

# Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting  
Held on Monday 13<sup>th</sup> April 2015 at 7.30pm  
In the Methodist Hall Back Street Hawkesbury Upton**

**Present:**

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

**Apologies**

Cllr Musty, Cllr Bleaken, Cllr Frankcom, Cllr Ruthven and Cllr Isaac

**Public Participation**

Mr T Truebody, Mr C May and Mr D Higgs-Parishioners

Meeting commenced at 7.40pm

Action

Cllr Robinson (acting Chair) Welcome to the Public

**1 To Take apologies for absence**

Cllr Musty Cllr Bleaken, Cllr Frankcom, Cllr Ruthven and Cllr Isaac

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

None

**3 To adjourn to allow public participation.**

Mr Truebody concerns about the development planned for opposite his property, he was not officially informed of the new plans originally; however, these have now been received. Mr May owns the property opposite the development. No comments made.

**4 Approval of Minutes**

- 2<sup>nd</sup> & 16<sup>th</sup> March 2015 Minor amendment made to 2<sup>nd</sup> March 2015 and **Resolved by Cllr Robinson signing the minutes as a true and accurate record; Clerk to email approved minutes to Mr Sauro** **Parish Clerk**

**5 Update of previous Action points**

*5.1 Little Badminton Notice Board*

- Name plate to be replaced-Clerk has spoken to Mr Choyce this item is to remain on the action points until resolved

*5.2 Well done card to the Show Committee-outstanding*

5.3 Tied properties list-This item remains outstanding-updated electoral list received to obtain the correct information to complete the list.

5.4 Allotment update-agenda item 14; this was noted

5.5 Internal Audit update-books to be prepared for checking by 27<sup>th</sup> April 2015 for Cate Davidson

5.6 Risk Assessment update agenda item 17; This was noted

5.7 Land opposite Somerset Monument update agenda item 12; This was noted

5.8 The Plain and Pound is now being cut-all letters sent out. This was noted

**6 Councillor's items-information only**

6.1 Corner House pot hole – Cllr Robinson

Pot hole outside Corner House has still not been repaired-The Clerk will chase South Gloucestershire Council. **This was noted**

6.2 Pot holes in general – Cllr Cox

Pot holes have been an issue; there should be an urgent way of getting through. Cllr Hope arranged for pot holes by the church to be filled before a funeral. It can be done, if urgent refer to Cllr Hope. **This was noted**

6.3 Grass Cutting Recreational Field – Cllr Robinson

The Chairman of the Hall Committee has requested a copy of the grass cutting specification. The Clerk emailed this in preparation for their meeting tonight. **This was noted**

**7 District Councillors report information only – Cllr Hope**

No report this month

**8 8.1 Planning Applications**

PK15/1158/TCA	Village Hall High Street Hawkesbury Upton	Works to 7no. lime trees to pollard to previous points and remove epitomic shoots, situated within Hawkesbury Upton Conservation Area	<b>All Happy to support this application</b>
PK15/1316/F	The Barn High Street Hawkesbury Upton	Demolition of existing barn to facilitate the erection of 1 no. dwelling and associated works. (Resubmission of PK13/4488/F).	<b>See below</b>

<p><b>The Parish Council objects to this planning application for the following reasons;</b>          We believe there should be a change of use from agricultural but there is no reference on the application form -          To take into consideration neighbours concerns especially neighbours adjacent to the boundary.          All neighbours boundary conditioned to ensure privacy for neighbouring gardens          The Beech Hedge overlooking The Row - may not obscure the view          Not happy with access lack of splays visible          Walls-To consider Cotswold stone rather than Natural stone faced cavity walls</p>			
<p><b>PK15/1360/F</b> <b>PK15/1361/LB</b></p>	<p>The Old Vicarage Church Lane Hawkesbury</p>	<p>Construction of natural swimming pool and associated works</p>	<p><b>The Parish Council supports the planning application in principle but have concerns regarding the diversion of the water source could cause potential problems underground with aquifer</b></p>

### 8.2 Planning Enforcement

<p><b>COM/15/0253/OD</b></p>	<p>2 Hunters Mead Hawkesbury Upton</p>	<p><b>Unauthorised development</b></p>
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### 8.3 Planning Decisions

<p><b>PK15/0568/TCA</b></p>	<p>The Old Vicarage Church Lane Hawkesbury</p>	<p>Works to replace and reshape 1 no. Yew tree approx 3m and raise lower canopy to approx 2m, reduce 1 no. Holly tree to approx 2m and reduce Box Hedge to 1.5m approx. all situated within the Hawkesbury Conservation area</p>	<p><b>No Objection</b></p>
<p><b>PK15/0279/TCA</b></p>	<p>Church Farm House Church Lane Hawkesbury</p>	<p>Works to fell 1no. Lombardy Popular tree situated within the Hawkesbury Conservation area</p>	<p><b>No objection</b></p>
<p><b>PK15/0219/F</b></p>	<p>9A Sandpits Lane Hawkesbury Upton</p>	<p>Erection of 1no. detached bungalow with detached garage and associated works. (Amendment to previously approved</p>	<p><b>Approve with conditions</b></p>

		scheme PK07/3698/F)	
<b>PK15/0367/F</b>	The Manor House Stroud Road Hawkesbury Upton	Erection of 1no. detached dwelling and detached garage with shared access and associated works	<b>Refused</b>

- 9 Parish Council to discuss the Glebe Land following Cllr Musty's investigation to locate these deeds, in addition to consider a declaration to be signed by Danny Blakeney summarising the events leading up to the purchase of the Glebe Land.**

Due to the absence of Cllr Musty this item could not be discussed-Clerk to ensure this is an agenda item for 18<sup>th</sup> May 2015. **This was noted**

**Parish Clerk**

- 10 Councillors to discuss the final arrangements for this year's Annual Assembly**

Speakers confirmed, PC M Hart will be attending. Request for Councillors to be at the venue by 7pm, no further action required. **This was noted**

- 11 Feedback from this year's Annual Spring clean from Councillors**

Councillors discussed the event and agreed for "Thank you" notes to be placed on the notice boards, shop window and in the Parish News.

**Parish Clerk**

- 12 Land opposite the Somerset Monument – Clerk to update the Parish Council on the correspondence received from South Gloucestershire Council (SGC): No objection to the works as specified in the Planning application.**

This was discussed in full; March is too early to start with the clearing of scrub land. Mr N Lodge has offered to do this work free of charge, perhaps this can be a community event. Clerk to ensure this is an agenda item in May.

**Parish Clerk**

- 13 Finance**

**13.1 Bank Reconciliation as of 31<sup>st</sup> March 2015 was checked and approved by Cllr Robinson.**

**13.2 To review the final up to date expenditure for 2014/15 as of 31<sup>st</sup> March 2015 This was resolved by no comments raised by the Parish Council**

**13.3 Payments approved for payment**

<b>A</b>	Parish Clerks – Expenses March 2015	<b>£ 76.25</b>
<b>B</b>	Parish Clerks – wages 15 <sup>th</sup> March 2015	
<b>C</b>	ALCA Annual Subscription	<b>£221.79</b>
<b>D</b>	Allotment piping for additional water trough – figure not advertised on the agenda of 16 <sup>th</sup> March 2015	<b>£ 27.00</b>
<b>E</b>	OLIDOM HANDYMAN SERVICES-works to bus shelter – No Smoking Sign	<b>£ 21.00</b>
<b>F</b>	M & G repair to the noticeboard	<b>£180.00</b>

**Resolved by Cllr Robinson proposing the payments, second by Cllr Winbow. Cheques signed in accordance with the bank mandate.**

**14 Allotments**

- **Clerk to give an update on the vacant allotments.**  
Vacant allotments have been viewed, awaiting signed contracts and deposits
- **To discuss the mound on the allotment and the way forward**  
The fencing needs to be repaired, the rubbish, bottles and the mound needs to be cleared agenda item for next month
- **To discuss and set 2015 rent**  
This was discussed in full and **resolved by Cllr Hope proposing not to increase the rent this year, this was second by Cllr Winbow; Clerk to send out invoices.**

**15 South Gloucestershire Council's Single Equality Plan 2015 – 19 consultation – opens 17/3/15 closes 9/6/15.** Councillors to read the necessary paperwork prior to the meeting.

Due to the time, it was agreed by the Parish Council to discuss the above consultation at the next meeting May.

**16 Parish Council to agree and sign the 3 year Localism Street Scene Contract.**

This was discussed in full and **resolved by the Parish Council agreeing for the Clerk to sign the contract.**

**17 Risk Assessment completed-Cllr Winbow and Cllr Ruthven to update the Parish Council**

Cllr Winbow discussed the Risk Assessment,

- Trees-whose responsibility-if not on our land South Gloucestershire Council responsibility. Tree officer visited and viewed our trees no action required.
- War Memorial – superficial minor cracks not too concerned-consider applying for grants to maintain the memorial.

This was discussed in full and **resolved by The Risk Assessment being signed at the meeting**

**18 Clerk to show Parish Councillors “thank you” letters received for grant funding.**

The Parish Council agreed to display a few of these letters on the notice board.

**Parish Clerk**

**19 To notify Councillors that the Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 – come into force 1<sup>st</sup> April 2015.**

This was discussed in full and it was agreed to find out the cost for setting up a website to enable the Clerk to place agenda's, draft and approved minutes and policies on this website.

**20 Update the Parish Council of future Parish Council meetings venue.**

The Clerk has been speaking to Bethesda Chapel and the Methodist Hall to arrange bookings for the Parish Council as there is no disabled access to the meeting room upstairs of the Parish Hall. **This was noted**

**21 Adopt a kiosk for as little of £1 – Councillors to discuss if they wish the Clerk to investigate further.**

This was discussed and agreed for the Clerk to look into this further and report back to the Parish Council in due course.

- 22 Update from the Cemetery Sub Committee following their meeting in March**
- It was put to the Parish Council that request for burial/ashes plots from persons outside the parish - eligibility should be dealt with on a case by case basis. This was approved.
  - A policy not to mention the names of individuals concerned by agreed by the Parish Council.
  - New burial fees of  
2% increase for Parishioners  
10% for non Parishioners.  
Was proposed by Cllr Robinson and second by Cllr Hope-all in favour - increase with immediate effect.
  - Topple testing has started by Cllr Musty-this was noted
  - Sign required by the compost bins “compost only”-agenda item for 2015
  - New prices to be displayed on the notice boards and in the Parish News

**23 To discuss the retirement of Lin Allen from the Cleaning of Memorial ground and Bus shelter**  
Mrs Allen has done a great job for many years on a weekly basis without any payment only a dustpan and brush now and again. The Parish Council agreed to send a letter of thanks to Mrs Allen, place a thank you note in the Parish News and arrange for a small thank you gift to be given. This was proposed by Cllr Winbow and second by Cllr Robinson-all in favour-**To be actioned by the Parish Clerk**

**24 To discuss the overgrown hedge of Bramble Cottage**  
It was agreed by the Parish Council to send a letter requesting the hedge to be maintained and cut back as soon as the nesting season has finished. **To be actioned Parish Clerk**

**25 Councillors to review either a one or three year contract with an alternative Insurance Company Zurich**  
No internet – send a copy to all Councillors to review – place as an agenda item next month-**to be actioned Parish Clerk**

**26 Date of the next Parish Council Annual Assembly meeting will be held on Monday 20<sup>th</sup> April 2015 in the Methodist Hall, Back Street, Hawkesbury Upton Hall at 7.30pm.**

**Minutes Approved as a true record .....**  
**18<sup>th</sup> May 2015**