

# Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting  
Held on Monday 4<sup>th</sup> January 2016 at 7.30pm  
In the upstairs Meeting Room at the Village Hall, High Street, Hawkesbury Upton**

**Present:**

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

**Apologies**

Cllr Robinson and Cllr Ruthven

**Public Participation**

None

- |          |  |              |
|----------|--|--------------|
|          |  | Action       |
|          | Cllr Hope wished Everyone a Happy New Year before the meeting commenced  |              |
| <b>1</b> | <b>To Take apologies for absence</b><br>Cllr Robinson 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>The Clerk received a letter today from Mr May (Parishioner) and was asked for it to be read to the Parish Council. <b>Resolved by the Parish Council asking the Clerk to respond to Mr May providing clarification on the question raised in his letter</b>                              | Parish Clerk |
| <b>4</b> | <b>Approval of Minutes</b> <ul style="list-style-type: none"><li>• 7<sup>th</sup> December 2015 minor amendment made</li><li>• 21<sup>st</sup> December 2015 <b>Resolved by Cllr Hope signing both sets of minutes as a true and accurate record; Clerk to email approved minutes to Mr Sauro to upload to the village website</b></li></ul> | Parish Clerk |
| <b>5</b> | <b>Update of previous Action points</b><br><i>5.1 Waste Consultation – Resolved advertised in January 2016 Parish News</i>   |              |

- 5.2 Low Cost Housing Clarification-**Resolved Cllr Hope emailed Councillors**
- 5.3 Declaration of Interest for Cllr Wareham – **Resolved sent to South Gloucestershire Council within the 21 days standard**
- 5.4 Letter to Jane Ellis re changing the criteria to stay in line with Knightstone and English Rural housing-**outstanding** Parish Clerk
- 5.5 Little Badminton Notice Board  
Name plate to be replaced on the notice board-remains outstanding Cllr Higgs offered to fix the name plate – **to be actioned** – clerk to email Mr Choyce to return the name plate to the Parish Council Parish Clerk
- 5.6 Tied properties list-**This item remains outstanding.** Parish Clerk
- 5.7 Licence for land Opposite the Somerset Monument –**outstanding** Parish Clerk
- 5.8 Allotments-Mr Hornig to meet Cllr Robinson at the allotments to discuss the fences that need repairing. **Remains outstanding** The Parish Council agreed for the Clerk to speak to Mr Hornig to visit the site to ensure this work is completed before the end of the financial year Parish Clerk
- 5.9 Pollination of bees-Parish News article – Clerk to send copy of report to the Parish News-**outstanding** Parish Clerk
- 5.10 Review of Clerks Contract **remains outstanding** Cllr Hope  
Clerk &  
Cllr  
Robinson
- 5.11 Highfields Lane-Flooding-Cllr Hope emailed South Gloucestershire Council before Christmas-**to be actioned agreed to send a further email** Cllr Hope
- 5.12 Affordable Housing Closing Date-**Resolved-article in January 2016 Parish News and poster for the notice boards**
- 5.13 Mr & Mrs Booth acknowledgement Letter regarding the sale of the shop-and Email to Helen Hudd South Gloucestershire Council expressing the Parish Council's interest in bidding for the shop sent. Poster placed in the shop, post office and pubs Also being discussed tonight agenda item 14. **This was noted** Parish Clerk
- 5.14 Footpaths-Email Cllr Higgs report to Nicola Chidgley-**outstanding**
- 5.15 Local Green spaces query regarding the Cricket Club-**Resolved-clarification email sent to SGC and Cricket Club**
- 5.16 Grass Cutting specification amendment **outstanding** Parish Clerk
- 5.17 Consultation Budget and Savings programme-**resolved**
- 6 **Councillor's items-information only**
- 6.1 Highfields Lane-Flooding - Cllr Musty

The drain is blocked causing flooding. Cllr Hope to email Streetcare **This was noted** **Cllr Hope**

*6.2 The 432 Road Closure 16/18 January 2016 - Cllr Higgs*

With the above closure minor roads will be congested with heavy traffic. Pot holes already appearing with the recent large vehicles using the lanes. In addition 3-4 bags of rubbish have been dumped Cllr Higgs to report fly tipping to SGC. **This was noted** **Parish Clerk**

*6.3 Parish News article from Neil Fozard-Cllr Higgs*

It's that time of year again lambs being born; dog walkers should be made aware not to let their dogs off the lead especially during this time. Last year Mr Fozard placed a good piece in the Parish News – **This was noted**

*6.4 SGN Autumn 2015-Building Regulations – Cllr Higgs*

Good article in the magazine regarding when building regulations are required. **This was noted**

*6.5 Public Participation-Cllr Cox*

How Long do individuals have to talk under Public Participation-The Parish Council's Standing orders allow **15 minutes for members of the public** to address the council (see 10 a page 3). **This was noted**

*6.6 CCLA charities-Cllr Cox*

Question raised regarding the charity money-Cllr Hope explained new signatories are required. **This was noted**

**7 District Councillors report information only – Cllr Hope**

The closure of the A332 (from Cross Hands to Commonmead Lane) will put pressure on the local lanes which are being suggested as diversions. Cllr Hope has asked Streetcare to ensure they will be passable during this time.

**Christmas Tree recycling**

**Using the garden waste service**

- Green bin: If you have subscribed to the [garden waste service](#) you can put it in your green bin
- Garden waste sack: You can buy a [single use garden waste sack](#) for £2 from your nearest library or Country Stores at 48 High Street Marshfield SN14 8LP. You don't need to worry about cutting the tree to fit it in the sack, we are doing special one off collections after Christmas taking any trees as long as they have a South Gloucestershire Council garden waste sack attached to them.
- **Taking it to a recycling centre**
- You can recycle your tree at one of our [four Sort It centres](#).

**Nominations now open for the Chair's Community 2016 awards**

We would like you to nominate your local 'community heroes' – people who have made a difference to their community. There are a number of suggested areas of contribution such as community development, promoting equality, arts, sports, play, environment, working with older or young people, advice and advocacy and being a good neighbour.

Complete and return the [Community Awards nomination form](#) by **31 January 2016**

As well as the PSP consultation any planning consultations circulated information to

parish clerks and email lists.

### Planning

As well as the PSP consultation which Cllr Hope has circulated there are many other Planning Consultations currently running; Joint Strategic Transport Plan and the West of England Strategic Plan looking at planning matters.

#### 8 8.1 Planning applications received

<b>PK15/5330/TCA</b>	The Paddocks High Street Hawkesbury Upton	Works to crown reduce 1no. Sycamore Tree by 2m, 1no. Cherry Tree by 1m, 2m Norway maples by 1m, 1no. Beech Tree by 2m and to re-pollard 1no. willow tree back to previous points (approx 2.5m) all within Hawkesbury Upton Conservation Area	<b>No objection.</b>
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#### 8.2 Planning Decisions received from South Gloucestershire Council

<b>PK15/4599/F</b>	Shakespeare House High Street Hawkesbury Upton	Erection of 1no. dwelling with associated works (resubmission of PK15/2692/F)	<b>Approve with conditions</b>
<b>PT15/4979/F</b>	Windways Chase Lane Inglestone Common	Demolition of single storey side extension and erection of two storey side and single storey rear extension to form additional living accommodation and residential annexe	<b>Approve with conditions</b>
<b>PK15/4854/TCA</b>	Collyns Mead Back Street Hawkesbury Upton	Works to fell 2no. Sycamore trees and crown reduce 1no. Sycamore tree by 2m all over and crown lift to 3m in Hawkesbury Upton	<b>No Objection</b>

		Conservation Area	
PK15/4907/TRE	Upton House The Barton Hawkesbury Upton	Works to 1no. Yew Tree to crown reduce to a height of 7m and radial spread of 5m and crown lift to 3m (approx), covered by Tree Preservation Order SGTPO 07/00 dated 16 <sup>th</sup> January 2001	<b>Approve with Conditions</b>

- 9 **Consultation – South Gloucestershire Waste Strategy 2015-2020 (draft).** A draft waste management strategy for South Gloucestershire, which includes proposals to change waste and recycling services. Councillors to discuss and agree a response- Open date 6<sup>th</sup> November 2015- close date 15<sup>th</sup> February 2016.

This item was fully discussed by the Parish Council and **resolved - the following comments being agreed;**

***The Parish Council generally supports the increase of recycling, however would like the following to be considered;***

- ***Not convinced providing smaller black bins will benefit recycling***
- ***Would like to see recycling made easier for example contractors to take all plastic-to then be sorted at the centre***
- ***One bin for all recyclables***

Parish Clerk

## 10 Finance

### 10.1 Bank Reconciliation as of 31<sup>st</sup> December 2015.

**Resolved** by Cllr Higgs checked the bank reconciliation and signed accordingly. No comments made.

### 10.2 Expenditure update as of 31<sup>st</sup> December 2015

This was discussed in full – no comments made.

### 10.3 Payments approved for payment

<b>A</b>	South Gloucestershire Council-localism Q3 October-December 2015 Grounds Maintenance-Amenity grass	<b>£110.63</b>
<b>B</b>	Clerks expenses-December-figure not advertised on the agenda, see 18/1/16 agenda	<b>£ 24.75</b>
<b>C</b>	Hawkesbury Upton Methodist Church-Hall Hire for Affordable Housing Needs survey-29 <sup>th</sup> November 2015 approved on 7/12/15 but not advertised on the agenda	<b>£ 16.25</b>

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

- 11 Parish Council to discuss the issues regarding problems in the village as a result of the Road Works being carried out by WPD and Morgan Sindall**  
 Several houses will be without power on Thursday 7<sup>th</sup> January 2016 from 9-4, the Parish Council was under the impression the downtime would only be momentarily? Email Ruth Duffin Morgan Sindall to check the position. Councillors expressed their concerns regarding Elderly and Young people without power during this time Clerk to check whether or not they will have access to generators. **To be actioned** **Parish Clerk**
- 12 Consultation – Universal Youth Budget – Future of the Positive Activities Subsidy- Councillors to discuss their response to the consultation-Closes 11<sup>th</sup> January 2016**  
 This consultation was passed to the Youth Club to respond-no comment from the Parish Council
- 13 Update of the Affordable Housing Needs Survey**  
 Closing date 18<sup>th</sup> January 2016-a reminder has been placed in January's Parish News and a poster will be placed on the notice boards this week. No response from Stacy Shepherd SGC with the number of completed surveys returned. Awaiting a response **This was noted**
- 14 The Village Shop Community right to bid meeting to be held on 9<sup>th</sup> January 2016 at 10am-at the Village Hall**
- Hall Booked from 10-12
  - Dick Whittington will be attending from the West of England Rural Network from the Save our Villages group - who has supported many groups in South Gloucestershire
  - Alun Evans who was instrumental in setting up the Almondsbury Community Shop
  - Framework-tight 6 months to secure purchase
  - Ideally to be community led not Parish Council
  - Clerk to organise/purchase flip charts, paper, pens and refreshments
  - All in favour for the Parish Council to pay the Hall booking fee
- This was noted** **Parish Clerk**
- 15 To update the Parish Council on setting up a Website - Cllr Ruthven**  
 As Cllr Ruthven sent his apologies the Clerk updated the Parish Council-contact has been made with Mr Creeper, although no further update can be given. Clerk has forwarded all the necessary details requested from Cllr Ruthven to Mr Creeper, further update will be given at the February meeting.
- In addition Cllr Ruthven sent an email to all Councillors to put forward that the Clerks laptop can be serviced and checked at a cost of £50 in the computer shop in Chipping Sodbury. They can remove malware and take out unnecessary software. **Agenda item for February.** **Parish Clerk**
- 16 Precept – Councillors to prepare to set 2016-17 precept**  
 This was discussed in full, no decision was made due to the time, it was agreed to re-discuss the precept at 9.45pm.
- 17 Consultation – Child Poverty Needs Assessment Closes 13<sup>th</sup> January 2016 Resolved by the following response being agreed;**  
*The Parish Council generally supports the strategy for Child Poverty Needs and agrees*

*with the prioritised Assessment provided.*

**18 Big Spring Clean 2016 The South Gloucestershire BIG Spring Clean 2016 which runs from 1<sup>st</sup> March – 30<sup>th</sup> April 2016 forms need to be returned by 19<sup>th</sup> February 2016**

The Parish Council agreed Saturday 19<sup>th</sup> March 2016 for this year's Big Spring Clean. It was discussed how to involve more of the Parish. Clerk to return the completed form and advertise the event in the Parish News. Agenda item for February.

**This was noted**

**Parish  
Clerk**

**20 Consultation – Design a new Sexual Health Services: Closes 31<sup>st</sup> January 2016**

Agreed to discuss this consultation before item 19 – **Resolved No Comment**

**19 Consultation – South Gloucestershire Local Plan: Policies Sites and Places Plan Regulation 18 consultation (2015) Closes 8<sup>th</sup> January 2016**

The Parish Council discussed this in full and started completing the survey. Cllr Bleaken raised the question regarding the Parish Council to consider moving the development building line. Cllr Hope to take this forward with SGC and report back to the Parish Council to arrange an additional meeting to complete the form.

**16 Precept**

Further discussion took place although it was not finalised, the Parish Council agreed for this item to be placed on the 18<sup>th</sup> January's planning agenda.

**21 Date of the next Parish Council meeting will be held on Monday 1<sup>st</sup> February 2016 in the upstairs meeting room at the Village Hall, Hawkesbury Upton at 7.30pm**

**Minutes Approved as a true record .....**

**1<sup>st</sup> February 2016**