

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 6th January 2014 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

Cllr Bleaken (Chair), Cllr Cox, Cllr Robinson, Cllr Hope, Cllr Winbow, Cllr Isaac, Cllr Musty and H Jones (Parish Clerk)

Apologies

Cllr Frankcom and Cllr Ruthven

Public Participation

Chris Cowcher South Gloucestershire Council Julian Round and Jim O'Brien Hawkesbury Upton residents

Action

Accept apologies for Absence

Cllr Frankcom and Cllr Ruthven

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

None

2 To adjourn to allow public participation.

Mr O'Brien and Mr Round are not against development in the village but are concerned with regards to the 3 acre piece of land that was discussed by Mr A Wilkins at the December meeting which is directly behind their homes. They are not aware of the demand for housing in Hawkesbury but this is outside the existing building line, they are concerned that at present this land is a meadow; if built on this would be lost together with the existing wildlife and nature.

The Parish Council thanked them both for coming and said there is no physical plan to consider housing at this moment in time.

It was noted that Mr A Wilkins works for a large building consultancy he is not a developer.

Cllr Robinson – at the meeting in December the Parish Council was very careful and said they would discuss the comments raised at a further meeting.

The Clerk received an email from Mr Wilkins today requesting an update on any decisions made. This was acknowledged and advised Mr Wilkins of tonight's meeting.

Mr Chris Cowcher thanked the Parish Council for their time; he has been with South Gloucestershire Council Community Engagement team, he has been with them for 6 months and is in the process of joining and meeting Town and Parish Councils. The department has been under capacity for the past 18 months. He is part of the community engagement team and involved in neighbourhoods and parish plans and much more. Mr Cowcher liked to see local residents attending tonight meeting.

He is in the process of organising drop in sessions to promote SGCC make it more transparent and for residents to feed in their comments. SGC has set up an online issues tracker; you can log on see who's dealing with it and the present position. Any problems to refer back to him.

He thanked the Clerk for helping promote the SGCC meeting on 23rd January at Chipping Sodbury.

Mr Cowcher thanked everyone for their time and advised the Parish Council to use him as another avenue; contact him for help if he is unable to he will find who can. He left additional details relating to the department he works in.

The Parish Council thanked him for his time.

Mr Round Mr O'Brien and Mr Cowcher left the meeting

3 Approval of Minutes

- 2nd December 2013 Signed as a true and accurate record by Cllr Bleaken
- 23rd December 2013 signed as a true and accurate record by Cllr Bleaken

To be actioned

Parish Clerk to email minutes to Mr A Sauro for the village website.

**Parish
Clerk**

4 Update of previous Action points

4.1 Christmas 2013

Resolved

4.2 November's approved minutes

Emailed to Mr Sauro. All minutes are now on the website.

Resolved

4.3 Little Badminton Notice Board and Hawkesbury Notice board

Mr Choyce will resolve the issues regarding the Little Badminton Noticeboard when the weather improves.

- Little Badminton-locks required, the name plate replaced and investigate where the water is penetrating inside.

In respect of the Hawkesbury Notice board, the Clerk is having difficulty opening the notice board; Mr Choyce is going to have a look at it on Thursday to help resolve the issues. At the moment the clerk is unable to open the door to place agenda's notices etc inside.

The Clerk will see when Mr Choyce looks at the notice board if things improve and report back to the Parish Council at the next meeting.

To be actioned

Update the Parish Council

**Parish
Clerk**

4.4 CCLA

The Clerk needs to check the signatories have been updated.

To be actioned

Clerk to speak to NatWest Bank

**Parish
Clerk**

4.5 New Map for Boundary of Hawkesbury Parish

Remains outstanding

**Parish
Clerk**

4.6 Pot Holes Chase Lane

Pot holes on Chase Lane have not been repaired. Clerk to email Gloucestershire Council.

To be actioned

Clerk to email Gloucestershire Council

**Parish
Clerk**

4.7 Local Services

Agenda item (22) for tonight's meeting

This was noted

4.8 Licence for Grass cutting

This item remains outstanding; Clerk to speak to Mr Iodines of Pool Farm he will need to apply for a licence to cut the verge outside his property. Cllr Hope offered to take this forward.

To be actioned

Cllr Hope to speak to Mr Iodines.

4.9 Cemetery Soil

Agenda item (8) for tonight's meeting

4.10 Fingerpost sign

Clerk to email Streetcare to see if the Parish Council can replace the sign post on Inglestone Common

To be actioned

Clerk to speak to streetcare

**Parish
Clerk**

4.10 Emergency Snow Plan

Agenda item (20) on tonight's agenda

4.11 Bramble Cottage Hedge

This item remains outstanding Cllr Hope to speak to the owners of the property

To be actioned

Cllr Hope to speak to the owners of Bramble Cottage

Cllr Hope

4.12 Highfields Road

Clerk to email Streetcare regarding the condition of Highfields Road

To be actioned

Clerk to email Streetcare

**Parish
Clerk**

4.13 Un-adopted Road Inglestone Common

Clerk to email Streetcare

To be actioned

Clerk to email Streetcare

**Parish
Clerk**

4.14 Hole in the road outside Church Farm

A hole has appeared outside Church Farm bottom of Church Hill remains outstanding

To be actioned

Clerk to email Streetcare

**Parish
Clerk**

4.15 Tied Property List

To be compiled - outstanding

**Parish
Clerk**

4.16 Planning issues Helen Magee South Gloucestershire Council

Advised Helen re the issues of costs to help purchase the new equipment setting precept-on going

4.17 Bank Reconciliation and Expenditure for November 2013

Agenda item (12.1 & 12.2) for tonight's meeting

This was noted

4.18 Bus Shelter maintenance

Agenda item (10) for tonight's meeting

4.19 Grass cutting specification

A request was made to send a copy of the Grass Cutting specification to Badminton Estate. Clerk spoke to Badminton Estate; their grass cutting contractors are farmers therefore will not be able to quote to cut the recreational field.

This was noted

4.20 Risk Assessment

Agenda item (9) tonight's meeting

4.21 Grass Cutting of The Plain and Bus shelter

Clerk wrote to Mr Tizzard to let him know the Parish Council is happy for him to continue cutting the Plain and Bus shelter in 2014. £200.00

This was noted

4.22 Deeds for Glebe Land

Agenda item (21) for tonight's meeting-Cllr Robinson emailed everyone his notes prior to the meeting

This was noted

4.23 Policies Sites and Plans consultation

This consultation has been completed and sent to South Gloucestershire Council. Cllr Hope requested a copy of the Parish Councils response to be recorded. This has already been sent, the Clerk will check to see if she has a copy. Cllr Hope mentioned the comments need to be recorded for audit purposes.

To be actioned

The Clerk to record the answers to the above consultation when her notes have been located

4.24 Grass Cutting of recreational field during the winter

Cllr Hope has spoken to Mr Sauro

This was noted

The Parish Council agreed to help with some of the work load the Clerk is experiencing especially Streetcare issues.

5 Councillor's items

5.1 Cemetery item-Cllr Hope

A request has been received to purchase a burial plot for someone who used to live in the village. Full details are not known as yet but Cllr Hope asked Councillor's their thoughts before any decision is made. Set precedents for future decisions.

To be actioned

Councillor's to email their thoughts to Cllr Hope

All Cllrs

5.2 Structural inspection request-Cllr Musty

Cllr Musty would like the Parish Council to request a structural inspection to be made on the road to Hillsley. Due to the recent high volume of rain and the heavy vehicles using this road there are concerns re a possible landslip. Cllr Hope will take this forward.

To be actioned

Cllr Hope to contact South Gloucestershire Council

Cllr Hope

5.3 Blocked drain – Cllr Isaac

The drain has not been unblocked on the Hawkesbury/Horton Boundary. The Clerk emailed Streetcare and has a reference number. Cllr Isaac to email them direct

To be actioned

Cllr Isaac to contact Streetcare

Cllr Isaac

5.4 Firework Display – Cllr Cox

Debris from the recreational firework display was found in the field where Cllr Cox keeps his sheep. If there is no one to clear the debris could the firework committee let the farm owners know so they can arrange for this to be removed.

Cllr Musty apologised he normally clears any plastic.

This was noted

5.5 Christmas Lights - Cllr Robinson

Cllr Robinson has been approached by Parishioners regarding no lights over the Christmas period on the Christmas tree. The lights are connected to the lamp post and the light on the lamp post was not working either.

Cllr Musty explained when he looked at the lights the first time the fuse had gone; he replaced it, the lights worked for a short while, then stopped. Not sure what is shortening the lights, the box is dry inside, one area of concern there could be rain water seeping into the star.

Cllr Hope has spoken to South Gloucestershire Council regarding the lamp-awating outcome.

To be actioned

Cllr Hope to report back to the Parish Council

Cllr Winbow joined the meeting

5.6 Pot Hole Starveal Lane-Cllr Winbow

There is a large pot hole on Starveal Lane by the T junction by Coles Farm; Cllr Hope explained that Cllr Winbow can report this to Streetcare.

To be actioned

Cllr Winbow to report the pot hole to Streetcare

**Cllr
Winbow**

Cllr Hope reiterated to all Councillors they can report potholes to Streetcare themselves.

6 District Councillors report-Cllr Hope

Budget

There are still cuts to be made and the Council has consulted the public on the priority services, as well as parish councils. Decisions will be made at the Council meeting in February.

Youth Services

Met with Mark Frankcom and June Yolland to discuss Youth Survey for the area.

Defibrillator

Had a meeting with the Ambulance Trust – who may have a defibrillator for the parish. Need to find funding to locate the machine and upkeep. Training will be provided. Parish Hall wall probably best location as electricity supply is required.

Planning

Ask Parish Council to consider work on the Policy Sites and Places work, and hope this can start in the New Year. As we are aware of pressures for housing, start with housing needs survey. Timescale-we have quite an active Parish Plan already.

Core Strategy agreed developments PSP by South Gloucestershire Council

7 7.1 Planning Application

PK13/4666/F	Windways Chase Lane Inglestone Common Badminton	Erection of detached double garage and workshop	No Objection to the garage only where it has been sited. Take into consideration any neighbours comments
PK13/4684/TCA	The Vicarage High Street Hawkesbury Upton	Works to fell 1no. Silver birch tree and reduce 2no lime trees by 20% all situated within the Hawkesbury Conservation Area	No Objection
PK13/4206/F	33 Sandpits Lane Hawkesbury Upton	Erection of single storey rear extension and two storey side and rear extension to provide additional living	The Parish Council supports the application but would like to see provisions for more off street parking

		accommodation	
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8 Cemetery-Cllr Hope

With regards to the Soil-this item remains outstanding-although the recent rain has helped the mound flattened. This is an ongoing debate, funeral directors use different grave diggers and the grave diggers leave the soil to help with topping up graves. It was agreed to contact the grave diggers to remove the soil.

Cemetery Subcommittee meeting to be arranged

Clerk to order the compost bin for the Cemetery as agreed in December 2013

To be actioned

Contact the grave diggers to move the soil and to arrange Cemetery Subcommittee meeting

Order the compost bin

**Cllr Hope
Clerk**

9 Risk Assessment

- PAT Testing of the Clerks electrical equipment**

Matthew Fuller has responded to the Clerk quoting £45 to PAT test her lap top and printer and provide the necessary documentation. This was put to the Parish Council and it was agreed.

To be actioned

Arrange an appointment for this testing to be carried out under the Risk Assessment.

**Parish
Clerk**

- Review amended Risk Assessment**

This item remains outstanding

To be actioned

Agenda item for February

**Parish
Clerk**

10 Bus Shelter

A date to carry out the repairs will be set when the weather improves.

To be actioned

Agenda item for February

**Cllr Musty
& Parish
Clerk**

11 Precept 2014/2015 and Budgets

Councillors were given precept and budget calculations provided by the Clerk. This was discussed in full; no final decision was made but it was agreed to set the precept at the planning meeting being held on 20th January 2014.

To be actioned

Agenda item for 20th January 2014

**Parish
Clerk**

12 12.1 Bank Reconciliation as of 30th November 2013 and 31st December 2013

Paperwork and figures were checked and signed by Cllr Robinson.

Resolved

12.2 Expenditure update as of 31st December 2013

Each Councillor was provided with an update record of the Parish Council's expenditure. No concerns raised

Resolved

12.3 Payments to be agreed and Cheques signed

A	Parish Clerks wages via Standing Order –December	£415.43
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B	Parish Clerks Expenses - Clerk to ensure this figure is noted on the next agenda 20th January 2014	£ 27.58
C	Hawkesbury Hospital Hall	£457.44
D	Christmas light switch on - Wine & spices for mulled wine – Mrs D Neame	£ 14.20

Cllr Hope proposed payment for the above invoices and Cllr Robinson second the proposal; the remaining Parish Councillors were in all favour and agreed payment. The cheques were subsequently signed in accordance with the bank mandate.

13 Urgent Correspondence

23/12/13	23 rd January 2014 Safer Stronger Group meeting	Posters to be placed on the notice boards to advertise the meeting
16/12/13	Teenager Cancer Trust requesting funding	Clerk to write advising Grant Funding in February 2014
Undated	Wind Turbines (news paper clipping) posted to the Clerk.	The Parish Council would not be responding to this item no contact details provided
6/1/14	Letter from Mr R & Mrs L Starling-regarding South Gloucestershire's adopted "Core Strategy" and Hawkesbury Parish Councils contribution.	Clerk to reply advising no input made

14 2014 Spring Clean-Email

Annual Event – date agreed by the Parish Council weekend of 22& 23rd March 2014. Clerk to place an advert in the Parish news and return the booking form to South Gloucestershire Council.

To be actioned

Parish News for February edition. Forms to be completed and returned

**Parish
Clerk**

15 Planning Needs – land behind Park Street

This was discussed in full; the outcome was the community will need to be involved and housing needs survey carried out.

Email received from Mr A Wilkins regarding the outcome of this discussion and the following wording was agreed to be sent;

“Thank you for attending the Parish Council meeting held on 2nd December 2013. At this moment in time there is no identifiable housing need in Hawkesbury Parish, consequently there is no need to change the village development boundary”

To be actioned

Email Mr A Wilkins

**Parish
Clerk**

16 Grass Cutting

2014/15 grass cutting sealed tenders received from South Gloucestershire Council, Garden Manicures and Greenspace.

Clerk left the meeting during the discussion.

To be actioned

No decision has been made-grass specification and plans to be emailed to everyone.

Agenda item for 20th January 2014 for a decision

**Parish
Clerk**

17 Affordable Housing Consultation

This was not completed due to its size and no summary sheet.

Resolved

18 Avon Fire and Rescue services (AFRS)

Trying to promote home fire safety in the local community by recruiting local volunteers. This was discussed and a decision was made to advertise this in the Parish News.

To be actioned

Email Parish News the poster for February edition

**Parish
Clerk**

19 Agreement by the South Gloucestershire Parish Council to adopt the revised Parish Charter and to send a copy of their logo (December agenda item)

Parish Council agreed to adopt the revised Parish Charter and agreed for their logo to be sent.

To be actioned

Email South Gloucestershire Council with the Parish Councils decision

**Parish
Clerk**

20 Snow Emergency Plan

Agreed to remove the word snow – **Emergency Plan**

Aim: To look out for older/vulnerable people

Work with the local shop-contact list to be held in the shop-vulnerable people list

4 wheel drive to help get out of the village

Ensure salt bins are filled

Request a snow plough

Working parties-provide brushes to clear the snow

Work with Evergreens

To be actioned

Email South Gloucestershire Council with regards to the snow plough

Cllr Hope

21 Glebe Land-Cllr Robinson

Conclusion was read out to the Parish Council and the following was agreed.

Way forward;

Contact Lloyds bank for land registry

Locate the Parish Council accounts from 1981-85

Update to follow

**Cllr Hope,
Cllr**

To be actioned
Provide the outcome of the location of the land registry and accounts

**Robinson
& Cllr
Musty**

22 Local Services

Hawkesbury Community Right to Bid-application has been received by South Gloucestershire Council on 30th December 2013. Any additional information will be requested if required

This was noted

23 Steve Drew customer survey form December agenda item

This was completed at the meeting-copy of the answers will be held with these minutes (audit purposes).

To be actioned

Send the completed survey to Mr Drew

**Parish
Clerk**

24 Local Councils Explained Book £49.99 plus vat

Clerk requested the Parish Council to purchase the above book. All in favour

To be actioned

Order the book from ALCA

**Parish
Clerk**

25 Streetcare Services Michael Dixon South Gloucestershire Council

Email received from Michael Dixon regarding Highways and Streetcare. This was read out by the Parish Council.

Dog bins-

SGC will relocate/remove existing litter and dog bins at their cost and litter bins can be dual usage. However, if you wish to convert an existing dog bin into a new litter bin in addition to the existing, your Parish will be responsible for the cost of the litter bin and installation and we will need to agree if a cost for emptying the new bin applies.

Grass cutting Contractor

Can you confirm that you have tendered for the additional grass cutting as in your email? I would be grateful if you could provide me your contractors name and address as SGC will need further information on their ability to undertake the work. This is necessary because your contractor will be working on the public highway and SGC have duties that must be safeguarded.

As an early indication, SGC will require evidence to demonstrate that your contractor is a competent organisation, with a skilled workforce and have the necessary appropriate equipment.

This will included:

- Correct liability insurance
- Health and safety requirements
- Risk assessments
- Method Statements

(In addition to this email a copy of the contract had been received)

Sandpits Lane

The triangular areas of grass in Sandpits Lane is highway adopted land, not public open space and so within the localism project will be cut twice per year as a core

service. However, I will review the land designation with my colleague to see if it should be classified as public open space. I will respond shortly on the matter.

To be actioned

To be discussed when setting the budget on 20th January 2014.

- 26 Date of the next Parish Council meeting will be held on Monday 3rd February 2014 in the upstairs meeting room at Hawkesbury Parish Hall at 7.30pm.**