

**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 5th July 2010 at 7.30pm
in the Parish Hall upstairs Meeting Room**

Present:

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

Apologies:

S Hope, R Tyson and D Higgs

Public Participation

Mr M Weaver, Elizabethan Cottage, High Street, Hawkesbury.

Action

1 To accept apologies for absence

Cllr Hope and Cllr Tyson.

2 Declaration of Interest

Cllr Higgs Planning application Elizabethan Cottage

3 Public Participation

Mr Weaver advised the Parish Council if permission is required to gain access to his property he will ask for it.

This was noted.

Mr Weaver left the meeting.

4 Approval of last months minutes

- 2nd June 2010, minutes approved and signed by Cllr Bleaken.
- 7th June 2010 minutes approved and signed by Cllr Bleaken.
- 21st June 2010 minor amendments made, minutes signed and approved by Cllr Bleaken.

Action

Parish Clerk to email all signed and approved minutes to Mr Sauro to put them onto the Village Website.

Parish Clerk

Cllr Isaac joined the meeting

5 Update of previous action points

Parish Council Meeting 21st June 2010

5.1 Item 5 Finance-Office software for New laptop.

Parish Clerk spoke to Ms Wallis from ALCA regarding whether the Parish Council required Business software and the decision remained with the Parish Council.

It was agreed by the Parish Council for Mr Sauro to order the software and

invoice the Parish Council direct. Mr Sauro will also be looking at the laptop to load the security programme and arrange for the laptop to receive only Parish Council Emails.

Parish Clerk

To be actioned
Parish Clerk to email Mr Sauro.

5.2 Allotment additional water trough-item 6 PCM 15th March.
To be discussed tonight item 16 on the agenda.

Parish Council Meeting 7th June 2010

5.3 Badminton Notice Board item 5.3.
To be discussed tonight item 11 on the agenda.

Parish Clerk

5.4 Bank Mandate item 5.5.
Still outstanding Parish Clerk to action.

5.5 Topple Testing of Grave Stones item 5.7
Cllr Musty has completed the test. 3 headstones moved, although no worse than before.

This was noted.

5.6 Parish Council meetings necessary for Planning Applications item 8
Parish Clerk has pre-booked the Parish Hall Meeting room every 1st & 3rd Monday of each month to cover the additional meetings. Note also entered in the Parish News.

This was noted

5.7 Audit item 9.4
Asset register to be completed and a Budget report to be sent out prior to the next meeting as the bank statements arrived today.

Parish Clerk

To be actioned

5.8 Risk assessment & Housing item 13.3
Risk assessment item 9 and Housing item 17 on the agenda today.

Parish Council Meeting 2nd June 2010

5.9 Allotments item 5
Plot 21 requested a shed to be erected-Agreed by Parish Council-Parish Clerk has written to the Allotment holder.

Resolved

5.10 Clerks Workshop
Parish Clerk advised the Parish Council that she will be attending the training on the 15th July 2010.

This was noted

6 Items from Councillors

6.1 The Pond

This has been brought to Cllr Musty's attention that the area is a mess. Need to check who this belongs to?

6.2 Badminton telephone box

Windows damaged, Parish Clerk advised Cllr Musty this had been resolved.

Resolved

6.3 Power Surge

Following the recent Power surge Cllr Musty will speak to Central networks and find out the cause and enter a piece in the Parish News.

To be actioned

**Cllr
Musty**

6.4 Removal of Conifer Tree

Permission has been received to remove the conifer tree from the cemetery. Letter passed to the Cemetery committee.

This was noted.

6.5 Damaged Road

Cllr Dixon commented that the repairs should be carried out shortly.

This was noted

7 District Councillor's report

Not available this month.

8. Standards for England Pocket Guide.

Letter received from South Gloucestershire Council regarding the above item. All Councillors signed to confirm receipt of this letter. A request was made that the Parish Clerk copies the relevant pages for every councillor for their personal records.

To be actioned

**Parish
Clerk**

9 Risk Assessment

A fully comprehensive assessment was carried out by both Cllr Dixon and Cllr Bleaken.

9.1 Bus Shelter

Shrubs overgrown, left hand side has been done; the Hawthorn on the right hand side belongs to the Fox Pub. Parish Clerk to speak to the landlord.

To be actioned

**Parish
Clerk**

Light inside the bus shelter – check to see if it is working. Cllr Musty to speak to Mr Watts regarding this light and the Christmas lights.

To be actioned

**Cllr
Musty**

9.2 Hawkesbury Upton Parish Notice Board

A latch is required on the door to prevent it blowing open. Cllr Otley to repair.

Cllr

To be actioned

9.3 Litter Bins

Hawkesbury Parish Council needs to establish if any bins within the Parish boundary are our responsibility. Cllr Roberts will speak to the cleaner and Hall Committee.

**Cllr
Roberts**

To be actioned

9.4 Flag Pole

Nothing to report.

This was noted.

9.5 Ornamental Cherry Tree

A note was placed in the July's edition of the Parish News; if no response has been received Cllr Musty is happy to remove the tree to grown level. A suggestion was raised, should the Oak Tree should the dead tree. This was proposed by Cllr Dixon second by Cllr Musty.

**Cllr
Musty
&
Cllr
Roberts**

Cllr Roberts will write to the Duchess to see is she would like to do the honours to co-inside with the 125th Anniversary

To be actioned.

9.6 Sun Dial

The sun dial is slightly slow and has algae on the face, no action to be taken; no risk.

This was noted.

9.7 Electrical Box

Cllr Musty to ask Mr Watts to carry out a check and price for a new built in timer socket.

**Cllr
Musty**

To be actioned

9.8 Lead cover on the Plain

This is the hole for the Christmas tree, no action required.

This was noted.

9.9 Village Pump

Looking good following repairs. The manhole cover to the well should be welded to prevent any risk. Cllr Musty to speak to Mr Day.

**Cllr
Musty**

To be actioned.

9.10 War Memorial

Gate and Fence entrance needs cleaning and repainting. Cllr Roberts and Cllr

**Cllr
Roberts
&**

Otley will liaise with one another to action this. The floor at the rear of the memorial is uneven but not a major hazard-relatively safe.

**Cllr
Otley**

Erosion on the eastern side no immediate action, the words are legible. Cllr Musty to take a photograph of the wording to ensure that the Parish Council holds a photographic record.

**Cllr
Musty**

Action to be taken.

9.11 Little Badminton

The notice board has no cover and when it was visited the grass was too high for anyone to read the notices on the board. This has now been cleared. Item 11 on agenda, Cllr Dixon volunteered to review the prices and make a recommendation for September's meeting. To take into consideration-wood rather than metal as it is less maintenance.

**Cllr
Dixon &
Parish
Clerk**

To be actioned

9.12 Bench on the Plain

The bench is broken; one of the staves has come away, therefore at the moment no risk.

This was noted

9.13 Village Pound

Parish Council need to establish who owns the Village Pound, Cllr Bleaken to action. Cllr Roberts to speak to Ms Bennet. Parish Council is paying for the grass cutting? The fence needs taken down or replaced, when ownership has been established this needs to be actioned.

**Cllr
Bleaken
&
Cllr
Roberts**

To be actioned

9.14 Lych Gate Notice Board

This needs updating; charges go back to the 1950's. The notice board was not part of the spec but this needs painting, dusting inside and the window needs cleaning. Ivy growing on the roof, this needs chopping back. Cemetery committee to action.

CC

To be actioned

Roof tiles Cotswold stone-expensive to replace. Parish Clerk to check with the Insurance company.

**Parish
Clerk**

To be actioned

9.15 Cemetery Bench Seats

No Risk

This was noted

9.16 Allotments

Element of risk is the gate and post (against the new and old plots) which used to support the fence. The gate needs to be removed. Cllr Dixon mentioned the posts were fine. Cllr Otley will have a look.

**Cllr
Otley**

To be actioned

The fence on the road side needs to be made secure-this is a low risk, Cllr Musty suggested leaving this for 12 months.

This was noted

Benches on the allotment-allotment holders must be made aware that this is their responsibility. Cllr Dixon to send allotment holders the risk assessment and point out the health and safety risks.

**Cllr
Dixon**

To be actioned

The trough is in good order – no risk

This was noted

9.17 Recreational ground

This is the responsibility of the Hall committee. A reminder to the Hall Committee to carry out a risk assessment of the Rec. Nine trees in front of the hall, is their responsibility and this also needs to be included in their risk assessment.

9.18 Office Equipment

Not inspected-Parish Clerk-Laptop is new and is not in full use at the moment and therefore using her own PC and using her own printer.

This was noted

9.19 Xmas Lights, Xmas tree

Both not inspected-Christmas lights to be checked by a competent electrician.

9.20 Monument

Bench-This was not inspected – it belongs to South Gloucestershire Council
Bin- when ownership has been established a risk assessment must be completed by the appropriate person(s).

9.21 Office Equipment

Risk Assessment to be carried out by Parish Clerk/Cllr Dixon.

**Parish
Clerk &
Cllr
Dixon**

To be actioned

Cllr Dixon to email a copy of the Risk Assessment to all the Parish Council.
Parish Clerk will file a copy with the 2010/2011 finance paperwork.

**Cllr
Dixon**

To be actioned

10 Planning applications received

PK10/1279 /F	Inglestone Farm, Chase Lane Inglestone Common.	Construction of outside menage.	The Councillor's comments are as follows: No objection to the planning application. Neighbours views to be considered. It is agricultural at the moment, apply for change of use?
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Planning Decisions received

PK10/0853 /F	2 Hyde Park Row Back Street Hawkesbury Upton.	Erection of single storey rear extension to form additional living accommodation. Replacement flat roof with pitched roof over existing rear dormer window. (Amendment to previously approved scheme PK09/0057/F).	Permit - subject to conditions
PK10/0627 /F	The Cottage Back street, Hawkesbury Upton	Erection of rear conservatory.	Permit – subject to conditions
PK10/0581 /F	Old House Farm, Hawkesbury Common Badminton	Erection of single storey rear & side extensions to garage to facilitate conversion to self contained annexe ancillary to main dwelling. Erection of replacement stables & domestic garage. Erection of workshop ancillary to main	Permit – subject to conditions

dwelling.
(Amendment to
previously approved
scheme
PK09/5385/F).

11 Badminton Notice Board.

Discussed during the Risk Assessment item 9.11.

12 Parish Clerks Contract

Cllr Bleaken, Cllr Otley and Parish Clerk received a drafted model contract, a few amendments made;

Clerks hours 8 per week as advertised

Start date 2nd November 2010

Wage to be £10.19 from the 1st September.

Petrol allowance 0.40p per mile

Parish Clerk will design and complete an expenses form when required.

Cllr Otley made the proposal to accept the contract, second by Cllr Roberts. Parish Clerk to make the amendments and send a copy to all Cllr's except Cllr Otley

To be actioned

13 Urgent correspondence

Parish Clerk went through the correspondence.

14 Finance

a) Hazel Jones Invoice £405.97 Cllr Otley proposed Cllr Musty 2nd

b) ALCA Parish Councillor's course £75.00 Cllr Otley proposed Cllr Musty 2nd

c) ALCA Clerks workshop £25.00 Cllr Otley proposed Cllr Roberts 2nd

d) SGCC Grass Maintenance £402.23 Cllr Otley proposed Cllr Roberts 2nd

e) Garden Manicures 1/6,15/6,29/6 £240.18 proposed Cllr Dixon Cllr Roberts 2nd

All invoices paid.

Resolved.

15 Lych Gate

B Yuill £150.00 plus Materials.

Advised Mr Yuill to English Heritage paint, aluminium primer. Councillors agreed under £100 for the materials.

Parish Clerk to contact Mr Yuill.

To be actioned

**Parish
Clerk**

16 Allotments

15.1 Outstanding Allotment agreements.

Parish Clerk to write a reminder to the 3 allotment holders to return the signed

agreement by the end of July 2010 if not received the Parish Council will review their position.

To be actioned

**Parish
Clerk**

15.2 Additional Trough

Mr Blakeney mentioned that the cheaper option would be to connect a hosepipe from the existing trough to a new one on a temporary basis would cost in the region of £260.00. This includes the hose, new trough and support.

Decision by the Parish Council was that this was a little expensive at the moment and the Parish Council could not afford to spend this amount of money. Perhaps the Allotment holders would like to consider clubbing together and arrange with Mr Blakeney to carry out the work. Cllr Otley to speak to the Allotment holders.

To be actioned

**Cllr
Otley**

17 Housing – Core Strategy

SGCC would like to received comments by the 6th August 2010

Cllr Otley mentioned that Primary Care Trust was not in the core strategy.

Cllr Bleaken-it was well written and thought out.

Transport links-it would be good to have this in place-Cllr Otley.

Increase in affordable housing, Garage/Hard standing 50% of parking available-Cllr Otley

No protection is being considered to the hedgerow-Cllr Roberts

A question was raised by Cllr Bleaken should the Parish Council write a letter of support?

General Support, well put together and a lot of thought has been put into the document. Highlight the dormouse corridor, biodiversity and hedgerow. As a parish we would like our boundaries to remain.

Parish Library to be set up, how many, weight, what lists are available and costs.

18 Resignation from Councillor

Letter received from Cllr Tyson. Parish Clerk to contact South Glos to proceed with placing a notice within the parish.

19 Date of next meeting

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