

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Annual Meeting
Held on Monday 5th November 2012 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

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

Apologies

P Barnett and S Hope

Public Participation

None

Action

Accept apologies for Absence

Cllr Barnett and Cllr Hope

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*

- 1st October 2012 minor amendments made and 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 *Best wishes sent to Peter Barnett following his recent illness.*

Cllr Barnett sent sincere thanks to the Parish Council for their good wishes.

Resolved

4.2 *Letter to Mr Boulton regarding the proposed Skate Park, response sent.*

Resolved

4.3 *The approved minutes from September 2012 has been emailed to Angelo Sauro*

Resolved

4.4 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

4.5 White lines by the monument

Some of the white lines have been reinstated.

This was noted

4.6 Little Badminton Notice board

The Parish Clerk advised the Parish Council that water is seeping into the notice board at Little Badminton; the Clerk has spoken to Mr Choyce who will take a look. Also, the new locks and Parish name for the notice board remains outstanding. Mr Choyce been advised by the Clerk who will let the Parish Council know when this work has been completed.

To be actioned

Parish Clerk to let the Parish Council know when the work has been completed

**Parish
Clerk**

4.7 "Stays" for Hawkesbury Parish Council Notice board

This item remains outstanding-a request was made for notice board items are resolved by the end of the year.

This was noted

Parish Clerk to chase Mr Choyce

**Parish
Clerk**

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

When this action point was originally noted Cllr Bleaken had problems with her telephone, it was agreed by the Parish Council no action should be taken due to the timescale

This was noted

4.9 40mph speed sign

The Parish Clerk checked and the sign on the Badminton Road has not been replaced; the Clerk therefore emailed Streetcare and is now waiting to hear from Streetcare.

To be actioned

Update the Parish Council at the next meeting

**Parish
Clerk**

4.10 Cllr Bleaken-note for the Parish News re the increase in this year's precept.

This Item remains outstanding, Cllr Bleaken to prepare an item for Decembers Parish News.

To be actioned

Cllr Bleaken to write an article for the Parish News.

**Cllr
Bleaken**

4.11 Price of a doggy bag dispenser machine

Outstanding

4.12 Allotment tenancy agreement outstanding

This was noted

4.13 Defibrillator

Parish Clerk has received several emails with regards to defibrillators-fund raising needs to take place.

This was noted

4.14 Stables at Sandpits Lane-

Complaints had been received regarding the new stables being built on Sandpits Lane-Cllr Hope was going to investigate.

To be reviewed in December

4.15 Lorry sign on A46 directing traffic to Badminton

Emailed Streetcare

This was noted

4.16 Cemetery Clean up

Check with Cllr Hope to see what date this is going to take place.

To be actioned

Parish Clerk to check with Cllr Hope

**Parish
Clerk**

4.17 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-check with Cllr Hope

Tree wardens audit survey of tree-refer to the Tree Wardens

To be actioned

Discuss with the Tree Wardens, Cllr Hope and Cllr Robinson December item agenda

**Cllr
Robinson
Cllr Hope
Parish
Clerk**

4.18 Grass Cutting specification for the Rec-Cllr Robinson

4.19 Grass Cutting specification for the Cemetery – Parish Clerk

4.20 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 Willmott

4.21 MVAS mobile vehicle activated signs

Budget 2013/14

4.22 CCLA Bank statements

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

5 Councillor's Items

5.1 Bonfire 3rd November 2012-Cllr Bleaken

Wow what a bonfire-the castle construction was brilliant, 30 people helped to set up the construction and tents in preparation for the evening. It was the best bonfire ever, a big thank you to everyone involved.

Cllr Musty explained the ash will be removed from the grass, and then reseeded.

This was noted

5.2 Little Badminton-Cllr Bleaken

Between Church Lane and Well Lane there is a hole in the road that has been damaged by a lorry-report to Streetcare.

To be actioned
Parish Clerk to email Streetcare

**Parish
Clerk**

5.3 Cherry Orchard-Cllr Bleaken

The Parish Clerk has been advised that Hawkesbury Parish Boundary has been reduced by the garden of Cherry Orchard that has now moved to Wiltshire parish. New maps required showing the revised boundary.

To be actioned
Parish Clerk to request a new map showing the amended boundary.

**Parish
Clerk**

5.4 White Lines by the monument-Cllr Bleaken

Some of the white Lines have been replaced, but there is a concern that not all the line have been reinstated (the long lines indicate a hazard). It was agreed that the Clerk should email Streetcare and express the Parish Councils concerns.

To be actioned
Parish Clerk to email Streetcare

**Parish
Clerk**

5.5 New Water Main-Cllr Bleaken

A new water main is going to be installed on Inglestone Common at the end of November.

This was noted

5.6 Meeting with South Gloucestershire Council-Cllr Bleaken

As part of the Localism Bill; South Gloucestershire Council are looking at throwing back services to Parish and Town Councils for example; hanging baskets, grass cutting costs.

This was noted

5.7 The Commons – Cllr Bleaken

Six people attended the recent Environmental Group meeting. A £20K grant from a local recycling company to help sort out Ponds. Cllr Cox asked if Pool Farm could be included, Cllr Bleaken was not sure. Sir John Jenkinson is happy for a group to sort out the Pool although he still wants to own it; he is happy to back any decision for the future of the Pool.

This was noted

5.8 Street Light Park Street-Cllr Musty

There is a street light that is not working on Park Street, Clerk to email Streetcare. Cllr Musty confirmed it was the second streetlight on the left.

To be actioned
Parish Clerk to email Street care

**Parish
Clerk**

5.9 Skate Park/Bonfire Cllr Musty

On Saturday 3rd November whilst the Bonfire was being built and the skate park was being developed the gates to the Rec had been left open. Two lorries entered dumping commercial waste. They had been working in Sandpits. Villagers park their cars in the car park and carry their garden waste by hand. This is not a commercial tipping area. Can the Parish Council raise this issue with the recycling group?

A photo of the lorry (from Cirencester) in question has been taken and is available if needed. When the gate is shut this is not a problem. Cllr Robinson said this is a matter for the Hall Committee with regards to the gates being open.

**Parish
Clerk**

To be actioned

Parish Clerk to email the recycling group.

5.10 Hawkesbury Show – Cllr Winbow

The show committee does not have a Constitution or TOR, therefore the question was raised “should the show committee be a subcommittee of the Hall Committee?” this is a matter for the Hall Committee.

This was noted

5.11 Skate Park Cllr Robinson

Cllr Robinson role during the construction of the Skate Park has been an unofficial observer. Ensuring the contractors work within the spec of the job, if not Cllr Robinson notifies the skate park committee. Any additional work due to the bad weather has been covered by the Contractor. Cllr Robinsons personal opinion is they have done a good job, the specification is being followed. The contractors should be finished this weekend subject to the weather.

Cllr Frankcom, the plan will be to hold a launch event at the end of January 2013; there will be professional skateboarders and merchandise. This will give the children some time to build a level of understanding competence prior to the experts.

Cllr Winbow Hawkesbury Primary school will be holding a photo opportunity tomorrow at the skate park with the children. Due to the age of the children and the slippery surfaces concerns were raised; Cllr Frankcom will check with the school their intentions.

Cllr Musty would like to thank Cllr Robinson for all his time and effort during this project. Richard Bartlett Director of 1skatepark drove from Southampton on Saturday morning to place a temporary road on the Rec due to about 10inches of gloop. Mr Tom Cole helped lay 10 tons of scalping to prepare a safe route onto the Rec. People were willing to help, we have conscious community.

Cllr Musty – once the work has been finished 1skatepark should reinstate the immediate area with turf/grass seed and not leave to gravel.

This was noted

5.12 Sandpits lane-Cllr Cox

Cllr Cox it’s not a major issue but a couple of bushes need to be cut back on Sandpits lane, Mr R Kingston asked Cllr Cox to bring this to the Parish Councils attention. Cllr Isaac asked where these bushes were situated. They are on the bend; they do not effect cars only tractors. Cllr Cox to speak to the Land owners to ask if the bushes could be trimmed back before an accident happens.

To be actioned

Cllr Cox to speak to the Landowners of the stables on Sandpits Lane

Cllr Cox

5.13 Salt bins-Cllr Bleaken

Salt bins have been filled except for one on Cold Change Hill down on the left hand side. Overgrowth is covering the salt bin, Parish Clerk to email Street Care.

To be actioned

Clerk to email South Gloucestershire Council Street Care.

Parish Clerk

6 District Councillor’s Report-Each Councillor was given a copy before the meeting.

New Council website – Cllr Hope would be interested in hearing comments on the

new website, especially accessing the planning pages.

Core Strategy – currently out for consultation – comments directly to the Inspector.

Small revenue grants – applications welcome open on 22 October until December. The clerk has been circulated with details.

Parish Charter Annual Meeting 4th October attended the meeting. Explanation was given on the localising Streetcare services. Parish Councils can anticipate letters outlining the works currently being done by Streetcare in the parish, together with costs, both mandatory and non-mandatory services. Parishes may be asked if they wish to take on some of these services.

Police Crime & Commissioning Election taking place on the 15th November, households circulated with information on this.

Futures Forum – Cllr Hope attended a conference on looking at how future services will be delivered, especially for those older and more vulnerable people. The impact of isolation was one of the areas under discussion.

SGC is giving emergency advice for the winter.

Well done to all those concerned with regards to the development of the Skate Park.

Cllr Hope contacted SGC regarding the lack of information on a planning application on Highfields not received by the Clerk; apparently details were sent, but not received. The Parish Council were unable to comment on this application. The clerk has been on e-planning training, which will be introduced shortly. This will have financial implications for the parish council.

7 Electrical Box

The Parish Clerk confirmed the repair to the Electrical box was carried out last year and paid earlier this year. Cllr Musty-Physical test will need to be carried prior to the Christmas lights switch on Saturday 8th December.

To be actioned

Cllr Musty to check the electric box.

Cllr Musty

8 8.1 Planning Enforcement Investigation

COM/12/0862 /BOC	Inglestone Farm chase Lane Inglestone Common	Breach of conditions 2 & 3 attached to PK12/.0392/LB as works only just started
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8.2 Planning Decision

PK12/2880/F	40 Highfields Hawkesbury Upton	Erection of two storey side extension to form additional living accommodation	PERMIT - Subject to conditions
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The above planning application had not been received by the Clerk and therefore not discussed by the Parish Council. It was agreed the Clerk writes to South Gloucestershire Council with their concerns as the PC always view plans and make

their comments.			
PK12/2927/TCA	Beaconsfield House Park Street	Works to fell 1 no. Ash tree situated within the Hawkesbury Upton Conservation Area	The Council does not propose to serve a Tree Preservation Order at this time
PK12/3157/TCA	Pool House High Street Hawkesbury Upton	Works to reduce 1 no. Ash Tree to previous cuts and remove 1 Larch tree situated within the Hawkesbury Conservation Area	The Council does not propose to serve a Tree Preservation Order at this time

9 Parish Plan

The Parish Plan needs updating and the Parish Council agreed to postpone this item until next month's meeting to give the Councillors time to read the Parish Plan.

To be actioned

All Councillors to review the Parish Plan prior to 3rd December's meeting

**All
Councillors**

10 Parish and Town Council Electronic Working (Planning) – Parish Clerk

The Clerk attended training on the new system that will be introduced in due course. A pilot scheme was carried out and some Town and Parishes now receive planning applications via email. One Parish requested to go back to receiving paper copies.

The Clerk explained that in the near future all planning applications will be received by email there will be no hard copies of plans. When this comes into effect the Parish Council will need to have a projector and screen to enable the plans to be seen.

The benefit of this system is that the Parish Council will have the planning details a lot quicker. The downside will be the cost of the new equipment required, and discussions of each plan will take longer as you will only be able to view one plan at a time.

The Clerk has set up an email login as a consultee so that any comments in future made by the Parish Council will be put on the system almost immediately.

This was noted

11 Cemetery-Cllr Robinson

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

**Cemetery
Committee**

12 HMRC Getting your business Ready for PAYE Real Time information

Changes will be taking place in April 2013, Cllr Frankcom to review the paperwork and report back to the Parish Council.

To be actioned

Cllr Frankcom to report back to the Parish Council

**Cllr
Frankcom**

13 Rec – grass cutting

Already discussed Parish Clerk to amend the specification-Cllr Musty mentioned wild flower grass mix for the bank behind the new skate park, the Skate Park Committee to look into this.

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

14.2 Expenditure as of 31st October

Paperwork not taken to the meeting-apologies from the Clerk. To be discussed next month.

14.3 Cheques to be signed

a	Parish Clerks wages via standing order For Octobe4r	£403.33
b	Parish Clerks Expenses – October	£ 31.95
c	South Gloucestershire Council grass cutting Aug/Sept	£520.78
d	Poppy Wreath Donation agreed at the meeting	£ 30.00
e	Parish Clerk Expenses – September (figure not on the previous months agenda. Payment was made on 1/10/12	£ 25.05
f	CPRE Membership proposed by Cllr Bleaken agreed by all Councillors	£ 29.00

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

15 Urgent Correspondence

15/10/12	Email from Sarah Booker LINKs will become Health Watch LHW as of April 2013- Email available	This was noted
21/10/12	Noel Walters ALCA subscription 2012/13	See item 19
22/10/12	CPRE membership 2012/13	Already discussed item 14

16 Defibrillator

Several emails have been received by the Clerk regarding the defibrillators. Parish Clerk to forward all emails to the Councillors.

To be actioned

Parish Clerk to forward emails to Councillors

**Parish
Clerk**

17 Orchard Survey Cllr Musty

Cllr Musty returned the paperwork re the Orchard survey-Cllr Bleaken has arranged for Hazel Wilmott to carry out the survey on behalf of the Parish Council.

This was noted

18 Christmas switch on

This will take place on Saturday 8th December. Cllr Musty advised the Parish Council that there is 4/5 litres of red wine left over from Bon fire night that can be purchased at cost from Deborah Boyle to make the mulled wine.

Mulled wine; need to check if the owners of The Fox and Mark Stead from the Beaufort will make the mulled wine.

Mince pies, two people have come forward to donate mince pies. Small gift to be purchased for the children switching on the lights-ask Louise Roberts; the school has given details of the youngest child Archie Chapple and the oldest child Emily Crowley. Squash to be purchased.

Xmas Tree – Check with the Head Teacher Mrs Lewis to see if the children could make a thank you card for the Duke of Beaufort for the donation of the Christmas tree.

Preschool request to sell pork baps was discussed in full and it was agreed to decline the request. Clerk to speak to Kate Bashford.

1st December 2012, 10am Christmas tree to be erected on the Plain. Decoration of tree to be carried out. A request to Preschool and the Primary school to see if they can make additional tree decorations, these can be placed on the tree before the 8th December-Parish Clerk.

Check with the Hall Committee to see if they will be switching on Lee Lights this year.

To be actioned

19 ALCA-Cllr Winbow

Cllr Winbow attended the ALCA AGM which was very interesting. They spoke about next year's subscription. The New proposed subscription layout; it is a multi banded approach based on the electorate, this is to commence from Jan 2013. The Parish Clerk gave this year's possible subscription of £219.01 last year Hawkesbury paid £242.28.

It is hoped more of the bigger councils will join, as staff is being hired to be on hand to answer questions, give advice etc. Three new Parish Councils have returned, if more returned the subscription fee may decrease.

Training-there is a lot of different courses available to ALCA members at a discounted price. (Non members are able to attend) these are listed on their website. Malcolm Watson would like feedback on any training courses already taken plus if there is a course not currently in the calendar that is required (training can come to here). All suggestions are appreciated.

Website-ALCA would like feedback on the new website. The members only section will no longer exist as it was felt nothing should be hidden from the public e.g. Training minutes etc. It was suggested to have a link to the ALCA website from the Hawkesbury PC website and vice versa.

20 Little Badminton Notice board

Thank you from the parishioners for their new notice board.

21 HLS Hawkesbury Common-email received from Dave Howard

A request was made to discuss this at next month's meeting-all in favour.

22 Hall Events-Cllr Bleaken

Cllr Bleaken received several complaints regarding the recent events booked by the Hall Committee for the sportive Sunday and biker's weekend. These events should be published in plenty of time to let our parishioners especially on a safety issue when there are many bikes racing through the village. This can be on the Parish Notice boards the shop, pubs and in the Parish News.

The Parish Council appreciated the Hall needs to raise funds and invite outsiders to hire the hall and facilities. A comment was raised as to how much money Sportive Sunday paid? The scale of this event caught the Hall out on this occasion.

A point was raised about the bikes not having oratory sounds-it would appear the bells have been removed. Also this was not meant to be a race, although the cyclists were racing.

The way forward;

- Communication so people can plan around these types of events.
- Advertise Parish News, shops, post offices, parish notice boards.
- Cllr Bleaken to write to the Hall Committee to discuss at their next meeting.

20 Date of next meeting

The next Parish Council will be on Monday 3rd December 2012 it will be held in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm.