

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 2nd June 2014 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

Cllr Bleaken (Chair), Cllr Cox, Cllr Hope, Cllr Robinson, Cllr Winbow, Cllr Isaac and H Jones (Parish Clerk)

Apologies

Cllr Ruthven, Cllr Frankcom and Cllr Musty

Public Participation

None

Action

1 Take apologies for Absence

Cllr Ruthven, Cllr Musty and Cllr Frankcom

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

Cllr Robinson – allotment holder item 16

3 To adjourn to allow public participation.

None

4 Approval of Minutes

- 7th April 2014-minor amendment made - signed as a true and accurate record by Cllr Bleaken
- 22nd April 2014 signed as a true and accurate record by Cllr Bleaken
- 12th May 2014 signed as a true and accurate record by Cllr Bleaken

To be actioned

Email approved minutes to Mr Sauro

Parish Clerk

5 Update of previous Action points

5.1 Little Badminton Notice Board and Hawkesbury Notice board

Clerk emailed Mr Choyce no response received-contact again

- Backing inside the notice board is deteriorating from water penetrating
- Little Badminton-locks required, the name plate replaced
- Handle has been removed needs refitting, hinge is loose-contractor to be

appointed/outstanding

Hawkesbury High Street Notice board

- Stays outstanding
- Difficult to open/close the second door-now the weather has improved much easier to open this door
- Restoration of wood casing

To be actioned

This item remains outstanding; the Clerk will speak to Mr Choyce for an update when the above work will be completed.

**Parish
Clerk**

5.2 Fingerpost sign-Cllr Winbow

No update with regards to the new sign post.

This was noted

Update from Cllr Winbow at the next meeting–advise Mr Wilson SGC when it is being installed

**Cllr
Winbow**

5.3 Risk Assessment-Cemetery Committee

Inspection of Cemetery benches, test headstones, boundary wall and Lych gate date to be set.

This remains outstanding-it was agreed by the Parish Council only a few members of the Cemetery Committee needs to attend. To be actioned-date to be agreed

Cllr Hope

5.4 Local Services “Right to Bid for local shop”

No further update from South Gloucestershire Council regarding the Right to Bid for the local Shop. However, an article in the Hawkesbury Parish News was bought to the Parish Councils attention regarding the possibility of closing during lunch times and potentially maybe an afternoon. “Use it or lose it”

This was noted

5.5 Skip on Sandpits Lane – Cllr Bleaken

This item remains outstanding Cllr Bleaken will speak to the householder

This was noted

**Cllr
Bleaken**

5.6 Tied properties list

Clerk to email list to all Cllrs

Outstanding – this was noted

**Parish
Clerk**

5.7 Pot Hole Beech Lane, Gloucestershire-

Clerk reported the pot holes to Gloucestershire Council

Resolved

5.8 Badminton Horse Trials 2015

Cllr Bleaken spoke to Badminton Estate and requested “SLOW” signs to be erected in the village during next year’s event.

Resolved

5.9 Instructions for the Compost Bins Email to Cllr Robinson

Resolved

5.10 Emergency Plan

This item remains outstanding-Cllr Hope to speak to the Ambulance Service who

volunteered to speak and help with creating a plan, clerk to obtain a model plan from ALCA or SLCC.

To be actioned

Agenda item for July

**Parish
Clerk**

5.11 Bus Shelter maintenance

This item remains outstanding

This was noted

Cllr Musty

5.12 Bank reconciliation as of 31/3/14 and 30/4/14 passed to Cllr Frankcom for checking

Cllr Frankcom to return approved paperwork to the Clerk

This was noted

**Cllr
Frankcom**

5.13 Recreational Field – Cllr Hope

Following concerns with the repairs by South Gloucestershire Council to the field Cllr Hope had a meeting with Simon Speeding this is being reviewed.

This was noted

5.14 Audit papers to be posted this week

This was noted

5.15 Standing order amendment for clerks wages sent to the bank-Parish Clerk

Resolved

6 Councillor's items-information only

6.1 WW1 Commemorative tea has been organised for 3rd August 2014-Cllr Hope

Free tea, bring your own food. Simon Bendry is looking for help fund the cost of hiring the hall, milk and tea from the Parish Council.

This was noted-agenda item for July

**Parish
Clerk**

6.2 Swimming Pool-Hawkesbury Primary School-Cllr Hope

This has been decommissioned for the last year. There are plans to fill this in and use as a play space. Children have been travelling to Wotton Under Edge for swimming lessons; this has been successful and will continue.

This was noted

6.3 Highfields Lane-Cllr Winbow

The single track road from Hawkesbury to Horton the verges need cutting back; as a positive this is slowing some vehicles down. Verges should be cut back twice a year. Streetcare issue.

To be actioned

Request verges to be cut back

**Parish
Clerk**

6.4 Pot hole-Cllr Isaac

End of Chalkley Lane there are pot holes at least 9 inches deep.

To be actioned

Report to Streetcare

**Parish
Clerk**

6.5 The Fox Inn-Cllr Robinson

Work is being carried out to put in posts/swags/kerbs and flowers. No drawings have been made available.

To be actioned
Request to report to the Enforcement Department to request a visit

**Parish
Clerk**

6.6 Hall Committee-Cllr Robinson

The location of the Glebe land deeds is no further forward from a year ago. The ownership of the broken wall remains outstanding. Someone will be liable if an accident happens; a request from land registry is required; can the Parish Council consider paying for this?

To be actioned
Agenda item for July

**Parish
Clerk**

6.7 Closed Church yard-Cllr Cox

South Gloucestershire Council has mowed part of the grass and left the rest?

This was noted-Cllr Hope to take this forward

Cllr Hope

6.8 Fieldwork Magazine-Cllr Bleaken

All Councillors should time to read it; there are interesting articles inside

This was noted

7 District Councillors report information only - Cllr Hope

As reported last month – it appears that Hawkesbury Upton will not be included in the upgrade to superfast broadband. The 90% target has been met by BT and as a consequence the village suffers. This is very frustrating for many of us who have been lobbying for many years.

There are three exchanges which serve the parish, Wickwar, Sodbury and Didmarton and all suffer in some way or other, although Wickwar is on the list to receive the upgrade. I have had a meeting with our local MP and council officers as well as local business people to investigate ways forward. Another national funding bid is to start.

Cllr Hope contacted AED regarding the fitting of the Defibrillator cabinet and it is hoped to be fitted as soon as possible. The Parish Council have agreed to cover these costs.

A meeting has been held with HURG and Council Officers regarding the future of community composting sites across South Gloucestershire. The Council option to support this is very expensive; savings of £2.7million have to be made. A cheaper option is being investigated, and a consultation will shortly be published on the future of the sites. One of the options will be for support from Parish Council's and grant funding.

A reminder that the village shop although currently in the process of being registered as a community asset, still requires customers and from the recent piece in the magazine – it really is a case of use it or lose it.

Planning-there is a joint meeting on Thursday to discuss draft Policies Sites & Places document. This is a long document which includes responses from the parish councils outlining their aspirations. Cllr Hope understands there will be further consultation in the summer with those parishes who have asked for housing.

A consultation has started on a 20MPH speed limit in Chipping Sodbury a further consultation on Climate Change has been launched.

8 **8.1 Planning Application**

PK14/1461/F	Tally Ho Cottage Chase Lane Inglestone Common	Erection of single storey front extension on front elevation to facilitate bay window and internal seating area to the study	No Objection
PK14/1829/PNC	Barn Opposite Post Cottage Orange End Inglestone Common Badminton	Prior notification of a change of use from Agricultural Building to single residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended)	A request was made for the Planning authority to inform the Parish Council what they will allow to be put in the barns place, what it will look like and request the materials used must be in keeping with the rest of the area.
APP/P0119/A/14/2218717 PK14/0143/F	Land Rear of 37-43 Birgage Road Hawkesbury Upton Badminton	Erection of 3no. dwellings with access, parking and associated works. (Resubmission of PK13/2240/F)	The Parish Council is aware the Planning application falls outside the village development boundary. There's been no evidence of a supporting housing need survey for retired people and against policy

8.2 Planning Decisions-information only

PK14/1132/F	Inglestone Farm Chase Lane Inglestone Common Badminton	Installation of flue	Approve with conditions
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PK14/1156/LB	Inglestone Farm Chase Lane Inglestone Common Badminton	Replace rear window with double doors and install wood burner with flue	Approve with conditions	
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9 Parish Council Insurance

Renewal received, original quote received was £840.00 now £806.10. Further 5% discount offered if 3 year contract was taken up. Parish Council declined will advise Aon of decision.

To be actioned

Clerk to accept renewal quote of £806.10

**Parish
Clerk**

10 Policies Sites and Places Plan – update from email sent to Pam Walton SGC regarding a Housing Needs Survey timeline

The following message had been received from Tracey Price SGC with an update to the Parish Councils request for a housing needs survey;

As a result of the work currently being undertaken by the Council's Strategic Planning Policy and Specialist Advice Team regarding the Policies Sites and Places DPD with the Parish Councils, there have been a number of requests for a housing needs survey.

The Council is exploring options for funding and carrying out surveys as resources are limited, and will need to decide how to prioritise which surveys to progress. This is work has begun and we will consult you in due course.

It would be useful to know at this stage whether or not your Parish has the resources to appoint an independent consultant to carry out your own housing needs survey, the Strategic Housing Enabling team would be able to provide guidance.

The above was discussed in full; a copy of the email was sent to all Cllrs and the response would be agreed via email.

To be actioned

Clerk to email the agreed response to Tracey Price

**Parish
Clerk**

11 Planning Legislation Update 12th (Badminton Road) and 13th June (Kingswood) confirmation of places to attend the 12th June.

The above was discussed in full, it was agreed the following Councillors to attend the meeting;

12th June 2014

Cllr Winbow, Cllr Bleaken, Cllr Isaac and Parish Clerk

13th June 2014

Cllr Robinson and Cllr Hope

To be actioned

Clerk to email South Gloucestershire details.

**Parish
Clerk**

12 Consultation on Pharmacy Services in South Gloucestershire-to be completed by the Parish Council.

The Councillors were unable to complete the consultation at the meeting because they all use Gloucestershire surgeries. Therefore it was agreed not to complete the

consultation.

This was noted

13 Finance

A	Parish Clerks wages – May by Standing order and additional payment for extra hours (this was agreed and paid on 12/5/14 meeting see 15.1 page 641	£415.43 £ 51.79
B	Mrs C Davidson – internal audit payment agreed on 12/5/14 meeting see 15.3 page 641	£150.00
C	Parish Clerks Expenses-May The amount was not placed on agenda. Expenses included a refund of £6.24	£ 29.76
D	South Gloucestershire Council – grass cutting- invoice received included the emptying of dog bins-£177.52 it was agreed by the Parish Council to pay for the grass cutting only.	£108.64
E	Aon UK Ltd	£806.10
F	SLCC Branch meeting 25 th June 2014-clerk would like to attend meeting-all Cllrs agreed	£ 5.00

Cllr Bleaken proposed payment this was second by Cllr Winbow. Cheques signed in accordance with the bank mandate.

14 Urgent Correspondence

23/5/14	Consultation on Pharmacy Services in South Gloucestershire	See item 12
01/05/14	Aon UK Ltd	Discussed item 9 and payment was agreed see item 13
23/6/14	Getting to Southmead Hospital – guide for travelling by Bus	Advised Cllrs

15 Land opposite the Somerset Monument – update and way forward regarding maintaining this land

Cllr Hope received an email and will forward to the Clerk in preparation for next month's meeting regarding obtaining a licence.

16 Allotments

- Recent damage to one of the allotments. Photos of the damage was shown to the Councillors and a letter prepared by the Clerk was discussed and agreed before sending to all allotment holders
- September; plot will be vacant

It was agreed for the Clerk to contact the next person on the waiting list to arrange a viewing. If acceptable; arrange to take over the plot at the end of September.

- Rent update

All but two allotment holders have paid their rent.

To be actioned

Clerk to make arrangements to view the vacant plot and send out the allotment letter Parish Clerk

18 Additional item

Quote received for the additional litter bin-no response from Mr Watts who have offered to carry out the work. There was also no response as yet from the Parish News advert for an odd jobs person. Cllr Bleaken will speak to Mr Watts to email his quote to the Clerk

To be actioned

Cllr Bleaken to speak to Mr Watts

Cllr
Bleaken

19 **Date of the next Parish Council meeting will be held on Monday 7th July 2014 in the upstairs meeting room at Hawkesbury Parish Hall at 7.30pm.**