

Hawkesbury Parish Council



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

Present:

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

Apologies

Cllr Isaac and Cllr Frankcom

Public Participation

None

Action

Accept apologies for Absence

Cllr Isaac and Cllr Frankcom

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

- 2nd September 2013 Signed as a fair and accurate record by Cllr Bleaken
- 17th September 2013 signed as a fair 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 July and Augusts approved minutes

Emailed to Mr Sauro

Resolved

4.2 Little Badminton Notice Board and Hawkesbury Notice board

The Clerk spoke to Mr Choyce today and he promised to act on the issues outstanding with regards both notice boards

- Stays required and additional locks for Hawkesbury Notice board

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

Mr Choyce will also re-stain the Hawkesbury notice board. Hopefully this will be resolved by the next meeting.

This was noted

4.3 Bank Mandate update Signatories

Cllr Winbow to take ID and mandate into NatWest Chipping Sodbury branch

**Cllr
Winbow**

This item remains outstanding

4.4 CCLA

Identification has been sent into NatWest Clerk to check with the bank to see if the amendments have been carried out.

To be actioned

**Parish
Clerk**

Clerk to speak to NatWest to check amendments have been carried out

4.5 New Map for Boundary of Hawkesbury Parish

Remains outstanding

**Parish
Clerk**

4.6 HURG

Potential Commercial use of site when green bin alterations take place-clerk to email HURG-outstanding

**Parish
Clerk**

4.7 Hall Committee deeds

Audit trail to be emailed to Cllr Robinson-**Resolved**

4.8 Inglestone BT Telephone box

Repairs to the BT phone box to replace the door and pane of glass has been carried out no more calls from the resident cows.

Resolved

4.9 Drain located outside of Greenbury House on the main road

This drain has been repaired

Resolved

4.10 Pot Holes Chase Lane

Clerk to Chase Gloucestershire Council to repair the pot holes on Chase Lane-still outstanding

**Parish
Clerk**

To be actioned

Clerk to email Gloucestershire Council

4.11 Local Services

This item remains outstanding as per the Parish Council meeting held on 13th May 2013 The Parish Council agreed to register the shop as a community asset.

To be actioned

Cllr Hope

Cllr Hope to report back at the next meeting

4.12 Bus Shelter

Maintenance of bus shelter remains outstanding - agenda item for tonight.

This was noted

4.13 Verges along the lanes

The Parish Clerk emailed South Gloucestershire Council for their comments regarding any problems with the verges – no response

This was noted

4.14 Licence for Grass cutting

Clerk to speak to Mr Iodines to apply for a licence to cut the verge outside his property. Mr Dixon SGCC advised the Clerk the Council will be charging 0.83p per square metre.

This was noted

4.15 Miniature Fruit Trees-allotments

The Clerk emailed Mr Hull regarding confirmation from the last meeting in respect of his request for fruit trees and also returned his signed agreement.

Resolved

4.16 Additional Water trough

Agenda item for tonight's meeting

4.17 Allotment vacancy

Plot 21 has been cleared agenda item for tonight's meeting.

4.18 Recreational Grass cutting

Agenda item for tonight

4.19 Planning consultation Policies, sites and plans (PSP)

Room booked for the 21st October-the closing date was extended until 14th November.

This was noted

5 Councillor's items

5.1 Cemetery Soil – Cllr Cox

Cllr Cox would like to see the top soil removed from the Church yard, just inside the Lynch Gate to help tidy the Cemetery. In November usually the Parish Council/Cemetery Sub Committee spend a weekend day tidying the area. Cllr Bleaken will go and have a look at the mound with Cllr Cox on Saturday 20th October at 11am, as Chair of the Cemetery Sub Committee Cllr Hope mentioned anyone could come along and inspect the soil– agenda item for November.

To be actioned

Cllr Bleaken and Cllr Cox to report back to the Parish Council in November-Clerk to ensure this is an agenda item for November.

Parish Clerk

5.2 A433-Tetbury road-Cllr Winbow

A line of tree branches along the A433 the branches are majorly encroaching into the road, a request was made for these to be cut back. They can be located on a corner near the lay by on the left hand side going towards Didmarton.

To be actioned

Clerk to email Streetcare

Parish Clerk

5.3 Bonfire Night 2nd November 2013-Cllr Musty

Hawkesbury's annual Bonfire night celebrations will take place on Saturday 2nd November. Volunteers welcome.

Two ton of top soil has been donated and has been placed by the basket ball area. This will be used to make good any ruts.

This was noted

5.4 Christmas lights switch on-Cllr Bleaken

Cllr Bleaken has been approached to request no fireworks at the Christmas lights switch on-it upsets both animals and children.

September Fireworks-Cllr Ruthven

At a local wedding at Hawkesbury Upton at 10.50pm fireworks were lit and it was like world war 2, they could be heard in Alderley and a lot of people were taken by surprise. This upset many animals.

Over the years the firework that is lit when the lights have been switched on is to commemorate Lee Gardiner, Cllr Musty will communicate with Mr Gardiner.

To be actioned

Cllr Musty

Cllr Musty to take this forward

5.5 Hawkesbury Primary School-Cllr Hope

Welcome to Cllr Winbow as school governor and after 13years, Tracy Norris will be leaving her position as School Business Manager, sad time.

This was noted

**Cllr Hope
& Cllr
Bleaken**

5.6 Bramble Cottage-Cllr Hope

Their hedge needs to be cut back, Cllr Hope and Cllr Bleaken to take this forward.

This was noted

5.7 Trees-Cllr Winbow

Trees outside the new houses that have been built just off the High Street appear to be more in the road (by the telegraph pole). This tree may be a private tree and not the Parish Councils responsibility-however, if the trees girth is in the road it will be Highways responsibility especially as the girth will grow.

This was noted

6 District Councillors report-Cllr Hope

The **Discover festival** is an exciting and diverse programme of events for all ages to discover something new in South Gloucestershire. It is organised by South Gloucestershire Council, local residents, community groups and businesses.

The festival runs from 12 September to 1 November with a great range of events from author talks to local walks, concerts to bakery tours and a whole host of specialist activities for specific ages and groups.

The **Frome Vale Area Forum** met on the 19th September at Frampton Cottrell. The Area Committee awarded capital grants to Hawkesbury Village Hall (£3000) & Hawkesbury After School Club, (£1899). The Village Hall also received funding from the New Homes Bonus Monies for a new boiler. All are welcome to attend the Forum to have their say and catch up on local issues

Application for revenue grants open on the 14th October.

Concern about the secrecy and slow roll out of the Broadband UK – Although Tormarton was mentioned in the last press release for access to high speed broadband, none of the other villages on the exchange were included. Hawkesbury doesn't appear to be on the horizon; although we are assured we will have the cabinet connection by 2015.

Health

The last Health Scrutiny Committee referred the decision by the Clinical Commissioning Board to have the interim 68 beds at Southmead to the Secretary of State. The evidence has been submitted. Cllr Hope also asked for further information on the Health & Social Care centre at Frenchay before this would also be referred. Concerns have been raised about the low use of Yate MIU by outpatients. It would appear that SGC is going to support a bus service from Yate to Southmead Hospital for visitors as from April 2014.

Safer Stronger Group will meet at the Old Grammar School, Chipping Sodbury on 23rd October.

Posters have been circulated regarding NO TRICK or TREATERS here, and the marking of Catalytic converters at Bryant Garages on the A46

7 7.1 Planning Application

PK13/2689/LB	The Old Vicarage Church Lane Hawkesbury	Internal and external alterations to facilitate the installation of external lighting. Erection of 2no. stone buttresses to stabilise garden wall.	No objection to planning application
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7.2 Planning Decisions received

PK13/2907/TC	Pool House High Street Hawkesbury Upton	Works to remove Leylandii hedge situated within Hawkesbury Conservation Area	No Objection
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The Clerk read an email to the Parish Council from the Planning Department from South Gloucestershire Council regarding a request to see whether planning permission was required for work being carried out within the Hawkesbury Parish Council's conservation area.

"We have to charge for enquiries relating to whether or not planning permission is needed for a particular proposal. Planning Enquiry forms can be found on the planning portal, the fee is £81.60. You could also advise the person that there is information and guidance on the planning regulations on the website if they wish to check for themselves."

This was noted

8 8.1 Bank Reconciliation as of 30th August 2013 and 30th September 2013

Figures checked and signed by Cllr Hope

8.2 Cheques to be signed

A	Parish Clerks Expenses September	£ 22.50
B	Parish Clerks Expenses July/August paid but figure not advertised on 2/9/13	£ 22.50 £ 22.50
C	Grant Thornton External Audit Fee payment agreed on 17th September but not advertised on the agenda.	£120.00

Cllr Hope proposed payment for the Clerks expenses and Cllr Bleaken, second the proposal; the remaining Parish Councillors were in all favour and agreed payment. The cheque was subsequently signed in accordance to the bank mandate.

8.3 External Audit

The Clerk has received the audited Annual Return for year ending 31/3/13 and payment to Grant Thornton was approved last month.

Grant Thornton Auditors brought to the Parish Councils attention the following which was read out by the Clerk;

Accounting for fixed Assets

It has come to their attention that box 9 of section 1 of the Annual Return – the Accounting statements includes fixed assets valued at insurance value.

Local Councils are required to account for fixed assets at purchase cost. If this is not known a proxy cost should be substituted (e.g. insurance value). Commercial concepts of depreciation or impairment adjustments, etc are not appropriate for local councils. For reporting purposes therefore, the book value of fixed assets will usually therefore stay constant until disposal. Where insurance value has been used as a proxy it should not be adjusted for annual changes.

This was noted

Parish Clerk

The notice of conclusion of Audit to be placed on the notice board.

8.4 Expenditure July 13

The Parish Clerk provided the Councillor's with an up to date summary of the Parish Councils expenditure as of July 2013.

This was noted

9 Urgent Correspondence

9/9/13	Consultant topic- Crime and Community safety, Democracy and participation, Environment, Equalities issues, Fire and emergency planning, Regeneration issues, Voluntary and community sector issues – Closes 29/11/13	Email to all Councillors
7/9/13	ALCA AGM Saturday 2 nd November 2013 at Bath	Cllr Winbow to attend

16/9/13	Complaint letter received – unsigned anonymous	Unable to reply due to no contact details.
23/9/13	South Gloucestershire Council Policies, Sites and Places Plan (PSP Plan) details	Meeting booked 21 st October 2013 to complete the consultation document.
23/9/13	CPRE Branch AGM Saturday 5 th October 13 Bath	This was noted
27/9/13	Letter received regarding Allotment plot 20	See item 17

CLlr Bleaken- Environmental Forum

This was an interesting meeting looking at how schools can save money with regards to lighting, also talked about meadows and community orchards. When the Parish Council is discussing the PSP Plan in two weeks time, have a think of where if possible Hawkesbury could have a community orchard!

This was noted

CLlr Cox highlighted health and safety issues when erecting and decorating the Christmas tree this year when using an agricultural bucket. CLlr Isaac has a cage which would be more suitable and safer.

This was noted

10 Highways Verges and Dog bins

The Clerk has not received a response from Mr Michael Dixon South Gloucestershire Council regarding the cost of cutting the land on the Ring Road

To be actioned

Clerk to contact Mr Dixon to confirm the cost of the above land.

Parish Clerk

11 Maintenance of bus shelter-CLlr Musty

The original date set to carry out the maintenance on the bus shelter had to be cancelled. The repairs required; replacing the missing slate and re-staining the seat; CLlr Musty, CLlr Winbow and CLlr Robinson proposed a date weekend of the 9th/10th November. All in favour

To be actioned

Weekend of the 9/10th November to carry out the repairs

**CLlr Musty
CLlr
Robinson
and CLlr
Winbow**

12 Recreational Field Grass cutting

2013 Grass cutting costs

Budgeted £2395.28

Payments to The Head Groundsman £1103.84

Balance due to Mr Jones £540.00

Balance £751.44cr

Outstanding cuts Mr Jones £114.00

Balance £637.44 in credit-although there have been issues this year the Parish Council has stayed well within budget.

Grass cutting specifications for all areas

Clerk to prepare a revised specification for all cutting areas for November's meeting

Parish Clerk

Play Area Bushes to be pruned back

Cllr Bleaken to refer the pruning of the bushes in the children's play area to the Hall Committee at the next meeting. Also the hedge needs laying Cllr Bleaken to speak to Mary Norman.

Clerk to contact Westerleigh Parish Clerk Fiona Thornton to see who they use to cut their grass.

13 2013 Risk Assessment Cllr Winbow and Cllr Ruthven

A little more time is required before the report can be put to the Parish Council-agenda item for November.

To be actioned

Parish Clerk to ensure this item is placed on the November agenda

**Parish
Clerk**

14 Safter Stronger communities Partnership consultation

Parish Clerk to email this consultation to all Parish Councillors

To be actioned

Clerk to forward the email

**Parish
Clerk**

15 CiLCA Training

The Clerk has shown an interest in the local Government's qualification and bought to the Parish Councils attention the cost; £150.00 to register for the Certificate in Local Council Administration (CiLCA).

The Parish Council supports the Clerk request and agreed payment.

To be actioned

Parish Clerk will ensure the Cheque is placed on the next agenda for payment.

**Parish
Clerk**

16 South Gloucestershire Green Infrastructure consultation 10/9-1/11/13

This consultation was discussed by the Parish Council and they agreed the following wording

"Consultation was too long winded it needs to be more concise and in plain English"

To be actioned

Clerk to respond to the consultation

**Parish
Clerk**

17 Allotments

Mrs McLaughlin viewed plot 21 but preferred plot 20 (if it was available) as it was in a much better condition. The Clerk had received a letter from Mr Goodfield to say he was cancelling his tenancy agreement this year on plot 20. The Clerk put to the Parish Council if Mrs McLaughlin could take over plot 20 as it was now vacant.

A full discussion took place and it was agreed Mrs McLaughlin could take plot 20 over.

Plot 21 condition; the Clerk had asked Cllr Robinson to view the plot and report back to the Parish Council. It was agreed the next person on the list could be offered this allotment and pay no rent until April 2015. All in favour.

After a further discussion it was agreed by the Parish Council to amend the allotment agreement to include a deposit on all new tenants which will be given back at the end of their tenancy if the allotment is left in a good condition. If not the deposit would cover the cost of rotavating the plot and the Parish Council would not be out of pocket allowing plots being taken over rent free for a year.

To be actioned

Agreement to be set up for Mrs Mclaughlin; contact the next person on the list and offer plot 21. Amend the agreement to include a deposit.

Water Trough

The cost to instate an additional trough remains outstanding.

18 Remembrance Sunday 10th November 2013

Poppy wreath has been ordered. An important anniversary next year to commemorate 100 years. Cllr Ruthven would like to film the ceremony this year; contact Liz Howard or the British legion.

To be actioned

Cllr Ruthven to take this forward

**Cllr
Ruthven**

19 Christmas 2013

The Parish Council agreed a date for the Christmas lights switch on being 7th December, the erection of the tree to take place on Sunday 30th November in the morning. Clerk to write to the Duke to order a Christmas tree, contact the school for details of the oldest and youngest children's names. Piece to be put in the Parish News for mince pies, ask the pubs if they would do mulled wine again this year.

In addition the Parish Council discussed purchasing new baubles after several were damaged last year. A figure of £100 was agreed by all.

A date was also set to take the tree down 4/5 January 2014.

20 Date of the next Parish Council meeting will be held on Monday 4th November 2013 in the upstairs meeting room at Hawkesbury Parish Hall at 7.30pm.