

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 5th September 2016 at 7.30pm
In the upstairs Meeting Room at the Village Hall, High Street, Hawkesbury Upton**

Present:

Cllr Hope (Chair), Cllr Wareham, Cllr Cox, Cllr Higgs, Cllr Winbow, Cllr Ruthven, Cllr Musty and H Jones (Parish Clerk)

Apologies

Cllr Robinson and Cllr S Bleaken

Public Participation

Mr A Creeper (item 13) Website

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| | | Action |
| 1 | To Take apologies for absence
Cllr Robinson and Cllr Bleaken | |
| 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">• 1st & 15th August 2016 Resolved by Cllr Hope signing the minutes as a true and accurate record; Clerk to email approved minutes to Mr Sauro to upload to the village website | Parish Clerk |
| 5 | Update of previous Action points
<i>5.1 Little Badminton Notice Board</i>
Name plate to be replaced on the notice board - outstanding, this item will remain in the minutes until this has been resolved. Cllr Higgs has been unable to contact Mr | Parish |

Choice to resolve this matter. It was agreed to send a formal letter to Mr Choice	Clerk
<i>5.2 Tied properties list-This item remains outstanding.</i>	Parish Clerk
<i>5.3 Footpaths-Email Cllr Higgs report to Nicola Chidgley-outstanding</i>	Parish Clerk
<i>5.4 Laptop to be cleaned and check to see if it can be PAT tested at the same time-outstanding</i>	Parish Clerk
<i>5.5 Electrical work carried out by WPD and Sindall Morgan – letter regarding the delay in completing the work remains outstanding, also down times of electricity continues. Show Day 27th August 2016 the village experienced a further power failure-overhead cable broke, some residents were without electricity for a few hours many a lot longer. Also there has been damage to some electrical goods and claims are being made. Mr James of WPD will be attending the 3rd Octobers Meeting-it was agreed for Councillors to email questions they would like answered by WPD to Cllr Wareham. These will be put in a letter to Mr James prior to the next full council meeting</i>	Cllr Wareham
<i>5.6 Allotment repairs-wooden posts to be replaced</i>	Parish Clerk
<i>5.7 Tree Maintance –meeting outstanding-Cllr Hope</i>	Cllr Hope
<i>5.8 CRK Garden Manicures – Cemetery Grass Cutting August payment outstanding-to be discussed item 10. This was noted</i>	
6 Councillor’s items-information only	
<i>6.1 Batch of Tree on Sandpits Lane – Cllr Higgs The trees opposite Mr Tizzards property have grown up through the telephone lines – Residents are having difficulties finding out who are responsible for the maintenance of these trees. English Rural- Cllr Hope will take this forward</i>	Cllr Hope
<i>6.2 Over grown bushes – Cllr Higgs Sandpits Lane along the first field, bushes overhang and are causing damage to vehicles, Street care issue Clerk to email Streetcare to cut back the hedgerow.</i>	Parish Clerk
<i>6.3 Footpath from Highfields to the High Street-Cllr Higgs Complaints have been received from parishioners that the grass is rather high again along this footpath; both parents and children are getting wet walking to school. Clerk to email Streetcare</i>	Parish Clerk
<i>6.4 Hours of meeting – Cllr Higgs The previous full Council meeting in August finished around 10.25pm, is this noted in the minutes? The Clerk confirmed that the finishing times of meetings are not recorded in the minutes - The Parish Council’s “Standing Orders” state meetings should finish at 10pm.</i>	
<i>6.5 Hawkesbury Bus Service – Cllr Musty New bus timetable; the 8.15am to Yate no longer runs-parishioners are unable to get to college in time. Cllr Hope has also received a few complaints and is looking into it. This was noted</i>	Cllr Hope

6.6 EE Phone Mast – Badminton Horse Trials – Cllr Musty

Jane Tuckwell from Badminton Horse Trials confirmed they did charge companies to erect a temporary phone mast during the event, Vodafone and O2 put masts up this year. They are happy for the Parish Council to write to EE to request they provide a temporary mast during the event next year. The Parish Council is happy for Cllr Musty to write on behalf of the Council and also thanked him for all his hard work

Cllr Musty

Cllr Hope put to the Parish Council to move to item 13 – all in favour

13 To update the Parish Council on setting up a website-Parish Clerk

- **All Councillors and the Parish Clerk to register their new email addresses with immediate effect**

Cllr Robinson, Cllr S Bleaken, Cllr Cox and the Clerk have registered their new email address. Please can the remaining Councillors ensure this is done as soon as possible?

- Short presentation from Adrian Creeper

The website was shown to the Parish Council and it was pointed out it is nowhere near being finished for various reasons;

- Photos of Councillors outstanding-**to be actioned**
- General information required
- Rolling pictures for the front page
- Clarification on what is needed on the front page
- Links to be provided for local groups
- Do you want to put what is happening in the village?
- Colour to be agreed-**Resolved all in favour Blue**
- Allotment - contract to be available on the website, fees
- Cemetery photos outstanding
- Only 40% prepared-unable to launch the website at the moment
- No information for Little Badminton received
- Consider maps showing the conservation area, boundary line
- Consider waste collection time table
- Bus timetable
- Photos from Cllr Bleaken-check on copy right

To be actioned

- An agenda item for next month to nominate three people to attend the training course.
- Launch date
- Clerk to provide a list of information required
- Agree on the logo-sun set of the monument?

Cllr Hope thanked Mr Creeper for all his help-Mr Creeper left the meeting

7 District Councillors report information only – Cllr Hope

Policies, Sites and Places DPD

The Policies, Sites and Places (PSP) plan for public consultation Cllr Hope emailed parish councillors regarding update after a meeting with SGC Property Services: However there has now been some changes and Cllr Hope has since heard that those village amenity sites: Sandpits Lane, land adjacent to 15 Highfields and land opposite the allotments have had the objection removed. (This has not yet been confirmed in writing). The Communities Department had objected to Sandpits Lane being

designated as Local Green Space.

Allotments remain as designated housing land, but as long as they are financially viable – they will remain as allotments any other move.

Adopted highways land safe from building, however other issues regarding maintenance of The Plain.

A planning inspector will then consider this PSP at an examination in February/March 2017,

Change to Bus Timetables – 4th September

There have been changes to the Supported Bus services which include the 84 and 86 and the introduction of the new 85. Stagecoach has won the new tender. For those travelling to Chipping Sodbury School a mini bus has been provided.

Change to Waste Services: Not sure if an officer has been invited to come along to parish council to explain the new collection? – *Clerk is waiting for the contact details to arrange a visit at the next Parish Council meeting*

Library Consultation recommendation going forward for Wednesday’s committee, which recommends the closure of the mobile library with the opening up of community centred libraries and the following highlights of the report.

- The savings target has been reduced from £650,000 to £500,000 (within a budget of £2.6 million)
- Staffed opening hours will reflect usage and be more consistent across South Gloucestershire
- The service will introduce a technology (commonly known as Open Plus) to enable libraries to open without staff, extending opening times by up to 100% on current hours
- The mobile library service will be replaced with community centre based libraries
- South Gloucestershire Council will fund the building costs of Chipping Sodbury Library with the service being delivered by volunteers

8.1 Planning applications received from South Gloucestershire Council

8	PK16/4836/LB	Stable Lower Woods Lodge Bucklesbury Farm Lane Inglestone Common	Internal and external alterations to facilitate restoration of the building and installation of electricity	No objection
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8.2 Planning Decisions received from South Gloucestershire Council

PK16/2128/LB	Highfields Farm Sandpits Lane Hawkesbury Upton	Internal and external refurbishment and repairs, replacement of 4no. windows erection of two storey side and	Approve with conditions
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		single storey rear extensions to form additional living accommodation with landscaping and associated works	
PK16/3811/TCA	Glena Back Street Hawkesbury Upton	Works to fell 3 no. Fir Trees in Hawkesbury Upton Conservation Area	No Objection
PK16/4306/TCA	Home Farm High Street Hawkesbury Upton	Works to crown reduce 2no. Small leaved Lime trees to 1metre (to previous points) and 1no. Weeping Ash Tree to clean through crown and reduce by up to 1metre. Situated in the Hawkesbury Upton Conservation Area	No Objection

8.4 Planning Application Withdrawn

PK16/3218/F	The Bacon House The Plain Hawkesbury Upton	Erection of detached car port	Withdrawn
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9 Allotment Update-Parish Clerk

- Request for a storage box on plot 24-1.5 high, 1.5 wide, 1m depth.
Resolved all in favour
- Shed for plot 3
The allotment contract states (5g) a shed should be 6ft by 4ft, **Resolved by the Parish Council approving the request if the shed is 6ft by 4ft.**
- Bench plot 24
Resolved all in favour-to be situated within their plot boundary

Clerk will write to the allotment holders

Parish
Clerk

10 Finance

10.1 Bank Reconciliation as of 31st July and 31st August 2016.

Resolved by Cllr Higgs checked both bank reconciliations and signed accordingly. No comments made.

10.2 Payments approved for payment

A	Clerks Wages – August Standing order/cheque	£
B	Clerks Expenses-August	£ 67.49
C	CRK Garden Manicures 08/07 and 29/7 payment approved on 1 st August but not advertised on the agenda	£163.54
D	Clerks Expenses-July approved on 1 st August but not advertised on the agenda	£117.45
E	South Gloucestershire Council – Annual Licence Allotments Birgage Road	£ 50.00
F	Bristol Water-allotments	£ 39.45
G	Bristol Water – Cemetery	£25.42
H	SLCC membership renewal-item not advertised on the agenda but approved at the meeting	£103.00

Resolved by Cllr Higgs proposing the payments, seconded by Cllr Musty, all in favour. Cheques signed in accordance with the bank mandate.

10.3 Parish Council to approve a transfer of funds between accounts-£15 from the Current account to the Allotment Deposit account and sign the letter in accordance with the bank mandate-Resolved by the Councillors approving the transfer and signing the letter of authority. Clerk to arrange the transfer

Parish Clerk

11 Public Health & Well-Being Review 2016 25th July -18th September 2016 Resolved, this was noted-no response

12 Proposed 20MPH Speed Limit in the vicinity of Hawkesbury CE VC Primary School and various roads within the Hawkesbury Upton Area.

Resolved -The Parish Council Supports the proposed speed limit-Clerk to email the response to SGC

Parish Clerk

13 To update the Parish Council on setting up a website – Parish Clerk This item was previously discussed see page 896-this was noted

14 South Gloucestershire Council; Policies, Sites and Places Plan-Consultation commencement 21st June 2016-8th September 2016.

Following last month’s meeting and the information made available at the shop, post office and notice board resulted in fantastic support from Parishioners from photographs, comments and a healthy allotment waiting list. Clerk to email Councillors the responses agreed at the meeting prior to sending the Parish Councils

Parish Clerk

response to SGC. **This was noted**

15 Christmas Light Switch on December

- **Christmas lights required**

Following last year's event the tree lights were damaged; a new set of outdoor rope lights will be required. Cllr Higgs will obtain prices in preparation for the next full council meeting.

A date was set for the Christmas light switch on 10th December 2016. Tree to be erected on 3rd or 4th December. Agenda item for October.

16 Consultation – South Gloucestershire Special Expenses Scheme 2016 consultation with Parish/Town Councils 16th September 2016.

Due to the time no comment was made. **This was noted**

17 Hawkesbury Horticultural Show 27th August 2016

Well done to all involved with this year's show, good turn out and the weather held out. Well done card to be sent to the show committee from the councillors. **This was noted**

18 Cemetery update

- **Painting of the Lych Gate**

It has been brought to the Parish Council's attention that the Lych Gate needs repairing before it can be painted-sections of the wood is rotten. This was discussed in full; Cllr Hope and Cllr Musty will inspect the damage and report back to the Parish Council.

**Cllr Musty
& Cllr
Hope**

- **Green bins**

The lids on two of the green bins are damaged-Clerk to email Street care
Cllr Cox has been putting the bins out-they are very heavy-after a full discussion it was agreed to set up a rota for Councillors to ensure the bins are put out ready to be emptied by South Gloucestershire Council.
In addition, it was agreed to discuss this matter next year if it is found this system is not working. All in favour

**Parish
Clerk**

19 Consultation – Domestic Abuse re-commissioning Consultation-closes 5th September survey to be completed at the meeting

This was discussed in full and **resolved by the Parish Council agreeing the following response;**

"Due to insufficient information and the lack of a summary-The Parish Council noted the consultation"; no further comment.

**Parish
Clerk**

20 Date of the next Parish Council meeting will be held on Monday 3rd October 2016 in the upstairs Meeting Room of the Village Hall, High Street, Hawkesbury Upton at 7.30pm

Minutes Approved as a true record
At the 3rd October 2016 Meeting