

# Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting  
Held on Monday 4<sup>th</sup> March 2013 at 7.30pm  
In the upstairs meeting room at Hawkesbury Parish Hall**

**Present:**

CLlr Bleaken (Chair), B Robinson, S Hope, M Cox, C Winbow, and H Jones (Parish Clerk)

**Apologies**

A Musty, CLlr Frankcom and CLlr Isaac

**Public Participation**

None

Action

***Accept apologies for Absence***

CLlr Frankcom, CLlr Isaac and CLlr Musty

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

CLlr Hope-Planning application PK13/0451/LB-Personal

**2 *To adjourn to allow public participation***

None

**3 *Approval of Minutes***

- 4<sup>th</sup> February 2013 signed as a fair and accurate record by CLlr Bleaken
- 18<sup>th</sup> February 2013 signed as a fair and accurate record by CLlr Bleaken

**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 *Approved minutes***

January 2013 minutes emailed to Mr A Sauro

**Resolved**

**4.2 *Little Badminton Notice board***

The Parish Clerk emailed Mr Choyce regarding the outstanding items the "Hawkesbury Parish" sign, locks and water seeping in to the notice board and is

awaiting his response.

**To be actioned**

**Parish Clerk to update the Parish Council at the next meeting.**

**Parish  
Clerk**

#### *4.3 "Stays" for Hawkesbury Parish Council Notice board*

This item remains outstanding-the Clerk has emailed Mr Choyce.

**To be actioned**

**Parish Clerk to update the Parish Council at the next meeting.**

**Parish  
Clerk**

#### *4.4 Price of a doggy bag dispenser machine*

When Cllr Robinson put this suggestion to the Hall Committee of having a doggy bag dispenser machine situated in the car part they didn't want one; the reason being is this may encourage dog walkers. As no money has been put aside for purchasing a machine the Parish Council has decided not to proceed with pursuing this action, however, if the Clerk finds a reasonable price this can be put to the Parish Council for reconsideration.

**This was noted**

#### *4.5 Allotment tenancy agreement outstanding*

The Parish Clerk will be sending out new agreements to all allotment holders at the end of the month with their invoice and a letter to explain the changes to their agreement.

**This was noted**

**Parish  
Clerk**

#### *4.6 CCLA Bank statements*

Cllr Hope has emailed the Clerk the mailing address for the bank statements; Clerk to obtain a change of signatory form from the bank and arrange for all future statements to be sent to the Clerks address.

**To be actioned**

**Clerk to obtain a new signatory form and amend the statement address.**

**Parish  
Clerk**

#### *4.7 A request for a new map to show amended Hawkesbury Parish Boundary*

The Clerk is now a member of the Public Sector Mapping Agreement (PSMA); a new map showing the amended boundary to be obtained for the Parish Council. The Clerk will need to speak to PSMA for guidance; it would appear a charge will be required.

**To be actioned**

**Parish Clerk to request a map showing the amended boundary.**

**Parish  
Clerk**

#### *4.8 Recycling – Hawkesbury*

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

**Parish  
Clerk**

#### *4.9 Real Time HMRC*

New procedures to start in April 2013-this item is outstanding-Cllr Frankcom to update the Parish Council at the next meeting. Also the Clerk has received from HMRC a payslip form for payment. Clerk to investigate as there is no payment due.

**To be actioned**

**Parish Clerk to contact HMRC regarding the payslip request and Cllr Frankcom to inform the Parish Council details relating to "Real Time"**

**Parish  
Clerk &  
Cllr  
Frankcom**

#### *4.10 Cemetery*

Soil by the wall remains outstanding-Cllr Isaac

**To be actioned**

**When the weather improves the soil will be moved**

**Cllr Isaac**

*4.11 Defibrillator Fund raising*

To be discussed later this year.

**This was noted**

*4.12 Response from Gary Meddick SGCC regarding Substandard repairs to pot holes*

Clerk forwarded Mr Meddick's email to Cllr Hope.

**Resolved**

*4.13 Missing Grit bin middle of Cold Change Hill*

The bin has still not been replaced Clerk to email Streetcare to see when this grit bin will be replaced.

**To be actioned**

**Clerk to email Streetcare**

**Parish  
Clerk**

*4.14 Map of Hawkesbury Parish Conservation Area*

The Clerk has located a small map showing the outline of the Hawkesbury Conservation area via South Gloucestershire website.

**This was noted**

*4.15 Grass Cutting Recreational Field*

This item is being discussed at tonight's meeting

**This was noted**

*4.16 Allotment vacancy*

Allotment plot 17 agreement has been signed and the rent has been received. The Parish Council agreed for the Clerk to pay the rent into the bank account after the 1<sup>st</sup> April 2013. Clerk to contact the Allotment holder to let them know.

**To be actioned**

**Clerk to contact the allotment holder regarding the rent being paid into the bank in April this year.**

*4.17 Hall Deeds-item on tonight's agenda*

**This was noted**

*4.18 Pot holes-Keith Faulkner's (SGCC) Visit*

Cllr Hope discussed the outstanding pot hole situation with Mr K Faulkner, this has now been resolved.

**This was noted**

*4.19 Chase lane pot holes*

Cllr Bleaken confirmed the pot holes on Chase Lane have now been repaired.

**This was noted**

*4.20 Cemetery Fees*

Agenda item for tonight's meeting

*4.21 Allotment 15A*

This plot is now vacant-The Clerk will be viewing the plot with the next person on the

waiting list on Wednesday 6<sup>th</sup> March 2013.

**This was noted**

#### *4.22 Big Spring Clean*

Forms have now been sent to SGC-agenda item for tonight's meeting.

#### *4.23 Cllr Vacancy*

An advert has been placed in the Parish News, copies to be put on the Parish Notice boards.

**To be actioned**

**Clerk to put advert on the notice boards-closing date 15<sup>th</sup> April 2013**

#### *4.24 Internal Auditor*

Clerk received an email from Cate Davidson regarding being the Parish Council's internal auditor – agenda item for the next meeting.

**To be actioned**

**Clerk to ensure agenda item for the next meeting**

#### *4.25 Annual Assembly/New Homes bonus/Streetlights/Bank Interest rates/Allotments Ms Eccles*

These items are being discussed tonight.

**This was noted**

#### *4.26 Letter to Planners regarding the mistakes made by the Planning Officer prior to the decision being made.*

**Outstanding**

## **5 Councillor's Items**

### *5.1 Cllr Cox-Thank you Cards*

Thank you Cards for grant funding received from Rainbows and Guides.

**This was noted**

### *5.2 Cllr Winbow-pot hole*

There is a pot hole when you turn left outside the Grange.

**To be actioned**

**Clerk to report the pot hole to Streetcare.**

**Parish Clerk**

### *5.3 Cllr Hope-Dog Bins*

Cllr Hope received a letter regarding lack of Dog Bins within the Parish. This item was discussed in full however, due to the cost to the Parish Council for the purchase of a bin and the emptying of the bin on a regular basis it was agreed there would be no further bins provided at this present time. Cllr Robinson reiterated what was discussed earlier under item 4.4 the Hall would not want a bin within the Hall grounds as the Hall Committee do not want to encourage dog walkers on to the field.

Also the Parish Council is concern by the lack of consideration by dog walkers not bagging their dog's poo and binning it, in the bins provided.

It is good the Parish Council are discussing these types of issues-Cllr Cox. Cllr Robinson pointed out that the Parish Council needs to raise the awareness "Bag it Bin

it/or take it home

**This was noted**

#### *5.4 Fly tipping Cllr Bleaken*

A mattress has been left by the Monument-The Clerk has reported this to Streetcare.

**This was noted**

#### *5.5 Salt bins Cllr Bleaken*

The replacement Salt bin is still outstanding (already discussed item 4.13).

**This was noted**

#### *5.6 Cattle Grid Cllr Bleaken*

The Cattle Grid on the Common's (at the bottom of Cold Change Hill) has been cleared.

**This was noted**

#### *5.7 Water repairs-Cllr Bleaken*

Bristol Water start the repairs on the 8<sup>th</sup> March, site compound has been erected.

**This was noted**

#### *5.8 Broadband-Cllr Robinson*

Following the previous meeting when the lack of speed of broadband was raised two days later BT were working near the Plain raising covers; the speed has improved and is back to how it was.

**This was noted**

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

### **Council Budget**

The Council agreed to budget proposals to freeze the Council tax for the third year – a budget of £189 million for 2013/2014, with a Council tax and D property to be set at £1245.20. Introduction for a Living Wage will be introduced to low paid council staff by freezing the Councils inflation provision.

**Council Waste Strategy** is out for consultation.

The Council's aim are to:

- Minimise the amount of waste generated in South Gloucestershire
- Reuse or recycle at least 50% of all household waste
- Divert 85% of all local authority collected waste from landfill
- Provide residents with service developments and new opportunities to recycle
- Invest in resources wisely to represent good value for money for council tax payers

This document gives the full back ground to the Council's waste and includes options for charging for services, which includes a charge of £36 per year; £2 pay as you go and £20 purchase waste sacks, which will be collected. There are also proposed changes to the bulky waste collections and further support to Community Composting sites (like the one in Hawkesbury).

### **Broadband update**

The Council has signed a contract to provide superfast broadband for South

Gloucestershire with British Telecom (BT), in partnership with Wiltshire Council. Over the next three years the contract will result in 94% of premises in South Gloucestershire having access to superfast broadband, with all premises having an access line speed of 2Mbps by March 2016.

Of the 115,800 premises in South Gloucestershire, 19,700 premises are highlighted as not being able to access superfast broadband, either now or by 2015. These areas (including Hawkesbury) are areas where there will be investment. A map showing these areas is available on our webpage [www.southglos.gov.uk/broadband](http://www.southglos.gov.uk/broadband)

Approximately 9.4% premises cannot access at least a Mbps service across South Gloucestershire. By the end of this project all premises will have an access line speed of this minimum service, with most getting speeds well in excess of this.

### **Frome Vale Area Forum**

The next meeting on March 7<sup>th</sup> will be making decisions on small grants; three local organisations have put in a bid for monies. (Youth Club, Under 13s Football & Drama Workshops). Decision will also be made on the Positive Action Subsidy-intended to local support youth services. Allocating the News Home Bonus will also be discussed-applications have already been received.

Traffic Management issues, including traffic speed reduction on the A46. Parish Councils might like to comment on the priorities on the Task Register.

The public are invited to attend the meeting which will be at Shireway Community Centre, Yate at 7pm.

### **Health**

The future of the Frenchay site is still not decided. Work is ongoing in how to provide services without going into hospital, with a new model of care being developed. In the meantime, meetings are taking place in how to improve access to the new Southmead Hospital; this includes supporting new bus service.

If you would like to help choose the name of the new hospital you can do this by going to [www.nbt.nhs.uk/newhospital/hospital/you-name-it](http://www.nbt.nhs.uk/newhospital/hospital/you-name-it)

There are several choices including New Southmead Hospital, Bristol Southmead Hospital, Bristol Brunel Hospital and the Elizabeth Blackwell Hospital.

### **Draft Health & Wellbeing Strategy**

Is also out for consultation. This takes into account the wider factors that can affect people's health and wellbeing. Reflecting the framework of Fair Society and Health Lives.

### **Localism Conference**

Presentations on the Community Right to Challenge, Community Right to Buy and Neighbourhood Planning-all tools for the communities to use to improve their community. There was also a presentation on Street care – and the offers which would be made to parish councils.

### **Community Parish Plan**

Meeting on the 14<sup>th</sup> March 2013

**Work on Footpath**

Tuesday 5<sup>th</sup> March work on the path by the water reservoir, volunteers working to improve this PROW (public right of way)

**7 7.1 Planning Application**

<b>PK13/0487/F</b>	Pool House High Street Hawkesbury Upton	Erection of single storey side extension to form garden room	The Parish Council supports the application, as long as the work carried out is the same as the plans indicates; using natural stone, lime mortar (to match the existing front of the house).
Cllr Hope left the meeting whilst the following planning application was discussed			
<b>PK13/0451/LB</b>	Pool Farm House High Street Hawkesbury Upton	Erection of single storey rear extension to form garden room	The Parish Council supports this planning application.
Cllr Hope rejoins the meeting			
<b>PK13/0533/LB</b>	Beaufort Arms High Street Hawkesbury Upton	Erection of single storey rear extension to form enlarged kitchen	The Parish Council supports this planning application
<b>PK13/0534/F</b>	Beaufort Arms High Street Hawkesbury Upton	Erection of single storey rear extension to form enlarged kitchen	The Parish Council supports this planning application

**8 Cemetery Fees**

Cllr Robinson, Cllr Isaac and Cllr Hope attended the cemetery meeting held last week. The Cemetery is a brilliant asset for the Parish and there is space available. The right to burial is 75 years. The Parish Council has money ring fenced to repair the wall/drainage and to pay for more land if necessary. Both the wall and drainage expenses may need to be addressed.

There are an increasing number of cremations and it was discussed by the Cemetery Sub-committee having a special garden.

The Following are the recommendations made by the Sub Committee;

**Hawkesbury Cemetery fees**

	Parishioners	*Non Parishioners (See below)
Exclusive Right of Burial for 75 years (double depth)	£200.00	£400.00
Interment (under 5 years)	No Charge	No Charge
Interment (under 16 years)	£75.00	£150.00
Interment (Adult)	£150.00	£350.00
Headstone inc Vase	£130.00	£260.00
Added Inscription	£25.00	£25.00
Certificate	£25.00	£25.00
Plaques for Graves	£70.00	£140.00
Exclusive Right for Ashes Plot (for 2)	£100.00	£200.00
Interment	£80.00	£160.00
Plaque for Ashes Plot (18" x 18")	£70.00	£140.00

***\*in accordance with Hawkesbury Parish Council – Cemetery Terms and Conditions***

The Parish Council reviewed the recommendations; Cllr Hope proposed the increased fees; this was second by Cllr Winbow; all in favour. New prices with immediate effect as of 4/3/13.

Cllr Cox asked the Parish Council when the Clerk will take over (if she wants to). Cllr Hope explained Mr Hope has a record of all plots in the cemetery; the clerk covers Cllr Hope when she is on holiday. The Clerk will need to be fully trained.

The benches in the cemetery have been looked at again and they need to be smartened up; Cllr Cox mentioned they should be removed, sanded down and re-varnished. Cllr Cox will come back to the Parish Council next month when he has looked at the benches.

**This was noted**

The soil was due to be removed by Cllr Isaac, Cllr Hope will go down to the Cemetery and inspect the area where the soil is and speak to Cllr Isaac regarding moving it.

**Cllr Hope  
Cllr Isaac**

A tree has been chopped down because it was unsafe.

**This was noted**



Cllr Robinson; with regards to the Cemetery fees these should be placed on the notice boards, Parish News and the village website. Cllr Hope will send them to the funeral directors.

**Parish Clerk**

**To be actioned**

**Parish Clerk to email the Cemetery fees to the Parish News put it on the notice boards and email to Mr Sauro to go on the village website. Cllr Hope to send the updated fees to the Funeral Directors.**

**9 Allotment Rent**

Allotment 9-the Clerk has contacted the allotment holder to explain the Parish Council stand by their decision not to split any of the larger allotments.

**This was noted**

The clerk is meeting with Jane Sheply and Mr French on Wednesday to view allotment 15a and will report back to the Parish Council.

**This was noted**

Mr & Mrs Hemingway have signed the agreement and paid their invoice; the clerk put to the Parish Council if it was alright with the new allotment holders the Clerk to pay the cheque in after the 1<sup>st</sup> April 2013. All in favour.

**To be actioned**

**Clerk to speak to Mr & Mrs Hemingway and report back to the Parish Council**

**Parish Clerk**

All allotment agreements and invoices will be sent out at the end of the month.

**This was noted**

**10 Deeds update-Cllr Robinson**

Cllr Robinson explained that the Hall Committee regarding the deeds, and they are looking at ways to go forward. Cllr Robinson is going to be looking into the Hall's archives to see if he can track down the document.

Cllr Hope to speak to South Gloucestershire Council to clarify what needs to be done. An affidavit will be required; Danny Blakeney has the knowledge.

This is still ongoing Cllr Robinson will update the Parish Council at the next meeting.

**This was noted**

**11 Recreational Field Grass Cutting**

The Cricket Club declined to quote to cut the recreational field; therefore the two businesses to be considered were South Gloucestershire Council and Steve Drew The Head Groundsman.

The Parish Council discussed both quotes in full; Cllr Bleaken proposed Steve Drew this was second by Cllr Winbow-it was subsequently put to the vote-all in favour.

Clerk to meet with Mr Drew to discuss invoices to be sent per cut, all cut dates to be noted on the invoice also advise Mr Drew the Parish Council only wants a one year contract.

**To be actioned**

**Parish**

Clerk to contact Mr Drew and update the Parish Council at the next meeting.

Clerk

- 12 **12.1 Bank Reconciliation as of the 28<sup>th</sup> February 2013 was signed and figures agreed by Cllr Winbow**

**12.2 Expenditure as of 28<sup>th</sup> February 2013**

Each Councillor was given a copy of the up to date re expenditure for 2012/13.

**12.3 Cheques to be signed**

a	Parish Clerks wages via standing order for February	£403.33
b	Parish Clerks Expenses – February	£ 22.90
c	South Gloucestershire Council Grass Cutting January	£ 260.39

Cllr Bleaken proposed the above items for payment, second by Cllr Hope; all in favour. The cheques were subsequently signed in accordance with the Bank Mandate.

- 13 **Urgent Correspondence**

5/2/13	Population & Household levels following census	Filed
11/2/13	Localism Group Presentation	Filed
16/2/13	Rural Docs-affordable Housing-Email Jackie Pooley	Filed
25/2/13	Chipping Sodbury and Cotswold Edge A432 Kennedy Way/Cotswold Road/Badminton Road-Casualty reduction Scheme proposed reduction of speed limits, alteration of road markings and introduction of parking bay for mobile speed enforcement.	Open date 22/2/13 Close 15/3/13-emailed Cllrs
25/2/13	Merlin Housing Society – leaflet Six sites shortlisted for flagship redevelopment.	Filed

- 14 **2013 Big Spring Clean**

Hawkesbury Primary School will be completing the Big Spring clean on Thursday 14<sup>th</sup> March, poster to go on the notice boards to advertise the weekend. Delivery of gloves and bags will be the week commencing 11<sup>th</sup> March.

**To be actioned**

**Advertisement to be placed on the notice boards**

**Parish Clerk**

- 15 **New Homes Bonus**

Email from Paul Johnson attaching an application to apply for the bonus. Clerk to check it see if it has been received.

This could be an opportunity for the Hall committee (which is the centre of the community) to apply for help. Cllr Robinson mentioned the hall committee are looking at grants for the boiler. They are also looking at the halls expenditure.

**To be actioned**

**Clerk to check her emails for the application**

**Parish Clerk**

**16 Review of South Gloucestershire adopted landscape character assessment and preparation of a supplementary planning document for renewal energy**

This was discussed in full and it was agreed for everyone to provide a list of the changes in the landscape at the next meeting.

**To be actioned**

**All Councillors to provide a list of the changes at the next meeting in April.**

**17 Annual Assembly**

30 minutes power point presentation from Mr John Weir (Advisor of Woodland Creation and Resilience)

Cllr Winbow to provide equipment and memory stick

Neil Lodge – Wildlife trust as a guest speaker

Invite all groups/organisations in the village to attend the meeting; offer a 2 minute slot to talk, or to provide a report for the audience to read at their leisure.

Beaufort Bureau-the new owners Mr & Mrs Hemingway may like to attend.

Defibrillator operators may wish to do a talk

Refreshments; Tea, coffee Milk, sugar, squash and biscuits-clerk to purchase these items.

Advert to be placed in the Gazette and full details in the Parish News re guest speakers

**To be actioned**

**Clerk to purchase the refreshments and advert.**

**Clerk**

**18 Snow-Emergency plan**

It was agreed by the Parish Council to leave this item until 8<sup>th</sup> April 2013 meeting

**To be actioned**

**Agenda item for 8<sup>th</sup> April 2013.**

**Parish Clerk**

**19 Part time street lighting Hawkesbury Upton**

The Clerk was copied into an email from Mr Nicholls objecting to the above scheme; Cllr Hope has already spoken to him regarding his comments. This item was then discussed in full by the Parish Council.

There are two lights situated in the hall car park; a question was raised as to who pays for them. Cllr Robinson will investigate.

As for any anti social behaviour, the Parish Council are not aware of any issues in Hawkesbury. The decision to switch the street lights to part time is an initiative and they are just informing us. This is to save money and is a sound economic idea.

It was agreed for the Clerk to speak to the local PCSO's to investigate and report back to the Parish Council.

**To be actioned**

**Clerk to contact PCSO's to visit the area at night and report back to the Parish Council.**

**Parish Council**

**20 Date of next meeting**

The next Parish Council will be on Monday 8<sup>th</sup> April 2013 it will be held in the upstairs

meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm.