

# Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting  
Held on Monday 8<sup>th</sup> April 2013 at 7.30pm  
In the upstairs meeting room at Hawkesbury Parish Hall**

**Present:**

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

**Apologies**

Cllr Hope and Cllr Isaac

**Public Participation**

None

Action

***Accept apologies for Absence***

Cllr Hope and Cllr Isaac

**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***

- 4<sup>th</sup> March 2013 minor amendment made; signed as a fair and accurate record by Cllr Bleaken
- 18<sup>th</sup> March 2013 signed as a fair and accurate record by Cllr Bleaken

**To be actioned**

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

**Parish Clerk**

**4 *Update of previous action report***

**4.1 *Approved minutes***

4<sup>th</sup> and 18<sup>th</sup> February minutes emailed to Mr A Sauro

**Resolved**

**4.2 *Little Badminton Notice board***

The Parish Clerk has spoken to Mr Choyce regarding the outstanding items of the Hawkesbury Parish sign, locks and water seeping in to the notice board. He

apologised for the delay; he has not forgotten.

**To be actioned**

**Parish Clerk to check on present position in prior to the next Parish Council meeting.**

**Parish  
Clerk**

*4.3 "Stays" for Hawkesbury Parish Council Notice board*

As above this item remains outstanding.

**To be actioned**

**Parish Clerk to update the Parish Council at the next meeting.**

**Parish  
Clerk**

*4.4 Allotment tenancy agreement*

Allotment agreements and invoices are in the process of being sent out.

**This was noted**

*4.5 CCLA Bank statements*

Clerk to obtain a change of signatory form from the bank and arrange for all future statements to be sent to the Clerks address.

**To be actioned**

**Clerk to obtain a new signatory form and amend the statement address**

**Parish  
Clerk**

*4.6 A request for a new map to show amended Hawkesbury Parish Boundary*

The Clerk is now a member of the Public Sector Mapping Agreement (PSMA); a new map showing the amended boundary to be obtained for the Parish Council.

**To be actioned**

**Parish Clerk to request a map showing the amended boundary.**

**Parish  
Clerk**

*4.7 Recycling – Hawkesbury*

Reported commercial use of the Parishes local recycling, Clerk needs to contact HURG.

**To be actioned**

**Parish Clerk to email HURG**

**Parish  
Clerk**

*4.8 Real Time HMRC*

New procedures to start 1<sup>st</sup> April 2013-Cllr Frankcom explained employers need to notify HMRC each time they pay their employees' wages weekly/monthly. The Clerk is due to be paid on the 15<sup>th</sup> April Cllr Frankcom will meet up with the Clerk and run through the procedure.

The clerk also mentioned the end of year report to HMRC. This can be completed at the same time.

**To be actioned**

**Date for Clerk and Cllr Frankcom to arrange a convenient date.**

**Cllr  
Frankcom  
& Parish  
Clerk**

*4.9 Cemetery-Soil by the wall-outstanding-Cllr Isaac*

As Cllr Isaac was not at the meeting this item remains outstanding.

Cllr Cox discussed the soil in the closed church yard (clay/rubbish) from the Parish Cemetery. Members of the Friends of St Mary's and many volunteers keep the church yard up together and this soil has been there a long time. Cllr Musty explained following a cemetery clean up one year this was discussed and the grave digger were advised not to put anymore soil/waste in that area. As far as he can recall the Parish Council have never agreed to remove it.

Cllr Cox would like all Councillors to keep informed and updated as to whether this is going to be removed; some of the responsibility is down to the Parish Council and therefore they need to act.

A question was asked what was involved in removing this soil-there is a lot of it. Cllr Cox asked if all Councillors could go and view the area prior to the next meeting. This will need to be discussed fully before any decision can be made therefore an agenda item for May.

**To be actioned**

**Parish Clerk to ensure this item is an agenda item for May**

**Parish  
Clerk**

#### *4.10 Defibrillator Fund raising*

To be discussed later this year.

**This was noted**

#### *4.11 Missing Grit bin middle of Cold Change Hill*

Cllr Bleaken confirmed the bin has still not been replaced, although it may not be needed as it is now April the Parish Council needs to chase Streetcare as to when they intend to replace the salt bin.

**To be actioned**

**Clerk to email Streetcare for a timescale**

**Parish  
Clerk**

#### *4.12 Big Spring clean*

Not many people helped with the Big Spring clean this year, a thank you letter to be sent to Mrs Lewis for their help. A note for the Parish News thanking everyone that helped and also write how many bags of rubbish were actually collected over the weekend.

**To be actioned**

**Parish Clerk to write a thank you letter on behalf of the Parish Council and also place a piece in the Parish News.**

**Parish  
Clerk**

#### *4.13 Revised Cemetery Fees*

Clerk has emailed the fees to Mr A Sauro to be placed on the website. Mr Sauro explained the website is being updated and will action the request in due course. In view of the amendment to the minutes (under section 3) Clerk to email the amended wording to Mr Sauro and also arrange a copy to be placed on the notice boards.

**To be actioned**

**Clerk to email amended wording to Mr Sauro place the fees on the notice boards**

#### *4.14 Pot hole outside the Grange*

Clerk emailed Streetcare and the pot hole has been repaired

**Resolved**

#### *4.15 Allotment rent received from Mr Hemingway*

Clerk spoke to Mr Hemingway and he agreed for the Clerk to bank the allotment rent in April for 2013/14 financial year.

**This was noted**

#### *4.16 Recreational Grass Cutting*

The Clerk met with Mr Drew from The Head Groundsman and he agreed he would invoice the Parish Council per month quoting the dates of cuts. He also mentioned he noticed moles hills; Cllr Bleaken will have a look. Mr Drew asked about the condition

of the recreational field near the skate park and the Clerk had spoken to Mr D Anderson from the skate park committee and the field will be restored in due course. Also the stones on the skate park bank will be removed. Clerk advised Mr Drew.

**This was noted**

#### *4.17 New Home Bonus grant application forms*

Clerk emailed Mr Paul Johnson requesting a copy of the application form but he did not respond, Cllr Hope emailed the Clerk a copy. Cllr Robinson requested the form to be emailed to the Hall Committee and a copy him in.

**To be actioned**

**Clerk to email the form to the Hall Committee**

**Parish  
Clerk**

#### *4.18 Landscape changes within the Parish*

Item 12 on tonight's agenda

**This was noted**

#### *4.19 Annual Assembly*

Advert placed in the Gazette, invoice received. Outstanding items purchase of refreshments and biscuits; Cllr Robinson was going to speak to Mr & Mrs Hemingway who have just taken Beaufort Bureau. Clerk to take this forward.

**To be actioned**

**Clerk to speak to Mr & Mrs Hemingway to see if they would like to speak at the Annual Assembly; purchase refreshments.**

**Parish  
Clerk**

#### *4.20 Part night Street lighting*

An email has been received from Karen Van Den Berg South Gloucestershire Council regarding the request from the Parish Council to keep the lights outside The Granary and Maypole Barn left switched on.

"We have considered the argument raised, however we do not feel the evidence presented is in line with policy and therefore we are not proposing to make any changes to the draft plans for the area. We are at the beginning of a mass roll out of part night lighting across the whole of South Gloucestershire and must remain rigorous in our application of the criteria and consistent in our approach.

You will appreciate that these are difficult times and we are looking to make savings wherever possible to help the council maintain frontline services. Part night lighting offers maximum benefit with minimum impact to the majority of people.

**This was noted**

#### *4.21 Careers event poster*

Placed on the notice boards.

**Resolved**

#### *4.22 South Gloucestershire invoices outstanding*

This item is being dealt with under Finance item 10

**This was noted**

#### *4.23 Internal Auditor Cate Davidson*

Clerk emailed Cate Davidson confirming her appointment of Internal Auditor and date to be arranged for books to be given to her for checking.

**This was noted**

#### 4.24 Hall Deeds Cllr Robinsons update

Cllr Robinson has been looking through the Hall Committee filing to try and locate the missing deeds. He has a lot of evidence and more investigating to do Cllr Robinson will keep the Parish Council updated. Once all the information has been obtained, Cllr Robinson may want to speak to Mr Danny Blaken to help with the final pieces of the puzzle. Cllr Winbow congratulated Cllr Robinson for all his hard work, this was acknowledged by the remaining Councillors.

### 5 **Councillor's Items**

#### 5.1 Dog walking-Cllr Cox

The Clerk put a good piece in the Parish News last year regarding keeping your dogs under control whilst walking in the countryside. Cllr Cox requested this was put in again due to the lambing season and other young animals. The Parish Council agreed.

**To be actioned**

**Clerk to locate the item and put it in May's edition of the Parish News**

**Parish  
Clerk**

#### 5.2 Pot hole France Lane Cllr Winbow

There are a few pot holes on France lane just up from Morgan's farm.

**To be actioned**

**Clerk to report the pot holes to Streetcare**

**Parish  
Clerk**

#### 5.3 Pot hole Sandpits lane –Cllr Winbosw

There is a pot hole going out of Sandpits lane on the Village Boundary, by the layby opposite the last house out of the village.

**To be actioned**

**Parish Clerk to report the pot hole to Streetcare**

**Parish  
Clerk**

In general Councillors had noted that the road conditions in Gloucester are far worse than South Gloucestershire.

#### 5.4 Pot holes Chase Lane-Cllr Bleaken

There are pot holes on Chase Lane outside the new bungalow Orange End.

**To be actioned**

**Clerk to report these pot holes to Streetcare**

**Parish  
Clerk**

#### 5.5 Substandard work-Cllr Musty

Cllr Musty was copied into an email from Ken Fowler to Streetcare regarding the work carried out by South Gloucestershire Council

“Attached are 2 No photographs of grass verge in France Lane address by SGC early in March, had I thought this was not the finished activity it would have been highlighted to you before, however this has been left in what is an unacceptable un-workmanlike manner, which I think you will agree cannot be left in this condition.”

This was discussed in full with two outcomes;

1. Wait for a reply from Streetcare
2. Ask the District Councillor to investigate

It was agreed for the Clerk to email the Cllr Hope to take this forward on their behalf.

**To be actioned**

**Clerk to forward the email to Cllr Hope to take this forward on the Parish Councils behalf with Keith Faulkner at South Gloucestershire Council**

**Parish  
Clerk**

### 5.6 Sita and collection of rubbish-Cllr Winbow

Cllr Winbow had personally emailed Streetcare with regards to the black bin collection, stating that what you put outside your house should be returned (empty); however, what is actually happening is the bags and bins are put anywhere. Far more consideration should be made when replacing the bags/bins back.

This was discussed in full. There is evidence that in other Council areas, the empties are returned to the correct house. The Parish Council agreed to email Sita and explain we are not happy with the lack of consideration taken when emptying the bins.

#### **To be actioned**

**Clerk to email Sita and await their comments**

**Parish  
Clerk**

### 5.7 Parish Plan – Cllr Bleaken

The Parish Plan committee met and concentrated on identifying the gaps, what had been completed and what still needs to be carried out from the Parish Plan. It was pointed out that the community has altered since the Parish Plan was originally set up; therefore people's needs have changed

**This was noted**

## **6 District Councillor's Report-Read out by Cllr Frankcom**

### **South Gloucestershire Council's Waste Strategy.**

The Council is currently consulting on the future of green waste collection and the document gives the full back ground to the Council's waste and includes options for charging for services, which includes a charge of £36 per year to keep your green waste bin; £2 pay as go or £20 to purchase garden waste sacks, which will be collected. If you don't want a green bin, you would not be charged, and you would still be able to dispose of garden waste at the Sort It Centres without being charged.

There are also proposed changes to the bulky waste collections and asking for suggestions for further Community Composting sites (like the one in Hawkesbury). Depending on the outcome, the Hawkesbury site could become very busy and further Council support would be required.

The strategy includes a number of positive proposals, such as collecting all plastics (except black items) in the plastics recycling bag and introducing better recycling services for flats.

**At the last From Vale Area Forum**, Hawkesbury Upton was well represented. All the young people spoke very well in stating their case for funding. The Under 13 Stallion team were awarded £871 to help with their football team strip, £1000 was awarded to the Drama group to support youth drama; this is in response to the young people requesting local opportunities for drama. Hawkesbury Youth Club was awarded £800 for transport costs. They are unable to use the Village Hall on the first Tuesday of the month and this will help with their trips.

Over £70,000 was awarded to support youth provision in the Yate area. This money was from the **New Homes Bonus**, - money for taking extra housing. The general principle has been agreed that the monies should be allocated in the areas where development has taken place.

Over £2000 would be available for the Hawkesbury area, and it is open to any organised group to bid for the funding. The project does not have to have any ongoing revenue costs Cllr Hope can forward on the forms to any interested parties. The final decision is made by the Frome Vale Area Forum.

The Community Right to Buy and Community Right to Bid have been introduced under the **Localism Act**.

**The Community Right to Bid** is for assets of Community Value, which would include any building which is currently used to further social wellbeing or is of social interest to the local community – (this could be a pub or shop)..A process has been agreed which includes an asset register, and any sale of any registered assets would prompt a moratorium on the sale. Those who might bid for the Community Asset could be the Parish Council, Neighbourhood Forum or a charity, and must be supported by at least 21 local members on the local electoral register.

**The Community Right to Challenge**, allows a relevant body (Parish Council, not for profit voluntary body, community body or trust established for charitable purpose), to submit an expression of interest to take over a relevant local authority service, or one provided on behalf of the local authority. This does not include any services provided in partnership with NHS bodies.

Some of the services currently provided by the South Gloucestershire Council will in future be offered to Parish Councils to run – we know that one of these will be the provision and emptying of dog bins. All parishioners are concerned about dog poo on the pavements and in recreational areas. It is the dog owner’s responsibility to bag it and take it home.

**Health & Wellbeing Strategy** still out for consultation and would welcome comments. Our health for the future.

**Changes to Welfare Payments**

As a Parish Council we have been affected by this with the change in Council Tax Benefits. Other changes came into place on the 1<sup>st</sup> April and others are on the way. The Council does have discretionary grants to help. Please let me know if you are aware of any hardships caused.

**Grants**

The new round of capital grants has started. I have forwarded information to Hall Committee – but all interested parties can apply via the website.

**Retendering for the No. 86 Bus**

Cllr Hope wanted to ask the Parish Council to respond by asking for a more reliable and efficient surface to be provided, especially that used by school children. This forms part of the valuable public transport system for our rural area. .

**7 7.1 Planning Application**

PK13/0900/F	Hainlands Chase Lane Inglestone Common	Demolition of existing outbuildings and erection of detached building to form garage and store with associated works.
This application was discussed at length; no majority decision could be obtained,		

therefore it was put to a vote for a decision as to whether or not the Parish Council supported this application.

Result

Objection to the Planning application	3
Support the application	2
Abstain	1

The comments sent to South Gloucestershire Council regarding this application was as following;

The Parish Council with the following comments **objects** to this planning application.

- It is quite apparent it is a possibility the new buildings could be readily converted to residential.
- Take the neighbours comments into consideration due to the large windows overlooking them.
- Photos do not show any of the existing stores.

**7.2 Planning Decisions**

<b>PK13/0370/F</b>	The Coppers France Lane Hawkesbury Upton	Erection of two storey side extension in place of existing garage and single storey rear extension to form additional living accommodation	<b>Approve</b> with conditions
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**8 Precept increase explanation to be agreed for the Parish News**

Prior to any decision being made the Parish Clerk pointed out to Councillors the comments made via email should not be put on facebook as no decision had been approved by the Parish Council at a formal meeting.

In future any comments placed on facebook should be the Councillors own personal opinions and not that of the Parish Council.

**This was noted**

The following wording was then agreed by the Parish Council to be placed in the Parish News;

**Hawkesbury Parish Council Precept 2013**

The increase in Parish Council precept on a like for like basis is **2.6%**. The increase presented in the Council Tax bills of 13.8% includes rebasing of last year’s figures to take into account of a new scheme from central government call LCTS (Local Council Tax support scheme).

The real increase is 2.6% and this was agreed in our council meeting dated 21<sup>st</sup> January 2013.

The Parish Council accept that the presentation by South Gloucestershire in the Council Tax bills does cause some confusion.



Further information is available from the Parish Clerk.

**To be actioned**

**Parish Clerk to ensure the above is placed in next May's edition of the Parish News**

**Parish  
Clerk**

**9 Parish Councillor Vacancy-Closing date 15<sup>th</sup> April 2013**

The Clerk advised the Parish Council that to date no applicants have come forward. A decision was made to review any applicants in a meeting after the closing date.

**This was noted**

**10 10.1 Bank Reconciliation as of the 31st March 2013 was signed and figures agreed by Cllr Frankcom**

Cllr Frankcom thanked the Clerk for her work with regards to the Parish Councils finance.

**10.2 Expenditure 2012/13 as of 31<sup>st</sup> March 2013**

Each Councillor was given a copy of the 2012/13 years expenditure.

**10.3 Cheques to be signed**

a	Parish Clerks wages via standing order For March	£403.33
b	Parish Clerks Expenses – March	£ 22.50
c	South Gloucestershire Grounds Maintenance FEB 13	£260.39
d	South Gloucestershire Grounds Maintenance MAR 13	£260.39

Cllr Bleaken proposed the above items for payment, second by Cllr Frankcom; all in favour. The cheques were subsequently signed in accordance with the Bank Mandate.

When setting the precept the Councillors agreed to increase the Clerks wages from £403.33 to £415.43 per month (3%). Prior to the meeting the Clerk prepared a letter addressed to Nat West Bank to amend the standing order to £415.43 with effect from 15<sup>th</sup> April 2013. This was subsequently signed by Cllr Musty, Cllr Robinson and the Clerk Mrs H Jones.

**To be actioned**

**Parish Clerk to take the letter into the Bank, the Clerk is not sure if there will be sufficient time for the bank to make this amendment. Clerk will report back to the Parish Council in May.**

**11 Urgent Correspondence**

21/3/13	PK13/0534/F revised plans Beaufort Arms- responses to be received by 4 <sup>th</sup> April 2013-Emailed Cllrs	This was noted
21/03/13	PK13/0533/LB revised plans Beaufort Arms-responses to be received by 4 <sup>th</sup> April 2013-Emailed Cllrs	This was noted
29/3/13	ALCA/NALC E Bulletin – Emailed Cllrs	This was noted
28/3/13	SSGC next meeting 25/4/13 Horton Hall	This was noted-posters placed on the notice boards

30/3/13	Grant funding to support Neighbourhood planning by Government-Emailed Cllrs	This was noted
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**12 Review of South Gloucestershire’s adopted landscape character Assessment and preparation of a Supplementary Planning Document for Renewable Energy.**

The Parish Council discussed all the changes that have taken place over the past 10 years.

<b>Address/position</b>	<b>change</b>
Rear of 2 Fox Close	Ground mounted Solar Panels
Sandpits Lane	Stables
High Street	3 new houses
Highfields	New houses
France Lane	2 houses rather than one bungalow
Recreational field	Skate Park
France Lane	Big Barn
High Street	2 Porches
Starveal Lane	Barn conversion
Top of Church Hill	Andrew Davey’s workshop
High Street	New House build-view from Starveal lane
High Street	Blue boy barns
Highfields	New development 4 houses rather than one
Burial ground	Tree removed
Various houses in the village	Solar panels on roof’s
Bath Lane	HLS Scheme/tarmac
Village	Flashing signs
Petty France	New development
High Street/Back Street	Cars

Cllr Musty volunteered to take photos and requested a copy of the list from the Clerk.

**To be actioned**

**Clerk to email the list to Cllr Musty**

**Parish Clerk**

**13 Green waste Consultation**

The Parish Council has completed their personal survey; although comments heard within the Parish is that Parishioners are not happy about paying to have their green bins collected.

A draft response from Hawkesbury Upton Recycling Group HURG was distributed to the Parish Council prior to the meeting for discussion at tonight’s meeting.

One of the points discussed from the report;

- South Gloucestershire Council not to collect the bins from Nov-Mar to save money
- Maintain the summer collections during the spring and summer months

Cllr Bleaken asked the Parish Council if they were happy with both the Chair and Clerk to complete the survey on the Parish Council’s behalf. This was agreed. A date to be

arranged to carry out the survey for full service to remain during the summer months.  
All agreed by the Parish Council.

**To be actioned**

**The Chair Cllr Bleaken and Clerk to arrange a convenient date to complete the survey.** Parish Clerk

**14 Annual Assembly**

The purchase of tea/coffee and biscuits is outstanding

A request was made to the Clerk to advertise the annual assembly with a bright coloured poster with trees and only a few words. Email Cllr Frankcom who will be able to print the poster for the notice boards/shop and post office.

Cllr Winbow has arranged the necessary equipment.

**To be actioned**

**Clerk to prepare a poster for distribution.**

Parish Clerk

**15 Snow Emergency Plan**

It was agreed to leave this item until the following meeting Monday 13<sup>th</sup> May 2013.

**To be actioned**

**Agenda item for 13<sup>th</sup> May 2013 meeting.**

Parish Clerk

**Urgent Correspondence – Funeral of Peter Lacey NALC**

County Secretary for Somerset funeral will be held on Friday 12<sup>th</sup> April 2013 at 2pm in St Mary's Church West Buckland-the family welcome anyone who wishes to attend.

**This was noted**

**Consultation by First on bus fares**

Email received on 5<sup>th</sup> April 2013 advising the Clerk of the announcement by First on their intention to consult the public on the issue of bus fares.

They have now confirmed the details of this exercise which will cover the Bristol journey-to-work area i.e it includes the routes into Bristol from Thornbury and Yate/Sodbury as well as the city network.

First would like to invite the public complete the survey. The consultation runs until 29th June.

**To be actioned**

**Clerk to forward the email to the Parish Council.**

Parish Clerk

**South Gloucestershire Heritage Forum**

Email received on 4<sup>th</sup> April 2013 asking if the Parish Council would like to join the Heritage Forum.

**To be actioned**

**Parish Clerk to forward this email to all Councillors.**

Parish Clerk

**16 Date of next meeting**

The next Parish Council will be the Annual General Meeting on Monday 13<sup>th</sup> May 2013; it will be held in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm.