

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 3rd March 2014 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

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

Apologies

Cllr Isaac and Cllr Ruthven

Public Participation

Mr T Cole Hawkesbury Upton resident

1 Take apologies for Absence

Cllr Isaac and Cllr Ruthven

Action

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

Cllr Hope Planning application PK14/0384/F (neighbour)

3 To adjourn to allow public participation.

Mr Cole joined the meeting to answer any questions relating to his planning application being discussed tonight.

4 Approval of Minutes

- 3rd February 2014 signed as a true and accurate record by Cllr Bleaken
- 17th February 2014 signed as a true and accurate record by Cllr Bleaken

To be actioned

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

Parish Clerk

5 Update of previous Action points

5.1 January's approved minutes

Emailed to Mr Sauro.

Resolved

5.2 Little Badminton Notice Board and Hawkesbury Notice board

- Backing inside the notice board is deteriorating from water penetrating

- Little Badminton-locks required, the name plate replaced
- Handle and hinge is loose-contractor to be appointed/outstanding

Hawkesbury High Street Notice board

- Stays outstanding
- Difficult to open/close the second door
- Restoration of wood casing

To be actioned

Clerk to speak to Mr Choyce as the weather is now improving.

**Parish
Clerk**

5.3 New Map for Boundary of Hawkesbury Parish

Map received showing the boundary of Hawkesbury Parish and Conservation Area

Resolved

5.4 Fingerpost sign

Streetcare requested the details regarding the size of the finger post-on Inglestone Common. Awaiting a response

This was noted-update the Parish Council at the next meeting

**Parish
Clerk**

5.5 Bramble Cottage Hedge

This item remains outstanding Cllr Hope to speak to the owners of the property

To be actioned

Speak to the owners of Bramble Cottage

Cllr Hope

5.6 Tied Property List

This has now been completed and will be held in the Standing order/code of conduct file held by the Clerk.

Resolved

5.7 Christmas Lights/Street Lamp

Diary entry has been made to review this item with South Gloucestershire Council in August 2014

This was noted

5.8 Bus Shelter maintenance

Item 12 on tonights agenda

This was noted

Cllr Hope

5.9 Emergency Plan

Agenda item for April

To be actioned

**Parish
Clerk**

5.10 Policies Sites and Plans consultation

A Copy of the Parish Councils comments from the above consultation has been received-now to be held with the minutes; copy sent to Mr Bendeaux.

To be actioned

Forward a copy of the comments to Mr Bendeaux

**Parish
Clerk**

5.11 Details of children outside the village using the Hawkesbury bus to be given to Cllr Hope

Resolved

5.12 Senior Siren bi monthly magazine
See agenda item 11 on tonight's agenda

This was noted

5.13 South Gloucestershire Policies sites and places plan proposed land/buildings
consultation response sent

Resolved

5.14 Cemetery soil removal update

Agenda item for April

This was noted

5.15 Further items to be discussed later on the agenda

Item 10 Risk Assessment

Item 11 Annual Assembly

Item 16 Anti Social behaviour

Item 17 Community right to bid - local services

Item 19 Chairs Community award

Item 21 War Memorial Grant

Item 22 Purchase of a projector

Item 23 Defibrillator update

Item 24 Internal auditor appointment

Item 27 Localism highway verges/dog bins

5.16 Grant funding cheques all signed and posted

Resolved

5.17 Parish Charter logo

This item remains outstanding

To be actioned

Email logo

5.18 Compost bins discussed the cost to purchase 2 bins

Quote received on 24th February 2014 it was put to the Parish Council tonight that each Compost bin 1m x 1m x 1m will cost £65 each-Parish Council all agreed to purchase these bins

To be actioned

Place the order two bins without lids

**Parish
Clerk**

6 Councillor's items-information only

6.1 Land opposite the Somerset Monument-Cllr Frankcom

Bollards high lighting the bend have been smashed into bits and need replacing.

To be actioned

Email Streetcare

**Parish
Clerk**

6.2 Pot holes – Cllr Bleaken

South Gloucestershire Council mended the pot holes outside Chapel House.

This was noted

6.3 South Gloucestershire Council (SGC) website-Cllr Bleaken

Tried to log a Streetcare issue without success. SGC are making improvements on this

site, should see an improvement.

This was noted

6.4 Exit slip road East bound of the M4-Cllr Musty

Large pot hole just before the lights

To be actioned

Notify Highways

**Parish
Clerk**

7 District Councillors report-Cllr Hope

Cllr Hope had just returned from a school governors meeting Hawkesbury Primary School was awarded "OUTSTANDING" on their recent Ofsted inspection held the week before half term. This is positive news well done to everyone at the school.

The Council have agreed their budget with a 0% increase in Council Tax. This will have implications and the first of these will be the Community Composting Sites. This to come after the reorganisation of the Green Waste is a blow and the Parish Council will have to consider what to do if they want to maintain this service.

Green bins will only be available on the payment of £36.00 per annum. This can be done online. If anyone wants to give up their bin, bags can be purchased from the libraries. Cllr Hope is checking to see if they can be supplied locally. Flyers have been attached to bins, also informing residents of the collection of more plastic and tetra packs as well as small electrical items.

The Council is considering further how to rationalise service delivery, and the capital budget has yet to be decided.

A further announcement on the delivery of superfast Broadband has been made, which doesn't seem to include rural areas. Wickwar was in the last group of villages to be announced which would be having an upgrade.

Youth survey-this is being funded from some money from the New Homes Bonus pot. There will be a drop in for the young people on the 29th March 2014 in the village hall to gauge need for future services.

Frome Vale Area Forum on 6th March at Shireway Community Centre, Yate. Cllr Hope has received complaints regarding the state of Chase Lane, and it would be helpful if residents could go along and voice these concerns at the meeting.

A request was made to ask South Gloucestershire Council for their specification of work to repair pot holes.

Results on the consultation on the speed reduction on the A46. It is unlikely the speed reduction will go ahead.

Priorities for the Local Transport Capital will be decided as well as grants for Positive Activities Subsidy (Youth Services); small grants and New Homes Bonus funds will be allocated.

To be actioned

Clerk to email Streetcare for a specification of work to repair pot holes

**Parish
Clerk**

8 8.1 Planning Application

PK14/0495/TCA	The Vicarage High Street Hawkesbury Upton	Works to re pollard 3 no. Erection of 3 no. Lime trees back to original pollard points all trees situated within the Hawkesbury Conservation Area	The Parish Council Supports the application
Prior to the Parish Council making a decision on the next planning application they referred their concerns to Mr Cole and was put to a vote; Support 1 vote object 4 votes 2 abstained			
PK14/0384/F	Land Off High Street	Erection of agricultural forestry processing and storage building	The Parish Council objects to this planning application for the following reasons; The nuisance of noise and dust from the processing plant. The size and height of the building
PK14/0566/TCA	Church Farm House Lane Church Lane Hawkesbury	Works to fell 1no. Ash Tree situated within Hawkesbury Conservation Area	No Objection

8.2 Planning Decisions-information only

PK13/4761/TCA	Pound Farm Church Lane Hawkesbury	Works to fell 2no. Ash tree and 1 no. Beech tree and remove fork of 1no. Sycamore tree all situated within Hawkesbury Conservation Area	No Objection
PK13/4666/F	Windways Chase Lane Inglestone Common	Erection of detached double garage and workshop	Approve with conditions
PK13/4101/F	East View	Demolition of	Approve with

	Back Street Hawkesbury Upton	existing extension. Erection of single storey side extension and installation of dormer to form additional living accommodation	conditions
PK13/4102/LB	East View Back Street Hawkesbury Upton	Internal and external alterations to facilitate single storey extension, loft conversion with dormer window and conservation roof light construction of stairs to cellar replacement doors and windows and other refurbishment work	Approve with conditions

8.3 Planning Application withdrawn

PK13/4488/F	The Barn High Street Hawkesbury Upton Badminton South Gloucestershire	Demolition of existing barn to facilitate the erection of 1no. dwelling and associated works
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9 WWI Commemoration – Cllr Hope

Simon Bendry is keen to see a local project to help in the WW1 commemoration to be held later this year. There is heritage lottery funding which he will apply for. National Service will take place on the 4th August 2014. He would like the village and communities within the Parish involved but he would like to do this on behalf of the village. This was put to a vote by a show of hands, all in favour.

To be actioned

Advise Mr Bendry of the Parish Councils decision to support him taking this forward on their behalf.

Cllr Hope

10 Risk Assessment – to be approved and signed by Cllr Bleaken

The amended form had been emailed to Councillors prior to the meeting. Clerk checked for a NO SMOKING sign in the bus shelter, but could not find it. Additional comments were hand written on the form, PAT testing certificate to remain with form. Update on the PAT testing the electrician removed the 13amp from laptop and replaced it with a lower amp. The form was subsequently signed by Cllr Bleaken.

To be actioned

**Check the bus shelter for a no smoking sign again, check for asbestos in the roof.
Bench by the war memorial to be checked and reported back in April
Cemetery-benches to be inspected, test headstones, walls round the Cemetery
Lynch Gate. Bench on Highfields
File Risk Assessment**

**Cllr Musty
Cllr Musty
Cllr Hope

Parish
Clerk**

11 Annual Assembly Tuesday 22nd April 2014

Venue – Methodist Hall Back Street has been booked
Advertising with the Gazette will be done by the 22nd March 2014, invitation to be placed in the Parish News and sent to various organisations within the Parish.
Guest speakers-Kim Davey – Ambulance Trust, Clerk emailed Senior Siren but they have not replied. Additional speakers required, Cllr Winbow to see if someone can come and talk about Hedgehogs also Simon Bendry was suggested.

To be actioned

Invitations to be sent out, confirm guest speakers at the next meeting 17th March, organise refreshments.

**Cllr
Winbow,
Cllr Hope
& Parish
Clerk**

12 Bus Shelter maintenance – Cllr Musty

It was agreed to carry out the maintenance one evening before Easter.

To be actioned

Arrange a convenient date to carry out the maintenance

**Cllr
Robinson
& Cllr
Musty**

13 13.1 Bank Reconciliation as of 28th February 2014

Bank Statement not arrived in time to produce a Bank Reconciliation to be produced on the 17th March 2014.

13.2 Up to date expenditure as of 28th February 2014

As above.

13.3 Payments to be agreed and Cheques signed

A	Parish Clerks wages via Standing Order –February	£415.43
B	Parish Clerks Expenses – February	£ 38.45
C	NALC Councillors Explained book and postage	£ 59.99
D	PAT Testing – Fuller Ltd	£ 45.00
E	CiCLA registration	£150.00
Bursary of £75.00 was agreed and will be credited shortly.		

Cllr Hope proposed payment for the above invoices and Cllr Musty second the proposal; the remaining Parish Councillors were all favour and agreed payment. The cheques signed in accordance with the bank mandate.

14 Urgent Correspondence

3/2/14	Cotswold Conservation Board Annual Forum Friday 7 th March.	Filed
4/2/14	Hawkesbury Parish Policies Sites and Places Plan-questionnaire response received.	Copy to file with Minutes

4/2/14	Register of Interest Forms for Town and Parish Councils	Councillors to check their own-email amendments to South Gloucestershire Council
19/2/14	Electoral register received	Filed

- 15 Agreement for the Chair and Clerk to complete the Flooding consultation**
All in favour
To be actioned
Clerk and Chair to complete the consultation on 10th March 2014.
Cllr Bleaken & Parish Clerk
- 16 Anti Social behaviour survey**
No issues with Anti Social behaviour-The Parish Council agreed for this to be completed by the Chair & Clerk
To be actioned
Survey to be completed on the 10/3/14.
Cllr Bleaken & Parish Clerk
- 17 Local Services – Parish Clerk**
The Parish Council agreed with the amended wording.
To be actioned
Email the wording to Stephen Thomas South Gloucestershire Council
Parish Clerk
- 18 Gardening Clubs request to plant snowdrops in March on the Plain-Cllr Robinson**
Spare bulbs available for the Plain. All in favour, advise Mr Tizzard
To be actioned
Advise the Garden Club of the decision and also write to Mr Tizzard and a make him aware snowdrops bulbs will be planted shortly .
Cllr Robinson & Parish Clerk
- 19 Chairs Community Awards**
Nomination was put to the Parish Council proposed by Cllr Hope and Second by Cllr Frankcom-nomination details not given at this present time.
To be actioned
Chair and Clerk to complete the nomination application; letters of support required.
Cllr Bleaken & Parish Clerk
- 20 Allotment**
Additional water trough – costs to purchase the equipment quote from JDP (John Davidson Pipes Ltd) £108.80 plus vat. Four tenders to be obtained, specification to be drawn up.
To be actioned
Send specification to Mr T Watts, Mr D Griffiths, Mr T Cole and Mr D Brock
- 2014 Allotment Rent
This was fully discussed by the Parish Council and a decision not to increase the rent this year
To be actioned
Letters to be sent out to all Allotment holders
Parish Clerk

- 21 War Memorial Grant application to help with the costs to restore the lettering of names on the war memorial**
This will link into with item 9
This was noted
- 22 Purchase a projector and or screen to help with planning decisions – South Gloucestershire Council going paperless**
Projector Epson EB-S02H £259.00
In addition USB, HDMI lead, electric extension lead
A projector is an essential item that needs to be purchased; the Parish Council discussed this in full and agreed all in favour
To be actioned **Cllr Ruthven**
Purchase the equipment above
- Hard drive required to store the Parish Council's information £48.00**
This has been discussed previous waiting for details to be sent to Clerk to purchase this equipment.
To be actioned
Email details to Clerk **Cllr Musty**
- 23 Defibrillator for Hawkesbury Parish**
Last month the Parish Council ear marked £950 to purchase a defibrillator for the Parish, on April 26th a fund raising event is taking place of soup and cakes to raise additional funds; Parishioners are excited and are keen to help; the Hall will supply the telephone wire.

Questions to be asked at the annual assembly will be regarding cost of insurance, phone line and maintenance.
To be actioned **Parish Clerk**
Prepare questions for the Annual assembly
- 24 Internal Auditor-Cate Davidson – Parish Clerk**
Cate Davidson will charge the Parish Council £150 to carry out 2013/14 internal audit.
To be actioned **Parish Clerk**
Date to be arranged
- 25 Storage boxes required for Parish Councils paperwork**
Parish Council to agree payment for 3 storage boxes @ £10 plus vat each
This was discussed in full and agreed.
To be actioned
Cllr Musty to order the boxes and invoice Parish Council direct. **Cllr Musty**
- 26 Consideration to increase the Parish Clerks hours and wages review for 2014**
This item was discussed in full; the Clerk has been working additional hours over the past few years without charging the Parish Council; before any decision is made Clerk to forward the Councillors details of the hours worked this year.
To be actioned **Parish Clerk**
Email 2013/14 hours; decision to be made on the 17th March 2014.
- 27 Streetcare Localism/Highway verges seminar meeting 17th February 2014 update**
Attended by Cllr Winbow, Cllr Hope Parish Clerk and Cllr Bleaken. The meeting was

discussed in full. An item to be placed in the Parish News to keep Parishioners update with the changes taking place this year.

To be actioned

Article for the April's edition of the Parish News

**Parish
Clerk**

Urgent Correspondence-Delivery of Compost bins

These will be ready for delivery next week. Delivery address to be emailed to Clerk. Working group to be set up.

Mr Tizzard wrote a letter regarding the green bins-it was agreed by the Parish Council not to opt in due to the purchase of 2 compost bins.

To be actioned

Clerk to write to Mr Tizzard.

**Parish
Clerk**

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