

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 2nd December 2013 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

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

Apologies

Cllr Isaac and Cllr Musty

Public Participation

Mr Andy Wilkins and Mrs Celia Rowlands, 33 Sandpits Lane

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.

Mr Andy Wilkins introduced himself to the Parish Council and provided an A4 plan of an area of land behind some houses in Park Street; he has been approached by the landowner in Hawkesbury Upton for potential building land. He pointed out that he was not a developer. His job is to approach the Parish Council to see if there is a need for housing in the village, he has not approached any planning officers prior to this meeting; he is here to test the water. Mr Wilkins was interested to learn from the Parish Council their thoughts as he is aware any development in small villages is sensitive.

He has an open mind and welcomes the Parish Councils feedback; Concerns raised with regards vehicles coming in and out of the land on Park Street, Mr Wilkins mentioned there may be a possibility to have the entrance on France Lane. Cllr Robinson mentioned he has had no time to consider any thoughts regarding any development; it is however outside the building line.

A question was raised by Cllr Ruthven as to how many houses could be built? This

area of land is 3 acres no decisions have been made as to the size or number of houses this is an opportunity to deliver housing needs from affordable housing which in turn will benefit the whole community.

There is no timescale; the Parish Council agreed to discuss this again in the new year and it was agreed to place in on the agenda for January 2014 meeting.

Mr Wilkins thanked everyone for their time and left the meeting.

Mrs Celia Rowlands joined the meeting tonight to discuss her planning application that the Parish Council would be reviewing later this evening. Prior to submitting the plans they have spoken to their neighbours who have no concerns, there should be no impact or no noise pollution and as a result make this corner of their house a lot warmer. Also the house would be big enough to ensure they will stay in the village forever. Celia provided the Parish Council with additional plans and design and access statements. The Parish Council thanked Mrs Rowlands for her time and she subsequently left the meeting.

16 Christmas 2013

Two Councillors had to leave tonight's meeting early; it was agreed by the Parish Council to discuss item 16 in respect of erecting the Christmas tree before they left.

As the Christmas Tree did not arrive last weekend the Parish Council agreed to erect it on Friday 6th December at 1pm this would give the Councillors Saturday morning if needed to finish any decorating.

To be actioned

Clerk to speak to Cllr Isaac to ensure he is available on Friday at 1pm with his machine and also Mr & Mrs Neame.

Parish Clerk

Cllr Ruthven and Cllr Cox left the meeting

3 Approval of Minutes

- 4th November 2013 Signed as a true and accurate record by Cllr Bleaken

To be actioned

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

Parish Clerk

4 Update of previous Action points

4.1 October's approved minutes

Emailed to Mr Sauro. Parish Council minutes do not appear to be on the Hall website Clerk to contact Mr Sauro for an update.

Emailed minutes to Mr Sauro Resolved

Clerk to feedback to the Parish Council when the Parish Council minutes will appear on the website.

Parish Clerk

4.2 Little Badminton Notice Board and Hawkesbury Notice board

No work has been carried out by Mr Choyce on the Little Badminton Noticeboard, the Parish Council requested the Clerk to speak to Mr Choyce to carry out the repairs as promised.

- Little Badminton-locks required, the name plate replaced and investigate where the water is penetrating inside.

In respect of the Hawkesbury Notice board, two additional locks have been put in but the Clerk would only like one good lock, more importantly the stays need to be put in

place. The Parish Council requested the Clerk to speak to Mr Choyce to ensure these issues are dealt with.

To be actioned

Clerk to contact Mr Choyce with regards to the issues raised.

**Parish
Clerk**

4.3 CCLA

The Clerk needs to check the signatories have been updated.

To be actioned

Clerk to speak to NatWest Bank

**Parish
Clerk**

4.4 New Map for Boundary of Hawkesbury Parish

Remains outstanding

4.5 HURG

Potential Commercial use of site when green bin alterations take place-clerk to email HURG-outstanding. Cllr Hope; if anyone sees commercial use of the recycling bay they must challenge them is not for commercial use but for the residents of Hawkesbury Parish.

This was noted

4.6 Pot Holes Chase Lane

Clerk asked if the pot holes on Chase Lane had been repaired. This could not be confirmed. Clerk asked if someone could check and report back to her.

This was noted

4.7 Local Services

Agenda item (26) for tonight's meeting

This was noted

4.8 Licence for Grass cutting

This item remains outstanding; Clerk to speak to Mr Iodines of Pool Farm he will need to apply for a licence to cut the verge outside his property.

To be actioned

Clerk to contact both Mr Iodines.

**Parish
Clerk**

4.9 Annual Christmas light switch on 7th December 2013

Agenda item (16) for tonight's meeting

4.10 Bus Shelter maintenance

Agenda item (10) for tonight's meeting

4.11 Allotment vacancies plot 21 and 20

Agreement has been signed by Mrs N McLaughlin for plot 20 and Mr Warlow visited the allotments and is keen to have plot 21, Clerk is waiting to receive the signed agreement.

This was noted

4.12 Deeds for Glebe Land

Agenda item (27) for tonight's meeting

This was noted

4.13 Blocked drain

Hawkesbury/Horton Boundary Clerk emailed Streetcare

This was noted

4.14 Grass cutting specification

A request was made to send a copy of the Grass Cutting specification to Badminton Estate. Grass cutting will be discussed tonight (item 11)

4.15 Invoice payments

Cllr Winbow countersigned last month's cheques to ensure payments were made.

Resolved

4.16 Policies Sites and Plans consultation

This consultation has been completed and sent to South Gloucestershire Council. Cllr Hope requested a copy of the Parish Councils response to be recorded. This has already been sent, the Clerk will check to see if she has a copy. Cllr Hope mentioned the comments need to be recorded for audit purposes.

To be actioned

The Clerk to record the answers to the above consultation

**Parish
Clerk**

4.17 Grass Specification – Hall committee

Cllr Bleaken gave a copy of this specification to the Hall Committee and they were happy. This is being discussed again tonight item 11.

4.18 Risk Assessment

Agenda item (12) tonight's meeting

4.19 New Development - Upper Highfields

Clerk emailed South Gloucestershire council regarding the new developments road name.

Resolved

4.20 Cotswold Edge A46 Speed Restriction Consultation

This has been completed and sent to South Gloucestershire Council. Cllr Hope would like to see an audit trail regarding the Parish Council's response. Clerk to ensure copies are kept of any comments sent.

This was noted

5 Councillor's items

5.1 Cllr Cox Soil in the Cemetery

It was a good meeting held at the Cemetery in October with regards to discussing the removal of the existing soil, although the soil has not been moved; also it would be more than 4-5 wheel barrow loads and perhaps the Parish Council should put this out for tender. Insufficient numbers of Councillors attended to move the soil. This will need to be discussed in January 2014.

To be actioned

Agenda item for January

**Parish
Clerk**

5.2 Plaques completed-Cllr Winbow

Cllr Winbow bought the plaques made by her husband for "The Drovers Pool", "The Plain" and "The Pound". There will be no charge to the Parish Council. Cllr Bleaken and Councillors wanted to thank Mr Deacon for all his hard work, they looked very good. Mr Deacon will also arrange for the plaques to be erected.

Cllr Bleaken – there is a finger post on the Common that needs replacing, this is a Streetcare issue. A request was made to see if South Gloucestershire will allow the Parish Council to replace it with one of these plaques.

To be actioned

Clerk to email Streetcare for guidance

**Parish
Clerk**

5.3 Risk Assessment-Cllr Ruthven

Everyone has their own local knowledge, and aware of safety issues, the form Cllr Ruthven completed includes safety issues that may not be the Parish Council's responsibility but may cause harm.

This was noted and will be discussed under item 12.

Cllr Cox and Cllr Ruthven left the meeting 8.10pm

5.4 Snow Plan-Cllr Frankcom

There was a small amount of snow fall this morning in Codrington, before the bad weather sets in and as this item remains outstanding from earlier this year should the Parish Council prepare a contingency plan.

To be actioned

Agenda item for January

**Parish
Clerk**

5.5 Bramble Cottage - Cllr Hope

The hedge by Bramble cottage is sticking out at eye level; Cllr Hope to speak to the occupiers to request the hedge is cut back.

To be actioned

Cllr Hope to contact the owners of Bramble Cottage

Cllr Hope

5.6 Highfields Road-Cllr Winbow

The road outside number 20 Highfields is really rutted, Cllr Hope advised the Parish Council that this road was on the prioritised list but a long way down it, Clerk to email Streetcare.

To be actioned

Clerk to email Streetcare regarding the condition of the road

**Parish
Clerk**

5.7 ALCA AGM-Cllr Winbow

There may not be an increase in membership next year it may even be reduced.

This was noted

5.8 Un-adopted Road – Cllr Bleaken

Oxleaze Farm Road outside Ingle Cottage is in poor condition, if you drive a 4x4 type car you may be alright but smaller cars are crunching the bottom due to the uneven road.

To be actioned

Clerk to email Streetcare

**Parish
Clerk**

5.9 Hole outside the Church-Cllr Bleaken

Outside Church Farm bottom of Church Hill there is a hole in the road, Clerk to report to Streetcare.

To be actioned

Clerk to email Streetcare

**Parish
Clerk**

6 District Councillors report-

The Inspector Report on the Core Strategy has been published. This forms the Planning Framework for South Gloucestershire. There have been some amendments including those on rural housing and other small changes but the basic principles of growth have been agreed.

Outline permission for over 2500 houses together with schools, shops, transport routes and community facilities has been granted at North Yate. Work is now starting on the more detailed planning applications. The development will take place over the next 14 years. Further strategies are being prepared for the 3000 houses being built in the Patchway/Cribbs Causeway area. This will go a little way to providing the 24000 houses required for South Gloucestershire over the next few years.

Work has also started on Town Centres, District Centres and large shopping areas as part of the Core Strategy. Parish Councils have also been asked to respond with views on how they see their villages developing or not.

New Homes Bonus Monies-There is still money in the pot for local projects, however, there is a strong possibility this will not be available in the next financial year. As a consequence of a recent Hawkesbury Youth Club meeting Cllr Hope asked and received funds to do some work on assessing the local need for youth service provision the ward; Cllr Hope hopes the local Parish Councils can support this. Cllr Hope is aware that there is no local provision for young people in some of the villages apart from Hawkesbury Upton, and with transport being quite a barrier, it would be opportune to find out if there is a need for a youth service for young people and what it is they would want to see developed. This will mean some of the money coming from the Badminton/Horton allocation, as well as Hawkesbury.

COUNCIL BUDGET

The Council has started its Budget Consultation and has been holding road shows around the area, as well as holding information sessions at the Area Forums encouraging people to have their say. Over the last three years, the austerity measures have seen £30million of Council savings; millions of pounds of savings are still required in the future. Have your say in how future services priorities. Visit the Council's website for further information. www.southglos.gov.uk

Health Choices

The future of health services being delivered from the Frenchay site is still unsure. The Committee agreed to refer the current proposals to the Secretary of State. The case of the 68 interim beds at Southmead which was referred to the Secretary of State has been sent to the Independent Review Panel for them to report back to the Minister by the 10th December. Refer to information from CCG.

Chief Constable

Councillors met with the Chief Constable Nick Gargan last week. He outlined the falling crime figures in the area; violent crime has reduced, but acquisitive crime was above the national average, with detection rates had increased. The organisation had been reorganised. An ambitious 5 year plan was being delivered.

Partnership working – through sharing buildings, and some schools supporting a PCSO

Seen the signs Speed reduction on the A46

The consultation is currently closed, and the results are being analysed.

Street Lights

A faulty piece of equipment was the reason for the street lights not adjusting to the clock going back at the end of October causing problems across the whole area. Hopefully things have been put right, but let Cllr Hope know if there are still any problems.

Streetcare

Don't forget that you can report fly tipping, potholes, unit streetlights etc directly to South Gloucestershire Council on the website www.southglos.gov.uk or by ringing 01454 868000.

Tied properties the following email was sent by the Clerk to all Councillors from another Parish;

"We have had cases in this parish where an unqualified person has occupied a house with an agricultural condition for more than 10 years and then got a certificate of lawful development effectively removing the tie. We now have some other houses where the occupants do not appear to be qualified. We don't think it should be up to parish councilor's alone to be responsible for monitoring compliance and notifying South Gloucestershire council of any apparent infringement. Apart from anything else, the owners of these properties often move in the same circles as councilor's and it is bad for community relations if one apparently grasses the other!

We have therefore asked South Gloucestershire to establish a system for monitoring compliance. They say they can't for two reasons. First, they have no central record of properties with conditions; and second, even if they had, they don't have the resources to do any monitoring. If we want them to do this work, we will have to pay for it.

This council thinks they are avoiding the issue. I have (at the council's request and without much difficulty) created a list of all affected properties in our – admittedly small – parish. It would be a relatively simple matter for South Gloucestershire council to start from now with a list of properties with conditions (agricultural or otherwise) which are granted in the future, and to add to it any that local councils ask them to do from the past. They would then write a computer generated letter to owners at suitable dates to ask whether the condition has been observed. Only if the response was that it had not, or if there were no response, would any follow up be required. Not difficult, we think. But South Gloucestershire council officers have said (with lead councillors' approval) that this is all too difficult, or too expensive, for them to do.

We are mainly concerned with agricultural ties, but other conditions such as holiday lettings, horse culture, personal permissions etc should be subject to the same regime.

We have raised this at chief executive level at South Gloucestershire, but the response remains the same: do it yourselves or pay us to do it for you, or report any breaches you think have happened.

Do other councils have similar problems? Do you think, like Aust Parish Council that this is something South Gloucestershire should do something about? Or do you share their view that it is up to Parish Councils to take the lead?"

CLlr Hope to the Parish Council as to whether this Parish should hold a record? It was agreed for the Clerk to start a list with the help of the Councillors-no timescale set.

To be actioned

Clerk to compile a list of properties that are tied within the parish.

Parish Clerk

7 7.1 Planning Application

PK13/4101/7	East View Back Street Hawkesbury Upton	Demolition of existing extension. Erection of single storey side extension and installation of rear dormer to form additional living accommodation	
Please be mind full this property is a very large old house in Hawkesbury Parish and over the years it has had a lot of alterations. It was originally one big house now divided into four; so it would be nice to see it renovated as part of a whole entity. Take into consideration neighbours comments Materials and works to be of highest standards to compliment the house			
PK13/4102/LB	East View Back Street Hawkesbury Upton	Internal & external alterations to facilitate single storey extension, loft conversion with dormer window and conservation roof light construction of stairs to cellar replacement doors & windows & other refurbishment work	Same comments as above.
PK13/4189/TCA	Maypole Barn Park Street Hawkesbury Upton	Works to fell 1no. conifer tree situated within Hawkesbury Conservation Area	No objection to the planning application
PK13/4206/F	33 Sandpits Lane Hawkesbury Upton	Erection of single storey rear extension and two storey side and rear extension to provide additional living accommodation	The Parish Council supports the application but they would like to see provisions for more off street parking

7.2 Planning Decisions received

PK13/3782/TCA	South View Cottage Back Street Hawkesbury Upton	Works to reduce 2 no. Leylandii Conifers by 2ft, within Hawkesbury	No Objection
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		Conservation Area	
PK13/3770/TCA	7 Hunters Mead Hawkesbury Upton	Works to 1no. Ornamental Cherry Tree, 1no. White beam tree and 1no. Prunus tree to reduce by 20% situated within Hawkesbury Conservation Area	No Objection
PK13/3543/F	Collyns Mead Back Street Hawkesbury Upton	Internal and external alterations to facilitate erection of first floor rear extension and single storey rear extension. Resubmission of PK13/1918/F	Approve with conditions
PK13/3569/LB	Collyns Mead Back Street Hawkesbury Upton	Internal and external alterations to facilitate erection of first floor rear extension and single storey rear extension. Resubmission of PK13/1919/LB	Approve with conditions
PK13/2689/LB	The Old Vicarage Church Lane Hawkesbury	Internal and external alterations to facilitate the installation of external lighting. Erection of 2no. stone buttresses to stabilise garden wall	Approve with conditions

7.3 Planning Service and Parish and Town Councils

Following last month's response to Helen Magee in respect of no paper plans with effect as of today the following email from Helen Magee South Gloucestershire Council was received;

"According to my records you already respond and receive decision notices

electronically - please let me know if this is not correct. ***This is correct and an email has been sent to confirm this***

In relation training with going paperless - maybe the best option is to talk or meet with one parish that has been working in this manner for some time? If you would like me to arrange this please let me know. If it is a case of you want to have some training on putting together the PowerPoint document I am sure we would be able to arrange something - again let me know and I will see what I can sort out.

I appreciate that you will not make the 2nd December date and I can assure you that we will not stop issuing paper copies without notifying you.

Are members currently looking at putting the equipment purchase into next year's budget or are they looking at alternatives - one parish has decided that they will not purchase equipment but expect their councillors to look online in their own time and one printed copy will be bought to the meeting, their member with no internet can then either chose to access the online system via a library or look at the printed version at the time of the meeting.

Please let me know if you have any further queries or what type of training you would interested in"

Clr Hope tried to get into the South Gloucestershire website without success no broadband available.

Clerk was asked to contact Helen to confirm still require paper copies until equipment could be found – clerk only works 8 hours and like today if four planning applications are received this would cause sufficiently more work for the Clerk

To be actioned

Clerk to respond to South Gloucestershire Council with the Parish Councils comments.

Parish Clerk

8 8.1 Bank Reconciliation as of 30th November 2013

Bank Statements not received in time to complete the bank reconciliation prior to the meeting, therefore to be completed in January.

This was noted

8.2 Cheques to be signed

A	Parish Clerks Expenses November	£ 24.58
	Parish Clerks Expenses October, figure not advertised on the 4th November 2013	£ 24.75
B	Mr Tizzard Grass cutting Plain & Bus Shelter	£200.00
C	Clerks Wages for 15th November 2013	£415.43
D	The Poppy Appeal (payment agreed 4/11/13 but not advertised on the agenda)	£ 30.00
E	Cilca-Clerk has noticed a new course to help towards Cilca qualification-cheque not written until	

	further details has been clarified	
F	<p>Christmas Baubles-Murray Hire-Cllr Bleaken “4th November 2013 item 16 The Parish Council discussed purchasing some new baubles; Cllr Bleaken will look into the prices at Murray Hire and report back to the Parish Council.</p> <p>Clerk referred to Cllr Hope’s email in respect of sponsorship of decorations for the tree. This was discussed in full and a decision was made the Parish Council would prefer donations not sponsorship.</p> <p>All in favour.” Cllr Hope donated £50 towards the baubles and this will be paid into the bank account in December.</p>	£119.90

Parish Clerk

Cllr Hope proposed payment for the above invoices and Cllr Robinson second the proposal; the remaining Parish Councillors were in all favour and agreed payment. The cheques were subsequently signed in accordance with the bank mandate.

8.3 Expenditure update as of 30th November 2013

As the Bank Statement for November had not arrived in time for the meeting no up to date expenditure had been completed. Agenda item for January 2014

8.4 Payment by Cheque update – ALCA

An email had been received on 12th November 2013 from ALCA regarding the cheques legislative reform order (payments by Parish Councils). This order has been laid in Parliament but does not mean local councils can start legally using electronic payments but is a step forward. Update to follow over the coming weeks.

This was noted

9 Urgent Correspondence

4/11/13	War Memorial Trust – advice and grants available to prevent inscriptions fading and disappearing	Cllr Hope suggested the Parish Council applies for a grant All in favour.
8/11/13	Local Council Explained £49.99 plus vat	Due to the time this item was not discussed-agenda item for January 2014

10 Bus shelter Maintenance update-Cllr Musty

No update available – agenda item for January 2014

To be actioned

Parish Clerk

11 Recreational Field Grass Cutting and Verges

- Grass cutting specification for all areas

Following Cllr Hope’s request for the Hall Committee to review the specification, Cllr Bleaken advised the Parish Council there were no issues raised by them. It was

agreed by the Parish Council to send specifications to South Gloucestershire Council, Badminton Estate, Mr I Jones and Garden Manicures.

To be actioned

Clerk to send out specifications to the above contractors and await their quotes.

**Parish
Clerk**

- Credit balance for grass cutting £457.44

Due to the issues this year with grass cutting of the recreational field there is a credit balance of £457.44. Council Bleaken put to the Parish Council to donate this money to the Hall Committee to help towards their new boiler. This was second by Cllr Hope. All in favour.

Agenda item for January 2014.

**Parish
Clerk**

12 2013 Risk Assessment Cllr Winbow and Cllr Ruthven

Due to other commitments Cllr Ruthven was not available to comment on the Risk Assessment that had emailed to everyone prior to the meeting as he had left the meeting early.

Having reviewed the completed form and thank you to Cllr winbow and Cllr Ruthven for completing this; it was agreed by the Parish Council that only the items that belonged to the Parish Council should be taken into account and not everything as stated on the form as these can be covered under Streetcare.

To be actioned

Parish Clerk to speak to Cllr Ruthven and amend the form accordingly

**Parish
Clerk**

13 Cemetery

Cllr Hope Cllr Bleaken and Mr Hope were the only people who turned up for the annual clean up.

The last time the topple testing took place it was very controversial, this has not been done this year either. The soil was unable to be removed due to lack of people. This will need to be carried out in the new year.

This was noted

Compost Bins

The Parish Council discussed where a compost bin could be situated-by the Lichgate as there is a plastic one there at the moment.

The soil still needs to be moved-grave diggers are not happy as they need soil to top up new graves. There also needs to be an area where greenery can be kept.

Clerk to order a new bin.

14 Precept

Clerk reminded the Parish Council the precept is due to be set early next year.

This was noted

15 Grass Cutting of the Plain and Bus Shelter

Mr Tizzard wrote to the Parish Council to say he was happy to continue with the grass cutting of the Plain and Bus Shelter in 2014 for the same price of £200.

The Parish Council are happy with Mr Tizzard's work and put to a vote. All in favour,

**Parish
Clerk**

this was carried forward.

To be actioned

Clerk to write to Mr Tizzard to let him know the Parish Council is happy for him to continue to cut the grass on the Plain and Bus Shelter

16 Christmas 2013

Acceptances have been received from Jessica Rowlands and George Baxedene to switch on the lights.

The Clerk provided a check list, all completed, mince pies are coming in. A request for the Vicar to say a few words before the switch on had been received. This was agreed. Cllr Bleaken to take this forward

To be actioned

Cllr Bleaken to take this forward

**Cllr
Bleaken**

17 South Gloucestershire Budget Consultation

This was completed in the meeting-a copy of the response will be kept by the Clerk for audit purposes.

This was noted

Due to the volume of consultations being produced the Clerk wrote a piece for the Parish News to encourage parishioners to view consultations and respond accordingly. The following wording was agreed by the Parish Council.

“South Gloucestershire Council continues to strive to be value for money; support residents and businesses in their area; where cuts are necessary to save money they do their best to ensure the right cuts are made with as little impact to local Council Tax payers as possible.

Before any changes are made South Gloucestershire Council hold consultations and at the moment they are producing several from budget tax, the homeless to speed restrictions and many more;

All consultations can be found on the South Gloucestershire website; if you have a few minutes spare why not complete the consultations that are relevant to you and your family this will give you an opportunity to make your comments known.”

18, 19, 20, 22, 23, 24, 25, 26

18, 19, 20, 22, 23, 24, 25, 26

All these items could not be discussed because of it was 10.10pm; all meetings should finish by 10pm.

27 Glebe land

Cllr Robinson went through an update in respect of the documents to the ownership of Glebe land. Cllr Robinson will send a copy to the Clerk.

This was noted

28 Date of the next Parish Council meeting will be held on Monday 6th January 2014 in the upstairs meeting room at Hawkesbury Parish Hall at 7.30pm.