

Hawkesbury Parish Council



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

Present:

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

Apologies

Cllr Isaac, Cllr Cox, Cllr Winbow and Cllr Musty

Public Participation

None

Action

Accept apologies for Absence

Cllr Isaac, Cllr Winbow, Cllr Cox 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.

None

3 Approval of Minutes

- 1st 15th and 25th July 2013 Signed as a fair and accurate record by Cllr Bleaken
- 5th August 2013 signed as a fair and accurate record by Cllr Bleaken
- 6th August – Amended to record of meeting page numbers removed
- 20th August 2013 minor amendment made, signed as a fair 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 June's approved minutes

17th June 2013 minutes emailed to Mr Sauro

Resolved

4.2 Highway Verges and Dog bin meeting Saturday 13th July 2013

Refreshments purchased and meeting had taken place

Resolved

4.3 Little Badminton Notice Board and Hawkesbury Notice board

This item remains outstanding; it was agreed by the Parish Council for the Clerk to contact Mr Choyce to resolve the outstanding issues.

- Stays required and additional locks for Hawkesbury Notice board
- Little Badminton-locks required, the name plate replaced and investigation to take place to find where the water is penetrating inside.

To be actioned

Clerk to contact Mr Choyce to resolve the issues above

**Parish
Clerk**

4.4 Bank Mandate update Signatories

Cllr Winbow to take ID and mandate into NatWest Chipping Sodbury branch

This item remains outstanding

**Cllr
Winbow**

4.5 Allotment 11

Agenda item for tonight

4.6 CCLA

Identification has been sent into NatWest Clerk to check with the bank to see if the amendments have been carried out.

To be actioned

Clerk to speak to NatWest to check amendments have been carried out

**Parish
Clerk**

4.7 New Map for Boundary of Hawkesbury Parish

Remains outstanding

**Parish
Clerk**

4.8 HURG

Commercial use of site-clerk to email HURG-outstanding

**Parish
Clerk**

4.9 Hall Committee deeds

Audit trail to be emailed to Cllr Robinson-outstanding

**Parish
Clerk**

4.10 Sportive event

Resolved event through the village was successful

4.11 Bramble Cottage Hedge

It has been cut back slightly but it is still sticking out not leaving much room to walk past.

This was noted

4.12 Inglestone BT Telephone box

Clerk to contact BT to replace the door and pane of glass missing on the payphone box.

To be actioned

Clerk to chase BT

**Parish
Clerk**

4.13 Drain located outside of Greenbury House on the main road

This drain has still not been repaired

To be actioned

Clerk to chase SGCC Streetcare

**Parish
Clerk**

4.14 Pot Holes Chase Lane

Clerk to Chase Gloucestershire Council to repair the pot holes on Chase Lane

To be actioned

Clerk to email Gloucestershire Council

**Parish
Clerk**

4.15 ROSPA invoice

Paid – Resolved

4.16 Core Strategy examination

Email sent to South Gloucestershire Council

Resolved

4.17 Local Services

This item remains outstanding Cllr Hope to take this forward with Mr Hemmingway.

To be actioned

Cllr Hope to report back at the next meeting

Cllr Hope

4.18 Bus Shelter

Maintenance of bus shelter remains outstanding-revised date to be arranged.

To be actioned

Cllr Musty to take this forward and arrange a revised date to be arranged to carry out the maintenance of the bus shelter seat.

Cllr Musty

4.19 Hedge in front of speed camera on France Lane

Emailed Streetcare to cut back the hedge to ensure drivers could see the speed camera.

Resolved

Camera has now been removed awaiting data

4.20 Birgage planning application

Clerk sent a letter of response to the applicants of Birgage planning application.

Resolved

5 Councillor's items

5.1 Skate Park – Cllr Frankcom

Skate Park showcase took place yesterday; it was well attended including our local MP and Councillors. It was a very successful day and fabulous photos taken. It would be good to have these on the village website and notice board-well done to everyone involved.

5.2 Youth Club Leaders-Cllr Frankcom

Two of our youth leaders have resigned therefore replacements need to be found. The Parish Council all agreed for the vacancy advert to be placed on the notice board.

5.3 Somerset Monument-Cllr Ruthven

An important celebration takes place in 2015 the "Celebration of the Battle of Waterloo" which was over 200yrs ago. Maintenance of the monument would be on a wish list to open so people could go up. This monument belongs to the Duke of Beaufort; it would be up to his Grace if anything it to be done.

This was noted

5.4 Great War 2014-Cllr Hope

Next year another celebration takes place and the British Legion will be doing lots to celebrate. What could the Parish Council do? Consider restoring some of the inscription of names on the war memorial as some have eroded? This will need to be discussed in more detail as any cost will need to be considered when setting 2014-15 precept.

This was noted

5.5 Skate Park-Cllr Hope

Cllr Hope would like to reiterate Cllr Frankcom comments, people were sitting in their deck chairs watching the sceptical of the open day it was great well done. Also 1Skate Park turned up trumps; Thank you everyone involved.

This was noted

5.6 Verges along the lanes-Cllr Hope

South Gloucestershire Council have not cut any verges along the lanes, a request was made for the Clerk to write to SGCC to ask if there has been any reported problems with the lanes not being cut, cyclists are in the middle of the road, and you cannot always see them. The Parish Council agreed.

To be actioned

Clerk to email South Gloucestershire Council and report back at the next meeting

**Parish
Clerk**

6 District Councillors report-Cllr Hope

It has been quiet over the summer. The Clinical Board states it is too expensive to have any beds remain at Frenchay hospital therefore they are being moved to Southmead Hospital. As we are aware the public transport is difficult to the new hospital. Thank you to all who completed the petition.

Discover Event-a walk on the Commons is taking place on 26th September 2013 at 10am

Area Forum 19th September-there is a couple of applications in for grant funding in Hawkesbury.

New Homes Bonus may not be available after March 2014. These are small grants for the village up to £3000.

Oversubscribed on Capital Grants.

Cotswold Edge grant funding could be available for the Youth Club to help with the yearly subscriptions. Apply for the November applications by the end of September.

7 7.1 Planning Application

PK13/3046/LB	2 Dunkirk Cottages Tetbury Road Hawkesbury Upton	Internal and external alterations, including installation of dormer and demolition of flat roofed storage	Supports the application of building alterations, although the PC feel suitable double glazing would be
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		extension.	beneficial to the building. They would like to see appropriate landscaping scheme.
PK13/3045/F	2 Dunkirk Cottages Tetbury Road Hawkesbury Upton	Internal and external alterations, including dormer window and demolition of flat roofed storage extension.	As above
PK13/2907/TCA	Pool House High Street Hawkesbury Upton	Works to remove Leylandii hedge situated within Hawkesbury Conservation Area	The Parish Council supports this planning application

7.2 Planning Decisions received

PK13/1918/F	Collyns Mead Back Street Hawkesbury Upton	Erection of first floor rear and single storey rear extension to provide additional living accommodation	Approve with conditions
PK13/1919/LB	Collyns Mead Back Street Hawkesbury Upton	Internal and external alterations to facilitate erection of first floor rear extension and single storey rear extension	Approve with conditions

8 8.1 Bank Reconciliation as of 31st July 2013

Figures checked and signed by Cllr Frankcom

8.2 Cheques to be signed

A	Parish Clerks wages for August paid by standing order	£415.43
B	Parish Clerks Expenses July August	£ 22.50 £ 22.50
C	CRK Garden Manicures 2nd & 16th July payment	£163.54

	agreed on 5th August but not advertised	
D	SLCC	£100.00
E	The Head Groundsman 11th & 27th August 2013	£170.00
F	South Gloucestershire Council rent for Allotments Birgage Road-payment agreed (not advertised)	£ 50.00
G	CRK Garden Manicures 13th & 28th August 2013 - payment agreed (not advertised)	£163.54

Cllr Hope proposed payment for all the above invoices and Cllr Bleaken second the proposal; the remaining Parish Councillors were in favour and agreed payment. Cheques were subsequently signed in accordance to the bank mandate.

9 Urgent Correspondence

21/8/13	Site visit notification Flexor Farm 30 th August 2013	To be reviewed on 12/9/13-Cllr Hope This was noted
	Miniature Fruit Tree request	See item 11

10 Highways Verges and Dog bins

Mr J Ionides contacted the Clerk to explain he cuts the grass verge outside Pool house approx 45m by 1m and will continue to do so. He will need a licence to continue.

It was requested the Clerk contact Mr Michael Dixon from South Gloucestershire Council to see how much SGCC would charge to cut the small piece on the ring road.

Sandpits Lane, sloping verges in front of the houses cutting and blowing required when obtaining quotes. It would be nice to use someone locally.

As above Mr Ionides will continue to do his bit outside Pool House, Mr Jones has written in to offer his service on grass cutting. Therefore confirmation from SGCC regarding specific areas is needed.

The Parish Councillors agreed not to cut the grass verges by the church more than twice a year this falls within the new specification from SGCC. Tenders required for the remaining areas shown on the map once confirmation has been received. No tender to be given to SGCC at the moment.

With regards to the Parish Council's existing dog bins, these can be converted to ordinary litter bins; one bin outside the Fox (next to the Phone box) to be moved by SGCC free of charge to the end of Bath Lane, by the Pool, the dog bin in Birgage to be converted to a litter bin.

Consultation response to be carried out by the Clerk by the 13th September 2013.

To be actioned

Advise Mr Iodines to apply for a licence from SGCC to cut the verges outside his house.

Email Mr Dixon to confirm the cost of cutting the piece of land on the Ring Road.

**Parish
Clerk**

Comment on the Consultation by the 13th September 2013.

11 Allotment plot 11

- **Agreement.** Mr Hull has returned his signed agreement to the Clerk and has started clearing plot 11. Clerk will return a copy of the signed agreement to the allotment holder.
- **Miniature fruit tree request.** A request has been received by the Clerk from Mr Hull asking if it would be possible to plant some dwarf (standard) fruit trees. They are aware that in the contract it states no trees are to be planted on the site but would like the parish council to consider their request.

The Parish Council discussed this item in full and agreed for dwarf fruit trees to be planted as long as they did not cause any shading to other allotments and no more than 6ft at maturity would be acceptable. All in favour.

To be actioned

Parish Clerk to email Mr Hull the Parish Councils comments

Parish Clerk

- **Additional Water Trough.** This item was being discussed earlier in the year; the Parish Council was waiting for an estimate of the cost before any decision would be made. Due to other commitments this had been overlooked and therefore the Parish Council made a decision to open up discussion again. The work needed to install an additional trough would consist of a pipe from the existing water trough to the additional trough. Prices will need to be investigated for blue piping, trough, adaptors and fittings together with labour costs for the digging of the trench.

To be actioned

Agenda item for next month, prices will need to be investigated.

Parish Clerk

- **Allotment plot 21;** Clerk has spoken to Mr Pogose and he has decided to withdraw from his contract. The Clerk is waiting to hear when the allotment has been cleared. The next person on the list is Mrs N Mclaughlin.

This was noted

12 Maintenance of bus shelter

The original date that had been set to carry out the repairs had to be cancelled.

To be actioned

Cllr Musty to arrange for the repairs of the bus shelter to be carried out.

Cllr Musty

13 Recreational Field Grass Cutting

All areas had been cut prior to the show and the field will need monitoring during September and October. A request was made to ask Steve Drew The Head Groundsman to see if he would cut the field and finish the contract?

A thank you to Mr Jones for the grass cutting round the skate park.

To be actioned

Clerk to email Mr Drew and report back to the Parish Council at the next meeting in October.

Parish Clerk

14 Planning Policies sites and places

This is being launched on Monday 16th September 2013 at Chipping Sodbury from 7-

8.30pm and Friday 20th September Civic Centre Kingswood from 10.30-noon.

Cllr Bleaken, Cllr Hope and Cllr Frankcom to attend 16th and Cllr Robinson on the 20th. Clerk to forward the email to all Councillors and this will be discussed at the planning meeting to be held on the 21st October.

To be actioned

Clerk to ensure the room is booked for 21st October to discuss Planning Policies Sites and Places. Parish Clerk

New Councillor's Tour of the Parish

Cllr Ruthven has recently joined as Parish Councillor and Cllr Bleaken offered to take him on a tour of the Parish at a convenient time to suit preferably on a weekend.

To be actioned

Cllr Ruthven to email Cllr Bleaken when he is free.

Reminder

Chipping Sodbury and the Cotswold Edge Safer Stronger Community Group – Police and Crime Commissioner Public Forum Tuesday 3rd September 2013-Kingswood Civic Centre.

Discover Festival Event Guided Walk Inglestone Common-Monday 16th September 2013 10am Lower Woods car park. Poster to be placed on the notice board.

ALCA Meeting 5th September 2013 Poole Court.

Superfast Broadband for Hawkesbury; Email received by the Clerk offering fast broadband, Cllr Hope requested the email was forwarded to her so she can investigate.

- 15 Date of the next Parish Council meeting will be held on Monday 7th October 2013 in the upstairs meeting room at Hawkesbury Parish Hall at 7.30pm.**