

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 7th September 2015 at 7.30pm
In the upstairs Meeting Room at the Village Hall, High Street, Hawkesbury Upton**

Present:

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

Apologies

Cllr Ruthven and Cllr S Bleaken

Public Participation

Ruth Duffin – Customer Care Manager South Utility Services-Morgan Sindall, Steve Robinson – Western Power Distribution (WPD) Planner, Paul Reeve- WPD Project Manager, Kevin Smith Sub Contractor, Parishioners, Mrs P Sherry, Mr and Mrs Reynolds

Action

1 To Take apologies for absence

Cllr Ruthven and Cllr S Bleaken

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

None

3 To adjourn to allow public participation.

Mr P Reeve WPD discussed the detail of work due to commence on 14th September 2015, routing cables underground and reinforce Hawkesbury's network. This will take around 12weeks starting from Park Street, along the High Street and Sandpits Lanes. There will be no road closures, although traffic lights will be in place at times. The work will be carried out along the pavements as much as possible; an alternative walk way will be put in place for pedestrians wherever possible although there are areas where it is very narrow. The process will be carried out in stages including connecting up to the new supply. All residents will be given 2 week's notice if their supply will be disturbed.

Mr S Robinson-provide a greater resilient.

Some of the residents did not receive their letter; apologies given by Ruth Duffin. The

letter provided both Ms Duffin's mobile and WPD emergency number if required.

Mr & Mrs Reeve highlighted they are having work carried out both WPD & Morgan Sindall have given them reassurance they will be kept up dated if their drive way will be disrupted.

Reassurance was given regarding the noise, working hours 7.30-5.30pm if there is going to be any outage this will generally be 9-4, back fill-guaranteed by South Gloucestershire Council-there may be a temporary reinstatement to ensure residents can get onto their drive ways.

Morgan Sindall agreed to give the Parish Clerk a weekly update.

Cllr Robinson "thanked everyone for joining the meeting" and subsequently all the visitors left.

4 Approval of Minutes

- 27th July 2015 **Resolved by Cllr Robinson signing the minutes as a true and accurate record;**
- 3rd August 2015 **minor amendment made and resolved by Cllr Robinson signing the minutes as a true and accurate record. Clerk to email approved minutes to Mr Sauro to upload to the village website**

Parish Clerk

5 Update of previous Action points

5.1 Little Badminton Notice Board

Name plate to be replaced-Contact has been made and will be resolved in due course

Parish Clerk

5.2 Tied properties list-This item remains outstanding.

Parish Clerk

5.3 Approval of minutes emailed to Mr Sauro for the village website

Parish Clerk

5.4 Licence for land Opposite the Somerset Monument –**outstanding**

5.5 Allotments-Mr Hornig to meet Cllr Robinson at the allotments to discuss the fences that need repairing. Remains outstanding

Cllr Robinson

5.6 Pollination of bees-Parish News article – Cllr Higgs-outstanding

Cllr Higgs

5.7 Invite Luke Hall New Conservative party –it was agreed for the Clerk to contact Mr Hall – to notify the Parish Council when he will be in the area again

Parish Clerk

5.8 Housing Needs survey-23.1 on tonight's agenda

5.9 Parish News article to update Parishioners of the change of venue for Parish Council meeting's (return to the Village Hall)-for anyone who is unable to use the stairs may contact the Clerk; who will rearrange the venue giving full access-resolved Clerk placing this in Octobers edition.

5.10 Public Right of Way update-Cllr Higgs-this is still ongoing, Cllr Hope has invited Liz Howard (Local walks) to a meeting to discuss the way forward

6 Councillor's items-information only

6.1 Back Street Signs-Cllr Hope

A concern has been received by Cllr Hope too many signs on Back Street. Cllr Musty will investigate and report back to the Parish Council at the next meeting.

Cllr Musty

6.2 Queen Elizabeth the longest reigning monarch-Cllr Hope

Cllr Hope had been approach to see if the Parish Council was doing anything to celebrate. Next year it will be the Queen's 90th birthday. The Parish Council may wish to consider a street party to celebrate-this will need to be considered when setting 2015/16 precept-**this was noted**

6.3 2015 Hawkesbury Horticultural Show-Cllr Robinson

This year's show was exceptionally good; the weather was great with lots of people attending. Cllr Winbow-Sunday's entertainment was driven by Pre-school and this went extremely well. Wash up meeting is being held in due course. Terrific success. **This was noted**

7 District Councillors report information only – Cllr Hope

Grants-The grant process is now open until November, don't forget to register first before making an application.

The Commons – Apologies for the late notification of the Wildflower walk on the Commons. This was led by Ellie Phillips who was the HLS officer, but has now left. The walk demonstrated the work that had gone on the Commons and the wealth of flowers that can be found there.

Closed Church Yard – Cllr Hope met with the Churchwardens regarding the grass cutting regime in the Closed Churchyard. It would be advisable to have an advisory group to look at the long term management of the Closed Church Yard, which is managed by South Gloucestershire Council. The Parish pay Special Expenses for the cutting of this grass.

School Bus – Very unfortunate for the first day at KLB for many Y7s– the bus arrived earlier than the time parents had been advised; letters of apologies were issued that day, together with correct timetables; I have asked for an investigation as to what went wrong and assurances that SGC work on the reliability of this service.

The Princes Trust Grant -Organisations and charities that are helping to protect and sustain Britain's farming and rural communities can apply for much needed funding of up to £50,000. The Prince's Countryside Fund opens online for grant applications on Monday, 7 September, until Thursday, 8 October

WATCHOUT – A consultation is to take place for **20mph outside school** which will cover most of the village. The Parish will shortly be consulted.

HEALTH - GET INVOLVED: GP SERVICES AND YATE MINOR INJURIES UNIT

Things are changing – if you are registered with a GP in Yate/Sodbury you are being asked for your views on improving minor injuries services in South Gloucestershire. The pilot, as currently planned, will be delivered by practice-based nurses supported by GPs. Additional staffing and resources will be put in place to provide the necessary extra capacity.

The service is intended to offer patients greater choice of where they can access care

for a minor injury and will complement existing services in South Gloucestershire at Yate Minor Injuries Unit and Southmead Hospital.

For further details about the proposal and to complete the questionnaire, please visit www.southgloucestershireccg.nhs.uk/minorinjuries. The survey will be open until 7pm on Friday, September 11, 2015.

As yet, Cllr Hope hasn't heard anything about changes to the Wotton GP surgeries but if you value the services offered by the Yate Minor Injuries Unit – which are open to all – you might like to respond to the questionnaire.

Please contact Cllr Hope if you use the drop in surgery in the village, now in Bethesda Chapel, Park Street, and let me know how important or not you think this service is.

SOUTH GLOUCESTERSHIRE DISCOVER FESTIVAL- starts on the 10th September. The Festival brings together events from local community groups, businesses and the Council, and is a chance to discover something new this autumn, from local food, nature, heritage, creativity and wellbeing. From a ukulele jam to getting to grips with your smart phone – there is lots on offer. Over 180 events are free and some have a small fee. Check out the website for further details. www.southglos.gov.uk/discover or call 01454 868006

Grant for those in Fuel Poverty-Unfortunately a large grant awarded to SGC to help with those in fuel poverty, does not benefit those in rural areas as it involves installing gas central heating in homes which currently depend on peak electricity.

Devolution-The four authorities of the West of England (WoE) Core City Region, supported by the LEP, have committed to developing an ambitious devolution deal that will strengthen the region's contribution to UK growth and productivity, whilst enhancing the livability that is at the heart of the WoE offer.

8 **8.1 Update Councillors regarding a withdrawn Planning application received from South Gloucestershire Council**

PK15/2692/F	Shakespeare House High Street Hawkesbury Upton	Erection of 1no. dwelling with associated works	Withdrawn
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8.2 Update Councillors on Planning Decisions received from South Gloucestershire Council

PK15/2390/F	Well Cottage, High Street Hawkesbury Upton	Erection of detached garage and store	Approve with conditions
PK15/2766/TCA	Paddock House France Lane Hawkesbury Upton	Works to fell 1no. Variegated Maple and 1no. Conifer and reduce 1no. Smoke bush to leave a height of 2m and a radial spread of 1-3m, all situated within Hawkesbury	No Objection

		conservation area.	
PK15/1885/LB	South Cottage Petty France Badminton	Erection of two storey extension to form additional living accommodation & internal alterations to existing staircases and insertion of new window and door to west elevation (Resubmission of application PK06/3431/LB)	Approve with conditions
PK15/1316/F	The Barn High Street Hawkesbury Upton	Change of use of agricultural land to residential use. Demolition of existing barn to facilitate the erection of 1no. dwelling and associated works. (Resubmission of PK13/4488/F)	Approve with conditions

- 9 **Update from Cllr Musty on Glebe Land and to update the Parish Council with any information received following the Parish News Article.**

No update this month and no response following the Parish News article – agenda item for October. **This was noted**

**Cllr Musty
& Parish
Clerk**

- 10 **“Village Speed Watch” update from Cllr Higgs regarding the speed gun team. Full discussion by Councillors on vehicle speed through the village and the increasing problems with “on street parking”.**

Speed Watch-All the equipment has been located-in the process of obtaining as much of information from the local authority. L Howard is trained and interested in continuing.

20MPH throughout the village-discussed the LED signs showing the speed limit and smiley face if driving within the speed limit. Expensive to buy. Await consultation on reducing the speed limit.

On Street Parking is an issue, but slows the traffic down

This was noted

- 11 **Consultation Public on South Gloucestershire Council's draft Physical Activity**

Strategy 2015 – 2020 Close date: 23 Sep 2015. Please may all Councillor’s read the consultation paper work prior to the meeting

The Parish Council discussed this consultation and resolved this item by agreeing the

following wording to respond to South Gloucestershire Council;
“The Parish Council generally agree with the principles”

12 Cllr Hope to update the Parish Council on the decision where to plant the tree of remembrance from Sita for Bert Goodfield

This was discussed in full; Sita would like to place a sign by the tree, suggested a Rowen tree, a question was raised who will maintain/prune the tree and the PC was not sure who owns the land. Further investigations to take place, agenda item for October.

Cllr Hope

In addition Cllr Hope advised Councillors that Merlin do not want to maintain their grass, this will be going out for consultation-agenda item for October

Parish Clerk

13 Finance

13.1 Bank Reconciliation as of 31st July 2015 and 31st August 2015 checked and signed by Cllr Higgs-resolved.

13.2 Payments approved for payment

A	Parish Clerks – Expenses July 2015 payment approved on 3/8/15 figure not advertised on the agenda	£ 48.15
B	Green Space Grass Cutting payment approved on 3/8/15 figure not advertised on the agenda	£1272.00
C	Angelo Sauro Associates-repairs to PC laptop and Login payment approved on 3/8/15 figure not advertised on the agenda	£ 90.00
D	CRK Garden Manicures 12/6 & 3/7 payment approved on 3/8/15 figure not advertised on the agenda	£ 163.54
E	BWBSL Cemetery water bill – payment approved on 3/8/15 figure not advertised on the agenda	£ 26.26
F	South Gloucestershire Council – uncontested election fee 7 th May 2015 – response received from ALCA & SGC- Resolved by the Parish Council approving payment	£ 175.00
G	South Gloucestershire Council-Annual Licence – Allotment Rent	£ 50.00
H	South Gloucestershire Council – Grass Cutting grounds maintenance	£ 110.63
I	BWBSL Allotment Water Bill	£ 59.99
J	CRK Garden Manicures 14/8 & 18/8	£ 163.54

Resolved by Cllr Hope proposing the payments, seconded by Cllr Higgs. Cheques signed in accordance with the bank mandate.

- 14 Update if any, from Cllr Hope with regards to a filming companies request to use Hawkesbury Cemetery and Church in the Autumn if chosen.
Resolved - The filming company chose Horton Court.**
- 15 Memorial Plaques-to decide on the process with regards to the purchasing and fitting of these plaques on the Cemetery bench.**
The Parish Council purchased a bench for the Cemetery in 2010 for remembrance plaques. A recent request has been received for the first plaque. A decision in principle was agreed to charge £75 per Brass Plaque including engraving and fitting. Size to be agreed-Clerk to check with Merridith's Hardware store in Yate for sizes and price. **Agenda item for October-this was noted**
- 16 Donation to the Bethesda Chapel to cover the cost of electricity and use of their meeting room-Cllr Hope**
Resolved by the Councillors agreeing for the Clerk to email Mr Wood to raise a request for a donation as per the agreed figure on 1/6/15 Parish Council meeting of £25 per month (see 1/6/15 page 757 item 17).
- 17 Parish Clerks working availability – Chairman to report to Councillors**
Following the Clerks appraisal it was agreed for the Clerk to report any additional hours to Councillors. There has been an increase in hours to keep pace with additional work; evidence over the past five months has seen an increase of over 26hours. This is only going to increase with the website, housing needs survey. Taking this forward it could cost the Parish Council addition £700 which has not been allocated when setting 2015/16 precept. If this trend continues this will need to be considered when setting next year's precept.
- It was agreed for the clerk to invoice the parish council for any additional hours and also to review her contract. Cllr Robinson and Cllr Hope to take this forward. **This was noted**
- 18 Grass Cutting – Recreational Field condition-specification**
This was discussed at the last meeting. Any additional cuts to the field will not be met by the Parish Council.
- 19 To update the Parish Council on setting up a website**
No further update, although the Clerk has received an application to apply for a grant. Agenda item for October. **This was noted**
- 20 To discuss setting up an Emergency Plan for the Parish**
Due to the time it was agreed for the Parish Council to move this item to the October full council meeting. **This was noted**
- 21 Local Green Spaces consultation – update the Parish Council regarding the amended maps-Cllr Hope and the next step Parish Clerk**
Cllr Hope explained the amendments to the maps, await further correspondence from SGC with the way forward with this consultation-**this was noted**
- 22 South Gloucestershire Council's consultation** A review of the licensing policy as part of The Licensing Act 2003 and Gambling Act 2005-Open date: 06 August 2015. Close date 28 October 2015.
This was discussed in full; **it was resolved by the following response being agreed in**

Parish
Clerk

Parish
Clerk

Parish
Clerk, Cllr
Hope and
Cllr
Robinson

Parish
Clerk

Parish
Clerk

full by the Parish Council for both consultations.

“The Parish Council has received and noted the summary” no further comment.

- 23 23.1 Councillors to consider any amendments to the template letter and questionnaire with regards to a Housing Needs survey prior to a meeting with South Gloucestershire Council, Tim Borthwick later this month.**

This was discussed in full and it was agreed for a working group to be set up to attend the meeting, but not make any decisions; to gather all the information and to report back to full Council. Working Group - Cllr Robinson, Cllr Higgs, Cllr S Bleaken, Cllr Musty, Cllr Hope and Parish Clerk. First meeting Friday 11th September 2015. **This was noted**

23.2 Update Councillors on correspondence from English Rural Housing Association – “Proposed right to buy planned by the Government and what these risks would mean for affordable local needs homes provided.

The letter was read out to the Parish Council; Councillors discussed in full, no further action.

- 24 To update Councillors with Grant Thornton External Audit results - Parish Clerk**
Grant Thornton completed the Parish Councils audit-with no comments –**resolved**

- 25 Date of the next Parish Council meeting will be held on Monday 5th October 2015 in the upstairs meeting room at the Village Hall, Hawkesbury Upton at 7.30pm**

Minutes Approved as a true record

5th October 2015