**Min 47/16 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 48/16 Minutes of the last meeting**

The minutes of the meeting held on Tuesday 26<sup>th</sup> April 2016 were circulated, Mr Witherbed proposed that they were a fair record of the meeting, Mr Panes seconded the proposal, and all present were in favour.

### **Min 49/16 Matters arising from the minutes**

**Olveston Parish Steering Group** – No update as have not recently met.

**Housing Needs Survey** – The Parish Council has received the latest draft following input from the Housing Group. Mr Williams expressed strong reservations that because a lot of 'potentially's' have now been inserted that the document has now been watered down, to a point where the District Council and particularly the Planning Document could avoid using the document, especially when the Parish Council objects to the building of larger properties in the Parish. Mr Anderson pointed out that the Housing Needs Survey is just an indication it is not black/ white and any applications for Rural Exception Sites & Affordable Housing would have to be rigorously checked first. Mr Anderson also noted that the Housing Group were concerned that the report was based on one persons opinion, and by inserting 'potentially' broadened the approach, but that the numerical facts were still valid. Mr Riddle noted that the Housing Needs Survey was a piece of evidence.

Mr Anderson recommended acceptance of the report to South Glos Council so that it can be published, allow further consultation with OPSG sub groups and the Parish to provide recommendations for the Parish Council to decide on and make Decisions. Mr Hughes thanked both Mr Anderson and Mr Witherbed on behalf of the Council for the work they have done to get to this stage and proposed that South Glos Council be asked to publish the document, Mr Panes seconded the proposal that was agreed by the majority of Councillors with one against.

**Action 49/16/01 Clerk to formalise response to South Glos Council**

The Housing Group are due to meet again on the 25<sup>th</sup> May, and will discuss what can be achieved. Several of the sub groups were awaiting the Housing Needs Survey to be completed before they made their own interpretations in their final reports. Mr Anderson felt that the OPSG would be meeting again in the near future, expressed confidence that all the final reports would be received shortly for their consideration, however he warned that the sub groups may not stay together to make things happen, and that the Council would need to act on the final reports in a timely fashion.

### **Annual Parish Assembly (Tuesday 17<sup>th</sup> May Parish Hall)**

Mr Hughes thanked all the Councillors for their input and Mr Riddle for his final speech. Mr Hughes was very pleased with the feedback, the way it went and the level of community support but did feel that it was still too long and believed that the original Sita presentation would have been better. On behalf of the Parish Council Mr Hughes thanked Joh Baxter for her work in preparing the presentations. Mr Baxter noted that a default template for the Power Point presentations would have improved the communications, and overall the Council felt that the Advertising/ Communications could have been improved, with Manual Advert boards positioned on the day, and that the flyer could have had better content and pre-approval. The Clerk suggested that preparations should be well underway by the March Meeting, with final approval in April,

and suggested that the 2017 Annual Parish Assembly be booked for the 2<sup>nd</sup> May, Mr Hughes asked that the Parish Hall be booked for this date.

**Action 49/16/02      Clerk to book Parish Hall for 2<sup>nd</sup> May 2017**

### **Parish Processes & Standing Orders:**

Mr Panes noted that not much progress has been made on the Parish Processes and accepted Mr Andersons comments that the Parish Council can't function properly until it knows how to function. Mr Panes offered to set out a priority list of the processes (by the June Meeting) and to arrange meetings with Mr Hughes and the Clerk to move several items forward so that they can be out for comment by the July Meeting.

**Action 49/16/03      Clerk get list of dates when can talk to Mr Panes**

'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 49/16/04      Mr Hughes to issue**

'Role & Responsibilities of the Clerk' – Initial Draft created by Mr Hughes to be passed to Clerk for comment

**Action 49/16/05      Mr Hughes to issue**

'Standing Orders' – Mr Panes proposed removal of the 'recording paragraph' and then publishing, seconded by Mr Williams – agreed by all present

**Action 49/16/06      Clerk to publish with Mr Baxter**

'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 49/16/07      Mr Panes to publish final process**

'Code of Conduct' – Mr Panes proposed publishing, seconded by Mr Williams – agreed by all present

**Action 49/16/08      Clerk to publish with Mr Baxter**

**Councillor Vacancy (for Mrs Hunter)** – The latest closing date has now passed, it has again been noted in the Meeting Point article, and Councillors extolled to approach people individually. Article to be reissued for end of July.

**Review of Defibrillators & Telephone Boxes** – Mr Anderson noted that he has not had contact with Defibrillator guardians for 9 months but assumed that they would contact him if there were issues. The meeting noted that Di Buckley looks after the Old Down Telephone box, and that a new representative was needed for the Tockington Box.

### **Min 50/16      Meetings with Other Local Bodies**

**Olveston School Travel Plan** – Works have been undertaken to properly mark out the lines and move the signs. Currently one sign at the top of the walkway has been missed and it is not possible to burn off the old Zlg-Zag markings without resurfacing the road – Mr Riddle to investigate

**Action 50/16/01      Mr Riddle to review**

**Tockington Manor School 20mph speed restriction** – Now going out for second consultation.

**QAMP renovation** – Mr Panes has approached a couple of parishioners to lead the project and to start putting together a process and business plan, and will submit a planning application.

**Action 50/16/02      Mr Panes to submit the planning application**

Village Green Status – Andrew Griffiths in South Glos Legal Services is happy to have further meetings on the subject, meeting arranged for 25<sup>th</sup> May.

25 Year Lease – Ongoing.

**SGC Consultations** – One on prisons, of which there are 5 in South Glos; the new M49 Avonmouth Junction to improve access to the Severnside Business Park (which is the largest brownfield site in Europe); the devolution plan to unite the local District Councils into a Unitary authority with its own Mayor.

**Queen’s 90<sup>th</sup> Birthday Commemoration Medal** – A previous Parish Council Meeting agreed to give out a Commemoration Medal to all those at Olveston CEVC School & Preschool, the Medals have since been ordered and delivery awaited. Mr Anderson asked how the Parish Council was going to celebrate the Queen’s Birthday and advertise the fact that it had bought the medals. After some discussion it was decided to aim for the 10<sup>th</sup> June 2016 (subject to delivery of the medals). School & Preschool to be informed beforehand so that they can arrange delivery – should it be by members of the Parish Council or just handed out by form teachers?

**Action 50/16/03**

**Mr Panes to organise Social Bit**

**Action 50/16/04**

**Mr Panes to liaise with School**

**Action 50/16/05**

**Mr Williams to liaise with Preschool**

## **Min 51/16 Committee reports**

### **1. Recreation & Leisure**

**Road Signs** : Will Duke still being chased to provide quote, Committee agreed we should look at alternatives after giving Mr Duke one final chance.

**Aust Verge Parking** : Mr Baxter has had no response from usual supplier who provides chippings for free, so Mr Gingell will make further enquiries

**Broken Stile** : Still not repaired, SGC issue to take up with Mr Riddle to chase.

**QAMP Verandah** - Webwood on major job which has one more week to go then will start on outstanding work for the Parish Council. He is aware work needs to be completed before June 25<sup>th</sup> ( Bowls club open day )

**Vicarage Lane Play area**: Replacement parts for the fitness trail area on order, and the ditch along the top of Play area still needs to be cleared out. Mr Panes presented a letter from a parishioner concerned at the state of this ditch and the risk of local flooding.

**Action 51/16/01**

**Clerk to write to Mr Skinner**

**Tockington Play Area** : Replacement gate view from Preschool not yet sought. Foot on frog still to be repaired.

**Old Down Play Area** : Major concerns at this site, the committee met with Webwood to review. There are issues with every piece of play equipment and a lot of the woodwork has deteriorated rapidly over the last couple of months.

The Recreation & Leisure Committee have closed the site with tape & warning signs, and are obtaining three quotes from local contractors to undertake repairs. Mr Panes is under the impression that the play equipment is used, so it is worth looking into repairs while assessing a long term solution. The Parish Council

have a duty of care, so it would also be worth removing the swing seats etc immediately to further prevent the site being used. RoSPA's responsibility for the site is limited to the audit that they undertook in April, the Parish Council are now taking appropriate action as indicated on both the Parish & Committee minutes.

**Action 51/16/02 Mr Panes to arrange removal of Swing Seats**

**Bio-Diversity Report** - Committee reviewed the part which affects us as a parish and would like to take this forward by contacting South Glos Council, and arrange a visit from them to discuss the report and establish what they want from us, as well as clarify the sites they have nominated in our Parish.

**Action 51/16/03 Clerk to arrange a meeting with South Glos Council**

**Branch Walkers** – Work to remove the Ash tree at Old Down has been completed, and Invoice presented

**Scout Bug Boxes** – Mr Gingell has arranged for the Scouts to make some bug boxes, and asked for a donation from the Parish Council, Mr Hughes proposed £25, seconded by Mr Witherbed and agreed by all.

**Man Hole damaged by Bowls Club** – Mr Panes to review

## **2. Planning & the Environment**

Residents have complained to Mr Anderson about cars parked in Vicarage Lane opposite the Glebe so that it is not possible to get out. Mr Anderson commented on the general Community Issues on Litter, Dog Fouling, Speeding, parking (especially ignoring double yellow lines) and offered to write an article for Meeting Point.

**Action 51/16/04 Mr Anderson to write a Community article for Meeting Point**

### **Community led Policing**

**Action 51/16/05 Clerk to write to Sue Mountstevens**

There is a planning application to convert the Bakery at the Crusty loaf (and land behind) into a 4 bedroom house. The plans look like the bedrooms have been planned as singles and there will be additional pressure on parking. The Parish Council is recommending refusal and whilst the Bread shop may continue in the short term there are issues on the long term viability.

**Action 51/16/06 Mr Witherbed to approach the Curtis'**

**Action 51/16/07 OPSG Retail subgroup to review**

### **Planning Applications Approved/ passed/ Decisions Discharged 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}
PK16/0375/F	Box Tree The Inner Down Old Down South Gloucestershire BS32 4PR {Erection of two storey side extension to form additional living accommodation.}
PT16/1211/TCA	Greystones Ley Lane Olveston Bristol South Gloucestershire BS35 4DG {Works to reduce crown of 1 no. Damson tree to leave a height of 8m and radial spread of 3m and reduce main branch of 1 no. Sycamore by 8m and smaller branches by 2m trees all situated within the Olveston Conservation Area}

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

**Planning Applications Pending Decision by SGC since last meeting - none this month**

**New planning applications received:**

PT16/1114/F	The East Barn Lower Tockington Road Tockington Bristol South Gloucestershire BS32 4LE {Erection of single storey extension and first floor extension to south elevation to form additional living accommodation. Installation of conservation rooflights}
PT16/1115/LB	The East Barn Lower Tockington Road Tockington Bristol South Gloucestershire BS32 4LE {Erection of single storey extension and first floor extension to south elevation to form additional living accommodation. Installation of conservation rooflights}
DOC16/0123	1 Pool Cottages Tockington Green Tockington South Gloucestershire BS32 4NN {Discharge of condition 4 (Oak Frame) attached to planning permission PT16/0301/LB - Removal of existing rear pvc conservatory frames and roof and erection of a single storey oak framed garden room utilising the existing base and footprint.}
PT16/2146/F	The Old Slaughter House The Common Olveston Bristol South Gloucestershire BS35 4DQ {Change of use of agricultural building to residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1985 (as amended) and erection of two storey side extension with associated works.}
PT16/2285/CLP	Poplars Farm Pilning Street Pilning Bristol South Gloucestershire BS35 4HL {Certificate of lawfulness for the proposed erection of two storey rear extension}
PT16/1745/F	The Crusty Loaf Bakery The Street Olveston Bristol South Gloucestershire BS35 4DR {Change of use from Bakery (Class B1) to residential (Class C3) as defined in Town and Country Planning (Use Classes) Order 1987 (as amended). Erection of first floor extension and alterations to form 1 no. dwelling with associated works}
PT16/2532/F	Furze Down Farm Lower Tockington Road Tockington Bristol South Gloucestershire BS32 4LE {Change of use of land from agricultural to equestrian to facilitate the erection of stable block and store}
PT16/2740/F	Almondsbury Filling Station Gloucester Road Almondsbury Bristol South Gloucestershire BS32 4HY {Installation and erection of ATM within purpose built steel secure room with steel floor plate (retrospective)}
PT16/2742/ADV	Almondsbury Filling Station Gloucester Road Almondsbury Bristol South Gloucestershire BS32 4HY {Display of 1no. internally illuminated fascia sign and ATM surround. (retrospective)}
PT16/2883/F	Unit 3 Home Farm Foxholes Lane Tockington South Gloucestershire BS32 4PF {Erection of single storey front extension to form additional living accommodation}
DOC16/0158	West Wing Tockington Court Upper Tockington Road Tockington Bristol South Gloucestershire BS32 4LQ {Discharge of Condition 3 (details) attached to planning permission PT16/0186/F. 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}

### 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** – No action this month

**Finger Sign at Recreation Ground** – Further quotations have been received, £662 for a bull nosed sign post with three fingers £622, £732 if have Olveston Parish Council on the top, Mr Hughes proposed the Parish spend £732 with up to £100 allocated for installation, seconded by Mr Panes, all in favour.

4. **Finance** - All Committees formally requested to submit 2017/18 budgets for next meeting  
**Action 51/16/08 Mr Panes, Mr Gingell, Mr Anderson, Mr Williams, Mrs Savage to respond**

**Min 52/16 Correspondence – covered during the Meeting, and see Appendix 1**

Request for a donation from OPAGA to support a capital project to repair the paths around the Allotments. It was noted that there were 62 allotment holders (of which 3 are Parish Councillors). Mr Williams noted that it is the Parish Councils legal duty to provide allotments for parishioners, and therefore proposed a one-off donation towards this project of £300, seconded by Mr Witherbed, three Councillors were in agreement with three abstentions. The Parish Council would await a suitably addressed invoice.

Residents using Old Down Quarry, and are investigating Rustic Steps.

**Min 53/16 Financial report and Accounts for payment**

**Parish Accounts for 2015/16** – Accounts have been independently audited by Mr Iain Selkirk over the period 6<sup>th</sup> – 10<sup>th</sup> May 2016, and found no discrepancies. This year Mr Selkirk annotated the Assets recorded for the Audit as part of his report to the Parish Council. Subject to approval by the Parish Council, we are now in a position to forward our Annual return to Grant Thornton and publish printed copies of the Annual return on the parish notice boards for the ‘Notice of Appointment of Date for the Exercise of Elector’s Rights – Accounts for the Year Ended 31<sup>st</sup> March 2016’ until 14<sup>th</sup> July 2016. Mr Williams proposed approval of the Accounts, seconded by Mr Baxter, and all were in Favour.

Insurance Renewal – The Parish Council has received a quotation from Zurich, offering a 1 year (£1,926.77), 3 Year (£1,837.97), or 5 year (£1,749.15) agreement. Mr Williams proposed a three year renewal, seconded by Mr Baxter and agreed by all. Need to undertake an Asset review and revalue QAMP in two years time.

1<sup>st</sup> Instalment of the Precept received at the end of April 2016 (£18,248 +£244 LCSG), also VAT refund of £1,188.45. Direct Debit Payments on 8<sup>th</sup> May, £52.30 to PlusNet, BroadBand @ QAMP (PNET2472604-1)

<b>Cheque Payments required</b>		
		0
<b>Internet Payments</b>		0
Information Commissioner’s Office	Annual renewal	35.00
Iain Selkirk	Independent Internal Audit	95.00
HMRC	HMRC Period 2	133.40
R J Rogers	Salary May - HMRC 1-3, Gifts	588.83
Zurich Municipal	Annual Premium Renewal	1938.00
RGS	April Invoice, Inv 3822	1081.25
Branchwalkers	Attend Diseased Trees	390.00
Zeta Printing	Inv 40395, APA advertising	158.40
The Tower Mint Limited	HM Queen Elizabeth II 90th Birthday Commemorative Medals	629.88
Melinda Evans	HM Queen Elizabeth II 90th Birthday Street Party	50.00
OSSC	Inv 118, Hire of Committee room for OPSG & Subgroups	105.00
	<b>Total</b>	<b>£ 5204.76</b>



## Appendix 1 – Correspondence

### OPAGA Donation

Request for a donation from Olveston Parish Council to the 'Path Repair Project', being undertaken by Olveston Parish Allotments and Gardeners Association.

The OPAGA committee have recognised that in some places the grass paths on the allotment site are in need of repair primarily on the grounds of safety. Two mowing teams with volunteers from the Association, have reported that in places the path edges are eroding, are uneven, or have simply become too narrow to safely mow the grass.

A sub-committee was set up to identify those areas needing urgent repair (Phase 1) and the job was costed and three quotations obtained locally, but the whole project is greater than the areas initially identified and must therefore be spread in further phases over the next few years possibly 4 or 5.

This is considered to be a capital project which cannot be fully met from funds obtained from members subscription charges and which is therefore the reason for this request for a donation from the Parish Council.

The three quotes range from £800 to £1500 for the first phase alone and having accepted the lowest quotation, we request a donation of say £300, with the balance of £500 being met by the Association.

As an Association and with the knowledge of the areas needing repair we are prepared to manage the project but had the Association not existed, responsibility for site maintenance would fall upon the Parish Council and the District Council.

We hope you will be able to look favourably on this request but please let me know if you require further information.

Brian Arkell - OPAGA Chairman