

**Minutes of Hawkesbury Parish Council AGM Meeting
Held on Monday 10th May 2010 at 7.30pm in the Methodist Hall**

Present:

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

Apologies:

R Tyson, P Isaac and A Musty

Also Present:

Mrs K Bashford-Hawkesbury Preschool Committee member

Action

1 Election of Chair for ensuing year.

Proposal of Cllr Hope by Cllr Otley, second by Cllr Roberts
Proposal of Cllr Bleaken by Cllr Dixon, second by Cllr Higgs

The proposals went to a vote – Result 3 each.
Decision was made by existing Chair Cllr Hope to step down.

New Chair Elected Cllr Bleaken. Declaration of Acceptance of Office was signed.

This was noted.

2 Appointment of Vice Chair.

Proposal of Cllr Dixon by Cllr Higgs, second by Cllr Otley.
Proposal of Cllr Otley by Cllr Roberts, second by Cllr Hope.

The proposals went to a vote – Result 3 votes each, Chair made a casting vote for Cllr Otley.

New Vice Chair appointed Cllr Otley. Declaration of Acceptance of Office was signed.

This was noted

3 Declaration of Interest.

None

4 Public Participation.

Mrs Bashford attended the meeting in respect of the Planning application made by Hawkesbury Pre school to convert the old toilet block at Hawkesbury School into a new Pre school facility, being a dedicated environment to offer children. It will be beneficial to the village and community if Hawkesbury could offer a new Pre school which will help with the transition into reception.

Existing premises in the village hall is not suitable, having to pack away

everything in a cupboard at the end of each session.

Memo from the conservation officer was read out to the Parish Councillors confirming they had no objection to the plans, although consideration was to be made to the roof.

It was agreed by the councillors that they would discuss the planning application whilst Mrs Bashford was at the meeting.

PK10/0866/ F	Hawkesbury Upton Primary School, High Street, Hawkesbury Upton.	Erection of single storey extension to provide pre school facilities.	Parish Council supports the application.
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5 Approval of Minutes

One amendment made to the Annual Assembly Minutes 1st April 2010, approved and signed.

Minor amendments made to the Parish Council Meeting Minutes 1st April 2010, approved and signed.

6 Membership of outside bodies.

ALCA

Cllr Otley nominated Cllr Dixon, 5 votes received Cllr Dixon ALCA representative.

Environmental Link

Cllr Dixon nominated Cllr Bleaken, 5 votes received Cllr Bleaken Environmental representative.

Hall Committee

Cllr Otley nominated Cllr Roberts, 5 votes received, Cllr Roberts Hall Committee representative.

HLS Commons Committee

Cllr Roberts proposed Cllr Bleaken, second by Cllr Hope.

Cllr Higgs proposed Cllr Dixon second by Cllr Otley.

Casting vote made by the Chair, HLS commons committee representative Cllr Bleaken.

Sub Committee – Cemetery

No changes made, Cllr Hope proposed, second by Cllr Bleaken.

It was agreed as and when any other sub committees are required votes will be made.

This was noted.

7 Internal audit of fixed Assets

Cllr Bleaken and Cllr Dixon to complete the annual internal audit of fixed assets.

This was noted.

Notice Boards

Little Badminton's notice board not in a good condition. Item for 7th June 2010 agenda.

To be actioned

Parish Clerk

Standing orders

Minor amendments to be made

To be actioned

Parish Clerk

Financial Regulations

Amendments to be made as follows;

3.4 Change proposed by Cllr Hope second by Cllr Bleaken.

A vote was made-4 hands for the change, 1 against and 1 abstained Parish Clerk to make the amendment.

To be actioned

Parish Clerk

6.3 Bank Mandate

2 Parish Councillors and the parish clerk to sign cheques. Cllr Bleaken proposed second by Cllr Otley.

Parish Clerk to obtain a new bank mandate.

To be actioned

Parish Clerk

7.1 Payment of Salaries and Wages

Agenda item for 7th June 2010 Parish Council Meeting.

To be actioned

Parish Clerk

The Parish Council proposed to approve and sign the amended copy of the Standing Orders and Financial Regulations at the next meeting. Vote unanimous

This was noted

8 Update of previous actions

1/3/10 Deterioration of Road surface

Cllr Dixon to email Parish Clerk details. PC to email Streetcare.

To be actioned

Parish Clerk

15/3/10 Allotment Shed audit completed

26/4/10 Page 12 Topple testing
Cllr Musty to carry out the above test.

26/4/10 page 12 Cemetery Compost Bin quote
Cllr Isaac to provide quote

9 Items from Councillors

9.1 Verges on France Lane

Cllr Roberts, hedges from 6 Cottages to the village need cutting.
Parish Clerk to email streetcare.

To be actioned

**Parish
Clerk**

9.2 Capital items-The Plain, The Pound, War Memorial

Cllr Hope stated the condition of War Memorial is poor-badly eroded.
Councillors will need to think about these items and they should be placed on a future agenda.

This was noted

**Parish
Clerk**

9.3 The HLS Commons Committee Meeting

Cllr Dixon felt that the meeting was not satisfactory and not structured.
Existing graziers would be paid if they couldn't graze their cows, being counter productive. David Morrison views were that the commons would be managed if there were sufficient funds to do so. As a result of the meeting Cllr Dixon thoughts were that nothing had been clarified.

Councillors agreed to await the Management Plan and place this as an item on the agenda.

This was noted and to be actioned when received.

**Parish
Clerk**

9.4 Dog Fouling

Cllr Higgs received a response from the dog warden Celia Bourne.
Dog fouling and attacking of livestock are the responsibility of the Police. Cllr Higgs would like to invite the dog warden to one of the Parish Council meetings.

Cllr Bleaken – any further thoughts for ongoing campaigns to be discussed as and when.

To be actioned

Parish Clerk to invite the dog warden to a Parish Council meeting in due course.

**Parish
Clerk**

9.5 Parish News

Cllr Higgs would like the Parish Council to consider funding the Parish News for every household in the village. This needs to be discussed at a future meeting. Parish Clerk to add this to the next agenda.

To be actioned

**Parish
Clerk**

9.6 Housing

Cllr Higgs expressed his concerns regarding the process of applying for houses within the village. Cllr Hope will be covering this in the District Councillor item.

This was noted.

9.7 HLS Commons Committee meeting

Cllr Bleaken explained that there will be a further meeting in due course. There had been a complaint made about the mowing of the commons. This has been referred to South Gloucestershire Council.

This was noted.

10 District Councillors Report.

The In Vessel composter at Tormarton

There will be a recommendation made to the South Gloucestershire Council cabinet on the 17th May 2010 that this should not be pursued.

The food waste contracted to Green Earth Solutions, with kerbside collection of plastics and food waste is being recommended for the way forward

Frenchay Hospital

A stakeholder's event is being planned for 21st June 2010. It would appear this will be a facility for Older People, with rehabilitation and extra care housing. It is unclear what other services will be provided on the site. The building has started on the new Southmead Hospital and the new Health Centre and Minor Injuries Unit in Yate is now open.

Grant Applications

The closing date for Capital Grant applications is the 28th May 2010. Grants of up to £3000 allocated by the Area Forum.

Safer Stronger Community Meeting

Newsletter has been circulated.

Hawkesbury Housing

There are or will be shortly 3 low cost homes being advertised on the Home Choice Letting website. All are for people with a local connection, one as the parish council have previously been advised, and a shared equity house. All applicants have to be registered with Home Choice Lettings to be considered for a property.

Applicants must be on the housing register to qualify; applicants are banded to their needs, and have a local connection, surrounding parishes.

11 Planning Applications received

PK10/0853	2 Hyde Park Row	Erection of single	The Parish Council
/F	Back Street,	storey rear	raised the same
	Hawkesbury	extension to form	objection as before.

Upton	additional living accommodation. Replacement flat roof with pitched roof over existing rear dormer window. (Amendment to previously approved scheme PK09/0057/F	Parish Council objects - size, Scale and impact onto neighbouring properties. In addition to take into account the concerns raised by the neighbours.
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Planning Decisions received

PK10/0392 /LB	1-3 Well Lane, Little Badminton Badminton	Erection of first floor rear extension to form additional living accommodation. Internal works to form new doorway.	Consent
PK10/0391 /F	1-3 Well Lane, Little Badminton Badminton	Erection of first floor rear extension to form additional living accommodation.	Permit
PK10/0449 /F	13 Hunters Mead Hawkesbury Upton	Erection of side conservatory and single storey side extension to provide additional living accommodation.	Permit
PK10/0437 /F	Yew Tree Cottage Newhouse Farm Hawkesbury	Erection of two storey and first floor side extension to form additional living accommodation.	Permit

12 Part-Night Street Lighting Environment forum

Cllr Bleaken and Cllr Hope attended the Meeting on the 10th March 2010. At the meeting there was the Safer Stronger Community Group, SGCC, Police Highways and Community Officers.

Charfield Parish carried out the experiment for a year, switching 178 lights off, out of 276. As a result there was no increase in crime and a decision was made that they would continue with the Part night street lighting.

13 Allotments

A request to split an allotment plot

Plot Number 15 is already split with a footpath between each plot. They are large plots and a decision was made that next year both parties will be charged the full price.

This was noted

**Parish
Clerk**

Plot 21 – Request to erect a shed

No objection to shed being erected, Cllr Otley to check on size to enable Parish Clerk to write to the allotment holder.

To be actioned

**Cllr
Otley**

14 Cemetery

Lych Gate

3 Tenders required before the end of June 2010. Work to be completed by the end of September 2010.

Parish Clerk to send out approved specifications for the Lynch Gate

To be actioned

**Parish
Clerk**

Ashes Money

Parish Clerk provided the Councillors with a break down of the expenditure and income from the cemetery monies.

New Cemetery Bench

Cemetery Committee will organise for the new bench to be made secure.

This was noted

Tree

Tree officer confirmed the tree can be removed. It can be cut to ground level and no need to treat the roots. The removal and cutting of the tree is not the Parish Councils responsibility.

This was noted

15 Low Cost Housing

Cllr Higgs has been approached by parishioners in respect to what housing will the Parish Council support, small development? If so where?

Cllr Hope mentioned that the Core Strategy was due out soon and this takes into account growth in villages, we need parishioners to get involved. Cllr Hope will be attending a meeting tomorrow further details to follow;

16 20 MPH speed limit

This was raised previously; parents are concerned about their children's safety on the High Street.

Parish Clerk to write to Barnaby re the school travel plan and safety zone.

17 Urgent Correspondence

Complaint letter received.

A letter had been received from Mr Cox expressing his concerns at the wording of the 4th January 2010 minutes, Councillors discussed at length.

Resolved

The process of the Public Participation session

Members of the public are invited to speak. The Clerk records what is being said, but as you can appreciate this is not verbatim.

The Parish Council agrees that the conduct of the meeting of Monday 4th January 2010 was not good and this is not how council meetings are normally run. There had been various people speaking including Mr May, Parish Councillors and yourself. Mr May's comments were recorded under section 2.1 and the Parish Council's intention was not to single you out from the comments recorded.

The Parish Council has resolved to take no further action as the minutes from the 4th January have been agreed and signed, making this a legal record of the meeting.

**18 Finance
Resolved**

Hazel Jones Parish Clerk	£384.59	Paid
Garden Manicures	£160.12	Paid

ALCA training for Cllr Bleaken £25.00 per session or 4 for £75.00, this was put to the vote. **Resolved** everyone agreed. Await invoice

Laptop Parish Clerk to speak to Mr Sauro

**Parish
Clerk**

12 Date of next meeting

Monday 7th June 2010 at the Meeting Room in the Village Hall at 7.30pm