

# Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Annual General Meeting  
Held on Monday 18<sup>th</sup> May 2015 at 7.30pm  
In the Bethesda Chapel, Park Street, Hawkesbury Upton**

**Present:**

Cllr Robinson, Cllr Cox, Cllr Winbow, Cllr Hope, Cllr Musty, Cllr H Bleaken, Cllr Ruthven, Cllr S Bleaken, Cllr Higgs and H Jones (Parish Clerk)

**Apologies**

None

**Public Participation**

Mr C May Parishioner

All Councillors signed their Declaration of Acceptance of Office and completed their Action Register of Members Interest forms before the meeting commence

Cllr Bleaken thanked everyone for attending and welcomed both Cllr Higgs and Cllr S Bleaken to the Parish Council.

**1 To Elect a Chair for the ensuing year**

Cllr Hope Nominated Cllr Robinson second by Cllr H Bleaken, no further nominations, the Parish Council voted – all in favour. Cllr Robinson thanked everyone adding it's a privilege to take the position as Chair and thanked Cllr H Bleaken for doing a marvellous job this was echoed by everyone including previous Councillors not at the meeting. Cllr Robinson signed the Declaration of Acceptance of Office for Chair.

**2 To Take apologies for absence**

None

**3 To Elect a Vice Chair for the ensuing year**

Cllr H Bleaken nominated Cllr Hope, second by Cllr Musty-no further nominations-all in favour-Cllr Hope signed the Declaration of Acceptance of Office for Vice Chair.

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

None

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

Cllr Robinson welcomed Mr May to the meeting; noting the Parish Council would like to have more engagement with the public at meetings. Mr May to observe.

**6 Councillors to be appointed for the following Membership of outside Bodies and Subcommittees**

<b>ALCA</b> -attend meetings and report back to the Parish Council	<b>Cllr Winbow</b>
<b>Hall Committee</b> -attend the Hall monthly meetings and report back to the Parish Council	<b>Cllr Musty</b>
<b>Cemetery subcommittee</b> 4 members of the Parish Council	<b>Cllr Hope, Cllr Ruthven, Cllr S Bleaken and Cllr Musty</b>
<b>Clerks appraisal</b>	<b>Cllr Robinson and Cllr H Bleaken</b>
<b>Responsibility of checking</b>	
<b>Monthly finance figures at the meetings</b>	<b>Cllr Higgs</b>
<b>Allotment Contact</b> –annually	<b>Cllr Robinson</b>
<b>Footpaths</b>	<b>Cllr Higgs and Cllr Ruthven</b>
<b>Risk Assessment</b> to be completed and reported to the Parish Council	<b>Cllr Winbow and Cllr Hope</b>
<b>Standing Orders/Financial Regulations</b> – review these documents with the Clerk	<b>Parish Clerk, Cllr Hope and Cllr Robinson</b>
<b>CPRE Avonside Village of the year competition</b> – to complete the forms	<b>Cllr S Bleaken</b>
<b>Decision to be made on Bank Signatories-</b>	<b>Cllr Cox - Additional Signature</b>

**7 Introduction of all Councillors**

A short presentation for the benefit of both new and existing Councillors.

**8 Approval of Minutes**

- 13<sup>th</sup> & 27<sup>th</sup> April 2015 **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**

**9 Update of previous Action points**

*9.1 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

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

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

9.4 Pot Hole outside Corner House-Clerk emailed Streetcare-Hole not repaired clerk to speak to South Gloucestershire Council before an accident happens.

9.5 Transparency Requirements-website-Agenda item for May to discuss options to set up a Parish Council website

9.6 Kiosk for a £1 – further investigations remains outstanding

9.7 Planter for Mrs Allen **Resolved due to be delivered tomorrow**

9.8 Letter to Bramble Cottage-regarding overgrown hedge-outstanding

## 10 Councillor's items-information only

10.1 Sign Post for Inglestone Common – Cllr H Bleaken

Machine has not been set up to make the sign post; Cllr Winbow will arrange for this to be done in due course-no timescale. **This was noted**

10.2 Road to Horton-Highfields Lane – Cllr Ruthven

Following heavy rain this morning flash floods occurred along Highfields Lane. Clerk to email South Gloucestershire council to review the drainage on this lane.

10.3 Bramble Cottage Hedge-Cllr Hope

Request this letter to be sent as soon as possible. **This was noted**

10.4 A big thank you to Mr M Frankcom and Mr P Isaac for all their hard work over the past few years as Councillors

10.5 Silent Running Event held last weekend-Cllr Robinson

To report (information only) the Hall has received complaints following an activity held at the Village Hall; neighbours were disturbed from 4.30am. This is being taken seriously by the Hall Committee. **This was noted**

## 11 District Councillors report information only – Cllr Hope

Not much to report this month,

- Received new laptops.
- Superfast broadband has caused a few issues with commercial companies such as Talk Talk.
- Ellie Phillips Commons Stewardship is producing a Newsletter on line.
- Planning – Old Bakery – objected/Circulated – Officers decision

A question was raised – following the election Results is there any changes that may affect the Parish Council-Early days Cllr Hope will keep us updated

## 12 12.1 Planning Applications

PK15/1585 /PNGR	Barn Opposite Post Box Cottage Orange End Inglestone Common	Prior notification of a change of use from Agricultural Building to single	<b>Seek clarification on the size of the residential curtilage and</b>
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		residential dwelling (Class 3) as defined in the Town and Country Planning (Use Classes) order 1987 (as amended). (Amendment to previously approved scheme PK14/1829/PNC)	<b>building</b>  <b>The application states:</b> <i>The cumulative floor area of the building which is proposed to change use-175</i>  <i>The Cumulative area of land within this curtilage which is proposed to change use-0.06 Ha</i>
<b>This was proposed by Cllr H Bleaken and second by Cllr Hope all in favour to send the above wording to South Gloucestershire Council</b>			
<b>12.2 To note Planning Decision – information only</b>			
<b>PK15/0549/F</b>	The Retreat France Lane Hawkesbury Upton	Erection of 1no. detached dwelling, garage/store with new access and associated works	<b>Approve with conditions</b>
<b>PK15/1024/F</b>	4 Hunters Mead Hawkesbury Upton	Replacing existing conservatory roof with a tiled roof	<b>Approve with conditions</b>
<b>PK15/1158/TCA</b>	Village Hall High Street Hawkesbury Upton	Works to 7no. Lime trees to pollard to previous points and remove epicormic shoots, situated within Hawkesbury Conservation Area	<b>No Objection</b>
<b>PK15/0786/PN1</b>	Existing Telecommunications Installations at Starveal Farm Beech Lane Hawkesbury Upton	Prior notification for intention of replacement of 2no. antennas, addition of 3 no. 600mm diameter dishes, replace 1 no. equipment	<b>No Objection</b>

		cabinet, addition of 1no. new cabinet and ancillary development	
<b>PK15/0418/LB</b>	The Stable Yard Stroud Road Hawkesbury Upton	Internal and external alterations to install a metal flue to support the use of a wood burning stove	<b>Approve with conditions</b>
<b>PK14/2823/F</b>	Barn Opposite Post Box Cottage Orange End Inglestone Common	Change of use of land from agricultural to land for the keeping of horses and erection of stables and associated works	<b>Approve with conditions</b>
<b>PK14/3282/F</b>	Land Opposite Post Box Cottage Orange End Inglestone Common	Construction of Manege and associated works	<b>Approve with conditions</b>

### 13 Finance

**13.1 Bank Reconciliation as of 30<sup>th</sup> April 2015 was checked and approved by Cllr Higgs.**

#### **13.2 Payments approved for payment**

<b>A</b>	Parish Clerks Wages-May – by Standing Order	
<b>B</b>	Parish Clerks – Expenses March 2015 paid on 13 <sup>th</sup> April 2015 figure no advertised	<b>£ 76.25</b>
<b>C</b>	Parish Clerks – Expenses-April	<b>£ 49.50</b>
<b>D</b>	Garden Manicures 6 <sup>th</sup> May 2015 cut	<b>£ 81.77</b>
<b>E</b>	Room Hire – Methodist Hall 13 & 20 April 2015	<b>£ 39.00</b>
<b>F</b>	M Bendeaux-Arch Lever Files	<b>£ 5.00</b>
<b>G</b>	Internal Audit Fee – C Davidson	<b>£150.00</b>
<b>H</b>	To be discussed by Councillors a donation to the Bethesda Chapel to cover costs of their meeting room. Cllr Hope to discuss this with J Woods and report back	

	to the Parish Council	
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**Resolved by Cllr Robinson proposing the payments, seconded by Cllr Winbow. Cheques signed in accordance with the bank mandate.**

- 14 Parish Council to discuss 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**  
Apologies no update-Cllr Robinson explained to the new Councillors the position regarding this land. Cllr Musty to report to the Parish Council at a further meeting.
- 15 Approval of the Annual Audit by Council**
- Section 1 Accountant Statements 2014/15 – **This was resolved by Cllr Robinson and Financial Officer signing the form**
  - Section 2 Annual Governance Statement 2014/15 – **This was approved by Council and resolved by Cllr Robinson signing the form Clerk to send all the paperwork to External Auditors**
- Parish Clerk**
- 16 Insurance renewal June 2015. Two quotes received Zurich 3 year agreement £426.10 or 1 year £444.00 and Aon**  
This was discussed in full; Cllr Hope proposed to accept Zurich 3 year agreement; it was second by Cllr Higgs; all in favour. **Resolved by the Parish Council approving the 3 year contract with Zurich. Aon's quote was over £800**
- Parish Clerk**
- Clerk to refer to Zurich regarding cover of car whilst on Parish Council business.
- 17 Parish Clerk**
- Letter to Bank to amend the standing order for the Clerks wages-**this was resolved by signatories signing the letter**
  - Appraisal outstanding-**Date to be set**
- 18 Land Opposite the Somerset Monument – Councillors to agree on the way forward**  
This was discussed in full and new Councillors updated; following the Annual Assembly Mr N Lodge has agreed to clear the area with volunteers, wildlife issues to be taken into consideration. No work to start until the Clerk has reviewed the licence with South Gloucestershire Council.
- Parish Clerk**
- 19 Allotments**
- **Councillors to discuss the clearing of rubbish and mound, also to look at repairing the fencing.** This was discussed in full, rubbish has already been removed, no decision on the removal of the mound. It was agreed for the Clerk to speak to Mr Hornig regarding the repairs to the fence and report back to the Parish Council.
  - **Discuss the purchase of the Water Trough now the piping has been put in place.** Cllr Cox to speak to Mr Blakeney and report back to the Parish Council
- Parish Clerk**  
**Cllr Cox**
- 20 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.  
**This was resolved by Councillors agreeing the following wording “Generally Support” to be sent by the Parish Clerk**
- Parish Clerk**

- 21 To agree on a notice for the Cemetery compost bins**  
This was discussed in full and **resolved by agreeing on the wording-Cllr Hope to sort out the notices.** Compost to be removed-cemetery committee to meet on Friday.
- 22 Date of the next Parish Council Annual Assembly meeting will be held on Monday 1<sup>st</sup> June 2015 in the Bethesda Chapel, Park Street, Hawkesbury Upton at 7.30pm.**

**Minutes Approved as a true record .....**  
**1<sup>st</sup> June 2015**