

# Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting  
Held on Monday 7<sup>th</sup> March 2011 at 7.30pm  
In the upstairs meeting room at Hawkesbury Parish Hall**

**Present:**

H Bleaken (Chair), J Otley, C Dixon, S Hope, A Musty, and H Jones (Parish Clerk)

**Apologies**

D Higgs P Isaac, C May and L Roberts

**Public Participation**

None

Action

**1 To accept apologies for absence**

Cllr Higgs, Cllr Isaac, Cllr May and Cllr Roberts

**2 Declaration of Interest**

None

**3 Public Participation**

None

**4. Approval of Minutes**

- 31<sup>st</sup> January 2011, minutes approved and signed as a true record of the meeting by Cllr Bleaken
- 7<sup>th</sup> February 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

**5 Update of previous Actions.**

*5.7 page 38 Asset Register*  
Still outstanding

*6.1 page 38 Replacement tree*  
Item 10 on tonight's meeting.

9.9 page 40 Manhole Cover  
Still outstanding Cllr Musty

Cllr Musty

9.14 Roof tiles check with insurance company  
Outstanding

Item 13 page 68 New Parish Notice Board

Cllr Dixon to email the Clerk the specification to proceed with alternative quotes.

**To be actioned**

**Parish Clerk to send the specification to Mr Choice, Leyhill Prison and one other.**

**Parish  
Clerk**

Page 101 item 6.7 Nicola Chigley

Parish Clerk left a message for Nicola Chigley to contact her, awaiting a response.

**To be actioned**

**Parish Clerk to contact Nicola Chigley again.**

**Parish  
Clerk**

Page 102 item 6.14 Cardboard Collection

Response from SITA; no alternative answer regarding storage of cardboard boxes on collection days. Cllr Hope has additional information see District Councillors report.

**This was noted**

Page 109 item 13 Allotment

Parish Clerk to write to the next person on the list to take up the vacant plot.

**To be actioned by Parish Clerk**

**Parish  
Clerk**

7<sup>th</sup> February 2011

Item 5 page 114 Letter to Charles Harris

Parish Clerk wrote to Mr Harris to let him know the present position.

**Resolved**

Item 6.5 page 115 Streetcare to clean Highfields

Email sent to Streetcare WEB 0201040; 25/02/11.

Parish Council requested the Clerk to speak to Cllr Isaac to ask the company to reinstate the new road/verge (where the lorries parked to unload).

**To be actioned**

**Parish Clerk to speak to Cllr Isaac**

**Parish  
Clerk**

Item 6.6 page 115 Cllr Bleaken to look into the Hedge Flaying.

Cllr Bleaken spoke to the Manager for Inglestone Farm and he is going to remedy the problem.

**Resolved**

Item 6.9 page 116 Letter to Sara White acknowledging email

Parish Clerk sent the letter to Sara White.

**Resolved**

Item 10 page 119 Royal British Legion Great Poppy Party.

Clerk emailed Sam Allen to see if they wanted to arrange a party; Cllr Hope mentioned they already have the paperwork.

**Resolved**

*Item 11 page 119 Royal Garden Party nominations*

Only the Chairman can be nominated.

**Resolved**

*Item 12 page 119 Street Closure for Friday 29<sup>th</sup> April 2011 Royal Wedding*

Paperwork completed and sent to SGCC 28/02/11

**Resolved**

*Item 13 page 119 Plastic Bottle Bags*

Parish Clerk requested additional bags for the Village Hall and delivered them to Mick Bendeaux. See item 13 page 134

**Resolved**

*Item 14 page 120 No Cold Calling Questionnaire*

Returned to SGCC completed

**Resolved**

*Item 15 page 120 e-on demonstration pack*

Parish Clerk wrote a piece for the March edition of the Parish News.

**Resolved**

*Item 16 page 120 Registration of Members interest forms*

Parish Clerk returned the completed forms to SGCC.

**Resolved**

*Item 17 page 120 Big Spring Clean*

Parish Clerk completed the forms and requested the skip to be delivered on Thursday 17<sup>th</sup> March 2011 because the Primary School would like to be involved and therefore the children will be taking part that day. Parish Clerk will ensure the school are provided with bags and gloves.

**This was noted**

*Item 18 page 121 Grant Cheques to be completed and signed by two Councillors’.*

All grant cheques signed and sent out, paperwork to be initialled at tonight’s meeting to be compliant.

**This was noted**

*Item 19 page 121 planting of Bulbs –June agenda*

Still outstanding

*Item 20 page 122 Lych Gate Paint.*

Email received from Cllr Roberts, Cllr Roberts has spoken to Catriona Tyson who had previously got the paint mixed. Cllr Roberts wanted to know if the Parish Council would like her to buy the paint.

It was agreed by the Parish Council to find out how much it was going to cost before placing the order.

**To be actioned**

**Parish Clerk to speak to Cllr Roberts to request the price of this paint.**

**Parish  
Clerk**

*Item 22 page 122 The Pound*

Parish Clerk to write to Sir John Jenkinson to see whether or not he owns the Pound.  
Also to check the insurance policy to see if it is insured and whether or not it is on the Risk Assessment

Obtain Quotes to replace the posts and chains

**Still outstanding**

**Parish  
Clerk**

*Page 23 item 122 Affordable Housing*

Parish Clerk telephoned the Enabling Team 01454 868185 and spoke to Ken Brothwick who took the details for Claire Birchall to call regarding the survey costs.

Parish Clerk spoke to Claire Birchall who advised that English Rural carry out the surveys and she will speak to them direct with regards to the cost. Claire also requested the name of the Company that made contact with HPC.

**Still outstanding**

**6 Councillors items**

*6.1 Cllr Dixon-The Commons*

The Common has been left in a mess, can the contractors come back and reinstate the area damaged. Cllr Bleaken explained that this was not made by the BT Contractors, but by other vehicles, BT had been seen levelling all areas of damage upon leaving the site.

**This was noted**

*6.2 Cllr Otley The Plain*

Lorries have been cutting the corner and driving over the Plain leaving ridges (close to where the Christmas tree is normally put).

**This was noted**

6.3 Cllr Otley mentioned that someone has nearly been run over twice trying to cross the road, is there any chance this crossing area can be painted to make drivers aware. Cllr Hope mentioned the Section 106 money, to see if something can be done to slow down the drivers.

*6.4 Cllr Musty-Starveal Lane*

It would appear that several trees have been chopped down towards Starveal Barn where there is an ancient monument-burial ground. Cllr Hope to investigate.

**To be actioned**

**Cllr Hope**

**Cllr Hope**

*6.5 Cllr Musty Central Networks*

Successful meeting, Central Networks explained that there were several faults that evening, and there is an internal investigation ongoing to see what they can do to prevent this happening again. They have agreed to attend the Annual Assembly to answer any resident's questions.

*6.6 Cllr Hope-Bramble Cottage-Laurel tree*

The hedge has been cut back, however the Laurel tree also needs to be done within the next two weeks before the nesting season starts.

**To be actioned**

**Parish Clerk to write to Mr & Mrs Broughton to thank them for cutting back the hedge, and request the laurel tree is cut back in line with the wall.**

**Parish  
Clerk**

*6.7 Cllr Hope Cemetery Wall*

Please can the Clerk write to Mr Perks to thank him for removing the Ivy from the dry stone wall in the cemetery? Also Mr Alistair Craig will repair the wall.

**To be actioned**

**Parish Clerk to write to Mr Perks**

**Parish  
Clerk**

*6.8 Cllr Hope Cemetery leaking tap*

The tap is leaking again, a suggestion was made to place stop tap on the steel pipe coming out of the ground and also lag the pipe. Cllr Hope to speak to Mr Blakeney.

**To be actioned**

**Cllr Hope to discuss having a stop tap and lagging the pipe with Mr Blakeney.**

**Cllr Hope**

*6.9 Cllr Hope Dogs By Laws*

A request was made to the Parish Clerk to obtain up to date copies of the bye laws in respect of the dogs and then for the Parish Council to consider introducing them. There has been several complaints regarding the dog's poo not being picked up, dogs not on leads and are able to run into people's gardens.

**To be actioned**

**Parish Clerk to provide the Parish Council with a copy of the up to date bye Laws.**

**Parish  
Clerk**

*6.10 Cllr Hope The Pool*

Cllr Hope mentioned that 4 quotes had been requested and only two have been received. SGCC recommended ADT (more comprehensive) main conclusion is that water is needed in the Pool.

A full discussion took place and it was agreed that Cllr Hope would speak to Nigel Hail from SGCC and advise the Parish Council at the next meeting.

**To be actioned**

**Cllr Hope to speak to Nigel Hail, Parish Clerk to ensure the Pool is on the next agenda in April.**

**Cllr Hope  
& Parish  
Clerk**

**7 District Councillor's Report.**

*Council Tax*

SGCC agreed to freeze the Council Tax, this has been supported by a government grant which is equal to an equivalent 2.5% increase in Council Tax; £2.5m of reserves and under spends (e.g. Youth Concessionary Scheme). To date cuts to budgets have not been shared with all Councillors'.

This resulted in a full discussion with the Parish Council.

*Frome Vale Area Forum*

Small grants were awarded and Hawkesbury Youth Club received grant towards their running costs. However, it was clear that District Councillors' would not be supporting this in the future.

The local priorities were agreed from the task register for jobs under £50k. Weight limits on local Hawkesbury and Horton roads are to be considered.

Other traffic management schemes Cllr Hope had discussed with officers are the signing of Heavy Freight traffic from Wotton under Edge through Hawkesbury Upton to the A46. Officers have discussed this with GCC counterparts and it would appear the signs are there to avoid lorries using the narrow roads through Kilcot to the A46.

The progress of works for a safer walking route to school, this is being considered and will be on the Task Register; however the suggested works are over £50k. Cllr Hope has asked the Officers to consider a phased approach to this work.

#### *Local Youth Club*

A meeting was held with parents, helpers, management committee and South Gloucestershire Officers. It was agreed to introduce an annual subscription and increase the subs. Trips to Wickwar Youth Club may be offered as well as to the new Youth Centre "Armadillo" in Yate. The Group has now spent its generous Big Stash Money which will not be repeated.

#### *Pre-School Move*

The planning application has been granted however the group have not been successful in attracting the necessary funding. Work is to progress with funding the original plans.

#### *Recycling*

Good news, after pressure from residents, the Council will be supplying free recycling bags to store cardboard. These will be available from nominated sites in the summer.

#### *Public Services*

There are going to be big changes, which include health, health protection and promotion will return to be under the local authority umbrella. SGC is currently consulting on a Health Strategy for our area. Bristol could have an elected Mayor which would impact on South Gloucestershire. There are also plans to have an elected police Chief Constable by 2013 for our area.

#### *The Cotswold Conservation Board*

Annual Forum was held in Witney last week. This was around localism and the Big Society and the possible role the board could play in this new initiative.

#### *Community Action*

The community Council for the Avon Area, Cllr Hope was a trustee of the charity and it was very sad to report that the business had been wound up due to lack of funding. The Parish has benefitted in many different ways from the organisation's help. With the first Housing Needs Survey, support for the Youth Choir, advice and help to village Halls, support to Village Shops and our Community Transport scheme as well as being supportive with funding for the Parish Plan. Currently there is no other organisation offering this sort of help and support to those in rural areas.

Environment Forum 16<sup>th</sup> March 2011.

**This was noted**

8 Planning  
 Planning applications received

<p><b>PK11/0409 /PNA</b></p>	<p>Inglestone Farm Chase Lane Inglestone Common Nr Badminton.</p>	<p>Prior notification for the intention to construct a vehicular access track utilising existing field gate.</p>	<p>The Councillor's comments "<b>no objection</b>" to the planning application</p>
<p><b>PK11/0462 /F</b></p>	<p>Queens Cottage Street Hawkesbury Upton</p>	<p>Erection of two storey rear extension to provide additional living accommodation. Erection of replacement garage.</p>	<p>The Parish Council has <b>no objection with the planning application although concerned about the size and scale of the garage. Also please take notice of the neighbour's comments regarding the removal and reinstating of the dry stone wall.</b></p>
<p><b>PK11/0157/F</b></p>	<p>Malthouse Cottage Street Hawkesbury Upton.</p>	<p>Erection of single storey rear extension to provide additional living accommodation. Amended plans Drawing number 10/12/02A to supersede 10/12/02</p>	<p>The Parish Council comment "<b>no objection</b>" to the planning application.</p>
<p><b>PK11/0158/LB</b></p>	<p>Malthouse Cottage Street Hawkesbury Upton.</p>	<p>Erection of single storey rear extension to facilitate WC and utility room. Amended plans Drawing number 10/12/02A to supersede 10/12/02</p>	<p>The Parish Council comment "<b>no objection</b>" to the planning application.</p>

Planning Decisions Received

<b>PK11/0110/TCA</b>	30 Back Street, Hawkesbury Upton	Works to reduce height of 1no. Conifer tree by approx 3m (top near to power cables) also reshape as necessary. Works to reduce 1no. Bramley apple tree by 25%. Trees situated with the Hawkesbury Conservation area.	The trees have been inspected and SGCC 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.
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**9 Digital Exclusion**

Sam Allen's place of work has reconditioned laptops.  
Cllr Dixon has a Yamaha CD writer that has never been used.

**This was noted**

**Remain on Agenda for next month.**

**10 The Dead Cherry Tree Replacement**

It was discussed by Councillors in full that the Oak tree that had been previously earmarked for the Plain was not suitable. It was agreed to replace it with another Cherry tree.

Cllr Hope will look at the cost and let the Parish Council know at the next meeting.  
Parish Clerk to ask Cllr Roberts the condition of the Oak tree.

**To be actioned**

**Cllr Hope will find out the cost of a Cherry Tree. Parish Clerk to speak to Cllr Roberts regarding the condition of the Oak sapling.**

**Cllr Hope  
and Parish  
Clerk**

**11 Clerks Contract**

The Parish Council discussed paying the clerk 12 monthly equal instalments as from April and not wait for an invoice each month. The Parish Council has already agreed the Clerks wages when they agreed the budget in February.

This was proposed by Cllr Dixon and Second by Cllr Otley.

The amended contract to be signed by the Chair Cllr Bleaken and Clerk Mrs Jones.

Email received regarding all Parish Clerks must be employed by their Council.

Contact HMRC for a PAYE reference number. Also Parish Clerk to speak to ALCA.

**To be actioned**

**Parish Clerk to speak to HMRC and ALCA**

**Parish  
Clerk**

**12 Annual Assembly and Guest speakers**

It was agreed to send invitations to following and ask them for a report;

Village Hall Committee

School Governors

Recycling Group



The Police PCSO-small presentation  
 Central networks 5 minute presentation with Questions and answers  
 Also invite the local post office, publicans, local Farm shop and village shop  
 Keith Player-show committee  
 Gardening Club-Terry Trubody  
 Rights of Way  
 Dog Warden

Provide Tea/coffee and biscuits.

**To be actioned**  
**Parish Clerk to send out invitations to the above groups.**

**Parish Clerk**

**13 Plastic Bottle Bags**

Parish Clerk arranged with Bruce Kent SGCC to have two new bags for the Parish Hall as the previous bags delivered could not be found.

**Resolved**

**14 Big Spring Clean**

The Primary School will be joining in with the Big Spring Clean on Thursday 17<sup>th</sup> March. Bags and Gloves have arrived and will be available on Saturday and Sunday 19<sup>th</sup> /20<sup>th</sup>. The Skip should also be delivered on Thursday.

The start time will be 10am on Saturday. No Tyres to be placed in the skip.

**This was noted**

**15 Finance**

Cllr Otley and Cllr Hope to sign the grant requests to be compliant, all the cheques have been sent to the various groups/organisations.

The Parish Clerk provided the Councillor's with an up to date expenditure form and Bank Reconciliation as of the 28<sup>th</sup> February 2011.

Cllr Otley checked the paperwork and signed to say he agreed with the figures.

**Clerks Wages**

It was agreed at last month's meeting that the Clerk will be paid £500.00 for 3 months to ensure that the budget for wages put by in 2010 will be used in full. This was proposed by Cllr Otley and Second by Cllr Hope all in favour.

**Resolved**

**Cheques to be agreed and signed**

<b>a</b>	SSCC ground maintenance	£205.39	Cllr Musty Cllr Hope
<b>b</b>	Parish Clerks Wages	£500.00	Cllr Otley Cllr Hope
<b>c</b>	Parish Clerk expenses	£ 64.93	Cllr Otley Cllr Bleaken
<b>d</b>	ALCA audit training	£ 30.00	Cllr Musty Cllr Bleaken

**16 Internal Auditor**

Cate Davidson Town Clerk from Chipping Sodbury has offered to be the Parish Council's internal auditor and will charge the same as Mr Pidsley last year £150.00. (Cate Davidson is not vat registered). This was proposed by Cllr Otley and second by

Cllr Hope. All in favour.

**To be actioned**  
**Parish Clerk to Contact Cate Davidson**

**Parish**  
**Clerk**

**17 Lych Gate Paint-Cllr Roberts**

This had been discussed under outstanding action points earlier in the evening.

**18 Urgent Correspondence**

17/02/11	ALCA's New Address Coombe Lodge Blagdon North Somerset BS40 7RE Tel: 01761 461 536	Advised Councillor's
18/02/11	Thank you letter from Playlink	Filed
19/02/11	Thank you letter from 1 <sup>st</sup> Hawkesbury Rainbows.	Filed
24/02/11	IAC Internal Audit and Compliance (item 19).	Filed
24/02/11	Spring Edition of North Bristol NHS newspaper.	Filed
25/02/11	Proludic Ltd Play equipment	Cllr Roberts to hand to Hall Committee.
10/02/11	ALCA Newsletter	Filed
7/03/11	Email received from Angelo Sauro regarding a request from a Bikers Club to camp on the Rec during a weekend in November. A meeting is being held on Monday 14 <sup>th</sup> at the Fox Inn.	Cllr Bleaken read the email to the Councillors both Cllr Bleaken and Cllr Musty will attend the meeting. Clerk to request that a note is placed in the village to give Parishioners the opportunity to attend the meeting.
7/03/11	Email from Mick Benideux regarding the Play Area and the Hall Committee's wish list.	This was read out to the Councillors. The Parish Council stated that they are happy to support the Hall Committee in respect of the Play Area but

		<p>do not want to consider taking over with regards to the maintenance. The Hall Committee to provide the Parish Council with a rolling programme for them to review.</p> <p>Parish Clerk to write to the Hall Committee.</p> <p>Also to provide an income/expenditure report and their Accounts for the Annual Assembly on 4<sup>th</sup> April 2011.</p>
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**22 The Pound**

Someone has placed a nice pot of Flowers on the old stump to improve the Pound. When contact has been made with Sir John Jenkinson to ascertain the ownership of the Pound, discussion can then be carried out with full support of the Parish.

**Placed on next month's agenda**

**23 Affordable Housing**

**Awaiting an email from Claire Burchell regarding the survey costs.**

**24 Date of next meeting**

Annual Assembly Monday 4<sup>th</sup> April 2011 Hawkesbury Primary School, Hawkesbury Upton at 7.30pm