

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 1st November 2010 at 7.30pm
in the Parish Hall upstairs Meeting Room**

Present:

H Bleaken (Chair), J Otley, C Dixon, A Musty, D Higgs P Isaac, C May, L Roberts and H Jones (Parish Clerk)

Apologies

S Hope

Public Participation

Mrs N McLaughlin, The Barton, Hawkesbury Upton

Action

1 To accept apologies for absence

Cllr Hope

2 Declaration of Interest

None

3 Public Participation

Mrs McLaughlin raised her concerns regarding the safety of her children whilst walking to and from school and Preschool. Recently Mrs McLaughlin mother was hit by a van wing mirror. This has been reported to Mrs Norris at School to be logged on the travel plan and also to the Police.

Cllr Musty explained this is an ongoing issue, the road is not wide enough especially when two cars are passing one another and wing mirrors are at the height of children, a request was made to cut back the hedgerow.

The Parish Council must endeavour to ensure that item remains on the street and travel plan. Consideration must be made to either widen the road, or make it a single vehicle passing area.

Mrs McLaughlin pointed out that it helps when a car is parked there. Cllr Musty suggested that this becomes an agenda item each month.

Cllr Roberts will speak to Mrs Norris to obtain a copy of this log to enable this to be

Cllr
Roberts

enclosed with a letter to Highways’.

Cllr Dixon raised his concerns regarding how the Police logged these types of incidents, unless correct wording is used when logging the incident, it will not be recorded as an accident. Also it was suggested that “you should go in person to a Police Station and log the incident.

Parish Council Thanked Mrs McLaughlin for her time.

Action to be taken

Parish Clerk to write to the Police and invite them to the next meeting to explain the procedure.

Parish Clerk

4. Approval of Minutes

- 4th October 2010, minor amendments made, minutes approved and signed as a true record of the meeting by Cllr Bleaken.

To be actioned

Parish Clerk to email all signed and approved minutes to Mr Sauro to arrange for them to be put on the Village Website.

Parish Clerk

5 Update of previous Actions.

4/10/10 Item 5 page 64 Emailed approved and signed minutes
Resolved

05/07/10

item 5.4 page 38 Bank Mandate

Item 16 on today’s meeting-Resolved

5.7 page 38 Asset Register

Still outstanding

6.1 page 38 Dead Cherry Tree and removal of a Sycamore Tree

Emailed Mr Rankin re the removal of the tree resolved

To be actioned email Mr Rankin when the replacement has been planted
Sycamore Tree, paper work received

To Be actioned

Parish Clerk to complete the paperwork and send to Mr Rankin.

9.1 Bus Shelter Light-now working

Resolved

9.2 Latch on the notice board

Resolved

9.9 page 40 Manhole Cover

Still outstanding Cllr Musty

9.10 War Memorial photos received

Resolved

9.14 Invoice from Mr Yuill re Lych Gate

Resolved, cheque to be approved at tonight's meeting.

Roof tiles check with insurance company

Outstanding

9.16 Allotment letter re Water trough and Risk Assessment.

Resolved, letter received

06/09/10

6.1 page 53 Farm Pool Letter

Resolved

6.16 page 55 Planting of bulbs – Cllr Hope

Outstanding

20/09/10

Item 5 page 61 Budget Training

Resolved, Clerk attended the training.

Item 10 page 62 Contact to order Wreath

Resolved

Item 11 page 62 Earmarked balances Cllr Bleaken required a copy

Resolved

04/10/10

Item 8 page 67 HGV Advisory Sign

Outstanding

Item 10 page 67 Email Mark Perry re task register

Outstanding

Item 12 page 69 Bus Shelter Seat

Resolved-repaired

Item 13 page 68 New Parish Notice Board

Outstanding

Item 15 page 68 ALCA AGM

Resolved, attended by Cllr Bleaken and Cllr Hope

Additional Census Booklets – email sent awaiting a response

Outstanding

ALCA fees for 2009/2010 NALC £52.06 ALCA £170.51 total paid £222.57

Resolved

Item 19 page 70 Police awards

Outstanding

Item 20 page 70 Mike Bird tendering

Outstanding

Item 21 Broadband
Item for tonight's meeting

Letter to Mrs Salthouse outstanding

Email dog warden outstanding

6 Councillor's items

6.1 Allotments

Cllr Otley viewed plot number 13 Ms G Oliver, it would appear that the path between this and the neighbouring plot has been dug, and scrubs and trees have been planted and more importantly there has been sightings of rats.

Full discussion by the Councillor's took place and a decision was agreed for the Parish Clerk to write an official letter to the allotment holder to explain her obligations that this is public land which is being leased by the Parish Council and her contract that she signed has now been breached.

Cllr Bleaken will take a look at the rodents, and also speak to South Gloucestershire Council. The allotment is close to houses which is a concern.

To be Actioned

**Parish Clerk to write to allotment holder and respond within 3 weeks.
To ensure the Allotment Agreement is bought to the next meeting, send a copy to both Cllr Otley and Cllr Bleaken**

**Parish
Clerk**

6.2 Overhanging vegetation

Cllr Higgs provided a photograph of a bush in Highfields which is covering the path and spreading out into the road. The Parish Council's procedure is to speak to the person concerned, if no response a letter will be sent, finally, the Council will carry out the work and invoice the householder direct.

To be actioned

Cllr Musty to take this forward and speak to the householder

Cllr Musty

6.3 A mound of earth still remains on the pull in, France Lane

Cllr Roberts to speak to Mr & Mrs Yuill.

**Cllr
Roberts**

To be actioned

6.4 Mr Holloway trees overhanging

Mr Holloway is in care, therefore Parish Clerk to write to Streetcare, to see if they can help with the removal of the branches.

**Parish
Clerk**

To be actioned.

Check with Cllr Hope's list to make sure no duplication is being made with regards to these issues.

6.4 Back of Cllr May's property

Cllr May brought to the Council's attention that at the back of her house Ms Oliver has planted trees and shrubs in the field. Cllr Otley will speak to Nicola Chidley and let

the Parish Council know what can be done.

To be actioned

Cllr Otley to report back to the Parish Council

Cllr Otley

6.5 Parish Plan

Cllr May wanted to know what was happening in respect of the Parish Plan. Cllr Musty explained that is down to individual Groups to take any items outstanding forward. Cllr May personal opinion was that he felt that it was an expensive talking point and asked why it was carried out. It was a record of the villager's thoughts and aspirations.

This was noted.

6.6 Footpath covered in Nettles

Cllr May asked who was responsible for maintaining the footpaths. Cllr Otley will refer this to Nicola Chidley.

Cllr Otley

To be actioned

Cllr Otley

6.7 Dropped Kerbs

Cllr May asked for an update regarding the dropped kerbs. Cllr Hope previously emailed to Councillor's what was happening. Some Councillor's had not received this email; Cllr Otley will forward the email.

To be actioned

Cllr Otley

Cllr Otley

6.8 Farm Pool Cllr May

This item was due to be on tonight's agenda. Parish Clerk will ensure that it is placed on the December Agenda. It is in poor condition but has wildlife.

To be actioned

Parish Clerk to place this item on the Agenda for December.

Parish Clerk

6.9 The Common's Water mains

Cllr Dixon reported to the Parish Council that the replacement mains are being carried out in 3 stages. There has been a short delay and has not been connected at the moment.

This was noted

6.10 Thank you letter to Roy Perks and Family

Parish Clerk to write to thank Mr Perks and family for removing the fir tree in the Cemetery.

Parish Clerk

To be actioned

6.11 Cemetery Bench Cllr Roberts

Cemetery Committee to deal.

This was noted

6.12 Dog Bins Cllr Roberts

Additional bins required along the Cotswold way. Parish Clerk to investigate the additional bins and also invite the dog warden to a Parish Council meeting.

To be actioned

**Parish
Clerk**

6.13 Highfields Cllr Higgs

Concerns over the general condition of the road, Parish Clerk to email Streetcare.

To be actioned

**Parish
Clerk**

6.14 Coldchange Hill Cllr Bleaken

There is a pile of rubble been left on Coldchange Hill, Parish Clerk to email Streetcare.

To be actioned

**Parish
Clerk**

6.15 Salt bins Cllr Bleaken

The salt bins have been replenished today.

This was noted

6.16 Cemetery Clean up Cllr Bleaken

This took place on Sunday 31st October 2010.

It was noted that a wall is falling down by the Lych Gate. Badminton Estate has a gentleman who sprays walls to kill the ivy that has grown within the wall. They will provide a quote and a decision will need to be made in the spring by the Cemetery Committee.

This was noted

6.17 ALCA/NALC AGM meeting Cllr Bleaken

The meeting was attended by both Cllr Bleaken and Cllr Hope. There is a major concern regarding with ALCA office in Avon. Many Town and Parish Councils are moving away from this office into Gloucester/Somerset. There will be a further meeting later this year.

To be actioned

Parish Clerk to contact the Gloucester office and speak to them to see if will benefit Hawkesbury Parish Council moving.

**Parish
Clerk**

7 District Councillor's report

A report was read out by the Parish Clerk.

Road Closures

Badminton Station Bridge/Orange End/Wickwar-Kingswood.

New Waste Collections

Plastic bottles to be collected fortnightly, food waste weekly. Additional bag and caddies have been delivered.

Concerns regarding the large plastic recycling unit will be removed after Christmas. Parish Clerk to speak to SGCC to see if this can be removed in April.

To be actioned

**Parish
Clerk**

South Gloucestershire Council Cabinet

It was agreed to reorganise the Council departments cutting 30% in senior management in advance of the spending cuts. The council will know the full details of the spending cuts in Nov/Dec.

My Better Community has been launched by SGC to try and engage younger people in the Safer Stronger Community Groups in response to The Big Society in looking for community organisers.

Council Budget

The Council has launched a new online budget consultation forum. People can post their views on what priorities the council should focus on.

Traffic Management

Two local issues appear on the Task Register for future consideration in the Frome Vale Area;

A weight restriction through the village

After investigation it appears that there has never been a weight limit through the village, and the signs have been only advisory and not supported by a traffic regulation order.

Introduction of a 20mph limit.

This can only be installed between the two flashing school signs. However, there has been an injury accident on one of the routes to school (The Barton to the School). Cllr Hope has asked for any other immediate solutions to this dangerous situation.

The Common

South Gloucestershire Council has signed the Higher Level Stewardship scheme which should release extra funding in helping manage the Commons and improving the state of the grassland; however because of the spending review the application cannot be decided before April 2011. Cllr Hope has asked if early funding can be released to help with the scrub clearance. The Farming Environment Plan-The Biodiversity plan should be available shortly.

Farm Pool

A recent survey carried out by the National History Museum under their OPAL project (open air laboratories network) showed the condition of the Pool to be very poor.

SGC officer has suggested the Parish Council apply for a grant for a feasibility study on plans for the Pool.

8 Planning applications received

PK10/2697 /TRE	Upton House The Barton, Hawkesbury Upton	Works to reduce and reshape crown by 20% on 1no. Yew Tree covered by South Gloucestershire Tree Preservation Order SGTP007/00 dated 16 January 2001	The Council's Comments "No Objection" to the planning application.	Parish
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PK10/2933 /TCA	Templars High Hawkesbury Upton	Lodge Street	Works to remove 1no. Prunus Avium Tree and 1no. Woodii tree reduce 1no. Syringa tree and reduce 1no. Prunus Avium tree by 20-30% all in the Hawkesbury Conservation Area.	The Council's Comments "no objection to the planning application"	Parish
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Planning Decisions received

PK10/2268 /EXT	Shakespeare House High Hawkesbury Upton	Street	Erection of double garage. (Consent to extend time limit implementation for PK07/1021/F)	Decision PERMIT
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9 Digital Exclusion

10 Christmas tree and Lights

Cllr Musty advised that the tree is still outstanding but will be sorted and ready to put up on the 5th December at 10am.
This year there are three children to switch on the lights. Both The Fox and Beautfort are happy to help with the mince pies and mulled wine. The Preschool Disco starts at 6pm.

**Cllr Dixon
& Parish
Clerk**

To be actioned

**Cllr Roberts will organise the Mince pies and Cups.
Parish Clerk to find out about the cones, refer to Cllr Hope and find out about the Police signs. In respect of the cones Parish Clerk to speak to the post office regarding them being delivered to their address.
Mr Watts to check the lights before the switch on**

**Cllr
Roberts,
Parish
Clerk, Cllr
Musty**

13 Prize Presentation for Best Kept Village competition (This item was taken out of numerical order)

Proposal for Cllr Roberts to receive the prize on Saturday 11th December 2010. Proposed by Cllr Bleaken and second by Cllr Otley. Majority decision.

Resolved

Cllr Roberts will accept the Prize.

11 Hawkesbury Streetcare Updates

Cllr Otley advised that Mr Keith Faulkenham from SGC advised that the follows;

The drains in Highfields have been cleared.

The drop kerb by Cllr May has been agreed, a date to be confirmed for the work to commence.

Discussed dropped kerb on the length of pavement by The Row.

Agreed to rod the drains from Pool House and the bottom of the hill.

Confirmed that the pavement by 6-16 Sandpits is dangerous and a mess, although they are not sure what they are going to do about it.

This was noted

12 Cattle Grids and the drains at the bottom of Cold Change Hill. Cllr Bleaken

These need clearing out email Streetcare

To be actioned

Parish Clerk to email Streetcare

Parish Clerk

14 New Gate Catches

A thank you letter to be sent to the Rights of Way for providing and installing new gate catches.

To be actioned

Parish Clerk

Parish Clerk

15 Lych Gate

The paint bought for the Lych Gate is not the correct colour. If it is left until the spring it will need to be undercoated. The decision was made to repaint it sooner rather than later. Email Mr Tyson to check to see if he knows who carried out the work before to confirm the colour. Cllr Otley and Cllr Dixon will provide colour charts for the next meeting.

To be actioned

Colour charts for the next meeting.

Cllr Dixon and Cllr Otley

16 Bank Mandate

Parish Clerk produced the new bank mandate to include the Parish Clerk's signature on all future cheques.

This was signed by the Chair Cllr Bleaken and Cllr Roberts.

To be actioned

Parish Clerk to ensure the mandate is taken to the Bank.

Parish Clerk

17 Cold Calling Zone

South Gloucestershire Council start with key areas, the Parish Council agreed to start with Highfields. Parish Clerk to let Charlotte Allard know and they will then contact the residents, if 20% of the residents object within 1 calendar month they are unable to go ahead. If no response they will start putting notices up.

To be actioned

Parish Clerk to speak to Charlotte Allard.

18 Finance

CPRE £29.00, The Parish Council agreed not to pay for renewal until the Parish Clerk has written to them to discuss the large increase.

Parish Clerk

CRK Garden Manicures	£160.12	Paid
Mr A Sauro Chq destroyed in error	£ 69.99	Paid
Parish Clerks Wages	£387.51	Paid

Parish Clerks Expenses	£ 48.00	Paid
Royal British Legion Poppy Wreath	£ 30.00	Paid
ALCA Budget training course	£ 30.00	Paid
South Gloucestershire Council	£402.23	Paid

CRK Garden Manicures £160.12 the Parish Council agreed not to pay this invoice, the Parish Clerk to write to Mr Keefe for an explanation why an additional cut was made above the 16 specified in the specification

Parish Clerk

Mr Tizzard amount to be agreed; the Parish Council agreed to pay £150.00 for the work carried out this year.

19 Membership of Local Council Clerks

Parish Clerk to find out the costs and refer back to the Parish Council. Ensure the cost is taken into account when preparing budgets.

20 Bus Shelter

This was previously discussed; the repairs have been carried out and the light is now working

Resolved

21 Village Website

Clr Musty suggested a dedicated section on the village website to sell unwanted items; this would benefit the local community. Clr Musty has approached Mr Sauro and it was agreed this could be achieved.

A concern was raised by the Parish Council; if was felt that they didn't want to take away from the Village shop their advertising.

Clr Musty will obtain the costs to set this up and discuss this again next month under Digital Exclusion. Clr Roberts and Clr Dixon were not in favour.

22 Broadband

Clr Bleaken had no further information for the meeting.

Clr Musty mentioned that the Parish Council should interlink this item with digital exclusion. It was noted that there is now a text facility to use for the Race to infinity.

This was noted

23 Affordable Housing

Further to the email from a Mr E Lewis it was agreed by the Parish Council to arrange for South Gloucestershire Council to provide a survey to see if there is a need. The previous survey was carried out in 2000.

To be actioned

Parish Clerk to email SGCC regarding the survey and also let Mr Lewis knows the position.

Parish Clerk

24 Date of next meeting

Monday 6th December 2010 in the upstairs meeting room, Hawkesbury Parish Hall at 7.30pm