

# Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Annual Meeting  
Held on Monday 16<sup>th</sup> May 2011 at 7.30pm  
In the upstairs meeting room at Hawkesbury Parish Hall**

**Present:**

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

**Apologies**

None

**Public Participation**

None

Action

**1 Introduction from Chair**

Cllr Bleaken welcomed everyone to the meeting and explained the role of the Parish Council; helping in the community with allotments, Cemetery and have the best interest in the Parish.

The Parish Council meetings are held bi-monthly on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month, the second meeting is only held if there are any planning applications that need to be discussed within the 21 days timescale.

Councillors should raise agenda items with the Clerk 7 days before the meeting and all meetings should finish by 10pm.

Cllr Bleaken offered to take everyone on a trip around the Parish to show the new Councillors the Parish Council responsibilities.

**2 Short introduction from each Parish Councillor**

Cllr Bleaken is self employed, can attend meetings during the day; and was a microbiologist/chemist.

Mike Cox has lived and worked in the village, his job is agricultural and he is involved with working in the church, he can bring local knowledge.

Bryan Robinson lives on the High Street and has lived in the village for 36 years, his job is in the Local Authority Health Education and he can contribute on a number of

fronts.

Mark Frankcom has been in the Village for about 8 years and called himself a new be. He has been a governor with the school for 6 years; he has a son in year 6 who has just finished his SATs and starts KLB in September. He was an Accountant but has recently left and is now a partner in a local brewery and makes beer. He wants to do right for the Parish.

Helen Heeley is not from the Village but from Little Badminton and has lived there for 12 years on Main Road. She is a solicitor who can bring legal training and an open mind.

Peter Isaac, he has a farm on the Hawkesbury/Horton Boundary.

Peter Barnett, he has lived here for 36 years and retired. He is a Friend of St Mary's and is the treasurer of Hawkesbury Garden club.

Andy Musty has lived in the village for 18 years and has been on the Parish Council for 8 years. He is a member of the Cemetery Committee, married with 3 children one at Hawkesbury Primary School and two at KLB. He works in the private sector and he cherishes the village.

Sue Hope has lived in the village for just over 32 years and has been on the Parish Council for some time. She is involved in village organisations for example the PTA and Hall committee. Hawkesbury village is changing and Sue would like to look at this; also the commons.

**5 Signing of the Declaration of acceptance bought forward.**

All Councillors signed their declaration of acceptance before item 3, the election of Chair and Vice Chair. The Parish Clerk witnessed all the Councillors forms.

**To be actioned**

Parish Clerk to file.

**Parish  
Clerk**

**3 Election of Chair for the ensuing year.**

Cllr Hope proposed Cllr Bleaken

Cllr Isaac second.

All in favour, Cllr Bleaken will be chair for another year. Declaration of acceptance signed.

**Resolved.**

**4 Election of Vice Chair for the ensuing year.**

Cllr Musty nominated Cllr Hope.

Cllr Isaac second.

All in favour, Cllr Hope will be Vice Chair for the ensuing year. Declaration of acceptance signed.

**Resolved.**

**5 Signing of Declaration of Interest by all Councillors.**

Forms completed by all Councillors and signed.

**To be actioned**

Parish Clerk to send the forms to the Monitoring Officer.

**Parish  
Clerk**

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

None

**7 To adjourn to allow public participation.**

Letter read out by the Chair from Liz Howard which also included a receipt for the tea and coffee that had been purchased prior to the street party held on the 29<sup>th</sup> April 2011. Liz would like the Parish Council to relook at the Parish Plan, there has not been a review for a long time.

This was discussed and not all the Councillors have a copy of the Parish Plan. It was agreed that a copy should be given to everyone. This item will be discussed again tonight item 9.

**To be actioned**

**A copy of the Parish Plan to all new Councillors**

**8 Approval of Minutes**

- 4<sup>th</sup> April 2011 Annual Assembly minor amendments made, minutes approved and signed as a true record of the meeting by Cllr Bleaken
- 18<sup>st</sup> April 2011 minor amendments made, minutes approved and signed as a true record of the meeting by Cllr Bleaken.

**To be actioned**

**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**

**9 Membership of outside Bodies**

**ALCA-Cllr Barnett**

**LINK Committee-Environmental Group-Cllr Bleaken**

**Hall Committee-Cllr Robinson**

**School Governors- Cllr Frankcom**

**Sub Committee**

**Cemetery-Cllr Robinson, Cllr Musty, Cllr Hope, Cllr Cox and Cllr Barnett.**

**Personnel-Cllr Bleaken, Cllr Frankcom and Cllr Barnett**

**Responsibility of Checking**

**Monthly finance figure at the meeting-Cllr Frankcom**

**Allotment Contact-Cllr Robinson and Cllr Barnett**

**Footpaths-Cllr Musty and Cllr Frankcom**

**Risk Assessment-Cllr Heeley and Cllr Musty**

**Standing Orders and Financial Regulations-Working Group**

**Speed watch-Fully supported by Mrs L Roberts and Mr J Otley**

**CPRE Avonside Village of the Year Competition-Cllr Hope**

**Parish Plan-Copies to be given to all Councillors – Agenda item for June**

Cllr Musty mentioned a IT Calendar for the office, which has been discussed previously to ensure all meetings, events are held on record. It was agreed for the Parish Clerk to speak to Mr Sauro if the software held by the Clerk is suitable if not, to find out the cost of a suitable package by the next meeting in June.

**To be actioned**

**Parish Clerk to place Parish Plan on the June agenda and speak to Mr Sauro re a Calendar.**

**Parish Clerk**

**10 Update of previous Actions.**

*9.9 page 40 Manhole Cover*

Still outstanding Cllr Musty will chase and give an update at the next meeting.

**Cllr Musty**

*9.14 page 40 Roof tiles on the Lych Gate*

The roof tiles are made of Cotswold Stone and the Clerk has checked with the Insurance Company and the Parish Council is covered for damage/theft. However the Parish Clerk raised concerns regarding the sums insured may be insufficient.

*Page 101 item 6.7 lane by Highfields*

Path rear of Blue Boy Barn- path surface Cllr Bleaken – Water Board to investigate. Nicola Chidley emailed to say she had received responses from various landowners, 2 of the 3 properties had cut back their vegetation and also a phone call from the third to say they had now cut back their vegetation. Matter resolved. She will arrange for a Ranger to visit with a strimmer to strim the nettles along the bank where the definitive line of the path run.

**Resolved**

*Page 121 item 19 Bulbs*

Item for the Agenda in June

*Page 126 item 5 The Pound*

Sir John Jenkinson has confirmed that he owns The Pound. The Clerk has spoken to Mr M Choice regarding the Posts and Chain and he will provide the Parish Council with an estimate to replace one post and a section of chain, the Parish Council can then consider how many posts they would like and also how much chain will be required.

**Awaiting quote from Mr Choice**

**Parish Clerk**

*109 item 13 Allotment 15 rent increase*

Allotment rent was agreed at the Parish Council meeting held on Monday 10<sup>th</sup> May 2010 item 13 page 20. The note stated

**“ 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.”**

No request was made to the clerk to write to the allotment holders.

It was agreed for the clerk to write to the Allotment holder and explain the rent will remain at £20.00 as requested.

All rent for 2012 has been received and banked except plot 15.

**To be actioned**

**Parish Clerk to write to the allotment holder of plot 15**

*Item 4 page 126*

Minutes amended and emailed to Mr Sauro. It was suggested by the Parish Council that the Clerk could put the minutes on the website to help Mr Sauro, this was proposed by Cllr Musty second by Cllr Bleaken. An email was received from Mr Sauro to say that he uses a specific piece of software to create and upload to the website.

**Parish Clerk**

This piece of software must be on his computer. It was agreed that the Clerk emails Mr Sauro to leave the arrangements as it was

**To be actioned**  
**Clerk to email Mr Sauro.**

**Parish  
Clerk**

*Page 126 item 6.4*

Enforcement Officer made contact regarding Blue boy House. This was discussed and a request was made to the Clerk that an email was sent to the enforcement officer to explain it is the land behind blue boy house.

**To be actioned**

**Parish  
Clerk**

*Page 152 item 10*

The Clerk has placed a note in the Parish News regarding the Oak sapling, suggestions of where parishioners would like to see this planted. Also that the cherry tree will be replaced with a White Beam. Comments to Parish Clerk.

**This was noted.**

*Page 152 item 11*

NALC training on tonight's agenda – resolved  
Councillor Packs ordered and given out at t nights meeting

**Resolved**

**Items resolved from last month's meeting**

**Item 12 page 152** Letter to Sarah Merritt sent

**Item 14 page 153** CPRE village of the year on the agenda

**Item 15 page 153** Wind turbines on the agenda

**Item 17 page 153** Cardboard bags ordered, form completed and posted

**Item 21 page 155** Post Office sign note in the Parish News

**Item 22 page 155** The Pool on tonight's agenda

**Item 23 page 155** Notice board emailed Mr M Choice; he has agreed a 12 month warranty and also provided a sample lettering. This will be discussed later

## **11 Councillors items**

*11.1 Cllr Hope-Oak Sapling*

Mrs L Roberts has spoken to Cllr Hope regarding the Oak Sapling; a suggestion was made that the Guides could plant it where they will be camping next week. It was agreed that as the note had been put in the Parish News not to let the Guides have the sapling.

**This was noted**

*11.2 Cllr Hope- Bramble cottage*

A request was made to the Parish Clerk to write to Bramble cottage regarding their hedge being cut back.

**To be actioned**

**Parish Clerk to write to Bramble Cottage.**

**Parish  
Clerk**

*11.3 Cllr Musty - Cow Parsley A46*

A request was made for the clerk to email Streetcare to cut back the Cow Parsley at the junction of the A46 France Lane-The Pike and Starveal.

**To be actioned**

**Parish**

*11.3 Cllr Musty – National Power Distribution*

Cllr Musty has placed an article in the Parish News regarding the emergency kits that are going to be delivered next Monday. Also explaining about creating a vulnerable people list for the Parish of Hawkesbury. This will ensure these people are kept updated with any power failures.

*11.4 Cllr Bleaken-Local Contractors List*

Cllr Bleaken would like to see a list of local contractors that would like to be considered quoting for any repairs as required by Parish Council from Stone walling to electrical jobs. It was agreed for the Clerk to put a note in the Parish News.

**To be actioned**

**Parish Clerk to place a note in the Parish News.**

**Parish Clerk**

**12 District Councillor’s Report-Cllr Hope**

After the election – works goes on, with lots still to do, Cllr Hope will endeavour to represent all the area as well as she can; if you spot a problem please let her know, or if there is anything that she can help with please do not hesitate to contact her and together we might be able to change things. Cllr Hope will also continue to report back through the Parish Magazine and to the Parish Councils – if there are matters you think should be covered-let her know.

There has been little change at the South Gloucestershire Council level, with the Council continuing with a Conservative minority administration. The committee structure will remain as before 5<sup>th</sup> May, with a review being carried out during the year as to how the system can better reflect residents concerns. Training is being offered to new and existing councillors including updates on what has been happening in the world of planning (DCLG)

Work is on going with graziers, residents and those with registered Commons Rights on the future management of the commons. South Gloucestershire Council will distribute information to those concerned.

Cllr Hope raised a matter that she would hope the Parish Council to support and be involved in is the revamping of the BMX site in the REC ground. Young people are keen to have somewhere to skate/scoot and bike. She hopes they will be involved and perhaps sponsor the project, by applying for grants. The idea is to set up a working group to further this project-Cllr Hope has been in touch with supportive parents and therefore she is looking for a Parish Council volunteer; Cllr Frankcom volunteered.

Cllr Hope wanted to say thank you to all those who helped celebrate the Royal Wedding with great Hawkesbury style. There was a great atmosphere in the High Street, and special thanks to all those for their hard work in making it happen; all good practice for next year’s Diamond Jubilee Celebrations. The cones and signs need to be returned.

**This was noted**

**13 Planning  
Planning decisions received**

<b>PK11/0157/F</b>	Malthouse Cottage, High Street, Hawkesbury Upton	Erection of single storey rear extension to provide additional living accommodation.	<b>PERMIT</b> with conditions
<b>PK11/0158/LB</b>	Malthouse Cottage, High Street, Hawkesbury Upton	Erection of single storey rear extension to facilitate WC and utility room.	<b>CONSENT</b> subject to conditions

**14 Digital Exclusion update**

Broadband is now on the Common (not Hawkesbury Common as they are on the end of the exchange). The Post office and the Village Hall have Wi-Fi available for everyone to use and help is available if required. It was agreed by the Parish Council that this item could now come off the agenda.

**This was noted**

**15 NALC Training Course £97.50 per Councillor**

In view of the cost it was agreed not to attend, ALCA will be providing training, Clerk to check their website.

**To be actioned**

**Parish Clerk to review training for Clerks via ALCA**

**Parish Clerk**

**16 Parish Matters e-group from South Gloucestershire**

The Clerk receives emails from Parish Matters e-group if any Councillor would like to view these email to let the Clerk know. Cllr Cox and Cllr Barnett declined.

**To be actioned**

**Parish Clerk to provide email addresses for the remaining Councillors to Parish Matters e-group.**

**Parish Clerk**

**17 Comments from the Street Party.**

Well done to everyone involved in the street party.

However, three lorries were allowed through the barrier after the road had been closed to make deliveries; this therefore broke one of the conditions of the road closure. The Parish Clerk pointed out that that if anyone had been injured or any damage had occurred the Insurance Company would not pay out due to the breach of this condition.

Prior to the next road closure the Clerk will write to the businesses and advise them that no delivery will be able to take place during the hours the road is closed.

Cllr Heeley asked if Little Badminton residents had been invited. The invitation was via the Parish News and notice boards. There are only 18 houses in Little Badminton and they were overlooked. This was a good point raised and the Parish Council will endeavour not to over look Little Badminton for the Diamond Jubilee.

It was also raised that the Commons do not have a notice board.

**This was noted**

**18 Wind Turbines update-Cllr Bleaken**

No update since the last time, Cllr Bleaken updated the new Councillors. For Hawkesbury Parish it will be visual and the noise implication.

**19 Hawkesbury Parish Hall Committee Report-Read by Cllr Bleaken**

I would like to thank the committee for their dedication and hard work over the past year. This year has been a reasonably busy year with the continuation of all our standard hires, but not as many private hires with bars this year, although we did manage to put together a few of our own fundraisers that enabled some outstanding work on the Hall to be completed.

February saw the Energy group hold an Open Energy Day to try and explain the outcome of the Project Development Study and the suggested options for the Hall. The Energy Group will be kicking off discussions around options again this year.

In June we saw another very successful and enjoyable Breakfast fundraiser, look out for another this year.

In August we held a Picnic on the Rec. that catered for all age groups and turned out to be a great family fun day that we will be repeating again this year. Another success last year was the re-introduction of Bonfire Night and this was again very well supported and enjoyed by all ages, will definitely be repeated again this year.

We have secured a Hall Laptop via a refurbishment scheme that Lance Doughty's company initiated for small charitable groups like ours; thanks go to him for getting our application in.

Only one out of three small project were completed this year, the bar flooring and cupboards, hopefully other works will get completed this year.

Thanks go to Terry Gardener as outgoing Booking Secretary and welcome to Lorrain Rutter who will take over from Terry.

Looking forward to the coming year, again we continue to search for grants to help our funding, as well as our own fundraising activities. Hopefully these fundraising activities will enable us to complete many of the pieces of work we have already started or have planned as well as the general day to day Hall maintenance.

Treasurer's summary report      Year                      ending                      December                      2010.

I am pleased to report on another successful year where the income from lettings, bar functions and other sources was enough to cover our basic Hall running expenses. This is particularly satisfactory in a period of rising costs, especially oil and electricity. Our Bank balance has dropped during the year by about £1,500 but we have suffered some one-off expenses over and above the normal running costs. The main one was the supply and fitting of new cupboards and flooring in the bar area which came to almost £1,400. We also installed new seats to the swings, purchased a supply of crockery and replaced the hand-dryer in the Ladies toilet.

We held 3 fundraisers during the year, our usual Big Breakfast, a Tabletop Sale and a



new summer function, the Fun Day. These raised around £1,400. We have a number of fund-raisers lined up for this year so again I will be proposing that the hire rates remain as they are. We are still hoping to raise funds so that we can erect a canopy above the disabled access ramp and we are also aware that it is time that the kitchen is updated.

Thanks again to everyone.

Angelo Sauro, Mick Bendeaux & Fiona Steeds Chairman, Treasurer & Secretary

## 20 Approval of Audit

Cllr Bleaken read out the details for the audit and the Parish Council approved the audit. This was subsequently signed by Cllr Bleaken and the Parish Clerk.

### To be actioned

**Parish Clerk to send the necessary paperwork to Mazars.**

## 16 Finance

The Clerk provided the new Councillors with a copy of the agreed budget for 2011/2012 for their records.

Bank reconciliation for April 2011 was provided by the Clerk and Cllr Frankcom checked the figures and signed accordingly.

### Cheques to be agreed and signed

<b>a</b>	ALCA	£233.52	Cllr Hope Cllr Musty
<b>b</b>	Expenses	£ 28.68	Cllr Musty Cllr Hope
<b>c</b>	Parish Clerk April Wages	£391.66	Cllr Hope Cllr Musty
<b>d</b>	Garden Manicures 12/4 26/04	£163.54	Cllr Hope Cllr Musty
<b>e</b>	Aon Ltd Insurance	£866.35	Cllr Hope Cllr Musty
<b>f</b>	Angelo Sauro Associates	£ 25.00	Cllr Hope Cllr Musty
<b>g</b>	Mrs C Davidson Internal audit	£150.00	Cllr Hope Cllr Bleaken
<b>h</b>	Liz Howard street party	£ 7.44	Cllr Hope Cllr Bleaken
<b>i</b>	ALCA Councillor packs	£ 45.00	Cllr Hope Cllr Bleaken

Cheques for Mrs Davidson, Liz Howard and ALCA had not been placed on the agenda, but it was agreed to pay them at tonight's meeting, the parish Clerk will ensure that they are put on the next agenda.

## 22 New signatories for signing cheques on behalf of the Parish Council

Following the election the Parish Council does not have sufficient signatories. A request was made to the Councillors who would like to become a signatory. Cllr Barnett and Cllr Robinson agreed to complete the forms.

### To be actioned

Parish Clerk to send the necessary paperwork to the bank to remove Mrs Roberts and Mr Otley from the Signatories and to update the Chair and Vice Chair and additional signatories.

**Parish  
Clerk**

## 23 Bikers meeting update

The meeting in November is going ahead; there have been two public meetings so far. It has been suggested that over 200 people will be involved over the weekend. This should produce revenue for both of the pubs, the village shop and the Hall. It

has been agreed that they will give it a try this year.

**19 Urgent Correspondence**

01/04/11	Our Area/Our future Our News	Filed
01/04/11	South Glos Leisure Performance report	Filed
12/04/11	APRE Bus Shelter and Rd Sign Cleaning	File
26/04/11	Email Tracey Dyte Take HeARt dates	Filed
03/05/11	Email Michelle Dixon Parish Charter working group next meeting 14 <sup>th</sup> June	Filed
15/04/11	Clerks and Council Direct	Parish Clerk
01/04/11	NALC financial update	Filed
19/04/11	Campaign to protect rural England AGM annual report	Filed
19/04/11	Fieldwork Spring 2011 CPRE	Filed
24/04/11	South Glos Senior Citizens forum spring 2011	Filed

**25 The Pound-update**

This had already been discussed under outstanding items

**26 The Pool – Cllr Hope**

Confirmation has been received that Sir John Jenkinson owns the Pool. The Parish Council is waiting for the Grant Application.

**27 Local Contractors List**

This was already discussed under Councillors items.

**Notice Board lettering –everyone agreed**

Parish Clerk is away from the 21<sup>st</sup> May until the 29<sup>th</sup> May, a planning application will need to be looked at next week. It was agreed for the Parish Clerk to place an agenda on the notice board to meet on Tuesday 24<sup>th</sup> May at 7pm in the Village Hall. Cllr Bleaken will send the email response after the meeting.

**Parish Clerk**

**28 Date of next meeting**

The Annual Meeting is Monday 6<sup>th</sup> June 2011 in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm