

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Annual Meeting
Held on Monday 18th June 2012 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

H Bleaken (Chair), B Robinson, P Barnett, M Cox, S Hope, Cllr Frankcom, and H Jones (Parish Clerk)

Apologies

P Isaac and A Musty

Public Participation

Action

Accept apologies for Absence

Cllr Isaac and Cllr Musty

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

None

2 *To adjourn to allow public participation*

None

3 *Approval of Minutes*

- 14th May 2012 Signed as a true record by Cllr Bleaken
- 28th May 2012 minor amendments made and signed as a true 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 April's approved minutes emailed to Angelo Sauro

Resolved

4.2 Bramble Cottage-visit outstanding Cllr Hope and Cllr Musty

Due to the nesting season this item remains outstanding, hedges and bushes should not be pruned back during this season.

To be actioned

Cllr Musty and Cllr Hope to visit the owners of Bramble Cottage

4.3 Statement date needs to be changed to ensure the Bank Statements arrive in time to prepare the Bank Reconciliation every month and email Cllr Frankcom.

This item is outstanding Clerk to speak to Nat West Bank

4.4 White lines by the monument –still not resolved

To be actioned by the parish Clerk to email streetcare

4.5 Little Badminton Notice board

The notice board has been restored, a lock needs to be fitted and then it can be erected.

To be actioned

Parish Clerk to email Mr Choyce to see when the restored notice board will be erected.

4.6 Hawkesbury Trees

This item remains outstanding a date needs to be set for Chris Wright from South Gloucestershire Council Tree Preservation Officer, Cllr Musty and Cllr Hope to inspect the trees within the Parish.

To be actioned

Cllr Hope, Cllr Musty and Mr Chris Wright to set a date.

4.7 Cllr Isaac to write a piece for the Parish news regarding the conservation strip being damaged by dogs being allowed to roam free off their leads.

To be actioned by Cllr Isaac

4.8 A Stay for Hawkesbury Parish Council Notice board

This item is outstanding

4.9 Bonfires – item for the Parish News

This item is outstanding

4.10 Helen Black and Hall Committee meeting

This item remains outstanding-Cllr Robinson is waiting for a convenient date and will advise the Parish Council in due course.

4.11 Windy Ridge/Coombe View

Following the previous meeting the Parish Clerk emailed James Cooke at South Gloucestershire Enforcement Officer re the comments raised about the stone wall. Mr Cooke response was as follows;

“He has had a look at their records of the permissions below

PK00/2941/F - Erection of two storey side and rear extensions and first floor front extension. This included a plan for three different height stone walls around the boundary at the front.

PK02/1609/F - Dismantle one structurally unsound wall (Retrospective application - amendments to planning permission PK00/2941/F altering the status to new building). This appears to have permitted the demolition and rebuild of one of the house walls so I am assuming this is not relevant to the concern raised now.

Mr Cooke assumes that it is one of the boundary walls which are the issue and he can arrange for an officer to visit. Looking at the decision however, the condition just

required sample panel of the stonework to be provided rather than insisting that the wall had to be completed. That said South Gloucestershire Council might be able to encourage completion, especially if it has been a long time and the site is untidy as a result. Mr Cooke will log for them to investigate, but would like the Parish Council to confirm that it is one of the front boundary walls that they were complaining about.

To be actioned

Parish Clerk to email Mr Cooke at South Gloucestershire Council to let him know this was the wall in question.

4.12 Land rear of Blue Boy House

A response has been received from Mr James Cooke South Gloucestershire Council enforcement Officer.

“Mr Cooke has finally got hold of the owners of the redeveloped land at Blue Boy House about the fencing. They accept that they are in breach and are resubmitting some details to the Planning Officer Roger Hemming for his consideration. From what Mr Cooke understands the owners are claiming that the roots of the existing tree were obstructing the foundations required for the wall but Mr Cooke will see what is submitted and discuss further with Roger and a tree officer as required.”

This was noted and awaits further details in due course.

4.13 Next Year's Annual Assembly

The Parish Clerk has made a note on the Calendar December 2012/January 2013 to set a date for the Annual Assembly and if possible not to coincide with any other village meetings.

This was noted

4.14 Risk Assessment

The completed and signed Risk Assessment from last month's meeting has been filed in the 2011/12 finance folder.

This was noted

4.15 Orchard survey-outstanding

4.16 Glebe land deeds

The Parish Clerk and Cllr Robinson received an email from Mick Bendeaux today to confirm that he spoke to Willie Cruickshank the Manager of Lloyds bank who confirmed that Lloyds are not holding anything for the Hall Committee or the Parish Council.

This was discussed and Cllr Hope has several boxes of Hall and Parish Council paperwork and it was agreed that the Parish Clerk, Cllr Bleaken and Cllr Robinson will go through a box each to see if they can locate the deeds.

To be actioned

Cllr Bleaken, Cllr Robinson and Parish Clerk to check the boxes to try and find the deeds and will report to the Parish Council at the next meeting.

4.17 Additional Land for possible allotments-Water trough, poly tunnel, greenhouse and shed to be discussed later tonight under item 16.

This was noted

4.18 Dog Fouling

This item is outstanding the Parish Clerk is going to try and copy a poster given by Cllr Robinson so it can be put in the Parish news and on the notice boards.

To be actioned

Parish Clerk

4.19 Neighbourhood Planning

This is being discussed later tonight item 13.

This was noted

4.20 Cllr Bleaken to speak to Mr Tizzard in response to his letter

This item remains outstanding-Cllr Bleaken now has his telephone number to make contact.

To be actioned

Cllr Bleaken to speak to Mr Tizzard

4.21 Councillors Vacancy

The Parish Clerk advised the Parish Council that she had not received any response following the advert for the vacancy-the closing date is the 30th June 2012 and any applications will be discussed at the next meeting on the 2nd July 2012.

4.22 Overhanging branches on the High Street

These branches have been cut back.

Resolved

4.23 Gift Selection payment-Diamond Jubilee Mugs

A cheque for £942.00 was agreed on Monday 28th May 2012 under item 3.6 page 328 and the details needed to be placed on tonight's agenda. The Clerk omitted to do this and apologised to the Parish Council-this will be put on the 2nd July's agenda.

This was noted

5 Councillor's Items

5.1 Cllr Hope-Mary Beresford

Mary Beresford has been awarded the "British Empire Medal" Well done.

This was noted

5.2 Cllr Barnett-Mobile Home-Petty France

Cllr Barnett asked the Parish Council if permission is required for a mobile home to be put in a garden. Yes permission is required; have the Petty France obtained permission-No. Temporary planning permission is required Cllr Hope proposed the clerk contact South Gloucestershire Council's Enforcement Office to investigate-all in favour.

To be actioned

Parish Clerk to email South Gloucestershire Council Enforcement Office to investigate the mobile home situated in the back garden of the Petty France.

5.3 Cllr Bleaken-The LINK Environmental Group meeting

Cllr Hope and Cllr Bleaken attended the meeting; there was a disappointing turnout three from Hawkesbury and one from Marshfield. They discussed the Commons and how the Commons and how the Commons have suffered from unimproved landscape with regards biodiversity.

Natural England has introduced a £2m grant for communities to improve their footpaths and bridle paths.

South Gloucestershire Council's sustainability grants are on hold due to internal reorganisations at the moment.

This was noted

6 District Councillor's Report-Cllr Hope

The National Planning Policy Framework (NPPF) now provides the background for planning matters. The examination in Public of the South Gloucestershire Council Core Strategy Starts on the 19th June 2012 at Kingswood. This part of the process tests whether the Core Strategy is "Sound" The Planning Inspector will be presented with evidence from groups, individuals and businesses, as well as the council. There is a library of submissions together with the full timetable on the Council's website.

Cllr Hope received slides from a recent seminar on NPPF and will circulate them to the Parish Councillor's.

The South Gloucestershire Council has now moved to the committee system, with the Policy and Resources Committee already taken place. On Wednesday 20th June three Committees meet, all with big agendas. Of local interest-the Children and Young People Committee will have rural school transport on the agenda (this impact on free school transport for Badminton). The Part Time Speed Enforcement (PTSE) meets in the afternoon and will be considering speed reductions on the B4040. They are also forming a group to look at public transport to the new Southmead Hospital. Communities meeting in the evening will make a decision regarding the Circadian Trust who runs the Leisure Centres and the use of Yate Centre by the Bowls Club.

Health-the local authority will be taking over the public health role and further details are being circulated on what this will entail.

News has just been released regarding the closer working of the 2 Hospital Acute Trusts – BRI and Southmead/Frenchay. A recommendation is to be made at the end of July 2012. It does not impact on current planned developments.

The Commons- because of complaints received regarding dangerous weeds on the commons, the land had to be partially sprayed to remove them, hence the electric fences, the rest of the commons were topped. This has been done with the sanction of Natural England.

7 7.1 Planning Decisions

PK12/0863/TCA	The Vicarage High Street Hawkesbury Upton Badminton	Works to 8 lime trees to remove Epicormic Growth from the main stem (max diameter 25mm) situated within the Hawkesbury Upton Conservation Area	The Council does not propose to serve a Tree Preservation Order at this time. The Council has No Objection to the works as specified in the submitted details.
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PK12/0380/F	2 Fox Close Hawkesbury Upton Badminton South Glos	Installation of ground mounted solar panels	Permit –subject to conditions
PK12/0924/F	Land at France Lane Hawkesbury Upton	Erection of agricultural storage building	Permit – subject to conditions
PK12/0926/F	Winfield High Street Hawkesbury Upton	Creation of hardstanding and new vehicle access from High Street (resubmission of PK11/3623/F).	Permit – subject to conditions
PK12/1587/PNA	Hobbs Acre Back Lane Hawkesbury Upton	Prior notification of the intention to erect an agricultural building for the storage of machinery and straw	This application has been accessed “prior approval is not required for the proposed development” .

7.2 Comments made by the Parish Council for the planning application for Hobbs Acre, Back Lane-Response from Roger Hemmings Planning Officer South Gloucestershire Council.

PNA-Prior notification application-if you think it needs planning permission.

The above planning application details had been sent to the Parish Council to see whether or not it was felt that a planning permission was required, this was not fully understood by the Councillor’s when discussing the application.

When the comments were emailed to Mr Hemmings he replied to say that unfortunately our consultation response did not reach him in time to consider. The last day for consultation responses was 31st May 2012 and the Clerks email was received at 22.11 that day-he felt it was cutting a bit fine. The application was a Prior notification only which has to be determined within a 4 week period or the applicant can just go ahead with the development. Mr Hemmings had sent the decision letter early morning on 1st June 2012. He could confirm that the new building would replace the unsightly dilapidated building that currently stands on the site.

The Clerk received the email and sent an apology email to the Parish Council, the Clerk was not aware of any cut off time regarding emails being sent. This is the first time the Clerk has had a problem.

Cllr Bleaken would like to write a letter to Mr Hemmings and a copy to Brian Glasson regarding Mr Hemmings comments. All in favour.

To be actioned

Cllr Bleaken to write to Mr Hemmings

8 Internal Audit – comments from Cate Davidson

Cate Davidson completed the internal audit and is satisfied that the Parish Council is fulfilling its statutory obligations and have not identified any points of concern on this occasion.

The only item that was mentioned to the Clerk was that the Parish Council should sign the P11 print out showing the Clerks wages and keep a copy with the invoices for the financial year. The Clerk will ensure this is printed out and signed accordingly from today.

9 Audit – Mazars paperwork to be agreed by Council.

Statement on page 2

“I can confirm that these accounting statements were approved by the Council on this date”. 18th June 2012 and signed by the Chair Cllr Bleaken.

The Annual governance statement was read to the Parish Council-this annual governance statement is approved by the council and recorded as minute reference 9 and dated and signed by the Chair Cllr Bleaken and the Clerk Mrs H. Jones.

To be actioned

Parish Clerk to take copies for the Parish Councils records and send the paperwork to Mazars.

Additional item-Cllr Hope Sandpits Lane planning application

Cllr Hope advised the Parish Council that the planning application for the Land at Sandpits Lane was been put on the South Gloucestershire circulated list.

There have been various conditions attached to the application taking into consideration areas highlighted by the Parish Council. However with regards to the location of the stables the comments raised by the Parish Council have been ignored, the landscape officer from South Gloucestershire Council over ruled the planning officer.

A lesson to the Parish Council when writing to planning officers we need to ensure our comments are listened to and therefore need to write clearer comments.

This was noted

10 10.1 Bank Reconciliation as of 31st May 2012 was signed and agreed by Cllr Frankcom.

The Parish Council were given copies of the above for their records.

11.2 Cheques to be signed

a	Parish Clerks wages via standing order For June	£403.33
b	Parish Clerks Expenses	£ 36.75
c	Louise Roberts – Diamond Jubilee	£104.25
d	CRK Garden Manicures Cut	£245.31

All the above Cheques were proposed by Cllr Bleaken for payment and the remaining Councillors agreed payment. The cheques were subsequently signed in accordance with the Bank Mandate.

11 Urgent Correspondence

9/06/12	Email from First Group –mobility scooters on Buses – item 12	
9/06/12	Refurbishment of overhead electricity line-Iron Action – Melksham- posters	Placed on noticeboard, to be placed in the shop, post office, Hall and Little Badminton noticeboard.
15/06/12	CPRE Branch AGM 7 th July 2012	Send the Parish Councils apologies
11/06/12	Aon policy renewed-notification War Memorial is now listed and noted on the policy	Filed in the 2012/13 Financial records

12 Mobility Scooter

A leaflet was handed to the Parish Council regarding allowing some mobility scooters on buses.

Earlier this year the confederation of Passenger Transport and the Department for Transport launched a “Code of Conduct” for the carriage of mobility scooters on low floor buses.

Due to “a grey area and some disagreement and conflict about their suitability for carriage by bus-a code has sought to address this.

Users of mobility scooters who want to travel by bus need to contact their local bus company for an assessment. With their scooter which must be a type 2 (rather than the road legal type 3), they will be checked to ensure that the scooter’s dimensions and the combined weight of scooter and user are within the limits prescribed by the code to ensure that they can be carried safely. They will be asked to board a bus in a controlled environment to move to the wheelchair area of the bus, to ensure they are able to control the scooter in a safe manner. Provided that they pass this assessment they will be issued with a pass with their photograph which will allow them to use the low floor bus service.

Users of electric wheelchairs that do not exceed the standard reference wheelchair dimensions need not be assessed and will be accepted for travel on low floor buses whenever there is capacity to accommodate them.

This was noted

Leaflets to be placed in the Hall.

Additional item

Thank you letters to Louise Roberts Diamond Jubilee, Simon Dring Badminton Estate for the Beacon , Jenny Harris from the Writers club, the Buffs, WI and Fiona from the Parish News for the donations.

To be actioned

Parish Clerk to write to the above.

13 Neighbourhood Planning

CLr Barnett attended the ALCA meeting;

As previously discussed if we as a Parish does not produce a plan, then the Parish Council can adopt the South Gloucestershire plan. South Gloucestershire Council has to provide residential housing sites for a 5 year plan.

Should the Parish Council consult with the Parish? Yes

Do we know what the community wants?

Land use this is not stopping growth but it is aimed at managing the growth we want to see.

Cllr Barnet suggested we start with a map on the table and look at areas within the Parish.

Hawkesbury is an attractive place to live with a shop, post office, school, bus service and 2 pubs.

Cllr Hope suggested bringing a few local Parishes together to find out more about the neighbourhood plan perhaps in September/October. This was agreed

To be actioned

Cllr Hope to arrange a meeting with local Parishes.

14 Drovers Pool Cllr Hope

The grant was obtained to check Pool Farm and it was going to be topped up by Sir John. The report has confirmed that there are no great crested newts.

Cllr Cox was disappointed with the report. It was agreed two year ago to commission biodiversity survey report for the drovers Pool. Cllr Cox was old the survey was agreed he was a Parish Councillor, he still felt this was a waste of tax payer's money in obtaining a grant to carry out the survey. The Pool is privately owned and does not belong to the Parish. He had spoken to Sir John Jenkinson who said that he did not want to put money in himself.

Sir John Jenkinson knew the report was being carried out-the Pond is no longer a drover's pond but more of a marsh pond-it's changed.

Cllr Robinson asked if Sir John would stand in anyone's way if they came up with a good project. Some people's expectations for the Pool might be to see ducks, seats etc. which is not in normally found by for a drovers or marsh pool

Cllr Bleaken stated that it is a visual part of our Parish

Cllr Hope – the report mentioned about making it smaller and deeper-excavate the clay and had already requested a small donation from Sir John Jenkinson which he agreed verbally to pay the 10% of the survey that the grant did not cover.

There is no clear evidence as to own's the Pond-the Parish or Sir John Jenkinson.

Cllr Cox suggested to pass it back to Sir John or put in the Parish News, a survey has been completed does anyone have any thoughts. Put it on the website-suggest an action group.

This was noted

15 Defibrillator within your community-St John's Ambulance

There is a defibrillator held at Beaufort House-Cllr Hope will speak to the Matron and report back to the Parish Council on whether this defibrillator could be used in the wider community.

Clerk to contact St John's Ambulance regarding help with funding to purchase a defibrillator for the village.

To be actioned

Cllr Hope to speak to Beaufort House, Parish Clerk to speak to St John's Ambulance.

16 Allotments

Cllr Robinson and Cllr Hope have spoken to some Allotment holders; with regards to the poly tunnel, the majority of allotment holders would not like to see one on site. They are in favour of having sheds with dimensions of 6ft by 4 ft if erected around the perimeter of the allotments on their own plots.

With regards to a green house, due to health and safety risks the Parish Council will not be allowing them.

The allotment holders are in favour having an additional trough, even people nearer the existing trough. The allotment holders and the Parish Council need to identify a place for the trough and there have been offers from allotment holders to help dig the trench for the pipe work. Cllr Robinson will investigate the cost of materials. This can be done during the autumn/winter so that it does not interfere with the growing season.

An existing allotment holder will be handing back one of his large plot early next year and he felt that it would be good to allow the requestee to his plot.

This needs to be discussed

17 CPRE AGM 7th July 2012 Poole Court

Clerk to write to CPRE to thank them for their invite but due to other commitments no Parish Councillor from Hawkesbury will be able to attend.

To be actioned

Parish Clerk to advise CPRE

24 Date of next meeting

The next Parish Council will be on Monday 2nd July 2012 it will be held in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm