Oldbury on Severn Parish Council

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Minutes of the Extraordinary Meeting of Oldbury on Severn Parish Council held in the Main Hall of The Memorial Hall, Camp Road, Oldbury on Severn, BS35 1PR at 7.00pm on Tuesday 20th September 2022

1. Present: Chairman Cllr Keith Sullivan, Cllr Chris Jennings, Cllr Laura Day, Cllr John Cornock and Cllr Sheila Bedford

Clerk: Victoria Bailey

2. Apologies: Cllr Matthew Riddle (chairing another meeting) and Cllr Dylan Griffiths (on holiday)

Before the commencement of this meeting a two minutes silence in remembrance of Her Majesty Queen Elizabeth II was held

KS began the meeting by stating that the Parish Council is the Sole Trustee of the Memorial Hall and that councillor's act as representatives of the Parish Council as the Sole Trustee.

This role consists of the following:

- Setting up a management committee for the trust, and determining how that committee will operate (i.e. the constitution)
- Delegating management of the trust to that committee
- Oversight of how the trust is being managed (but not doing the management itself)
- Acting in the case of a 'vote of no confidence' type scenario i.e. should the council and/or parishioners consider that the trust (hall) committee is fundamentally failing in its duties to manage the trust in such a way as to meet the trusts objectives

3. Declarations of interest and dispensation requests

LD declared an interest as her company, Longcroft, has tendered for the Memorial Hall building contract

4. Public Forum

No public attended

5. Discussion on how the Parish will commemorate the life of Her Majesty Queen Elizabeth II

MR had emailed suggesting community daffodil planting in the parish to commemorate the late Queen. Concern was voiced as daffodils are not native plants and it could be forgotten why the daffodils were planted in the future. LD said that she could possibly source low cost bulbs if this idea is pursued.

It was agreed that having something permanent to commemorate the memory of HM Queen would be preferred. The following ideas were suggested:

- SRB suggested that as the old tip/ the part of the playing field is potentially going to become a park it could be named 'Queen Elizabeth II Park'
- VB suggested revamping the children's park at the playing fields
- CJ reminded everyone that a budget ought to be agreed upon before discussing ideas
- CJ put forward the idea of renaming a street, park and such the like
- CJ and LD suggested working together (like the Jubilee Committee did) to decide on a commemoration
- KS suggested asking the school and 4Ward for ideas on how to remember the Queen as a parish
- CJ thought the village shop may wish to commit financially to a commemoration

KS asked for councillor's approval to write the parishes condolences to King Charles; this was agreed by all present.

6. Review of outstanding actions from previous meetings which include

a. Set a date for the EMC and OPC as trustee's to have an annual meeting in 2022

Agreed at a previous meeting (6.30pm on Tuesday 3rd January 2023)

b. CJ to report on the culvert, as brought to the public forum in the Full Council meeting on 06/09/2022, to South Gloucestershire Council

CJ has written to Mark King (SGC), Luke Hall MP, Rob Wilshire (SGC) and MR regarding the culvert. Parishioner Belinda Orford added to CJ's email regarding the school bus and potential issues when the culvert freezes. Although Luke Hall MP did no one else responded to the email. CJ has taken pictures of the culvert as it is dangerous and poses a risk. JC reported that a Fiat car recently crashed due to the culvert; CJ asked all to report **EVERY** near miss and accident caused by the culvert be reported to him as Chairman of RSC. KS suggested that CJ ask Luke Hall MP to meet him on 07/10/2022 as he will be visiting the parish then to meet with MR and KS.

c. MR to liaise with SGC regarding the erosion of the bank, as brought to the public forum in the Full Council meeting on 06/09/2022, to South Gloucestershire Council

SRB read aloud the email reporting on this from MR. SRB concerned erosion will worsen and felt the bank ought to be protected. SRB suggested cars parking the opposite side of the road from the Memorial Hall and felt large farming machinery posed a risk to the bank.

LD felt that SGC's email implied they were not concerned by the erosion and suggested the parish council measured the erosion themselves; this was viewed as a good idea. KS asked CJ to do this as part of the RSC committee.

Action
RSC to measure bank and keep a record over the next few months and note any changes

d. It was agreed at Full Council on 06/09/2022 for the Flooding and Planning Committee to move to Fridays; regular dates now need to be agreed upon where MR, KS and DG are able to attend

It was not possible to cover this due to the absence of MR and DG who are on the FPC

e. Minutes and matters arising from the Full Council meeting 06/09/2022

SRB disagreed with reviewing it at this meeting.

SRB proposed not looking at the previous minutes until the next Full Council meeting

Seconded LD, JC and CJ

7. Hall development

To be proceeded by a statement by Chairman Cllr Keith Sullivan on Sole Trustee/ Trustees

KS had already made this statement at the beginning of this meeting

a. Clarification on the Lottery application form and an update on progress

CJ reported that he had met with KS to go through the lottery application form and C J reiterated that in his view it contains no mistakes. CJ added that he would like an apology from KS (KS had said the application form contained a lie in a previous meeting.) KS apologised to CJ.

VB screen shared a document which listed five concerns KS had regarding the Lottery application form:

Concern 1

Page 6: Disagreement between KS and CJ regarding the inclusion of professional fee's; KS said the £170,000 asked for did not include professional fees; CJ said these were added at a later date. KS then enquired as to why the Parish Council were now being asked to pay those fees including the £1200.00 architects invoice; CJ said it was because when the Parish Council were asked to pay they agreed to do so and also because the Parish Council had agreed that all planning matters related to the hall, including planning permissions, ought to be professionally done.

Concern 2

Page 11: KS would have liked this section to be longer and to have contained information on the Playing Fields, pavilion and Cricket Club.

Concern 3

Page 23: KS concerned that there was no mention of the Memorial Hall. CJ said that the Lottery are satisfied with the Parish Council applying on behalf of the hall.

Concern 4

Page 24: Disagreement over the type of organisation listed as CJ had chosen the most appropriate after a telephone conversation with the Lottery funding representative. KS felt there ought to have been a paper trail ensuring that it had been officially noted which type of organisation was applying to ensure it was legally watertight.

Concern 5

Page 26: KS felt there ought to be the option of a Parish Council as the role of Clerk is listed.

CJ asked fellow councillors if the Parish Council were happy to accept the Lottery form. KS said he would not have sent this form and that he would have written to the Lottery to ensure it does not come back on the Parish Council as it could pose a risk in the future. KS wanted to acknowledge that the Parish Council are neither a community organisation nor an unregistered voluntary organisation.

SRB asked for the date the Terms and Conditions of the grant were accepted; CJ believed it was around the 25th August 2022.

b. Appoint a contractor for the building work on the Memorial Hall

LD declared an interest and left the room

CJ stated he, Vicky and others were meeting with the Lottery at the Memorial Hall on 5th October 2022.

CJ has three quotes for the Memorial Hall project:

Wren: £145,000

Longcroft: £123,000

Stephen Meachin: £98,000

All quotes exclude the roller shutter door for the bar, the boiler and the assisted door.

CJ met with the EMC and discussed the three quotes; they are in favour of local builder Stephen Meachin. CJ said Meachin has a good reputation and although Meachin is not familiar with CDM regulations LD will support him with this.

Wren has been discounted by the EMC to work on the Memorial Hall due to cost.

CJ reported that the Lottery did not like the fact that LD is both a councillor and tendering for the project.

SRB is concerned that the quote for £98,000 will creep up as it is so low; CJ said he could not guarantee against this. JC added that it could be impacted by inflation. CJ said that they will scrutinise all costs as much as possible and control as much as they are able to. SRB added that if we are receiving £100,000 from the grant then the £98,000 quote is very tight to work towards. CJ said that the Memorial Hall have around £25,000 in their account which can be used.

SRB asked about timeframes from the builders from starting the work to completion. CJ said a plan would be put in place as the Lottery would like a cash flow analysis. Lottery will give £95,000 initially then the £5,000 for the last part of the project. At present no penalties are instigated by the Lottery if the work isn't completed in time.

SRB voiced further concern over any potential risks such as the builder not finishing the job or going bankrupt; CJ said the builder would be carefully managed and that every builder comes with the same risks. SRB asked if insurance needs to be taken out for the builder; CJ replied that it did not.

CJ said a condition of the grant is that it needs to be completed within two years.

KS said a contractor should be given a start and an end date. CJ replied they would work with the builder to organise a schedule. SRB said it was critical to know how long the different builders would take to complete the job.

SRB enquired whether the builders had said how long the project would take them; CJ replied that this isn't relevant until they are employed.

SRB asked whether the Memorial Hall would suffer from a loss of revenue due to the building work; CJ replied it would be done in stages as to minimise disruption to hirers.

CJ said he will ask Meachin and Longcroft how long they project will take. KS felt they should have previously included the length of the job within their quotes.

CJ voiced frustration over the procrastination the Parish Council have shown towards this project; KS countered that it was not procrastination but instead the Parish Council being diligent in their duty.

SRB called for more civility and proposed CJ ask Meachin and Longcroft the following questions:

1. Length of the job

2. Potential start date

3. Potential finish date

4. Confirm the £98,000 will not exceed a 10% contingency

CJ agreed to do this and would like OPC to meet to discuss Meachin and Longcroft.

c. Decide on the management of the building project at The Memorial Hall

Deferred until the two contractors have responded to the four questions. CJ would like to propose he, Keith Miller and another representative from the Hall would manage the project. KS would like a representative from the Parish Council to form part of this management team and would like to put forward SRB. SRB said lets defer that decision until the next meeting.

d. Any other Hall actions and clarification on the VAT position

No update

e. Publicity

CJ said a requirement of the Lottery funding was publicising the grant as far and wide as possible. The following options were discussed:

- Local newspapers
- Oldbury website
- 4ward
- Opening ceremony

CJ would like to form a publicity team including Angela Conibere and Jane Perkins. KS suggested CJ work with SRB as part of Communications.

Any other business

None

8. Finance

a. To approve payment of £286.78 for defibrillator pads 1x adult 1x paediatric (due to being used during an incident last week) and £36.68 for HM Queen Elizabeth II book of condolences, flowers and picture frame

Proposed SRB

Seconded CJ

All in favour

b. To approve payment of £2,685.36 for Oldbury on Severn Parish Council's annual insurance premium (paper 1)

Proposed SRB

Seconded CJ

All in favour

9. To decide on a response to the planning application PT18/6450/O (paper 2)

Proposed by KS: DG to co-ordinate a response with SRB and CJ to attend on behalf of Oldbury on Severn Parish Council.

Action
VB to send the previous OPC response to councillors for the planning application PT18/6450/O

10. Close of meeting

21.20