

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 6th October 2014 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

Cllr Bleaken (Chair), Cllr Robinson, Cllr Hope, Cllr Winbow, Cllr Cox and H Jones (Parish Clerk)

Apologies

Cllr Isaac, Cllr Musty, Cllr Ruthven and Cllr Frankcom

Public Participation

None

- | | | |
|----------|---|--------------|
| | | Action |
| 1 | To Take apologies for absence
Cllr Isaac, Cllr Ruthven, Cllr Frankcom and Cllr Musty | |
| 2 | To record declaration of interest from members in any item to be discussed.
None | |
| 3 | To adjourn to allow public participation.
None | |
| 4 | Approval of Minutes <ul style="list-style-type: none">• 1st and 15th September 2014 Resolved-Cllr Robinson signed the minutes as a true and accurate record, Clerk to email approved minutes to Mr Sauro | Parish Clerk |
| 5 | Update of previous Action points <p><i>5.1 Little Badminton Notice Board</i></p> <ul style="list-style-type: none">• Backing inside the notice board is deteriorating from water penetration• Little Badminton-locks required, the name plate to be replaced• Handle has been removed needs refitting, hinge is loose To be actioned-Waiting for a quote for the repairs to the handle and fit a lock | |
| | <i>Hawkesbury High Street Notice board-Resolved-Contractor has fitted the stays and restored the wood casing</i> | Parish Clerk |

5.2 Risk Assessment-Cemetery Committee

Inspection of Cemetery benches, test headstones, boundary wall and Lych gate. Cllr Robinson to join the Cemetery committee to review the Risk Assessment.

This remains outstanding-date to be agreed-see item 21

**Cemetery
Committee**

5.3 Emergency Plan

This item remains outstanding-Cllr Hope to obtain a model plan

This was noted

Cllr Hope

5.4 Bus Shelter maintenance

Resolved – Repairs completed

5.5 Recreational Field

Following concerns with the repairs carried out by South Gloucestershire Council to the recreational field; the Parish Council thought this area could be left as a designated area for wild flowers. Having referred to the Hall Committee they were very much against this suggestion. They are going back to South Gloucestershire Council to restore the area of field in question.

5.6 Housing Needs Survey – Tracey Price South Gloucestershire Council

This item remains outstanding Clerk has chased SGC for an update.

This was noted

5.7 Peace and Quiet spoilt by aircraft-

This item remains outstanding address required for the university Air Squadron-Colerne.

This was noted

Cllr Hope

5.8 Cemetery compost bins to be erected/ground to be prepared for the bins

This item remains outstanding Clerk to chase the contractor.

5.9 Broadband speed slow

Press release-New fast broadband will be available in Hawkesbury Spring 2015.

This was noted

5.10 Tied properties list

This item remains outstanding

5.11 100 years Remembrance celebrations

October's edition of the Parish News gives details of the celebrations taking place.

This was noted

5.12 Well done card to the Show Committee

This item remains outstanding

5.13 Parish Council Website-Cllr Frankcom

No update

5.14 To cut back domestic hedges article for the Parish News

This item remains outstanding

5.15 Article in the Parish News Bonfires

Resolved-article placed in Octobers edition of the Parish News by the Clerk

5.16 Tree branches very close to Western Power Distribution wires-Cllr Ruthven

No update

5.17 Installation of new Litter bin

Resolved-the bin has been installed and the Clerk has emailed South Gloucestershire Council to ensure this is now emptied on a regular basis

6 Councillor's items-information only

6.1 Hawkesbury CV Primary School Open Day 7th October 2014 - Cllr Winbow

13 families attended the successful open day from in and around Hawkesbury and as far as Downend, Bristol.

This was noted

6.2 Show wash up meeting – Cllr Winbow

Another successful year – well done to everyone. Next year is the 130th show. Electricity on the Plain is required for 2 hours on show day-when a decision has been made with regards to the electrical supply for the Christmas lights can this be taken into consideration at the same time, the show committee is willing to contribute.

This was noted

6.3 Thank you card – Cllr Winbow

Mark Deacon wanted to thank the Parish Council for the card. He will look into making a road sign for Inglestone Common and the name plate for Little Badminton notice board.

This was noted

6.4 Policies Sites & Places Plan - Rural Housing Review meeting – Cllr Robinson

This email arrived too late to be added to the agenda-Cllr's Winbow, Bleaken, Hope and Parish Clerk can attend the 16th October meeting, Cllr Robinson 22nd October. All Councillors to read the responses before the meeting

To be actioned-Clerk to email South Gloucestershire Council with attendee names

6.5 Building work Park Street-Cllr Cox

Parishioners have approached Cllr Cox regarding the work carried out on Park Street. A complaint was referred to the Enforcement team at South Gloucestershire Council and subsequently paid a visit; the applicants need to apply for planning permission. The Parish Council cannot comment on the building work until this has been received.

This was noted

6.6 The Pool - Cllr Hope

The Pool is silted causing flooding-Agenda item for November

This was noted

6.7 Old Sodbury Speed Limit Consultation-Cllr Hope

Disappointed the Parish Council did not support the 30MPH speed limit

This was noted

6.8 Cattle Grid-Cllr Bleaken

Cattle Grid – Orange End was been emptied last week-the damaged gate has been

replaced.

This was noted

7 District Councillors report information only - Cllr Hope

Things moving forward-Broadband

Next Spring Hawkesbury Upton will get superfast broadband; however, many parts of the parish still fall outside the upgrade.

At the District Council meeting today they managed to get an agreement on a mixed contract for the next phase of the roll out as well as looking at asking officers to work with BT on improving take up through improved communications and appropriate use of mapping; investigate what level of national support is available to provide expertise to residents on alternative technologies; explore the possibility for DIY/community broadband schemes, with use of grants/vouchers, to act as a conduit for expert advice; note that elements of take up are deemed commercially sensitive under the terms of the national contract and that we lobby government to ensure that future contracts are more transparent.

Future of the Community Composting site

The Director of Streetcare has agreed to come along to the next Hall Committee Meeting (Monday 13th October 7.45pm) to discuss the future of the local site. Cllr Hope is sure Parish Council members will be welcome to come along and raise any queries and questions. It has been suggested that the Parish Council might want to take this on, by being a fund holder with grant help.

Several village organisations were recently successful in the last round of Grants: Cricket Club, Village Hall, Drama Group and Pre-school-all received funding. In view of the great demands for funds, the Parish Council may want to consider raising the level of support it gives to local voluntary groups.

This item was discussed earlier see 6.4 page 683-The Parish Council has received a request to attend a briefing on housing in villages.

Because of changes to the Commons Act-it has been agreed to introduce a charge to the Commons Register.

As Councilor's are aware there are many consultations running.

8 8.1 Planning Application

PK14/3517/TCA	The Old Barn Back Street Hawkesbury Upton	Works to 2no. Ash trees to crown lift to 5 metres and removal of reversion to 1no. Maple tree all situated within Hawkesbury Conservation Area	No objection
PK14/3348/F	Bramble Cottage High Street Hawkesbury	Demolition of existing detached double garage and	Parish Councils comments see below

	Upton	erection of 1no. detached dwelling with new access and associated works. Resubmission of planning application PK14/2109/F		
<p>Happy to see the public footpath is going to be maintained at 1500mm wide, the Parish Council would like it confirm this width will be maintain all the way along. Welcome the height reduction.</p> <p>Design and access statement mentions “Access to the site will be improved incorporating a splay to increase visibility.” This is not shown on the plan.</p>				
PK14/3567/TCA	1 The Tithe Barn High Street Hawkesbury Upton	Works to fell 1no. Cherry Tree within Hawkesbury Conservation Area	No Objection	

9 Electrical Supply for Christmas Lights to be connected to street lamp update

Andy Porter South Gloucestershire Council-notified Western Power Distribution who have requested additional information;

- Date when the lights will be switched on/off
- How many hours per day will they be left on.

It was pointed out to the Parish Council there is likely to be an admin charge from WPD. **This was noted**

This was resolved as the Parish Council agreed the Christmas switch on will take place on 6th December 2014 and the lights will remain on until 4th January 2015; from 3pm – 1am every day. These dates will vary each year. Clerk to email Mr Porter to confirm the above details. Clerk to request a Christmas tree from the Duke of Beaufort, advise Pre-school, Parish News and Mr Anderson (Hall lights).

Parish Clerk

10 Estimated Parish/Town Council Election Costs May 2015

- Estimated costs if the Parish Council election is contested £1946.94
- Election Date 7th May 2015 in conjunction with Parliamentary and the District Councils Elections

This was noted

11 Update on the questions raised regarding the licence of Wotton Road/Inglestone Common Hawkesbury Upton –land opposite the Somerset Monument-

Meeting took place with Liz Francis South Gloucestershire Council, Cllr Bleaken and Clerk on 16th September 2014 to clarify the following

- Who owns the boundary wall – If this is SGC, will they continue to maintain this in the future-awaiting confirmation
- Revised contract required if the Parish Council decides to clear the scrub – remove several trees and maintain the area for the Parish-no response awaiting South Gloucestershire tree warden’s comments.
- Asked if SGC would consider contributing to clear the area no response

To clarify; this is an information gathering exercise; no final decision has been made

by the Parish Council to apply for the licence to maintain this area; any work to clear the scrub will need to be quoted for; when clarification has been received regarding the above points a note will be placed in the Parish News to update the Parish.

This was noted

Agenda item for November with an update

Parish Clerk

12 Additional section to Allotment agreement

To include a deposit of £15.00 for all new allotment holders with immediate effect; to be returned at the end of the tenancy if the allotment is left in good condition. As approved by Councillors on 7/10/13 see item 17 page 548 of the minutes.

Resolved-All Councillors agreed the wording (item 11 of the allotment agreement) clerk to use the revised agreement with immediate effect with new allotment holders.

13 Finance

13.1 Bank Reconciliation as of 30th September 2014 was checked and approved by Cllr Robinson.

13.2 Expenditure update as of 31st August 2014

All Councillors had an opportunity to review the up to date expenditure – no comments raised

13.3 Payments approved for payment

A	OLIDOM HANDYMAN SERVICES-repairs to bus shelter and notice board – payment agreed 15/9/14 meeting but not advertised on the agenda	£ 75.00
B	Postage of Defibrillator cabinet – correspondence received from AED Locator Ltd asking for payment. This was discussed in full- Resolved Parish Council agreed to pay the postage although very unhappy with the way AED Locator Ltd have dealt with the matter	£ 31.92
C	Clerks Expenses September	£ 25.94
D	CRK Garden Manicures Cemetery grass cutting 10/9 & 24/9(not advertised see 20/10/14 agenda)	£163.54
E	Elex Electrical Ltd-install AED cabinet and all associated signage (not advertised see 20/10/14 agenda)	£300.00

Resolved

Cllr Bleaken proposed payment this was second by Cllr Robinson. Cheques signed in accordance with the bank mandate.

14 Urgent Correspondence

3/9/14	Citizens Advice Bureau – letter and Impact report – email available for Councillors to read	Advised Cllrs
---------------	---	----------------------

15/9/14	Email Chipping Sodbury and the Cotswold Edge SSCG meeting Thursday 23 rd October 2014 Horton and Little Sodbury Village Hall 7.30-9.30pm representative of Parish Council to attend	Advised Cllrs
23/9/14	Notice of SLCC Annual Meeting -	Clerk to read
29/9/14	ALCA AGM 4 th October 2014 reminder – amended constitution to be approved at the AGM – information emailed to Councillors	Advised Cllrs

15 Reviewing the work of the Community Engagement Team and a Consultation about its future role

This was discussed in full

Resolved Councillors agreed the following response to this consultation to be emailed to South Gloucestershire Council;

Safer Stronger Community Group - to merge with the Area Forum

Priority Neighbourhood - Seeking external funding and grants

Safer and Stronger Community Groups-neighbourhood watch teams to support SSCG

Town and Parish Council Forum Negotiating with town and parish councils to take on

the organisation and minute taking themselves or to fund South Gloucestershire

Council to do this

Parish Clerk

16 Consultation on Pharmacy Services in South Gloucestershire

This was discussed in full **Resolved-the Councillors agreed the following response to be emailed to South Gloucestershire Council;**

Access to Pharmacies

Yate Doctor Surgeries to deliver patient prescriptions to Hawkesbury's Village Shop - excellent idea in rural areas especially for parishioners who do not have access to transport.

Parish Clerk

17 Glebe Land – Update from Parish Clerk

Clerk has written to the solicitors and Lloyds Bank, outstanding letters to diocese, and National Playing Fields Association (NPFA).

This was noted

Parish Clerk

18 Advice Services Consultation

This was discussed in full and **Resolved the following response was agreed by the Parish Council; Clerk to correspond with South Gloucestershire Council**

“All services should remain in place, in rural areas face to face support should remain especially for the older generation.”

Parish Clerk

19 Little Badminton Notice board-repairs to be approved

This was discussed in full and **resolved; the Parish Council agreed for the handle to be repaired and locks purchased and fitted-clerk to speak to the contractor.**

Parish Clerk

20 Clerks wages/hours of work to be reviewed

17th March 2014 Clerks hours had been increased from 8-9 hours per week, it was agreed in the minutes page 616 item 8 this would be reviewed in 6months-this was discussed in full and **resolved by the Parish Council-Clerks hours to stay at 9 per**

week and review again in 6 months.

21 Cemetery cleaning –date to be set by Councillor’s

This was discussed in full and **Resolved the Parish Council agreed 24/25 October at 10am all Councillors to help if available**

22 The Sands-Highway between the Church and Cold Change Hill-Cllr Bleaken-this must be driven on with a vehicle annually to keep this as an adopted highway.

- Previously Cllr Tyson has kept this tradition going
- In the last two years Cllr Bleaken has continued to use this Highway on Parish Tours

The way forward was discussed in full by Councillors; a suggestion was made to remove the gates now the sheep have gone but this was declined. It is a good short cut, but why keep it going? It is a class C road and it has been used on an annual basis and minuted as a record by the Parish Council to ensure this is being carried out and do not lose its status of a C road.

This was noted

23 Risk Assessment to be discussed-

This needs to be completed-Cllr Ruthven

24 Andy Wilkins-Lone Star Land LLP-housing needs for Hawkesbury – Mr Wilkins is requesting an update from the Parish Council. It was **resolved; the Parish Council agreed to send an email to Mr Wilkins advising him “We are waiting for South Gloucestershire Council to get back to us with regards to a housing needs survey”.**

Parish Clerk

25 Parish Council’s Projector-

- Request from the Hall committee to use the projector
- Storage

This was discussed in full and it was **resolved by Councillors agreeing but to ensure it is only used by the Hall Committee and not to be loaned out to others.**

Parish Clerk

26 Community Infrastructure Levy (CIL) consultation

This was discussed in full and **Resolved by the Councillors agreeing to send the following response “we noted the information thank you”**

Parish Clerk

27 Trading Standards Consultation-this was discussed in full and **Resolved by the Councillors agreeing to send the following response;**

The Parish Council do not want to see planning enforcement team funds reduced.
Option 2 - Please note - Trade approval staying with South Gloucestershire Council income provider

Parish Council

28 Community Safety and Anti Social behaviour Consultation

This was discussed in full and the Parish Council resolved and agreed the following response “To maintain the Status Quo” no savings option

29 Date of the next Parish Council meeting will be held on Monday 3rd November 2014 in the upstairs meeting room at Hawkesbury Parish Hall at 7.30pm.