

**Minutes of Hawkesbury Parish Council Meeting  
Held on Monday 6<sup>th</sup> September 2010 at 7.30pm  
in the Parish Hall upstairs Meeting Room**

**Present:**

H Bleaken (Chair), J Otley, C Dixon, A Musty, L Roberts, S Hope, D Higgs and H Jones  
(Parish Clerk)

**Apologies:**

P Isaac

**Public Participation**

None

- 1 To accept apologies for absence**  
Cllr Isaac

Action

- 2 Declaration of Interest**  
None

- 3 Public Participation**  
None

- 4 Approval of last months minutes**
- 5<sup>th</sup> July 2010, minor amendments made, minutes approved and signed as a true record of the meeting by Cllr Bleaken.
  - 2<sup>nd</sup> August 2010 minutes approved and signed as a true record of the meeting by Cllr Bleaken.
  - 16<sup>th</sup> August 2010 minutes signed and approved as a true record of the meeting by Cllr Bleaken.

**Action**

**Parish Clerk to email all signed and approved minutes to Mr Sauro to arrange for them to be put on the Village Website.**

**Parish Clerk**

- 5 Update of previous action points**  
**Parish Council Meeting 21<sup>st</sup> June 2010**

*Page 3, 5.1 Item 5 Finance-Office software for New laptop.*

Software has been ordered and now on the new laptop together with the security programme. Awaiting invoice for the software from Mr Sauro

**This was noted**

**Parish Council Meeting 5<sup>th</sup> July 2010**

*Page 38 5.4 Bank Mandate.*

Still outstanding Parish Clerk to action.

**Parish Clerk**

*Page 38, 5.7 Audit item*

Budget report completed to be discussed later item 13 Finance, Asset register outstanding.

**To be actioned**  
**Parish Clerk to complete Asset Register.**

**Parish  
Clerk**

*Page 38 item 5.9 Allotments*

Has the new shed been erected? No

**This was noted**

*Page 38, 6.1 The Pound.*

There are two Pounds in the Village. The Parish Clerk is to contact the conservation area to apply to remove the dead Cherry tree and await the necessary forms from South Gloucestershire Council. It was also brought to the Parish Council's attention that there is a sycamore tree that needs removing. A note to be entered in the Parish News to let everyone aware of the procedures being taken by the Parish Council to remove these trees in the Conservation area.

**Cllr  
Musty**

**To be actioned**

Parish Clerk to email SGCC with regards to the Sycamore and dead cherry tree, also place a note in the Parish News.

**Parish  
Clerk**

*Page 39, 6.3 Power Surge*

Cllr Musty – Further investigation is required.

**Cllr  
Musty**

**To be actioned by Cllr Musty**

*Page 39, 6.4 Removal of Conifer tree*

The small tree has already been removed

*Page 39 6.5 Damaged Road*

Cllr Dixon – selected areas have been repaired.

**This was noted**

*Page 39, item 8 Standards of England Pocket Guide*

Cllr Higgs to sign for a copy.

**Parish  
Clerk**

**To be actioned**

*Page 39 item 9.1 Bus shelter*

Shrubs outstanding, bus shelter light not working.

Cllr Musty mentioned that Mr Watts will look at the light and xmas lights, replace the box with a plug and timer.

**To be actioned**

**Cllr  
Musty**

*Page 39, item 9.2 Hawkesbury Notice Board.*  
Cllr Otley has the latch, just needs fixing.

**To be actioned**

**Cllr  
Otley**

*Page 40, 9.3 Litter Bins*

The Village Hall is responsible for the Rec and Village Hall bins.

**Resolved.**

*Page 40, 9.5 Ornamental Cherry Tree.*

Cllr Hope mentioned that permission from the Council will need to be obtained, as it is within the conservation area. Parish Clerk to obtain the paperwork. Cllr Roberts to speak to the Duchess re the planting of the new tree.

**Parish  
Clerk**

**To be actioned.**

**Cllr  
Roberts**

*Page 40, item 9.7 Electrical Box*

Previously discussed item 9.1 bus shelter

**This was noted.**

*Page 40 item 9.9 Village Pump*

Cllr Musty – Mr Day has agreed to weld the manhole cover. Cllr Musty to confirm when the work has been completed.

**To be actioned.**

**Cllr  
Musty**

*Page 40, item 9.10 War Memorial*

Cllr Roberts and Cllr Otley to repaint the fence and gate.

**To be actioned.**

**Cllr  
Robert &  
Cllr  
Otley**

*Page 41, item 9.11 Little Badminton notice board.*

To be discussed later, item 11 on the agenda.

**This was noted**

*Village Pound*

Already discussed

**This was noted**

*Page 41, item 9.14 Lych Gate Notice Board*

The Cemetery committee is without a chair since Cllr Tyson left. Item for next months agenda, to vote for a new Chair.

Roof tiles-Parish Clerk to contact the insurance company.

**Parish  
Clerk**

**To be actioned.**

*Page 41, item 9.16 Allotments.*

Cllr Dixon to email a letter to Parish Clerk to forward to all allotment holders to

advise them of the health and safety issues re their bench.

**Cllr  
Dixon**

**To be actioned by Cllr Dixon and Parish Clerk**

*Page 44 item 15 Lych Gate*

The paint has been collected await invoice from Mr Yuill.

**This was noted.**

*Page 44, item 16 Allotments*

16.1 All agreements now signed and filed.

**Resolved**

*Additional Water trough*

16.2 Cllr Dixon will advise the allotment holders that there will be no additional water trough due to the costs. Cllr Otley mentioned Tom Cole would look at the post/fence. Cllr Otley to check if this has been carried out.

**Cllr  
Dixon &  
Cllr  
Otley**

**To be actioned by Cllr Dixon and Cllr Otley**

*Outstanding bus shelter slates*

To be placed on next months agenda.

**Parish  
Clerk**

**To be actioned by Parish Clerk**

## **6 Items from Councillors**

### **6.1 Farm Pool**

Cllr Musty expressed his disappointment over the condition of Farm Pool and raised a question who it belong to? The verges have not been cut and it is full of wildlife.

Cllr Hope confirmed it was Common Land and the Parish Council agreed previously not to support with the clearing out.

A study was carried out 2 years ago; the results should be on the company's website.

Item agenda for next month, Parish Clerk to write to Sir John Jenkinson to advise him and await any comments.

**Parish  
Clerk**

**To be actioned by Parish Clerk**

### **6.2 Christmas Lights**

Cllr Roberts Saturday 11<sup>th</sup> December the Christmas lights to be switched on.

Pre school Disco will be the same evening. PTA Christmas fair is the 4<sup>th</sup> December.

**This was noted**

Cllr Roberts to let Village of the Year know the date.

Cllr Musty – requires volunteers to erect the tree on Sunday 5<sup>th</sup> December 2010 at 10am.

### *6.3 Soil*

Cllr Roberts-Apologies from the Yuill family it will be removed in the next few weeks.

**This was noted**

### *6.4 Cemetery clean up*

Cllr Robert-This will take place end of October, Saturday 30<sup>th</sup> at 10.30am.

**This was noted**

### *6.5 Bonfire Night*

Cllr Musty confirmed that Bonfire Night will take place again this year on Saturday 6<sup>th</sup> November.

**This was noted**

### *6.6 Xmas Tree*

Cllr Musty-Appreciated last years tree and would like to request another one over 20ft tall. **Cllr Hope to action.**

### *6.7 Drains A46 to the Petty France*

Cllr Higgs was concerned about the drains along the A46. Parish Clerk to write to Streetcare.

**To be actioned**

**Parish Clerk to write to street care.**

**Parish  
Clerk**

### *6.8 Overhanging hedges*

Cllr Higgs raised his concerns about the over hanging of hedges from Starveal Lane to the monument.

Cllr Higgs would like a reminder to be placed in the Parish News regarding this issue.

Seat by the Monument needs repairing. Cllr Higgs to carry out the repair.

Princess Diana Plaque is hidden by the undergrowth.

**To be actioned.**

**Parish Clerk to write the Parish News, Cllr Higgs to repair the bench.**

**Parish  
Clerk &  
Cllr  
Higgs**

### *6.9 Speedwatch*

Cllr Higgs asked if the times could be varied, as drivers are becoming more aware when they will be out monitoring the speed.

### *6.10 Tractors*

Some tractors are driving through the village with no visible lights; Farmers should follow the "Road Highways" and be aware of the dangers of the loads they are carrying.

### *6.11 The drain grate- Highfield Farm*

Cllr Otley, advised that the above drain was full of debris and needs clearing. 3 drains on Highfield roads also needs clearing and does the pipes.

### *6.12 Sandpits Lane*

Cllr Otley; the tarmac pavement from 6-16 on sandpits Lane is a risk. Weeds are growing, there are lumps out.

Parish Clerk to email Streetcare regarding both items 6.11 & 6.12.

**To be actioned.**

**Parish  
Clerk**

### *6.13 Job number for Pool House*

Cllr Otley would like the Parish Clerk to give him the Job Number.

**To be actioned.**

**Parish  
Clerk**

### *6.14 Money left over from last year.*

Cllr's would like to see money left over from last year used to buy the new notice board for Hawkesbury.

### *6.15 Overgrown Hedges*

Cllr Otley would also like to see a reminder in the Parish News regarding the overgrown hedges. Cllr Hope would also like to reinforce this. The process should be visit the offender regarding the issue, if no response, send a letter and finally SGCC to carry out the repair and invoice the individual direct.

**This was noted.**

### *6.16 Daffodil Bulbs*

Cllr Hope, as previously discussed, Fiona would like us to consider planting bulbs in the Parish. Cllr Hope to find out the cost and Parish Clerk to have this as an agenda item for October.

**Cllr  
Hope &  
Parish  
Clerk**

**To be actioned.**

### *6.17 Hedges*

Cllr Bleaken would also like to mention the hedgerow being over grown

**This was noted.**

## **7 District Councillor's report**

Cllr Hope

The predicted financial position looks very strained for the coming years, with savings of £7m-£31m being predicted to be made over the next five years. More will become clear with the Comprehensive Spending Review to be announced on the 20<sup>th</sup> October and the publication of the Localism Bill.

Residential Home: Closure of Council residential homes is taking place. New residential homes are to be built on the Frome House Site, Yate and The Chase site in Kingswood. These developers are likely to be in partnership with others.

The Countywide speed review of roads has taken place on main roads. There is a recommendation to reduce the speed limit on parts of the roads to 50mph.

Thursday 9<sup>th</sup> September, The Frome Vale Area Meeting at 7pm at Frampton

Cotterrell Primary School. On Display will be the Joint Local Transport Plan and the Council's Review of Licensing Policy. There will also be a decision of the grant system.

Cllr Hope has spoken with Mark Parry-SG Officer (Highways) regarding the 20MPH school travel plan. Only a short space between the Wigwams with the reduced speed, not through out the village.

Cllr Hope has also attended meetings on HLS Agreement on the commons, progress with the transition services for young people suffering from Autism and the Cotswold AONB Executive.

Safer Stronger funding bids-cut off date 24<sup>th</sup> September.

**8. The Commons-Parish Policy-Cllr Dixon.**

Cllr Dixon wanted to discuss "Parish Council representation" following an item written by Cllr Bleaken in the Parish News which was as a response to his entry regarding the Commons. It was signed by Hazel Bleaken-Parish Council Representative on the Commons Management Group, and there is no such group.

Cllr Bleaken was voted as a representative of the Parish Council (PC) by the PC to attend the Commons Meetings and keep the PC informed of its progress.

Cllr Bleaken did not respond on behalf of the Parish Council, but as the representative of the Commons Meeting. It was noted that Cllr Bleaken's entry was not a response from the PC.

**9 Parish Councillor Vacancy**

A poster has been placed on the Notice Board and in the Parish News for the above vacancy. Closing date will be 20<sup>th</sup> September 2010 and applicants will be invited to the Parish Council meeting held on the 4<sup>th</sup> October 2010. Parish Councillor's will be given the opportunity to vote.

It was agreed that a secret ballot would take place.

**This was noted**

**10 Allotments**

*Agreements.*

All allotment holders have signed their agreements.

**Resolved.**

*Water Bill*

The Parish Clerk made the Parish Council aware of the water bill received in August £60.67 compared to last year £33.39.

**This was noted.**

*Allotment 15*

Following the recent bereavement of the allotment holder, it was agreed by the

Parish Council that the family could keep the allotment until the end of the year.

**This was noted.**

## 10 Planning applications received

<b>PK10/2201</b> /F	Sunny Mead, Park Street, Hawkesbury Upton.	Replacement driveway with block paving	The Parish Council has <b>no</b> <b>objection</b> to the planning application; please ensure that the paving is permeable.
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## Planning Decisions received

<b>PK10/1278</b> /LB	Inglestone Chase Inglestone Common Badminton.	Farm Lane alterations to facilitate new entrance lobby and rear canopy.	Notice of Decision <b>-Consent</b>
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<b>PK10/1277</b> /F	Inglestone Chase Inglestone Common Badminton	Farm Lane Erection of single storey rear extension to form entrance lobby	Notice of Decision <b>Permit</b>
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## Withdrawn Applications

<b>PK10/1280</b> /F	Park Street Hawkesbury Upton	Resubmission PK10/0059/F	of
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## 11 Little Badminton Notice Board.

The Parish Council agreed that a new notice board is required.

The Badminton Estate would like the notice board moved away from the hedge, and the existing posts are not suitable to support the new notice board. Cllr Higgs agreed to help with the new wooded posts and Cllr Musty will prepare the holes to support the posts.

### To be actioned

The New board will cost in the region of £990 to buy. This was proposed by Cllr Higgs and second by Cllr Otley and supported by everyone.

Cllr  
Higgs &  
Cllr  
Musty

## 12 Parish Clerks Contract

To be signed before the next meeting.

Cllr  
Bleaken



**To be actioned**

**13 Urgent correspondence**

Mazars Auditors report.  
Parish Clerk went through the urgent post.

**This was noted**

**14 Finance**

Parish Clerk went through the Bank reconciliation.

**All invoices paid.**

Hazel Jones  
South Glos annual Licence fee Birgage £50.00  
Allotment water bill £60.67  
Cemetery water bill £24.18  
South Glos grounds maintenance July 10 £201.11  
Mazars £158.62

**Resolved.**

**15 HGV Weight restrictions**

Cllr Otley stated that the weight restriction via Hawkesbury was lifted following the gas explosion in Wickwar. Cllr Hope mentioned that this will not be reinstated. Prior to the incident our road was not suitable for HGV and that is why the restriction was put in place, it was agreed that the Parish Council are looking to have this reinstated not a new restriction, District Cllr Hope will take this forward.

**To be actioned**

**Cllr  
Hope**

**16 Lych Gate**

The paint has been collected by Mr Yuill, await invoice.

**This was noted**

**17 Alert – Trading Standards**

No cold calling zones launched in South Glos  
It was agreed by the Parish Council to contact Charlotte Allard or Kevin Evans at South Gloucestershire Council's trading standards department.

**Parish  
Clerk**

**To be actioned**

**18 Dropped kerbs**

Cllr Hope had a meeting with Miss May & Mrs Pyke on Saturday 4<sup>th</sup> September 2010. South Glos has suggested 1 pair of dropped kerb instead of the original 5. To be considered Highfields, the High Street or Sandpits lane.

Cllr Hope will come back to the Parish Council.

A letter had been received today from Miss May regarding this item and several other issues. Cllr Roberts to take forward overgrowth of hedges, wall collapsing. **Cllr Roberts**

**To be actioned**

**19 Date of next meeting**

Monday 4<sup>th</sup> October 2010 in the upstairs meeting room, Hawkesbury Parish Hall at 7.30pm.