

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 5th September 2011 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

H Bleaken (Chair), S Hope, A Musty, H Heeley, M Frankcom, M Cox and H Jones (Parish Clerk)

Apologies

P Isaac, P Barnett and B Robinson

Public Participation

Dave Howard and Colleagues from the Castle Bridle Way Group

Action

Accept apologies for Absence

Cllr Isaac, Cllr Barnett, and Cllr Robinson

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

None

2 To adjourn to allow public participation.

Mr Howard wanted to ensure that Hawkesbury Parish Council is kept up together with what is happening at "Plumbers Trench".

There have been several meetings with various organisations recently and they are waiting for South Gloucester Council to issue a report with recommendations.

It has been suggested to obtain a DMMO (Designated Map Modification Order), this will take a long time, they have held back from doing this at the moment.

It is not currently a footpath, Mr Howard advised the Councillors that previously no one had a right to go across the commons, in time it was changed for recreational use and in 1925 Right of Access on foot was given.

A question was asked to Mr Howard "if there was any commercial element" and the response was no-Mr Howard stated he had lived in Wickwar for 30 years and it is safer to ride a horse on the Commons than the roads. It was agreed that Hawkesbury Parish Council would be kept in the loop with emails to ensure we are kept up to date with the present position.

Cllr Bleaken thanked everyone for attending the Parish Council meeting and thanked Mr Howard for taking time to explain the situation.

3 Approval of Minutes.

- 4th July 2011 Minor amendments made, minutes approved and signed as a true record of the meeting by Cllr Bleaken.
- 18th July 2011 minor amendments made, minutes approved and signed as a true record of the meeting by Cllr Bleaken.
- 18th July 2011 planning meeting, minor amendments made, minutes approved and signed as a true record of the meeting by Cllr Bleaken.
- 22nd August 2011 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

4 Update of previous actions

4.1 page 171 item 4 The Land re of Blue Boy House

The Parish Clerk received a response from James Cooke; Planning Enforcement team South Gloucestershire.

“Owners have approached the planning officer asking to vary the condition regarding the road surface owing to works being carried out by the owners of Malthouse which require excavations along the boundary drive. The Planning officer responded to advise them the Council would be unlikely to approve a removal or variation of the condition, they have agreed to go ahead and complete the works.

With regards the other matters they have advised that planting has commenced with new fruit trees in the orchard and that the further landscape planting should be completed in the planting season Nov 11 – Mar 12. After a further delay from the contractor the dry-stone walling should be completed by Sept 11.”

Mr Cooke will arrange for further site visits and maintain contact with the owners
Parish Clerk advised Mr May.

4.2 page 182 item 18 Councillor Contact Details

Please can all Councillors let the Clerk have their contact detail's especially telephone numbers; once received all Councillors will be provided with a copy for their record.

4.3 page 161 item 11.2 Bramble Cottage

Cllr Bleaken and Cllr Hope to visit the owners of Bramble cottage to discuss their boundary hedge.

4.4 page 172 item 4 Internet Banking

Cllr Framkcom-still outstanding

4.5 page 186 item 3 Minutes

Emailed to Mr Sauro – resolved

4.6 page 186 item 5.5 Badminton Telephone Box

Clerk emailed BT-it has not been repaired. BT have not responded regarding the request by the clerk as to whether or not they still do a scheme "adopt a phone box".

Parish Clerk to chase BT

4.7 page 186 item 5.6 Vulnerable people

Item still outstanding, Clerk to action.

4.8 page 186 item 5.10 Road Markings and potholes

Resolved

4.9 page 187 item 5.12 sign posts on the Common

Streetcare have not mended the posts-Clerk to chase them again.

4.10 page 189 item 9 footpaths LHA103/104

Letter sent to Mr May Resolved

4.11 page 189 item 10 Microsoft office- still outstanding

4.12 page 190 item 11-letter to Natalie Atkinson sent

This was noted

4.13 page 191 item 18 Letter to Hall Committee re Insurance Cover for the Bikers weekend.

Email received from the Hall Committee with regards to the Insurance and forwarded to Cllr Robinson. Also a thank you letter for the £1000.00 donation made to the Village Hall. Cllr Robinson to take this forward with the Hall Committee if he still has any issues.

4.14 page 193 Dog Bin

Email sent and the Dog bin has been moved closer to the Litter Bin.

Resolved

5 Councillor's Items

5.1 Cllr Musty-Election Expenses

A reminder to all Councillors's to complete the form from South Gloucestershire Council regarding Election expenses even if it is a Nil return.

This was noted

5.2 Cllr Musty-The Coombes

Concerns regarding "Dog Poo Bags" being left on branches whilst dog walkers are on the Coombes.

This was discussed by Council, it showed that walkers are taking responsibility, but may not fancy taking the bag with them on their walk so put it on the branch to remind them to collect it on the way out. On this occasion they may have forgotten to collect it.

Dog poo should not be left where sheep are grazing; the Owner of the land could complain.

It was agreed by Parish Council that a note should be placed in the Parish News.

To be actioned

Parish Clerk to write a piece for the Parish News to remind Dog Walkers to place the bags in the bins provided.

Parish Clerk

5.3 Cllr Hope-Speed Watch

There have been several reports of vehicles speeding through the Village. There is a need to increase the number of Speed watch Volunteers. Cllr Hope to see if there is any funding; if funding is available to contact the Clerk to place a note in the Parish News.

To be actioned

Cllr Hope and Clerk

5.4 Cllr Frankcom-Skateboard Park update

The Skate Board Park is progressing including fund raising. Cllr Frankcom and Cllr Hope will be attending a meeting Tuesday 6th September 2011. Clerk advised Councillors of South Gloucestershire Revenue Grant 2012/2013 funding that maybe available to them. This was already in hand with Cllr Hope.

This was noted

5.5 Cllr Bleaken-Grass Cutting on the Rec

On Saturday August the 27th Show Day, South Gloucestershire Council had come to cut the recreational field. It was agreed the Clerk writes to South Gloucestershire Council to advise them not to cut the grass show week. The Clerk explained an invoice had been received for payment, Cllr Bleaken asked the Clerk to also ask them about the amount being charged when the whole field could not be cut.

To be actioned

Letter to South Gloucestershire re Cutting of the grass during show week and query the invoice.

Parish Clerk

6 District Councillor's Report-Cllr Hope

The Commons

A meeting for those interested in the Scrub Management of the Commons is advertised in the magazine-19th September, 7pm at Hawkesbury Primary School Hall. Concerned residents previously met with Officers regarding dangerous weeds growing on the Commons. It is hoped that their helpful comments will be incorporated into the Management Plan.

Thanks to Anthony Merritt for setting up a Commons Website-www.hawkesburycommons.co.uk-check this out for background information and feedback.

Broadband Provision for South Gloucestershire

It is encouraging to see South Gloucestershire Council working with Broadband Delivery UK in developing a local plan to improve the broadband provision across the area. Here in the local rural areas, we are all well aware of not only our poor broadband access. SGC has committed £50k to unlock further funds for this work.

Tetbury-Old Sodbury Bus Service-New No 27 Service

Gloucestershire County Council have arranged for a new service between Tetbury and Old Sodbury to connect with the 620 to Bath. Service operated by Cotswold Centre for Voluntary Services.

Weight Limit for Hawkesbury to be investigated

This is reported to the Area Forum on Thursday 8th September 2011.

Grants

Two applications from village organisations have submitted for small capital grants. The meeting is at Frampton Cotterell Primary School at 7.00pm.

Skate/Scooter Park

Fund raising has started; work on consultation with neighbours and others to take place.

7 Planning

7.1 Planning applications received

PK11/2548/F	St Agnes, High Street, Hawkesbury Upton	Erection of single storey rear extension to form utility room.
PK11/2381/TCA	Sunnyside, Back Street, Hawkesbury Upton	Removal of 1 no. Silver Birch tree in Hawkesbury Conservation Area.

7.2 Planning Decisions

PK11/1905/F	2 Birgage Road Hawkesbury Upton	Erection of single storey front extension to form porch and WC. Formation of new pedestrian access.	PERMIT subject to conditions
PK11/2169/TCA	The Cottage, Back street, Hawkesbury Upton	Works to crown lift 1.8m and to lightly thin the crown by 5-10% all within Hawkesbury Upton Conservation area.	The council does not propose to serve a Tree Preservation Order at this time. The Council has no objection to the works, as specified in the submitted details.
PK11/2121/TCA	Fayrelands Maypole Close Hawkesbury Upton	Works to fell 3 no. conifer trees within Hawkesbury Conservation Area	The council does not propose to serve a Tree Preservation Order at this time. The Council has no objection to the works, as specified in the submitted details.

8 Cardboard Recycling Bag update

The Parish Clerk has received to date 475 bags from South Gloucestershire Council. A note has been placed in the September Parish News advising Parishioners the collection date being the 24th September 2011 at 10am in the Parish Halls car park.

This was noted

9 Community Policing Awards

The Clerk has received forms for the above awards, it was agreed to nominate PCSO Paul Fortune.

To be actioned

Parish Clerk to complete the form

**Parish
Clerk**

10 Risk Assessment – Cllr Bleaken and Cllr Heeley

Cllr Heeley went through the risk assessment and pointed out the following to the Parish Council;

10.1 Bus Shelter

The Ash Shrub needs to be removed-Cllr Musty

The Hawthorn behind the telephone box needs to be cut back-Cllr Frankcom will speak to the Fox Pub

The Light bulb needs replacing-Cllr Musty

To be actioned

Cllr Musty to replace the Bus shelter light bulb and to remove the Ash shrub, Cllr Frankcom to speak to the occupiers of the Fox pub.

**Cllr Musty
& Cllr
Frankcom**

10.2 Dog Waste Bin

A request to move the Dog Waste bin next to the Litter bin has been actioned.

Resolved

10.3 Notice board Hawkesbury Upton

This item needs to be visited once the new notice board has been fitted.

This was noted

10.4 The Plain

Having inspected the electric box on the Plain, an exposed wire was found, also the wooden post needs replacing. Cllr Musty

To be actioned

Cllr Musty

10.5 War Memorial

Nothing Found

This was noted

10.6 Badminton Notice Board-New Risk

To be reviewed once the reconditioned notice board has been fitted.

This was noted

10.7 Bench-Plain

Stable no action

This was noted

10.8 Lych gate recycling area

This needs to be moved – Cemetery Committee Cllr Isaac to take forward
This was noted

Cllr Isaac

10.9 Allotments – Bench

The unsafe bench has been removed; the other bench is in poor state of repair.

10.10 Allotments- Mound next to allotment 2

This needs to be strimmed and tided up. Cllr Barnett and Cllr Robinson to take this forward.

**Cllr
Barnett
and Cllr
Robinson**

10.11 The Rec – Litter Bin next to the teenage shelter

Sharp edges on metal jubilee clips on the litter bin – Email to be sent to the Hall Committee.

To be actioned

Clerk to email the Hall Committee

**Parish
Clerk**

10.12 Trees along the front of the Parish Hall

The trees next to the wall need to be tided up-the Parish Council needs to take this into consideration when setting the budget for next year. A tree surgeon needs to look at these trees also the Parish Council needs to investigate who is responsible for these trees. Cllr Frankcom will speak to a tree surgeon.

To be actioned

**Cllr
Frankcom**

The replacement tree for the Plain will need to be planted next month; this item needs to be placed on the agenda.

To be actioned

Clerk to ensure item on the agenda for October.

**Parish
Clerk**

10.13 Dry Stone Wall rear of the Rec

This needs to be repaired-this is the responsibility of the Hall Committee-Clerk to email the Hall Committee.

To be actioned

Parish Clerk to email the Hall Committee

**Parish
Clerk**

10.14 Composting area Village Hall

Metal sheeting needs to be removed or placed somewhere safe to prevent any injury. Cllr Cox was asked to move it after the show. It was suggested it was placed behind the shed. It was noted that if the Hall Committee has asked for it to be removed, the Parish Council needs to speak to them. Cllr Musty will liaise with the Hall Committee and provide the Parish Council of the outcome at the next meeting.

To be actioned

Cllr Musty to discuss the storage of the metal sheeting with the Hall Committee.

Cllr Musty

11 Mazars External Auditors report

The External Auditors have sent their report to the Parish Clerk; HPC books have passed the audit for 2010/11. Parish Clerk to advertise on the notice board books are available for inspection.

To be actioned

Parish Clerk to place the notice on the board

**Parish
Clerk**

12 Hawkesbury Parish Council Notice Board-update

Work has started on the new notice board-Clerk to keep Councillor's update.

This was noted

The email sent regarding possible planning permission being required for the replacement notice board, Cllr Cox; commented that Councillors should use common sense as the board is only being replaced.

13 Finance

9.1 Bank reconciliation as of the end of July 2011, it was agreed to look at this in September when Cllr Frankcom will be at the meeting.

9.2 Cheques to be agreed and signed

a	Parish Clerks Wages S/O Sept	£391.66	This was noted
b	Parish Clerks Expenses	£ 20.25	Cllr Frankcom & Cllr Hope
c	Mazars External Audit Fee	£162.00	Cllr Hope & Cllr Musty
d	CPK Garden Manicures	£ 81.77	Cllr Hope & Cllr Bleaken
e	CPK Garden Manicures	£163.454	Cllr Hope Cllr Musty
f	SGC Grass cutting	£214.63	Payment not agreed Clerk to write to South Glos to check date of cut
g	Fiona Rowe	£ 50.00	Cllr Hope & Cllr Musty

14 Urgent Correspondence

08/08/11	Royal Horticultural Society – Environmental Campaign.	Filed
08/08/11	Fieldwork Summer Issue	Filed
01/07/11	Youth Service Annual Report	Filed
27/07/11	The Bulletin Summer 2011 English Rural	Filed
12/08/11	Merlin Housing Society sheltered Housing Consultation	Letter discussed and filed
27/08/11	10%Disc for SMP Products for Parish & Community Councils	Passed to Horton Clerk
30/08/11	CPRE General meeting being held on Thursday 13 th October 2011- Constitutional Changes-Poole Court Yate 7.30pm	Advised Councillors
30/08/11	South Glos 7 th Taste Festival 23 rd Sept 2011 – 2 weeks	Advised Councillors

15 Spring Bulbs-Cllr Cox

Fiona Rowe has confirmed she has purchased the bulbs, 50kg for £50. Cllr Cox has everything in hand. Fiona is a growing star, works for the Parish News, involved with the Hawkesbury show and has lived in the village for 15years. Fiona went down to

Cornwall last weekend and purchased the bulbs.

Cllr Cox raised concerns as to who instructed the planting dates? At the last meeting he was at it was agreed that he would be in charge but no one approached him. It was confirmed that it had been discussed after the last meeting to ensure a date was placed in the Parish News for volunteers.

Cllr Cox requested he worked with the Clerk to arrange the planting of these bulbs-everyone was in favour. Two dates have been placed in the Parish News Saturday 1st and 8th October. It would be nice to give the younger generation an opportunity to be involved.

Areas of planting;

- The Plain-Cllr Hope a few around the tree.
- The Pound-around the wall – permission given by Sir John Jenkinson.
- The immediate Village
- Coming into the village
- Referred to Sir John Jenkinson re planting on the footpaths
- By the church
- Little Badminton
- Small planting round the village to go through the Clerk
- School/preschool
- By Maypole Barn strip of grass-Cllr Musty suggested
- The Common – early variety Jan/Feb
- Woodlands

Everyone thank Cllr Cox for his hard work.

The Parish Council also agreed to pay Fiona Rowe's bill for the Bulbs from the CPRE prize money.

Notice to be placed in the shop and post office.

To be actioned

Parish Clerk and Cllr Cox

16 The Commons

Castle Bridleways Group is a Wickwar based group aiming to improve the safety and maintenance of riding routes in Wickwar and surrounding parishes. Plumber's Trench (in Hawkesbury Parish) is part of the registered Commons and leads into Lower Woods. Currently, although some people have rights to graze their horses on the Commons, the scheme of management does not allow the exercising or breaking of horses. The Group have been encouraged to apply for a modification to the Definitive Map for a bridle path in this area.

Commoners are waiting to see what South Gloucestershire Council are going to do.

Is this a footpath or bridleway?

The woodland has been cut back by people – it is not supposed to be used by horses, now it has been cleared-could be considered as trespassing?

The Commons is owned by Sir John Jenkinson and managed by South Gloucestershire Council.

Cllr Hope-meeting being held on the 19th September regarding the Scrub Management- dangerous weeds on the Common. Residents are not supposed to the grass outside their own property – at times it can be cut back too much

Everyone welcome to the next meeting on the 19th September.

Bus Stop – Chipping Sodbury

Cllr Musty-commented on the money being spent moving a bus stop on Chipping Sodbury, High Street. The existing bus stop is being moved because vans/cars park in front preventing passengers seeing on coming bus numbers and disabled people and mothers/carers with pushchairs have difficulty getting on the bus.

This was noted

17 Date of next meeting

The next Parish Council meeting is Monday 3rd October 2011 in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm