

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 1st February 2016 at 7.30pm
In the upstairs Meeting Room at the Village Hall, High Street, Hawkesbury Upton**

Present:

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

Apologies

Cllr Musty and Cllr Wareham

Public Participation

None

- | | | |
|----------|--|--------------|
| | | Action |
| 1 | To Take apologies for absence
Cllr Musty and Cllr Wareham | |
| 2 | To record declaration of interest from members in any item to be discussed.
Grant funding item 9
Cllr Hope – Youth Club and president of Guides and Cllr Robinson Evergreens | |
| 3 | To adjourn to allow public participation.
None | |
| 4 | Approval of Minutes <ul style="list-style-type: none">• 4th January 2016 minor amendment made• 18th January 2016 Resolved by Cllr Robinson signing both sets of minutes as a true and accurate record; Clerk to email approved minutes to Mr Sauro to upload to the village website | Parish Clerk |
| 5 | Update of previous Action points
<i>5.1 Letter to Jane Ellis re changing the criteria to stay in line with Knightstone and English Rural housing-outstanding</i>

<i>5.2 Little Badminton Notice Board</i> | Parish Clerk |

- Name plate to be replaced on the notice board-remains outstanding Cllr Higgs offered to fix the name plate – **to be actioned – clerk to email Mr Choyce to return the name plate to the Parish Council** **Parish Clerk**
- 5.3 *Tied properties list-This item remains outstanding.* **Parish Clerk**
- 5.4 *Licence for land Opposite the Somerset Monument –outstanding* **Parish Clerk**
- 5.5 *Allotments-Mr Hornig to meet Cllr Robinson at the allotments to discuss the fences that need repairing. Remains outstanding The Parish Council agreed for the Clerk to speak to Mr Hornig to visit the site to ensure this work is completed before the end of the financial year* **Parish Clerk**
- 5.6 *Pollination of bees-Parish News article – Resolved January Parish News* **Cllr Hope Clerk & Cllr Robinson**
- 5.7 *Review of Clerks Contract remains outstanding* **Parish Clerk**
- 5.8 *Highfields Lane-Flooding-Cllr Hope emailed South Gloucestershire Council before Christmas-to be actioned agreed to send a further email* **Parish Clerk**
- 5.9 *Footpaths-Email Cllr Higgs report to Nicola Chidgley-outstanding* **Parish Clerk**
- 6 Councillor’s items-information only**
- 6.1 *OAP’s Homes – Cllr Cox*
 Pleased the Parish Council discussed OAP’s Homes and highlighted a request from a previous resident-the bungalow went to a local resident which was good news. **This was noted**
- 6.2 *Village Parish Hall plaque - Cllr Ruthven*
 This sign has been down for several weeks, suggest a sign similar to the ones made by Mr Deacon is made and placed on the wall. Clerk to email Mr Rispen to see what they are looking to do with the sign. **Parish Clerk**
- 7 District Councillors report information only – Cllr Hope**
- PLANNING**
- A busy time in the Planning world. Many thanks to all those who managed to wade through and respond to the Policy Sites & Places Consultation on the methodology for delivering 1500 houses across the rural areas in the next 5 years. Alongside this, was the consultation on the Joint Spatial & Transport Plan for the West of England (South Gloucestershire/Bristol/Bath & North East Somerset/North Somerset), which closed on 29th January 2016.
- Council Budget**
- It is likely that SGC will increase the Council Tax by 3.99%; 1.99% to cover increased costs and 2% ring fenced for increased social care costs. The Council’s budget includes many planned savings; there is to be a merger of Committees – Children & Young People will merge with Adult & Public Health; Communities will merge with Planning Transportation & Environment. Policy & Resources & Resources

Committees will remain, as well as Development Control Committees. There will be a merger of some of the Forums. . The Area Forums are to be split between the 14 Safer Stronger Community Groups. It is unclear as to how savings are to be made here. The Area Forums would not be decision making groups, and not allocate local grants. The NEW HOMES BONUS, from which local groups have benefitted, will no longer be allocated to the Forums. It is unclear how this will work as the Cotswold Edge ward has been split between 3 different SSCG groups. Badminton will move into the Boyd Valley group. There are also proposals to close Kingswood and options for building a Council Chamber at Badminton Road; staff are to be merged onto the one site.

Community Hubs/Libraries/Public Lavatories

It has been agreed to start a consultation (should be 1.2.16) on Community Hubs, Libraries & Public Toilets as part of the Council's Saving Programme; this includes proposals for the closure of Chipping Sodbury Library **and ceasing of the Mobile Library Service**. Cllr Hope is sure many people will want to comment and may have ideas on how improvements can be made. Please do make sure you respond to this consultation, and please get back to me with your views. *(Consultation as yet not live)* Nominations for Community Awards had to be in by 31st January.

Cllr Hope's understanding is that WPC Jodie Groble, will replacing Mike Hart for the time being. The Police will be holding a Chip & tag session for horses, tack and other items in Badminton Village Hall on the 25/2 - 4. -8.00 pm. Other items can also be tagged.

Picnic Site J18/M4/A46

The closure of this site by Highways England – who owns the site-, has led to increased dangerous parking on the surrounding roads. It has long been an aspiration to have a proper functioning Park & Share (or even Ride) site at this busy junction. A meeting is being planned with Highways England and other agencies to work to get the site opened up.

Public Transport Forum - Cllr Hope had to send apologies this evening, but have raised the matter of unreliable services. Hope this will also be picked up in the response the Consultation.

15 To update the Parish Council on setting up a website – Cllr Ruthven

It was agreed by the Parish Council to bring this item forward.

Approval of Consultant-

Discussions have taken place with Mr Creeper

- Mr Creeper agreed he would give his time free of charge.
- Would like his expenses to be paid-**this is to be discussed and approved**
- He will set up the website with e-mango
- Liaise between the PC, clerk and e-mango

Costs-

Table to show projected costs for the first three years

Description	1 st Year	2 nd Year	3 rd Year
Set up	£300.00		
Maintenance	£480.00	£480.00	£480.00
Training	Free		
Domain Name .gov	£125.00 Every 2 years		£125.00
Email Host	£50.00	£50.00	£50.00
Password Protection	Free	Free	Free
Mr Creepers Expenses	£200.00	£100.00	£100.00
Total	£1155.00	£630.00	£755.00

- No management costs
- Budget implications of website-Need to budget at least £700 to maintain the website as from 2017/18

Way forward

- Parish Council to provide the necessary information for the website
- The website will have 2-3 columns
- Possible slide show First page-Provide photos and suggest wording for the website
- Consider Access to weather feeds-helps market website
- Road works
- News headlines
- This website could be set up within a month if we can provide Mr Creeper with all the necessary paperwork
- Who would like to be trained on the Website?

Parish Council discussed all the information provided in full and it was **resolved by the Parish Council approving the appointment of Mr Creeper and proceeds with the website via e-mango. The figures quoted are well within budget. It was agreed in full by the Parish Council there is no need to seek the Parish Councils approval of costs at every stage, this is to prevent any further delays.**

8 8.1 Planning applications received

PK15/5538/TCA	Adjacent to the Carpenters Shop Church Lane Hawkesbury	Works to reduce crown to leave a height of 7.5 metres and radial spread of 3 metres of 1 no. Cherry tree and reduce crown to leave a height of 7.5 metres and radial spread of 3 metres of 1no. Cherry tree and reduce crown to leave a height of 7 metres and radial spread of 3 metres of 1 no. Ash tree all	No objection.
----------------------	--	--	----------------------

		situated in the Hawkesbury Conservation Area	
--	--	--	--

8.2 Planning Decisions received from South Gloucestershire Council

PK/5136/TCA	Silver Birches Back Street Hawkesbury Upton	Works to 2no. Silver Birch trees to cut back to previous points to leave a height of approx 5m and radial spread 3m, and 2no. Norway Maple trees to cut back to previous points to leave height of approx 4m and radial spread of 2m in Hawkesbury Upton Conservation Area	No Objection
PK15/5330/TCA	The Paddocks High Street Hawkesbury Upton	Works to crown reduce 1no. Sycamore tree by 2m, 1no. Cherry tree by 1m, 2no. Norway Maples by 1m, 1no. Beech tree by 2m and to re-pollard 1no. willow tree back to previous points (approx 2.5m) all within Hawkesbury Upton Conservation Area	No Objection
PK15/4948/F	Hillside The Barton Hawkesbury Upton	Dormer construction in existing roof to form Bathroom	Approve with conditions

9 Grant Funding 2016 – Councillors to agree the distribution of the grant funding for the following organisations.

1 st Hawkesbury Upon Guides £100.00	1 st Hawkesbury Upton Brownies £100.00	Evergreens £300.00
--	---	--------------------

Youth Club £300.00	1 st Hawkesbury Upton Rainbows £50.00	Citizens Advice £125.00
Victim Support £50.00	Afterschool Club £85.00	Hawkesbury Upton Literature Festival £25.00
Hawkesbury Preschool £115.00	Village Hall £250.00	Parish Hall £250.00

Parish Clerk

This was discussed in full and £1500.00 grant funding was distributed between the local organisations. **To be actioned cheques to be drawn up and signed in accordance with the Bank mandate.**

10 Finance

10.1 Bank Reconciliation as of 31st January 2016.

Resolved by Cllr Higgs checked the bank reconciliation and signed accordingly. No comments made.

10.2 Expenditure update as of 31st January 2016

This was discussed in full – no comments made.

10.3 Payments approved for payment

A	Clerks Wages for February	
B	Clerks expenses-January	£ 60.78
C	Hawkesbury Upton Methodist Church-Hall Hire 18/1/16	£ 19.50
D	Hawkesbury Upton Village Hall Room Hire "Save our Shop"	£ 10.00

Resolved by Cllr Higgs proposing the payments, seconded by Cllr Hope. Cheques signed in accordance with the bank mandate.

11 Parish Council to discuss the issues regarding problems in the village as a result of the Road Works being carried out by WPD and Morgan Sindall

WPD are still progressing with their work; a request was made for a completion date. A generator had been sited on the edge of Warren Farm working 24/7 causing noise issues for neighbouring property-advised resident to refer to WPD-**this was noted**

Parish Clerk

12 Local Planning Application Requirement List Closing date 19th February 2016

Councillors to discuss the consultation on 15th February 2016 meeting. **This was noted**

13 Update of the Affordable Housing Needs Survey-closed 18th January 2016

Closed 18th January 2016 Clerk to refer to the timeline and update Councillors at the next meeting. **To be actioned**

Parish Clerk

14 Update on Save the Village Shop – Cllr Musty, Cllr Wareham and Cllr Hope

Cllr Hope

- A donation of £25 have been requested from the working group

- representatives to raise £500 for the formal business entity-**This was noted**
- The donation will be treated as a loan and returned at a later date-**This was noted**
 - Clerk to Check with the treasurer of the working group if they still wish to use one of the Parish Council's bank accounts-to advise any cheques received should be made payable to Hawkesbury Parish Council-**to be actioned**
 - Receipts to be given for audit purposes for any donations made-clerk to hold a copy to show internal auditor-**to be actioned**
 - Check the Parish Councils Insurance-indemnity cover and report back to the working group-**to be actioned**
- Parish Clerk**
- 15 To update the Parish Council on setting up a Website - Cllr Ruthven-see page 831**
- 16 Precept – Councillors to prepare to set 2016-17 precept**
This item was discussed in full and **resolved by Cllr Hope proposing an increase to the precept of 11.6% to £16,302.08 this was second by Cllr Higgs-all in favour. Clerk to send necessary email and paperwork to South Gloucestershire Council. In addition place a note in the Parish News.**
- Parish Clerk**
- 17 Consultation bus service 84/86 Start Date 14th January 2016 for 4 weeks Resolved by the following response being agreed;**
Reliability and time table with an extended service to cover evenings and school time table to be considered
- 18 Big Spring Clean Saturday 19th March 2016 update**
- **Booking form completed and returned**
 - **Hawkesbury Primary School Children**
 - **Other organisations to be contacted to help**
- Resolved by the Parish Council agreeing for all grant funding letters to include a paragraph inviting the organisations to join in with the annual spring clean. Advertise in the Parish News for March**
- Parish Clerk**
- 19 Annual Assembly – Parish Council to discuss and agree on this year's annual assembly**
- **Date and Venue-Monday 18th April 2016 at the Methodist Hall**
 - **Guest Speakers-invitation to Luke Hall, SOS Village Shop, Preschool update on their venture, the Village Hall and all the local organisations in the village., Cllr Cox to speak to Lower woods**
- This was noted**
- Parish Clerk**
- 20 CCLA Charities, New Signatories required for the bank account and charity to finalise with HMRC and charity reference number**
This was discussed in full, the Clerk will obtain change of bank signatories forms, Cllr Higgs proposed Cllr Robinson to be the signatories - all in favour.
- Parish Clerk**
- 21 Consider consultation with parishioners whether there is a desire to change the village development line-Cllr S Bleaken**
This was discussed in full and a decision was made for Cllr Bleaken and Cllr Robinson to look at all options to be considered and return to the planning meeting on 15th February to update Councillors.
This was noted
- Cllr Robinson and Cllr S Bleaken**

22 Laptop – Councillors to approve the servicing and checking of the Parish Councils laptop for £50
All in favour for the laptop to be serviced at a convenient time for the clerk

23 Risk Assessment to be reviewed by Councillors
Risk assessment to be completed and reviewed at the next full Council meeting. **This was noted**

**Cllr
Winbw**

24 Lower Woods Stable Restoration Email from Ben Henley-Reserves Development Manager Gloucestershire Wildlife Trust – requesting support from the Parish Council for the restoration of Grade II listed stable at Lower Woods Nature Reserve

Email received - The stable in question can be found in the yard by the car park has been recently condemned for health and safety reasons. The beams and loft floor are now rotten and dangerous. Furthermore the back corner wall has begun to disintegrate and has now begun to collapse.

To save the stable they need to carry out some restoration work which will make the stable safe to inhabit but also make the stable more functional. Whilst they are going to restore the roof beams, loft floor and repair the back wall, they also plan to fix all the mortar that has come loose and install electricity and plug sockets so there is proper light within the stable. In order to begin work, the Trust need to get listed building consent from South Gloucester Council and as part of the consent form, there needs to be evidence that there is public support to save this building.

Mr Henley was hoping that the Trust could rely on the Parish Council to show support for the proposed work?

This was discussed in full and agreed for Mr Henley to write a letter of support for the Parish Council to sign.

25 Date of the next Parish Council meeting will be held on Monday 7th March 2016 in the upstairs meeting room at the Village Hall, Hawkesbury Upton at 7.30pm

Minutes Approved as a true record
7th March 2016