

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Annual Meeting
Held on Monday 1st October 2012 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

S Hope (Chair), B Robinson, M Cox, A Musty, Cllr Frankcom, C Winbow, Cllr Isaac and H Jones (Parish Clerk)

Apologies

P Barnett and Cllr Bleaken

Public Participation

Mr D Anderson and Mrs V Pember-Hospital Hall Sub Committee-fund raising Skate Park

Action

Accept apologies for Absence

Cllr Barnett and Cllr Bleaken

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

Cllr Hope item 4 non pecuniary-Skate Park

Cllr Frankcom item 4 non pecuniary Skate Park

Cllr Hope Registered Trustee Charities

Best wishes from the Parish Council to be sent to Cllr Barnett and the Parish Council look forward to seeing him shortly.

Parish Clerk

2 *To adjourn to allow public participation*

Mr D Anderson explained the subcommittee Terms of Reference was approved last month and they are now moving forward towards the building of the Skate Park for the Parish and Youths from the age of 2 upwards.

Mr Anderson and Mrs Pember attended tonight's meeting to consult with the Parish Council; they have formal approval from the Hall Committee.

Cllr Hope put to the Parish Council that item 4 on the agenda should be moved forward-all in favour.

Chris Rispen from the Hall Committee asked Cllr Robinson to review the paperwork and report back to him regarding the contract. Cllr Robinson found a few anomalies

with the contract and these need to be resolved sooner rather than later.

- Firstly insure the pedestrian split is clear (method statement is lacking clarity) people will still be using the hall. Construction traffic to manage this,
- Soft ground contractors to manage.
- Check out performance of noise bounding (published views vary), bound it adequately, give it fully consideration.
- Consider appointing a clerk of works to undertake key checks, stay in specification and warranty issues.

Mr Anderson-apologised that he had not read it all through, they need to revise the risk assessment, he will circulate the details after he has read it. Mr Anderson said they will not be rushed to sign, if they are not happy they will not start the project, even if the Hall and Parish Council approve.

The above issues need to be resolved and feedback to the Skate Park with resolutions.

Cllr Hope explained the subcommittee will be meeting with the Hall committee next week Cllr Robinson will be at this meeting. Cllr Robinson explained the Parish Council has a close interest in the project.

Cllr Robinson explained on one of the drawings the measurement taken did not include the whole piece therefore the 119m² quoted should state 150m², Cllr Robinson mentioned this is still within the permitted planning.

There will be no grinding bar or rails on the skate park.

Cllr Isaac asked with regards to location 1, how do the users get to the skate park-The users will walk or ride. It will be open all year round although there will be no lights. Cllr Isaac commented from Nov-Feb the ground will be saturated.

Cllr Musty raised two points

- Footprint – Cllr Musty would like to see the potential sight physically laid out. Cllr Musty offered to spray paint or put stakes in. Mrs Pember said this would be helpful.
- After reading the details through, the half pipe will be lined with 25m ply-would this need replacing-Cllr Frankcom explained it is not lined but enclosing the end. Mr Anderson – the company will be putting a coating on it.

Cllr Robinson asked what the subcommittee wanted from the Parish Council. Mr Anderson is here to consult with the Parish Council the proposal and for the Parish Council make any comments/decision. He thanked everyone for raising the above points.

4 *Skate park subcommittee*

Cllr Frankcom to lead.

The objective is to get the green light from the Parish Council;

- The next phase is to tie up the loose ends before the Hall Committee meeting meet next Monday 8th October 2012.
- Building phase

- Final operational phase

There are two scheduled reviews-the Parish Council then the Hall Committee; Parish Council strategic review followed by the operational review with the Hall Committee.

Everyone has a right to ask questions; what cannot be resolved will be referred to the preferred supplier and obtain the answers by next week's Hall committee meeting.

Concept, design, consultation process, location, supplier, is the contract right?

In preparation for tonight's meeting each Parish Councillor had been given the "Hawks Nest Skate Park, Hawkesbury Upton Parish Council review document" to read. Cllr Frankcom went through the pack.

Design-Page 3

This outlined the objectives the skate park committee wanted to achieve.

Supplier Selection-page 4

The process to select the right supplier – 1Skateparks they guarantee materials and work for 30years, warranty is covered by their Insurer AXA

Siting options analysis-page 5

The preferred site location 1 was chosen due to its position which is 110m away from gated site entrance and 98m away from the nearest dwelling. Visually more attractive against existing hedgerow

Following Cllr Bleaken's letter to Mr Boulton a response has been received with two main issues. Noise and antisocial behaviour. This will be discussed later.

Cllr Frankcom, a lot of time has been spent looking at the noise and location of the proposed skate park. They are going to be using concrete and not metal to reduce any noise, as a result the project has gone from £30k to £50K. (the right thing is to manage the noise).

Location 1

Infrequently used, fits with users and will not affect the show or football games. Sufficiently far away from residents.

Location 2

It does lie in line of sight of the dwelling at the Old Vicarage.

Location 3

Considerably closer to nearest neighbours and existing village hall and play park. This could be considered as adding to the existing noise that may be generated.

Neighbours and Noise management-page 6

Requirements ensuring management of noise levels using concrete rather than steel. In addition 1Skatepark; have designed additional forming bunding to bounce back any excess noise plus they have included a steel section of Zintec noise suppression system.

Residents letter-page 7

A contact telephone number is required on the letter to the residents.

1Skatepark contract

It is fixed price.

It needs to be signed.
Legal requirements to be obeyed.
There will be a launch for the new skate park-with handouts.
Areas of contract to be ironed out.

Cllr Frankcom gave personal thanks to both Cllr Robinson and Chris Rispen for all their help.

Fund raising page 8

The total raised to date is £51,510.46, the project costs are £47,180.00 (£690.00 annual insurance). Balance can cover at least 5 years insurance.

The work itself will be carried out at weekends as well and week days-therefore the Skatepark committee will liaise with the Stallions football team, check on the Village requirements and the use of the Hall.

The whole development came from the Parish Plan, and a cheap half pipe, followed by fund raising and motivated individuals.

Once the skatepark is built what happens – how is it maintained?
Draft a document and put to the Hall Committee-subcommittee to look after maintenance.
Health and safety document to be set up

Going forward the Parish Council supports the project of the skatepark.

Cllr Hope has contacted the Environmental Officer and sent all the information to him and he has agreed to look at the proposed skate park.

Cllr Musty – all involved to be commended for their time and effort. Cllr Musty asked what the proximity to the football pitch is-the Football team have been consulted and are happy. One area, the position of the touch line is 3-4m of the park, the ball could go over to the skate park? To be investigated by the subcommittee.

Cllr Frankcom all outstanding concerns will be resolved by next week including the size of the bunding and obtain Simons Warren thoughts regarding the touchline raised by Cllr Musty.

The Parish Council are supportive subject to the earlier issues being sorted; access, creation of path for construction access and safety issues.

Lots of work carried out by the proactive young people in Hawkesbury with fund raising. Thank you to Mr Anderson, Mrs Pember and Cllr Frankcom for taking it forward.

Letter from Mr Boulton regarding the skate park was discussed fully by the Parish Council.

A flyer was distributed earlier in the year with concerns regarding the anti social behaviour in Hawkesbury, as a result of this flyer PC Mike Hart attended the meeting in 7th November 2011 to say there was no evidence of this in Hawkesbury and the Beat Officers support the skate park; it was pointed out that there is an occasional

disturbance occasionally connected to private parties. Cllr Hope has referred the development to the Environmental Health Department and is awaiting their comments. With regards to metal being used on the development to confirm there are no grinding bars on this scheme. The half pipe is being embedded and being treated with a paint source to reduce the noise, it will also be banded.

With regards to Mr Boulton's neighbours not being aware of this project, new neighbours had moved in and they may not have been aware. With regards to the comment raised about the support from the village, the Parish Council has only received one objector.

The Parish Council appreciate Hawkesbury is a vibrant and active village.

A response was needed to Mr Boulton's letter but not until technical support has been received.

Cllr Hope, put to the Parish Council if they were supportive of the above, this was second by Cllr Winbow – all in favour.

3 *Approval of Minutes*

- 3rd September 2012 minor amendment made and signed as a fair and accurate record by Cllr Hope
- 17th September 2012 signed as a fair and accurate record by Cllr Hope

To be actioned

Parish Clerk to email approved minutes to Mr A Sauro for the village website.

**Parish
Clerk**

4 *Skate Park already discussed*

5 *Update of previous action report*

5.1 The approved minutes from July 2012 has been emailed to Angelo Sauro

Resolved

5.2 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

5.3 White lines by the monument –still not resolved

Today the Parish Clerk emailed Streetcare due to no response from her email chasing present position on the 24th September. The response from Keith Falkingham at South Gloucestershire Council was received at 5.30pm today;

“The mayrise log was forwarded to their road marking engineer who programmes the work. Mr Falkingham explained due to the very wet summer it has played havoc with their lining programme. The Failings is not keeping people informed when programmes fall behind. Jo Perry from South Gloucestershire Council was copied into the email and will reply shortly.”

The Parish Council would like the Clerk to email South Gloucestershire Council to reiterate how dangerous this is.

To be actioned

Parish Clerk to email Streetcare.

**Parish
Clerk**

5.4 Little Badminton Notice board

The new locks for the notice board are outstanding. Parish Clerk emailed Mr Choyce

to see when this work is going to be completed, Clerk to chase Mr Choyce before the next meeting

To be actioned

Parish Clerk to email Mr Choyce

**Parish
Clerk**

5.5 Hawkesbury Trees

Cllr Hope emailed the Tree Surgeons report to all Councillors and is being discussed item 12 tonight.

This was noted

5.5 "Stays" for Hawkesbury Parish Council Notice board

The Clerk emailed Mr Choyce regarding the cost of two stays. The Parish Council asked the Clerk to chase Mr Choyce.

To be actioned

Parish Clerk to email Mr Choyce

**Parish
Clerk**

5.6 Bonfires – item for the Parish News

Parish Clerk placed an item in the Parish News regarding bonfires.

Resolved

5.7 Land rear of Blue Boy House

Decision received condition 6 removed. An email from Roger Hemmings Planning Officer of South Gloucestershire Council was received.

"The Town and Country Planning Act give provision for applicants to apply to either remove a condition or to vary the wording of a condition. Such applications usually follow a change in circumstances that might justify the proposed variation or removal of the condition. In this case the justification for the varying of condition 6 is clearly stated in the officer report to the Members. The report is available to view on the Council's public website under the planning reference number. Where a condition is removed or varied, we simply re-issue the decision notice with the condition removed or varied; there is no requirement to provide an explanation on the Decision Notice."

This was noted

5.8 Orchard survey-outstanding

This is being discussed later tonight item 17

This was noted

5.9 Dog Fouling

Poster placed in the Parish News for October.

Resolved

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

This item remains outstanding.

To be actioned

Cllr Bleaken to contact Mr Tizzard

**Cllr
Bleaken**

5.11 Mobile Home in the garden of The Manor Petty France Stroud Road

Being discussed tonight see item 10

5.12 40mph speed sign

The Parish Clerk asked if any of the Councillors noticed if the sign had been replaced.

Clerk to check.
To be actioned
Parish Clerk

**Parish
Clerk**

5.13 Weeds on the Plain

Parish Clerk emailed Streetcare to destroy the weeds that had grown as a result of the van being parked there during the wet weather.

This was noted

5.14 Countryside code item for the Parish News for dog walkers

Resolved

5.15 Cllr Bleaken-note for the Parish News re the increase in this year's precept.

Item outstanding

To be actioned

Cllr Bleaken to write an article for the Parish News, Parish Clerk to advise Cllr Bleaken

**Cllr
Bleaken**

5.16 Cllr Robinson to speak to the Hall Committee with regards to the repairs to the pot holes in the Hall car park.

Cllr Robinson reported the comments raised at last month's meeting to the Hall Committee. This was public money from SGE small grant; there is further work to be done due to the condition of the repairs.

This was noted

5.17 Cemetery Committee review and proposal-being discussed under item 11

This was noted

5.18 price of doggy bags dispenser machine

Outstanding

5.19 Allotment transfer

Letters have been sent to both Mr & Mrs Baxendine and Mr Goodfield regarding the transfer of plots.

Resolved

5.20 Audit paperwork

The paperwork has been advertised on the notice board and a charge of a £1 has been asked for if anyone wishes copies the audit.

This was noted

5.21 Allotment tenancy agreement outstanding

This was noted

5.22 Defibrillator

Parish Clerk is waiting to hear from the company "Shocking Now" with regards to defibrillators.

This was noted

5.23 Response to Mr Boulton's letter

Cllr Bleaken has written a response to Mr Boulton's letter regarding the issues raised in respect of the proposed skate park.

Resolved

5.24 outstanding Code of Conduct and Declaration of members Interest

Cllr Isaac handed the Clerk his completed forms.

Resolved

5.25 Streetcare items from the previous meeting all emailed

Pull ins on Sandpits Lane-pot holes

Chase Lane-pot holes

Resolved

5.26 Dog fouling on the Rec

Cllr Robinson spoke to the Hall Committee at their previous meeting. It was decided not to impose a ban on dogs on the Rec at this time, a note will be placed in the Parish News to ask people not to take their dogs on the Rec. This can be revisited at a later time.

6 Councillor's Items

6.1 Cllr Isaac-Countryside Code

Cllr Isaac wanted to say that the item placed in the Parish News was good.

This was noted

6.2 Cllr Isaac Early morning call

Cllr Isaac was woken at 2am by police, three horses had got out of a field and one had been injured. They managed to find two of the horses but the injured one could not be found. The next morning the third horse was found with terrible injuries and fortunately, the horse survived after being treated. The moral of the story is the gate to the field (that was chained) had been left open, there was no right of way therefore no cars should be using it. It is really important that everyone sticks to the "rights of way".

This was noted

6.3 Cllr Hope Stables on Sandpits Lane

Complaints have been raised regarding the stables being built across the Rights of Way.

To be actioned

Cllr Hope to investigate

Cllr Hope

6.4 Cllr Hope Badminton

There is a lorry sign off the A46 pointing to Badminton-this is not a lorry route-Parish Clerk to email Streetcare to investigate.

To be actioned

Parish Clerk to email streetcare

Parish Clerk

6.5 Cllr Cox-Stables off Sandpits Lane

Hedges that belong to the land owners of this new development is growing out into the road, this is becoming a problem for tractors. This is not a Streetcare issue Cllr Cox will approach the owners direct to ask for the hedge to be cut back.

This was noted

7 District Councillor's Report-Cllr Hope

Many Thanks to those who attended the information session regarding

Neighbourhood Planning, which helped us understand the new planning processes. Cllr Hope has since attended a session on Community Land Trusts, which could be a way of achieving our community aims. Cllr Hope asked the Parish Council if they wanted to have a future agenda item on this – progressing with the Parish Plan.

Core Strategy-The inspector gave the green light to go ahead with the planning framework; some areas to be redrafted – Cribbs Causeway. There will be development north of Yate, Cllr Hope attended a workshop for this new neighbourhood; however access to the development is unclear.

Agreed to have wider consultation on the switching off of night time **street lights**.

CVS AGM is on 4th October 2012. There is a large networking conference on the 19th October in Chipping Sodbury.

Small revenue grants-applications welcome open on 22nd October until December.

Parish Charter Annual Meeting 4th October – Impact of Localism on Streetcare will be on the agenda.

Restructuring of the Council-three main departments People, Place and Organisation. The Place is now in one directorate Planning & Environment, People is currently in consultation, which will merge the Children & Young People (Education), and Adults, Social Care & Housing. Public Health will also be included in this department.

8 Village of the Year competition results

Results-small village of the year in South Gloucestershire was Olveston, large village Alveston.

Rita Boote-competition organiser sent guidelines on village maps to aid further submissions.

This was noted

9 9.1 PK12/2134/RVC

Response from Mr Hemmings-South Gloucestershire Council planning officer regarding the removal of variation 6 from the above planning application.

The Parish Clerk read out the email sent from Mr Hemmings on 20th September 2012. "The Town and Country Planning Act give provision for applicants to apply to either remove a condition or to vary the wording of a condition. Such applications usually follow a change in circumstances that might justify the proposed variation or removal of the condition. In this case the justification for the varying of condition 6 is clearly stated in the officer report to the Members. The report is available to view on the Council's public website under the planning reference number. Where a condition is removed or varied, we simply re-issue the decision notice with the condition removed or varied; there is no requirement to provide an explanation on the Decision Notice." Cllr Musty pointed out that Mr Hemming's did not answer the question.

This was noted

9.2 planning application

PK12/3157/TCA	Pool House High Street	Works to reduce 1 no. Ash tree to	No objection
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	Hawkesbury Upton	previous cuts and remove 1 no. Ash Tree situated within the Hawkesbury Conservation order	
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9.3 Planning Decision

PK12/2251/RM	42 Highfields Hawkesbury Upton	Demolition of existing dwelling to facilitate erection of 4 no. dwellings (approval of reserved matters to be read in conjunction with PK09/5893/0)	Permit subject to conditions
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10 Update from Kevan Hooper South Gloucestershire Council re The Manor House Petty France

The Parish Council asked the Clerk at last month's meeting to check with Mr Hooper if there was a time limit for the caravan to remain in the garden. Mr Hooper emailed the clerk and explained there was no time limit set although he thought the caravan would not be there after the daughter completed her studies.

This was noted

11 Cemetery-Cllr Hope

Clean up time for the Cemetery will take place this Saturday morning 6th October. Cllr Isaac will take the rubbish away, except bits that can be used on the bonfire on Saturday 3rd November. Cllr Hope will circulate a few dates to consider for the next cemetery meeting. Mr Hope to prepare proposals for the Parish Council at the next meeting.

To be actioned

Cemetery clean up Saturday 6th October, Cllr Hope to arrange a meeting for the Cemetery Committee.

Cemetery Committee

12 Hawkesbury Tree Report-Cllr Hope

Cllr Bleaken, Cllr Barnett and Cllr Hope attended the meeting on 10th July 2012 at 9.30am with South Gloucestershire Council tree officer Chris Wright.

Mr Wright gave an overview of tree management in Parish/Hall ownership, stating that trees should be inspected according to insurance policy.

Trees in Hall Car park facing street.

Trees have been pollarded in the past and could probably benefit from being done again (best time in the Autumn). They separated the road and car park and care needs to be taken they are kept safe.

(Tree grant is available from SGC for tree maintenance, not to Parish Councils)

Trees on The Plain

One of the two hawthorns is dying. Leave
New White beam is flourishing. Remove grass from base and if required remove lower branches. Use bark mulch to protect roots.

Trees opposite Pool House

Trees in good order, forming arch over road. Phone wire goes through branches. Pollarding not recommended. Remove 6" of ivy from trunks.
"Diana" tree – upright cherry. Leave

Trees opposite The Tythe Barns

4 Horse chestnuts-one looking disease. Leave
Trees on LHS of road to Monument-Leave

Trees in Hawkesbury Cemetery

Recommending removing 2 dying Cyprus trees, also a holly type tree to be chopped down. Also recommends moving large larch and oak/goat willow/holly.

Any tree removal would require planning permission. Mr Wright would recommend tree surgeons.

Suggested use Tree Wardens (Louise Roberts and Joan Yuill) to do tree survey for parish-noting name and position of all parish/hall owned trees. This would give baseline for current condition of trees. Decide how often trees should be inspected. Ask Wardens to draw up tree management plan for Cemetery.

The above report was discussed in full by the Parish Council. The trees on the Parish Council Risk Register should now be removed and placed on the Hall Risk Register. The trees by Pool House, the Horse Chestnuts and Diana tree should be on the Parish Councils Risk register.

Cllr Robinson offered to place bark mulch around the bottom of the White Beam tree on The Plain to protect the roots.

**Cllr
Robinson**

Cllr Hope will remove the ivy from the tree trunks by Pool House.

**Cllr Hope,
Tree
wardens**

Tree Wardens to complete a tree survey-audit when completed/consult any changes
To be actioned

13 The Rec-Grass cutting

3 year contract finishes this year
Specification review

The above items was discussed in full, the Clerk asked the Parish Council who was involved with the cutting of the young children's play area. If this is not South Gloucestershire Council, the Clerk will need to request a refund from them. Cllr Robinson will ask the Hall Committee for clarification.

Specifications can be sent to Steve Drew, South Gloucestershire Council and John Walker when the Play area situation has been confirmed.

To be actioned

Cllr Robinson to update the Parish Council at the next meeting, specification of Cllr

works may need to be amended.

Robinson

Additional item Cemetery grass cutting-

The Cemetery is kept in a good order, everyone picks up after themselves. Volunteers keep the grass cut – it was mentioned should the Parish Council invest in a ride on mower? This was not taken any further. Due to the fact the cemetery is kept very tidy the price needs to be negotiated.

Send specification to John Walker, Garden Manicures and Steve Drew.

To be actioned

Clerk to send specification to the above contractors.

Parish
Clerk

- 14 14.1 Bank Reconciliation as of the 30th September 2012 was signed and figures agreed by Cllr Frankcom**

14.2 Cheques to be signed

a	Parish Clerks wages via standing order For September	£403.33
b	Parish Clerks Expenses –	£ 25.05
c	CRK Garden Manicures – 4/9 & 18/9	£163.54

Cllr Hope proposed the above items for payment; all in favour. The cheques were subsequently signed in accordance with the Bank Mandate.

- 15 Urgent Correspondence**

10/9/12	Mobile Vehicle Activated signs	To be discussed item 18
24/9/12	On line Survey Parking Enforcement policy – from Parish Matters South Gloucestershire Council-comment required	No Comments-file

- 16 Defibrillator**

The Clerk has emailed “Shocking now” and is waiting for their response.

This was noted

Parish
Clerk

- 17 Orchard Survey Cllr Musty**

This item is still ongoing.

To be actioned

Cllr Musty to update the Parish Council at the next meeting

Cllr Musty

- 18 MVAS Mobile Vehicle Activated Signs**

The Parish Clerk received details regarding activated signs. The Parish Council discussed the possibility of having these signs, however, due to the cost this will need to be considered when setting 2013/14 budget.

To be actioned

Consider the cost to install an activated sign in Hawkesbury when setting the budget.

Parish
Clerk

- 19 CCLA charities**

Statement details from Cllr Hope are required to contact the NatWest Bank to try and amend the correspondence address.

To be actioned

Cllr Hope to provide the Clerk with the statement details to try and amend the Cllr Hope correspondence address.

20 Date of next meeting

The next Parish Council will be on Monday 5th November 2012 it will be held in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm.