

# Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Annual General Meeting  
Held on Monday 13<sup>th</sup> May 2013 at 7.30pm  
In the upstairs meeting room at Hawkesbury Parish Hall**

**Present:**

Cllr Bleaken (Chair), Cllr Robinson, Cllr Cox, Cllr Musty, Cllr Frankcom, Cllr Winbow, Cllr Hope, Cllr Issac, Cllr Ruthven and H Jones (Parish Clerk)

**Apologies**

None

**Public Participation**

None

Action

***Accept apologies for Absence***

None

**1 *Election of Chair for the ensuing Year***

Cllr Hope proposed Cllr Bleaken;

Second by Cllr Robinson

No further nominations put forward;

A vote took place – result all in favour.

This was taken forward Cllr Bleaken as Chair.

**This was noted**

**2 *Election of Vice Chair for the ensuing Year***

Cllr Musty nominated Cllr Hope;

Second by Cllr Bleaken;

No further nominations put forward;

A vote took place – result all in favour.

This was taken forward Cllr Hope as Vice Chair.

**This was noted**

**3 *Signing of Declaration of acceptance of Chair and Vice Chair***

Cllr Bleaken signed the declaration of acceptance of Chair and Cllr Hope signed declaration of acceptance of Vice Chair.

**Resolved**

**4 Parish Councillor Vacancy presentation from Mr John Ruthven**

This item was moved until after item 5

**5 Membership of outside bodies**

**ALCA** Cllr Winbow Proposed by Cllr Bleaken Second by Cllr Musty all in favour.

**Healthwatch** position vacant.

**Hall Committee** Cllr Bleaken proposed by Cllr Hope second by Cllr Robinson all in favour, Cllr Robinson to attend the first two meetings with Cllr Bleaken.

**Subcommittee – Cemetery** no change Cllr Hope, Cllr Musty, Cllr Robinson and Cllr Isaac-all in favour.

**Responsibility of Checking – monthly Finance figures at meetings**-Cllr Frankcom proposed by Cllr Musty and second by Cllr Hope-all in favour.

**Allotment Contact** Cllr Robinson proposed by Cllr Bleaken and second by Cllr Hope all in favour.

**Foot paths** Cllr Musty is happy to pass this position on as he has not been walking the footpaths. It was agreed for Cllr Musty to continue being the footpaths representative, all in favour.

A request was made to bring Item 4 forward before finishing the membership of outside bodies.

All in favour

**4 Parish Councillor Vacancy-John Ruthven**

John Ruthven introduced himself to the Councillors and gave a short resume of his attributes. Cllr Bleaken asked him to leave the room whilst the Councillors discussed his position.

The Councillors raised their hands to vote; the result all in favour for Mr Ruthven to be co-opted in as the Parish Councillor. Mr Ruthven was brought back into the meeting and offered the position which he accepted.

Mr Ruthven signed the “declaration of acceptance of office” and the “Register of members Interest.

**To be actioned**

**Clerk to send the necessary paperwork to South Gloucestershire Council.**

**Parish Clerk**

**5 Membership of outside bodies continued**

**Risk Assessment** Cllr Winbow proposed by Cllr Hope, second by Cllr Musty all in favour. Cllr Ruthven proposed by Cllr Musty second by Cllr Frankcom, all in favour.

**Standing orders/Financial Regulations- it has been 3 years since these documents have been set up, therefore they need reviewing** Cllr Frankcom offered to review these documents-all in favour.

**CPRE Avonside village of the year competition**-Cllr Hope proposed by Cllr Bleaken

second by Cllr Winbow, all in favour.

**Bank signatory** The Clerk advised the Parish Council that Since Mr Barnett resigned there has only been three signatures, a request was made for two further signatories; Cllr Winbow and Cllr Bleaken will apply to become additional signatories. Clerk to obtain all the necessary forms from NatWest.

**To be actioned**

**Clerk to obtain necessary paperwork to the additional signatories.**

**Parish  
Clerk**

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

Cllr Hope lives nearly opposite the planning application of the Land at High Street PK13/1261/LB and PK13/1219/F.

**7 To adjourn to allow public participation**

None

**8 Approval of Minutes**

- 8<sup>th</sup> April 2013 minor amendment made; signed as a fair and accurate record by Cllr Bleaken
- 15<sup>th</sup> April 2013 Annual Assembly, minor amendment made, signed as a fair and accurate record by Cllr Bleaken
- 22<sup>nd</sup> April 2013 signed as a fair and accurate record by Cllr Bleaken

**To be actioned**

**Parish Clerk to email approved minutes to Mr A Sauro for the village website.**

**Parish  
Clerk**

**9 Update of previous action report**

*9.1 Approved minutes*

4<sup>th</sup> and 18<sup>th</sup> March minutes emailed to Mr A Sauro

**Resolved**

*9.2 Little Badminton Notice board*

The Parish Council discussed this item in full, it was agreed to ask Mr Choyce to commit to complete the repairs by a certain date. Cllr Cox will speak to Mr Choyce.

**To be actioned**

**Cllr Cox to speak to Mr Choyce to discuss a date for the completion of the repairs.**

**Cllr Cox**

*9.3 "Stays" for Hawkesbury Parish Council Notice board*

As above this item remains outstanding.

*9.4 Allotment tenancy agreement*

All allotment agreements have been sent out, rent from three allotment holders are outstanding. Mr Welch, allotment holder spoke to the Clerk today, he no longer wishes to keep his allotment, it was agreed for the Clerk to contact the next person on the list.

**To be actioned**

**Clerk to make contact with the next person on the waiting list**

**Parish  
Clerk**

*9.5 CCLA Bank statements*

Clerk to obtain a change of signatory form from the bank and arrange for all future statements to be sent to the Clerks address.

**To be actioned**

**Clerk to obtain a new signatory form and amend the statement address**

**Parish  
Clerk**

*9.6 A request for a new map to show amended Hawkesbury Parish Boundary*

The Clerk is now a member of the Public Sector Mapping Agreement (PSMA); a new map showing the amended boundary to be obtained for the Parish Council.

**To be actioned**

**Parish Clerk to request a map showing the amended boundary.**

**Parish  
Clerk**

*9.7 Recycling – Hawkesbury*

Reported commercial use of the Parishes local recycling, Clerk needs to contact HURG.

**To be actioned**

**Parish Clerk to email HURG**

*9.8 Real Time HMRC*

Cllr Frankcom and Clerk has set up Real Time HMRC and completed the end of year report.

**Resolved**

*9.9 Cemetery-Soil by the wall-outstanding-Cllr Isaac*

Agenda item 22

**This was noted**

*9.10 Defibrillator Fund raising*

To be discussed later this year.

**This was noted**

*9.11 Missing Grit bin middle of Cold Change Hill*

Cllr Bleaken – The Clerk contacted Streetcare who confirmed the bin had been replaced, after some investigation it would appear the replacement bin had been put in Wickwar in error however, Cold Change Hill now have a new bin.

**Resolved**

*9.12 Big Spring clean*

Clerk placed a note in the Parish News and a letter to Mrs Lewis thanking the children and staff for their help.

**Resolved**

*9.13 Revised Cemetery Fees*

Cemetery fees have been placed in both notice boards and the amended wording has been emailed to Mr Sauro for the website.

**Resolved**

*9.14 Hall Deeds Cllr Robinsons update*

No further details as yet.

Cllr Musty spoke to a gentleman from “Lancashire Archives” and he has volunteered his help if needed. Cllr Musty to provide the Clerk with his details to keep on record.

**To be actioned**

**Cllr Musty to provide the Clerk with the gentleman’s details.**

**Cllr Musty**

*9.15 Dog Walking*

Clerk placed the Countryside dog walking item in the Parish News.

**Resolved**

*9.16 Pot holes just outside Morgans Farm and Chase Lane*

Clerk emailed Streetcare

**This was noted**

*9.17 Substandard work carried out by South Gloucestershire Council-Cllr Hope*

The response from Gary Meddick South Gloucestershire Council was; the repair was of reasonable standard, a request was made to clear the edge of the footway as it had encroached half way across the path and this work was achieved by the Council.

**This was noted**

*9.18 Email to Sita*

Outstanding

*9.19 Precept explanation*

The agreed wording from the Parish Council was placed in the May's edition of the Parish News.

**Resolved**

*9.20 Adopted Landscape Cllr Musty*

Clerk emailed the list to Cllr Musty; the consultation has been extended until 14<sup>th</sup> June 2013.

**This was noted**

*9.21 Annual Assembly Speaker John Weir*

Thank you letter sent to Mr Weir for his presentation held on Monday 15<sup>th</sup> April 2013. Cllr Winbow said John had received the letter and thanked the Parish Council.

**Resolved**

*9.22 Hawkesbury Sign*

This has been lost/stolen-outstanding-Clerk to email Streetcare.

**Parish Clerk**

**10 Councillor's Items**

*10.1 Grass Verges coming out onto the A46 Cllr Robinson*

The cow parsley needs to be cut back as it is now blocking driver's views when trying to come out onto the A46 on France Lane.

**To be actioned**

**Parish Clerk to Email Streetcare**

**Parish Clerk**

*10.2 Parish Council minutes are not available on the website Cllr Cox*

The minutes are not on the website for parishioners to view. The Clerk explained once the minutes are approved they are emailed to Mr A Sauro to action.

**To be actioned**

**Clerk to contact Mr Sauro**

**Parish Clerk**

*10.3 Cyclists Cllr Isaac*

An earlier accident on Back Street was caused by cyclists riding through the village and passing a horse without any prior warning to the rider, the horse was spooked and the rider fell off backwards. An ambulance had to be called as the lady was unconscious; the cyclist stopped for a few minutes and then took off again before knowing if the horse rider was ok. This is an increasing problem within rural areas.

Some cyclists will shout “alright to go by” some are too embarrassed. There appears to be a lack of care and consideration of others. Cllr Isaac pointed out that horse riders are on unpredictable animals, care should be taken when passing.

**To be actioned**

**Clerk to write to contact Chipping Sodbury Police and ask them to talk to local cycling clubs to explain the situation, also an item for the Parish News.**

#### *10.4 Skate Park Cllr Frankcom*

Cllr Frankcom went on “rubbish duty” around the skate park; there were a few bits of litter by the shelter as the bin was overflowing as was the two bins by the Hall. The big bin is on a contract to be emptied weekly; volunteers empty the smaller bins, there is more work involved now due to the volume of children using the skate park. At the moment it is not working.

There is a lot of litter, more bins are required Cllr Robinson. Hall Committee and subcommittee to take this forward

**To be actioned**

**Cllr Bleaken to take this item to the Hall Committees next meeting.**

#### *10.5 Pot holes Cllr Frankcom*

Cllr Frankcom was cycling on Gibbs Lane Codrington where there were some nasty potholes in Sodbury Parish. Recently these have been repaired and finished to a lovely standard. It can be done

**This was noted**

Cllr Musty there are more cyclists riding in the rural areas and his concern was during any wet weather, the water hides the hole underneath, they may hit a hole and he is afraid there may be a death. Cllr Musty asked if the Clerk to ask South Gloucestershire Council if they can provide the Parish Council a list of work to be carried out on pot holes and secondly when these repairs will be carried out. It was discussed that road surfacing was a priority and not pot holes.

Action Turville had theirs repaired prior to Badminton Horse Trial.

Cllr Isaac pointed out that the weather conditions should be taken into account and Cllr Ruthven mentioned lack of investment, Cllr Musty this is why only short term repairs are being done.

**This was noted**

#### *10.6 Fire Hydrant-Cllr Musty*

Fire hydrant has been knocked over and broken; it can be located on France Lane by Pike Farm.

**To be actioned**

**Clerk to email Streetcare**

**Parish  
Clerk**

#### *10.7 Bus Shelter-Cllr Musty*

A piece of wood from the seat in the bus shelter has been removed by Cllr Musty to be repaired. Cllr Musty is happy to sand it down and stain it; he will replace the wood when all of the wood has been restored. The wood at the moment is unprotected, maintenance needs doing therefore a work party will be required.

**To be actioned**

**Cllrs Musty, Robinson and Mr M Deacon to carry out the maintenance, a date to be**

**Cllr Musty  
and Cllr**

**11 District Councillor's Cllr Hope**

Parish Councils should have received plans together with costing's for the bins and other non mandatory streetscene services. Please look at these carefully before deciding what to do in the future. Further information should be available at the Area Forum on Thursday 16<sup>th</sup> May 2013 at Frampton Cotterell Primary School Rectory Road Frampton Cotterell at 7pm.

Other matters on the agenda including Post Office changes, the consultation on the future of waste and recycling services, the allocation of Positive Activities Fund and the consideration of bids to the New Homes Bonus Grants Scheme. Capital Programme A46 Cross Hands and petty France.

The Council is currently consulting on the Channel Strategy this is how customers access council services and enable the better delivery of services. This particularly looks at IT access and it would be helpful if parish Councils could respond to this consultation in view of their local knowledge. [www.southglos.gov.uk/consultation](http://www.southglos.gov.uk/consultation)

After the Council's large transformation programme-which has made £24 million savings? There are still austerity measures that will require £30-40 million savings from 2015/16.

Landscape Character Assessment and the SPD for renewable energy-the consultation has been extended until 14<sup>th</sup> June. There has also been an extension to the response to the Inspector of the Core Strategy as result of a planning appeal at Engine Common Yate.

Tree training being offered to town and parish Councillors in June.

Support for our local bus services will be considered shortly. There is concern that currently there is no direct link from Yate to the new Southmead Hospital. It is suggested changing at Bristol Parkway Station. This would make it a 2 change service for those of us in rural areas wishing to visit the hospital.

The Public Health Committee will be considering the Public Health Budget at its next meeting. This is health money, which is now coming to the Local Authorities, together with many new responsibilities.

The Police Superintendant Sarah Crew came along to the last Safer Stronger Community Meeting, informing us of the police commitment to local neighbourhood policing. Since then there have been structural changes within the police and a briefing paper has been produced outlining their priorities. If you would like this please see Cllr Hope.

Local parishes will have been consulted by Chipping Sodbury School on the change of status to become a Co-op School.

France Lane/Grass cutting. This had been carried out at the request of SSCG and had generally received positive response; however Cllr Hope have followed up the complaint and copied in the Parish Council and Mr Fowler, Hawkesbury Upton into response. Further response from Mr Meddick of South Gloucestershire Council since

received and sent to Mr Fowler.

Local Services

The post office with a new owner and the local shop up for sale.

CLlr Hope has been in touch with both Annie Weston who is presently running the shop and Alan Hemingway (Beaufort Bureau) about registering the shop as a Community Asset. The Parish Council may wish to do this and Mr Hemingway is preparing a briefing paper. The simple application form is on the website. A request was made for this item to be placed on June's agenda.

**To be actioned**

**Agenda item for June Local services Community Asset**

**12 12.1 Planning Application**

<b>PK13/1286/TCA</b>	Londesborough High Street Hawkesbury Upton	Works to remove 1no. Leylandii tree in the Hawkesbury Conservation Area	The Parish Council supports this application-all in favour
<b>PK13/1261/LB</b>	Land at High Street Hawkesbury Upton	Demolition of wall to widen access	No Objection
<b>PK13/1219/F</b>	Land at High Street Hawkesbury Upton	Construction of new vehicular access. Erection of 1.4m high gates	No Objection

**12.2 Planning Decisions**

<b>PK13/0533/LB</b>	Beaufort Arms High Street Hawkesbury Upton Badminton	Erection of single Storey rear extension to form enlarged kitchen	<b>Approve</b> with conditions
<b>PK13/0534/F</b>	Beaufort Arms High Street Hawkesbury Upton Badminton	Erection of single Storey rear extension to form enlarged kitchen	<b>Approve</b> with conditions
<b>PK13/0451/LB</b>	Pool Farm House High Street Hawkesbury Upton	Erection of single storey rear extension to form garden room	<b>Approve</b> with conditions
<b>PK13/0781/TCA</b>	Trinity Cottage High Street Hawkesbury Upton	Works to reduce by 10% 1no. Smoke Bush and reduce to old cut 1no. Sycamore tree situated within	<b>No Objection</b>



		Hawkesbury Conservation Area	
<b>PK13/0487/F</b>	Pool House High Street Hawkesbury Upton Badminton	Erection of single storey side extension to form garden room	<b>Approve</b> with conditions
<b>PK13/0705/TCA</b>	Stoke Cottage High Street Hawkesbury Upton	Works to crown raise by 2m and crown thin by 10% 1no. Sorbus tree in the Hawkesbury Conservation Area	<b>No Objection</b>
<b>PK13/0900/F</b>	Hainlands Chase Lane Ingleston Common Badminton	Demolition of existing outbuildings and erection of detached building to form garage and store with associated works	<b>Approve</b> subject to conditions

### 12.3 Planning Trial

It has now been 3 months since the planning trial started and nears its end. The Clerk put to the Parish Council if they were happy with the way the Planning Applications have been received and if they wished to continue receiving just the paper copies of plans and the Clerk receiving the acknowledgement of the application via email. The Parish Council are all in favour with continuing with the way plans are received.

**This was noted – no action required**

## 13 13.1 Bank Reconciliation as of the 30<sup>th</sup> April 2013 was signed and figures agreed by Cllr Frankcom

### 13.2 Cheques to be signed

a	Parish Clerks wages via standing order For April	£415.43
b	Parish Clerks Expenses – April	£ 29.25
c	Aon Insurance renewal of £841.45 received-The Clerk put to the Parish Council if they would like her to reduce the figure regarding the laptop and printer to £500 which should reduce the renewal. All in favour- this item will be considered on the 3 <sup>rd</sup> of June. <b>This was noted</b>	£
d	The Head Groundsman Recreational Field April 13 £135.12 noted on the agenda, the Clerk had emailed Mr Drew to advise him the invoice figure quoted was incorrect and he apologised and sent a revised invoice for the correct figure Due to the concerns with the cutting the Clerk is to arrange a meeting with Mr Drew before further	£270.24

	payments will be made. <b>This was noted</b>	
--	---	--

Cllr Bleaken proposed the above items for payment, second by Cllr Hope; all in favour. The cheques were subsequently signed in accordance with the Bank Mandate.

#### 14 Urgent Correspondence

17/4/13	SGN Spring 2013 South Glos news magazine	Filed
22/4/13	Aon Insurance renewal	See item 13.2
22/4/13	South Glos Fifties Booklet	Filed
24/4/13	Localism Highway and Streetcare Services Consultation	See item 18
29/4/13	SESSCG Deaf association Event poster	Placed on notice board

#### 15 Annual Assembly 15<sup>th</sup> April 2013 feedback

This year's Annual Assembly was very good and informative; all the speakers were excellent and interesting. The Parish Council would invite Mr J Weir back again.

**This was noted**

#### 16 Risk Assessment

The Risk Assessment was signed by Cllr Bleaken, the only item outstanding are the notice boards.

**To be actioned**

**Clerk to file the Risk Assessment in the Financial Folder in preparation for the internal auditor.**

**Parish Clerk**

#### 17 Insurance/Liability

The Clerk was concerned whether or not the Parish Council was covered by their Insurance for volunteer workers and workers appointed by the Parish Council. After asking for a copy of The Head Groundsman's liability insurance.

The Clerk has spoken to Aon and under the Liability section of the Parish Council's policy will cover volunteer workers and other workers the Parish Council appoints to carry out repairs/work.

**This was noted**

#### 18 Localism Highway and Streetcare Services Consultation Event

Both Cllr Bleaken and the Clerk attended the meeting and arranged for a representative from South Gloucestershire Council to attend the Parish Councils next meeting on the 10<sup>th</sup> June 2013, however, the Parish Council discussed the date of this meeting and it was agreed to move the next meeting to 17<sup>th</sup> June 2013. Clerk to Email South Gloucestershire to rearrange the date for Michael Dixon to attend the meeting.

The Parish Council has 2 dog bins (from South Gloucestershire Councils report

although the PC know there are at least 4), if the Parish Council wishes for South Gloucestershire Council to continue to empty these 2 bins in 2014 they will charge £459.00. However, if the dog bins were taken away and dog waste was placed in the normal waste bins there would be no additional charge.

As for the amenity grass cutting at the moment it is cut 14 times a year, to save money a few areas will only be cut twice (as it was many years ago). However, if the Parish Council wishes SGCC to continue to cut it would cost £593.59 or the Parish Council could consider to outsource this area of grass cutting to see if this can be done cheaper than South Gloucestershire Council.

Cllr Winbow offered to email copies of this plan to all Cllrs for them to review prior to the next meeting on 17<sup>th</sup> June. After the meeting with Mr Dixon perhaps have an open morning can be arranged for a public consultation; the aim is to provide what is the best interest of the Parish. If the Parish Council decides to outsource; a specification will need to be produced and then check the costs. It was also discussed by the Councillors to book the Methodist Hall on a Saturday for a public consultation

**To be actioned**

**Clerk to change the date of the next meeting and contact Mr Dixon. Cllr Winbow to email copies of the plan to all Councillors. This is to be discussed in more details on the 17<sup>th</sup> June 2013. Provisionally book the Methodist hall for 6<sup>th</sup> July at 10am til 12 noon.**

**Parish Clerk & Cllr Winbow**

**19 Allotment 17 Request**

A letter has been received from Mr A Hemingway, allotment holder (plot 17) requesting permission to place a fruit cage on their allotment. The cage will cover an area of approximately 2.2m x 4.3m x 1.7m high. It would comprise of 6 wooden posts at each corner and in the middle of the long side supporting netting.

The Parish Council all supported the request.

**To be actioned**

**Clerk to contact Mr Hemingway and advise him of the decision.**

**Parish Clerk**

**20 Snow Emergency Plan**

In view of the time it was agreed to leave this item until the following meeting Monday 17<sup>th</sup> June 2013.

**To be actioned**

**Agenda item for 17<sup>th</sup> June 2013 meeting.**

**Parish Clerk**

**21 South Gloucestershire Heritage Forum**

An email had been sent to all Councillors prior to the meeting to see what they felt they would like to join the South Gloucestershire Heritage Forum. It was agreed if membership was free the Parish Council was happy to join.

**To be actioned**

**Clerk to Check to see if membership is free to join and advise the Parish Council at the next meeting**

**Parish Clerk**

**22 Cemetery Soil Cllr Cox**

The soil at the cemetery is becoming an issue and needs to be resolved. Cllr Cox in his opinion said it is not down to the Friends of St Mary's to clear this large amount of soil. It would be an advantage to have this soil removed which would subsequently tidy this area up.

This item was discussed in full and covered the following;

- Could the soil be levelled off-grass will then grow? It would be hard work, much of it is clay
- Cuttings are still being placed on the pile.
- It looks worse than it is!
- Cllr Isaac explained it was not going to be easy to remove this soil; a digger cannot gain access to this area.
- Can the Parish Council pay to have this removed? Cllr Isaac asked is it down to the Parish Council? Some of the soil came from the Parish Council but not all of it.
- Cllr Musty said it was not down to the Parish Council to drive this.
- This has been discussed several times the Parish Council has some responsibility and should support having this resolved.
- Cllr Hope explained it has been a long time. Not sure where all the clippings/tree cuttings etc came from.
- This is an eyesore, volunteers are needed

Cllr Isaac suggested to have some the soil remove; the grave diggers use some of the soil to top up the graves.

Is the soil top soil? It is a constant problem Cllr musty asked if the grave diggers could price to move the soil.

**This was noted**

**Cllr Cox would like the Parish Council to follow this through as it will be too difficult for volunteers to get it done.**

### **23 Date of next meeting**

The next Parish Council will be on Monday 17<sup>th</sup> June 2013; it will be held in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm.