Oldbury on Severn Parish Council

Clerk/RFO: Mrs Victoria Bailey
88 Badger Road
Thornbury
South Gloucestershire
BS35 1AD
Tel. 07922807405
oldburyonsevernpc@gmail.com
www.oldburyonsevern.uk

Minutes of Oldbury on Severn Parish Council's Special Meeting held on Tuesday 22nd February 2022 at 7.00pm at The Memorial Hall, Camp Road, Oldbury on Severn, BS35 1PT and via Zoom

Present in the Memorial Hall: Chairman Cllr Keith Sullivan, Cllr Matthew Riddle, Cllr Sheila Bedford, Cllr Dylan Griffiths, Cllr Chris Jennings and Cllr John Cornock

Present on Zoom: No attendees

Clerk: Victoria Bailey

1. Apologies: None received

2. Discussion on frequency of Oldbury on Severn Full Parish Council meetings

KS introduced the concept of 'interlock' and the listed the difficulties which arise from the OPC Full Council meetings being out of sync with the timing of other committees. KS clarified the workload generated from PFC and FPC is larger than other committees so interlocking these with OPC Full Council meetings is essential.

After discussion it was decided that the RSC and Strategic Plan remain quarterly and that PFC meet every two months.

Action
MR to explain to PFC that their meetings will need to be every two months as it will be easier for them to have spending and other requests approved
MR to contact IK to discuss

KS explained that he and VB felt that it would reduce the workload and length of Full Council meetings if they were monthly; the majority of other Councillors disagreed and felt that the key problem arose from too much discussion during meetings. MR cited the Standing Orders which state

that no meeting ought to last more than 3 hours. CJ said that part of the problem came from discussing the minutes of committees; decision for all committee minutes to be read before Full Council meetings.

Action
VB to circulate all draft minutes from all committees as soon as they are published rather than only in bulk with the Full Council additional papers

JC supported monthly OPC Full Council meetings if they are capped to 2 hours; it was judged as too difficult by some other Councillors to stick to two hours for a Full Council meeting. CJ stated that many Councillors give a lot of hours to the Parish Council and it would be asking a lot to meet more frequently than bi-monthly for Full Council when they are also on other committees.

Action
Decision for Full Council to continue to meet once every two months and for the timing to be 7pm until 9.30pm (with a 10pm finish at the very latest)

CJ suggested less time should be wasted on 'catching up' during meetings and suggested that Councillors do this in their own time with the Chairs of the committees. This was agreed as a good way forward.

SRB suggested NDP, NNB and SFDG should be taken as read with no verbal report given but with Q &A's for BT and ML should any queries arise. This was seen as a sensible suggestion.

SRB and CJ suggested trying to stick with bi-monthly meetings capped at 3 hours then review it in six months' time. This was voted on: SRB, CJ, MR, JC and DG agreed; KS against.

KS suggested the following management issues a) to g) be discussed:

(a) *This section assumes evening meetings; please change times as appropriate for daytime meetings.*

No comment was made by councillors on this.

(b) *Members should keep order at all times and comply with any request from the Chairman for good behaviour.*

Although this was agreed it was felt unnecessary to make this point as the Councillors always behave very well.

(c) Where there is not a standing Chairman the meeting shall appoint one for the meeting.

This was agreed in principle although the Chairs authority if he or she attends over Zoom was questioned and whether the Chair should be physically present in meetings.

Action
KS will contact NALC regarding the Chairs authority in hybrid meetings

(d) No item shall be discussed unless it is on the agenda prepared for the meeting.

JC suggested items like this can go on 'AOB' however MR explained that decisions should not be made in 'AOB' as Councillors need to be fully briefed before making a decision. DG agreed that items requiring a decision should go on the next Full Council agenda.

(e) Any changes proposed to the agenda by any member shall be subject to the Chairman's agreement.

All agreed with this statement.

(f) The Clerk, where possible, should apply a timetable to every meeting and the Chairman shall do his best to stick to it.

All agreed with this statement.

(g) The Chairman should aim to close a meeting by 2130 with all items finished. Short extensions are allowed but should be resisted. If some items on an agenda are not completed/covered the meeting should be adjourned and another date agreed, or left until a future meeting. (Any attempt to extend this time limit is likely to result in bad decision making.)

All agreed with this statement.

3. The future of the pavilion on Westmarsh Lane

As this meeting was held in-camera only the decisions made will be listed below

- Decision to keep pavilion open for the next 12 months then review how viable it is to keep the building open financially
- Decision to implement the four phase plan using the £9,000 fund the PFC raised initially
- MR to ask IK for all paperwork related to the gas heating and pass it on to KS
- Decision for SRB, MR and VB to meet and agree terms and conditions for the Busy Bee rental agreement
- Decision to meet soon to discuss the Cricket Club lease

- Agreed to no longer have a football pitch/ refer to the football pitch
- Agreed large hire requests for the playing fields should first go to PFC then after their approval be decided upon by OPC; small ones to be decided directly by PFC
- SRB to create a sliding scale of charges for the pavilion and playing fields hire
- Agreed OPC own the pavilion and playing fields and have ultimate control

Close of meeting 9.25pm