

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 6th June 2016 at 7.30pm
In the upstairs Meeting Room at the Village Hall, High Street, Hawkesbury Upton**

Present:

Cllr Robinson (Chair), Cllr Higgs, Cllr Wareham, Cllr Hope, Cllr Musty, Cllr Ruthven, Cllr S Bleaken and H Jones (Parish Clerk)

Apologies

Cllr Winbow and Cllr Cox

Public Participation

None

Action

1 To Take apologies for absence

Cllr Winbow and Cllr Cox

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

- 9th May 2016

Resolved by Cllr Robinson 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

5.1 Little Badminton Notice Board

Name plate to be replaced on the notice board - outstanding, this item will remain in the minutes until this has been resolved. **Cllr Higgs and the clerk will continue to**

Cllr Higgs

communicate with Mr Choyce and will update the Parish Council at the next meeting

5.2 Tied properties list-**This item remains outstanding.**

Parish
Clerk

5.3 Footpaths-Email Cllr Higgs report to Nicola Chidgley-**outstanding**

Parish
Clerk

5.4 Laptop to be cleaned and check to see if it can be PAT tested at the same time-**outstanding**

Parish
Clerk

5.5 Electrical work carried out by WPD and Sindall Morgan – letter regarding the delay in completing the work remains outstanding-Cllr Wareham

Cllr
Wareham

5.6 Allotment repairs-wooden posts to be replaced

Parish
Clerk

5.7 Bag it and Bin it temporary sprayed signs-clerk contacted South Gloucestershire Council to ask if the Parish Council could purchase a sign and spray to ensure it is done on a regular basis to try and reduce the amount of dog poo being left within our parish; our request has been declined by SGC at this present in time. Complaints are being received from residents within the county they are unhappy having the signage outside their property. In view of this a request was made for SGC to come and re-spray in the village-**this was noted**

5.8 Mobile Phone reception during Badminton Horse Trials-this item remains **outstanding**

Cllr Musty
and Parish
Clerk

5.9 Glebe Land Declaration-Cllr Robinson is in the process of updating his previous report from 2013, including the declaration statement with Mr Blakeney statement. Once completed this report this will be circulated to all Councillors. **This was noted**

5.10 Dog bin on the Cricket field-a notice has been erected by the Cricket club regarding the issue with dog poo. They will be installing a bin on their land-therefore **not further action is required-this was noted**

6 Councillor's items-information only

6.1 Western Power Distribution-WPD)-Cllr Musty

Last week the parish experienced low voltage for a period of time which is dangerous for fridges/freezers etc motors overheating. There was a faulty switch in Dunkirk. A helicopter has been flying over this afternoon, Cllr Musty asked if the Parish Council could write to express their concerns over the down times and the effect it is having with parishioners and local businesses especially after the disruption during the repairs earlier in the year, which we were under the impression was going to reduce the amount of power cuts we have. **To be actioned-Clerk to write to WPD and copy Cllr Hope in on the response.**

Parish
Clerk

6.2 Speeding Traffic via France Lane-Cllr S Bleaken

Will the Parish Council be monitoring the speed of vehicles within the village? – Speed Watch training and volunteers are required to take this forward. However, a decision was made previously to wait for the result of the 20MPH consultation before proceeding with training of volunteers. **This was noted**

6.3 South Gloucestershire grass cutting of verges-Cllr Hope

SGC was contacted following the cutting of the grass verges. It was to prevent the cutting of the wild orchid. There is an alert sign stating “no cutting”

6.4 Christmas Star-Cllr Higgs

The lights have been checked and are broken; replacement lights will be required for this year’s Christmas lights switch on. **This was noted**

6.5 Footpath repaired by WPD situated outside The Allotments, France Lane-Cllr Robinson

The repair has been carried out satisfactory-**this was noted**

6.6 Tree on The Plain-Cllr Robinson

Cllr Robinson has been approached by a parishioner regarding the condition of one of the trees on The Plain. This will need to be inspected by a tree surgeon and placed on the risk assessment for monitoring. **This was noted**

6.7 High Street

The repairs to the road, along High Street, (to infill the gaps in the middle) remains outstanding. A request to send an email from the Parish Council to SGC Streetcare to ask when this work is going to be carried out-**this was noted**

7 District Councillors report information only – Cllr Hope

Devolution – the Council will be voting on this on the 29th June. Sadly, many of the details are still to be finalised. The government is promising £900m over 30 years between the four authorities (Bristol/BaNES/SGC and Somerset, however the involvement of the latter is uncertain. An elected metro-mayor is to be part of the deal. The money will be around infrastructure, mainly transportation, with higher education also involved. On briefings received so far, the rural areas will be getting a rough deal, having to compete with the urban and growth areas for any funding.

It is also intended to make a decision on the **Local Open Green Spaces** at the 29th June meeting. Currently the papers are confidential until the details are finalised, however together with sites for further developments – it all looks to be very controversial.

Planning, with the push for growth– as can be seen there are many speculative application being submitted; developers are speculating before applications are submitted (eg. Thornbury & Wickwar).

The Total Transport Fund – which is funding a project to find the gaps in access to health services – the interim report is shortly to be made public.

SGC has received £15,000 to promote cycling, **Bikeability Recycled**, training in South Gloucestershire will now include:

- Learn to ride – basic cycling skills and road safety
- Balance – cycle training for reception class pupils
- Ride – community rides to local facilities such as libraries etc

- Transition – accompanied rides from primary school to pupils’ new secondary schools
- Fix – basic maintenance such as puncture repairs etc taught by mechanics
- Promotion – opportunity to try training outside of the Bikeability structure, such as at parents’ evenings where parents can ask trainers any questions directly.

Health – currently looking at the performance of all the local health trusts, especially the Ambulance Trust. The Health Scrutiny Committee is also looking at End of Life Care.

There is currently wider consultation on support for dementia sufferers and their carers.

The next Safer Stronger Community Group will be meeting at Charfield on the 23rd June.

Network Rail are holding a drop-in on Wednesday 4.30 – 7.30 at Old Sodbury Village Hall – come along to hear more about their local plans.

8 8.1 Planning applications received from South Gloucestershire Council

PK16/2621/LB	Highfields Farm Sandpits Lanes Hawkesbury Upton	Conversion of outbuilding to ancillary residential accommodation	No Objection
PK16/2124/F	Highfields Farm Sandpits Lanes Hawkesbury Upton	Erection of two storey side and single storey rear extension to form additional living accommodation	No Objection
PK16/2128/LB	Highfields Farm Sandpits Lanes Hawkesbury Upton	Internal and external refurbishment and repairs as stated in Design and Access statement, replacement of 3no. windows. Erection of two storey side and single storey rear extension to form additional living accommodation with landscaping and associated works	No Objection

Planning Decision received from South Gloucestershire Council

PK16/1390/TCA	Queens Hive Cottage Back Street Hawkesbury Upton	Works to fell 1 no. Poplar tree situated within the Hawkesbury Upton Conservation Area	No objection
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9 Allotment Update-Parish Clerk

- **Rent**-majority of the rent has been received
- **Vacancies**-plot 21 is the only plot not filled due to the condition of the plot
- **Amendments to plots**-plot 12 and is being split between plot 12 and 23. The Parish Council will be charging £20 per allotment holder due to the amount of work involved.
- **Maintenance**-Mr Player is in the process of rotavating plot 2 and working on plot 21 due to the condition it is in. Mr Player will provide an invoice for the work he will be doing. A decision on plot 21 is required once this has been done.

10 Finance

10.1 Bank Reconciliation as of 30th May 2016.

Resolved Cllr Higgs checked the bank reconciliation and signed accordingly. No comments made.

10.2 Payments approved for payment

A	Clerks Wages – May Standing order/cheque	£
B	Clerks Expenses-May	£36.30
C	West Country Plumbing and Heating Ltd-cemetery emergency tap repairs – payment approved 9/5/16 meeting not advertised on the agenda	£44.28
D	Zurich Insurance	£441.40
E	Cilca Modules 6 & 7 - SLCC	£60.00
F	Internal Audit Cate Davidson	£150.00
G	Hawkesbury Upton Methodist Church – Room Hire 18/4 and 9/5	£35.75

Parish Clerk

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

11 License to Maintain the Highway Verge at Wotton Road/Inglestone Common, Hawkesbury Upton-update-New contract received Parish Clerk

- New Contract has been received to be signed-Clerk to locate original paperwork to confirm boundary in red

- Before clearing of scrub confirmation is required regarding any trees that need to stay in situ.

Agenda item for 4th July 2016.

12 Update on Save the Village Shop – Cllr Musty, Cllr Wareham and Cllr Hope

- Majority of the pledges have been received-once the bank account is opened bank transfers can be made.
- Transition arrangements are progressing
- Close on 24th June and Hawkesbury Community shop will open on 25th June-their wish is not to have the shop closed for any period of time

This was noted

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

- All wording except Cllr Cox has been received
- Photos outstanding
- Live date required
- Approved Minutes and Agenda's for 2016 and 2015 has been emailed to Mr Creeper for website

Agenda item for 4th July 2016

Parish Clerk

14 Approval of the Annual Audit by Council

- **Section 1 Annual governance statement 2015/16-to be signed by the Chair and Clerk – Resolved** by the Parish Council approved the governance statements and signed by Cllr Robinson and Parish Clerk
- **Section 2 Accountant Statements 2015/16-to be signed by Financial Officer and Chair – Resolved** by the Parish Clerk and Cllr Robinson signing the paperwork

The internal audit was completed - no issues or concerns raised by Mrs Davidson.
Resolved by the Parish Council approving the audit papers to be sent to Grant Thornton Accountants

Parish Clerk

15 Consultation: Replacement of community grants with Member Awarding Funding.

This was discussed in full and **resolved by the following response being agreed by the Parish Council.**

The Parish Council agreed in principle the changes but raised the following points to be considered;

- *The minimum application of £500 is too high*
- *There should be no upper or lower limits*
- *It was felt there will be a "Lack of transparency"*

16 Consultation – Substance Misuse Services Re-commissioning 2017

This was discussed in full and **resolved by responding to the short survey**

17 Cemetery Committee update-Cllr Hope

Present: B. Robinson/S. Bleaken/S. Hope/B. Hope

Apologies from A. Musty.

Grass Cutting: The contractors had not cut the grass since 5th May; there was a visible difference between the two areas of the cemetery, one cut by volunteers one by the contractor.

ACTION: Chase contractor, currently not delivering on contract and review contract. Thanks to all volunteers for all their work in keeping the Cemetery tidy.

Trees: Review of trees to be felled. Keep Yellow Holly. Submit application with PCC and seek agreement to have work done jointly. Corner of Cemetery with Churchyard in very poor state, to suggest clearing this area with small digger to remove rubbish when trees are being felled.

ACTION: Prepare spec for tree surgeons, list of suggested contractors Submit application with PCC for work to be carried out in Sept/Oct; Spec for clearing corner.

Walls – Adjoining wall with Old Vic: Walls covered in ivy. State of wall unknown. Ownership of wall not clear. Could be shared as wall towards lower corner is part of cemetery extension.

Walls – other: Monitor condition of all walls.

ACTION: Ascertain ownership of walls. Have Working Group to cut back ivy in the autumn.

Compost Bins: Current compost bins and not working and currently full. Decision to have bins to keep bottom of cemetery free from grass cuttings etc. Still unsure what to do with full bin, possibility of removing contents? Noticed laurel bush cut and sign in place. Two Green Bins in place, not sure where these had come from; PC not paying for any Green Bin. PCC pay for their own bin. Notice on Black Bin.

ACTION: Decide on future of Compost Bins. Recommend payment for 3 Green Bins. All bins to be well signed.

Space in Cemetery: Reviewed area reserved for Children's Burials. This area could be used for future burials possibly 30 plots, which would last a further 8 years. Current space for 4/5 years.

Ashes Plot: Now in greater demand – consider larger area.

ACTION: JBH to draw up plan for future use of Children's area. Review area for ashes plots.

Seats and Plaques: Currently 3 seats in cemetery; 2 in poor state of repair both had been bequeathed to the Cemetery. Importance of having seats in the Cemetery.

ACTION: Develop policy for seat and plaques. Check if seats on Risk Assessment.

Lych Gate: After inspection - Two sides were painted different colours and in need of painting. Under roof looked in good condition. Agreed to recommend painting in dark green of two gable ends and price inside and gates.

ACTION: Draw up spec for

(i) Sanding/priming and painting of both gable ends.

(ii) Same for under roof

(iii) Same for gates.

Suggested contractors.

23 Date of the next Parish Council meeting will be held on Monday 4th July 2016 in the upstairs Meeting Room of the Village Hall, High Street, Hawkesbury Upton at 7.30pm

Appendixes

Substance Misuse Survey

**Minutes Approved as a true record
4th July 2016**