

# Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting  
Held on Monday 3<sup>rd</sup> August 2015 at 7.30pm  
In the upstairs Meeting Room at the Village Hall, High Street, Hawkesbury Upton**

**Present:**

Cllr Robinson Chair, Cllr Winbow, Cllr Hope, Cllr Musty, Cllr S Bleaken, Cllr Higgs and H Jones (Parish Clerk)

**Apologies**

Cllr Cox and Cllr Ruthven

**Public Participation**

None

- |          |   |                                |
|----------|---|--------------------------------|
|          |   | Action                         |
| <b>1</b> | <b>To Take apologies for absence</b><br>Cllr Cox and Cllr Ruthven   |                                |
| <b>2</b> | <b>To record declaration of interest from members in any item to be discussed.</b><br>None  |                                |
| <b>3</b> | <b>To adjourn to allow public participation.</b><br>None  |                                |
| <b>4</b> | <b>Approval of Minutes</b> <ul style="list-style-type: none"><li>• 6<sup>th</sup> &amp; 13<sup>th</sup> July 2015 <b>Resolved by Cllr Robinson signing the minutes as a true and accurate record; Clerk to email approved minutes to Mr Sauro to upload to the village website</b></li><li>• 27<sup>th</sup> July 2015 minutes not available – minutes to be prepared by 7<sup>th</sup> September's meeting</li></ul> | <b>Parish Clerk</b>            |
| <b>5</b> | <b>Update of previous Action points</b><br><i>5.1 Little Badminton Notice Board</i> <ul style="list-style-type: none"><li>• Name plate to be replaced-Contact has been made and will be resolved in due course</li></ul>  | <b>Parish Clerk<br/>Parish</b> |

- 5.2 Tied properties list-**This item remains outstanding.** Clerk  
Parish Clerk
- 5.4 Licence for land Opposite the Somerset Monument –**outstanding** Clerk
- 5.5 Allotments-Mr Hornig to meet Cllr Robinson at the allotments to discuss the fences that need repairing. Parish Clerk
- 5.6 Central Networks-letter outstanding decision to be reviewed following the discussion on agenda item 14-**This was noted**
- 5.7 Pollination of bees-Parish News article – Cllr Higgs-outstanding Cllr Higgs
- 5.8 Invite Luke Hall New Conservative party – letter outstanding – Parish Clerk
- 5.9 Cemetery Filming update outstanding Cllr Hope
- 6 Councillor’s items-information only**
- 6.1 Village Speed Watch Volunteers - Cllr Higgs  
This item remains outstanding-will update the Parish Council at the next meeting. Cllr Higgs
- 7 District Councillors report information only – Cllr Hope**
- Food Waste – Feed Me and Win**  
Currently 23% of the waste in the black bins is food waste. This all goes to expensive land fill. South Gloucestershire Council is running a competition to encourage people to put their food waste in the food caddy which is provided for the job. Every time you put your food bin out for recycling you could win a £50 voucher or can make a donation to a charity of your choice. Remember to put out your food bin by 7.00 am and make sure it is labelled with your name and address (to collect your prize). Remember you can now wrap food waste in plastic and if your food bin is missing you can order a new one. For more information, terms and conditions go to [www.feedmeandwin.co.uk](http://www.feedmeandwin.co.uk)
- A grant has been awarded to develop a strategy for maintaining and propagating the Badgeworth Buttercup on Inglestone Commons. This is a very rare buttercup and the Commons is only one of two places in the country where the plant can be found. As has been reported in the parish magazine, the cutting of verge alongside Starveal Lane will be managed more efficiently in the future to maintain the rare wildflowers that grow along the verge – Council officers have been helpful in drawing up a new grass cutting plan.
- Pre –consultation for 20mph outside school – this has long been an aspiration of the school and is in line with the School Transport Plan.
- Over half a million pounds is to be cut from our Public Health Budget – this budget is key to promoting healthy lifestyles to help keep people out of hospital, as well as provide many of the services – immunisations and health checks for young people.
- A review is to take place on the SGC offices at Kingswood – this is part of the cuts to public spending; the offices at Thornbury are no longer in use. The Kingswood office is home to the busiest One Stop Shop in the area offering housing advice to local residents,

## Know Your Place – West of England digital mapping project launches

Know Your Place is an ambitious online mapping project that overlays maps from various periods of history, allowing users to compare how streets or areas look today with maps from yesteryear.

SGC is leading a partnership of local authorities and voluntary organisations in the West of England area which has been awarded £379,800 in funding from the Heritage Lottery Fund (HLF) for the project, with £24,270 match-funding and additional support contributed from, Wiltshire Council and other partners.

Working with the British Library, local councils, records offices, community groups and volunteers, ‘Know Your Place West of England’ will digitize and transcribe a large number of historic maps and documents. The result will be a public website which will hold all of the historic digital maps of the local authority areas of South Gloucestershire, Gloucestershire, Wiltshire, Somerset, North Somerset, Bristol and Bath & North East Somerset, many of which have never been featured online before or are too fragile for researchers to access.

### 8 8.1 Update Councillors on Planning Decisions received from South Gloucestershire Council

<b>PK15/2081/F</b>	Malthouse Cottage High Street Hawkesbury Upton	Demolition of part of existing stone wall and erection of 1.6m high stone wall	<b>Approve with conditions</b>
<b>PK15/1886/F</b>	South Cottage Petty France Badminton	Erection of two storey extension to form additional living accommodation and internal alterations to existing staircase and insertion of new window and door to west elevation (resubmission of application PK06/3405/F)	<b>Approve with conditions</b>
<b>PK15/1361/LB</b>	The Old Vicarage Church Lane Hawkesbury	Construction of natural swimming pool and associated works	<b>Approve with Conditions</b>
<b>PK15/1360/F</b>	The Old Vicarage Church Lane Hawkesbury	Construction of natural swimming pool and associated works	<b>Approve with Conditions</b>

<b>PK15/1990/LB</b>	The Old Vicarage Church Lane Hawkesbury	Alterations and improvements to roof insulation and roof space access, together with other repair works	<b>Approve with Conditions</b>
<b>PK15/1955/F</b>	Kosy Kot France Lane Hawkesbury	Construction of hardstanding and new vehicular access	<b>Approve with Conditions</b>

**9 Parish Council to discuss holding housing needs survey. Please note a decision must be made at the meeting and a response sent to SGC on the 4<sup>th</sup> August 2015**

This was discussed in full. It was emphasised that the housing needs survey is for “affordable” housing also referred to as “social” housing only. It does not include private market housing provision. The previous Parish Council agreed not to make a decision prior to the May election.

This survey will provide the evidence required to consider if there is a “housing need” in the Parish of Hawkesbury. Cllr Higgs proposed to go forward with the survey – this was put to the vote and the result was “all in favour”.

**Resolved by the Parish Council agreeing to proceed with a Housing needs survey; for the Clerk to email Mr T Borthwick SGC with their decision. Please note due to problems with the Parish Council emails the Clerk will issue correspondence on this occasion from her own personal email address.**

Parish Clerk

**10 Update from Cllr Hope following the decisions made at July’s meeting regarding a request from Sita to donate and plant a tree in remembrance of Bert Goodfield**

Cllr Hope has spoken to Mrs Goodfield-This item remains outstanding-update to be given at the September meeting-**This was noted**

Cllr Hope

**11 Consultation Public on South Gloucestershire Council's draft Physical Activity Strategy 2015 – 2020 Close date: 23 Sep 2015.**

Please may all Councillor’s read the consultation paper work prior to the meeting

The Parish Council agreed to defer commenting on this consultation until the next full Council meeting in September-**This was noted**

**12 Finance**

**12.1 Bank Reconciliation as of 31<sup>st</sup> July 2015 outstanding-bank statement not received in time for the meeting - to be reviewed on 7<sup>th</sup> September 2015.**

**12.2 Payments approved for payment**

<b>A</b>	Parish Clerks – Expenses June 2015 payment agreed on 6 <sup>th</sup> July meeting but the figure not advertised on the agenda	<b>£ 23.68</b>
<b>B</b>	West Country Plumbing & Heating – emergency repair leak on allotment trough-invoice paid on 6/7/15 but	<b>£ 36.00</b>

	not advertised on the agenda	
<b>C</b>	Parish Clerks Expenses July 2015	<b>£ 48.15</b>
<b>D</b>	Uncontested Election Fee – after a full discussion no decision was made by the Parish Council to pay this invoice until the ALCA has come back to the Clerk (see item 13)	<b>£175.00</b>
<b>E</b>	Grant Thornton – external audit	<b>£120.00</b>
<b>F</b>	Green spaces <ul style="list-style-type: none"> <li>• Recreational field cuts 13/4 23/4, 7/5 20/5, 4/6 18/6, 2/7 16/7 30/7</li> <li>• Skate Park 16/4 26/5 &amp; 15/7</li> </ul>	<b>£1272.00</b>
<b>G</b>	The Society of Local Council Clerks-SLCC membership renewal	<b>£103.00</b>
<b>H</b>	Angelo Sauro Associates-repair to laptop-payment agreed not advertised - see 7/9/15 agenda	<b>£ 90.00</b>
<b>I</b>	CRK Garden Manicures 12/6 & 3/7-payment agreed - not advertised - see 7/9/15 agenda	<b>£163.54</b>
<b>J</b>	BWBSL Water Bill Cemetery – payment agreed not advertised - see 7/9/15 agenda	<b>£ 26.26</b>

**Resolved by Cllr Robinson proposing the payments, seconded by Cllr Musty. Cheques signed in accordance with the bank mandate.**

**13 To discuss Uncontested election fees invoice from South Gloucestershire Council and comments from ALCA regarding these fees.**

It has been brought to ALCA's attention that South Gloucestershire Local Councils where there was an uncontested election in May, have received an invoice from SGC for fees. This is an issue that the new SG ALCA Area Group will be working on as a matter of urgency and they suggest that ALCA members hold on paying this invoice and await further information and discussion to plan a course of collective discussion / action. See item 12D above.

Bob Symons on behalf of his role as Chairman of South Gloucestershire Area Group of Avon Local Council Association.(ALCA) sent an email to Mr McCormack Legal support SGC

*"We have been made aware that you are proposing an uncontested election fee as well as charging Parishes for elections. I can confirm that this is not the norm in other Unitary Authorities whose Parishes are part of ALCA and would ask the following questions:*

- *Under what authority are you able to charge for elections?*
- *What are the uncontested fees made up of?*
- *Why was this not communicated prior to invoices despatched?*

*Will you please give this your most urgent attention as parishes will need to consider*

*the responses at their next Council meetings*

The Parish Council agreed to hold on settling this invoice for the time being until a response has been received from ALCA/SGC-**This was noted**

**14 To discuss the email received from D Neame regarding Hawkesbury 11kv removal from GL91AS**

The Parish Council received an email from Ms Neame, in addition the Clerk received two emails' today from Ruth Duffin of Western Power Distribution, regarding work to be carried out in Hawkesbury Upton by Morgan Sindall on behalf of Western Power. Western Power are required to add a new supply for the development behind the village shop and have decided that whilst they do this work they will take the opportunity to remove some overhead cables and move them underground, they will also be removing a number of poles.

The route of the work will be from the village shop towards France Lane, they will progress down France Lane to the sub-station positioned on the left hand side as you leave the village, and will also be working in Park Street.

Morgan Sindall will letter warn all the residents of Hawkesbury Upton week commencing 10<sup>th</sup> or 24<sup>th</sup> August and the work is programmed to start w/c 24<sup>th</sup> August or 7<sup>th</sup> September. (One of these emails was recalled but the Clerk needs to confirm which one).

If the Parish Council would like representatives from WPD and Morgan Sindall to attend a meeting to give further detail to the Parish Council or they can contact Ruth if they require any further details.

**To be actioned; Clerk to**

- **Contact Ruth to confirm the commencement date for the schedule of work, if in August request no work starts prior to the Horticultural Show.**
- **Invite them to the next Parish Council meeting on 7<sup>th</sup> September 2015 to discuss the issues raised by D Neame.**
- **Agreed not to send a letter to WPD for the time being (for their comments for not using a building plot of land for the new cabling but to run it via Hunters Mead and the High Street)**

**Parish Clerk**

**15 15.1 Public Right of Way-to discuss the overgrown vegetation and the way forward following recent correspondence from Parishioners**

Cllr Higgs summarised his findings regarding various footpaths and the Parish Council discussed them in full. **It was resolved by Cllr Higgs to forward his findings to the Clerk to pass to the PROW Officer Nicola Chidley (including footpath numbers and photographs) and await her comments.**

**Cllr Higgs & Parish Clerk**

**15.2 To discuss the issue of dog poo in and around Hawkesbury Parish**

This is a frustrating item to have on the agenda once again, this is not a localised problem, who is to blame; not the dog. **After a full discussion the Parish Council resolved this item by agreeing the following action;**

- **A further note to be placed in the Parish News**
- **Ask the Dog Warden to visit the Parish and consider the spraying of poo.**
- **If anyone witnesses a dog doing his business, arrange for the dog warden to write to the owner.**

**Parish Clerk**

- 16 To report back to the Parish Council the donation to the Bethesda Chapel to cover the cost of electricity and use of their meeting room-Cllr Hope**  
 There was no update, however, it was resolved by the Parish Council agreeing to request the Bethesda Chapel to raise an invoice based on the agreed figure on 1<sup>st</sup> June 2015 Parish Council meeting of £25 per month (see 1/6/15 page 757 item 17).  
**Clerk to speak to Mr Wood** Parish Clerk
- 17 To update the Parish Council of the Bristol Service Changes – First Bus – 23<sup>rd</sup> August**  
 The changes will take effect on Sunday 23 August 2015. Several new services will create new links to hospitals, schools and railway stations as well as changes to existing services to improve bus links in and around the city. **This was resolved by the Parish Council agreeing for the Clerk to place a short note in September’s edition of the Parish News advising parishioners the new timetables for the affected services will be uploaded to the First West of England website, [www.firstgroup.com/westofengland](http://www.firstgroup.com/westofengland), from early August (under ‘Plan a Journey’). They will be available in hard copy format from mid-August.** Parish Clerk
- 18 To update the Parish Council on setting up a website**  
 No further update-please can all Councillors check out the websites provided by Cllr S Bleaken prior to the next meeting. **This was noted** All Cllrs
- 19 To update the Parish Council regarding the Waste research being carried out in various Parishes**  
 South Gloucestershire Council are carrying out research on waste, various roads have been selected to ensure the trial included a variety of housing types, and will select participants to ensure a variety of household sizes as well. Residents will be asked to fill in an initial survey about current recycling use, and a closing survey which will be more specific to the product trialled. Residents will also be invited to attend a focus group session. Hawkesbury Parish has not been selected for the trial. **This was noted**
- 20 To update the Parish Council on Stoptober during the month of October**  
 South Gloucestershire Council want to let their resident’s area know where they can access their Smokefree service, offering free support to reduce or quit smoking, including stop smoking medications on prescription. Further details to follow-**this was noted**
- 21 Date of the next Parish Council meeting will be held on Monday 7<sup>th</sup> September 2015 in the upstairs meeting room at the Village Hall, Hawkesbury Upton at 7.30pm**

**Minutes Approved as a true record .....**  
**7<sup>th</sup> September 2015**