

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 17th June 2013 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

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

Apologies

Cllr Robinson, Cllr Cox and Cllr Ruthven

Public Participation

Michael Dixon South Gloucestershire Council

Action

Accept apologies for Absence

Cllr Robinson, Cllr Cox and Cllr Ruthven

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

None

2 *To adjourn to allow public participation*

Michael Dixon-South Gloucestershire Council representative; firstly Michael thanked the Parish Council for inviting him tonight to discuss the changes taking place in 2014 with regards to the Highway grass cutting and emptying of dog bins. This has come in as a result of the localism framework action plan and the proposal arising from a financial aspect. South Gloucestershire Council needs to make 43million pounds worth of savings and this is half a million pounds towards it.

The principle is to give people greater choice delivered to them. There is a number of options available;

- To maintain the current level of Highway verge grass cuts at a cost of £505.63 paid to Hawkesbury Parish Council using South Gloucestershire Council as a contractor, this keeps the same cuts as the amenity areas.
- The basic cuts are twice a year at no cost to the Parish Council-additional cuts will only be made to maintain the highway safe.
- The Parish Council could Instruct a contractor to cut the grass to the existing number of cuts-please note the contractor will need a licence-this can be

obtain by South Gloucestershire Council who will be able to formalise this free of charge. Consideration of health and safety is a big issue with instructing a 3rd party contractor.

A further plan shows Hawkesbury Parish waste and dog bins; it shows that the Parish Council only has two dog bins, the Parish Council are aware of at least a further two. The collection of this waste will cease in April 2014, dog waste can go into the normal bins; these bins are the only ones that will be collected. Options;

- Keep dog bins; South Gloucestershire Council will charge £249.50 per bin to empty fortnightly, or maybe a specialised private contractor could be found.
- Remove all dog bins and re-educate dog walkers to place the waste in the normal waste bins-stickers can be made available to place on the bins.

At present the dog bins have lids; normal waste bins do not, what about the smell? Small children putting their rubbish in the same bins?

The reason for these changes is to give more freedom around the control with the services provided by South Gloucestershire Council. Do nothing and stick with the core services or buy back the existing services. It is up to the Parish Council to decide how we spend our money.

To maintain the services worst case scenario;

- Grass cutting £505.63
- Collection of dog waste £249.50 per bin

Mr Dixon pointed out that the decision on cost will be down to the number of Town and Parish Councils decisions, and until this is known they are unable to give a precise cost of maintaining the existing services.

If the Parish Council chooses to buy back the additional cuts, it will be on a three year contract agreement. The price will not be fixed for this term but calculated taking into account labour, materials and inflation.

Cllr Musty-Council administration will increase sending out invoices (47 if all of them take it up), liaising with Town and Parish Councils, SGC are passing the buck down the line wasting council tax money.

Mr Dixon-South Gloucestershire Council can only afford to keep the highway safe, highway and adopted land is their responsibility; any visibility issues additional cuts will be made. This is the business process that has been put in place. With regards to the emptying of bins, they are nationalising the processing.

Cllr Isaac-we have to accept it "localism bill public expenditure".

Cllr Hope pointed out that some of the areas on the map do not belong to South Gloucestershire Council but may belong to Merlin/Knightstone housing, which may impact on the price quoted; clarity is required as to who will be paying for what. Is it down to the Parish Council to clarify these issues?

Mr Dixon-clarity of ownership will need to be obtain, Cllr Hope to liaise with him. On the South Gloucestershire website they are Questions & Answers available.

Cllr Frankcom-Objective-take the cost out/sustain the service/give us the choice.

If the Parish Council stays with the core services does the Parish Council receive the savings? No savings to South Gloucestershire Council.

Mr Dixon-how much do you want to spend? What can you afford? What areas would like to spend money on-you will be able to be more flexible with their services.

Cllr Isaac-there is acres of South Gloucestershire land not being cut and the increase of birds and insects has been noticeable.

Cllr Hope mentioned the church yard and special expenses-Mr Dixon did not know the answer-first time he had been asked.

If the Parish Council decided to do an open day would Mr Dixon be able to attend? PC to email Mr Dixon with the date.

No decision has been made on other services under the localism bill as yet.

Cllr Bleaken thanked Mr Dixon for joining the Parish Council meeting; Cllr Hope will be in contact with him regarding the areas of grass cutting land to confirm ownership via email.

Mr Dixon left the meeting-the Parish discussed an information day and agreed on Saturday 13th July 2013 from 10-12 in the School room Methodist Hall, Back Street.

To be actioned

Clerk to book the Hall, place an advert in the Parish News for July. Cllr Hope to speak to Mr Dixon regarding various ownerships of land within the Parish.

Parish Clerk & Cllr Hope

3 *Approval of Minutes*

- 13th May 2013 Annual General Meeting-minor amendment made; signed as a fair and accurate record by Cllr Bleaken
- 3rd June 2013 Annual Assembly 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

4 *Update of previous action report*

4.1 Approved minutes

8th 15th and 22nd April 2013 minutes emailed to Mr A Sauro

Resolved

4.2 Little Badminton Notice board

At the last meeting it was agreed to ask Mr Choyce to commit to complete the repairs by a certain date and Cllr Cox would speak to Mr Choyce.

To be actioned

This item remains outstanding as Cllr Cox was not at tonight's meeting.

Cllr Cox

4.3 "Stays" for Hawkesbury Parish Council Notice board

As above this item remains outstanding.

Cllr Cox

4.4 Cllr Ruthven

Cllr Ruthvens Register of Interests forms have been sent to South Gloucestershire

Council.
Resolved

4.5 Bank Signatories

The Clerk obtained the forms to change the signatories on the bank account. It was put to the Parish Council to remove Peter Barnett from the list of signatories and replace him with Cllr Bleaken and Cllr Winbow-all in favour. The necessary forms were given to both Cllr Bleaken and Winbow to complete and return the form with their identification to NatWest Bank to action. The Clerk to send in the amendment form.

To be actioned

Clerk to take the necessary paperwork to NatWest Bank to remove Mr Barnett as a signatory and to add both Cllr Winbow and Cllr Bleaken as signatories.

**Parish
Clerk**

4.6 Allotment tenancy agreement

All allotment agreements have been returned signed and all rent has been received. A letter has been sent to Ms M Higgins offering her the vacant plot and the Clerk is waiting to hear from her.

To be actioned

Clerk to update the Parish Council at the next meeting

**Parish
Clerk**

4.7 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**

4.8 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. Having emailed PSMA the Clerk needs to apply for a licence. This was put to the Parish Council-it was agreed for the Clerk to apply for the licence request a free map due to the boundary change.

To be actioned

Parish Clerk to request a map showing the amended boundary.

**Parish
Clerk**

4.9 Recycling – Hawkesbury

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

To be actioned

Parish Clerk to email HURG

4.10 Hall Deeds Cllr Robinsons update

Further to the previous Parish Council meeting details regarding the gentleman from “Archived Lancashire” who has offered his help is outstanding Cllr Musty to forward these details.

To be actioned

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

4.11 Email to Sita

Clerk has emailed Sita and is waiting for their response regarding the replacement of the empty bins/bags at the correct property.

This was noted

4.12 Adopted Landscape Cllr Musty

Cllr Musty has nearly finished the project-more work than expected.

This was noted

4.13 Cow Parsley-A46

Clerk emailed Streetcare and the Cow Parsley has been cut back.

This was noted

4.14 Cyclist riding through our Parish

Item placed in the Parish News Clerk needs to contact the police to ask for their help in talking to local biking groups pointing out the Countryside code.

To be actioned

Parish Clerk to email Chipping Sodbury Police

**Parish
Clerk**

4.15 Skate Park rubbish

Cllr Bleaken to update the Parish Council under Councillors items

This was noted

4.16 Fire Hydrant

Stone post broken-Clerk emailed Streetcare

Resolved

4.17 Local Services

Agenda item for tonight

This was noted

4.18 Localism Highway and Streetcare services consultation

Agenda item for tonight

This was noted

4.19 Allotment 17 Fruit Cage

Email sent to the allotment holder to confirm it was alright to erect a fruit cage

Resolved

4.20 Recreational Grass Cutting

Meeting arranged for tomorrow evening

This was noted

5 Councillor's Items

5.1 Recreational Grass Cutting

The Clerk emailed Steve Drew and a meeting has been made for 5pm tomorrow evening. Attendees Cllr Musty, Cllr Winbow, Cllr Bleaken, 1skatepark member, Cllr Hope.

**Parish
Clerk**

The specification is clear, bits are not being cut for any apparent reason, and it has never been an issue before with South Gloucestershire Council. The Clerks husband is sub contracted to cut the play area and the front of the hall. He is picking up the grass cuttings at no extra cost and comments received have been good. Cllr Musty – very good

**Parish
Clerk**

There is a further meeting tomorrow evening with HURG and South Gloucestershire Council with regards to the area of the field being damaged by the tractor that comes in with the compost and the ways forward. Cllr Hope will be attending this meeting.

There are two issues-grass cutting to the specification and areas of grass having to recover from damaged caused by last year's weather. Cllr Isaac pointed out the grass should be aerated. It is down to various groups to re establish the grass sward on the field that their organisations damaged.

This was noted

5.2 Cllr Frankcom Mobile Home on the Plain

A mobile home has been parked on the Plain and weeds are growing under it as last year. Streetcare was notified last year about the weeds but no action was taken. Could the Parish Council hold a weed pulling up day? Or trim the weeds?

5.3 Cllr Frankcom-signs on the Plain

The signs on the Plain are looking poor, lettering missing. Cllr Winbow will ask her husband to have a look and report back to the Parish Council.

To be actioned

Cllr Winbow to report back

5.4 Cllr Musty Bike Event

Yesterday there was a biking event through Hawkesbury, Cllr Musty spoke to one of the organisers who said he would like the Clerks details so he can advise the Parish Council of any events taking place that may involve the Parish. Cllr Musty to send the details to the Clerk for her to make contact.

To be actioned

Cllr Musty to email the details to the clerk.

5.5 Cllr Isaac-5k fun run

Some of the Signs have not been taken down following the fun run held on Saturday. Cllr Musty to ensure this is done. Cllr Hope thanked Cllr Isaac for opening the gates at both end of Bath Lane.

This was noted

5.6 Cllr Bleaken-Cotswold Link Meeting

Out of the six people that attended the meeting three were from our Parish. They discussed Ponds; Hazel Willmot is looking at grants from South Gloucestershire Council for at least 10 ponds (these does not include the drovers Pool). They have found newts of every variety which is good. Spending money to improve these ponds. Cllr Bleaken and Hazel Willmot met this morning to discuss the drover's pool and it was mentioned that at least 12 tons of clay will be needed to puddle the pool floor. Another problem they have found a Japanese weed that if taken out must be covered in plastic for years.

This was noted

5.7 Cllr Bleaken Hall meeting

Cllr Bleakens first meeting and Cllr Robinson joined her. They have a wish list which includes the porch, plans were drawn up in 2006 not much done since. Grass cutting is an issue, the emptying of bins on the Rec, if they have more bins these need to be emptied.

SGC has cut verges back that should have not been done, Mike Plumb not impressed.

6 District Councillor's Cllr Hope

Transport

Thank you to all those people who responded to the consultation on the local bus service. At a recent meeting the Planning & Transport committee agreed to the tenders for our local 84/86 Bus Service, as well as the 620 which leaves from Old Sodbury to Bath. Although there is no addition to the service, there will be tweaks to enable better reliability.

A direct public transport from Yate to Southmead Hospital is still being discussed. There is a petition to call for a direct route from Yate, this can be signed on line or please contact Cllr Hope.

Frome Vale Area Forum

The next meeting will be on the 11th July at 7pm at Shireway Community Centre, Yate. There is always a public forum session and further New Homes Bonus monies will be allocated by local councillors. All are welcome to attend.

The Commons

Many residents are unhappy about a recent letter regarding the storing of wood and other encroachment infringements on the Commons. Cllr Hope understands a further letter, together with a map, will be sent to residents, reaffirming the removal of woodpiles. Cllr Hope has asked for this matter to be discussed with the alleged offenders, rather than go ahead with removal of wood piles and is very concerned about this approach, and Cllr Hope has shared her concerns with officers.

Broadband Update

No progress on which areas will definitely receive state subsidy for high speed Broadband, Cllr Hope showed the Parish Council the letter showing the areas for consideration.

Resurfacing

End of High Street to be resurfaced shortly.

This is a section that will be surface dressed.

Scheme name Hillsley Road

Description: From jct Hawkesbury Hill (by pond) to Gloucestershire County Council boundary.

Armed Forces Day

Cllr Hope understands the details of the Armed Forces Day -29th June 2013 has been circulated to Parish Councils-Parish Clerk received posters-Clerk to arrange for these to be placed on the notice boards.

Core Strategy Report

South Gloucestershire Council has commissioned a report, which will be forwarded to the Planning Inspector. This independent report states that the Council has a 5 year land supply, which should help with the Core Strategy.

7 7.1 Planning Application

PK13/1869/F	Post Cottage France Lane	Demolition of various	No Objection, neighbours
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	Hawkesbury Upton	outbuildings and erection of single storey rear and side extension to form additional living accommodation	comments to be taken into consideration.	
PK13/17419/F	Pershore Cottage High Street Hawkesbury Upton	Erection of 1.15m high and 4.4m long boundary wall	Objection for the following reasons; existing walls natural dry stone not block, the wall would reduce the ability to manoeuvre a vehicle, increase reversing on to the High Street and encroachment. Neighbour's concerns to be considered.	
PK13/1919/LB	Collyns Mead Back Street Hawkesbury Upton South Gloucestershire	Internal and external alterations to facilitate erection of first floor rear extension and single storey front and rear extensions, including replacement windows and installation of bi-fold doors	Objection -The Parish Council does not like the proposed materials, the design is not in keeping nor does it enhance the existing listed building.	
PK13/1918/F	Collyns Mead Back Street Hawkesbury Upton South Gloucestershire	Erection of first floor rear and single storey front and rear extension to provide additional living accommodation	Objection -The Parish Council does not like the proposed materials, the design is not in keeping nor does it enhance the existing listed building.	
PK13/1945/F	Kosy Kot France Lane	Erection of single storey rear	No objection to this planning	

	Hawkesbury Upton	extension to form additional living accommodation. (Resubmission of PK13/1148/F)	application, however the Parish Council have concerns regarding the window overlooking the neighbours property therefore take neighbours comments into consideration.	
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7.2 Planning Decisions

PK13/1065/F	Ingle Cottage Oxleaze Farm Road Inglestone Common	Erection of single storey front and rear extension to form additional living accommodation	Approve with conditions
PK13/1148/F	Kosy Kot France Lane Hawkesbury Upton	Erection of single storey rear extension to form additional living accommodation	Withdrawn
PK13/1286/TCA	Londesborough High Street Hawkesbury Upton	Works to remove 1no. Leylandii tree in the Hawkesbury Conservation Area	No objection

8 South Gloucestershire Council Local Planning requirements

Prior to the meeting the Clerk emailed the above to all Parish Councillors – hard copy handed to Cllr Isaac.

No concerns raised-Cllr Hope asked if the Clerk could log the Parish Council's comments as a consultee-this was confirmed by the Clerk

This was noted

9 Approval of Audit

Section 1 Accounting Statements 2012/13

Annual Statement was approved and signed by the RFO Mrs Jones and the Chair Cllr Bleaken.

Section 2 Annual Governance Statement 2012/13

The annual governance statement was approved and signed and dated by the Cllr Bleaken and Clerk.

To be actioned

Clerk to send the necessary form to Grant Thornton

Parish Clerk

13 13.1 Bank Reconciliation as of the 31st May 2013 was signed and figures agreed by

Cllr Frankcom

13.2 Cheques to be signed

a	Parish Clerks wages via standing order For May	£415.43
b	Parish Clerks Expenses – May	£ 31.05
c	CRK Garden Manicures 7 th & 21 May 2013	£163.54
d	ROSPA	£156.00
e	Mrs C Davidson (Internal Auditor)- Invoice was £10 cheaper than originally quoted completed audited in less time than expected	£150.00

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.

The Head Groundsman cheque for £270.24 payment was signed in preparation of tomorrow's meeting outcome being satisfactory.

11 Urgent Correspondence

4/6/13	Parish and Community news leaflet HAG/SMP-Hall Committee	Passed to Cllr Bleaken for next Hall meeting
4/6/13	Arm Forces Day Leaflets	Place on notice boards
24/5/13	Police and Crime plan-posters	Filed booklet-posters for notice boards
1/5/13	Booklet planning explained	Passed to some of the Councillors to read

12 Review of South Gloucestershire's adopted landscape character Assessment and preparation of supplementary planning document for renewable energy.

Cllr Musty-it is nearly finished more work involved than originally thought.

This was noted

13 Play Facility sub Committee

The subcommittee would like the Parish Council represent, last year Cllr Frankcom was involved Cllr Hope nominated Cllr Frankcom and Cllr Bleaken second the nomination.

To be actioned

Clerk to email the subcommittee.

Parish Clerk

14 Local Services

Recently the lease from the Post office had been sold and now the shop lease is up for sale. Last month the Parish Council discussed applying for the shop to become a community asset. Cllr Hope has spoken to the owner of the shop and feels that the Parish Council might have to register the premises (not the business).

Cllr Hope to forward the link to the Clerk to obtain the necessary forms.

To be actioned

Clerk to obtain the forms to apply for a community asset.

15 Maintenance of the bus shelter

Cllr Musty bought some stain to repair the slates of wood in the bus shelter and would like to put to the Parish Council if they would agree payment. There are funds available for repairs-clerk to have this as an agenda item for next month.

To be actioned

Payment of stain on agenda

**Parish
Clerk**

16 Recreational Field Grass cutting

A meeting is taking place tomorrow with Steve Drew Head Groundsman, Cllr Bleaken (Hall and Parish Council representative), Cllr Hope (HURG representative), Cllr Musty (Bonfire and show committee representative), Cllr Winbow (if available) and Nigel Clelland from 1Skatepark. The meeting will take place between 5-6pm on the recreational field. Clerk to print a copy of the specification.

The field was discussed in full, the strimming as per the specification has not been done this year. Payment of invoice will be considered after this meeting

To be actioned

Clerk to print a copy of the specification prior to the meeting

**Parish
Clerk**

Additional item-the following email was sent from Mr J Otley

About a year ago SGC carried out a repair to the drainage system which crosses under the road opposite Pool House. The pipe under the road had been crushed and once the pipe was renewed the water was diverted down the ditch in the field to farm Pool instead of running down the hill and forming a huge puddle by the bus stop. On Saturday 15th after the steady rain at lunchtime I noticed that the drain is once again topped up and the water was running down the road. This means one of two things as far as I can see, either the ditch is blocked or once again the drainage pipe under the road has been crushed by the excessive weight of some of the HGV's transversing the village. Once winter starts this is going to be the same mess again that it was for years. Can we get SGC to investigate? I know they claim to be poor but the drain is very near the road surface. Mind you having said that no repair will be permanent without a weight restriction. We never had this problem before the Wickwar gas scare

The Parish Council discussed the email and it was agreed for the Clerk to email Streetcare.

To be actioned

Parish Clerk to email streetcare

**Parish
Clerk**

17 Date of next meeting

The next Parish Council will be on Monday 1st July 2013; it will be held in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm.