

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 3rd November 2014 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

Cllr Bleaken (Chair), Cllr Frankcom, Cllr Cox, Cllr Musty and H Jones (Parish Clerk)

Apologies

Cllr Isaac, Cllr Ruthven, Cllr Hope, Cllr Winbow and Cllr Robinson

Public Participation

None

- | | | |
|----------|---|---------------------|
| | | Action |
| 1 | To Take apologies for absence
Cllr Isaac, Cllr Ruthven, Cllr Hope, Cllr Winbow and Cllr Robinson | |
| 2 | To record declaration of interest from members in any item to be discussed.
None | |
| 3 | To adjourn to allow public participation.
None | |
| 4 | Approval of Minutes <ul style="list-style-type: none">• 6th October 2014 and 20th October 2014 minor amendments made to the 20th October; Resolved Cllr Frankcom signed both minutes as a true and accurate record Clerk to email approved minutes to Mr Sauro | Parish Clerk |
| 5 | Update of previous Action points <p><i>5.1 Little Badminton Notice Board</i></p> <ul style="list-style-type: none">• Backing inside the notice board is deteriorating from water penetration• Little Badminton-locks required, the name plate to be replaced• Handle has been removed needs refitting, hinge is loose Partly resolved-Contractor is repairing the door handle and restoring the wood. Clerk has requested Mr Choyce to return the name plate. | |

5.2 Risk Assessment-Cemetery Committee

Cemetery

<p>Inspection of Cemetery benches, test headstones, boundary wall and Lych gate. This remains outstanding</p>	<p>Committee</p>
<p><i>5.3 Emergency Plan</i> This item remains outstanding-Cllr Hope to obtain a model plan This was noted</p>	<p>Cllr Hope</p>
<p><i>5.4 Housing Needs Survey (HNS)– Tracey Price South Gloucestershire Council</i> This item remains outstanding-requesting sample copies of HNS's from other parishes to review-This was noted</p>	
<p><i>5.5 Peace and Quiet spoilt by aircraft-</i> This item remains outstanding address required for the university Air Squadron-Colerne-This was noted</p>	
<p><i>5.6 Cemetery compost bins to be erected/ground to be prepared for the bins</i> To be discussed tonight agenda item 22.</p>	
<p><i>5.7 Well done card to the Show Committee</i> This item remains outstanding</p>	<p>Parish Clerk</p>
<p><i>5.8 Parish Council Website-Cllr Frankcom</i> No update</p>	
<p><i>5.9 Tree branches very close to Western Power Distribution wires-Cllr Ruthven</i> No update</p>	
<p><i>5.10 Tied properties list</i> This item remains outstanding</p>	
<p><i>5.11 Christmas Tree Lights switch on</i> This has been resolved the Clerk has written to the Duke requesting a Christmas Tree; updated various organisations with the date and placed a note in the Parish News</p>	
<p><i>5.12 Licence for land opposite the Somerset Monument</i> This remains outstanding Clerk chased South Gloucestershire Council for an update from their Tree Officer and contract</p>	
<p><i>5.13 Allotment plot 2 vacancy</i> This has been resolved-new agreement sent out.</p>	
<p><i>5.14 Mr Wilkins Lone Star</i> Resolved an email was sent by the Clerk to Mr Wilkins; awaiting a housing needs survey</p>	
<p><i>5.15 Policy Sites and Plans response to SGC</i> This has been resolved-the wording was agreed on the 20th October meeting Clerk to email the comments to SGC; awaiting the map to be updated; to reach SGC before 7th November 2014</p>	
<p>6 Councillor's items-information only</p>	

6.1 Street Lights out before 11pm - Cllr Musty

Since the clocks changed the parish street lights have been going out before 11pm; young people babysitting and parishioners are walking home in the dark; a request was made to write to South Gloucestershire Council to request timers are altered- **This was resolved the Parish Council agreed for the Clerk to email SGC.**

Parish
Clerk

6.2 Back Street Pavement – Cllr Musty

An uneven repair to a water pipe on the pavement on Back Street has become a trip hazard. **This was resolved-the Parish Council agreed for the Clerk to email Streetcare**

Parish
Clerk

7 District Councillors report information only – This was emailed to all Councillors prior to this evenings meeting

Community Composting Simon Spedding attended the last Hall Committee meeting to discuss the situation regarding the Community Composting site. Various options were discussed including shredding and sieving on site; however HURG do not feel they have the capacity to do this and there has not been a rush of people coming forward to help. Neither do they want to take on the responsibility of a fund holder (applying for grants and managing personnel on site). The Thornbury group have come up with a plan which requires £10,000 per year to run their site, using someone else to take the waste. Hawkesbury has no such plan. The future of Community Composting will be discussed and decided at the Communities Meeting on Wednesday 5th November (6.00pm at Kingswood Civic Centre). Cllr Hope has written to the committee to ask them to reconsider.

Cllr Hope would like to thank those who have managed the site for many years, and all those people who responded to the survey; it is disappointing that resources cannot be found to continue with the site.

The Village Hall Committee will be asking for signs to go up shortly to notify users that the site will no longer operate to help manage the closure of the site.

Recycling Changes are taking place in food recycling - you can wrap your food in plastic bags to help remove the yuk factor!

Grants The Grant process is changing – Cllr Hope wished she could say it would be simpler – and going on-line. A briefing note has been produced. Cllr Hope will circulate to village groups once this is finalised, however, do not hesitate to contact her should you require further information. The next round of grants is now open until the 26th November. Grant decisions are to be made at the Area Forum and it is hoped to make this more user friendly! For further information: www.southglos.gov.uk

Street lights – you may have noticed the street lights going out earlier than usual after the clocks have gone back. There has been a technical hitch with some of the equipment which will be rectified.

Crime prevention - Avon & Somerset Police have launched an imitative to help prevent burglary- Spot It Stop It Campaign. Cllr Hope will circulate this to all councillors. It provides top tips for your safety.

HOSPITAL – BUS SERVICES Press reports are reflecting poor performance figures at the new Southmead Hospital. Although improvements are being made to access to

the Hospital, including an hourly bus service from Wotton under Edge (via Charfield/Wickwar/Yate) introduced early in November, the performance figures remain poor. Southmead Hospital is the major trauma hospital for our region. This will feature at the November Public Health & Health Scrutiny Committee.

With changes in bus services there may be some benefits for the no. 86

The local Healthwatch is collecting personal stories – if you would like to share your Southmead experience confidentially contact Healthwatch on 01454 543402 or email info@healthwatchsouthglos.co.uk

8 8.1 Planning Application

PK14/3502/F	The Old Bakery Park Street Hawkesbury Upton	Demolition of existing outbuilding to facilitate erection of outbuilding (retrospective).
<p>The Parish Council (PC) objects to this planning application for the following reasons;</p> <ul style="list-style-type: none"> • In the best of the PC’s knowledge it is not like for like. • The applicants have not used Cotswold stone on the South or East faces • The PC believes it appears to be significantly taller than the original building and did not have any windows on the south face. • It is believed the south wall is out of line with the original building and the neighbouring building by at least one foot. <p>Evidence-Photos to be sent to South Gloucestershire Council’s planning department</p>		

8.2 Planning Decision

PK14/3567/TCA	1 The Tithe Barn High Street	Works to fell 1no. Cherry Tree within Hawkesbury Conservation area	No objection
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8.3 Comments received from Planning

PK14/3348/F	Bramble Cottage High Street	Demolition of existing detached double garage and erection of 1no. detached dwelling with new access and associated works. Resubmission of planning application no PK14/2109/F	Response from South Gloucestershire Council planning department
SGC confirms that the applicant has advised that the footpath will be at least 1500mm wide all the way along the front of the site, and this will be secured with a condition.			

Visibility splays have not been included due to the low height of the wall enabling vehicular traffic to see over the wall. Planning Officer trusts that this is deemed acceptable by the Parish Council, and will assume there is no objection to the proposal unless a further comment is submitted.

No further comment from the Parish Council

- 9 Allotments-To make a decision on an additional water trough**
This was discussed in full and the Parish Council requested the Clerk to email the contractor to see if he is still interested in carrying out the work to install the trough for £150 to be completed by the end of March 2015.
To be actioned
Clerk to update the Parish Council with the Contractors decision at the next meeting **Parish Clerk**
- 10 To discuss the way forward in respect of the Drovers Pool**
 - Silting-needs clearing – report to land owner
 - Consider the removal of Bull Rushes to help reduce the siltingThe Parish Council discussed this item in full; **it was resolved by all Councillors agreeing for Cllr Bleaken to be the Parish Council representative on the “Friends Group” driving the Drovers Pool improvements and to take the initial step to speak to the new land owner; and report back when appropriate. The Parish Council is grateful for all people’s help in the past.**
- 11 Skip on Sandpits Lane**-a decision to be made by Councillors whether or not to request the removal of the skip.
This was discussed in full and it was **resolved by the Parish Council agreeing no further action**
- 12 To discuss Hawkesbury’s Annual Christmas light switch on**
 - To update the Parish Council on the response from South Gloucestershire Council with regards to the electrical supply for the Christmas lights
 - To agree to the purchase of cups, biscuits, squash, mince pies, mulled wine ingredients and small gifts for the oldest and youngest child switching on the lightsThis was discussed in full-South Gloucestershire Council (SGC) want to charge the Parish Council £3.50 for the electricity used in addition to a £15 admin fee which will be charged on an annual basis. **This was resolved by the Parish Council agreeing to the connection and for the Clerk to express to Andy Porter (SGC) how unhappy the Parish Council is with the fee.**

Speak with Mr Otley for the mulled wine at the Beaufort; Mulled wine donation from Mrs Neame; speak to the Fox. Clerk to purchase the above items and ensure the advert is placed in the Parish News.
- 13 Finance**
13.1 Bank Reconciliation as of 31st October 2014 was checked and approved by Cllr Frankcom.

13.2 Expenditure update as of 31st October 2014
Councillors had an opportunity to review the up to date expenditure; as a result a request was made for the clerk to provide an additional column for end of year forecast on spending. **To be actioned** **Parish Clerk**

13.3 Payments approved for payment

A	Clerks expenses October 2014	£ 45.45
B	CPRE membership (budgeted £30; request from CPRE £36 or more-this was discussed in full and resolved by all Councillors agreeing to pay £36	£ 36.00
C	Green Space Grass Cutting services 13,27 th August, 10, 24 th September & 7,16,22 nd October	£848.00
D	Poppy Wreath	£ 30.00

Resolved

Cllr Bleaken proposed payment, second by Cllr Frankcom. Cheques signed in accordance with the bank mandate.

14 Urgent Correspondence

24/10/14	Reminder the Environment Forum of 3 rd November has been postponed until a date to be confirmed in late November December	Advised Cllrs
17/10/14	ALCA Annual General meeting, minutes and agenda for 17/11/14 meeting – copy available for Councillors	Advised Cllrs
22/10/14	New advice services in South Gloucestershire provided by Talking Money and North Bristol Advice Centre	Advised Cllrs emailed copy to Cllr Hope
20/10/14	Home Energy Loan and Warm & Well scheme South Gloucestershire Council	Advised Cllrs

15 Respond to the Consultation on Discretionary Rate Relief

The Parish Council agreed to defer this consultation until December-**this was noted**

16 Precept calculation 2015-16

This was discussed by Councillors and agreed to place this on the agenda for December to discuss fully before any decisions are made.

Parish Clerk

17 Glebe Land – Update from Parish Clerk

No response from the Solicitors or Lloyds Bank following letters sent outstanding letters to diocese, and National Playing Fields Association (NPFA). Cllr Musty requested copy of the letters.

Parish Clerk

This was noted

18 Remembrance Sunday 9th November 2014

This item was resolved Cllr Bleaken to lay the wreath on behalf of the Parish Council.

19 Councillors to assist with the completion of this year's Risk Assessment

This was discussed and it was agreed for Cllr Ruthven and Cllr Winbow to work

Parish

together to complete the Risk Assessment, clerk to email the Councillors.

Clerk

To be actioned

20 2015 Grass cutting for the Cemetery and Recreational field

Recreational Field-this was discussed in full and **Resolved all Councillors are happy with the work being carried out by Green Space; the contract to continue for the second year. In 2015/16 put out for tender.**

Cemetery grass cutting-

To be actioned; clerk to obtain three quotes

Parish
Clerk

21 Hawkesbury Parish Councils complaint procedure

The Policy was discussed in full, minor amendments made at the meeting and **this was resolved by the Parish Council adopting the amended complaints policy.**

22 Annual Cemetery Clean up event took place on 24/25 October

Clerk read Cllr Hopes email;

Thank you to regular volunteers the Cemetery looks tidy; The new compost bins are up, but the contents of the old bins need to be moved; As previously mentioned Cllr Hope asked for a decision to be made on the ivy which is covering the wall with the Wilmots? **This was resolved by the Councillors making a decision not at this moment in time remove the ivy.**

23 Date of the next Parish Council meeting will be held on Monday 1st December 2014 in the upstairs meeting room at Hawkesbury Parish Hall at 7.30pm.