

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 6th February 2012 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

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

Apologies

P Barnett and H Heeley

Public Participation

None

Action

Accept apologies for Absence

Cllr Barnett and Cllr Heeley

1 To record declaration of interest from members in any item to be discussed.

Cllr Bleaken – Item 8 Little Badminton Notice Board-Scope of work-Personal

Cllr Hope – Item 12 Grant Funding skate Park Brownies and Guides and Youth Club

Cllr Robinson – Item 18 Allotments

Cllr Frankcom – Item 12 Grant Funding Youth Club and Skate Park

Cllr Isaac arrived at the meeting-Personal interest on item 8 Little Badminton Notice Board

2 To adjourn to allow public participation.

None

3 Approval of Minutes

- 9th January 2012 Minor amendment made, minutes approved and signed as a true record of the meeting by Cllr Bleaken.
- 16th January 2012 Minor amendment made, minutes approved and signed as a true record of the meeting by Cllr Bleaken.

4 Update of previous actions - Parish Clerk

4.1 page 259 Minutes

Amendment's made and minutes emailed to Mr Sauro

Resolved

4.2 page 259 The land rear of Blue Boy House

Email received from James Cooke South Gloucestershire Council-a Colleague attended the site on 16th January 2012 at which point good progress had been made to the wall. Mr Cooke have spoken to the owner who have advised they are just waiting for the contractor to finish the final leg of the wall so as the groundwork to the whole driveway can be completed. The Owner said the contractors have been promised that the wall would be completed by February and the driveway should be a matter of 4-5 days after that, so Mr Cooke is hoping that these works might finally be complete within 4-5 weeks; Mr Cooke will again arrange for a re-visit.

This was noted

4.3 page 259 Bramble Cottage

Cllr Hope and Cllr Bleaken to visit the occupiers within the next few weeks before the nesting season starts.

Outstanding

4.4 page 259 Internet Banking

Cllr Frankcom spoke to NatWest regarding the Parish Council opting for internet banking – view only. Due to the Parish Council have more than one signatory this is not an option available to them.

This was noted-resolved

The Parish Council can however, change their statement date so the statements arrive in plenty of time for the Clerk to forward the bank reconciliation to Cllr Frankcom before the meeting.

To be actioned

**Parish
Clerk**

4.4 page 259 BT phone box at Little Badminton.

Due to the recent damage to Little Badminton's phone box a request was made for the clerk to write to BT asking for their intentions; whether or not they are going to repair it? Also to find out when the police tape is going to be removed.

To be actioned

Parish Clerk to write to BT

**Parish
Clerk**

4.5 page 260 The Safe Cllr Cox

Cllr Cox will be speaking to the Hall Committee within the next few weeks to arrange for the Safe to be moved to the Hall.

This was noted

4.6 page 260 Hawkesbury Upton's Parish Notice Board

The new notice board was erected on Friday 3rd February 2012. Cllr Musty asked when the contractors were going to oil the Post's, also when this is carried out can the contractor's lift the notice board up by 6 inches and also improve the locking system.

To be actioned

Parish Clerk to speak to Mr Choyce

**Parish
Clerk**

4.7 page 260 Cemetery Notice Board-Cllr Hope

The Notice board has been updated.

Resolved

4.8 page 260 Little Badminton Notice Board and scope of work

Being discussed later tonight

This was noted

4.9 page 260 Glebe Land-Cllr Robinson

Cllr Robinson explained due to both the Parish Council and Hall Committee meeting, being held on the same evening he did not know the outcome. He will follow this through and let the Parish Council know the details at the March meeting.

This was noted

**Cllr
Robinson**

4.10 page 260 Thank you letter to His Grace for the Christmas Tree

Outstanding

**Parish
Clerk**

4.11 page 260 Letter to Yate & District heritage regarding grant funding

Outstanding

**Parish
Clerk**

4.12 page 261 Parish Council Insurance

Two quotes are being obtained

This was noted

**Parish
Clerk**

4.13 page 261 Cattle grids on the Common

Email sent to Streetcare and acknowledged. The Parish Council will wait to see if they have taken on board their suggestions regarding the clearing of the cattle grids.

This was noted

4.14 page 261 Sign post for the Church by Pool Farm – Street care emailed

Substandard work has been carried out-the sign has been put up with jubilee clips that are too big, using pieces of wood to wedge it in. A request was made for the Clerk to email Streetcare for their comments.

To be actioned

Parish Clerk to email Streetcare

**Parish
Clerk**

4.15 page 261 Pot holes by Farm Pool Streetcare emailed

Several emails have been sent back and forth from Streetcare requesting additional information as to where these pot holes were actually located. The repair should now be carried out with the next 10 working days - Ref 95790.

This was noted

4.16 page 262 Fox Inn

The Parish Clerk has sent a letter to Enterprise Inns. Cllr Frankcom has also spoken to their secretary - they are trying to find a tenant-it is for their best interest to have the pub open. Cllr Hope mentioned that the recent ALCA news letter has an item about Parishes helping to keeping pubs shops etc open.

This was noted

4.17 page 262 Bench donated by Mrs Cole

The bench has been placed on the Plain; a request was made for a thank you letter to be sent to Mrs Cole.

To be actioned

Parish Clerk to write to Mrs Cole

**Parish
Clerk**

4.18 page 262 Mud on Cold Change Hill

Email sent to Streetcare at both Gloucestershire and South Gloucestershire Council to

clear the mud-it was felt by the Council's that at the moment it was not hazardous but they will observe the situation.

Resolved

4.19 page 263 Cemetery Grass Cutting

Letter sent to Garden Manicures to advise the work was given to them

Resolved

4.20 page 263 Risk Assessment

Both notice boards are outstanding on the risk assessment

4.21 page 264 Precept forms

Forms sent to South Gloucestershire Council and acknowledgement of the Precept has now been received.

Resolved

4.22 page 266 Fly tipping

CLlr Musty to provide the ID to South Gloucestershire Council-CLlr Hope advised the Parish Council SGCC have the details.

Resolved

4.23 page 267 white lines by the Monument

These lines have not been reinstated-Clerk to write to Street care.

To be actioned

Parish Clerk to write to Streetcare

**Parish
Clerk**

4.24 page 267 Allotment Questionnaire

This item is being discussed at tonight's meeting.

This was noted

4.25 page 267 Damage on the Plain

4.26 page 268 Big Spring Clean

4.27 page 268 Skate Park

4.28 page 268 South Gloucestershire Council Parish Charter Refresh

The above items are being discussed at tonight's meeting

This was noted

4.29 A46 Sign on Badminton Road

The Clerk spoke to Street care and they confirmed that Highways have had to order a new sign, it takes up to six months-it was ordered back in December 2011. Once they have the sign a crew will put the sign back up.

This was noted

5 Councillor's Items

Lovely to see all the daffodils coming up.

5.1 Vandalism on the Church-CLlr Cox

It was mentioned that over the last three months there has been some vandalism on the church, please be vigilant when driving past.

This was noted

5.2 Cemetery Tap-CLlr Hope

Cllr Hope has spoken to Steve Blakeney regarding the leaking tap; it was agreed by the Parish Council as the tap is leaking to replace the tap. Cllr Hope to take this forward and also asks Steve about insulating the tap/pipework to prevent this happening again.

To be actioned

Cllr Hope to discuss insulation of the pipes with Steve Blakeney and arrange for the leaking tap to be replaced. Cllr Hope

6 District Councillors report-Cllr Hope

Cllr Hope attended the Cabinet meeting where it was agreed that £2.2m capital funding be agreed to support the rollout of Broadband in rural areas. It was hoped that all areas have a minimum service of 2mb with 90% of the area receiving high speed broadband. Cllr Hope had questioned whether the 2mb was sufficient coverage and was chasing this.

Tormarton/J18 – some of this land is owned by South Gloucestershire Council, who had declared the land surplus to requirements. Cllr Hope had asked that this be deferred until further work on the need for a Park & Share is investigated.

The Plain-Cllr Bleaken

This item was over looked under Councillors items

Soil was donated and put on the Plain to help fill in the holes repair the damage done to the grass by a lorry last year.

However, further damage has recently occurred, this may have been caused by the lorries carrying out the repairs by Enterprise. Cllr Bleaken asked Cllr Cox to speak to the contractors to see if they will reinstate the area.

To be actioned

Cllr Cox to speak to Enterprise Contractors.

7 Planning

7.1 Planning Application			
PK12/0188/CLP	Beaconsfield House Park Street Hawkesbury Upton	Application for certificate of lawfulness for the proposed installation of 4 no. roof lights to rear elevation to facilitate loft conversion.	Parish Councils comments "Neighbours views on the planning application to be taken into consideration the Parish Council have no objection.

7.2 Planning Decisions			
PK11/2945/F	Inglestone Farm	Change of use of the	PERMIT subject

	Chase Lane Inglestone Common Badminton	main barn to mixed agricultural/ equestrian use and retention of 3 caravans for reasonable occupancy by 5 agricultural equestrian workers (suigeneris) (Retrospective)	to conditions
PK11/3634/F	Land Opposite Six Cottages France Lane Hawkesbury Upton	Construction of access track (Retrospective).	PERMIT subject to conditions
PK11/3623/F	Winfield High Street Hawkesbury Upton	Creation of Vehicle access and hard standing	REFUSED

8 Little Badminton Notice Board-quotes received

Three quotes received, a full discussion took place, without consultation with Cllr Bleaken and Cllr Isaac, the quotes were very close. Cllr Musty proposed M&G and this was second by Cllr Cox. A request was made to find out when Miles & Giles can carry out the work. Also for the Clerk to send thank you letters to the remaining contractors.

To be actioned

Parish Clerk to contact G&M to let them know their quote had been accepted and to check when they can carry out the work. Thank you letters to be sent to Mr Walker and Mr Green.

Parish Clerk

9 Cemetery-Cllr Hope

The trees have been chopped; the laurels have now gone to provide a composting space that is needed. Cllr Isaac to provide the composting bin.

Cemetery Fees-Cemetery meeting will need to take place. Agenda item for March.

To be actioned

Cllr Isaac to deal with the composting space and bin-Cemetery Committee to meet to discuss Cemetery Fees-item agenda for March.

**Cllr Isaac,
Cemetery
Committee
Parish
Clerk**

10 South Gloucestershire Council Parish Charter Refresh 2012 – Cllr Heeley

This will need to be discussed at the meeting in March; Parish Clerk to ensure this is an agenda item for next month.

To be actioned

Parish Clerk – March agenda item

Parish Clerk

11 Diamond Jubilee – Beacons

Cllr Hope-Diamond Jubilee meeting is being held on Wednesday 8th February at 7.30pm. The Estate is going to have a beacon just off the A46; Hawkesbury may wish to consider having an additional Beacon on the Knowle. A suggestion was made for

someone to ask The Duke to combine our resources and just have one beacon. Also to ask occupiers of Home Farm for their suggestions. It was agreed to wait until the outcome of the Diamond Jubilee meeting later this week.

Clrs Item – Cllr Bleaken

The road leading up at Wickwar is very dirty and full of silt-request for the Clerk to email Streetcare

To be actioned

Parish Clerk to email Streetcare

Parish Clerk

12 Grant Funding

The Parish Council has available £1500.00 for Grand Funding, a full discussion took place and a final decision was made; the funding was divided as follows;

- 1st Hawkesbury Brownies £60.00
- Hawkesbury Youth Club £300.00
- Hawkesbury Pre-school £100.00
- Skate Park £100.00
- Hawkesbury Afterschool Club £100.00
- Hawkesbury PTA £90.00
- Evergreens £300.00
- 1st Hawkesbury Rainbows £100.00
- 1st Hawkesbury Guides £200.00
- Victim Support £50.00
- South Gloucestershire Citizens Advice Bureau £100.00

To be actioned

Parish Clerk to prepare the cheques for the next meeting to be signed.

Parish Clerk

13 Finance

13.1 Bank reconciliation as of the 31st January 2012 was given to the Parish Councillor's. Cllr Frankcom confirmed the figures and signed accordingly.

13.2

a	Parish Clerks Wages via Standing order – January	£391.66	Cllr Bleaken and Cllr Musty
b	Parish Clerks Expenses	£24.68	Cllr Musty Cllr Bleaken
c	Water Bill – Allotments trough	£30.30	Cllr Bleaken and Cllr Hope
d	Water Bill – Cemetery	£23.21	Cllr Bleaken and Cllr Hope

14 Urgent Correspondence

26/01/12	Glasdon Direct Winter Safety-including Grit/Salt spreaders	This was shown to the Parish Council-filed
26/01/12	Western Power Distribution invitation to stake holders workshop	Filed
20/01/12	Community Policing award	PCSO Paul Fortune

15 Maintenance of Trees within the Parish

There are various trees within the Parish that have been planted by the Parish Council for various celebrations that have taken place over the years. It was agreed that these may now need maintaining. Although there are volunteers that can help, due to the Risk Assessment the Parish Council needs to refer to a qualified tree surgeon for advice.

Once the Parish Council has the Tree Surgeon's comments a scope of works can be drawn up if necessary.

Previously Cllr Hope had been advised what maintenance needed to be done to various trees which entailed just taking off low lying branches-this did not need planning permission.

It was agreed that the Parish Council needs some friendly free advice Cllr Musty will speak to a friend of John Walker. The outcome will need to be put in the Risk Assessment and any costs to be taken into account when setting the next precept.

To be actioned

Cllr Musty to speak to a tree surgeon Friend of John Walker's and come back to the Parish Council Cllr Musty

16 Fund Raiser for Julian Trust.

Mrs L Roberts emailed the Clerk asking the Parish Council permission to sleep in the bus shelter as a fund raiser for the Julian Trust. This was discussed in full and the Parish Council agreed this could take place at her own risk. A suggestion was made for Mrs Roberts to inform the local Police of the date.

To be actioned

Parish Clerk to advise Mrs Roberts the Parish Council agreed at her own risk and to let the local Police know this was taking place. Parish Clerk

17 Annual Assembly

After the successful Annual Assembly last year the Parish Council need to decide what they would like to do this year. Due to the Easter Holidays it was agreed it would take place on Monday 16th April 2012. Suggestions made for representatives from the following to be sent an invite;

Skate Park

Police-giving the new PCSO replacing Paul Fortune to introduce herself.

Hall Committee

Cotswold Wardens – mending the footpaths

Review of the Parish Plan

Enterprise Inns

Last year's Royal Wedding this year's Diamond Jubilee

Show Committee

To be actioned

Parish Clerk to book the School Hall, item for next month's agenda.

18 Allotments

The Parish Clerk advised the Parish Council that she had received a letter from allotment holder's of plot 9 to confirm that both Ms Niblet and Ms Payne no longer required their allotment and have given notice. There are 3 parishioners on the waiting list, as the plot is already divided into two, can be offered as two plots.

To be actioned

Parish

The Parish Clerk to contact the top two on the waiting list

Clerk

The reason for the questionnaire (as a way of communicating) is to find out if there is anything the Parish Council can do to improve the allotment area and check if the allotment holders are happy.

A draft copy of the questionnaire was shown to the Parish Councillors and a full discussion took place and a few amendments were agreed. Action, the Clerk to make these alterations, email the revised document to the Councillors.

To be actioned

Parish Clerk to email amended copy to all Councillors’.

19 Community Governance Review (also known as a Parish Review) consultation period closes on 12/3/12.

The Parish Council will not be taking part in the review

This was noted

20 Works on the Plain

This item was discussed earlier in the meeting see page 274 prior to planning applications.

This was noted

21 Date to be confirmed for the Big Spring Clean

Following the previous meeting a date for the spring clean had been agreed for the 31st March 2012. However, this is the start of the school’s Easter holiday and it was felt that the date needed to be reviewed by the Parish Council.

It was agreed weekend of the 17th March; the school will be able to help on Thursday 15th March 2012 (Friday-inset day). Parish Clerk to action the paperwork.

To be actioned

Parish Clerk to complete and send the paperwork to South Gloucestershire Council.

**Parish
Clerk**

22 Skate Park

Cllr Frankcom-Vicky Pember has managed to raise £38k in an astonishing short time, the skate park itself will cost in the region of £53k. In addition there are underlying costs to be taken into account for example Insurance and maintenance.

Looking forward, possibly a subcommittee to be set up for “Children’s Leisure”. Responsibility will be to fund raise to cover the cost of maintenance/insurance of the Park, Skate Park and Basket Ball area.

The skate park will be quite small, there is an objector both Cllr Hope and Cllr Frankcom would like to meet and discuss the issues raised.

This was noted

23 Date of next meeting

The next Parish Council meeting is Monday 20th February 2012 in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm