

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 21st December 2015 at 7.30pm
In the upstairs meeting room, Village Hall Hawkesbury Upton**

Present:

Cllr Robinson (Chair), Cllr Cox, Cllr Higgs, Cllr Winbow, Cllr Ruthven, Cllr Wareham, Cllr Musty and H Jones (Parish Clerk)

Apologies

Cllr Hope and Cllr S Bleaken

Public Participation

None

Action

- 1 To Take apologies for absence**
Cllr Hope and Cllr S Bleaken
- 2 To record declaration of interest from members in any item to be discussed**
Cllr Winbow Planning application item 9.1 Silver Birches, Back Street (Family member)
- 3 Welcome Cllr Wareham-Chair**
Cllr Robinson congratulated Mr Wareham on his appointment as Councillor; Mr Wareham signed the Declaration of Interest at the meeting, Clerk to post the forms to South Gloucestershire Council within the timescale of 21 days. All Councillors introduced themselves to Cllr Wareham.
- 4 Code of Conduct**
Code of Conduct - the chairman reminded all to adhere to the code of conduct at all times. **This was noted**
- 5 To adjourn to allow public participation**
None
- 6 Councillor's items-information only**
6.1 Highfields-Cllr Higgs
Condition on Highfields Lane – no action from South Gloucestershire Council (SGC) **Parish Clerk**
Cllr Hope emailed Mr D Clutterbuck of SGC regarding this road. *"The above road is*

regularly flooded – just before Highfields Farm. I understand that this has been referred to Streetcare, but could you please ensure that the grips are all cleared so the road can drain properly please, - they need digging well back.

6.2 Footpaths - Cllr Higgs

Further to Cllr Higgs report on the overgrown footpaths, debris still remains Clerk to arrange for the report to be sent to Nicola Chidley Footpath Officer South Gloucestershire Council. **To be actioned**

**Parish
Clerk**

7 **Save our Shop-update**

The Parish Council needs to take action as soon as possible (before 5th January 2016). Cllr Hope booked the Village Hall for Saturday 9th January 2016 from 10-12 to hold meeting with Parishioners; to form a working group, listen to their views and find a way forward. This is a very important part of the village and requires as much publicity as possible, set up a face book group page. There is an overwhelming desire to keep the shop. We need to listen to all suggestions.

Action points

- Poster advertising “Save our Shop” – Cllr Wareham to do the poster
- Write to Mr Booth to arrange a meeting with a few Councillors
- Consult with the Fleece @ Hillsley and the shop at Sherton

8 **Policies Sites and Places update-prior to discussing consultation next month**

Prior to the Parish Council meeting Cllr Hope provided the following notes to Councillors.

THE SOUTH GLOUCESTERSHIRE LOCAL PLAN

As a result of a Planning Appeal at Charfield, where the Inspector found the Planning Authority (SGC) does not have a 5 year land supply for housing development – which leaves its Local Plan vulnerable to speculative development, the Planning Authority has done further work on its Local Plan.

The Council needs to take steps to ensure more homes are built in South Gloucestershire over the next 5 years that meet people’s needs. This is in order to meet Government policy that requires the Council has sufficient housing land supply for the next 5 years.

Currently the shortfall over the next 5 years is around 1,500 dwellings. The Policy Sites & Places Plan cannot be submitted to government as previously envisaged while this shortfall remains, therefore the consultation document sets out the process by which the Council will aim to address it. Reasons as to why this shortfall has arisen are set out in the consultation document.

The objective is to make housing allocations that will support sustainable development and which can genuinely be built over the next 5 years to meet the growing demand. To achieve this, the Council needs to identify sites over and above those allocations in the Core Strategy, including within the rural areas.

Consultation

The Council has prepared a consultation document which sets out the methodology proposed to consider locations and sites suitable and available for allocation in the

Plan. It contains a number of questions and a response form is available to assist people in replying. A 'Call for Sites' report has been released, which listed all sites previously presented for consideration. The document clearly states that the inclusion of the submitted sites within the schedule does not imply that the council supports the site for development.

The consultation document, together with all the necessary forms are available to download on the Council consultation webpage at www.southglos.gov.uk/PSPconsultation, including a number of other supporting documents and the paper on Policy PSP38 which form part of the consultation.

Local Green Space Designation

For information regarding Local Green Space Designation (LGS), an update is now available on the Council's website at www.southglos.gov.uk/lgsd15. Additional engagement with newly identified landowners and leaseholders is due to begin shortly.

In addition Cllr Robinson received an email regarding the Tennis Club, requesting clarification as to why the Parish Council had not included the whole area under the LGS designation. This was done deliberately to protect the Tennis/Cricket club; excluding the Club House and Tennis Courts would ensure that if they wished to extend in the future they would be able to do so. Protecting this area would prevent any redevelopment. Cllr Robinson will respond to this email. **To be actioned**

**Cllr
Robinson**

9 9.1 Planning application to be discussed

Cllr Winbow made no comments to this planning application

PK15/5136/TCLA	Silver Birches Back Street Hawkesbury Upton	Works to 2no. Silver Birch trees to be cut back to previous points to leave height of approx 5m and radial spread 3m and 2no. Norway Maple trees to cut back to previous points to leave a height of approx 4m and radial spread of 2m. in Hawkesbury Upton Conservation Area	No Objection
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9.2 Planning Decisions received from South Gloucestershire Council

PK15/4347/CLE	New Bungalow Orange End Inglestone Common	Application for Certificate of Lawfulness for existing use as residential dwelling without	Refused
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		compliance with agricultural occupancy condition (2) attached to planning permission P1260	
PK15/4681/CLP	Barn at The Firs France Lane Hawkesbury Upton	Application for Certificate of Lawfulness for the proposed change of use of barn to annexe ancillary to main dwelling (Class C3)	Approved with Conditions

10 Finance

Payments to be agreed

A	Parish Clerks Wages – December	
B	Clerks 20 additional hours-wages This item was discussed in full and was approved to pay the Clerk for the additional hours worked.	£

Resolved by Cllr Higgs proposing the payment, second by Cllr Ruthven.

11 Former Resident application update

A response to the Parish Council letter has been received from Kim Mylchreest HomeChoice Services Manager

They were unable to discuss the details of any housing applicant without their permission and so could not comment in relation to the individual.

The PC asked for information to help the understanding of how and when local connections lettings criteria are applied;

Criteria which restricts lettings to those with a local connections to a village or parish is something that is usually established at the time of planning approval, based on evidenced need, and is not set by HomeChoice. This would include where there is a restriction on bidding to those with a local connection to a particular village.

Any properties that the Council has nomination rights to must be let in accordance with its published rehousing policy which sets out how properties will be let and includes any restrictions on who can bid as established under the planning process.

In the absence of any restrictions, any applicant on the Housing Register is able to bid for suitable properties as they are advertised. To apply criteria that do not comply with its planning or rehousing policies is not something that HomeChoice is able to do.

In order for this to be changed, this would require a variation that can only be

achieved through the proper processes within the Council, for example remitting the matter back to members for their decision to amend a planning approval retrospectively. Again, this would be on the grounds of evidenced need. At the moment Kim is not aware that this is intended for any scheme.

In relation to Hawkesbury Upton, there are three social landlords who have stock within the village – Knightstone, English Rural and Merlin Housing Society. Of these, Knightstone and English Rural properties do have a restriction on local connection to the village and Merlin's do not.

The individual concerned has now moved up the list, it was agreed for the Clerk to write to Kim to find out the process to change their criteria to stay in line with Knightstone and English Rural.

**Parish
Clerk**

It was nice to see some public at the meetings to air their views as concerned residents.

12 Housing Needs survey update;

- Poster to go on the notice boards after the New Year advertising the closing date to return the Affordable Housing Needs Survey
- Email Stacey early January 2016 to find out how many have been return

**Parish
Clerk**

13 Grass Cutting Specification for 2016 to be agreed by the Parish Council – prior to the Clerk sending out for quotes for both the Recreational Field and Cemetery

This was discussed in full and agreed to amend the specification to invite 1,2 and 3 year contracts with an opt out clause. Cllr Winbow will forward appropriate wording to the Clerk.

**Cllr
Winbow
and Clerk**

14 Consultation – South Gloucestershire Council Budget and Savings programme – closing date 31st January 2016.

This was discussed in full and it was agreed by all the Parish Council that they are not experts in this field. **It was resolved by the following wording to be emailed in response to the consultation “No Response”**

**Parish
Clerk**

15 Christmas Tree decorations update

Very positive feedback, well organised, the Parish Council wanted to say thank you to Cllr S Beaken for collecting the wine, both pubs for the mulled wine, the choir was a great success and the hymn sheets. Handmade decorations also worked well. Both children switching on the lights were very excited. Diary next year to note the following;

- Start the choir singing earlier next year
- If possible to locate a microphone to use

**Parish
Clerk**

16 Website – Clerk and Cllr Ruthven to update the Parish Council

The Parish Council has received two quotes to set up a website. In addition a meeting took place with Cllr Robinson and the Clerk with Mr Creeper to give advice on setting up a website and what was important when doing so. This item was discussed in full; it was agreed to approach Mr Creeper to see if the Parish Council were to appoint him on a consultancy basis how much he would charge to work with James Lungley Parish Council Website. Cllr Ruthven to invite Mr Creeper to attend the second parish council meeting in January to discuss the way forward.

**Cllr
Ruthven**

17 Parish Council Laptop and Email

The Clerk continues to have problems with emails this may be resolved once the website is set up and a new email address is created. The profile was also an issue earlier this month. Altogether this is causing the clerk additional work-**this was noted**

18 Date of the next Parish Council meeting will be held on Monday 4th January 2016 in the upstairs meeting room, Village Hall, High Street, Hawkesbury Upton at 7.30pm

Minutes Approved and signed as a true record.....4th January 2016