

Olveston Parish Council

Minutes for the meeting of Olveston Parish Council, held at the Queen Alexandra Memorial Pavilion (QAMP), Old Down, on Tuesday 23rd February 2016, starting at 19:30.

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

Min 12/16 Visitors – At the start of the meeting, Mr Gingell was formally introduced to the Council, and signed his Declaration of Acceptance of Office witnessed by the Clerk. Mr Hughes then introduced Mrs Amanda Luke (Headmistress) & Mrs Jan Winter (Chair of Governors) from Olveston CEVC School to review the Schools progress in recent years.

The School has a maximum capacity of 210 children and currently has 194 on its role, the intake of 30 children per year is currently oversubscribed. Although some children transfer to Tockington Manor at KS1, and others transfer to Independent Schools at Year 5 there is generally good mobility. Some of the Children come from Thornbury, Rudgeway, Hortham and occasionally Pilning & Severn Beach. Attendance is consistently high at 97.3%, and there are no individuals who attend less than 87.5% of the time.

Mrs Luke explained the ethics of the School, and outlined the Main Learning Initiatives and the associated Frame Work of Skills that they try to instil in every pupil. Mrs Luke noted that the School continues to be involved with village life and extended an invitation to the Councillors to come into School and spend time with the children (please arrange through the School Secretary).

Mrs Winter then outlined the role of the Governors as a strategic role to support the School, monitoring the improvement plans created by the School, and acting in a challenging and supportive role.

Mrs Luke noted that South Glos Council has one of the lowest funded Councils per pupil in the Country, and much of the extras required by the School are funded through ‘FOOS’ (Friends of Olveston School). It is recognised in the Severnside Primary Schools that pupil numbers may reduce in the next few years and as this has a direct affect on the Schools Income they are looking at ways of widening the Catchment area.

Communications in the Parish were considered, and Mr Hughes noted that there was a perception in the Village that children came from far and wide and was surprised at how small the catchment is. The Parish Councillors already receive a copy of the Schools weekly newsletter, and a link to the Schools website will be added to the Parish Council Website. It was suggested that the School talk to Meeting Point to input regular articles and also get links added to the Olveston website.

Min 13/16 Apologies for absence – None

Min 14/16 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

Min 15/16 Minutes of the last meeting

The minutes of the meeting held on Tuesday 26th January 2016 were circulated, Mr Baxter proposed that they were a fair record of the meeting, Mr Witherbed seconded the proposal, and all present were in favour. Mr Anderson asked that an action list accompany the minutes.

Min 16/16 Matters arising from the minutes

Response to Mike Dixon – To support the A403 works, it is suggested that the Haw Lane needs resurfacing and the dangerous Pot Holes in Vicarage Lane need to be addressed as both are used as ‘rat runs’. To support the use of these roads and the Junction between the Aust Road and Redhill Lane (B4461), improved clearance of shrub & growth need to be undertaken to maintain visibility and the effective width of the road. In Tockington there is a 20 mph review because of the School, and parking around Pool Corner and the link to the top of the Triangle is greatly increasing the risks of accidents.

Housing Needs Survey – Awaiting update from South Glos Council, who are now reviewing the way they are going to assess the Housing Needs Survey. Members of the Housing Sub Group still due to meet South Glos to raise questions on the way the analysis will be conducted. It is still on course for the end of March. Work is needed to decide the process after the findings from the Housing Needs Survey are published.

Olveston Parish Steering Group – The work of the Steering Group has gone very well. The ‘Communications’ sub-group have now prepared their final report; the ‘Mechanisms for Delivery’ is finalising its interim report for the end of March, although it is anticipated that its findings will be divisive with currently no middle ground and yet Community Support will be required to enact its proposals; Business Group + Traffic & Parking are both on target to get interim reports prepared for the end of March. A further review is required once all the interim reports have been prepared.

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

Parish Processes:

‘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 Mr Hughes to be passed to Clerk for comment

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

Action 16/16/02 Councillors 2 week response back to Clerk

‘Induction Pack’ – Draft procured from Hampton Parish Council and to be edited by Clerk before sending to Mr Panes for comment.

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

‘Code of Conduct’ – Needs amending for Olveston Parish use, Councillor comments required.

Action 16/16/03 Councillors

Councillor Vacancy (for Mrs Hunter) – The Vacancy has been announced on the Parish Council notice boards in line with South Glos Council requirements. It was noted in future that the vacancy should also be published on the parish websites, and that the parish Council website should detail the process for calling an election. Appendix 2 details process presented by the Clerk at the meeting (including clarifications made by Councillors at the meeting), and the Clerk noted that in 30 years two councillors have been elected mid term; in approximately the last 25 years (prior to May'15) there has not been any contested General Parish Election, whilst in the last 5 years 12 Councillors have left the Council.

The Clerk presented the latest Vacancy advert, offering to amend the date to reflect a 14 working day publication, Mr Baxter proposed publishing the advert, seconded by Mr Panes and agreed by all. Mr Hughes then proposed that Mr Panes again chair the same Interview Panel, and asked the Clerk to contact Miss Lucy Hicks to reapply if she was still interested in the Vacancy.

Annual Parish Assembly – Mr Hughes asked that it be added as an agenda item at the March Meeting. Mr Hughes suggested that the format be changed, that the Keynote speech should be someone connected with SITA to explain what happens to our waste. Mr Hughes & Mr Panes offered to formulate Bullet points for the next meeting, which was accepted. Mr Anderson also suggested that an update be included on the Olveston Parish Steering Group and its associated sub Groups and suggested a 10/ 15 minute presentation.

Min 17/16 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 17/16/01

Clerk to arrange meeting with South Glos Council

QAMP renovation – Mr Williams was asked to stay for this item to answer any questions raised, although it was noted that no decision was to be made with Mr Williams in the room. The Sports & Social Club, Cricket Club and Football club have met with the Recreation & Leisure Committee and expressed their desire to make the development happen, and an Organising Group involving all four parties is to be created. Four actions were identified:

Planning Permission – The Parish Council would need to submit the planning application as building owner, with the acknowledgement that the works will need to be started within three years of approval. Appropriate plans are nearly in place. Costs to be confirmed, but may be free to a Parish Council.

25 Year Lease – Mr Hughes is currently going to several different Solicitors to get a cost effective Lease (currently £1,000 each) as several are required, alternatively look for support from parishioners.

Fund Raising - Down to the Clubs with support from other organisations within the Parish.

Village Green Status of the Recreation Ground – The Implications of the Village Green Status to the renovations need to be assessed, and consideration given to deregister whilst maintaining suitable caveats to protect the land. Mr Riddle offered to arrange a meeting with the South Glos Council Legal Department.

SGC Consultations:

Consultation on review of one stop shops and customer services – Currently recommends closure of Thornbury

Consultation on review of council accommodation in Kingswood and Yate
Consultation on changes to library services (and loos)
Consultations: Review of Mental Health Services + Youth Justice System
Review of Southern Brooks Integrated Family Support Service
Tockington Manor School, Tockington - proposed 20mph speed limit

Clerk asked to forward Consultations to all Councillors for Comment by the next Parish Council Meeting. Mr Witherbed noted that he had attended the recent Cleve Park Development event and commented that few Younger people showed interest in the development.

Min 18/16 Committee reports

1. Recreation & Leisure

Limited discussion, full update with the March minutes.

2016/17 Grass Cutting Contract – Negotiations have been conducted with Jeff Havvlock, RGS & Mike Taylor. It has been decided to ask Mr Havvlock to do some adhoc work around the Parish to build up a relationship. Mike Taylor has been selected to do all the works around the Allotment area, and RGS have currently retained the three play areas and surrounds. The Contract will last for a two year period. Mr Havvlock’s criticism of the works so far undertaken have been noted, and RGS will be asked in future to provide a work schedule ahead of programme for the Rec & Leisure Committee to assess. Mr Hughes thanked Mr Panes for getting the Contracts finalised.

2. Planning & the Environment

A parishioner has notified the Parish Council about rubbish being dumped over a fence into Private Woods at Old Down. Mr Riddle noted that whilst he would see what could be done, it was the Land Owners responsibility.

Mrs Savage noted that Claire Ackland was moving from Tockington and would no longer be able to look after the Telephone Box.

OPAGA would like to thank the Parish Council for their support and Hedge Cutting. They however noted that the Lease with the Bristol Diocese now needs sorting, and that boarding around the allotments needs sorting. It was suggested that OPAGA need to present a document outlining costs.

The Planning Committee noted that one application was for a small house in the back garden of a house in Haw Lane, whilst this was the sort of infill the Council wanted to see, it would have serious implications on the character of Haw Lane.

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

PT15/4853/RVC	Land At Over Court Farm Over Lane Almondsbury Bristol South Gloucestershire BS32 4DE { Variation of condition 39 attached to planning permission PT13/4756/F to amend drawings and documents. }
DOC15/0248	The Stables Harts House Gloucester Road Almondsbury Bristol South Gloucestershire BS32 4JB { Discharge of conditions 3 (roofing and external materials) and 7 (full details, joiner sections for windows, rainwater goods, screens and roof glazing) attached to planning permission PT12/2044/F. Alterations to existing outbuilding to provide residential }

- DOC15/0312 The Barns Upper Hazel Farm Strode Common Olveston 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). - Ref. No: DOC15/0312 }
- 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. }

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

- PT15/5079/F Apple Tree Cottage Catherine Hill Olveston Bristol South Gloucestershire BS35 4EN
{Erection of single storey front, side and rear extension to include covered walkway to front elevation and veranda to rear to provide additional living accommodation. Erection of front porch. Installation of chimney. }

Planning Applications Pending Decision by SGC since last meeting:

- PT15/4827/F Land Off Redham Lane Pilning Bristol South Gloucestershire BS35 4HQ
{Construction of all-weather turnout area with associated access track (retrospective). Erection of hay store and 2.3m high access gates. }

New planning applications received:

- PT16/0300/F 1 Pool Cottages Tockington Green Tockington South Gloucestershire BS32 4NN
{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. }
- PT16/0301/LB 1 Pool Cottages Tockington Green Tockington South Gloucestershire BS32 4NN
{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. }
- PT16/0397/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 }
- PT16/0456/TCA Sunnyside The Green Olveston Bristol South Gloucestershire BS35 4EJ
{Works to crown thin to a maximum of 20% to 2 no. Oak trees situated within the Olveston Conservation Area }
- PT16/0186/F 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 }
- 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. }
- PT16/0580/F Port Farm Hardy Lane Tockington Bristol South Gloucestershire BS32 4LN
{Erection of single storey rear conservatory }

3. Projects -

Terrier Document – Details of the Village Greens need to be determined.

Tree Planting – Mrs Savage & Mr Hughes to arrange walk around the Parish

Finger Sign at Recreation Ground – Mrs Savage has made contact with sign companies and needs to obtain samples to circulate to the Bowls, Cricket, Football & Social Club for comment. Three quotations required.

4. Finance -

The Finance Committee (Mr Williams, Mrs Savage, Mr Hughes) met on the 4th February 2016, at Queen Alexandra Memorial Pavilion. They agreed to ask the Clerk to supply the actual spend of the council over the past 3 years by department (Action AW) and arranged a follow up meeting on the 7th April 3-30pm.

The Finance committee agreed to recommend to full council the following:

1. All old signatories to be removed from the banking mandate, only present councillors to be left as signatories.
2. The clerk is to be removed as a signatory but should remain as the authorised person for the BACS system.
3. Not all councillors have to be signatories but it is recommended that at least 4 or more are required to be on the mandate.
4. Mandate to be changed so that only two signatures are required for signing of cheques.
5. All payments are made by BACS with cheques only being used on a rare occasion.
6. Invoices are to be agreed for payment at full council meeting and if agreed that they can be paid they are to be initialled by any 2 councillors that are present at the meeting.

After a brief discussion, Mr Williams formally proposed these recommendations on behalf of the Finance Committee, Mr Baxter seconded the proposals and all present were in favour.

Min 19/16 Correspondence – see Appendix 1

Mr Hughes proposed that ‘Care for the Elderly’ receive a donation of £100, Mr Witherbed seconded the proposal and all agreed

Min 20/16 Financial report and Accounts for payment

Direct Debit Payments: 8th February, £53.12 to PlusNet, BroadBand @ QAMP (PNET2472604-1

Cheque Payments required		
CPRE	Annual Renewal	36.00
Internet Payments Required		
R J Rogers	February Salary (£570.97) + Stationery (£5.67) - PAYE Tax Period 10 (January) - £96.00 - PAYE Tax Period 11 (February) – £114.20 - PAYE Tax Period 12 (March) –	462.44
OSSC	Inv 116, Hire of Committee Room	60.00
GSH Architects Ltd	Balance Invoice for Plans to QAMP	1,130.40
	Total	£ 1,688.84

Mr Witherbed & Mr Anderson initialled the Invoices, and the cheque was circulated for signature.

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

Current account £12,284.18 cr Reserve account £42,058.60 cr

Min 21/16 Communications / Update on the New Website/ Meeting Point Article

Website – Website is now working, and needs to be populated. Mr Hughes also asked that the logo now be added to all Public Documents.

Parish Council Promotion – Mrs Savage suggested that perhaps the Parish Council Meetings could be held elsewhere, and asked that the Parish Council give this some thought.

Meeting Point Article – April article to cover Annual Parish Assembly, plans to populate Parish with Trees, and publishing notices on the Parish Websites.

Min 22/16 Date of next Parish Council meeting

Planning 1	Monday	14 th March 2016	at QAMP	7.30 p.m.
Rec & Leisure	Tuesday	08 th March 2016	at QAMP	7.30 p.m.
Project Meeting	TBA			
Planning 2	Tuesday	22 nd March 2016	at QAMP	7.00 p.m.
Parish Council	Tuesday	22 nd March 2016	at QAMP	7.30 p.m.
Planning 1	Monday	11 th April 2016	at QAMP	7.30 p.m.
Rec & Leisure	Tuesday	12 th April 2016	at QAMP	7.30 p.m.
Project Meeting	TBA			
Planning 2	Tuesday	26 th April 2016	at QAMP	7.00 p.m.
Parish Council	Tuesday	26 th April 2016	at QAMP	7.30 p.m.
APA	Tuesday	17 th May 2016	at Parish Hall	7.30 p.m.

The Meeting closed at 22:15

Appendix 1 – Correspondence

Old Down parishioner	Concerning the dumping of rubbish in Old Down Woods
Care of the Elderly	Letter about the Wednesday lunchtime Club, and a Request for Donation

Appendix 2 – New Councillor Process

- A Councillor needs to be selected, either through resignation of an existing Councillor, or disbarment of a Councillor. A Councillor can be disbarred for a variety of reasons, commonly failing to attend 6 consecutive Council Meetings.
- A signed letter of resignation needs to be given to the Parish Clerk, although in certain circumstances an e-mailed letter substantiated by the Chairman is acceptable. A Councillor resigns with immediate effect.
- The Chairman may request a brief delay to discuss the matter with the resigning Councillor, but otherwise the Clerk has to notify South Glos Council democratic services of the vacancy as soon as possible.
- In the first instance South Glos Council request the Clerk to publish ‘**VACANCY FOR A COUNCILLOR, LOCAL GOVERNMENT ACT 1972 – SECTION 87 (2)**’ notice, in a prominent position within the Parish. This invites parishioners to contact South Glos Council if they want an election.
- Parishioners have 14 working days from the notice being published, and if 10 parishioners contact South Glos Council then a local election will be organised. (Each parishioner needs to email electoral.services@southglos.gov.uk or phone 01454 863030). They will also require their Voters reference number (available from the Parish Clerk or from Electoral Services).
- If insufficient parishioners contact South Glos Council, then the Parish Council will be invited to fill the vacancy by co-option. It is the responsibility of the Parish Council to determine how the co-option is to be conducted.
- South Glos Council, will utilise existing protocols to notify parishioners, invite nominated candidates, check that parishioners are eligible to vote, publish parishioners standing and generally arrange the election.
- If there is more than one nominated candidate, then an election will be held. If there is only one nominated candidate then no election will be held as they will be elected unopposed. If there are no candidates then the Parish Council will be asked to fill the vacancy by co-option.
- Estimated cost of holding a contested election £4,200, an unopposed or ‘shadow’ election costs approximately £400.