

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 7th April 2014 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

Clr Bleaken (Chair), Clr Cox, Clr Hope, Clr Musty, Clr Isaac and H Jones (Parish Clerk)

Apologies

Clr Ruthven, Clr Robinson, Clr Winbow and Clr Frankcom

Public Participation

None

1 Take apologies for Absence

Clr Ruthven, Clr Robinson, Clr Winbow and Clr Frankcom

Action

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

- 3rd March 2014 signed as a true and accurate record by Clr Bleaken
- 17th March 2014 minor amendment made - signed as a true and accurate record by Clr Bleaken
- 24th March 2014 minor amendment made - signed as a true and accurate record by Clr Bleaken

To be actioned

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

Parish Clerk

5 Update of previous Action points

5.1 February's approved minutes

Emailed to Mr Sauro.

Resolved

5.2 Little Badminton Notice Board and Hawkesbury Notice board

- Backing inside the notice board is deteriorating from water penetrating
- Little Badminton-locks required, the name plate replaced
- Handle has been removed needs refitting, hinge is loose-contractor to be appointed/outstanding

Hawkesbury High Street Notice board

- Stays outstanding
- Difficult to open/close the second door-now the weather has improved much easier to open this door
- Restoration of wood casing

To be actioned

Clerk to speak to Mr Choyce to complete the outstanding work.

**Parish
Clerk**

5.3 Fingerpost sign

Ian Wilson from South Gloucestershire Council (Streetcare) met with Cllr Bleaken he has given the go ahead to replace the sign using the same metal frame; he would like to know when it is being installed

To be actioned

Ask Mr Deacon to make a new sign –advise Mr Wilson SGC when it is being installed

**Parish
Clerk**

5.4 Bus Shelter maintenance

Item 12 on tonight's agenda

This was noted

5.5 Emergency Plan

Agenda item for April-apologies Clerk did not place this on tonight's agenda

To be actioned

Agenda item for May

**Parish
Clerk**

5.6 Policies Sites and Plans consultation

A Copy of the Parish Councils comments have been emailed to Mr Bendeaux

Resolved

5.7 Parish Charter Logo

Emailed to South Gloucestershire Council

Resolved

5.8 Streetcare issue – Damaged Bollards opposite the Somerset Monument

Streetcare advised 374031

Resolved

5.9 Highways issue – East bound M4 exit slip road large pot hole by traffic lights

Resolved

5.10 Specification of work to repair potholes from South Gloucestershire Council

Cllr Hope has spoken to Streetcare

This was noted

5.11 WW1 Commemoration – Cllr Hope

Emailed Mr Bendry of Parish Council's decision

Resolved

5.12 Risk Assessment

- *No Smoking Sign for bus shelter*
Resolved-Cllr Hope sign given to Clerk
- *Bench by Somerset Monument-Cllr Musty*
Bench is leaning but stable-no action to be taken
- *Cemetery benches, test headstones, boundary wall and lych gate*
Outstanding – Cemetery committee
Filed Risk assesment

5.13 Annual Assembly

Gazette advert placed, invitations sent out, poster's to be erected.

Questions to be raised regarding the defibrillator

- Cost of insurance
- Cost for phone line
- Maintenance

To be actioned

Clerk to purchase refreshments

5.14 Flooding consultation completed and sent

Resolved

5.15 Anti Social behaviour consultation

Too late to respond

5.16 Local Services "Right to Bid for local shop"

Awaiting South Gloucestershire comments

This was noted

5.17 snowdrop planting on the Plain

Gardening club will commence planting the bulbs week commencing 7/4/14.

Clerk wrote to Mr Tizzard to let him know these bulbs are going to be planted, together with a response to his letter in respect of the recycling green bins at the cemetery. The Parish Council are opting out and not be paying the £36; new compost bins have been purchased for the garden waste.

Resolved

5.18 Chairs Community award nomination completed and sent

Resolved

5.19 Allotment additional water trough – agenda item no. 16

Allotment letters outstanding

This was noted

5.20 Projector purchased

Resolved

5.21 Audit-agenda item 19

This was noted

5.22 Storage boxes invoice/ Clerks additional hours/holiday pay agenda item 13.3

This was noted

5.23 Localism item for the Parish News

Resolved

5.24 Compost bins invoice received agenda item 13.3

To be actioned

Clerk to check on the delivery date

5.25 Streetcare pot hole outside Village Hall

Resolved

5.26 Rubble and grit on Back Street-Cllr Ruthven

No update

5.27 Streetcare cleaning of footpath from Gable End Cottage, Starveal Lane and Somerset Monument

Resolved Emailed Streetcare 374038

5.28 purchase of litter bin for Sandpits lane/Highfield alley way Agenda item 9

This was noted

5.29 Clerks contract Emailed to all Councillors

Resolved

Prepare letter to increase clerks hours from 8 to 9 per week

Outstanding

Prepare letter to amend Clerks wages with bank

Outstanding

**Parish
Clerk
Parish
Clerk**

5.30 Emailed Play facility subcommittee-no representative from Parish Council

They will need to amend their terms of reference

Resolved

5.31 Grass Cutting Contract with South Gloucestershire Council-signed and returned by Clerk

Resolved

5.32 Skip on Sandpits Lane – Cllr Bleaken will speak to the householder

This was noted

5.33 Fly tipping on Starveal Lane-Cllr Musty to email Streetcare red sofa dumped

This was noted

5.34 Policies Sites and Plans consultation

Emailed Councillors comments and returned completed form to South Gloucestershire Council

Resolved

6 Councillor's items-information only

6.1 Tied Property List-Cllr Hope

Request for Clerk to email a copy of the "tied property register" to all Councillors.

To be actioned

Clerk to email copy to Councillors

**Parish
Clerk**

6.2 Graffiti on the skate park – Cllr Musty

This is called “tag” it makes it their own-the Parish Council supports the young people. If offensive it can be removed

This was noted

6.3 Bonfires-Cllr Musty

There may be an increase in bonfires with many people not paying the £36 to keep their green bins

This was noted

6.4 Area of Land opposite the Somerset Monument-Cllr Bleaken

This is owned by South Gloucestershire Council; the Parish Council could apply for a licence to maintain the area and if the trees were chopped down it would improve the view

To be actioned

Agenda item for May

**Parish
Clerk**

6.5 The Lord of the Manor – Cllr Hope

This is up for sale which includes the Pound the Parish Council maintains and the Pool

This was noted

7 District Councillors report-Cllr Hope

Actions from previous Parish Council meetings;

- Re pot holes; Cllr Hope has passed on details of the specification for pot hole repairs
- Anti Social behaviour- Cllr Hope has received reports of poor behaviour and annoying behaviour and passed these onto the PCSO, and she has visited the parties.
- Youth Survey-a drop in was held in the Village Hall, not a huge response, but thanks must go to all those who gave up their Saturday afternoon to come along and help.

Area Forum – a resident did come along to complain about the state of Chase Lane, this was noted and hopefully work in now, in the programme.

Hawkesbury Preschool received a grant for an outside play area around the Village Hall from the New Homes Bonus Fund.

Please note that in future these funds will probably be decided on a more strategic basis; it has been agreed that small grants, environment and safer, stronger grant will be merged and decided by the Area Forum-a set of criteria has been agreed.

Waste-a petition regarding charging for Green Bin Waste was presented to the Council. This will be debated at a future Communities Meeting in June. Otherwise, thousands of people have signed up for the service. However, there is a consultation on the future of “Bring Banks”.

Councillors have been circulated with the Clinical Commissioning Groups newsletter. Draw your attention to the service finder app. South Gloucestershire Service Finder as well as highlighting the ABC campaign.

There is a Better Care Forum on April 25th at Southmead regarding shaping future services for older people.

A written appeal will take place against the refusal for use as livery for the Stables along Sandpits Lane.

The roll out of Broadband continues, but it currently does not cover Hawkesbury Upton, Wickwar was mentioned in the most recent announcement.

Defibrillator Coffee/Soup fund raiser is being held on Saturday 26th April from 11-3pm.

8 8.1 Planning Application

PK14/1156/LB	Inglestone Farm Chase Lane Inglestone Common Badminton	Replace rear window with double doors and install wood burner with flue	No Objection
APP/P0119/A/14 /2215352	The Stables Sandpits Lane Hawkesbury Upton	Variation of condition 2 of PK12/1031/F dated 22 June 2012 to allow livery to be carried out on site	Same as before; The Parish Council would like to see the condition upheld; they do not want this condition removed to allow livery to be carried out on site.
This was put to a vote before any decision was made; Cllr Hope proposed the above wording, this was second by Cllr Bleaken, the result was 3 For and 2 against (Cllr Cox and Cllr Isaac voted against the proposal).			

8.2 Planning Decisions-information only

PK14/0566/TCA	Church Farm House Hawkesbury	Works to fell 1 no. Ash tree situated within Hawkesbury Conservation Area	No objection
PK14/0366/TCA	Chapel Cottage St John Street Hawkesbury Upton	Works to fell 1no. Beech tree situated within the Hawkesbury Upton Conservation Area	No objection

- 9 Standard litter bin including installation by South Gloucestershire Council £448 exc VAT.** Decision to be made to purchase a litter bin on the Alley way between Sandpits Lane and Highfields
Full discussion took place and it was agreed by the Parish Council to ring fence this money and check with South Gloucestershire Council where this new bin will be situated and the exact size of the replacement bin; the previous bin was on a post.
To be actioned
Clerk to ring fence the money to purchase a new litter bin and clarify the situation with Mr Dixon and Alison Richards from South Gloucestershire Council Parish Clerk
- 10 Removal of Green Bins from Cemetery working party to be organised to erect new compost bins**
This was discussed in full – date to be arranged once the bins have been delivered.
To be actioned Parish Clerk
Agenda item for May. Parish Clerk
- 11 Final preparation for Annual Assembly Tuesday 22nd April 2014**
Venue booked/advertising completed/invitations sent out /Guest speakers – Confirmed. Encourage parishioners to attend
To be actioned Parish Clerk
Refreshments to be purchased Parish Clerk
- 12 Bus Shelter maintenance – Cllr Musty**
This item remains outstanding a date to be set between the working party.
To be actioned
Cllr Musty to arrange a convenient date to carry out the maintenance with Cllr Robinson Cllr Musty
- 13 13.1 Bank Reconciliation as of 31st March 2014**
The Bank reconciliation could not be completed prior to the meeting for two reasons, the Clerks holiday pay and additional hours had not been agreed and the replacement bin price had not been discussed. This will be prepared after tonight’s meeting and agreed on the 12th May 2014 General meeting.
This was noted
- 13.2 Up to date expenditure as of 31st March 2014**
As above
This was noted

13.3 Payments to be agreed and Cheques signed

A	Projector, Extension Lead, Hard Drive & HDMI lead	£335.50
B	Parish Clerks Expenses – March	£ 70.72
C	E-Z Rect Ltd (3 document storage boxes)	£ 36.00
D	Litter bin See above agenda item 9 It was agreed to ear mark this money £537.60	£
E	Parish Clerks additional hours and holiday pay This was discussed in full and the following was	£670.88

	agreed by all Councillors; <ul style="list-style-type: none"> • 24 hours untaken holiday • 32 additional hours to be paid All in favour and the cheque was subsequently completed by Cllr Musty and signed by Cllr Hope	
F	Wiltshire Wood Recycling 2 compost bins Cemetery The compost bins have not been delivered, payment to be posted once the delivery has taken place.	£150.00

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

14 Urgent Correspondence

1/3/14	ALCA annual meeting 29/5/14 Bradley Stoke New Rules	Advised Councillors
23/3/14	Paying PAYE Electronically	Email Cllr Frankcom
25/3/14	Strong Safer Community Group meeting Thursday 24 th April 2014 Horton and Little Sodbury Village Hall at 7.30pm	Erected Posters, advised Cllrs
24/3/14	Localism Documentation from Michael Dixon South Gloucestershire Council	Filed
26/3/14	Advice South Gloucestershire Spring 2014 Newsletter-email	Emailed Cllrs

15 Cemetery – cost to remove the soil from the Cemetery

This item remains outstanding

To be actioned

Agenda item for May

Parish Clerk

16 Allotment

Additional Water Trough-cost to purchase equipment

Only one quote received over budget, the Parish Council discussed in full and agreed to wait until later in the year and try again to obtain quotes. All in favour.

To be actioned

Review in 6 months

Parish Clerk

2014 Rent to be considered

This has already been discussed no increase this year, Clerk to write to allotment holders.

To be actioned

Allotment rent letters to be sent out and to include a paragraph updating regarding the decision not to proceed with the additional water trough.

Parish Clerk

- 17 South Gloucestershire Council CONSULTATION: Local Green Space Designation, Policies, Sites and Places Plan**-Update the spreadsheet to be returned to SGC by 11th April 2014
The Parish Council discussed this item in full, Clerk to return the form copy to be held on file for audit purposes
To be actioned
Clerk to complete and return the form **Parish Clerk**
- 18 Consultation – proposed removal of bring banks** –complete the consultation at the meeting to be returned by 25th April 2014
This item was discussed in full and the following response was sent to South Gloucestershire Council consultation department.

The Parish Council thinks that there is still a need for a bottle bank and it would be good for the Parish for overflow scenarios.

Please note to give a clear concise response it would have been good to have some evidence to know how well these banks are used within the Parish.
To be actioned
Email the above comments forward the original email to the Hall Committee to respond independently. **Parish Clerk**
- 19 Internal Auditor – Cate Davidson – Parish Clerk**
6th May 2014 accounts to be completed – internal audit.
This was noted
- 20 Date of the next Parish Council meeting will be the Annual Assembly held on Tuesday 22nd April 2014 in the Methodist Hall Back Street Hawkesbury Upton at 7.30pm.**