

Hawkesbury Parish Council



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

Present:

H Bleaken (Chaired the meeting from 8.30pm due to late arrival), B Robinson, M Cox, A Musty, S Hope (Chaired the meeting from 7.30pm-til 8.30pm), Cllr Frankcom, C Winbow and H Jones (Parish Clerk)

Apologies

P Barnett and P Isaac

Public Participation

None

Action

Accept apologies for Absence

Cllr Barnett and Cllr Isaac

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

Cllr Hope and Cllr Frankcom-Skate Park working group
Cllr Robinson-Allotments

2 *To adjourn to allow public participation*

None

3 *Approval of Minutes*

- 2nd July 2012 minor amendment made and signed as a fair and accurate record by Cllr Hope
- 16th July 2012 signed as a fair and accurate record by Cllr Hope

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 approved minutes from June 2012 has been emailed to Angelo Sauro*

Resolved

4.2 *Bramble Cottage-visit outstanding Cllr Hope and Cllr Bleaken*

Cllr Bleaken has spoken to the owners of Bramble Cottage and they are happy to

prune the hedges.

This was noted

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.

This item is outstanding Clerk to speak to Nat West Bank

4.4 White lines by the monument –still not resolved

The Clerk emailed the Parish Council's concerns regarding the safety issue; however the work has still not been completed. Target date 9th September 2012. Cllr Hope had a meeting with a Streetcare Inspector to investigate.

This was noted

Review in October 2012

4.5 Little Badminton Notice board

The new locks for the notice board are outstanding. Parish Clerk to email Mr Choyce to see when this work is going to be completed.

To be actioned

Parish Clerk to email Mr Choyce

4.6 Hawkesbury Trees

Tuesday 10th July took place, Cllr Hope to email the report to Parish Councillor's.

To be actioned

Cllr Hope to email the report to the Councillors.

Parish Clerk

4.7 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. Clerk to follow up this item.

To be actioned

Parish Clerk to email Mr Choyce

Parish Clerk

4.8 Bonfires – item for the Parish News

Parish Clerk to refer to the South Gloucestershire website and place the item in the Parish News.

To be actioned

Parish Clerk to place an article in the Parish News

4.9 Land rear of Blue Boy House

The planning application with regards to changing one of the conditions in respect of the stone wall was discussed on 16th July 2012. The Parish Council are now waiting for South Gloucestershire decision.

This was noted.

Parish Clerk

4.10 Orchard survey-outstanding

This is being discussed later tonight item 17

This was noted

4.11 Dog Fouling

This item is outstanding the Parish Clerk will copy a poster provided by Cllr Robinson.

To be actioned

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

Parish Clerk

4.12 Cllr Bleaken to speak to Mr Tizzard in response to his letter

This item remains outstanding.

To be actioned

Cllr Bleaken to contact Mr Tizzard

**Cllr
Bleaken**

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

See item 9

4.14 Letter received from Mr Hemmings Planning Officer South Gloucestershire Council following his comments received in respect of a planning application.

See item 7

4.15 Thank you letters for Diamond Jubilee donations

All thank you letters for the Diamond Jubilee donations have now been sent.

Resolved

4.16 Neighbourhood Planning

A meeting for local Parishes to get together to discuss the Neighbourhood Planning has been set for 13th September 2012 in the school Hall at Hawkesbury Primary School at 7pm, all welcome. Cllr Hope placed a note in September's edition of the Parish News confirming these details.

This was noted

4.17 Dog fouling bag dispenser and Royal Mail box

Cllr Robinson arranged for the external base of the Mail box to be disinfected-

Resolved

Dog Fouling to be discussed later tonight item 11.

4.18 Parish Council boxes-Cllr Hope

Cllr Hope thanked everyone for their help going through the boxes over the summer trying to locate the deeds for Glebe Land.

This was noted

4.19 40mph speed sign

Parish Clerk emailed Streetcare

This was noted

4.20 Camper Van on the Plain

The van has now moved on although there are weeds growing on the road as a result of the van being parked there during the wet weather. A request was made for the Clerk to email Streetcare.

To be actioned

Clerk to email Streetcare-to treat the weeds

4.21 Pot holes Cold Change Hill

Clerk emailed Streetcare, holes have been repaired

Resolved

4.22 Pot holes Oxleaze Farm Road

Clerk emailed Streetcare, holes have been repaired

Resolved

4.23 Letter to Bristol Water regarding the work being carried out on Inglestone Common.

Cllr Bleaken wrote to Bristol Water

Resolved

**Parish
Clerk**

4.24 Code of Conduct and Declaration of members Interest

This item is being discussed later tonight item 19

This was noted

4.25 Allotments

Allotment tenancy agreement amendments to be discussed later this evening item 12

This was noted

4.26 Defibrillator

This item is being discussed later this evening item 16.

This was noted

Welcome

Cllr Hope formally welcomed Cllr Charene Winbow to her first Parish Council meeting as Parish Councillor and apologised for not welcoming her earlier. Cllr Hope thanked Cllr Winbow for applying for the role and was thrilled to see her at the meeting.

5 Councillor's Items

5.1 Cllr Cox-Agricultural

Although this is not a Parish Council matter Cllr Cox wanted to make the Parish Council aware that a dog recently attacked a sheep on the field at The Old Vicarage Hawkesbury. Dogs should be on a lead to prevent these attacks from happening.

A full discussion took place and it was agreed to place a note in the Parish News from the Countryside code regarding dogs being under effective control.

To be actioned

Cllr Hope to email the link to the Countryside code to the Clerk and the Clerk to prepare an item for the October edition of the Parish News

**Parish
Clerk**

5.2 Recreational Field

Cllr Cox had been approached by a football player regarding the condition of the field following Hawkesbury Horticultural Show. The Football team had to cancel a match due to the condition and he wanted to know what the Parish Council was going to do. Mr Roy Perks visited the site and tried to help roll the ground as did Simon Warren. The field is not safe to play football on.

Cllr Musty explained that it was down to the show committee to restore the field back to its original condition, it will need to be rolled and have at least 20 ton of top soil laid and seeded.

Cllr Hope would like to Thank Mr Perks for his help, a work party from the show committee will need to resolve this matter.

Cllr Cox asked whose responsibility is it. Cllr Robinson explained that prior and after the show, responsibility lies with the Hall Committee. Damage caused during the show the responsibility is the show committee.

In addition on Tuesday the tap on the eastern boundary was found to be running. Cllr Robinson managed to get hold of the Hall keys and turn off the water.

The show committee usually hold a meeting 3 weeks after the show, but due to the condition of the field it was requested this takes place sooner rather than later.

Cllr Winbow – Explained that there are new committee members and the way forward is to take into consideration the weather, how to deal with the ruts from the show lorries there are lessons to be learnt.

This was noted

5.3 Cllr Musty-Wall built Sunnymead, Back Street

The wall has been completed and looks really good.

This was noted

5.4 Cllr Musty-Bodkin House wall

Cllr Musty mentioned the wall at Bodkin House is being rebuilt but not in Cotswold stone. Cllr Robinson explained that it matched the existing stone work and looks good. No action to be taken

This was noted

5.5 Cllr Musty Starveal Lane

The pull in lay by's on Starveal Lane was tarmac by South Gloucestershire Council a few years ago, but only partly. There are areas where it is 6 inches deep underwater due to the rain and cannot be seen by drivers when using the lay by.

Cllr Hope mentioned that this is being reviewed by South Gloucestershire Council which also includes the white lines by the monument, pot holes on Inglestone Common, cutting of the grass on France Lane.

This was noted

5.6 Thank you

Cllr Hope thanked Cllr Robinson, Cllr Barnett and Cllr Winbow for helping with going through boxes of paperwork relating to the Parish Council. The old allotment contract was found together with the Glebe Land document.

This was noted

5.7 Council tax-Cllr Hope

Cllr Hope has been approached by parishioners regarding no rise in council tax but the Parish Council increased the precept with no explanation. Cllr Bleaken to put an explanation in the Parish News.

To be actioned

Parish Clerk to advise Cllr Bleaken to write a piece for the Parish News.

**Cllr
Bleaken**

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

All parish councillors have been invited to a meeting to learn more about Neighbourhood Plans on 13th September, 7.00 pm in the School Hall, Hawkesbury Primary School. The invitation has been extended to parish councils within the Cotswold Edge ward, as Neighbourhood Plans do have to be parish council led. A planning officer will be explaining the process and procedures and how Neighbourhood Plans fits in with the South Gloucestershire Council Core Strategy.

Cllr Hope is also trying to get someone along to talk about the Localism Act and the implications for parish councils – Community Right to Buy or to Build amongst other breaking initiatives. Please let Cllr Hope know if you are interested in coming along or would like to know more.

Defibrillator for the Village?

An article has been placed in the parish magazine. Each Defibrillator costs around £1500.

The Commons

Meetings have been held with those people with Commons registered grazing rights and the Rural Payments Agency, regarding reported noxious weeds on the Commons. South Gloucestershire Council is working with graziers to improve the quality of the grass land and an agreed strategy has been agreed in how to deal with the weeds for the benefit of all.

Late/Early Buses

Cllr Hope has received reports of our No.86 bus not turning up or arriving early or very late. Please do let me know – this is reported and the company is fined. Many people depend on our rural bus service and it is important every effort is made to ensure it is reliable.

Discover Festival – lots happening all over.

Election of Police & Crime Commissioners

In November, as well as the US Presidential Election and the Election for a Mayor of Bristol, we will also see for this first time in this country, elections for Police & Crime Commissioners. This election will be held on the 15th November – watch out for details of the candidates.

SGEB small grant received for mending potholes in village hall car park, although not happy with the work carried out. Cllr Robinson to investigate

To be actioned

Cllr Robinson to refer to the Hall Committee

**Cllr
Robinson**

A request to move the dog bin from the bus shelter to the Hall. This bin is frequently used, and therefore not feasible move it. This item to be discussed later item 11.

Cemetery – future use? More land required, this is to be discussed later item 10

7 Response from Mr Hemmings-South Gloucestershire Council

Cllr Hope read the response received from Mr Hemmings to the Parish Council. This was as a result of the letter sent from the Chair Cllr Bleaken on the 3rd July 2012 regarding planning application PK12/1587/PNA (see page 336)..

PNA-Prior Notification of the intention to erect an agricultural building which if not determined within four weeks of registration is deemed to be approved. The four week period commences from the day of validation but the 21 day period for consultation responses commences from the day of registration, which can be later than the day of validation, thus giving South Gloucestershire planning officers only a short window of opportunity to determine the application.

Once again this was discussed in full but it was agreed by the Parish Council to do nothing and not to send a response. The Parish Council and Clerk are now aware of the procedure and timescales with regards to PNA planning applications.

Resolved

8 8.1 Planning Decisions received

PK12/2109/F	Sovereign Cottage High Street Hawkesbury Upton	Erection of front porch and replacement chimney	PERMIT subject to conditions	
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9 Update from Kevan Hooper South Gloucestershire Council re The Manor House Petty France

The email from Kevan Hooper was read out to the Parish Council

“I am writing to you regarding the caravan stationed at the above property. Following a site visit I required additional information from the owner regarding the use of the caravan. The written response from the owner indicates that the caravan is being used by a family member (daughter) for periods of study away from the main house following a family bereavement.

Following this information my initial assessment is the caravan remains a chattel on the land and not ‘operational development’ (physically altered to become a structure); the siting of the caravan within the curtilage of a dwelling house is not a material change of use of the land. The land remains in residential use and no separate dwelling or planning unit has been created. On this basis, the caravan is not development and not considered to constitute a breach of planning control.

To clarify a caravan could be used within the curtilage of a dwelling house for ‘residential’ purposes and without the need for planning permission, provided that purpose does not become a separate independent use suggesting the creation of two separate dwellings. In this case the written evidence provided suggests that the caravan is not being used as a separate dwelling house.

I have contacted the owners requiring that they allow me access to the land and caravan to carry out an internal inspection of the caravan before I make a final assessment. Following the site inspection I will update you further.”

The Parish Council requested the Clerk to email Mr Hooper to ask if there are any time limits with regards to the caravan staying in the garden.

To be actioned

Parish Clerk to Email Mr Hooper regarding the time limit

Parish Clerk

10 Cemetery-Cllr Hope

Cllr Barnett had previously raised a comment with regards to the amount of money being held back for the extension of the cemetery. Based on the current death rate the land available may last for forty years or less.

Cemetery committee to get together to review any possible fields that maybe

available for consideration.

There is also a drainage issue which may need looking out in the near future.

To be actioned

Cemetery Committee to review Mr B Hope report and prepare a proposal for the Parish Council.

Cemetery
Committee

11 Dog Issues; dogs mess, bins and The Rec-Cllr Hope

Cllr Hope mentioned earlier about moving the dog bin from the bus stop to the Hall. It is a popular bin and used a lot, therefore it should not be moved.

Cllr Robinson – it was discussed at the 16th July Parish Council meeting to look to see if the Hall Committee would consider banning dogs from the Rec. This would resolve the issue of dog's mess being placed in the normal bins. Cllr Robinson is going to raise this issue with the Hall Committee at next week's meeting.

The nearest dog bins to the Hall is the Bus stop outside the Fox Pub, Sandpits lane or the Cricket field.

Cllr Musty asked if the Parish Council could fund anymore bins. Cllr Musty would also like to see a dog poo bag dispenser.

Cllr Cox mentioned about the dogs being kept on leads to prevent the dogs worrying the sheep. Cllr Cox also asked the Parish Council have the authority to ban dogs from the Rec? Cllr Robinson – this is a recreational field further investigation would need to be carried out.

Cllr Bleaken arrived.

Cllr Bleaken pointed out that dogs mess is not just from people walking their dogs but there are times when people are out with their horses and have their dogs with them. The owners are not aware if their dog stops to go to the toilet and therefore will not pick up any mess left behind.

Further discussion took place with regards to this issue. It was agreed for the Clerk to check the prices of these bins and bring them with her at the October meeting.

To be actioned

Parish Clerk to check the prices for a bag dispenser for October Parish Council meeting.

12 Allotments-Amendments

The Parish Clerk handed the amended agreements to each of the Parish Councillors to review. The following sections had been agreed by the Parish Council to amend.

- d), No dog other than *assistance* dog, shall be brought into or kept in the area of the Allotment by the Tenant or by anyone acting with his/her authority or approval.
- g), The tenant shall *not* erect any buildings or permanent structure on the Allotment nor fence the garden without first obtaining written consent of the Council. *Any sheds given approval should be a nominal 6ft by 4ft and should be placed within the perimeter at the edge of the allotment holders plot (some sheds at the present time are oversized, 8ft by 5ft), any existing oversized sheds needing replacement, should be replaced at the approved*

size.

- h) No greenhouses or poly tunnels can be erected on the allotment site.

It was put to the vote that the modified contracts should be in place by April 2013. All in favour by the Parish Council.

Transfer of Allotments

Two letters had been received regarding two allotment holders wishing to swap allotments. This was discussed in full by the Parish Council and it was agreed that on this occasion the swap can take place.

To be actioned

The Parish Clerk to write to the allotment holders and advise them of the decision.

**Parish
Clerk**

Uncultivated plots-due to the poor weather this year and a few allotment holders ill health a few plots have not been cultivated, the Parish Council accepts this. No complaints have been received but the Parish Council will act upon when necessary.

Trough

The new trough should be put in place during 2013; both Cllr Robinson and Cllr Barnett have looked at the layout of the allotments to see where this can be placed. Mr Player is happy to lose a small piece of his plot to have the additional trough. As to date they have not worked out how much this is going to cost. Allotment holders they have spoken to have said it will be wonderful to have the additional trough.

A news letter will be sent out to all allotment holders to advise them of the changes to the agreement and the transfer of plot.

Cllr Musty requested a scope of work for the insulation of the trough be prepared by Cllr Robinson.

To be actioned

**News letter to advise the allotment holders of the changes and transfer of plots.
Cllr Robinson to prepare a scope of work for the trough.**

13 Mazars-Comments raised from Audit

The External auditors report-the following comments were read by the Parish Clerk to the Parish Council.

On the basis of their review in their opinion the information in the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

There are other matters not affecting their opinion which they draw to the attention of the Parish Council.

The Annual Return should be accurately completed before submission for audit.

-The Prior year figures in section 1 have not been restated for the error raised in the 2010/11 internal audit report. The discrepancy has been carried forward into 2011/12 figures, which Box 7 should be £22,827.

On the basis of the information provided for the audit it appears that a number of assets owned by the Council are not currently shown on the Annual Return (e.g.

Notice board). All Council owned assets should be recorded in the assets register with an appropriate valuation (e.g. purchase cost, insurance value (where purchase cost is not known) or a nominal value of £1 for community assets) and the total value of assets shown in Section 1 Box 9.

The Parish Clerk informed the Parish Council, the notice board in question was not purchased until 2012/13 finance year and therefore not put on the asset register, although the money was one of the Parish Councils ear marked balances.

This was noted

Clerk to place the Certified Annual Return on the notice board

Parish Clerk

14 14.1 Bank Reconciliation as of 31st July 2012 was signed and figures agreed by Cllr Frankcom

14.2 Bank Reconciliation as of 31st August 2012 was signed and figures agreed by Cllr Frankcom. Each Parish Councillor was given copies of the above for their records.

14.2 Cheques to be signed

a	Parish Clerks wages via standing order For August	£403.33	
b	Parish Clerks Expenses – The expenses amount was not shown on the September’s agenda – parish Clerk to ensure this is shown on 17 th September’s planning agenda.	£ 42.07	Parish Clerk
c	Water Bill – Allotment Trough	£ 32.34	
d	Water Bill – Cemetery	£ 23.76	
e	South Gloucestershire Council- Annual Licence fee – formal play area at Birgage Road	£ 50.00	
f	South Gloucestershire Council – July 2012 grass cutting	£260.39	
g	Garden Manicures 10 th & 24 July 2012-september agenda show £136.28 excluding vat correct figure to be disclosed on the 17 th September’s agenda	£163.54	Parish Clerk
h	SLCC membership	£ 97.00	
i	Mazars audit fee-payment agreed details to be shown on the 17 th Septembers agenda	£162.00	Parish Clerk
	Garden Manicures 7 th & 21 st August-payment agreed details to be shown on the 17 th Septembers agenda	£163.54	Parish Clerk

Cllr Bleaken proposed all the above cheques for payment; all in favour. All cheques were subsequently signed in accordance with the Bank Mandate.

15 Urgent Correspondence

14/8/12	Merlin House Society Non traditional housing project consultation	Filed
14/8/12	Letter from Mr S Boulton regarding the proposed skate park	Item 17
14/8/12	CCLA Daniel Walker Statement account	Item 19
14/8/12	CCLA Hawkesbury United Charities R Thyne account	Item 19

14/8/12	Youth Service Annual Report South Gloucestershire	Filed
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16 Defibrillator

Cllr Hope wrote a piece for the Parish News in respect of fund raising for a defibrillator.

To be actioned

Clerk to chase "Shocking Now"

Parish Clerk

17 Orchard Survey Cllr Musty

Cllr Musty-This item is still ongoing.

To be actioned

Cllr Musty to update the Parish Council at the next meeting

Cllr Musty

18 Proposed Skate Park

Cllr Frankcom explained this project was as a result of the Hawkesbury plan. The working party got together in the summer of 2011, Mr Chris Webb had a half pipe and from there lots of money has been raised to ensure this project becomes a reality.

The following is formation of a subcommittee of the Hall Committee for the skate park

The holding trustee is the Parish Council; Mr D Anderson has drawn up terms of reference for the sub-committee of the Hall needs. Cllr Robinson has reviewed the terms of reference.

- 1 Parish Councillor
- 1 Member of the Hall Committee
- 1 Other member of the Hall Committee "play facility representative" responsible for the play area
- Up to 9 members-no fewer than 5
- Quorum 4

Cllr Hope nominated Cllr Frankcom to be the Parish Council member on the skate board subcommittee. -Cllr Bleaken second the proposal-this was put to the vote, all in favour-this was carried.

Timeline-Cllr Robinson

Formation of the sub-committee

Empowerment by the Hall Committee

Hall Meeting next Monday 10th September 2012 to agree the terms formally

Skate park subcommittee meet next Tuesday 11th September 2012.

Finalise the proposal of the skate park present to the Parish Council on 1st October-this will consist of plans, drawings and budget

A big thank you to Cllr Robinson for all his hard work.

Cllr Hope has been tracking down the necessary paperwork for the recreational field. As previously stated the Parish Council is the Holding Trustee. Legal advice has been sought and recommendations has been raised;

- Reclaim ownership of land; gift deed document was found dated 1946-no title deed document.

What to do next;

Contact the land registry for guidance.

Letters from Mr Boulton

The Parish Council has received a letter of complaint with regards to the Skate Park from Mr Boulton's. Mr Boulton is concerned about the existing problem, anti social behaviour and the noise issue.

At the open day held last October 2011, 28 people filled out their comments regarding building a skate park, the result was 27 for and 1 against.

The issues were discussed in full; and the Parish Council took on board his points raised. A question was raised by Cllr Cox as to why the skate park is being situated where it is and not at the top? If it was situated nearer the top it would be closer to a lot more houses. The dirt jumps are already at the lower end of the recreational field and these were built by volunteers. There is not going to be any lighting and this will encourage people to go home when it gets dark. Cllr Bleaken asked if the skate park subcommittee could go back to the contractors and ask them for their comments for regarding the siting and noise element.

It was pointed out that the Police are not against the project and PC Hart attended the Parish Council meeting on 7th November 2011 (page 230) supporting the skate park.

Young people have been involved in the consultation and are aware of the issues

Hawkesbury Recreational field is used by many people, it is a Parish asset. There are two main key points raised by Mr Boulton;

- Noise
- Anti social behaviour

The Parish Council is sending a letter to Mr Boulton regarding these points.

To be actioned

Cllr Bleaken to respond to Mr Boulton's letter.

**Cllr
Bleaken**

19 New Registration and Disclosure of Interests and Declaration of Acceptance to be completed

Each Parish Councillor was given new forms to be completed and signed at the meeting. Parish Clerk to contact both Cllr Isaac and Cllr Barnett to arrange for the forms to be signed. Upon completion Parish Clerk to send the forms to South Gloucestershire Council Legal and Democratic Services Department.

To be actioned

Forms completed at the meeting to be sent to South Gloucestershire Council, Parish Clerk to Contact Cllr Barnett and Cllr Isaac to sign and return the forms.

**Parish
Clerk**

20 CCLA Charities

Councillor Hope has tried to request bank to change the address of the statements.

21 Date of next meeting

The next Parish Council will be on Monday 1st October 2012 it will be held in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm.