

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Annual Meeting
Held on Monday 3rd December 2012 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

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

Apologies

P Barnett

Public Participation

None

Action

Accept apologies for Absence

Cllr Barnett

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*

- 5th November 2012 minor amendments made and signed as a fair and accurate record by Cllr Bleaken
- 19th November 2012 minor amendments made and signed as a fair and accurate record by Cllr Bleaken

Parish Clerk

To be actioned

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

4 *Update of previous action report*

4.1 *October's approved minutes*

Emailed to Mr A Sauro

Resolved

4.2 *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.*

The Clerk obtains a copy statement at the end of each month in preparation for the meeting for Mr Frankcom. Parish Clerk

This was noted

4.3 Little Badminton Notice board

The Parish Clerk has not chased Mr Choyce regarding the Hawkesbury sign, locks and water seeping in to the Little Badminton notice board. To be reviewed early next year.

To be actioned

Parish Clerk to contact Mr Choyce in the New Year.

Parish Clerk

4.4 "Stays" for Hawkesbury Parish Council Notice board

This item remains outstanding-to be reviewed early next year

This was noted

Parish Clerk to chase Mr Choyce in the New Year

Parish Clerk

4.5 40mph speed sign

The Clerk received an email from Mr Gary Meddick, South Gloucestershire Council, Assistants Operational Manager.

"Firstly can I apologise for the delay in response, unfortunately I have been away from the office for a few weeks so was unable to respond prior to your last meeting.

Following your original I did place an order for a replacement sign but since that time have moved to another post within street care so was unable to follow this through. Obviously we have not followed this repair up as the sign is still missing.

As I was the original office for this case I will follow this through. I need to re-assess the site to make sure we order the correct signage. Latest legislation does not insist on signs on both sides of the road so the speed limit is enforceable despite the missing sign. I do though understand the nature of this site and the history so will make sure we now add this sign to the maintenance list.

In the interim I have a temporary 40mph sign that can take the place of the original sign."

This was noted

4.6 Price of a doggy bag dispenser machine

Outstanding

Parish Clerk

4.7 Allotment tenancy agreement outstanding

This was noted

Parish Clerk

4.8 Defibrillator

On tonight's agenda.

This was noted

4.9 Stables at Sandpits Lane-

Complaints had been received regarding the new stables being built on Sandpits Lane-CLlr Hope has referred this to the enforcement officer at South Gloucestershire Planning Department

This was noted

4.10 Lorry sign on A46 directing traffic to Badminton

Email received from Tracey Hamblet Streetcare; it was read out to the Parish Council.
Their Ref: TH-T415-271732

“Dear Mrs Jones

I refer to your request to the Streetcare team dated 14 November 2012 to remove a lorry sign on the A46. An item has been included in the Miscellaneous Signing and Lining works register to carry out this request and will be carried out in the future.”

This was noted

4.11 Cemetery

On tonights agenda

This was noted

4.12 Tree Report

Bark mulch to be placed around the white beam tree on The Plain-outstanding.
Ivy to be removed from the trunk of the trees by Pool House-outstanding.
Tree wardens audit survey of tree-refer to the Tree Wardens-on tonight’s agenda

This was noted

**Cllr
Robinson
Cllr Hope**

4.13 Grass Cutting specification for the Rec-Cllr Robinson

The Footballers have complained about the grass left behind after it has been cut, the clerk asked if the “Recreational Field” grass cutting specification should include “all the grass to be removed after each cut”? This item was discussed in full; the Parish Council agreed not to amend the specification wording.

To be actioned

The amended Grass Cutting specification which now includes the new Stake board park to be sent out for tender.

**Parish
Clerk**

4.14 Grass Cutting specification for the Cemetery

To be discussed later tonight.

This was noted

4.15 Orchard Survey-Cllr Musty

This has been returned by Cllr Musty Hazel Wilmot has offered to complete the survey on behalf of the Parish Council.

To be actioned

Cllr Bleaken will pass the survey onto Hazel Wilmott

**Cllr
Bleaken**

4.16 MVAS mobile vehicle activated signs

Budget 2013/14

4.17 CCLA Bank statements

Cllr Hope to provide the Parish Clerk with details of the mailing address of statements.

This was noted

4.18 Church Lane/Well Lane

The hole in the road above caused by a lorry has been reported to Streetcare

Resolved

4.19 A request for a new map to show amended Hawkesbury Parish Boundary

A request has been made by the Clerk; Hawkesbury needs to set up the Public Sector Mapping Agreement (PSMA).

To be actioned

Parish Clerk

**Parish
Clerk**

4.20 White Lines by the monument

The Clerk emailed Streetcare to request all the white lines especially the long lines to be reinstated.

This was noted

4.21 Park Street Light not working

Clerk emailed Streetcare-Cllr Musty confirmed the light is now working, although the contractors had to come out a second time as the bulb was replaced in the wrong light. Each lamp post has a unique number which needs to be provided to Streetcare when notifying them of any further problems.

This was noted

4.22 Recycling – Hawkesbury

Commercial use of the Parishes local recycling, Clerk needs to contact them.

4.23 Hedges on Sandpits Lanes

Cllr Cox-hedges have now been cut back.

Resolved

4.24 Salt bin on Cold Change Hill was missed when replenishing the salt

This bin has now been destroyed by a farmer by mistake and therefore needs replacing urgently due to the recent cold spell and as Cold Change Hill is a very steep hill.

To be actioned

Parish Clerk to email Streetcare

**Parish
Clerk**

4.25 Letter to Planners regarding planning application not received

Outstanding

4.26 Cemetery plots Grass Cutting – Clarification

To be discussed later tonight

4.27 Real Time HMRC

New procedures to start in April 2013-this item is outstanding-Cllr Frankcom to investigate and update the Parish Council at the next meeting.

This was noted

4.28 Christmas Light Switch on

Card has been made by the Children at Hawkesbury Primary School. Cllr Bleaken to hand the card to Annabel or Elaine at the Estate Office – Badminton to ensure the Duke personally receives the Thank you card.

Tree decorations have been made by the Preschool and Primary School children and needs putting on the tree.

Small gifts/purchase of cups and squash to buy.
Invites to the youngest and oldest child has been sent out and both children have accepted.

4.29 Hawkesbury Common Mr D Howard Email

To be discussed later tonight

This was noted

4.30 Hall Events-Cllr Robinson

The Hall Committee met last week Monday 26th November 2012; they were unaware of any issues from the recent events held in the Village, they have now Cllr Bleakens comments. They will write to Sportive for assurance with future events. They want to make them aware of the local issues raised by Parishioners.

The Parish Council requests the Hall committee to advertise future events.

The Bikers weekend was a money spinner.

Cllr Bleaken asked the Hall Committee to advertise the events taking place during the month in the Parish News-Cllr Robinson to take this forward. It could also be put on the Parish Notice Board/shop/Post office. It was noted that any forth coming events are advertised in the Hall.

These large events have an impact on the whole of the village, and they attract many people from outside the village.

To be actioned

Cllr Robinson to take the comments back to the hall committee re advertising all events

Cllr

Robinson

4.31 Pot holes-Sandpits Lane

Emailed Streetcare-Cllr Musty advised the Parish Council these have been repaired.

Resolved

4.32 Glass missing from the listed BT phone box Hawkesbury Upton

Clerk emailed BT

This was noted

4.33 Pot holes outside St Mary's Church-Hawkesbury

Clerk emailed Streetcare

This was noted

4.34 Clearing Sand/gravel Chase Lane Wickwar Parish

Clerk emailed Streetcare to finish the Cleaning on the lower part of the hill.

This was noted

5 Councillor's Items

5.1 Tour of Hawkesbury Parish – Cllr Winbow

Cllr Winbow thanked Cllr Bleaken for the tour of Hawkesbury Parish last month.

This was noted

5.2 Fly Tipping A432 - Cllr Winbow

A carpet has been dumped in the layby on the A432 Cirencester to Tetbury (just before the turning to Sopworth).

To be actioned

Parish Clerk to email Streetcare.

Parish

Clerk

5.3 New Skate Park-Cllr Frankcom

The skate park fencing has been taken down, and the park is being widely used. The landscaping has also been completed although due to the recent poor weather there is quite a lot of mud, the good news is the users are self policing the area and arrived with brooms to help clean it up. Some of the users would like to talk to the Primary school children about the up keep of the site.

Positive comments are being received.

Cllr Musty-some of the recent users have come from far and wide hopefully this will settle down. Comments received “the skate park is a fantastic facility”.

Cllr Robinson explained people from Bristol and Wotton under Edge (WUE) have come as they are keen to know what’s going on. WUE have been trying for 13 years without success to have a skate park.

5.4 Blocked drain – Cllr Isaac

There is a blocked drain on the boundary of Horton/Hawkesbury on Upper Chalkley Lane. Clerk to advise Streetcare.

To be actioned

Parish Clerk to email Streetcare.

**Parish
Clerk**

5.5 Skate Park – Cllr Hope

The skate park has been a great success, semi professional skate boarders have said park is challenging but not too Challenging.

This was noted

5.6 Over hanging hedges Cllr Hope

Bramble Cottage hedge is overhanging Cllr Hope to speak to the owners.

This was noted

Cllr Hope

5.7 Dogs poo Cllr Hope

There appears to be a large amount of dog poo along the High Street.

This was noted

5.8 School Link – Cllr Hope

Cllr Hope has been invited to be involved in the survey regarding the future of the school swimming pool.

This was noted

5.9 Orchard Survey- Cllr Bleaken

This is progressing well

This was noted

5.10 Fly tipping – Cllr Bleaken

Bedroom contents dumped on Starveal Lane-this was reported and has now been removed. The Clerk explained the website to report fly tipping is not user friendly-this needs to be reported back to South Gloucestershire Council.

This was noted

5.11 South Gloucestershire Council – Cllr Bleaken

Cllr Bleaken wanted to thank South Gloucestershire Council for the sand bags that were delivered within two hours of her call.

This was noted

5.12 New Water main – Cllr Bleaken

Cllr Bleaken updated the Parish Council with regards to the new water mains on the Common-this will now take place in the New Year.

This was noted

6 District Councillor's Report-Cllr Hope

Broadband

The contract has been awarded to BT for improving broadband speed and coverage throughout the South Gloucestershire area. Physical survey work will be undertaken, after which time communities will be able to check on the proposed speeds for their areas.

Updates will be given on the SGC Website. EU has agreed funding for this project.

Re South Gloucestershire Website

This has now been revamped and Cllr Hope is receiving complaints about not being able to find planning information. Cllr Hope would be interested in the Parish Councils feedback.

Village Hall & Community building event at Doynton on Wednesday 5th December at 10.30am. This will be a useful event and Cllr Hope will pass on presentations to the Hall Committee.

Cotswold AONB Management Plan – consultation session to be held on the 6th December 2012 at Doynton Village Hall. Details have been sent to the Parish Clerk.

Core Strategy

Further work expected in the new year.

Area Forums

Encourage parish councils to send representatives to the Area Forums. At the last forum they discussed the New Homes Bonus-principles of allocating the New Homes Bonus.

This is money paid to the Local Authority from the Coalition Government for building houses. Unlike many other authorities, who will be absorbing this money to support their budgets, South Gloucestershire Council have agreed to allocate 30% of the money to the Area Forums to determine how the funding is used. It is generally agreed that the areas which take the development will take the gain, so consequently those areas with the development will take the financial benefits. There will be guidelines which should be adhered to, and parishes should be receiving a letter outlining the principles and asking them for ideas for the funds. Hawkesbury Parish is listed as receiving £2752.00.

The forums will be increased to 5 a year.

The closing of Hatters Lane Chipping Sodbury has been abandoned.

Youth Funding

With the reorganising of the Youth Services, there will be a Youth Activities subsidy. This has been allocated on an Area Forum basis and goes to the CYP Committee on Wednesday for a decision.

Precious Time

This is a project to support those suffering from isolation and loneliness-this can include residents of care homes. Volunteers are being sought to support this project.

Defra Funding

Defra's website giving details of a new fund which will provide development loans to rural communities in England to develop renewable energy projects. The website provides an opportunity to register interest. Full details of the fund are not yet released but is expected that:

- Rural areas in England with less than 10,000 population will qualify
- Loans will go towards the feasibility and planning stages of a project
- The maximum loan is expected to be £100,000
- Communities will have to meet certain criteria to demonstrate

Health

The future of Frenchay Hospital is unsure after Trust officers do not seem to be able to commit to the Community Hospital which was promised under the Bristol Health Services Plan. A concept statement prepared by NBT for the Frenchay site has been considered by Committee and rejected as it did not provide for the Health facilities promised.

The Health Committee has asked for full information to come to the January meeting.

Public Health moving to the Local Authority in April 2013-briefings has been given as to what services this will cover.

7 7.1 Planning Application

PK12/3573/F	The Tithe Barn High Street Hawkesbury Upton	Erection of lean to greenhouse to east elevation of detached garage	No Objection
--------------------	--	--	--------------

8 Parish Plan

Cllr Hope explained the Parish Plan needs reviewing after 5 years and recommends the community takes the lead and be independent of the Parish Council. Mrs L Howard has shown an interest; the Parish Council could lead the incentives.

A lot of the Parish Councillor's do not have a copy of the plan; a copy can be found on the website.

- A lot has happened since the Parish Plan was set up.
- Behaviour has changed
- Housing both younger and older people want to stay in the village-therefore housing for local people to be reviewed-Cllr Cox sheltered accommodation for the elderly-downsizing.
- Need to test assumptions

**All
Councillor
s**

- Falling school roles
- The village is lucky to have a shop, two pubs, post office and hair dressers
- Parking on Back Street/High Street-should the Parish Council be looking for a parking area?

Cllr Musty asked what the Parish Council's objective was. The work involved in reviewing the Parish Plan is very much time consuming, unless there are any burning issues the Parish Council feels need reviewing-the skate park happened.

Cllr Hope said that some things have already happened, Cllr Bleaken - the neighbourhood planning is taking the lead; led by South Gloucestershire Council.

Cllr Frankcom-applications for building, make a statement do nothing; lead by events and planning outcomes.

The bungalows in the village are open to everyone; if a bungalow in Hawkesbury becomes vacant parishioners do not have priority over anyone else.

It was agreed for the Councillors to come back with their initial thoughts after Christmas. Cllr Robinson explained technology has moved on-broad band and this also ties in with the letter from Mrs L Roberts regarding using the Village shop or loose it.

This was noted

9 Tree Report-Cllr Hope

Cllr Hope has spoken to the tree wardens, (who have now retired)-help is needed to go through the tree report and appoint new tree wardens. Cllr Winbow offered to be one of the tree wardens.

A report from South Gloucestershire Council was handed to Cllr Winbow regarding the Ash Tree disease to read.

The Trees on the Recreational Field are covered by the Hall Public Liability Insurance. It was noted that Western Power will trim the trees around the lines.

This was noted

10 Cemetery subcommittee meeting-Cllr Hope

Each Councillor was given a copy of the report before the meeting.

Report

Site visit in Hawkesbury Cemetery in attendance:

Sue Hope (SH), Barrie Hope (BH) and Bryan Robinson (BR)

Apologies received from Andy Musty.

Return to Pool Farm House.

1. Cemetery Maintenance

- | | | |
|-------|--------------|---|
| (i) | Field Drain | After heavy rain over the past few days, the land drain showed no sign of breakages. The ground was very wet, but graves were not flooded. <i>Continue monitoring</i> |
| (ii) | Lynch Gate. | Looked fine. <i>Needs a clean in the Spring.</i> |
| (iii) | Water supply | <i>Tap needs lagging before the winter.</i> |
| (iv) | Soil spoil. | Pile of spoil gathering to the left of the Lych Gate. |

This needs containing and removing. Compost bins need turning so compost can be used for top up of graves.

Recommend grave diggers remove spoil. PI to be asked to remove spoil.

(v) Walls. *One wall showing signs of 'bowing', this will need to be monitored.*

(vi) Trees. *Agreed to ask Tree Wardens (Louise Roberts & Joan Yuill) to carry out audit on trees in Cemetery before commencing with some tree maintenance.*



2. Hawkesbury Cemetery Space

BH explained the use of the cemetery over the past two years, 3 burials in used graves in 2011 with 7 new burials in the last year.

There were 57 reserved plots, leaving 36 unreserved plots, which would allow plots for the next 7 years in line with current trends. There is still land available in the 'Childrens Area'. It would be possible to re-use land in rows A & B at some time in the future.

Recommended: *investigating plotting use for Children's area including use for ashes.*

3.Fees:

Obtain comparisons with other parish burial grounds.

4.Terms & Conditions

BR raised matter of grass cutting. Grass in cemetery is cut according to Parish Council grass cutting specification. It is an individual's choice to manage and cut the grass on their memorials over and above what is provided by the parish.

Recommend: Add new condition 14 - Grass is cut in the Cemetery in accordance with the Parish Council's grass cutting policy.

Amend Grass cutting specification for cemetery to remove " except around marked graves"

Remind purchasers of plots of Terms & Conditions regarding Memorials and Monuments.

5.AOB

Check with Parish Clerk current level of income and expenditure on Cemetery.

Recommend: Maintain parish allocation for use in Cemetery in anticipation of spend on trees/walls/maintenance.

Cemetery grass cutting Terms and Conditions excludes the marked graves.

Right to a grave-Grave surface needs to be maintained – there is a black hole-life time interest. Only the grass cutting is covered and nothing else. Specification needs to be reviewed to include grass plots or terms and conditions to state their responsibility.

Cllr Bleaken-Cemetery committee to reword the specification and report back to the Parish Council.

To be actioned

Cemetery Committee to review the wording

This report was discussed in full by the Parish Council;

Actions to be carried out;

Lag the tap

Soil to be removed – pressure on the wall-difficult place-hand wheel barrow put on

top of the graves.

The right wall is bowing and there is ivy growing on it belongs to Parish Council-audit plan to do it

Fees are far behind other parishes this was discussed fully and it was agreed for the clerk to provide the parish Council with a break down over the past few years to show the expenditure and income before any decision is made regarding bringing us in line. Additional money will be used to repair/replace the wall and grass cutting. Also there is a mole in the cemetery. Cllr Bleaken to act.

Cemetery fees for January 2013 agenda to keep in line with other parishes.

Proposal was made by Cllr Hope to amend condition 14 of specification, second by Cllr Robinson-all happy-Clerk to amend specification and it was agreed remove the soil next to the wall

To be actioned

5 year income/expenditure report for the next meeting

Condition 14 to be amended

Remove the soil

**Parish
Clerk**

11 Grass Cutting The Plain-Mr Tizzard

Mr Tizzard wrote to the Parish Council – Mr Tizzard completed cutting the Plain, Pound and Bus shelter for 2012 and was requesting payment of £190.00 from the Parish Council. Mr Tizzard offered to cut The Plain, Pound and Bus shelter for 2013 at £200; increase of £10.00. This was proposed by Cllr Bleaken and second by Cllr Hope; this was then put to the vote all in favour.

To be actioned

Clerk to write to Mr Tizzard accepting his offer for next year's grass cutting for The Plain, Pound and Bus Shelter and enclose a cheque for £190.00.

**Parish
Clerk**

12 12.1 Bank Reconciliation as of the 30th November 2012 was signed and figures agreed by Cllr Frankcom

12.2 Expenditure as of 31st October

The Parish Council was given a copy of the 6 month update re expenditure for 2012/13. The bank balance is looking good, although this includes the grant funding of £1500 that will be distributed in February 2013.

12.3 Cheques to be signed

a	Parish Clerks wages via standing order For November	£403.33
b	Parish Clerks Expenses – October	£ 92.35
c	Mr G Tizzard-grass cutting 2012 Plain/Pound/Bus Shelter	£190.00

Cllr Bleaken proposed the above items for payment; all in favour. The cheques were subsequently signed in accordance with the Bank Mandate. Mr Tizzard's payment to be recorded on the next agenda together with the Clerks expenses figure.

This was noted

12.4 Looking forward to 2013 Precept.

The Clerk advised the Parish Council of the email received from Peter Sewell ALCA/NALC regarding "localising Council tax support and the implications for Local

Councils. Precept should be finalised once the briefing has been received next month.

This was noted

13 Urgent Correspondence

1/11/12	Email from ALCA regarding staff appraisals	File
1/11/12	Email from ALCA regarding email contents and etiquette	This was discussed at the meeting.
5/11/12	Countryside Voice Magazine	Filed
5/11/12	SGN Autumn South Glos News Magazine	Filed
24/11/12	Mr Tizzard – grass cutting next year quote	Discussed under item 11

14 Defibrillator Fund Raising

The Parish Clerk copied the emails sent regarding fund raising for defibrillators. Councillors to read the information and discuss fund raising in the new year.

This was noted

15 Christmas switch on

Thank you to the Duke of Beaufort for the donation of the lovely Christmas tree that was delivered on Friday 30th November 2012. Thank you to the Councillors that helped decorate the tree on Saturday, it looks very good. The lights have been checked and in working order.

The switch on will take place at 5.30pm Saturday 8th December 2012. Stewards will be required from 5pm fluorescent jackets to be worn. The Vicar has asked to say a few words prior to the switch on and this has been agreed. Cllr Hope will speak to the choir to see if they will be joining the celebration.

Lee Lights-not everyone know especially the new comers to Hawkesbury about “Lee Lights” (commemorative of Lee Gardener), it was suggested the Vicar says a few words to explain; Lee would have been 16 years old this year.

A request was made that there would be no further collections during the evening for charities.

Cones; Cllr Isaac to bring the cones to the High Street at 4pm in preparation of the evening.

Cups/squash and presents to be bought by the Clerk before Saturday.

This was noted

16 HLS Hawkesbury Common-email received from Dave Howard

Cllr Cox had asked why this could not be discussed last month. Everyone has knowledge of the Commons and the Parish Council is capable to have a discussion.

Mr D Howard is a Councillor from Wickwar Parish Council, he forwarded the email sent from South Gloucestershire their interpretation of the law; it was also mentioned how to interpret the rules on the Common. A full discussion took place

including commenting on how Plumbers Trench is in passable for horses; which falls under our Parish and not Wickwar where the Parish Council appears to discuss this on a monthly basis.

Cllr Winbow asked what was Mr Howard's interest in Plumbers Trench; better access for riders.

This is a private matter and the Parish Council cannot get involved. A reply to Mr Howard; Defer responsibility to the Managers South Gloucestershire Council and the owner of the land Sir John Jenkinson.

Additional item

Cllr Robinson-Monday 10th December 2012-Hall Committee meeting

Helen Black will be attending the Hall Committees monthly meeting to discuss the roles and responsibility of the management of the Hall. Cllr Robinson would like three people from the Parish Council to attend, Cllr Robinson, Cllr Musty and the Clerk.

This was noted

17 Date of next meeting

The next Parish Council will be on Monday 17th December 2012 it will be held in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm.