

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 5th March 2012 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

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

Apologies

P Barnett and P Isaac,

Public Participation

None

Action

Accept apologies for Absence

Cllr Barnett and Cllr Isaac

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

Parish Clerk Mrs H Jones-item 8 Planning application Personal

Cllr Robinson-Allotment rent item 15

Cllr Musty joined the meeting

2 To adjourn to allow public participation.

None

3 Approval of Minutes

- 6th February 2012 Minor amendments made, minutes approved and signed as a true record of the meeting by Cllr Bleaken.
- 20th February 2012 Minor amendments made, minutes approved and signed as a true record of the meeting by Cllr Bleaken.

To be actioned

Parish Clerk to email approved minutes to Mr Sauro to be placed on the website.

Parish Clerk

4 Update of previous Actions

4.1 approved minutes

Emailed to Mr Sauro

Resolved

4.2 The land rear of Blue Boy House

Mr Cooke's from South Gloucestershire Enforcement department's colleague attended the site again and found contractors in the process of finishing the works to the access driveway in accordance with the approved plans. Under the circumstances Mr Cooke now intends to close his file.

Resolved

4.3 Bramble Cottage Cllr Hope & Cllr Bleaken

Maintenance of the hedge - Visit outstanding

To be actioned

Cllr Hope and Cllr Bleaken to visit the owners of Bramble Cottage

**Cllr Hope
& Cllr
Bleaken**

4.4 Bank Statement date

Statement date needs to be changed to ensure the Parish Clerk receives the bank statements in sufficient time before the monthly Parish Council meeting to prepare the Bank Reconciliation and email to Cllr Frankcom for checking.

Outstanding

The Parish Clerk explained she will action this item at the end of the month due to year end 31/3/12. This was noted.

**Parish
Clerk**

4.5 BT phone box Little Badminton

The tape can be removed to enable M&G to start the work in preparation for the new notice board. BT came out and replaced some of the panels, the door has been taken away because it is irreparable a new door is now on order. The Clerk will be chasing BT mid March to check the present position.

This was noted-Clerk to telephone BT for an update 15/3/12

**Parish
Clerk**

4.6 The Safe Cllr Cox

This item is in progress, Cllr Cox will keep the Parish Council updated with regards to moving the safe into the Hall.

This was noted

Cllr Cox

4.7 Parish Noticeboard-Hawkesbury

The Posts have now been oiled and Mr Choyce has also had the notice board lifted as requested by the Parish Council. The invoice has been received (see Finance).

Resolved

4.8 Glebe Land – Cllr Robinson

This was raised at the last Hall Committee meeting; it is difficult to take this forward as ownership of the wall cannot be determined. No one including land registry can confirm ownership and the deeds cannot be found, although they may be in the safe.

This was noted

When the safe is moved and opened the Parish Council will check to see whether or not the deeds are in the safe.

4.9 Outstanding letters

The Duke of Beaufort-Thank you for the Christmas tree
Yate & District Heritage-no grant funding from the Parish Council
Mrs Coles-thank you letter for the bench

To be actioned by the Clerk

**Parish
Clerk**

4.10 Insurance Quotes for 2012/13

Outstanding

This was noted

4.11 Sign post for the Church by Pool Farm

Clerk had emailed Streetcare, this still has not been repaired satisfactory-a request was made for the Clerk to email Streetcare again.

Parish Clerk

To be actioned

4.12 Risk Assessment – Noticeboards

Hawkesbury Notice board can be reviewed under the risk assessment, Little Badminton will need to wait until the restored board has been erected

This was noted.

4.13 White lines by the Monument

This item had been emailed to Streetcare-The lines have still not been reinstated; a request was made for the Clerk to chase Streetcare.

To be actioned

Parish Clerk to contact streetcare to see when this will be taking place.

Parish Clerk

4.14 Cemetery Tap

The tap has been replaced and the invoice is on tonight's agenda for payment.

This was noted

4.15 The Plain – damaged by a lorry carrying out the repairs by Enterprise

It would appear the Plain has been restored.

Resolved

4.16 Little Badminton notice board

M & G are waiting for Badminton Estate to make the Oak posts before they can commence with the work to prepare the area for the reconditioned notice board to be erected.

To be actioned

Parish Clerk to contact Hannah from the Badminton Estate to check to see if the posts are ready.

Parish Clerk

4.17 Cemetery Fees and composting bins

Item 8 on tonight's agenda

This was noted

4.18 Tree Surgeon to inspect the trees within the Hawkesbury Parish

Cllr Musty has spoke to John Walkers friend and he will come and have a look to give advice, although he pointed out that he is not qualified as a surveyor. He has experience and can give unofficial advice, he did point out that the Parish Council could approach South Gloucestershire Tree Officer for advice, and Cllr Hope mentioned Chris Wright.

To be actioned

Clerk to contact Chris Wright for guidance; also wait for comments from Cllr Musty after the unofficial visit has taken place.

Parish Clerk

4.19 Fund Raising for Julian Trust

Parish Clerk emailed Louise Roberts with the Parish Councils response with the go ahead with her fund raiser, and to advise the local Police.

Resolved

4.20 Annual Assembly

To be discussed later tonight item 14, Parish Clerk confirmed invitations have been sent to PC Mike Hart and the new PCSO, Martin Lane and David Colbourne AOND and the Hall Committee. The School Hall has been booked for the 16th April; outstanding is the advert for the Gazette.

This was noted, further actions to be discussed later this evening.

4.21 Allotments

To be discussed later tonight, item 15.

This was noted

4.22 Big Spring Clean

The Paperwork was completed and sent to South Gloucestershire Council, the Clerk has already received the black bags and gloves; the skip should arrive on Friday 16th March.

Item to be discussed later tonight item 16-this was noted

4.23 Key holders note for the noticeboards

Item outstanding-Parish Clerk to action

**Parish
Clerk**

4.24 Letter head sent to Cllr Frankcom for Allotment letter

Resolved

5 Councillor's Items

5.1 Cllr Musty-Litter

There has been an increase of litter being left in verges in and around Hawkesbury and in fact nationwide-has people's attitudes changed? A suggestion was made to approach Steve Webb about using resources that are available to help keep areas clear of litter, for example the unemployed. Make this a national campaign. The Clerk from Wickwar has been seen collecting litter in her village.

This was noted

5.2 Cllr Musty – Theft

Please be vigilant regarding any unknown vehicles that you may see in the village; recently a van has been seen removing an item, of which details have been passed to the Police. Anything suspicious should be reported via 101 or if possible take a photo of the vehicle, but please do not take anyrisks.

This was noted

5.3 Cllr Robinson-Notice board

A request was made for the Clerk to tidy the new notice board.

To be actioned

Parish Clerk

**Parish
Clerk**

5.4 Cllr Cox-Bungalows within the Village

Elderly Persons Dwellings (EPDs) – the bungalows in Highfields are limited to those over 55 yrs.* Individuals need to be on the housing register and bid for the property when it becomes available. People are assessed on their housing needs. Other

housing association accommodation is limited to local needs, and with the necessity of being on the housing register. Cllr Hope to produce briefing note.

* since the meeting; confirmed the age for qualification for a bungalow is 60 yrs/or with disability.

5.5 Cllr Bleaken CPRE meeting

CPRE have been given money from the Government to help with increasing knowledge with regards to the Localism Bill and Neighbourhood Planning. On Saturday 24th March there is a meeting in Bristol "Planning for the future"

On Monday 19th March a meeting is being held, with regards to the Neighbourhood plan. There are two options;

- Do the Parish Council do their own
- Adapt the South Gloucestershire Plan.

Cllr Robinson will attend the meeting on the 19th and feed back to the Parish Council.

Cllr Hope has a PDF document regarding this and will send it to all the Councillor's to read.

Cllr Hope

In some areas they are employing profession people to set up their neighbourhood plan, this will be very expensive. As a parish we are unable to afford to do a plan this way, the easiest way will be to adapt the South Gloucestershire plan; this will be more practical-if a referendum is required South Gloucestershire will pay for this.

This was noted

Cllr Robinson to provide feedback from his meeting.

**Cllr
Robinson**

6 District Councillor Report-Cllr Hope

The Council has agreed to freeze the Council Tax-no increase in tax. This is supported by an additional Council Tax Freeze Grant of £2.8m.

The Council has been carrying out many service reviews which have released cash efficiency savings: this has included a senior management review and a procurement review. A further phase of reviews has been agreed which has been forecast to make efficiency savings of £43.m p.a from 2014/2015.

The Council's priorities for spending are:

Priority spending on over 65's and those with disabilities

Priority for schools spending

Support for efficiency savings

Emphasis on value for money

New Homes Bonus-agreed to spend greater % in areas of growth

Special expenses covers those items which are carried out by SGC in the parished areas and include the cutting of the closed church yard and various bits of open space (grass) around the parish in Hawkesbury.

Cllr Hope mentioned that you may be interested in hearing about other Parish Council increases/decreases. Some Parish/Town Councils have reduced their Council Tax requirements for 2012/2013 e.g. Horton (-46%), Hill (-18.4%), and there are nine others with decreases of under 4% and a further six with no change.

Other Parish/Town Councils have introduced increases ranging up to Hanham

(+84.5%), Pucklechurch (+43.3%), Durham and Hinton (+26.8%), Badminton (+25.6%), Hanham Abbots (+21.2%), Failfield (+15.1%), Aust (+14.3%), and Wick and Abson (+12.9%). The other twenty all have increases of under 10%. Tortworth has set a £nil precept in both 2012/13 and in 2011/12. Almondsbury has set a precept in 2012/13 but had not raised a precept in previous years. The highest Parish/Town Council precepts are Filton (174.48), Patchway (£165.20), Bradley Stoke (£113.50), Yate (£113.42) and Thornbury (£100.14) with all the others being less than (£100.00).

Weight limit through village-after pre-consultation further work after comments received by parishes in the area. Task register is to be discussed on Thursday evening at the Area Forum. The Council also agreed for extra monies to be allocated to the forum to be allocated to Local Schemes.

The Area Forum will also make decisions on the many applications for revenue funding.

The Hall Committee has received a small amount of funding towards resurfacing the car park from South Gloucestershire Environment Body-they are seeking other funding.

Review of Home to School Discretionary Transport has once more been raised, with charges being investigated from Badminton to Trinity School, Action Turville and other rural schools as well as charging to go to denominational schools. Now out for consultation.

Localism Act

Events planned for Parish Councils-report from Cllr Bleaken, further event on 19th March on Neighbourhood Planning and further event on Localism. Cllr Hope will circulate guidelines produced by Gloucester CPRE.

7 7.1 Planning Applications

The Parish Clerk left the meeting whilst the planning application was discussed by the Parish Councillors.

PK12/0380/F	2 Fox Close Hawkesbury Upton	Installation of ground mounted solar panels	The Parish Council supports the application
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8 Parish Clerk returned to the meeting

Cemetery Fees-Cllr Hope

A full discussion took place regarding the increase in Cemetery Fees.

Cllr Musty explained that this was a dilemma that occurs annually, the fees for Parishioners and non Parishioners. Can the Parish Council not fall in line with the average, other places or South Gloucestershire? Is there not a bench mark to work to?

National guidelines for the church is a lot less, South Gloucestershire has a duty for hardship cases due to environmental health.

Cllr Hope confirmed the last increase was in 2010, the Cemetery Committee normally hold's a meeting to discuss the increase and report back to the Parish Council with their proposals.

Cllr Bleaken requested to keep parishioners and non parishioners separate and increase the fees as below

- 10%. for Parishioners

- 25% for Non parishioners

This was proposed by Cllr Musty and Second by Cllr Frankcom-all in favour, no one against.

Taking this forward; as of the 6th March 2012 the Cemetery fees will increase by 10% for Parishioners and 25% for Non parishioners.

This was noted

9 Skate Park – Cllr Hope – Sub Committee

Cllr Frankcom provided the Parish Council with an update with regards to the Skate Park fund raising. They have raised £38k against the target of at least £53K, Mrs V Pember has applied for another grant from a landfill site and they are due to review the application shortly.

The preferred partner is in the process of producing a design; Cllr Frankcom thinks that this will be wrapped up shortly. The Parish Council supports the Hall's subcommittee and the work they are doing.

The Parish Council needs to set up a "terms of reference" which will be a useful governance all parties; however, what needs to be thought about in the future is the maintenance of not only the Skate Park but also the other play areas on the Rec.

The fund raisers have taken into consideration when setting a target, two years insurance. It was noted that although maintenance on other skate parks is negligible, they do not last forever.

Cllr Musty supports the sub committee-however he raised concern; who will own and be responsible for the skate park? Looking forward, will the subcommittee raise funds or will it be down to the Parish Council?

It was noted that the Land (Rec) where the skate park is being built was left to the Parish for Parishioners-the Hall committee are responsible for the skate park.

Cllr Robinson supports the skate park, he pointed out the Hall manages the project as they set up the subcommittee.

Cllr Heeley is not sure the Parish Council can be responsible for the Skate park.

The Parish Council are not involved with the fund raising, this was commissioned by someone else and the land is an asset of the Hall. Therefore there is no legal liability to the Parish Council.

Cllr Hope would like the Parish Council to help with the planning application to get it through; the project is near its end. Long term the key ultimate liability must be agreed first and foremost.

Ongoing liability-is the Hall asking the Parish Council to be responsible?

The skate park needs the Parish Councils help with regards putting in the Planning application; otherwise this will put them behind if they have to apply themselves.

Cllr Robinson asked why there is a rush with regards to the planning, Cllr Hope

explained that some of the funding will dry up and will not be available.

Cllr Bleaken supports the commission

The agreed wording by the Parish Council.-This is the recommendation as amended by the Parish Council:

In response to the Action in the Parish Plan and in addition to a petition received from young people in the parish.

Hawkesbury Parish Council supports the Skate Park Sub-Committee, as a subcommittee of the Village Hall Management Committee working to provide a skate/bike facility for the parish and is happy to commission this work from the group on their behalf. (Terms of reference to be agreed).

To be actioned

Cllr Hope and Cllr Frankcom

**Cllr Hope
& Cllr
Frankcom**

Cllr Bleaken proposed the wording; this was second by Cllr Hope all in favour. This was taken forward by Cllr Hope and Cllr Frankcom.

In addition a road from the Hall car park to the skate park will need to be put in place, a question was raised about hardcore. The Parish Council do not want a permanent road put in place and request the contractors not use hard core.

Cllr Cox asked why the skate park was not put in the front. Cllr Frankcom explained that the dirt jumps were already in place at the bottom of the field.

This was noted

10 South Gloucestershire Council Parish Charter Refresh 2012-Cllr Heeley

Cllr Heeley read the information and confirmed it is a declaration of good governance with South Gloucestershire Council. There is nothing in the documentation that we don't already do.

Working partnership South Gloucestershire.

The Chair will need to sign both copies' the Parish Council holds onto a copy, the second will be returned to South Gloucestershire Council.

This was put to the vote;

Should the Parish Council join up to the Parish Charter? All in favour

Cllr Bleaken signed the certificates-Parish Clerk to hold one on file and return a copy to South Glos Council.

To be actioned

Clerk to send signed form to South Gloucestershire Council.

**Parish
Clerk**

Cllr Bleaken thanked Cllr Heeley for taking the time to review the documentation.

This was noted

11 Diamond Jubilee Beacons

The outcome of the meeting was that there will be a beacon on the Knoll; work is in progress with the owners to organise this. The Badminton Estate will still be holding one on Sandpits Lane.

This was noted-no action to be taken

12 12.1 Bank Reconciliation and Expenditure update as of 29th February 2012.

The paperwork was distributed to the Parish Councillor's, Cllr Frankcom signed the forms to confirm all the figures agreed to the bank statement.

12.2 Cheques to be signed

a	Parish Clerks Wages via standing order February	£ 391.66
b	Parish Clerks expenses	£ 30.34
c	SWE Ltd Electrical Contractors – replaced corroded mains switch on war memorial	£ 42.00
d	Smith & Choyce Ltd – Notice board	£1184.04
e	S Blakeney Plumbing & Heating – church yard tap	£ 30.00

All in favour of the above cheques for payment and signed in accordance with the Bank Mandate.

To be actioned

Parish Clerk to ensure all cheques is sent out promptly due to year end at the end of the month 31st March 2012.

13 Urgent Correspondence

13/02/12	Heritage Orchard survey	Item 18
20/02/12	Allotment holders of plot 9 withdrawing from contract	Acknowledgement letter sent to the Allotment holders
24/02/12	Our Area Our Future invitation for the Partners Conference Friday 30 th March 2012	Advised the Councillors-filed

14 Annual Assembly – Guest Speakers

Invitations have been sent out to the Police, Martin Lane and David Colbourne AOND. The Parish Council suggested the new owners of the Fox Inn, The Show committee.

To be actioned

Parish Clerk to invite the show committee and the owners of the Fox Inn. Place an advert in the Gazette.

Parish Clerk

15 Allotment Rent to be set and a decision to be made for plots 9 & 15

15.1 Plot 9

Plot 9 is now vacant, a question was raised as to whether this plot can be split or left as a single plot. It was agreed to ask the next person on the waiting list to see if they are happy with the size of the plot or whether it is too big for them, if it is the latter it can then be split.

To be actioned

Clerk to speak to the next person on the list and advise the Parish Council of the outcome at the next meeting.

Parish Clerk

15.2 Plot 15

Cllr Robinson proposed that the allotment holder of 15 pays rent as if it is a split allotment, when this becomes available it will become a full plot. Cllr Musty second the proposal; this was put to the vote; all in favour.

To be actioned

Clerk to write to the allotment holder when the invoice is sent out to confirm the arrangement.

Parish Clerk

15.3 Allotment Rent

Cllr Robinson left the meeting.

A full discussion took place with regards to the rent of the allotments. The Parish Council took into account any increase in the water bill and rent increase made by South Gloucestershire Council. Cllr Frankcom proposed a 10% increase; this was second by Cllr Bleaken. It was then put to the vote-the result all in favour.

Allotment Flyer

A thank you to Cllr Frankcom for taking time preparing the flyer. A full discussion took place with the Councillor's who put their comments forwards;

Cllr Cox - the Parish Council need to treat everyone the same, we have not had any complaints.

Cllr Bleaken – the Parish Council need to acknowledge what a good job that is being done and give the allotment holders the opportunity to voice any complaints that they may have.

Cllr Heeley – communication with the allotment holders and Parish Council is pleasant positive and remain open.

Cllr Musty - previous communication has been poor, only worth saying on balance of recognition what they do.

Cllr Cox – He had spoken to an allotment holder and advised any problems to speak to the Parish Council.

Cllr Bleaken proposed the flyer, this was second by Cllr Hope, this was put to the vote, and the result was, 6 in favour and 1 against. It was agreed the flyer would be sent out with the invoice.

To be actioned

Parish Clerk to send out the Allotment Flyer with their invoices confirming a full plot rent will increase from £20.00 to £22.00; a shared plot will increase from £10.00 to £11.00.

16 Reminder of Spring Clean 17th March 2012

Parish Clerk advised the Parish Council that she had received all the gloves and bags in preparation of the event. The Primary School will be holding their event on Thursday 15th March; a note has been placed in the Parish News.

This was noted

17 Internal Audit

The Parish Clerk asked if the Parish Council would like her to check to see if Mrs Cate Davidson would like to complete the internal audit for 2011/12. This was put to the vote-the result was all in favour.

To be actioned

Parish Clerk to contact Mrs Davidson and advise the Parish Council of her decision.

Parish Clerk

18 Heritage Orchard Survey-Hawkesbury Parish Orchard

Cllr Musty offered to review the paperwork and advise the Parish Council of the outcome at the next meeting.

To be actioned

Cllr Musty to report back to the Parish Council at the next meeting

Cllr Musty

19 Grass Cutting of the Rec-Final year quote from South Gloucestershire Council

Parish Clerk advised the Parish Council that they were entering the final year of their 3 year contract for grass cutting on the Rec.

This was noted

20 War Memorial invitation to comment on consultation report.

Response is required by tomorrow, Cllr Hope said this should be referred to Liz Howard, however, they are away and this cannot be done.

This was noted

21 Date of next meeting

The next Parish Council meeting is Monday 2nd April 2012 in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm