

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Annual General Meeting
Held on Monday 12th May 2014 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

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

Apologies

Cllr Ruthven, Cllr Isaac and Cllr Frankcom

Public Participation

None

Action

- 1 Take apologies for Absence**
Cllr Ruthven, Cllr Isaac and Cllr Frankcom
- 2 Election of Chair for the ensuing year**
Cllr Hope nominated Cllr Bleaken-second by Cllr Robinson-no other nominations-a vote took place – result all in favour-this was taken forward; Cllr Bleaken as Chair.
This was noted
- 3 Election of Vice Chair for the ensuing year**
Cllr Robinson nominated Cllr Hope-second by Cllr Bleaken – no other nominations-a vote took place – result all in favour-this was taken forward; Cllr Hope as Vice Chair
This was noted
- 4 Signing of Declaration of acceptance of Chair and Vice Chair**
Cllr Bleaken signed the declaration of acceptance of Chair and Cllr Hope signed declaration of acceptance of Vice Chair.
Resolved
- 5 To record declaration of interest from members in any item to be discussed.**
None
- 6 To adjourn to allow public participation.**

None

7 Membership of outside Bodies

ALCA - **Cllr Winbow**

Hall Committee - **Cllr Robinson**

Sub Committee

Cemetery – **Cllr Isaac, Cllr Robinson, Cllr Musty and Cllr Hope**

Responsibility of checking;

Monthly Finance figures at meeting – **Cllr Frankcom**

Allotment Contact – **Cllr Robinson**

Foot paths – **Cllr Musty**

Risk Assessment – **Cllr Ruthven and Cllr Winbow**

Standing Orders/Financial Regulations – **Cllr Frankcom**

CPRE Avonside Village of the year competition – **wait until notification of competition arrives**

Resolved

8 Update of previous Action points

8.1 March approved minutes

Emailed to Mr Sauro.

Resolved

8.2 Little Badminton Notice Board and Hawkesbury Notice board

Clerk emailed Mr Choyce no response received-contact again

- Backing inside the notice board is deteriorating from water penetrating
- Little Badminton-locks required, the name plate replaced
- Handle has been removed needs refitting, hinge is loose-contractor to be appointed/outstanding

Hawkesbury High Street Notice board

- Stays outstanding
- Difficult to open/close the second door-now the weather has improved much easier to open this door
- Restoration of wood casing

To be actioned

Clerk to speak to Mr Choyce for a date when the outstanding work will be completed. **Parish Clerk**

8.3 Fingerpost sign

Cllr Winbow to check the size of the finger post and update the Parish Council of the progress at the next meeting.

To be actioned

Update from Cllr Winbow –advise Mr Wilson SGC when it is being installed **Cllr Winbow**

8.4 Bus Shelter maintenance

Item 14 on tonight's agenda

This was noted

8.5 Emergency Plan

Agenda item 13 on tonight's agenda

This was noted

8.6.12 Risk Assessment

Cemetery benches, test headstones, boundary wall and Lych gate

To be actioned

Date to be set by Cemetery committee

**Cemetery
Committee**

8.7 Annual Assembly-update

The Annual Assembly went well; very interesting guest speakers

Resolved

8.8 Local Services "Right to Bid for local shop"

Email received from South Gloucestershire Council-the paperwork has now been given to the officers involved and instructs them to carry on with the process as normal. Await further correspondence in due course.

This was noted

8.9 Clerks increase in hours and amend wages standing order

Item 23 on tonight's agenda

This was noted

8.10 Skip on Sandpits Lane – Cllr Bleaken will speak to the householder

Outstanding-this was noted

**Cllr
Bleaken**

8.11 Tied properties list

Clerk to email list to all Cllrs

Outstanding – this was noted

**Parish
Clerk**

8.12 Area of land opposite the Somerset Monument-consider to apply for a licence

Item 17 on tonight's agenda

This was noted

8.13 Litter bin on the lane between Sandpits Lane and Highfields

Item 18 on tonight's agenda

This was noted

8.14 Erection of Cemetery compost bins

Item 12 on tonight's agenda

This was noted

8.15 Bank reconciliation as of 31/3/13 and expenditure update

Item 15 on tonight's agenda

This was noted

8.16 South Gloucestershire Council consultation on local Green spaces

Resolved

8.17 South Gloucestershire Council consultation on Bring Banks

Resolved

9 Councillor's items-information only

9.1 Pot holes - Cllr Musty

The lane from Starveal towards Worcester Lodge has several large pot holes. Cllr Musty will confirm the name of lane to enable the Clerk to email Streetcare.

To be actioned

Name of lane to be provided; Streetcare to be advised

**Cllr Musty
& Parish
Clerk**

9.2 Allotment additional trough update - Cllr Bleaken

Mr T Watts has given a price for the additional trough, due to the decision made last month and now the planting season, this item will be reviewed in October/November time.

This was noted

9.3 Road Closure of Chase Lane Badminton week-Cllr Bleaken

Last Friday several phone calls made regarding the above road closure during the busiest week of the year. This road closure has now been moved to next week for resurfacing.

This was noted

9.4 Cows on the Common-Cllr Bleaken

New legislation regarding TB testing and cows turning out on Commons is coming into force; Defra and the Commons Graziers are formalising an agreement at present.

This was noted

9.5 Badminton Week-increase in traffic through Hawkesbury-Cllr Musty

In preparation for next year's Badminton Horse trials a request was made from the Parish Council to liaise with the traffic Liaison officer and advise him of that the speed of most vehicles was most excessive.

To be actioned

Cllr Bleaken to provide Clerk with the traffic liaison officer; Mr Richard Moody's telephone number to see if "drive slow" signs can be placed in the village.

**Cllr
Bleaken
and Clerk**

10 District Councillors report-Cllr Hope

Defibrillator

A great fundraising and information event was held, with nearly 100 people turning up and learning about the use of the defibrillator – everyone interested and much more aware. Over £370 was raised. The cabinet supplier is to meet with Hall representatives regarding the fitting of the cabinet. Thanks to Vicky Gillman and Angie Evers.

Broadband

Bad news on the upgrade to superfast Broadband front. Cllr Hope has learnt that Hawkesbury Upton is not to be included in the upgrade on the Didmarton exchange. Cllr Hope will be launching a petition and lobby to ensure this is looked at again, as large number of home workers in the area. (note collapse of system at weekend)

Waste Bins

Due to the change in green waste – and to make the collection round more efficient. There will be changes to collection days/time and what is to be put out. Households will receive a flyer informing them of the forthcoming changes.

Frome Vale Area Forum on Thursday 15th May. Able to discuss the future use of the New Homes bonus funds and how this can be used more strategically. All welcome.

Affordable Housing Policy has been adopted.

11 **11.1 Planning Application**

PK14/1466/F	The Old Vicarage Church Lane Hawkesbury	Erection of 2.4m maximum high replacement barn courtyard wall	No Objection
PK14/1467/LB	The Old Vicarage Church Lane Hawkesbury	Repair and replacement of existing barn courtyard wall	No objection

11.2 Planning Decisions-information only

PK14/0495/TCA	The Vicarage High Street Hawkesbury Upton Badminton South Glos	Works to re pollard 3 no. Lime trees back to original pollard points all trees situated within the Hawkesbury Upton conservation Area	No objection
PK14/0143/F	37-43 Birgage Road Hawkesbury Upton	Erection of 3no. dwellings with access parking and associated works resubmission of PK13/2240/F	Refusal
PK14/0994/TCA	Beaufort Cottage High Street Hawkesbury Upton	Works to remove 1no. Eucalyptus tree situated within the Hawkesbury Upton Conservation Area	No Objection
PK14/0700/TCA	1 The Tithe Barn High Street Hawkesbury Upton	Work to remove 8 no. Leylandii trees in the Hawkesbury Conservation Area	No Objection

12 **Removal of Green Bins from Cemetery working party to be organised to erect new compost bins-all Cllrs**

An area of land needs to be prepared prior to the compost bins being in situ. It was agreed by the Parish Council to temporarily erect the bins, empty the existing green bins into the compost bins and review again in March 2015. In the meantime contact

Mr Watts to see if he can look at the area to see what needs doing. Email Cllr Robinson the instructions.

To be actioned

Cemetery committee to erect bins, prepare a specification of work in preparation for March 2015.

Cemetery Committee

13 Emergency Plan-discussion on the way forward-All Cllrs

Adopt or Tailor to meet our needs an existing plan; check with ALCA or SLCC. The gentleman at the recent defibrillator fund raising event offered his help and is happy to attend a meeting to help set up an emergency plan. Cllr Hope to find out his details.

To be actioned

Obtain an existing emergency Plan, Cllr Hope to advise Clerk contact details to invite him to a Parish Council Meeting.

Parish Clerk & Cllr Hope

14 Bus Shelter maintenance – Cllr Musty

This item remains outstanding a date to be set between the working party.

To be actioned

A convenient date to be arranged to carry out the maintenance

Cllr Musty

15 15.1 Bank Reconciliation as of 31st March 2014

Bank Reconciliation as of 31st March 2014 and 30th April 2014 has been passed to Cllr Frankcom for checking at home.

This was noted

15.2 End of Financial year 2013/14 expenditure update as of 31st March 2014

Clerk advised the Parish Council of the expenditure update-no issues raised

Resolved

15.3 Payments to be agreed and Cheques signed

A	Parish Clerks Wages-April - Standing order and additional payment to include extra working hours Additional payment to include extra working hours May	£415.43 £ 51.79 £ 51.79	
B	Parish Clerks Expenses – April	£ 33.05	
C	Garden Manicures 6/4 & 20/4 cuts	£163.54	
D	Rospa invoice 2 Annual inspections Play Area and Stake Park £65 plus vat each total - £156.00 This item was discussed in full and it was agreed to pay for the play area inspection. Clerk to email Mr Anderson of the PC decision. Clerk to negotiate with Rospa and fee.	£ 78.00	Parish Clerk
E	ALCA Membership 1/4/14/31/3/15	£220.76	
F	Greenspace Grass cutting 24/3, 31/3, 14/4, & 29/4 cuts	£542.40	
G	Hawkesbury Upton Methodist Church – Room Hire	£ 19.50	

	Annual Assembly	
H	Mrs C Davidson – internal auditor – this item was not advertised on the 12/5/14 agenda; see 2 nd June 14.	£150.00

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

16 Urgent Correspondence

5/4/14	Hawkesbury united charities bank statement	Filed
16/4/14	Community grants open 28/4 closes 2/6/14 posters for the notice boards copy given to Cllr Musty for Youth Club	Placed posters on notice boards
24/4/14	Western Power Distribution – Free Parish Council emergency pack – held by Clerk	Advised Cllrs
22/4/14	Parish & Town Councils Community Led Planning groups. Communities taking the lead 20 th May 2014 at 7.30pm	Advised Cllrs
1/5/14	Armed forces day 23 rd and 28 th June 2014-posters	Emailed Cllrs placed posters on the notice boards
1/5/14	ALCA Parish Council Matters issue 1	Emailed Cllrs 2/5/14
28/4/14	ALCA AGM nominations for Chair, Vice Chair and 3 representatives request	Advised Cllrs
2/5/14	Celebrate Volunteers week 1-7 June	Posters placed on notice boards

Additional item

Recreational Field – Following the recent work carried out on the field by South Gloucestershire Council by the HURG area it has been brought to the Parish Councils attention that these repairs are unsatisfactory. Stones have been left behind and seeded over; also from the window of the Hall you can see a ridge of two levels of grass which needs resolving. This ground needs to be level as this is where the fairground puts their equipment at the show. The contractor is also concerned regarding the stone issue.

To be actioned

Ask Cllr Hope to look into this again.

Cllr Hope

17 Land opposite the Somerset Monument

Consider applying for a licence to maintain the land
Chop the trees down to improve the beautiful view

This item was discussed in full; it is a free licence and it would be good to reinstate

this lovely area. Cllr Bleaken to refer the clearing of the trees and scrub with M & G

To be actioned

Agenda item for June; email South Gloucestershire Council for guidance to apply for a licence

Parish Clerk

18 Annual Audit approval by Council

Internal Audit completed;

End of year accounting statements in the annual returned for 2013/14 presents fairly the financial position of the Council and its income and expenditure. This was agreed and signed by Clerk Mrs Hazel Jones Responsible Financial Officer.

The Parish Council approved the audit for 2013/14; signed and dated accordingly by Cllr Bleaken (Chair).

The annual governance statement approved by the Council and signed by Cllr Bleaken and Clerk Mrs Hazel Jones.

The internal's audit comments was read out to the Parish Council and noted; copy held by clerk for audit purposes.

To be actioned

Send paperwork to Grant Thornton by recorded delivery

Parish Clerk

19 Update with regards to the new litter bin on Sandpits Lane/Highfields Road

Full discussion by Parish Council regarding the litter bin, it was agreed for the clerk to obtain a quote from Wybone to include a stake and many fittings required.

To be actioned

Agenda item for June with an update

Parish Clerk

20 PSP Plan update - email response from South Gloucestershire Council

- Settlement Boundary to Hawkesbury Upton
- Housing need survey

Pam Walton from SGC wrote to confirm that following receipt of the Parish Councils email dated 3/4/14 they will not be proposing any change to the settlement boundary to Hawkesbury Upton for the summer consultation on the PSP Plan; and that the PC wish to consult with the local community by undertaking a Housing Needs Survey to establish local housing need; this has been brought to the attention of the Councils Housing Enabling Team.

This was noted

21 Trough for allotments

This item had been discussed until item 9.2 (see page 639).

This was noted

22 South Gloucestershire Community Infrastructure Levy – May 2014

Details of this event was given to the Parish Council

This was noted

23 Parish Clerk

- **Letter to Clerk to increase working hours from 8 to 9 hours per week.**

This was signed by Cllr Bleaken; Clerk to file with contract

Resolved

- **Letter to Bank to amend the standing order for the Clerks wages from £415.43 to £467.22 per month**

This letter was signed by Cllr Bleaken and Cllr Winbow; letter to be passed to the bank for actioning.

To be actioned

Letter to be handed in to the bank.

**Parish
Clerk**

Reminder of ALCA's Annual Meeting on Thursday 29th May at 7.15pm Jubilee Centre Bradley Stoke.

Additional item SLCC Branch meeting 25th June 2014

Cost £5 Clerk asked if she could attend. All in favour

- 20 Date of the next Parish Council meeting will be held on Monday 2nd June 2014 in the upstairs meeting room at Hawkesbury Parish Hall at 7.30pm.**