

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 4th November 2013 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

Cllr Bleaken (Chair), Cllr Isaac, Cllr Frankcom Cllr Cox and H Jones (Parish Clerk)

Apologies

Cllr Robinson, Cllr Hope, Cllr Ruthven, Cllr Winbow and Cllr Musty

Public Participation

None

Action

Accept apologies for Absence

Cllr Robinson, Cllr Hope, Cllr Ruthven, Cllr Winbow and Cllr Musty

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

None

2 To adjourn to allow public participation.

None

3 Approval of Minutes

- 7th October 2013 Signed as a fair and accurate record by Cllr Bleaken
- 21st October 2013 signed as a fair and accurate record by Cllr Bleaken

To be actioned

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

Parish Clerk

4 Update of previous Action points

4.1 September's approved minutes

Emailed to Mr Sauro

Resolved

4.2 Little Badminton Notice Board and Hawkesbury Notice board

The Clerk has again spoken to Mr Choyce today and he promised to act on the issues outstanding with regards both notice boards by Wednesday.

- Stays required and additional locks for Hawkesbury Notice board

- Little Badminton-locks required, the name plate replaced and investigate where the water is penetrating inside.

Mr Choyce will also re-stain the Hawkesbury notice board. Hopefully this will be resolved by the next meeting.

This was noted

4.3 Bank Mandate update Signatories

Cllr Bleaken advised the Parish Council the bank has now resolved the mandate problems and both Cllr Winbow and herself are now signatories.

Resolved

4.4 CCLA

The Clerk is now receiving bank statements for the Charity, the clerk will check with the bank to see if the signatories have been amended.

To be actioned

Clerk to speak to NatWest Bank

Parish Clerk

4.5 New Map for Boundary of Hawkesbury Parish

Remains outstanding

Parish Clerk

4.6 HURG

Potential Commercial use of site when green bin alterations take place-clerk to email HURG-outstanding

Parish Clerk

4.7 Pot Holes Chase Lane

Clerk to Chase Gloucestershire Council to repair the pot holes on Chase Lane-still outstanding

To be actioned

Clerk to email Gloucestershire Council

Parish Clerk

4.8 Local Services

This item remains outstanding as per the Parish Council meeting held on 13th May 2013 The Parish Council agreed to register the shop as a community asset. The Clerk is in possession of the application form.

To be actioned

Agenda item for December

Parish Clerk

4.9 Verges along the lanes

The Parish Clerk emailed South Gloucestershire Council for their comments regarding any problems with the verges – no response. Some verges have now been cut but not by South Gloucestershire Council.

This was noted

4.10 Licence for Grass cutting

Clerk to speak to Mr Iodines of Pool Farm for him to apply for a licence to cut the verge outside his property. Mr Dixon SGCC advised the Clerk the Council will be charging 0.83p per square metre for additional grass cutting. There has been no response from Mr Dixon regarding dog bins being converted to normal bins or clarification of the grass cutting areas that need to be paid by the Parish Council.

To be actioned

Clerk to contact both Mr Iodines and Mr Dixon and report to back to the Parish Council in December.

Parish Clerk

4.11 Cemetery Meeting to discuss the removal of soil

Cllr Hope, Cllr Bleaken and Cllr Cox met to discuss the removal of soil from the Cemetery. This was agreed and will take place at the annual Cemetery Clean up on Saturday 9th November.

This was noted

4.12 Tetbury Road Overhanging tree branches-Cllr Winbow

Clerk emailed SGC Streetcare to cut back the branches hanging over the road on the A377 towards Tetbury.

This was noted

4.13 Annual Christmas light switch on 7th December 2013

The Clerk has written to the Duke to request a Christmas tree; also contacted the School for the names of the youngest and oldest child to switch on the lights, placed an advert in the Parish News asking for mince pies.

This was noted

Outstanding item from Mr Musty – no firework to be lit on this evening as it upsets both children and pets. Agenda item for December.

To be actioned

Parish Clerk to place this item on the agenda

**Parish
Clerk**

4.14 Bramble Cottage-maintenance of hedge-Cllr Bleaken

Cllr Hope was taking this forward; however, whilst on the Parish Tour with Cllr Ruthven, it was commented on his boundary hedge needs cutting back. Clerk to remind Cllr Ruthven

To be actioned

Clerk to email Cllr Ruthven

**Parish
Clerk**

4.15 Conclusion of Audit-Parish Clerk

Clerk placed the notice on the noticeboard

Resolved

4.16 Bus Shelter maintenance

The repair to the seat and re-staining of the slates of wood is due to be carried out this weekend 9th/10th November.

This was noted

4.17 Grass Cutting Specification

Agenda item for to-nights meeting

This was noted

4.18 Safer Stronger Communities partnership consultation

Clerk forwarded the consultation email to all Councillors to respond direct.

Resolved

4.19 Cilca training

Payment for the Clerk to complete the training of Cilca will be placed on December's agenda.

This was noted

4.20 Green infrastructure consultation-Parish Clerk

This has been resolved-consultation sent to SGC

4.21 Allotment vacancy plot 20

Agreement has been emailed to Mrs N McLaughlin, Clerk to contact the next person on the waiting list.

To be actioned

Clerk to contact the next person on the waiting list and offer plot 21.

Parish Clerk

4.22 Deeds for Glebe Land

Agenda item for December

This was noted

4.23 Blocked drain

Hawkesbury/Horton Boundary this is a drain that needs unblocking before the winter Clerk to contact South Gloucestershire Council-Streetcare

To be actioned

Clerk to contact SGC

Parish Clerk

4.24 Grass cutting specification

A request was made to send a copy of the Grass Cutting specification to Badminton Estate.

This was noted-to be actioned in December

5 Councillor's items

No Councillor items on this occasion.

This was noted

6 District Councillors report-

No District Councillors report this month, although the Clerk received an email from Cllr Hope regarding the following;

6.1 Cemetery Meeting

Cllr Hope has looked at compost bins and they are coming up at £120, which could be taken from the repairs and maintenance budget.

Cllr Bleaken has also looked and found a few coming in cheaper at approximately £55, Clerk to obtain a few quotes in preparation for December's meeting.

6.2 Street Lighting

There has been a major problem with recalibration of the lights after the clocks went back last weekend. This is because of faulty equipment which has been supplied to South Gloucestershire Council. SGC are not happy and are taking this up with the manufacturers. Things should get back to normal this weekend.

6.3 Consultation out on road speed on A46 to 50mph from Cross Hands to Petty France-high accident rate around the garage area.

Agenda item for tonight's meeting.

7 7.1 Planning Application

PK13/3770/TCA	7 Hunters Mead Hawkesbury	Works to 1no. Ornamental	The Parish Council supports the
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	Upton	Cherry tree, 1no. Whitebeam tree and 1no. Prunus tree to reduce by 20% situated within Hawkesbury Conservation area	planning application No objection
PK13/3782/TCA	Southview Cottage Back Street Hawkesbury Upton	Works to reduce 2 no. Laylandii conifers by 2ft within Hawkesbury Conservation area	The Parish Council had commented on this application on 21 st October 2013 No objection

7.2 Planning Decisions received

PK13/1580/F	Flexor Farm Orange End Inglestone Common	Change of use of land from agricultural to residential. Erection of single storey side and front extension to form additional living accommodation	Approve with conditions
PK13/3071/LB	6 The Stable Yard Petty France Badminton South Glos	Installation of flue	Approve with conditions

7.3 Planning Service and Parish and Town Councils

The Parish Clerk received the following email from Helen Magee South Gloucestershire Council;

“As you are aware for some time you have been receiving formal planning consultation electronically, whilst also receiving a paper copy of plans, and responding electronically. Thank you for taking part in this project and we hope that you are seeing the benefits of this method of communication.

We are now moving this project forward and we are looking at stopping sending out any paper copies to you with effect from Monday 2nd December 2013. This is in line with the new Parish Charter that has been approved.

The reason for this e-mail is to inform you of this change and ask if there is any assistance we can provide to enable this change to take place. This could be in the form of extra training on the response system (PACA), helping with meeting Parish Councillors to explain the change and talk through issues or discussing individual parish issues which you may need to resolve.

If you have no concerns and are happy to go paperless sooner please also contact me as this can be arranged very easily.

I would appreciate your confirmation of this e-mail and initial thoughts on the impact this change may have as soon as possible so that if we do need to set up additional training sessions this can be arranged quickly.

I can assure you that we are hoping to work with you in order to successfully implement this change”.

The Clerk was unaware the changes were going to implemented so soon and emailed Helen advising her of this and also explaining Hawkesbury Parish Council is a small parish and do not have sufficient funds available to purchase the necessary equipment by 2nd December, however would put these changes to the Parish Council at the next meeting being the 4th November 2013. Also Hawkesbury is in an area where broadband speed is very slow and one of the Councillors does not have internet access to view the plans prior to the meeting. The Parish Council would need to precept sufficient funds to purchase the equipment in 2014

The Parish Council agreed with the comments the Clerk made and also took into consideration the additional work this will create when the Clerk only works a few hours per week. The response to Helen Magee should be to reiterate the Clerks concerns.

To be actioned

Clerk to email Helen Magee the Parish Councils comments.

8 8.1 Bank Reconciliation as of 31st October 2013

Figures checked and signed by Cllr Frankcom

8.2 Cheques to be signed

A	Parish Clerks Expenses October	£ 24.75
B	CPRE annual membership	£ 29.00
C	Greenspace Grass Cutting services	£1000.80
D	The Poppy Appeal (item not advertised see 2/12/13 agenda)	£ 30.00

Parish Clerk

Cllr Bleaken proposed payment for the above invoices and Cllr Frankcom second the proposal; the remaining Parish Councillors were in all favour and agreed payment. The cheque was subsequently signed by Cllr Bleaken. There were no other signatories at the meeting, Clerk will arrange for a second Parish Councillor to sign the cheques in accordance to the bank mandate.

8.3 Expenditure update as of 31st October 2013

The Parish Council was given an up to date copy of the Parish Councils expenditure. No concerns raised.

9 Urgent Correspondence

14/10/13	English Rural Housing Association Annual report.	No action-filed
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21/10/13	Aon Insurance advising Parish Council of firework displays Bonfires and Beacons cover and recommendations-	No action filed
21/10/13	CPRE Membership invoice	Item 8
25/10/13	Email from South Gloucestershire Council- Small little cul-de-sac off High Fields	Item 13
28/10/13	Consultation to reduce the speed limit from the Cross Hands to Petty France on the A46 to 50mph – emailed Councillors.	Item 16

10 South Gloucestershire Council-Policies Sites and Places Plan (PSP Plan)

The consultation wording was agreed by the Parish Council-Clerk to complete the form and return this to SGC by the 14th November.

To be actioned

Clerk to complete the form and send to SGC

**Parish
Clerk**

11 Recreational Field Grass Cutting

- Grass cutting specification for all areas

The Clerk provided each Councillor with revised wording and a plan of the grass cutting for the recreational field. An email from Cllr Hope requested this was given to the Hall Committee to review. Cllr Bleaken will take it to the meeting next week. All in favour of the wording and plan.

To be actioned

Cllr Bleaken to take a copy of the plan and specification to the Hall committee meeting. The specification will need to be sent out as soon as possible to at least three contractors to quote.

**Cllr
Bleaken
and Clerk**

12 2013 Risk Assessment Cllr Winbow and Cllr Ruthven

Due to the cancellation of the firework display on Saturday which was rearranged for tonight Cllr Winbow and Cllr Ruthven were unable to attend tonight's Parish Council meeting. Agenda item for 2nd December.

To be actioned

Parish Clerk to ensure this item is placed on the December agenda

**Parish
Clerk**

13 New Development off Highfields

Name proposed by South Gloucestershire Council "Upper Highfields". The Parish Council discussed the email-all in favour with the suggested name.

To be actioned

Clerk to email response to Lynne Jonas-South Gloucestershire Council

**Parish
Clerk**

14 Cotswold Edge – A46 Cross Hands to Petty France Speed limit reduction.

This was discussed in full and a Parish Council response was agreed. Two areas of concern along this road-towards Horton. Cllr Bleaken will meet the Clerk on Monday to respond to the consultation. Parish Council agreed.

To be actioned

Parish Clerk and Cllr Bleaken to respond on Monday to the consultation on behalf of the Parish Council.

**Parish
Clerk and
Cllr
Bleaken**

15 Allotments

Allotment agreement has been received from Mrs McLaughlin. Clerk to contact the next person on the list.

To be actioned

Clerk to action agreement and also contact the next person on the waiting list

**Parish
Clerk**

16 Christmas 2013

The Parish Council discussed purchasing some new baubles; Cllr Bleaken will look into the prices at Murray Hire and report back to the Parish Council. Clerk referred to Cllr Hope's email in respect of sponsorship of decorations for the tree. This was discussed in full and a decision was made the Parish Council would prefer donations not sponsorship. All in favour.

Clerk to speak to Mr Otley to see if he is going to make the mulled wine at the Beaufort, also speak to the owners of the Fox.

To be actioned

Clerk to speak to Mr Otley and the Fox, Cllr Bleaken to find the out the prices of replacing some of the baubles.

**Parish
Clerk**

17 Date of the next Parish Council meeting will be held on Monday 2nd December 2013 in the upstairs meeting room at Hawkesbury Parish Hall at 7.30pm.