

# Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Annual Meeting  
Held on Monday 2<sup>nd</sup> July 2012 at 7.30pm  
In the upstairs meeting room at Hawkesbury Parish Hall**

**Present:**

H Bleaken (Chair), B Robinson, P Barnett, A Musty, S Hope, Cllr Frankcom, P Isaac and H Jones (Parish Clerk)

**Apologies**

M Cox

**Public Participation**

Mr C Dixon from Severn View Farm, Inglestone Common

Action

***Accept apologies for Absence***

Cllr Cox

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

*None*

**2 *To adjourn to allow public participation***

Mr Dixon's planning application for Severn View Farm was being discussed under item 7.1. The Chair Cllr Bleaken asked the Councillors if they were happy to discuss Mr Dixon's planning application at this point of the meeting. All in favour.

Mr Dixon explained that the application is for a two storey side extension to provide an en-suite for a bedroom and additional space in the study. He also pointed out that the extension will help support the existing chimney. The Parish Council reviewed all the paperwork and made their decision as shown below;

PK12/1944/F	Severn View Farm Chase Hill Inglestone Common	Erection of two storey side extension to provide additional living accommodation.	The Parish Council <b>supports the application</b> - No objection
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Mr Dixon left the meeting.

- 3** *Approval of Minutes*
- 18<sup>th</sup> June 2012 minor amendments made and signed as a true record by Cllr Bleaken
- To be actioned**  
**Parish Clerk to email approved minutes to Mr A Sauro for the village website.** **Parish Clerk**
- 4** *Update of previous action report*
- 4.1** *The minutes from the 14<sup>th</sup> and 28<sup>th</sup> of May has been emailed to Angelo Sauro*  
**Resolved**
- 4.2** *Bramble Cottage-visit outstanding Cllr Hope and Cllr Musty*  
 Due to the nesting season this item remains outstanding, hedges and bushes should not be pruned back during this season. **Cllr Hope & Cllr Musty**
- To be actioned**  
**Cllr Musty and Cllr Hope to visit the owners of Bramble Cottage**
- 4.3** *Statement date needs to be changed to ensure the Bank Statements arrive in time to prepare the Bank Reconciliation every month and email Cllr Frankcom.* **Parish Clerk**
- This item is outstanding Clerk to speak to Nat West Bank**
- 4.4** *White lines by the monument –still not resolved*  
 Parish Clerk emailed South Gloucestershire Council Streetcare quoting the original job reference and received a response from Corporate Contact Centre.
- “They have looked at the original report job reference no.108366 which has been passed to the Traffic Engineering Team and added to the minor works programme, this does carry a 6 month target date which is 9/9/12. Work is in hand to be completed by this date”.
- The Parish Council are concerned with the safety issue and consider this as a priority, a request was made to the Parish Clerk to contact them and explain the Parish Councils concerns.
- To be actioned** **Parish Clerk**  
**Parish Clerk to email Corporate Contact Centre with the Parish Council’s concerns**
- 4.5** *Little Badminton Notice board*  
 The notice board has now been erected and looks very good, although the new locks have not been replaced-the Parish Clerk emailed Mr Choyce to see when this work is going to be completed and is now waiting for his response
- This was noted**  
**Clerk is waiting for Mr Choyce response.**
- 4.6** *Hawkesbury Trees*  
 Tuesday 10<sup>th</sup> July at 9.30am has been arranged to meet Chris Wright from South Gloucestershire Council (Tree Preservation Officer) at the Village Hall car park. Cllr Robinson and Cllr Hope will attend the meeting and let the Parish Council know the outcome at the next meeting. **Cllr Hope & Cllr Robinson**
- This was noted**  
**Cllr Hope, Cllr Robinson and Mr Chris Wright to attend the meeting.**
- 4.7** *Cllr Isaac to write a piece for the Parish news regarding the conservation strip*

*being damaged by dogs that have been allowed to roam free (off their leads).*

**This item was agreed by the Parish Council to be removed with no action taken.**

#### *4.8 A Stay for Hawkesbury Parish Council Notice board*

**The Clerk has emailed Mr Choyce and is waiting for his response regarding the cost of two stays.**

#### *4.9 Bonfires – item for the Parish News*

**This item is outstanding**

**Parish  
Clerk**

#### *4.10 Helen Black and Hall Committee meeting*

The meeting has been arranged for Monday 9<sup>th</sup> July 2012 in the upstairs meeting room of the Parish Hall at 4pm. The outcome of the meeting will be discussed at the next Parish Council meeting. Cllr Robinson, Cllr Hope, Cllr Barnett and the Parish Clerk will be attending this meeting.

**This was noted**

#### *4.11 Windy Ridge/Coombe View*

The Parish Clerk received an email from Kevin Hooper South Gloucestershire Planning Enforcement Officer regarding a wall not reinstated, and his response is as follows;

Mr Hooper assessed the original planning permission and also the investigating officer's report that carried out a site visit to investigate the alleged breach.

There are 2 main issues that would prevent the planning enforcement team from taking action.

The original planning permission in 2000/1 although carrying a condition requiring a sample panel of the new stone wall does not require/condition that the wall is finished within a certain time and with the approved stone panel. It only requires the submission of a sample panel.

Even if the condition stated that the wall had to be constructed from the approved sample 10 years have now elapsed since the condition would have been imposed. Under the Town & Country Planning Act Section 171B (3) provides that no enforcement action can be taken against a breach of a planning condition after the end of the period of ten years from the date on which the breach first occurred. In effect, there is a ten-year "immunity" rule applicable to the service of a breach of condition notice.

The second issue concerns the wooden fence that has been erected and appears to have been in situ more than 4 years and would also be immune from enforcement action as any development that has been in situ for more than 4 years without formal enforcement action being taken i.e. service of an enforcement notice is immune from enforcement action.

**This was noted-item resolved**

#### *4.12 Land rear of Blue Boy House*

The planning application with regards to changing one of the conditions in respect of the stone wall has still not been received by the Parish Council.

**This was noted.**

#### 4.13 Orchard survey-outstanding

This is being discussed later tonight item 14

#### 4.14 Dog Fouling

This item is outstanding the Parish Clerk is going to try and copy a poster given by Cllr Robinson so it can be put in the Parish news and on the notice boards. This was discussed once again to find a different approach to stop fouling on the pavements.

##### **To be actioned**

**Parish Clerk to design a poster to be sent to the Parish News.**

**Parish  
Clerk**

#### 4.15 Cllr Bleaken to speak to Mr Tizzard in response to his letter

This item remains outstanding-Cllr Bleaken telephone has been out of order.

##### **This was noted**

**Cllr Bleaken to speak to Mr Tizzard**

**Cllr  
Bleaken**

#### 4.16 Councillors Vacancy

This item is being discussed later this evening, item 13

#### 4.17 Gift Selection payment-Diamond Jubilee Mugs

A cheque for £942.00 was agreed on Monday 28<sup>th</sup> May 2012 under item 3.6 page 328; this cheque can be found on tonight's agenda item 10.2c.

##### **Resolved**

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

The Clerk has emailed Mr Cooke Enforcement Officer, South Gloucestershire Council and awaiting his response.

##### **This was noted**

#### 4.19 Letter to Mr Hemmings Planning Officer South Gloucestershire Council following his comments received in respect of a planning application.

Cllr Bleaken emailed a copy letter to the Parish Council for their comments. This was discussed in full, it was agreed that the letter should be friendlier and make the point regarding the clerk's situation. Minor amendments to be made and to explain this is a fault with their process system. Parish Clerk to send the amended letter with a copy to Mr Glasson of South Gloucestershire Council as agreed by the Parish Council

##### **To be actioned**

**Clerk to send the amended letter to Mr Hemmings and Mr Glasson**

**Parish  
Clerk**

#### 4.20 Mazars-external auditor

All paperwork has now been sent to the external auditor.

##### **Resolved**

#### 4.21 Thank you letters for Diamond Jubilee donations

The Clerk has written to Mrs L Roberts, letters outstanding; Simon Dring, Jenny Harris, Buffs, WI and the Parish News.

##### **To be actioned**

**Clerk to ensure these letters are sent.**

**Parish  
Clerk**

#### 4.22 Neighbourhood Planning

A meeting for local Parishes to get together to discuss the Neighbourhood Planning is set for after 10<sup>th</sup> September.

##### **This was noted**

#### 4.23 Defibrillator

The Parish Clerk emailed "shocking now" on 26/6/12 for help with fund raising and is now waiting for a response. Cllr Hope mentioned the defibrillator at Beaufort House is not working as the battery is flat. It can be for public use but full training will need to be given. Cllr Hope will speak to Beaufort House again and report back to the Parish Council.

#### 4.24 Allotments

Item to be discussed later tonight item 9.

### 5 **Councillor's Items**

#### 5.1 Dog Fouling

It is not only the dogs fouling the street pavements but it was noticed that dogs were over the post box and children especially the very young hold hands and run round it. Owners of dogs need to be educated this is a health risk. Cllr Hope mentioned about having a Banksy type picture painted on the paths along the High Street-this may draw people's attention to the situation.

Unless dogs are caught fouling the pavements and the owners prosecuted this will remain a problem for Hawkesbury and surrounding areas. It was pointed out that it may not always be local's the village has lots of walkers visiting with their dogs.

Hawkesbury has at least three bins for dog's poo, a suggestion was made could the Parish Council consider buying a bag dispenser, which could be situated in the Village Hall car park. It was agreed by the Parish Council for the Clerk to investigate the cost of a bag dispenser.

Cllr Robinson offered to disinfect the post box to help protect the young children and hopefully this will stop the dogs from spraying again.

#### **To be actioned**

**Clerk to investigate price of bag dispenser and Cllr Robinson to disinfect the Post Box.**

**Parish Clerk and Cllr Robinson**

#### 5.2 Parish Council boxes-Cllr Robinson

Cllr Robinson asked if any of the boxes were ready to sort through to help find the deeds for Glebe Land. Cllr Hope will let Councillors know when these boxes will be available to be collected.

#### **To be actioned**

**Cllr Hope to contact Councillors to collect a few boxes to check for the deeds.**

**Cllr Hope**

#### 5.3 40pmh speed sign-Cllr Musty

The 40mph sign on Badminton Road 100metres from the A46 has still not been replaced. It was agreed for the Clerk to contact Streetcare for their comments.

#### **To be actioned**

**Parish Clerk to email Streetcare**

**Parish Clerk**

#### 5.4 Van parked on the Plain-Cllr Hope

Cllr Hope received a telephone call regarding a van that has been parked on the Plain for about a week. Cllr Robinson will investigate.

#### **To be actioned**

**Cllr Robinson to investigate**

**Cllr Robinson**

#### *5.5 Village Hall Carpark-Cllr Hope*

The pot holes in the car park will be repaired tomorrow.

**This was noted**

#### *5.6 Cemetery invoice received-Cllr Hope*

Cllr Hope received an invoice from the grave digger that needs to be paid £70.00-to be discussed under finance.

#### *5.6 Pot holes-Cllr Bleaken*

There are three pot holes on Cold Change Hill-Clerk to contact Streetcare to repair before a serious accident happens.

**To be actioned**

**Parish Clerk to email Streetcare**

**Parish  
Clerk**

#### *5.7 Pot Holes Oxleaze Farm Road-Cllr Bleaken*

Major pots holes to be repaired – Clerk to email Streetcare

**To be actioned**

**Clerk to email streetcare**

**Parish  
Clerk**

#### *5.8 Bristol Water-Cllr Bleaken*

Cllr Bleaken received two letters from Bristol Water in respect of the water mains on Inglestone Common, these repairs should help prevent further leaks. Bristol Water will need to consider an access or gate to enable the cows on the Common to access the water to drink. A response regarding this letter will need to be sent by the 13<sup>th</sup> July-Cllr Bleaken to respond.

**To be actioned**

**Cllr Bleaken to write to Bristol Water**

**Cllr  
Bleaken**

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

The South Gloucestershire Council Core Strategy

The Examination in Public is currently taking place; issues are debated – round table style. You are able to look at helpful updates and reports of the days discussions on [www.southglos.gov.uk](http://www.southglos.gov.uk) link on the front page.

Working on a date for September for further discussion on Neighbourhood Planning.

There is currently a review of Bristol Hospital services (UH Bristol & NBT) – how the hospitals can work together to provide services for the area - announcement expected at end of July.

Government investment in transport

West of England awarded £24million to work with employers, schools, colleges and universities to encourage people to try a different way of getting about. £9m to be spent directly in South Gloucestershire, looking at improving public transport routes to work and school, targeting those who are moving house, starting work or college.

Two big events this weekend – The Engage Cultural Festival at Wise Campus, Filton, offering many different cultural events for all the family –huge programme, also the Festival of Youth Sport at the same venue.

July 4<sup>th</sup> 7.30pm Cotswold Sustainable Network meeting at The Major's Retreat,

Tormarton find out more about Community Energy initiatives.

For those interested there is a consultation on Yate Shopping Centre – put your views forward through the South Gloucestershire Council website.

Grant applications now open – Cllr Hope has circulated to interested parties.

## 7 7.1 Planning Applications

Planning PK12/1944/F Severnview Farm Chase Hill Inglestone Common was discussed under Public Participation item 2

## 7.2 Planning Decisions received

PK12/1031/F	Land at Sandpits Lane, Hawkesbury Upton	Change of use of land from agricultural to land for the keeping of horses. Erection of 2no. stable Blocks	<b>PERMIT</b> -subject to conditions
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## 7.3 Withdrawn Planning applications

PK12/1579/CA	The Retreat France Lane Hawkesbury Upton	Demolition of approximately 3metre length of wall and reduction in height of wall to 900m.
PK12/1575/F	The Retreat Franch Lane Hawkesbury Upton	Erection of 1 no. detached dwelling and detached garage/workshop with access and associated works.

## 8 Vote on the new Code of Conduct and Declaration of Interest

A letter has been received regarding the revised Code of Conduct and Declaration of Interest. Each Parish Councillor had been sent details prior to the meeting. It was put to the vote as to whether the Parish Council wanted to adopt the South Gloucestershire Code of conduct and Declaration of Interest or produce their own. It was put to the vote-the result was all in favour to adopt the South Gloucestershire document.

### To be actioned

**Clerk to advise South Gloucestershire Council of the Parish Councils decision**

**Parish Clerk**

## 9 Allotments-Cllr Robinson

Having reviewed the tenancy agreement there is no mention with regards to greenhouses or poly tunnels-it was felt that the agreement should be amended to include these two items as not permitted - All in favour

With regards to the sheds-reinforce apply in writing and quote nominal size 6ft by 4ft that must be placed by the perimeter on the edge of the allotment holders plot – all in favour.

It was pointed out the sheds that are on the allotments at the present time are actually oversized at 8ft by 5ft, but they have been there for a long time. This was noted.

**To be actioned**

**Parish Clerk**

**All amendments to the tenancy agreement must be carried out under “track changed” by the Parish Clerk and emailed to Councillors before the September meeting.**

With regards to the trough – no more to add with regards to the cost and discussions regarding where the new one will be situated, this will be reviewed in September.

**Additional item-transfer of allotment**

An allotment holder may be giving up their allotment next year; this allotment holder thought that they would like to offer the larger plot to an existing allotment holder that at present only has a small plot. This was discussed at length, wording will need to be checked and discussed in September- it was noted that allotments cannot be transferred or handed to another person. A proposal of this request outlining the reasons will need to be put in writing.

**To be actioned**

**An agenda item for September**

**Additional item-Jubilee mugs**

Cllr Musty was not aware the mugs were available for collection at the shop.

**This was noted**

**10 10.1 Bank Reconciliation as of 30<sup>th</sup> June 2012 was signed and agreed by Cllr Frankcom.**

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

**10.2 Cheques to be signed**

a	Parish Clerks wages via standing order For July	£403.33
b	Parish Clerks Expenses	£ 28.40
c	Gift Select – Jubilee Mugs this payment was agreed at the Parish Council meeting held on 28 <sup>th</sup> May 2012	£942.00
d	Cate Davidson Internal Audit payment agreed by the Parish Council on Monday 18 <sup>th</sup> June 2012	£150.00

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

**11 Urgent Correspondence**

26/6/12	Consultation on the future provisions for registration services	This was discussed at the meeting. Clerk to complete the questionnaire
	Audit Commission-Consultation on appointment of external auditor for 2012/13	Grant Thornton UK LLP will audit Hawkesbury Parish Council for a

		period of five years. Appt will commence on 1 <sup>st</sup> September 2012.
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**12 Defibrillator within your community-St John's Ambulance**

The clerk emailed Shock and is awaiting a response-Cllr Hope has spoken to Beaufort House, and their defibrillator is not working. This item to remain on the agenda

**To be actioned**

**Agenda item for September.**

**Parish Clerk**

**13 Co-opt Parish Councillor**

Three candidates have applied for the role of Parish Councillor. All Councillors were given a copy of their letters. It was agreed by the Parish Council that each candidate will be given up to 5 minutes to talk; questions can be asked-there was a discussion regarding set questions however these were not set at the meeting.

The Parish Council agreed to interview the candidates at 7.30pm on the 16<sup>th</sup> July prior to the next planning meeting.

**To be actioned**

**Clerk to invite the candidates on Monday 16<sup>th</sup> July at 7.30pm.**

**Parish Clerk**

**14 Orchard Survey-Cllr Musty**

Cllr Musty explained this item is outstanding will report back to the Parish Council in September.

**This was noted**

**15 Date of next meeting**

The next Parish Council will be on Monday 16<sup>th</sup> July 2012 it will be held in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm.