

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 18th April 2011 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

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

Apologies

P Isaac

Public Participation

None

1 To accept apologies for absence
Cllr Isaac

Action

2 Declaration of Interest
Cllr Hope – School Governor

3 Public Participation
None

4. Approval of Minutes

- 7th March 2011 minor amendments made, minutes approved and signed as a true record of the meeting by Cllr Bleaken
- 21st March 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

5 Update of previous Actions.
5.7 page 38 Asset Register
Completed-Resolved

6.1 page 38 Replacement tree

Item 10 on tonight's meeting.

9.9 page 40 Manhole Cover
Still outstanding Cllr Musty

Cllr Musty

9.14 Roof tiles check with insurance company
Outstanding

Item 15 page 93 Lych Gate

It was agreed by the Parish Council that the paint has blended in, therefore no need to change the colour. It was requested that the paint used was noted in the minutes; Heritage Sage Paint. When it is time to repaint the Lych Gate in 3 years time to either consider using the same colour or review the colour again.

Resolved

Page 101 item 6.7 Email received from Nicola Chidley

Path rear of Blue Boy Barn- path surface – Nicola is currently waiting to hear from Bristol Water re straightening up the path edgings to make the path safer. Nicola stated that they could not do much about the width as it is narrow path along this stretch from the wider path at Highfields. Cllr Bleaken to Contact Bristol Water.

To be actioned

Cllr Bleaken to contact Bristol Water.

**Cllr
Bleaken**

The trees and shrubs in the path in line (rear) of Birgage Close – letters have been sent to the affected householders re trimming back and removal of shrubs in the path. They have 14 days to comply.

The Parish Council requested the Clerk to email Nicola Chidley to see if this has now been resolved.

To be actioned

Parish Clerk to email Nicola Chidley and advise the Parish Council of the response at the next meeting.

**Parish
Clerk**

Page 109 item 13 Allotment

New Allotment holder has taken plot 15a.

Cllr Otley spoke to the Allotment holder of plot 15 who is not happy with the rent increase on this plot.

It was agreed last year that the rent of both plot 15 and 15a would increase to £20.00. It was mentioned that the Allotment holder should have been advised when this was agreed and not when the rent letters went out.

The Parish Council asked the Clerk to check when it was minuted and what was agreed and to advise the Parish Council at the May meeting

To be actioned by Parish Clerk

**Parish
Clerk**

Item 13 page 110 Hawkesbury Parish Notice board
Item 23 on tonight's agenda

Item 19 page 121 planting of Bulbs –June agenda

Still outstanding

Item 22 page 122 The Pound

Parish Clerk has checked the Insurance Policy and the Pound it not noted on the policy or is it on the Risk Assessment.

Clerk to write to Sir John Jenkinson to see whether or not he owns the Pound.

Still outstanding

Clerk has also asked Mr Choice to quote to replace the posts and chains

Still outstanding

To be actioned

Parish Clerk to write to Sir John Jenkinson chase the quote from Mr Choice

**Parish
Clerk**

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.

To be actioned

Clerk to email Mr Sauro.

**Parish
Clerk**

Cemetery Tap

It has not broken again, but the Parish Council must ensure that the lagging of the pipe is up to standard. The Parish Council should use a professional plumber, to cover them.

Dog Byelaw

An email was read out by the Clerk from Richard Jefferies – South Gloucestershire Dog Warden regarding dog bye laws, dog control orders will replace any existing bye laws that are still in place.

For Hawkesbury (and in actual fact most parishes) this will only affect the dogs fouling of land act as South Gloucestershire Council do not have any other orders in place. The control order will replace the dogs fouling of land act; it will still be the same process where we would enforce on the failing to remove dog faeces in a public place.

Fixed penalty tickets will be issued to people who do not clear up after their dogs. The control orders will not be coming into force until after the purdah period. Other orders that may be in place will have been put through by Parish Councils across the district, such orders could include Parish's having their own control order preventing dogs from enter Parish open spaces, this however would be monitored and enforced by that Parish Council.

It does take a considerable length of time for an order to be constructed and as you can imagine there is a process that a new order has to go through. Part of the process includes advertising the fact the order wishes to be made in a public area e.g. in a newspaper and it has to go through consultation. There would need to be evidence that such problems have occurred in the past with dogs to consider a need for a dog control order.

This was noted

Items Resolved

Letter to Bramble Cottage re cutting the Laurel back

Thank you Letter to Mr Perks

Clerk registered Hawkesbury Parish Council with HMRC as an employer of the Clerk.

C Davidson to carry out an internal audit of the accounts on the 3rd May 2011.

Printer and Cartridge ordered

6 Councillors items

6.1 Cllr Higgs-Footpath LHA103 Highfields and Birgage

Nothing has been done, it is in a mess with a lot of overgrowth-this is in hand

This was noted

6.2 Cllr Higgs The Allotments

Cllr Higgs raised concerns that in the top right hand corner there had been a lot of stuff dumped by the footpath. Cllr Otley said that Fruit trees have been planted.

This was noted

6.3 Cllr Higgs mentioned that the footpath at the top of Highfields where there is a chain link fence (opposite Cllr Mays property) there is sections of an asbestos roof which is very concerning.

This was noted

6.4 Cllr May Same property as 6.3 The New development-conversion of barn at the rear of Blue Boy House-landscaping

Conditions have not been met prior to moving into the property. It was suggested that the Clerk contacts the Enforcement officer. Cllr Hope to give the Clerk the contact details.

To be actioned

Cllr Hope to provide the Parish Clerk with the enforcement officer's email to enable the Clerk to ask them to investigate.

**Cllr Hope
& Parish
Clerk**

6.5 Cllr Musty Annual Assembly

Cllr Musty wanted to thank both the Clerk and Chair for their work in arranging and producing a good Annual Assembly meeting on the 4th April 2011. There was good support from various organisations however, disappointed that not one from the Police or Hall Committee attended.

6.6 Cllr May-Swimming Pool Damage

Cllr May asked if anyone knew what happened to the Swimming pool, as it was noted in the Parish News that £1000 worth of damage had been done. This should be in the public domain.

The School and Police are dealing with the incident and action is being taken, the Parish Council are not involved.

This was noted

7 District Councillor's Report-Cllr Hope

HLS for the Commons Agreement

HLS agreement has now been signed and monies will be available soon. The management plan has been met and the graziers are due to meet. Future

Management meeting in September.

Nightingale survey on May 7th 2011, if anyone would like to be involved to speak to Cllr Hope. Cllr Hope will keep everyone posted.

Dropped Kerbs

Cllr Hope thanked everyone for their response to her email regarding dropped kerbs, and a second one has been suggested on France Lane.

Speed Camera's

It was reported in the Local Press that the Speed Camera Partnership had finished, as Petty France was one of the sites where the Speed Camera Partnership operated, Cllr Hope had asked if the cameras would no longer visit the site.

Cllr Higgs asked if Sir John Jenkinson has been contacted regarding the Pound. Clerk to email him.

To be actioned

Parish Clerk to email Sir John Jenkinson

Parish Clerk

Cllr Higgs asked Cllr Hope if she was a Hall Committee member. This was confirmed.

8 Planning

Planning applications received

PK11/1054/LB	Wellington, The Manor House, Petty France, Badminton	Internal and external alterations including the formation of two entrances, to facilitate the subdivision of 2 no. dwellings to form 4. no dwellings (amendment to previously approved scheme PK07/0688/LB to reposition ground floor to first floor staircase).	The Parish Council asked the Clerk to contact the Planning Officer to asking why the Site Plan-Design and access statement had not been provided with the paperwork Also the planning application includes the internal and external alterations including the formation of two new entrances- no details provided re the new entrances? Can you clarify these discrepancies in the application and also clarify if there is going to be any new entrances into the grounds.
PK11/1014/TCA	The Monument High Street,	Works to fell 3no Fir Trees and 1no	The Councillor's do not object to the planning

	Hawkesbury Upton	Sycamore tree all situated within the Hawkesbury Upton Conservation Area.	application , however please be vigilant of any birds nesting in these trees
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Planning Applications withdrawn

PK11/0462/F	Queens Hive Cottage, Back St, Hawkesbury Upton.	Erection of two storey rear extension to provide additional living accommodation. Erection of replacement garage.	Withdrawn
PK11/0555/F	Oxleaze Farm, Oxleaze Road Inglestone Common	Erection of single storey detached annexe ancillary to main dwelling.	Withdrawn

9 Digital Exclusion

BT Leaflet arrived at every household today. The Post Office has made a positive move they have available a laptop with internet access for anyone in the village to use. Help will also be available when required. There has been improvement on the Commons most people are now set up and are therefore not digitally excluded.

10 The Plain – Replacement Tree Cllr Hope

Richard Wilson a Tree Expert advised that if the original Cherry Tree had been diseased then he would suggest not replacing it with a similar tree, because of cross infection. He suggested a White Beam it has a nice flower and costs in the region of £26.00. Cllr Higgs proposed the suggestion everyone agreed. It will be planted this Autumn. The Councillor's asked the Parish Clerk to put a note in the Parish News to let the Parishioners know.

Cllr Otley mentioned the tyre track on the Plain that had been discussed last month, top soil and rolling will be required to make good. The new Parish Council to take this forward in September as the ground at the moment is too hard.

The Parish Clerk mentioned the Oak Sapling that needs to be planted; the Parish Council suggested a note should be put in the Parish News for suggestions where to plant it in a public place.

To be actioned

The Parish Clerk to place two entries in the Parish News regarding the new tree on the Plain and also where to plant the Oak Sapling. Parish Clerk

11 NALC Training Course.

Communities in Action Conference and Exhibition Wednesday 15th June 2011 at a cost of £97.50 plus vat for members. It was agreed to place this on next month's agenda for the new Parish Council to consider.

New Councillor handbooks, it was agreed to order 9 for the new Parish Council.

To be actioned

Parish Clerk to ensure this item is placed on the Agenda for May and email ALCA for 9 packs.

Parish Clerk

12 Letter from the Governors of Hawkesbury School.

Cllr Bleaken read out a letter from Sarah Merritt who is the Chair of the school Governors regarding members of the Parish Council contacting members of the community expressing concerns regarding the school security, incidents of vandalism and issues of bullying. This was discussed in full and any conversation that took place was as a concerned parent and not as a role of a Parish Councillor.

It was agreed that the Clerk would write to Mrs Merritt and explain that The Parish Council have not had any issues relating to the school raised on their agenda and the Parish Council would consider the Head Mistress, Louise Lewis, their first point of contact should any matter be raised.

To be actioned

Parish Clerk to write to Mrs Merritt.

Parish Clerk

13 Footpaths between Highfields and High Street.

This had been discussed under section 5 update on outstanding items

14 CPRE Avonside Village of the Year competition

It was agreed that this item would be placed on the next agenda for the new Council to discuss.

To be actioned

Parish Clerk to ensure item on the May agenda.

15 Wind Turbines-Cllr Bleaken

Cllr Bleaken went to a meeting to listen about a pre-planning meeting regarding two wind turbines to be located in the parish of Kingswood but on the Hillesley/Wickwar border. Hawkesbury Parishioners will over look the sites from their homes and generally travelling to and from their homes. At Mountenys and Cherry Rock Farms there is being proposed two wind turbines, the height of the base is going to be between 45-50 metres with the arms 16.5-25 metres long. This will be 1.5 to 2 times taller than the Hawkesbury Monument.

Cllr Bleaken will update the Council at the next meeting

To be actioned

Cllr Bleaken to update the Parish Council in May.

Cllr Bleaken

16 Finance

The Parish Clerk discussed the Audit training attended, one question was raised to cover the Parish Council, had a reference been obtained for the clerk? This was confirmed as being completed. This was brought to the Parish Council's attention that if no references had been taken this could void the Parish Council's insurance.

Parish Clerk wanted to see what the Councillor's thoughts were about using a different colour paper for the Agenda. It was discussed and the Clerk to give it a try.

Bank Reconciliation for the 31st March is given to the Parish Council; Cllr Otley checked the paperwork and signed to say he agreed with the figures.

Cheques to be agreed and signed

a	Toner Cartridge	£ 56.67	Cllr Higgs Cllr Hope
b	Brother Laser Printer	£146.10	Cllr Higgs Cllr Hope
c	Hawkesbury School room hire	£ 20.00	Cllr Higgs Cllr Hope
d	Parish Clerks Wages-March	£500.00	Cllr Higgs Cllr Hope
e	Parish Clerk expenses-March	£ 26.52	Cllr Higgs Cllr Hope
f	Parish Clerk expenses-April	£ 68.49	Cllr Higgs Cllr Hope
g	CRK Garden Manicures14/3 & 29/3 Cuts	£163.54	Cllr Higgs Cllr Hope

Cllr Musty raised concerns regarding the Parish Council's employers NIC contribution which is liable now that the clerk has to be employed. This has to be paid and the amount will be back dated at the moment the figure is unknown.

This was noted

17 Bags for recycling cardboard-distribution point

Full discussion was made regarding the distribution of the cardboard bags, it was agreed that the bags would be delivered to the Clerks address and a note placed in the Parish News with a date and time when they will be available for collection at the Parish Hall.

To be actioned

Parish Clerk to complete the form and send it to South Gloucestershire Council.

Parish Clerk

18 Lych Gate Paint-Cllr Roberts

This had been discussed under outstanding action points earlier in the evening.

19 Urgent Correspondence

28/03/11	CPRE Avonside Village of the Year Competition.	May Agenda
28/03/11	Newspaper and Training events from Cotswold Area outstanding Natural Beauty.	Filed
28/03/11	Public Sector Mapping Agreement new arrangements as of 1 st April 2011.	Filed
20/03/11	ALCA newsletter.	Filed
20/03/11	Hard copy of the Good Neighbours Handbook.	Filed

08/04/11	Bags for recycling card board – South Gos.	Discussed item 17
04/04/11	Hawkesbury CE VC Primary School letter.	Discussed item 12
02/04/11	Mazars Audit paperwork	Clerk to complete the paperwork in preparation of internal audit 3/5/11
08/04/11	AON Insurance renewal due 1/6/11 £866.35.	This was discussed and proposed by Cllr Hope to pay the insurance and second Cllr Higgs. Parish Clerk to prepare the cheque for next month's meeting.

Parish Clerk

Cllr Roberts arrived

20 The Pound

It was agreed to pass this to the new Parish Council to take forward.

To be actioned

Place on next month's agenda

Parish Clerk

21 Post Office Sign

Unfortunately Kerri Lawrence from the Post Office was unable to attend tonight's meeting and therefore sent an email that was read out to the Parish Councillors.

- The email pointed out that people coming in from the A46 cannot find the Post Office because of lack of visible signage.
- The PO is different to other businesses in the village is a service, and adds significant value to the village as a whole.
- Their recent award reflects very positively on both the village and the Parish Council.
- In view of how Kerri is planning to direct the PO/shop in future, Kerri would hope that the Council would see the sign as being a benefit to the whole village in the long run.
- The more traffic directed into the PO the more chance they have of PO Ltd increasing business hours, which would again benefit to the village.
- The sign is approximately 65cm x 46cm and is on a thin metal lawn stand that goes into the grass (so it would not blow away). Kerri would pop it there in the morning and take it away when they close, so it would only be up when they are open.

The Parish Council discussed the request in full. The main concern was that there would be an increase in businesses within the village who would like to place a sign on the Plain to advertise their business. It was noted that the Alpha Meeting/lent lunches are advertised on the Plain.

It was agreed by the Parish Council that the Post Office could place the sign on the Plain during opening hours for a trial period of 6 months; the sign must be removed at the end of each day. The Parish Clerk to put a note in the Parish News to let

everyone know and if there are any comments to refer back to the Parish Council.

To be actioned

Paris Clerk to let Kerri Lawrence know of the Parish Council's decision and also put a note in the Parish News. Parish Clerk

22 The Pool Cllr Hope

The Application from Avon Wildlife Trust has been accepted. However the ownership of the Pool is in dispute. Work on the supply of water has been carried out by South Gloucestershire Council and they have done a good job. The application that had been put in mentioned the great crested newts therefore the Parish Council needs to wait for the report. This is ongoing and needs to be placed on next month's agenda.

To be actioned

Parish Clerk to place the Pool on the next Agenda.

Parish Clerk

23 Parish Notice Board

The Clerk provided the Parish Council with details of Mr Choyce's quote. Full discussion took place and it was agreed to accept his quote, but would like to see a sample of the lettering. Also, to check with Mr Choyce to see if he would fit the new board and also provide a 12 months warranty. Proposed by Cllr Hope second by Cllr Bleaken

To be actioned

Parish Clerk to speak to Mr Choyce regarding fitting, lettering and warranty.

Parish Clerk

24 Signing of Parish Clerks amended contract and to consider signing a standing order to pay the Clerk.

Cllr Bleaken and Clerk signed the contract. Discussion to set up a standing order to pay the Clerk was carried out, all agreed. Clerk to send the standing order to the Bank.

To be actioned.

Standing order to be sent to the bank.

Parish Clerk

25 Date of next meeting

The Annual Meeting is Monday 16th May 2011 in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm