

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 2nd April 2012 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

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

Apologies

H Heeley and M Frankcom

Public Participation

Kerri Lawrence-Hawkesbury Post Office

The Chair and remaining Cllr's welcomed Cllr Barnett back after his long illness and wished him well.

Action

Accept apologies for Absence

Cllr Heeley and Cllr Frankcom

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

None

Cllr Musty joined the meeting

2 To adjourn to allow public participation.

Kerri Lawrence runs Hawkesbury Post Office; and attended tonight's meeting to request the Parish Councils help. She wanted to know if the Parish Council knew the procedure or law to have double lines/or a notice painted on the road to prevent parking outside the Post Office, except for customers and deliveries during opening hours.

Cllr Barnett confirmed the parking on Back Street is a nightmare day and night.

Cllr Isaac suggested cones, or refer to PC Mike Hart to see what he suggests.

Cllr Hope explained that the suggestion made may not be forcible, Kerri explained the restricted parking would only be required during the hours of 9am till 2pm. This would also help her disabled and elderly customers if parking was available outside of the Post Office.

Kerri asked if the Parish Council could write a letter on her behalf;

Cllr Hope said to wait to see what happens following her item in this month's Parish News and suggested Kerri spoke to the leaders from various organisations of groups that hold sessions in the Methodist Hall to ask participants not to park outside the post office.

Cllr Isaac reiterated that Kerri should speak to the Police for guidance and this was agreed by Cllr Musty.

Kerri said she may send a letter to the residents of Back Street as Saturday's are a real problem.

Cllr Hope will make enquiries with Highways at South Gloucestershire Council and refer back to both the Parish Council and Kerri in due course.

Kerri second request was if she could have a sign placed on High Street pointing to the post office, (on the sign post close to where the Parish Council puts the Christmas tree each year). Kerri was asked if the Post Office provided signs, Kerri will investigate.

Cllr Musty said it would be good to have a sign put in place.

It was confirmed that the cost of Stamps will be going up on the 30th April 2012.

Kerri thanked the Parish Council for their time and left the meeting.

3 Approval of Minutes

- 5th March 2012 Minor amendments made, minutes approved and signed as a true record of the meeting by Cllr Bleaken.

To be actioned

Parish Clerk to email approved minutes to Mr Sauro to be placed on the website.

**Parish
Clerk**

4 Update of previous Actions

4.1 approved minutes

Emailed to Mr Sauro

Resolved

4.2 Bramble Cottage Cllr Hope & Cllr Bleaken

Maintenance of the hedge – A visit by the Councillors is outstanding Cllr Cox mentioned the first bush needs attending to urgently after witnessing a near accident when a pedestrian had to walk in the road because the path was so narrow due to the overgrown hedge.

To be actioned

Cllr Hope and Cllr Bleaken to visit the owners of Bramble Cottage

**Cllr Hope
& Cllr
Bleaken**

4.3 Bank Statement date

Statement date needs to be changed to ensure the Parish Clerk receives the bank statements in sufficient time before the monthly Parish Council meeting. This will give her sufficient time to prepare the Bank Reconciliation and email to Cllr Frankcom for checking.

Outstanding Parish Clerk
The Parish Clerk explained she will action this item at the end of the month due to year end 31/3/12. This was noted.

4.4 BT phone box Little Badminton

The replacement door on the damaged BT phone box is due to be replaced on the 16th April 2012. Clerk will chase BT on the 16th to ensure the repair will be carried out as the Duke of Beaufort wants the phone box repaired before the Badminton Horse Trials start on the 4th May.

This was noted Parish Clerk
The Parish Clerk will telephone BT for an update on 16/4/12

4.5 The Safe Cllr Cox

Cllr Cox transferred the safe from Mr Blakeney's home to the Hall; Cllr Cox gave the safe key to the Clerk and requested a thank you letter to be sent to the Mr & Mrs Blakeney for storing the safe for over 40years for the Parish Council. This was agreed

Removal of Safe Resolved-

To be actioned Parish Clerk
Thank you letter to be sent to Mr & Mrs Blakeney-Parish Clerk

4.6 Glebe Land – Cllr Robinson

Now the safe is available to be opened the Parish Council can check to see if the deeds for Glebe Land is in the safe this will help to clarify who owns this piece of land. Clerk and Chair to open the safe and list the contents, date and time to be determined

This was noted Parish Clerk Cllr Bleaken
Date and time to be agreed

4.7 Sign post for the "Church" by Pool Farm

The sign has now been repaired satisfactory

Resolved

4.8 Risk Assessment – Noticeboards

On tonight's agenda

This was noted.

4.9 White lines by the Monument

This item had been emailed to Streetcare-The lines have still not been reinstated; a request was made for the Clerk to chase Streetcare.

To be actioned Parish Clerk
Parish Clerk to contact streetcare to see when this will be taking place.

4.10 Little Badminton notice board

M & G have completed the work in preparation for the restored notice board to be erected. Clerk spoke to Mr Choyce regarding the timescale for the board to be fitted; and Mr Choyce will arrange for this to be completed in the next few weeks.

This was noted

4.11 Tree Surgeon to inspect the trees within the Parish of Hawkesbury

Cllr Hope spoke to Chris Wright from South Gloucestershire Council. He will come and do an unofficial walk around the village to check the trees. In the meantime the Parish Council need to identify trees that are their responsibility. Cllr Musty and Cllr

Hope to discuss a date and time that will be convenient for them to get together.

To be actioned

Await outcome from all parties Chris Wright, Cllr Hope and Cllr Musty.

Cllr Hope

Cllr Musty

4.12 Annual Assembly

To be discussed later tonight.

This was noted

4.13 Big Spring Clean

Only a few people turned up to help with the Big Spring Clean; a “thank you” to the children of Hawkesbury Primary School for helping out on the Thursday 15th March. In view of the lack of support it was discussed by the Councillor’s to find ways to encourage more people to become involved.

It was agreed that the Clerk makes an entry in her diary to email local groups for their support. Also it was mentioned that fluorescent jackets are required when walking along the lanes.

To be actioned

Clerk to email local organisations to help support the Big Spring clean next year.

Also to ensure Fluorescent Jackets are available.

Parish

Clerk

4.14 Notice Board-Key holder details

This item is still outstanding-also Clerk mentioned that she was having difficulties putting drawing pins in the board. This was noted

To be actioned

Key holder details to be actioned

Parish

Clerk

4.15 Notice Board High Street

Following the previous Parish Council meeting, the Clerk has tidied the board.

Resolved

4.16 Skate Park wording

Cllr Hope sent the correct wording for the Skate Park-see previous minutes

Resolved

4.17 Gazette advert-Annual Assembly

Advert placed awaiting invoice

Resolved

4.18 Allotment Invoices

All allotment invoices have been sent out; Ms A Eckles has agreed to take plot 9 as of 1st April 2012. A letter has been sent to Ms Dix re the rent on her allotment, it will remain as half a plot at £11.00.

Resolved.

4.19 Internal Audit

Cate Davidson has agreed to carry out our internal audit-Mazars paperwork arrived on the 30th March 2012.

4.20 Heritage Orchard Survey-Cllr Musty

Item 14 on tonight’s agenda

This was noted

Cllr Musty

5 Councillor's Items

5.1 Cllr Robinson-Notice Board

The Parish Council needs to clarify what items can be placed on the notice board. It was agreed that everything must go through the Clerk, if the Clerk is not certain she must refer to the Parish Council.

This was noted

5.2 Cllr Cox – Thank you cards

Cllr Cox received from Hawkesbury Rainbows and Guides “thank you” cards for the grants received last month. It was agreed for these to be displayed on the notice board.

To be actioned

Parish Clerk to place the cards on the Notice board

5.3 Cllr Cox G Dix Allotment

A question was put to the Parish Council “was Ms Dix right all along regarding her rent” and if so should the Parish Council send her an apology? Cllr Robinson explained that Ms Dix is happy now and has received the letter the Clerk sent regarding the amount of rent due.

No action required

5.4 Cllr Cox-Farm Pool-

Cllr Cox asked if Farm Pool would be tided this year. This item is outstanding and is due to be actioned in due course.

This was noted

5.5 Cllr Musty-Diamond Jubilee

Jubilee weekend, Cllr Musty has recently received negative feedback, regarding no street party being held in the village. As a result they individual will be organising their own event. When a Street Party is organised everyone is involved. Cllr Bleaken stated that various meetings have taken place regarding the Diamond Jubilee weekend and it is a shame people feel this way.

Cllr Cox asked why was there not going to be a Street Party-everyone took for granted there would be one on the High Street.

If people attended the meeting they would be aware of the suggestions being put forward and know what was going on. It was pointed out that it is not the Parish Council making the decisions but a committee of volunteers that are working very hard to make a successful weekend. The next meeting is being held on 23rd April 2012.

Cllr Robinson said he had not heard of any negative feedback, it is a shame there will be no street party but he will attend the party on the REC.

This was noted

5.6 Cllr Isaac-Conservation Strip on the Cotswold Way

This has been put in place to encourage wild birds, insects and grasses and has been approved by Sir John Jenkinson; however, this is a regular route for local dog walkers who are allowing their dogs to run free through this area which defeats the object of the wildlife conservation area. The Clerk asked Cllr Isaac to put something together

so that she can arrange for it to go in the parish news.

To be actioned

CLlr Isaac to write a note for the Parish News

CLlr Isaac

6 District Councillor Report-CLlr Hope

Under the Localism Bill, the Council have agreed to move towards a committee system rather than the Cabinet/Executive system which currently exists. The Committee system will mean that all 70 councillors are involved in decision making rather than the 1 or 7 cllrs currently making decisions. The new structure will be presented to the Annual Council meeting in May and start in early June.

There have been excellent workshops on Neighbourhood Plans explaining how South Gloucestershire Council will work with parishes on their plans. They could be included in the SGC Special Development Plans, rather than go through the referendum process. NPs are not to stop growth, but are for areas helping to define growth for the area and include a great deal of local consultation.

Plans must be consistent with the Core Strategy. The SGC Core strategy is having its Examination in Public later in the month.

The National Planning Policy Framework has been announced which is the reform of the planning system and hopes to make planning system less complex, more accessible, to protect the environment and to promote sustainable growth.

CLlr Hope consulted Cotswold Edge Clerks and Chairs regarding a proposal to introduce charging parish councils for pre planning advice if they did not use the electronic planning service. CLlr Hope have been assured that, currently, there will be no charge for receiving hard copy plans.

Changes being recommended to school transport to Trinity School for those living in Badminton.

CLlr Hope attended a partnership conference on Localism, which included an interesting presentation on what the Act includes and how it works towards the Big Society.

NHS111 when it's less urgent than 999. This service is currently being procured for our area, and I have attended presentations by the providers. This is a 24/7 service to provide the right service for you.

Youth Consultation and the future of SGC are currently out for consultation, proposing big changes for Surestart and the Youth Service.

Traffic Management Schemes – two schemes prioritised by the Frome Vale area Forum - A46 Sobury/Horton & Old Sodbury scheme.

Many of you know that the Picnic Site at J18/M4/A46 is closed whilst the loos are being removed, causing great congestion of roadside parking.

Housing – CLlr Hope have produced a briefing note, and have asked if the Council can consider prioritising those who wish to downsize to a bungalow from a 2/3 bed housing association property.

7 7.1 Planning Applications

PK12/0863/TCA	The Vicarage High Street Hawkesbury Upton	Works to 8 no. Lime trees to remove epicormic growth from the main stem (max diameter 25mm) situated within the Hawkesbury Upton conservation area	"No objection"
PK12/0924/F	Land at France Lane Hawkesbury Upton	Erection of agricultural storage Building	The Parish Council objects to the size/footprint and height of storage building, it is disproportionately large for the size of agricultural land available and also the visual impact.
s.12/0255/FUL	Mounteneys Farm Chase Lane Wickwar Road Wotton under Edge	Erection of a community scale wind turbines and change of use of grassland to access track and wind energy generator. Erection of monitoring plant for a temporary road.	The Hawkesbury Parish Council objects to planning application S.12/0225/FUL on "Visual impact and adverse impact on the ANOB".
s.12/0229/FUL	Cherry Rock Farm Wickwar Road Kingswood	Wind Turbine at Cherry Rock Farm Wickwar Road Kingswood	The Hawkesbury Parish Council objects to planning application S.12/0229/FUL on "Visual impact and adverse impact on the ANOB".
7.2 Planning Decisions			
PK12/0392/LB	Inglestone Farm Chase Lane Inglestone Common Badminton	Application to retain the works carried out for internal and external alterations including	Consent subject to conditions

		replacement of rendering with timber boarding, replacement windows. Installation of double leaf doors to south elevation and installation of ensuite. (resubmission of PK11/3173/LB)	
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8 The Post Office – Car Parking and new sign

This item was discussed under Public Participation item 2. Reminder to the Village people to support the Post Office. The Parish Council would have no objection to a sign being put on the sign post directing people to the Post Office.

This was noted

9 9.1 Bank Reconciliation and Expenditure update as of 31st March 2012.

The bank statement did not arrive in time to prepare the Bank Reconciliation or Expenditure form; this will be discussed at the May meeting.

9.2 Cheques to be signed

a	Parish Clerks Wages via standing order March Cllr Musty and Cllr Hope A new standing order form was signed in accordance with the mandate to increase the Clerks wages in April from £391.66 per month to £403.33 by the Clerk, Cllr Hope and Cllr Robinson. Clerk to hand this into the NatWest Bank to action.	£ 391.66
b	Parish Clerks expenses- Cllr Bleaken and Cllr Hope	£ 160.71
c	South Gloucestershire Council – Room Hire Annual Assembly 16/4/12 Cllr Bleaken and Cllr Hope	£ 20.00
d	Gazette Advertisement for Annual Assembly-Cllr Bleaken and Cllr Hope	£ 63.12

All in favour of the above cheques for payment and signed in accordance with the Bank Mandate.

10 Urgent Correspondence

01/03/12	South Gloucestershire Business Directory	Held by Cllr Musty
06/03/12	Celebrating Carers Event Saturday 14 th April 2012	Emailed Councillors
06/03/12	Thank you letter from South Glos Citizens Advice Bureau, Youth	Advised the Councillors-filed

	Club, After School Club, and Victim Support for Grant Funding	
09/03/12	Planning Application for Pool Farmhouse High Street Hawkesbury Upton, is to be considered by the Development Control on 15 th March 2012.	Filed
15/03/12	Email received – following an election at the Core Management Group meeting of 8 th March, Malcolm Watson was elected the new chairperson of South Gloucestershire LINK.	Advised Councillor's -Filed
25/03/12	St Johns Ambulance – access to a defibrillator within your community-	Agenda item 15

11 Annual Assembly – 16th April 2012

Representatives joining this year's Annual Assembly.

Dr Mike Martin-Lower Woods Management Committee-Gloucestershire Wildlife Trust

Aggie Kwiatkowska – The Fox Inn

David Colbourne – Cotswold Volunteer Footpath warden

Cllr Hope/Cllr Frankcom-Hawkesbury School report

Cllr Frankcom-Skate Park

Cllr Hope Diamond Jubilee

Mike Hart-new PCSO-Police report

Cllr Hope District Councillors report

Hawkesbury Parish Council Financial report

Charene Winbow- Show Committee

To be actioned

Parish Clerk to purchase tea, coffee, milk, biscuits and squash. Agenda to be posted advertising the Annual Assembly.

Parish Clerk

12 Risk Assessment New Notice Board – Hawkesbury

Outstanding on the Risk Assessment is both Notice Boards-The Clerk raised her concerns about the size of the doors and has requested a "stay" to be put in place.

This has been agreed-Clerk to contact Mr Choyce.

To be actioned

Check the cost of placing a stay on the notice board.

Parish Clerk

13 Internal Audit

An update regarding the internal auditor for the Parish Council-Mrs Cate Davidson has agreed to complete the internal audit for 2011/12.

This was noted

14 Heritage Orchard Survey-Hawkesbury Parish Orchard – Cllr Musty

Cllr Musty explained to the Parish Council that in general Parishes lost 63% of their orchards in the 1950's.

On the 1915 map it shows that Hawkesbury Parish had three orchards.

Cllr Musty explained that he does not know what's involved in the survey or how detailed they would like it to be. He also was not sure how he would approach the owners of the remaining orchards.

He is going to involve the local community groups and the Historical Society – Cllr Musty explained that he would continue to deal with this and update the Parish Council in due course.

This was noted

Cllr Musty to report back to the Parish Council at the next meeting

Cllr Musty

15 Defibrillator within your Community – St Johns Ambulance

Cllr Hope has been approached about having a defibrillator in the Village – it was put to the Parish Council “where would you put it?” The Parish Council could not buy one of these due to the cost, it would have to be covered by funding raising-and possibly help from the Heart Association.

Cllr Barnett commented that Defibrillators can be found all over the place in France, for example in markets and town centres on walls.

There was a concern raised regarding possible vandalism.

Could one be placed in the phone box, on the Plain or bus shelter?

It would be good for the village-it could save a life.

It was agreed that the Parish Council needs to make it happen. Fund raising will need to be organised-this item will need to remain on the agenda.

To be actioned

Ensure item is placed on the next agenda

**Parish
Clerk**

16 CPRE Avonside Village of the Year Competition

The Parish Council requested the Clerk to complete the necessary forms.

To be actioned

Clerk to complete and send the forms to CPRE

**Parish
Clerk**

17 The Parish Hall-Assets

The Parish Council is looking at their responsibility to the Parish Hall and clarification as to the roles and responsibility of the individuals of the Hall Committee.

Additional item

The Clerk to document everything that is being held in the safe and when an inventory has been completed, if a Councillor would like to remove any item from the safe it was agreed that three signatures would be required; the Clerk and two Councillors.

To be actioned

Clerk to arrange a time with Cllr Bleaken to log all items

**Parish
Clerk**

18 Date of next meeting

The next Parish Council meeting is the Annual Assembly on Monday 16th April 2012 in the Hall at Hawkesbury Primary School, Hawkesbury Upton at 7.30pm.