

# Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Annual Meeting  
Held on Monday 14<sup>th</sup> May 2012 at 7.30pm  
In the upstairs meeting room at Hawkesbury Parish Hall**

**Present:**

H Bleaken (Chair), B Robinson, P Barnett, M Cox, S Hope, Cllr Frankcom, A Musty and H Jones (Parish Clerk)

**Apologies**

P Isaac

**Public Participation**

Sian Rollings PCSO Chipping Sodbury and Cotswold Edge Beat

Action

***Accept apologies for Absence***

Cllr Isaac

**1 Election of Chair**

Cllr Hope proposed Cllr Bleaken

Second by Cllr Musty.

No further nominations – all in favour.

Cllr Bleaken will be Chair for another year.

**This was noted**

**2 Election of Vice Chair**

Cllr Musty proposed Cllr Hope

Second by Cllr Barnett.

No further nominations – all in favour

Cllr Hope will be Vice Chair for another year.

**This was noted**

**3 Signing of Declaration by Chair and Vice Chair**

Cllr Bleaken and Cllr Hope signed declarations for Chair and Vice Chair.

**Resolved**

**4 *To record declaration of interest from members in any item to be discussed.***

*None*

**5 To adjourn to allow public participation.**

PCSO Sian Rollings introduced herself to the Parish Council and explained that she had been a PCSO for the past two years, previously at Hanham and Longwell Green. This move means that she is now closer to her home. PCSO Rollings have been with this area for the last one and a half months and is beginning to know her way around.

Her phone number is the same as the previous PCSO Paul Fortune 07825 388927. Her aim is to go out and meet the community; the crime in this area is low, although recently there have been four shed break-ins. The sheds had not been padlocked and items stolen range from a water butt to electrical equipment.

Tomorrow the Police will be holding an operation in the Hawkesbury, Horton and Badminton to raise the awareness. In villages residents are more trustworthy and the way the world is today rural communities are being targeted.

If the sheds are padlocked it will take a longer time to get into the shed and it will make more noise, if you have dogs they may be disturbed by the noise. Without locks the sheds become easy pickings.

Cllr Musty mentioned a van that had stopped where he lived and picked up some scrapped metal. PCSO Rollings explained that scrap metal collectors need a licence, if they do not hold a licence they are collecting illegally. If Cllr Musty can provide the registration number they will investigate further. Also Cllr Musty mentioned capping stones had been stolen from a neighbour, it is too expensive to replace.

To reiterate if a crime is in progress you should dial 999, the operator can always down grade the call; all others calls use 101.

Over the weekend 4x4 cars were on Hawkesbury Common, this was reported on the 101 number but there were no vehicles free to investigate or apprehend the culprits.

Always report these incidents, there may be a pattern to work on, a registration and or description would be good of vehicles.

Today a rotivator and hedge trimmer was stolen today from Hawkesbury.

PCSO Rollings feel free to give residents her number. Cllr Bleaken thanked Sian Rollings for her time.

**PCSO Rollings left the meeting.**

**6 Approval of Minutes**

- 2<sup>nd</sup> April 2012 Minor amendments made and signed as a true record by Cllr Bleaken.
- 16<sup>th</sup> April 2012 Annual Assembly minor amendments made and signed as a true record by Cllr Bleaken.
- 16<sup>th</sup> April 2012 planning meeting minor amendments made and signed as a true record by Cllr Bleaken.

**To be actioned**

**Parish Clerk to email approved minutes to Mr A Sauro for the village website.**

**Parish Clerk**

**7 Update of previous action report**

*7.1 Email approved minutes for March 2012 to Mr A Sauro*

**Resolved**

*7.2 Bramble Cottage-visit outstanding Cllr Hope and Cllr Bleaken*

Cllr Bleaken explained due to her commitments to arrange a convenient time to speak to the occupiers of Bramble Cottage is proving difficult. Cllr Musty offered to attend the meeting with Cllr Hope.

**To be actioned by Cllr Musty and Cllr Hope**

**Cllr Musty  
and Cllr  
Hope**

*7.3 Statement date needs to be changed to ensure the Bank Statements arrive in time to prepare the Bank Reconciliation every month and email Cllr Frankcom.*

**This item is outstanding Clerk to speak to Nat West Bank**

**Parish  
Clerk**

*7.4 Little Badminton damaged phone box door.*

Replacement door has now been fitted just in time for the Badminton Horse Trails that was cancelled due to the bad weather.

**Resolved**

*7.5 Thank you Letter to Mr & Mrs Blakeney for looking after the Parish Council's safe.*

**Resolved**

*7.6 Safe to be opened*

Cllr Bleaken and the Parish Clerk opened the safe and listed all the items held inside. To be discussed later.

**Resolved**

*7.7 White lines by the monument –still not resolved*

**To be actioned by the parish Clerk to email streetcare.**

**Parish  
Clerk**

*7.8 Little Badminton Notice board*

**To be actioned by the Parish Clerk-email Mr Choyce to see when the restored notice board will be put in place.**

**Parish  
Clerk**

*7.9 Hawkesbury Trees*

A date needs to be set for Chris Wright from South Gloucestershire Council Tree Preservation Officer, Cllr Musty and Cllr Hope to inspect the trees within the Parish.

**To be actioned**

**Cllr Hope, Cllr Musty and Mr Chris Wright to set a date.**

**Cllr Hope,  
Cllr Musty**

*7.10 Thank you cards for grant funding placed on the Hawkesbury Notice Board*

**Resolved**

*7.11 Cllr Isaac to write a piece for the Parish news regarding the conservation strip being damaged by dogs being allowed to roam free off their leads.*

**To be actioned by Cllr Isaac**

*7.12 Tea, coffee, milk and biscuits purchased by the Clerk for the Annual Assembly held on the 16<sup>th</sup> April 2012.*

The Parish Clerk purchased the items above but decided not to claim the money back on expenses this year as very little of the stock was used.

**This was noted**

7.13 A Stay for Hawkesbury Parish Council Notice board

**This item is outstanding**

**Parish  
Clerk**

7.14 Defibrillator agenda item for May

An apology made by the Clerk this item was omitted from tonight's agenda-Clerk to ensure this is put on the agenda for June.

**This was noted**

**Parish  
Clerk**

## **8 Councillor's Items**

8.1 Bonfires – Cllr Robinson

Last night Sunday 13<sup>th</sup> May 2012 Cllr Robinson and neighbouring properties suffered from smoke after a bonfire was lit between 6 and 7pm. The strong winds made it a nuisance, it was a lovely day, and people had their windows open and even sat in the garden.

A request was made by the Parish Council to place a note in the Parish News to consider neighbours/the weather when lighting bonfire.

**To be actioned**

**Parish Clerk to write a note for the Parish News**

**Parish  
Clerk**

8.2 Hall Meeting with Helen Black Chief Officer at the CVS South Gloucestershire – Cllr Robinson

This meeting is to discuss the roles and responsibilities and governance of the Hall Committee. The Parish Council is the Trustee but they stepped down many years ago from the day to day management of the Hall. If anything goes wrong it will be back to the Parish Council. Helen Black would like to see additional presentation from the Parish Council for example the Parish Clerk and one other Councillor. Cllr Barnett offered to attend the workshop.

Cllr Hope said this work be good training for the Clerk if Mrs Jones is able to attend.

Certain issues to consider, notifying all members of the Hall Committee their responsibilities, there will be a 3-4 hours workshop to cover this.

Cllr Musty – worst case scenario if the Hall Committee walks away the Parish Council would have to find a way to run the Hall.

The Hall Committee feel that the Parish Council is not supporting them.

Cllr Robinson explained that the meeting was organised to protect everyone on the Hall Committee and therefore supporting both parties, Helen Black is there to help everyone involved.

Every member on the Hall Committee first priority is to run the Hall and not the society they represent. If the Hall Committee runs out of money the members are personally liable.

Cllr Frankcom mentioned that the Hall Committee members can come to the Parish Council meetings and talk to the Councillors if they have any questions to ask. Cllr Robinson explained that is why he attends the meeting to represent the Parish Council.

Cllr Musty mentioned that the members are dedicated people they do not want to be burdened with administration; he suggested perhaps the Parish Council might assist and help with the administration.

Cllr Robinson said the simple effective way is to all work together.

**To be actioned**

**Cllr Robinson to advise the Clerk and Cllr Barnett the date and time of the next meeting.**

**Cllr  
Robinson**

*8.3 The Bungalow Back Street - Cllr Musty*

Cllr Musty could not remember the correct name of the property originally known as "Windy Ridge-Coombe View" on Back street, but a condition of the planning application was a dry stone wall. A temporary fence was erected and is still in place. Please can the Clerk advise the Enforcement Officer to investigate? The Parish Council agreed.

**To be actioned**

**Parish Clerk to email the Enforcement Officer to investigate the issue raised by Cllr Musty. Cllr Frankcom will advise the Clerk of the correct name of the property via email.**

**Parish  
Clerk**

*8.4 Hawkesbury Primary School – Cllr Frankcom*

Hawkesbury CEVC Primary school has gone through a consultation process with its staff to reorganise its staffing structure. This is a result of budget pressure which has come about as a result of a reduced number of pupils at the school. The aims of the reorganisation are to maintain a four class structure; to maximise the time pupils have with teachers; to keep the school attractive to new and prospective pupils and parents; and to sustain the strategic focus and management of the school. The reorganisation has been successfully achieved by the Head Teacher and the board of governors. The staff have been fully engaged in the process and parents kept informed.

**9 District Councillors Report-Cllr Hope**

June will see changes in the South Gloucestershire Council governance, the Council is moving to a council committee system. The new structure is being finalised, with a Policy & Resources Committee, making the major financial and policy decisions, with other committees making the decisions along the current department lines.

The change has come about because of flexibilities offered in the Localism Act. The Council has agreed a framework for working within the localism agenda. Built into the action plan is help for parish councils, as well as community groups, to develop their capacity and giving them greater support to help them in the future.

Residents will be encouraged to address the new decision making meetings as well as be encouraged to attend the Local Area Forums.

Community Speed Watch recently held a coordinator's meeting. There was a presentation on the how the Police Speed Cameras work-for them to be called to an area, there has to be evidence of speeding traffic. There are only 6 vehicles for the whole of the Avon & Somerset area. The local Inspector reinstated his support for CSW and offered support to the local groups. Posters have been produced for Wheelie Bins – to be distributed at village entry points, if you would like one, please

let Cllr Hope know.

The Bristol & Bath Science Park kindly hosted the recent meeting Cotswold Sustainable Energy Network, where attendees learnt about the wonderful new science base in South Gloucestershire. Cllr Hope to circulate these meetings, please let her know if you need further information.

The following events have been organised by South Gloucestershire Council

- Diamond Jubilee Family Fun Day – Thursday 7 June 2012 – Kingswood Park
- Armed Forces Day – Saturday 23 June 2012 – Kingswood Park
- Engage Festival of Culture Combined with the Festival of Youth Sport – Saturday 7 July – WISE Campus South Gloucestershire & Stroud College (Formerly Filton College)

There is to be an exhibition of 'High Street' looking at the history of local shops at the Yate Heritage Centre, opening on Thursday 17<sup>th</sup> May.

#### **10 Membership of outside Bodies**

ALCA-Cllr Barnett  
LINK Committee-Cllr Hope  
Hall Committee-Cllr Robinson  
School Governors-Cllr Hope and Cllr Frankcom

Sub Committee  
Cemetery-Cllr Hope, Cllr Barnett, Cllr Musty and Cllr Robinson

Responsibility of checking monthly finance figures at the meeting-Cllr Frankcom  
Allotment Contact-Cllr Barnett and Cllr Robinson  
Footpaths-Cllr Musty  
Risk Assessment Cllr Bleaken and Cllr Barnett  
Standing Orders/Financial Regulations-Cllr Frankcom  
CPRE Avonside Village of the Year Competition-Parish Clerk

#### **11 Land rear of Blue Boy House**

A timber fence had been erected on the southern boundary instead of a 1.4m Cotswold stone wall as proposed. A colleague of James Cooke Planning Enforcement Officer from South Gloucestershire Council visited the property and it would appear that it contradicts conditions 2 and 6 of the Planning permission of PK09/5147/F.

James Cooke has written to the owners to advise that given the approved plans and the conservation value of this site it is considered unlikely that this variation of the boundary treatment would be acceptable. He asked them to remove the unauthorised fencing and commence works to erect the approved stone wall within 28 days. James Cooke have then requested that the owners to contact him to discuss a timescale for completing these works.

- 11 11.1 Bank Reconciliation as of 31<sup>st</sup> March 2012 was signed and agreed by Cllr Frankcom.  
The Expenditure for 2011/12 has been completed as of 31<sup>st</sup> March 2012.**

Bank Reconciliation as of the 30<sup>th</sup> April was given to the Councillors for checking-Cllr Frankcom checked and signed the Parish Council's copies.

The Parish Council were given copies of the above for their records.

#### 11.2 Cheques to be signed

a	Parish Clerks wages via standing order For April/May	£403.33
b	Parish Clerks Expenses	£ 24.97
c	ALCA Membership Subscription	£242.28
d	Gazette Advertisement for Annual Assembly	£ 63.12
e	CRK Garden Manicures Cut 3 & 17 <sup>th</sup> April 2012	£163.54
f	ROSPA inspection report	£ 82.80

All the above Cheques were proposed by Cllr Bleaken for payment and the remaining Councillors agreed payment. The cheques were subsequently signed in accordance with the Bank Mandate.

#### 12 Urgent Correspondence

16/04/12	Countryside Voice - Spring 2012	Filed
18/04/12	South Gloucestershire Over Fifties Forum newsletter Spring 2012 – please note the change of name from Senior Citizens.	Filed
30/04/12	ROSPA Annual inspection report	Passed to Cllr Robinson
02/05/12	Letter From Mr Tizzard – item 22	To be discussed later

#### 13 Annual Assembly 16<sup>th</sup> April 2012

This year's Annual Assembly was very good and interesting, although the turnout was not as good as last year. This was as a result that it clashed with many meetings that were taking place on the same night.

Cllr Barnett said that he had not attended before, and he was glad he came along, it was very good.

##### To be actioned

**Ensure the date of next year's meeting does not clash with too many other meeting's taking place on the same evening.**

#### 14 Sign Risk Assessment

The Parish Clerk explained that 2011/12 papers have been sent to the Internal Auditor Cate Davidson, the only item not signed was the Risk Assessment, this was signed by Cllr Bleaken. It was noted that two items outstanding – the Notice boards.

##### To be actioned

**The Clerk will ensure these items are monitored and resolved in due course. Signed Risk Assessment to be placed in the Financial file for 2011/12.**

#### 15 Contents of Safe-Cllr Bleaken

Cllr Bleaken and the Parish Clerk spent a Tuesday morning emptying the safe and

documenting all the items held inside. There are a lot of interesting old documents from minutes to burial receipts. The Parish Clerk has all the items logged in a book and if at any time a Parish Councillor would like to remove an item they need to contact both the Clerk and Chair to arrange a convenient time for the safe to be opened. To confirm the Clerk, Chair and one other Councillor will need to sign the item out.

The Parish Clerk checked previous minutes to find out where the documents relating to Glebe Land were filed. The deeds were taken to the Bank for safe keeping on 12<sup>th</sup> January 1983, it was also found that it has Commons Rights-Cllr Robinson to take forward.

Cllr Bleaken is in the process of updating the Commons Register, land has been sold and names have changed.

**16 Heritage Orchard Survey-Cllr Musty**

There are three orchards remaining in our Parish, the details sent originated from 1915 and now the plan shows what is left. A national survey is required and Cllr Musty asked if any other Councillor would like to join him, there is no timescale. Cllr Barnett offered to help.

**To be actioned**

**Cllr Musty and Cllr Barnett to arrange a convenient time to commence with the survey.**

**Cllr Musty  
and Cllr  
Barnett**

**17 Glebe Land-Cllr Robinson**

Cllr Robinson will speak to Mr Sauro to investigate with the Hall's Bank Lloyds, regarding the deeds belonging to Glebe Land; he will report the outcome at the next meeting. Clerk gave Cllr Robinson an audit trail taken from the minutes regarding the purchase of the land.

**To be actioned**

**Cllr Robinson to notify the Parish Council of any outcome**

**Cllr  
Robinson**

**18 Allotments**

**Rent income received and rent outstanding.**

All but one allotment holder has paid the rent for 2012.

Following the flyer that was sent out with the invoices the following was raised by allotment holders;

1. A question was raised about the increase in this year's rent. Response from the Parish Council; South Gloucestershire has not increased the rent as yet, the increase was due to cover the costs including the water bill, the Parish Council do not make a profit from the allotments.
2. A request has been made for a larger plot by an existing allotment holder. It was agreed to put the allotment holder's details on the waiting list and hopefully a larger plot will become available in due course.

It was mentioned that Martin Hodges had a piece of land next to the allotments could be a short term arrangement. It was decided as it was only short term Cllr Hope to find out further details.

**Cllr Hope**

3. Additional water tap request. This has been requested previously, it would need to be reviewed under the Risk Assessment, also before the next meeting someone to find out how much this would cost. Cllr Barnett and Cllr

**Cllr Barnett**



- Robinson to take this forward and report back to the Parish Council at the next meeting. The cost maybe covered under repairs/renewals. **and Cllr Robinson**
4. Erection of a shed, poly tunnel and greenhouse; the shed could be placed on the allotment, but it was agreed by the Parish Council no poly tunnel or greenhouse. Cllr Robinson to go and see the allotment holder and report back at the next meeting. **Cllr Robinson**
  5. Waiting list; there are now seven people waiting for allotments. This was noted.

#### **Visit for Councillor's around the Parish**

Additional item from Cllr Bleaken, following last year's visit around the Parish Cllr Bleaken asked if anyone would like to take another trip. It was agreed by the Parish Council to wait until July to see if anyone applies for the Councillor's role.

**This was noted**

#### **19 Diamond Jubilee commemorative mugs-Cllr Hope**

The Diamond Jubilee is nearly upon us and Louise Roberts has been involved with organising commemorative mugs. The Pre-school children will be given theirs free, all others will be sold. Hawkesbury Primary School children will be receiving medals. Cllr Bleaken put to the Parish Council to use £200 from the village enhancement reserves to help pay for the mugs. Cllr Hope proposed and it was second by Cllr Bleaken, it was put to the vote and it was agreed all in favour by the Parish Council.

It was confirmed that pre-school children up to the age of 5 will be given free mugs; Miss D Bolton is checking the numbers. The mugs could sell for under £3. The next Jubilee meeting is going to be on 24<sup>th</sup> May.

The Parish Clerk was handed a copy of the Diamond Jubilee schedule, to be placed on the notice board.

**This was noted**

#### **20 Dog Fouling-Cllr Barnett**

Cllr Barnett has been approached by some parishioners regarding the dog fouling on Back Street and various other roads in the village. The Parish Council needs to take action, if anyone is caught not picking up the dogs mess, it is the owners fault. Cllr Musty suggested the culprits should be named and shamed.

It was pointed out that on the odd occasion a dog walker may have been without poo bags.

Green dog wardens-Frampton Cotterrell will be introducing this – dog walkers to buy into it-they wear arm bands and give out bags.

Cllr Robinson produced a poster – Cllr Musty said a note should go in the Parish News, although it was pointed out that a large percentage of dog walkers are from outside the village.

It was discussed about having a sign and a bag dispenser placed in the car park-clerk to find out the cost for the next meeting.

**To be actioned**

**Parish Clerk to check the costs for the sign and bag dispenser.**

**Parish Clerk**

**21 Neighbourhood Planning**

It was agreed that the Parish Council should discuss this at next month's meeting once they have had time to read all the correspondence.

**To be actioned**

**Item agenda for June**

**Parish  
Clerk**

**22 A letter from Mr Tizzard**

His letter was read out to the Parish Council; Maypole Road is a dead end road and is specifically for parking, next to the Plain.

On the 24<sup>th</sup> April Mr Tizzard approached Cllr Robinson regarding the new picnic table; Mr Tizzard moved the table to protect the edges of the grass. Cllr Robinson explained that the Parish Council felt that the table was in a dangerous position by the side of the road. The table has been moved several times. It has been used by many walkers to eat their lunch; it was donated by Audrey Cole for the Plain.

Cllr Bleaken will speak to Mr Tizzard and explain the table is well used and also to confirm the cars are able to park at their own risks. Cllr Hope to give his telephone number to Cllr Bleaken.

**Cllr Hope**

**To be actioned**

**Cllr Bleaken to speak to Mr Tizzard.**

**Cllr  
Bleaken**

**23 Vacancy for Parish Councillor**

An advert to be placed in the Parish News and on the notice boards closing date for the 30<sup>th</sup> June 2012.

**To be actioned**

**Parish Clerk to place the adverts.**

**Parish  
Clerk**

**24 Date of next meeting**

The next Parish Council will be on Monday 28<sup>th</sup> May 2012 due to planning applications that need reviewing before the next meeting it will be held in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm