



Oldbury on Severn Parish Council

Clerk/RFO: Victoria Bailey
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I hereby give notice that the **Annual Meeting of the Council** is to be held on
**Tuesday 4th May at 6:30pm 2021 via the internet platform Zoom. Joining
Instructions:**

Join Zoom Meeting

<https://us02web.zoom.us/j/86972694173?pwd=VFk3SndzaTE0UTBDTnJbFVwc0VqUT09>

Meeting ID: **869 7269 4173** Passcode: **714836**

One tap mobile +443300885830,,86972694173#,,,,*714836# United Kingdom

Dial by your location +44 330 088 5830 United Kingdom

Members are summoned to attend for the purposes of
considering and resolving upon the business to be transacted
as set out below.

Victoria Bailey, Clerk

AGENDA

- | | | |
|--------|---|----------------|
| 6:30pm | 1. To elect a Chairman and receive declarations of acceptance of office for Chairman | Outgoing Chair |
| 6:35pm | 2. To receive apologies for absence | Chair |
| | 3. To receive agenda declarations of interest and dispensation requests | All |
| | 4. To approve minutes of the last council meeting held on 2nd March 2021 | Chair |
| | 5. To consider co-options to the vacant seat on the Council | |
| 6:45pm | 6. To elect / appoint to the following roles: | |
| | 6.1. Vice Chair | |
| | 6.2. Appointments to the following Committees: | |
| | 6.2.1 Communications Committee | |
| | 6.2.2 Playing Fields Committee | |
| | 6.2.3 Road Safety Committee | |
| | 6.2.4 NNB Committee | |

- 6.2.5 Flooding and Planning Committee
- 6.2.6 Sevensvale Flood Defence Group
- 6.2.7 Representatives (3) of the Trustees on the Hall Committee
- 6.2.8 Neighbourhood Development Plan
- 6.3. Planning Officer
- 6.4. Flood Warden
- 6.5. Footpath Warden
- 6.6. Representative(s) on Site Stakeholder Group
- 6.7. Flagmaster
- 6.8. Defibrillator Warden
- 6.9. Newsdesk Editor
- 6.10. Representative of the Trustees on the Hall Executive management Committee

- 7:00pm **7. To receive the outgoing Chair's report** Cllr Sullivan
- 7:10pm **8. Public Forum** Chair

Annual Council Meeting to be adjourned @ 7:30pm for the Annual Parish Meeting

- 8:00pm **10. Council administration** Chair
- (note: items 10.1 to 10.3 are required by standing orders section 5(j). Other items in that section not covered elsewhere on this agenda will be dealt with through the council year).*
- 10.1 To review and readopt [Standing Orders](#) (version OPC-SO-2.2)
 - 10.2 To review and readopt [Financial Regulations](#) (version OPC-FR-2.2)
 - 10.3 To review and readopt [Code of Conduct](#) and [Complaints Procedure](#)
 - 10.4 To determine internal audit arrangements for 2021-2022
 - 10.5 To confirm Clerk successfully completed probationary period and to consider increasing contracted hours to 15 per week
 - 10.6 To agree arrangements in light of possible coronavirus restrictions for council & committee meetings for the remainder of the year

11. Finance

11.1 To approve the Budget Statement and Accounts for the 2020/2021 financial year (paper 1)

11.2 To note spending under LGA (1972) Section 137 during 2020/2021

| Voucher | Code | Date | Minute | Bank | Cheque No | Description | Total |
|---------|--------------|------------|------------------|-----------------|-----------|-----------------------------|-------------|
| 53 | Grant awards | 07/09/2020 | OPC2020-09-17.1 | Current Account | 1006 | Great Western Air Ambulance | £150 |
| 16 | Grant awards | 20/05/2020 | OPC2020-07-9.8.1 | Current Account | 993 | Marie Curie | £150 |
| 148 | Grant awards | 30/03/2021 | OPC2021-03-6.6 | Current Account | 1066 | Trees for Tom Donation | £50 |
| | | | | | | | £350 |

11.3 To note Internal Audit report and certificate 2020/2021 and determine action required (paper 2)

11.4 To approve and sign 2020/21 Annual return Section 1 - Annual Governance Statements (paper 3)

11.5 To approve and sign 2020/2021 Annual return Section 2 - Accounting Statements (paper 4) and note signed Section 3 (paper 4a)

11.6 To note the 2021/22 Budget & Payments/receipts statement (paper 5)

11.7 To approve regular payments for 2021/22 financial year (paper 6)

**Oldbury on Severn Parish
Council
PAYMENTS LIST**

| Voucher | Code | Date | Bank | CHQ No | Description | Supplier | Total |
|---------|----------------------------|----------|-----------------|--------------|------------------------------|----------------------------------|---------|
| 4 | PFC Maintenance & Cleaning | 07/04/21 | Current Account | 1071 | Cleaning | Elite Hygiene Services | £239.40 |
| 1 | Salaries | 11/04/21 | Current Account | 1069 | Clerk's salary | Oldbury on Severn Parish Council | £544.88 |
| 2 | Salaries | 11/04/21 | Current Account | 1069 | Clerk's overtime | Oldbury on Severn Parish Council | £93.96 |
| 3 | Home working allowance | 11/04/21 | Current Account | 1070 | Clerk home working allowance | Oldbury on Severn Parish Council | £10.00 |
| 6 | Maintenance | 16/04/21 | Current Account | Direct Debit | Phone Line Rental | BT | £35.40 |
| 5 | Website & IT | 19/04/21 | Current Account | 1072 | Zoom Pro account | Zoom Video Communications Inc | £14.39 |
| 7 | PFC Maintenance & Cleaning | 27/04/21 | Current Account | 1073 | Grass cutting | Complete Weed Control | £90.00 |

Total: £1028.03

11.8 To note receipts

The SGC precept of £8378.50 was added to OPC's account on 28/04/2021

11.9 To approve payments

Within chart above; Voucher 2 Clerk's overtime.

12. Planning matters

8:40pm

12.1 To note / determine responses to planning applications received (paper 7)

12.2 To note planning decision notices received (paper 7)

Planning
Officer

8:50pm

13. Flooding & Planning Committee

13.1 To review and adopt committee [Terms of Reference](#)

13.2 To accept minutes of meeting held on 17th March 2021

13.3 Report on Severnvale Flood Defence Group

Chair
Cllr
Sullivan

8:55pm

14. Neighbourhood Development Plan Committee

14.1 To review and adopt committee Terms of Reference (paper 8)

14.2 To receive committee report (paper 9)

Chair
Mr
Turner

9:00pm

15. Nuclear

15.1 To review and adopt committee [Terms of Reference](#)

15.2 To accept minutes of NNB Committee meeting held on 23rd February 2021

15.3 To receive Site Stakeholder Group report

Chair
Cllr
Sullivan
Mr
Lynden /
Cllr
Riddle

9:10pm

16. Communication Committee

16.1 To review and adopt committee Terms of Reference
(paper 10)

16.2 To accept minutes of meeting held on 12th April 2021

Chair
Cllr
Sullivan

9:15pm

17. Playing Fields Committee

17.1 To review and adopt committee [Terms of Reference](#)

17.2 To accept minutes held on 22nd April 2021

Chair
Cllr
Sullivan

9:25pm

18. Road Safety Committee

Chair

18.1 To review and adopt committee [Terms of Reference](#)

18.2 To accept minutes of meeting held on 27th April 2021

9:35pm **19. Hall Committee**

19.1 To receive report of Hall meetings

19.2 To receive report of proposed developments

20. Correspondence

- Letter of thanks from Great Western Air Ambulance (paper 11)

21. Consultations

- No Mow May (paper 12)

22. Any minor matters of report or items for next agenda

9:40pm **23. Close of meeting**

Next meeting to be held on Tuesday 6th July 2021 @ 7.00pm

Attachments

| | |
|----------|--|
| Paper 1 | Budget Statement and Accounts for the 2020/2021 financial year |
| Paper 2 | Internal Audit report and certificate 2020/2021 |
| Paper 3 | 2020/21 Annual return Section 1 - Annual Governance Statements |
| Paper 4 | 2020/2021 Annual return Section 2 - Accounting Statements |
| Paper 4a | 2020/2021 Annual return Section 3 – signed by Internal Auditor |
| Paper 5 | 2021/22 Budget & Payments/receipts statement |
| Paper 6 | To approve regular payments for 2021/22 financial year |
| Paper 7 | Planning Paper |
| Paper 8 | NDP Terms of reference |
| Paper 9 | NDP Report |
| Paper 10 | Communications Committee terms of reference |
| Paper 11 | Letter of thanks Great Western Air Ambulance |
| Paper 12 | No Mow May email to Clerk |

Minutes to be taken as read (copies available from the Clerk)

- Flooding and Planning Committee held on 17th March 2021
- New Nuclear Build held on 23rd February 2021
- Communications Committee held on 12th April 2021
- Road Safety Committee held on 27th April 2021
- Playing Field Committee held on 22nd April 2021

Cllr
Riddle

Cllr
Jennin
gs