

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Annual Meeting
Held on Monday 7th January 2013 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

CLlr Bleaken (Chair), B Robinson, S Hope, M Cox, A Musty, CLlr Frankcom, and H Jones (Parish Clerk)

Apologies

C Winbow and CLlr Isaac

Public Participation

None

Action

Accept apologies for Absence

CLlr Winbow and CLlr Isaac

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*

- 3rd December 2012 signed as a fair and accurate record by CLlr Bleaken
- 17th December 2012 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 *Approved minutes*

5th and 19th November minutes emailed to Mr A Sauro

Resolved

4.2 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.

The Clerk obtains a copy statement at the end of each month in preparation for the meeting for Mr Frankcom.

This was noted

4.3 Little Badminton Notice board

The Parish Clerk has not chased Mr Choyce regarding the outstanding items of the Hawkesbury Parish sign, locks and water seeping in to the notice board.

To be actioned

Parish Clerk to contact Mr Choyce before the next Parish Council meeting in February Parish Clerk

4.4 "Stays" for Hawkesbury Parish Council Notice board

This item remains outstanding-to be reviewed.

To be actioned

Parish Clerk to contact Mr Choyce before the next Parish Council meeting in February Parish Clerk

4.5 Price of a doggy bag dispenser machine

Outstanding

4.6 Allotment tenancy agreement outstanding

This was noted

4.7 Grass Cutting Recreational Field

The specification was amended and sent out to Mr J Walker, Mr S Drew and South Gloucestershire Council for quotes.

Resolved

4.8 MVAS mobile vehicle activated signs

Budget 2013/14 to be discussed later tonight.

This was noted

4.9 CCLA Bank statements

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

This was noted

4.10 A request for a new map to show amended Hawkesbury Parish Boundary

A request has been made by the Clerk; Hawkesbury needs to set up the Public Sector Mapping Agreement (PSMA).

To be actioned

Parish Clerk Parish Clerk

4.11 Recycling – Hawkesbury

Commercial use of the Parishes local recycling, Clerk needs to contact them.

Parish Clerk

4.12 Salt bin on Cold Change Hill accidentally destroyed.

Clerk emailed Streetcare-Cllr Bleaken, yellow markings have been put down ready for the new bin.

This was noted

4.13 Letter to Planners regarding planning application not received

Outstanding

Parish Clerk

4.14 Real Time HMRC

New procedures to start in April 2013-this item is outstanding-Cllr Frankcom to investigate and update the Parish Council at the next meeting.

This was noted

4.15 Hall Events-Cllr Robinson

To be discussed later tonight.

This was noted

4.16 Fly tipping A432

Clerk emailed Streetcare-Resolved

4.17 Blocked drain Horton/Hawkesbury on Chalkley Lane

Clerk emailed Streetcare

4.18 All Councillors to read the Parish Plan

Agenda item for tonight

4.19 Cemetery

Lag the pipe –outstanding-Cllr Hope

Soil by the wall-outstanding-Cllr Isaac

Income and Expenditure for the previous few years to be discussed tonight (Budget)

This was noted

4.20 Letter to Mr Tizzard enclosing his cheque and accepting his offer to cut the Plain for 2013.

Resolved

4.21 Defibrillator Fund raising

To be discussed in 2013

This was noted

4.22 France Lane

Agenda item 7.1

4.23 Drain by St Mary's Church

Streetcare Emailed

5 Councillor's Items

5.1 Pot Holes-Cllr Musty

Christmas Eve driving to St Mary's Church Cllr Musty's car hit a pot hole and the next morning found it had a flat tyre. The pot hole was 6.5 inches deep; Cllr Musty reported this hole to Streetcare. Also, a parishioner driving through Little Badminton hit a pot hole and caused £900 worth of damage to her car. Cllr Bleaken; the Clerk has already reported this pot hole to Streetcare.

Some of these holes have been previously repaired by South Gloucestershire Council; holes are being cut square and then filled. Cllr Musty explained the repairs carried out are substandard and therefore costing more money when the holes need to be repaired again. These pot holes are very dangerous to cyclists, pedestrians and can cause damage to cars. Cllr Musty would like the Clerk to feedback to South Gloucestershire Council regarding the substandard repairs being carried out. Years ago the holes would be filled and liquid tar would be put round the edge of the repair

to prevent water seeping in and breaking down.

The Parish Council agreed.

To be actioned

Clerk to email the concerns regarding substandard repairs of pot holes to Parish Streetcare. **Clerk**

5.2 Hawkesbury Primary School-Cllr Frankcom

Following the SATs results from Summer 2012, Hawkesbury School was mentioned in the Times Newspaper; they were top in the South Gloucestershire area and 77th out of over 14,000 schools in the country; Fantastic result well done to them.

This was noted

5.3 Concerns regard a Strange Character cutting down tree-Cllr Bleaken

This was Cllr Bleaken's son, who had been given permission by the land owner Sir John Jenkinson to cut down these trees.

This was noted

5.4 Church Hill-Cllr Hope

The wall on Church Hill, brickwork has fallen down – Sir John Jenkinson is aware of this.

This was noted

5.5 The New Bungalow Orange End-Cllr Bleaken

The Clerk sent an email to Streetcare on 31st December 2012 regarding a large pot hole; Streetcare requested the postcode before they could locate the property. The details have now been given to the Clerk to reply to Streetcare's email.

This was noted

6 District Councillor's Report-Cllr Hope

Street Lighting email sent 14/1/13

A late email has been received regarding the switching off Street lights at night (12:00am-5.00am). This will apparently impact on Hawkesbury in February 2013. Concerns were raised by the Parish Council what streets would be affected; Cllr Hope will seek further clarification with regards to the areas and further consultation.

Streetcare & Communities

The Introduction of Parking Enforcement Car has been agreed, but with performance to be monitored. Issue notices for illegally parking on double yellows and school zig zags markings.

Parishes will be contacted showing a mapped area outlining non mandatory services which the council carry out.

There will then be a 3 month consultation period with T&PCs and community groups at the end of which each area will have either decided to accept the basic offer, pay for an enhanced service, take over some or all services themselves or agreed some other alternative means of delivering the service.

Local Waste Management Strategy –There will be consultation on the draft waste strategy

This includes charges for green bins, the document will shortly be out for

consultation, and includes support for community composting sites. Parishes may wish to respond.

Peter Murphy has been appointed the Director of Children, Adults & Health; this brings together all the service departments dealing with people. (Education/Social Services etc), as well as taking on the public health role. No doubt there will be changes to the departments as a consequence.

7 7.1 Planning Application

COM/12/1013/OD	Land At France Lane Hawkesbury Upton Badminton South Glos	Removal of Dry stone wall and erection of Bradstone Wall	It was mentioned the wall is very close to the Gas Mains. Cllr Hope reported to SGCC This was noted
-----------------------	---	--	---

7.2 Planning Decision

PK12/3521/F	The Old Vicarage Church Lane Hawkesbury	Undergrounding of existing overhead services electricity cables & telephone wires and replacement of existing water supply, all under existing driveway	PERMIT subject to conditions
--------------------	---	---	-------------------------------------

8 Notification of Future Plans (paperless) - Clerk

An email had been received by the Clerk on 13th December 2012 regarding E Working. This was discussed in full by the Parish Council; the pros and cons of viewing future plans with only paper copies of plans or without paper copies and using the laptop.

It was agreed by the Parish Council to apply for a three month trial; to work electronically for all future planning applications but still receive paper copies of the actual plans.

To be actioned

Clerk to email Beverley Manning at South Gloucestershire Council to see if the Parish Council could apply for a 3mth trial.

Parish Clerk

9 Cemetery Grass Cutting 2013

Two quotations received to cut the Cemetery Grass for 2013; The Head Groundsman (Steve Drew) and CRK Garden Manicures.

The Parish Council discussed the quotes in full; it was put to the vote to accept Garden Manicures at £68.14 (per cut) excluding vat (the same amount as last year). All in favour.

To be actioned

Two letters required, one to Garden Manicures accepting the quote and one to The Head Groundsman to advise Mr Drew that on this occasion his quote was unsuccessful for the Cemetery

Parish Clerk

Recreational Field Grass cutting 2013

The Clerk advised the Parish Council that only one quote had been received to date; the Clerk spoke to James at South Gloucestershire Council to see if they would be quoting this year, James explained he would speak to Lee Haywood or John Patterson and one of them would be in contact shortly. The Head Groundsman quote offered a 3 and 5 year agreement.

It was agreed by the Parish Council to wait for a further quote before making any decision.

This was noted

10 Recycling for the Great Western Air Ambulance at Hawkesbury Community Centre

An email had been received from Danielle Mugridge (Bag It Up Ltd) with regards to recycling for the Great Western Air Ambulance at Hawkesbury. Bag It Up Ltd is a recycling company working in partnership with the Air Ambulance charity. They recycle clothing, shoes, textiles and mobile phones, the funds that this generates are used to help save lives across our region by supporting the Great Western Ambulance Service.

It was agreed by the Parish Council to forward the email to Angelo Sauro and the Fiona Steed for the Hall Committee to be considered as unit will need to be placed in the Hall Car Park.

To be actioned

Forward the email to the Hall Committee Angelo Sauro and Fiona Steed.

**Parish
Clerk**

11 Precept 2013/14 and Budgets-Activated signs

The Parish Council went through the budget figures for 2013/14 in preparation to set the precept for this forth coming financial year. Cllr Hope explained that South Gloucestershire Council will be handing back to Parish and Town councils some of the services they carry out. This will mean that the Parish/Town councils will need to pay for these services. A meeting is taking place today 11/1/13 to consider the outcome.

The Parish Council considered the Activated signs in their budget; but agreed not to include them due to the cost.

It was agreed by the Parish Council to provisionally increase the Precept by 2%, a meeting to be held to finalise the precept on the 21/1/13 if no unforeseen costs occur by the end of the month. Cllr Bleaken proposed a 2% precept increase, Cllr Frankcom seconds the proposal, and all but one Cllr was in favour/one against. A request was then made not to hold a further meeting.

The Clerk advised that councils are required at audit to demonstrate how a budget has been agreed, the Clerk strongly advised the Parish Council a further meeting will be necessary as not all the quotes for the grass cutting have been received and the Parish Council do not know the outcome of the meeting being held today by South Gloucestershire Council with regards to LCT Grants to Parish/Town Councils. Cllr Bleaken agreed for a further meeting to finalise the precept/budget.

To be actioned

Parish Council meeting to be held on Monday 21st January 2013, to finalise the precept calculation/budgets and any planning applications that may be received.

**Parish
Clerk**

12 12.1 Bank Reconciliation as of the 31st December 2012 was signed and figures agreed by Cllr Frankcom

12.2 Expenditure as of 31st December 2012

Each Councillor was given a copy of the up to date re expenditure for 2012/13.

12.3 Cheques to be signed

a	Parish Clerks wages via standing order For December	£403.33
b	Parish Clerks Expenses – December	£ 42.39

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

13 Urgent Correspondence

12/12/12	SLCC Annual meeting including lunch	No action
18/12/12	Casual Vacancy Hawkesbury Parish Council-Democratic Services South Gloucestershire Council	Acknowledgement of vacancy by SGC-no action
24/12/12	Council Taxbase Precept arrangement and LCTs grants 2013/14 CM Manvell South Gloucestershire Council	Item 11
30/12/12	Safer Stronger Community Group meeting 31 st January 2013 Chipping Sodbury Old School Rooms	Posters to be placed in notice boards
31/12/12	Letter and money received from Louise Roberts from the sale of the Jubilee mugs	item 19

14 2013 Big Spring Clean - Email

The Parish Council agreed weekend of the 16th/17th March 2013 for the Big Spring Clean. An advert to be placed in the Parish News for February and March, Clerk to advise Hawkesbury Primary School, order the skip/gloves and bags.

To be actioned

Complete booking form, advise the school and place the advert in the Parish News.

Parish Clerk

15 Tree Wardens

It was agreed by the Parish Council to contact Chris Wright South Gloucestershire Council to see if Cllr Bleaken and Cllr Winbow can attend the next Tree Wardens training course.

To be actioned

Clerk to contact Chris Wright South Gloucestershire Council.

Parish Clerk

16 Parish Councillor Vacancy

Following the resignation of Cllr Barnett, "A Vacancy of a Councillor notice" has been placed on the notice boards; the closing date is today 7th January 2013. The Clerk will now wait until South Gloucestershire Council contacts her with regards to the next stage-to co-opt; item agenda for next month.

This was noted

An email received from Mr Barnett was read out to the Parish Council by Cllr Bleaken; Clerk to email Mr Barnett and thank him for his letter and wish him all the best with his treatment.

To be actioned

Clerk to email Mr Barnett and wish him all the very best.

**Parish
Clerk**

17 Hall Committee meeting Helen Black – Cllr Robinson

It was a good meeting and Cllr Robinsons thanked both Cllr Musty and the Parish Clerk for attending. The Hall Committee have taken on board key issues and delivered the constitution; there is still a way to go.

Previously all members of the Hall Committee believed they were there to represent their own organisation; now they are much clearer and aware of their obligation of being a Hall Committee member. Cllr Robinson would like to see all new members joining the Hall Committee to attend a short induction course that will detail their roles and responsibilities; great transparency and sharing of information/vote on decision. Cllr Musty-the message was given in a clear persuasive way.

The members from specific organisations should be elected annually as should the Chair. The aim is to encourage organisation representatives to have keen interest in the Hall Committee.

Cllr Robinson was congratulated by the Parish Council for all his hard work.

Helen Black also discussed “The Hall Mark Gold Standard” to the committee members-this is an audited bench mark grade, this would encourage people onto the committee.

Looking to the future with regards to the Hall Committee advertising future events; perhaps these can be advertised in the Parish News and on the Parish Notice Boards as large events have an impact on the village.

This was noted

18 Hawkesbury Parish Plan

This was discussed in full by the Parish Council and the following points were raised;
The recycling has improved
Broad band is available in the Parish
The speed within the village is still an issue
Transport group is available
Gardening club has been set up.
The monument – the Duke will support any improvements and will match any money spent
Farm Pool-following Cllr Bleaken’s advert only one person has responded Hazel Wilmott.
Sustainable Energy group had been set up however the key driver left
Economy
Accommodation for older people downsizing
Housing survey
A meeting needs to be set up; a date needs to be set to review the Parish Plan.
No one responded to Cllr Hopes item in the Parish News regarding help for reviewing the Parish Plan.

It was agreed for Cllr Hope to email previous committee members and arrange a meeting and place another note in next month's Parish News – link to neighbourhood planning

To be actioned

Cllr Hope to email all previous committee members and place an advert in the Parish News for February. Cllr Hope

Cllr Hope mentioned the £2K grant available to Parish Councils-Sarco speed camera could be considered although this would cover the capital the Parish Council will need to commit to the revenue costs. Councillors to have a think where best to allot grant monies in preparation for the next meeting.

Cllr Bleaken asked Councillors to think about trying to buy the manorial waste opposite the Somerset Monument and put a Picnic bench there and a small car park. Perhaps the landowner may want to donate the land and the Parish Council manage it. Planners/highways will be involved; before anything could be formalized, trees need to be cut down, at the moment it is an eyesore

Farm Pool – it would be nice to see this area up together-Cllr Bleaken will keep the Parish Council updated

19 Jubilee Mugs

The Clerk received from Mrs L Roberts £90 cash and a breakdown of the costs/sales of the jubilee mugs;

288 mugs purchased

142 given away/left/broken

146 sold

Detail	Debit £	Credit £	Balance £
Purchase ex vat	785.00		785.00
Sold 146 @ £2Cash 24/8/12		202.00	583.00
Cash 31/12/12		90.00	493.00
Donation Buffs		75.00	418.00
Donation Writers		100.00	318.00
Donation WI		100.00	218.00
Donation Parish Magazine		200.00	18.00
Balance	785.00dr	767.00cr	18.00dr

£18 Parish Council's donation

It was agreed by the Parish Council to thank Mrs L Roberts for all her help with organizing the purchase and selling of the mugs.

To be actioned

Parish Clerk to write to Mrs Roberts on behalf of the Parish Council

17 Date of next meeting

The next Parish Council will be on Monday 21st January 2013 it will be held in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm.