

# Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting  
Held on Monday 1<sup>st</sup> July 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 Robinson and H Jones (Parish Clerk)

**Apologies**

Cllr Cox, Cllr Isaac and Cllr Ruthven

**Public Participation**

Mr D and Mrs B Parsons, Flexor Farm

Action

***Accept apologies for Absence***

Cllr Isaac, 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***

Mr Parsons introduced his wife and himself to the Parish Council; they attended tonight's meeting as a result of the article written in the July's edition of the Parish News regarding their planning application for the "Change of Use of Land from agricultural to residential. Erection of single storey side and front extension to form additional living accommodation." PK13/1580/F at Flexor Farm, Orange End, Inglestone Common.

Mr Parsons wanted to point out to the Parish Council the Certificate of Lawfulness of residential use was deemed valid. The agricultural land in question is 30ft by 25ft and most of this land is already accommodated with a path, gas tank and existing out house.

The additional room is for his great granddaughter and grandson and also due to health issues to ensure they are able to live the rest of their lives at Flexor Farm.

South Gloucestershire planning committee has dealt with the application of lawfulness.

Also the planning application he did not see as advertised on the agenda on 3<sup>rd</sup> June 2013-The Clerk confirmed it had been advertised on this date and the minute folder confirmed this.

The Parish Council thanked Mr & Mrs Parsons for their time and they subsequently left the meeting.

**3** *Approval of Minutes*

- 17<sup>th</sup> June 2013 Meeting-minor amendment made; 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*

13<sup>th</sup> May and 3<sup>rd</sup> June 2013 minutes emailed to Mr A Sauro

**Resolved**

*4.2 Grass verges and emptying of dog bins-changes 2014*

The Methodist hall has been booked 13<sup>th</sup> July 2013. Clerk emailed an invitation to Mr Michael Dixon South Gloucestershire Council to attend the meeting to be available to answer any questions.

Cllr Hope; Mr Dixon will be attending but will be unable to answer any questions relating to "Streetcare issues".

**This was noted**

A request was made for Mr Dixon to bring maps in case residents wanted to view the areas in question.

Refreshments to be purchased and a tea towel will be required.

**To be actioned**

**Cllr Hope to speak to Mr Dixon with regards to maps-Clerk to purchase tea, coffee, sugar, squash, milk and biscuits. Clerk to provide tea towels.**

**Cllr Hope  
and Parish  
Clerk**

*4.3 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**

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

**As above this item remains outstanding.**

**Cllr Cox**

*4.5 Bank Signatories*

The Clerk went into NatWest Bank with the necessary forms to add Cllr Bleaken and Cllr Winbow as signatories and remove Mr Barnett. However, NatWest did not want to hold onto the form until the Councillors came in with their identification. They requested the Councillors take in the amendment form at the same time. Cllr Bleaken has already taken her paperwork into Chipping Sodbury branch. The Clerk asked Cllr Winbow to take both forms in with her identification to the same branch.

**To be actioned**

**Cllr Winbow to take her identification into Chipping Sodbury Branch with the necessary amendment form.** Cllr Winbow

*4.6 Vacant Allotment*

The Clerk has not heard from Ms M Higgins, the Parish Council agreed for the Clerk to write a further letter to respond within 10days; if no response Clerk to offer the plot to the next person on the list.

**To be actioned**

**Clerk to write to Ms Higgins if no response contact the next person** Parish Clerk

*4.7 CCLA Bank statements*

Clerk obtained the change of signatory form from the bank it was put to the Parish Council to vote to remove Vanda Preece and Danny Blakeney as signatories and add Cllr Hope and Cllr Bleaken-all in favour.

New forms handed to Cllr Bleaken to take into the Bank with her identification with Cllr Hope. Letter to be signed by both Ms Preece and Mr Blakeney.

**To be actioned**

**Forms and letter to be taken to NatWest Bank to be amend the signatories and also amend the mailing address to send all future bank statements to the Clerk** Cllr Hope and Cllr Bleaken

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

This remains outstanding.

**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** Parish Clerk

*4.10 Hall Deeds Cllr Robinsons update*

No further updates-Cllr Robinson requested the clerk to resend the audit trail with regards to the deeds being put into the bank.

**To be actioned**

**Parish Clerk to email the details to Cllr Robinson.** Parish Clerk

*4.11 Cyclist riding through our Parish*

Clerk to email 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

*4.12 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 Bramble Cottage Cllr Hope*

The boundary hedge has grown with some of the branches being at eye height over the footpath. Cllr Hope and Cllr Bleaken to speak to the owners of the property to ask them to prune the hedge.

**To be actioned**

**Cllr Hope and Cllr Bleaken to speak to the owners of Bramble Cottage.**

**Cllr  
Bleaken  
and Cllr  
Hope**

#### *5.2 Bins on the Recreational Field-Cllr Hope*

Cllr Hope advised the Parish Council that there are 6 waste bins on the recreational field; Cllr Bleaken to advise the Hall Committee at their meeting next week.

**To be actioned**

**Cllr Bleaken to advise the Hall Committee**

**Cllr  
Bleaken**

#### *5.3 Dog Bins-Cllr Hope*

Cllr Hope and Mr Michael Dixon from South Gloucestershire Council walked the village and confirmed only 2 dog bins in the village and 4 litter bins. Mr Dixon will be attending the meeting on Saturday 13<sup>th</sup> July 2013; however, he will not be able to answer any questions raised in respect of Streetcare issues.

**This was noted**

#### *5.4 Telephone Box on the Commons-Cllr Bleaken*

The cows on the Common are using telephone box and leaving the hand set off the hook! Due to no door the cows frequently try and get into the box, please can the clerk email BT for a new door.

**To be actioned**

**The Clerk will require the phone number before emailing BT, Cllr Bleaken to advise the Clerk.**

**Cllr  
Bleaken  
and Parish  
Clerk**

#### *5.5 The drain outside of Greenbury House-Cllr Bleaken*

The drain outside of Greenbury House has sunk low into the road-Cllr Bleaken requested the Clerk to advise Streetcare.

**To be actioned**

**Clerk to email Streetcare**

**Parish  
Clerk**

#### *5.6 Hall Meeting-Cllr Bleaken*

The treasurer was at the meeting although did not provide any paper evidence regarding the budget forecast, income for the month or payments. No predictions being made; Helen Black South Gloucestershire provided Performa's to help the Hall Committee prepare budgets. Oil is paid on a monthly basis at £400; it was discussed at the previous meeting the cost of a new boiler required would be £5k, this had not been minuted by the Hall Committee. Still a lot of work to be done

**This was noted**

#### *5.7 Streetcare issues-Cllr Winbow*

A46 sunken drain

The concrete post for the hydrant as you come into France Lane was broken; the Clerk has already reported this to Streetcare.

**This was noted**

#### *5.8 Pot holes-Cllr Bleaken*

Most of the pot holes have been repaired. Although a request was made for the Clerk to report to Gloucestershire Council the pot hole on Chase Lane by the pull in, it is too deep and needs sorting.

**To be actioned**

**Clerk to email Gloucestershire Highways**

#### *5.9 Plastic Road Signs-Cllr Musty*

It would appear South Gloucestershire Council are using plastic road signs advising motorists of approaching road works, however these are too flimsy and folding in half obscuring the writing. Is this a cheaper option once used thrown away?

**Parish Clerk**

#### *5.10 France Lane resurfacing*

There are no signs advising motorists of loose gravel.

**This was noted**

## **6 District Councillor's Cllr Hope**

Public transport to Southmead Hospital is still being discussed and not finalised. The new hospital opens next spring, with closure of many services at Frenchay. Cllr Hope has met with Yate Town Councillors and transport officers to explore options and explain the problems faced by local residents. A petition is being circulated.

It is still unclear which services will be available at Frenchay.

Cllr Hope met with an officer from South Gloucestershire Council Mr M Dixon to discuss ownership of grass cutting areas and the number of bins in the village.

Cllr Hope has also met with officers regarding the wood clearing and encroachment on the Commons. Cllr Hope understands some clearing up has started and help has been offered to those who might need some help, with the work to be completed by the end of July.

Planning guidance received on shore wind applications. The minister is asking for greater and meaningful consultation prior to applications for onshore wind.

Reminder of the Area Forum on 11<sup>th</sup> July 2013 as well as traffic management, there will also be a presentation on the new cinema development at Yate. NHB monies will be allocated as well as Positive Action Funds (Hawkesbury Youth Club has an

application to be considered).

Safer Stronger Group meeting is being held on 8<sup>th</sup> August 2013 at Chipping Sodbury. There is also a consultation on how the Council engages with the public, (Area Forums, Safer Stronger Group/Priority Neighbourhoods)

New leaflets offering advice and help on PROW's for Parish Councils, landowners and users are now available.

Notification of an outdoor evening event at Worcester Lodge on 31<sup>st</sup> August 2013. Officers will let the clerks know of contact details should there be any problems.

**7 7.1 Planning Decisions**

<b>PK13/1261/LB</b>	Land at High Street Hawkesbury Upton	Demolition of wall to widen access	<b>Approve</b> with conditions
<b>PK13/1219/F</b>	Land at High Street Hawkesbury Upton	Construction of new vehicular access. Erection of 1.4m high gates	<b>Approve</b> with conditions

**8 ROSPA inspection of skate park and play area**

**Invoice to be agreed**

The invoice of £156.00 was discussed in full; the Parish Council increased their budget last year but not enough to cover the cost of the full inspection of the skate park. It was agreed Cllr Frankcom would refer back to the skate park committee to pay their inspection fee and the Parish Council will pay for the play area. This was subsequently put to the vote, all agreed to pay £65 plus vat to ROSPA.

**To be actioned**

**Clerk to send a cheque for part payment to ROSPA, Cllr Frankcom to speak to the Skate Park committee to pay the remainder.**

**Parish Clerk & Cllr Frankcom**

**9 Review of Local mechanism and decision making**

Survey completed at the meeting

**Resolved**

**10 10.1 Bank Reconciliation as of the 30<sup>th</sup> June 2013 has not been completed due to the bank statement not arriving in time to prepare.**

**10.2 Cheques to be signed**

a	Parish Clerks wages via standing order For July, this item will be agreed at the next meeting-paperwork has not been completed in time for the meeting.	£415.43
b	Parish Clerks Expenses – June	£ 31.05
c	The Head Groundsman 9 <sup>th</sup> & 23 <sup>rd</sup> May	£270.24
d	ROSPA-see item 8 Parish Council agreed to pay half the invoice	£ 78.00

e	CRK Garden Manicures 7 <sup>th</sup> & 21 May 2013-this invoice was agreed at the meeting-Clerk to ensure it is on the next agenda as it had not been advertised for payment.	£163.54
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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.

#### 11 Urgent Correspondence

16/6/13	Thank you card from After School Club –grant funding	Filed
24/6/13	Core Strategy examination report-South Glos	Wording to be agreed
24/6/13	Greenfield garden leaflet	Passed to Cllr Frankcom skate park sub committee

#### 12 Core Strategy Examination South Glos

The Parish Council agreed on the following comments to be emailed to South Gloucestershire Council by 25<sup>th</sup> July 2013

“Thank you for the opportunity to comment on core strategy. We welcome the BNP Baribas report which demonstrates a deliverable supply of houses for the next 5 years. We would hope this will consider as highly material evidence in support of the core strategy. We also note the right timetable.”

**To be actioned**

**Clerk to email the above comments before 25<sup>th</sup> July 2013**

**Parish Clerk**

#### 13 South Gloucestershire Heritage Forum

Cost £10 per year

The Parish Council all agreed not to join the South Gloucestershire Heritage Forum.

**Resolved**

#### 14 Local Services

The Clerk has obtained a copy of the South Gloucestershire Council Assets of community value – community right to bid nomination form from the SGCC website. Cllr Hope was nominated by the Parish Council to speak to Mr Hemmingway to produce a briefing before the 17<sup>th</sup> July 2013.

Clerk to hold on to the form.

**To be actioned**

**Cllr Hope to speak to Mr Hemmingway to produce a brief to hand in with the form to SGCC** Cllr Hope

#### 15 Maintenance of the bus shelter

The Parish Council agreed to carry out the repairs to the bus shelter on Sunday 21<sup>st</sup> July 2013 at 9am-Cllr Musty has sand paper. In view of the size of area it was agreed only three Councillor’s will be required to carry out he work.

The receipt given to the Clerk was for £24.56 and a cheque was made out accordingly prior to the meeting. The Clerk clarified the amount due to Cllr Musty from the receipt provided and the original cheque was cancelled and re issued for £20.98. The Parish Council agreed payment and the cheque was signed in accordance to the bank mandate

**To be actioned**

**Councillors to sand down and re-stain the wooden slates in the bus shelter.**

**16 Recreational Field Grass cutting**

A meeting took place on Tuesday 18<sup>th</sup> June 2013 at the Recreational field, the following are the minutes taken from the meeting.

**Present**

Cllr Bleaken, Cllr Hope, Cllr Musty, Chris Rispen, Nigel Clelland and Parish Clerk

**Apologies**

Cllr Winbow

The Parish Council arranged this meeting as some of the Councillors were not happy with the result of the grass cutting carried out by The Head Groundsman company that was appointed in April 2013. It was agreed not to pay his invoice until this had been resolved.

Steve Drew raised his concerns regarding the poor condition of the recreational field (ruts and the amount of stones) and everyone walked the field looking at the ruts and stones pointed out by Mr Drew.

**Boundary of the field**

Due to some of the low branches of the trees next to the fence the tractor does not get close enough to the fence, therefore this area needs strimming.

The other fence line adjacent to Coombe Farm, Steve apologised for not realising this should be strimmed.

The area behind one of the goal mouths where the dry stone wall is falling down, they do not get too close to this due to the stones; the Parish Council do not know who owns this wall.

The bushes next to the youth shelter and skate park have not been strimmed due to the volume of stones by the skate park and Mr Drew not realising he was supposed to strim this area.

**Area by the Basket ball net**

The grass around this area has been badly damaged by South Gloucestershire tractor delivering and collecting for HURG.

The compost used for infill is not good as it is light and flies up when, the grass will not grow; the large ruts need to be in filled-Steve Drew suggested this area should be concreted to prevent this happening in the future. His sub contractor would damage his machines cutting where these large ruts are at the moment.

The Orange bum rest; Steve apologised for not originally strimming this area; he has

now asked Mr Jones – one of his sub contractors to strim this area with immediate effect.

### **Bonfire area**

Firstly the ruts where heavy vehicles have been on the field when structuring the bonfire last year are causing concerns they are quite deep in various places.

The grass seed used to restore the damaged area is different to the other grass and grows at a much faster rate which gives the impression it has been missed and not cut.

Cllr Musty pointed out that South Gloucestershire had no problems cutting the grass last year; however South Gloucestershire's contract finished before bonfire night and the skate park building work therefore would not have experienced these particular ruts. The weather had a major impact on the condition of the field during this time. 2012 was an exceptionally wet year.

### **Show Ground damage**

Due to the torrential rain on show day the field was damaged trying to get cars off the field, and in fact the field has repaired itself quite a bit thinking back what it was like that weekend. A few days after the show a lot of work was carried out by show volunteers to fill and roll the field.

### **Skatepark area**

The temporary road laid to help the delivery of concrete and materials to the new skate park has left a lot of stones of which this is an issue for Steve and his equipment; also when cutting if one of these stones flies up and hits someone he will be liable for any injury.

The area of grass on the humps of the stake park will never grow, further down these mounds the grass is growing but there are loads of stone. Health and safety could be an issue if strimming took place with all the stones remaining in this area.

### **Action points**

1Skatepark felt there was not an issue with stones or the ruts left, however, he has agreed to remove some stones and return to roll the area of concern and re seed the area relating to the skatepark. This area should be cordoned off to let the grass grow.

Following the HURG meeting a decision will be made to resolve the issues in this area

Bonfire area-rolling and re seeding to take place

Steve Drew will come in later this week and cut the field and strim as much as he can.

The Parish Council discussed this item in full. Cllr Frankcom pointed out how fabulous the top end looks, the grass cutting and the strimming of the enclosed play area by the fences and seats absolutely lovely a big difference.

The bushes in the play area need to be cut back and this will need to be negotiated and volunteers to carry this work out.

Cllr Frankcom to go back to the 1Skatepark to refer back to the ruts that still have not

been in filled and find out when this will be completed.

HURG damage to the field; the ground worker's investigating the costs-also the tarmac is unlevel.

Cllr Frankcom proposed the Parish Council paid May's invoice-all in favour. Cllr Hope is concerned Mr Drew will not see the contract through and the grass will not be cut prior to the show at the end of August.

**To be actioned**

**Clerk to send payment to Mr Drew.**

**17 Date of next meeting**

The next Parish Council will be on Monday 2<sup>nd</sup> September 2013; it will be held in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm. This date may change if the Clerk receives urgent correspondence that will need action before this date.