

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 3rd October 2011 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

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

Apologies

P Isaac, P Barnett M Frankcom and H Heeley

Public Participation

Action

Accept apologies for Absence

Cllr Isaac, Cllr Barnett, Cllr Frankcom and Cllr Heeley

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

None

2 To adjourn to allow public participation.

None

3 Approval of Minutes.

- 5th September 2011 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

4 Update of previous actions

4.1 page 171 item 4 The Land re of Blue Boy House

The Parish Clerk has emailed James Cooke; Planning Enforcement team South Gloucestershire for present position and is waiting for Mr Cooke's comments.

This was noted

4.2 page 182 item 18 Councillor Contact Details

Please may Cllr Musty and Cllr Heeley provide the Clerk with their contact telephone numbers; once this has been received all Councillors will be provided with a copy.

**Cllr Musty
and Cllr
Heeley**

4.3 page 161 item 11.2 Bramble Cottage

Cllr Bleaken and Cllr Hope to visit the owners of Bramble cottage to discuss their boundary hedge. This item is still outstanding

This was noted

**Cllr
Bleaken
and Cllr
Hope**

4.4 page 172 item 4 Internet Banking

Cllr Frankcom is looking into whether or not the Parish Council can use internet banking. This item is still outstanding.

**Cllr
Frankcom**

In respect of the above item, the Clerk has received an email from Peter Sewell from ALCA advising all Clerks/Councillors that he had received an email from the "relevant Official at DCLG who is responsible for the necessary Consultation Paper and Draft legislative Reform Order that will permit Local Councils to use internet banking for payments. (The repeal of section 150(5) in Local Government Act 1972).

"Progress has been made since we last spoke, but other priorities do disrupt work on the consultation document".

Any additional pressure through Ministers or MPs will be very helpful in maintaining interest in completion of the task.

This was noted

4.5 page 186 item 5.5 Badminton Telephone Box

The Clerk checked the phone box at Little Badminton last week and it would appear to have one small panel of plastic missing-no breakages.

Resolved

BT have not responded regarding the request as to whether or not they still offer a scheme "adopt a phone box". Clerk will contact BT again

Parish Clerk to chase BT

**Parish
Clerk**

4.6 page 186 item 5.6 Vulnerable people

The Parish Council reviewed the list of Vulnerable people within the Parish and 8 of the 12 emergency packs will be given out by Cllr Bleaken and Cllr Hope.

To be actioned

Cllr Bleaken and Cllr Hope to distribute Emergency packs

**Cllr
Bleaken &
Cllr Hope**

4.7 page 187 item 5.12 sign posts and Cattle Grids on the Common

Streetcare have not mended the posts

The Cattle Grids; Cllr Bleaken advised the Parish Council that the Cattle Grids are only cleared twice a year. Streetcare are due to clear them early this month-

To be actioned

Clerk to contact Streetcare regarding the posts.

**Parish
Clerk**

4.11 page 189 item 10 Microsoft office- still outstanding

5.2 page 205 Parish News item regarding Dog Poo Bags

Clerk placed an item in the September edition of the Parish News

Resolved

5.3 page 206 Speedwatch Volunteers

Advert for speedwatch volunteers to come forward.

Resolved

5.5 page 206 South Gloucestershire Council – Grass Cutting cheque.

9 page 206 Police Award nomination

10 page 209 Risk Assessment

The above three items are to be discussed later in the meeting.

This was noted

11 page 209 Mazars

Notice of Accounts has been placed on the board giving the standard 14 days notice.

Any requests for a copy of the Accounts will be charged £3.00 per copy.

This was noted

5 Councillor's Items

5.1 Bonfires Cllr Musty

During the hottest weekend of the year a few bonfires had been lit within the Village, as a result parishioners were unable to open their windows or dry their washing on the line. Cllr Musty asked the Parish Council for clarification as to whether or not there were any byelaws regarding having bonfires during the day, if there are does this result in a fine.

Cllr Hope checked her computer; "there are no byelaws or fines for bonfires being lit during the day. However, consideration should be taken with neighbours on warm days when they may be in the garden or have washing on the line". A request was made to place a note regarding the above in the Parish news for November.

To be actioned

**Parish
Clerk**

5.2 Bus Stop – Risk Assessment Cllr Musty

The Ash Tree at the side of the Bus stop has been removed, although the stump needs to be drilled when access can be obtained.

Cllr Musty purchased a low voltage light bulb with an in built censor. However, due to the timer switch being out of sync and lack of natural light in the bus stop it did not work. Cllr Musty will be return the bulb and purchase a normal light bulb.

When the Hawthorn tree to the side is pruned back it will give Cllr Musty access to the trip switch to check it is in working order. If it does not work it may mean the Parish Council appoints an electrician to investigate.

To be actioned

**Cllr Frankcom to speak to the Fox Pub regarding the Hawthorn Tree once lessoned
Cllr Musty will check the timer. Update will be given at November's meeting.**

**Cllr
Frankcom
and Cllr
Musty**

5.3 Electrical Box Risk Assessment Cllr Musty

New posts have been replaced-Cllr Musty thanked Cllr Cox for providing the new posts. The wires have been placed in plastic conduit.

Resolved

5.4 Pot Holes along Farm Pool-Cllr Musty

There are a couple of nasty pot holes adjacent/east of Farm Pool. Clerk to email Streetcare.

To be actioned

Parish

5.5 Cllr Cox

Cllr Cox apologised to the Chair for interrupting a speaker from Plumbers Trench at last month's meeting.

This was noted

5.6 Cotswold Conservation Board meeting-Cllr Bleaken

The Health Service was due to attend the meeting however no one turned up. The meeting still took place and they discussed obesity, mental health and also Care Farms. Sufferers could be offered a place on one of these farms, here they will learn to enjoy the outside, going for walks ect.

Positive point-good opportunity for Farms being beneficial and diversifying their land only downside it is difficulty getting money out of the health service.

6 District Councillor's Report-Cllr Hope*The National Planning Policy Framework*

This is currently out for consultation; there is a presumption in favour of sustainable development. You may want to comment on this important document the link is <http://www.communities.gov.uk/publications/planningandbuilding/relaxationchangeconsultation>

Councillors have had a briefing on this planning framework. Local Planning authorities do have to get their Local Plans/Strategies in place as well as have a land bank for 5 years + 20%. SGC is some way along this path.

The Localism Bill and Neighbourhood Planning form a big part of future planning. There is one pilot scheme of Neighbourhood Planning in Hanham, and Cllr Hope has asked to be kept informed. The Cotswold AONB has responded sending a strong message to safeguard the countryside and landscape.

The use of land around Filton Airport is now out for consultation, with information sessions around the Area.

Cllr Hope attended the LGA Rural conference in Bath; there is very much an emphasis on sustainable growth; to increase rural economic growth by building on natural assets, rural enterprises and skills.

This would be through improvements to Broadband, (improve the infrastructure), Transport, (supporting Community Transport -£10m to help), Planning, (business growth without impacting on the environment, requirement for a clear planning system with the ownership of plans at a local level through Neighbourhood Plans).

Emphasis was given to the importance of Local Enterprise Partnerships (LEPS), with the benefits of partnership working and how rural areas should be involved. (SGC is part of the West of England LEP which includes wide business representation).

Energy

The increase in energy costs particularly affecting those in rural areas and those off the gas grid. There would be help for those suffering from fuel poverty. Ofgas is conducting an energy review.

There are two Oil Clubs-One is running at Tormarton for residents within a 10mile radius.

Two Council Departments have been merged

Planning, Transportation & Sustainable Environment & Communities into one department-The Department of Environment & Communities. There has been a total of restructuring with many job losses.

Small Revenue Grants

Applications open on Monday 24th October with a closing date of 5th December 2011 for small revenue grants. This will give applicants a total of over 6 weeks to complete their application. All applications are to be completed on-line unless otherwise requested.

<http://www.southglos.gov.uk/Communities/CommunityEngagement/CommunityGrants> All relevant information will be available on the Council's web site from Monday 24th.

Both Hawkesbury Drama Group (£1500) and the Pre-school Group (£2000) were awarded funding at the last Area Forum.

Safer Stronger Group

The next meeting of the Safer Stronger Group is on the 13th October 2011 at Hawkesbury Primary School-all welcome.

Yate & Mobile Library Board

CLr Hope is now a member for the Yate and Mobile Library Board and would welcome any feedback on either Yate or the Mobile Library.

The Commons – Draft Scrub Management Meeting

Residents and those concerned about the area met to comment on the emerging priorities for clearing scrub on the Commons. If you missed the meeting, comment forms are available to download on www.hawkesburycommon.co.uk or available in the post office for you to put your ideas forward.

It is planned that the final scrub management plan will be available at the end of October; this will be for the first three years, of the ten year plan, with work starting on the priority areas in November. Residents were keen to help with some of the work and if you are interested in helping in one of the organised work groups, please contact Mike Plumb on 01454 865827 or mike.plumb@southglos.gov.uk

Two tester days have been organised by Avon Wildlife Trust

15th November 2011 from 10am-3.30pm

10th January 2012 from 10am-3.30pm

7 Planning

7.1 Planning applications received

PK11/2927/TCA	2 Back Street Hawkesbury Upton	Works to remove 1 no. Fraxinus Tree all situated within Hawkesbury Upton Conservation Area	No objection
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PK11/2926/TCA	Silver Birches 18 Back Street Hawkesbury Upton	Works to thin by 20% 2 no. Betula Pendula trees all situated within Hawkesbury Conservation Area	No Objection
7.2 Planning Decisions			
PK10/3581/F	France Lane Farm Hawkesbury Upton	Change of use of land from agricultural to land for the stationing of a mobile home for a temporary period of 3 years.	PERMIT subject to conditions
PK11/2494/F	Wallcroft Back Street Hawkesbury Upton	Erection of first floor side extension to facilitate the sub division of existing dwelling to 2 no. separate dwellings with access and associated works. (Resubmission of PK11/1454/F).	PERMIT subject to conditions

8 **Cardboard Recycling Bag update**

Good turn out on Saturday 24th September 2011 there are still several bags over, it was agreed to enter a piece in the Parish News advertising a "Last Opportunity to collect your cardboard recycling bag on Saturday 5th November from 10-11am".

To be actioned

Parish Clerk to place advert in the Parish News

**Parish
Clerk**

9 **Community Policing Awards**

Draft copy completed; Clerk to complete and send the nomination form.

To be actioned

Parish Clerk to complete the form

**Parish
Clerk**

10 **Risk Assessment**

Update on the actions required;

10.1 Bus Shelter

See item 5 "Councillors items" this has already been discussed.

10.2 Notice board Hawkesbury Upton

This item needs to be revisited once the new notice board has been fitted, still outstanding.

This was noted

10.3 The Plain

Replacement tree to be discussed item 17.

10.4 Badminton Notice Board-New Risk

To be reviewed once the reconditioned notice board has been fitted, still outstanding.

This was noted

10.5 Lych gate recycling area

This needs to be moved – Cemetery Committee - Cllr Isaac to take forward, still outstanding.

This was noted

10.6 Allotments – Bench

The unsafe bench has been removed; the other bench is in poor state of repair. Cllr Robinson to check who owns the bench.

10.7 Allotments- Mound next to allotment 2

This needs to be tidied up. Cllr Robinson to take this forward.

10.8 The Rec – Litter Bin next to the teenage shelter

Sharp edges found on metal jubilee clips on the litter bin – Email sent to the Hall Committee and they have requested to see the Risk assessment-this was agreed by Council, Cllr Robinson will give them a copy.

To be actioned

Repair by Hall Committee

**Cllr
Robinson**

All other litter bins within the Parish belong to the Council.

This was noted

10.12 Trees along the front of the Parish Hall

It was agreed that these trees are the responsibility of the Parish Hall, however, the Parish Council needs to take this into consideration when setting the budget for next year if they decide to help towards the costs. Cllr Frankcom will speak to a tree surgeon.

To be actioned

**Cllr
Frankcom**

10.13 Dry Stone Wall rear of the Rec

This needs to be repaired-Cllr Hope to check the paperwork to confirm that the ownership of the wall is the Hall Committee.

To be actioned

Cllr Hope to check the Deeds of Glebe Land

Cllr Hope

10.14 Composting area Village Hall

Metal sheeting is still there, it should be placed behind the shed to prevent any injury.

To be actioned

Cllr Musty

It was discussed that the Recreation Ground should be removed from the Parish Council's Risk Assessment next year as this is the responsibility of the Hall Committee. This was agreed by the Parish Council.

To be actioned next year; The Risk Assessment will be reviewed at next month's

meeting in respect of any outstanding actions.

11 Queens Diamond Jubilee

The 4th June 2012-A committee will need to be set up-
Meeting to be held on 16th November 2011 at the Village Hall at 8pm all welcome.

12 Hawkesbury Parish Council Notice Board-update

Little Badminton Notice Board- Paving slabs required and the ground levelled – The Estate must be notified, Cllr Bleaken to action. Also required 2 4x4 larch posts. Specification of Work will be required. Place on Novembers agenda
Work has started on the new notice board-Clerk to keep Councillor's update.

This was noted

13 Skate Board Park-Insurance update-Cllr Hope

Meeting is being held on Sunday 9th October 2011-Everyone welcome

Hawks Nest Skate board Park

A big thank you to Mr & Mrs Ruthven for producing a short film to help gain a £6k grant from NatWest Bank. Please vote.

The Hall Committee do not want to take on the costs in maintaining the Skate Park- with this in mind a discussion took place advising Councillor's that Sherston built their park in 2003 and as yet they have not had to pay for any repairs.

The Hall Insurance-

The Parish Council have been advised that the Hall Insurance does not cover the outside area, there is concerns regarding the play area not being covered-therefore a note should be put up to advise anyone coming onto the Recreation Field they enter at their own Risk.

As for the Skate Park-If the Parish Council decides to take ownership they will need to take into consideration the additional costs when setting their budget in the future to cover the extra insurance

14 Finance

9.1 Cheques to be agreed and signed

a	Parish Clerks Wages S/O Sept	£391.66	This was noted
b	Parish Clerks Expenses	£ 24.68	Cllr Robinson & Cllr Hope
c	CPK Garden Manicures	£163.54	Paid on 5/9/11
d	SGC Grass cutting	£214.63	Cllr Robinson and Cllr Hope

The Clerk spoke to Stephen Drew SGCC regarding the above invoice. He explained that he now has contractors working on Saturday's and that is why they came to cut the grass the day of the show. He apologises for not advising the clerk that at times the Recreation Field will be cut on a Saturday. He also advised that although the grass cutting season finishes in October he has endeavoured to cut after this time at no additional cost to the Parish Council. The Parish Council agreed to pay this cheque.

<p>The Parish Clerk will amend the Grass Cutting specification in preparation for next month's meeting to state no grass cutting the week of the Horticultural Show or on a Saturday due to recreational games taking place.</p> <p>To be actioned Parish Clerk to amend the specification.</p>			
e	Fiona Rowe	£ 50.00	Paid on 5/9/11

Parish
Clerk

15 Urgent Correspondence

15/09/11	Email ALCA agenda & AGM and constitution changes Thursday 13 th October 2011	Cllr Bleaken to attend
16/09/11	Safer Stronger Community Group meeting Thursday 13 th October 2011	Parish Clerk to attend
19/09/11	Email from LINK Group meeting Wednesday 5 th October 2011	
19/09/11	CPRE general meeting 13 th October 2011	
19/09/11	Parish Charter meeting at Poole Court Yate 27 th October 2011	
19/09/11	CPRE national planning policy framework consultation continues until 17 th October 2011	This was noted and filed
26/09/11	SGC core strategy Filton Airfield exhibition dates.	Parish notice board

16 Spring Bulbs-Cllr Cox

Three quarters of the bulbs have been handed out. There has been lots of planting by the Monument today-there will be a good show of Daffodils from Hillsley Way. The Brownies/Rainbows will be planting in the play area of the village hall, the School will round the edge of the Pound and the Youth Club have also been involved.

Cllr Hope mentioned Highfields-if bulbs are going to be planted on the green they should be placed in clumps-SGCC cut the grass and they have requested this, as it is easier to cut around them.

The village will be awash with Daffodils in the spring-a big thank you to Cllr Cox for organising the planting-only a few trays left- if necessary Cllr Cox will offer any remaining bulbs to the residents living in the bungalows.

Good fun and a very good job carried out-well done to everyone involved.

17 White Beam Tree-The Plain

It was agreed by the Parish Council to order and plant a new tree on the Plain as

agreed on the 7th March 2011. Sue will order the tree from Landcare.

To be actioned

Cllr Hope

Cllr Hope to order a White Beam tree from Landcare

18 Poppy Wreath

The Parish Council agreed for the Clerk to contact Liz Howard to order the Poppy Wreath.

To be Actioned

Parish

Parish Clerk to contact Liz Howard.

Clerk

19 Commercial recycling Banks SGCC

A recent survey revealed that around one third of recycling banks are being used to deposit commercial waste. A decision has been made to remove some banks that are currently situated in commercial premises and reallocated.

This was noted

20 Best Village of the Year 2011-Comments received-Cllr Hope

Cllr Hope apologises this item will need to be placed on next month's agenda.

21 Looking forward

Christmas lights switch on-10th December 2011

The Christmas tree to be erected on Sunday 4th December.

Clerk to send a nice letter to the Estate requesting a tree

Item for November agenda

Cemetery Clean up

To be carried out on the 29th October 2011 at 10am.

Cllr Isaac to place his trailer at the Cemetery, Cllr Hope to speak to Cllr Isaac.

Budget preparations

Item for December's agenda

Allotment Rent

To be discussed in January 2012

Annual Assembly

This takes place in April, a request was made for the Councillors to think of speakers required for this meeting;

Cotswold Conservation Board

Police-this year no one from the Police attended the meeting

Skate Park

Big Spring Clean

This generally takes place in March

Cotswold AONB Voluntary Wardens

The Clerk received an email regarding a bench that maybe available to the Parish at no cost. The Clerk to speak to the Hall Committee.

Cllr Musty mentioned that pallets are required for the bonfire, old doors window frames etc.

Village SOS-Cllr Hope

This could be an opportunity to consider the monument but it has to be a business, Cllr hope wanted to alert Councillors to think of any commercial adventures that need help - ideas for next meeting.

Additional Cllr item from Cllr Musty

The work being carried out on France Lane is due to the Electrical Transformer being removed from one of the houses onto the verge.

22 Date of next meeting

The next Parish Council meeting is Monday 7th November 2011 in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm