

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 4th July 2011 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

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

Apologies

P Barnett and M Cox

Public Participation

Mr R & Mrs C Chancellor, Oxleaze Farm Inglestone Common and Mr C May 42 Highfileds, Hawkesbury Upton

Action

Accept apologies for Absence

Cllr Barnett and Cllr Cox

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

Cllr Hope – Natalie Atkinson

Cllr Robinson Allotments

2 To adjourn to allow public participation.

Cllr Bleaken welcomed Mr & Mrs Chancellor and Mr May.

2.1 Mr & Mrs Chancellor expressed their concerns regarding the trees and overgrowth at the end of Starveal Lane onto the A46 as it is blocking driver's view, which could in turn cause an accident.

To be actioned

Parish Clerk to email Streetcare to request this to be cut back before an accident happens. Parish Clerk

2.2 Mr & Mrs Chancellor spoke about their planning application (to be discussed item 7), they have had a meeting with the planning/conservation Officer and the annex is being re-sighted closer to the main building and reduced in size as a result they have to fell two trees that they are not happy about. The drains are sufficient for the two properties. They pointed out that the annex is for themselves and their boys will live in the main farmhouse- the properties will be tied with only one access.

This was noted

Mr May did not want to raise any issues.

CLlr Bleaken thanked Mr & Mrs Chancellor for their comments.

3 Approval of Minutes

- 24th May 2011 minor amendments made, minutes approved and signed as a true record of the meeting by Cllr Bleaken.
- 6th June 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

4 Update of previous Actions.

9.9 page 40 Manhole Cover

Resolved

Manhole cover now welded.

6th June 2011

Item 11.4 page 163 Local contact List

Parish Clerk placed a note in the July edition of the Parish news requesting local contractors to contact her with their details if they would like to be considered to carry out any repairs on behalf of the Parish Council.

This was noted

Item 15 page 164 ALCA training for new Councillors.

Outstanding Parish Clerk to check the Website.

To be actioned

Parish Clerk

Item 16 page 164. Parish Matters e-group emails

Outstanding Parish Clerk to email contact details to enable Councillors to be copied in on emails the Clerk receives

To be actioned

Parish Clerk

Item 20 page 166 approval of Audit

All paperwork has been sent to the External Auditors - Mazars

This was noted

Item 22 page 166 New Signatories for signing cheques

New signing authority has been completed, Cllr Hope, Cllr Musty, Cllr Isaac, Cllr Robinson and Cllr Barnett can sign cheques on behalf of the Parish Council.

Resolved

Item 3 page 170 Minutes amended and emailed to Mr Sauro

Resolved

Item 9 page 160 IT Calendar for the Office

To be discussed later tonight

This was noted

Item 10 page 161 The Pounds Post and Chain
To be discussed at tonight's meeting

Page 109 item 13 rent increase-Letter to the Allotment holder plot 15
To be discussed at tonight's meeting.

Item 11.2 page 161 Bramble Cottage
Cllr Hope and Cllr Bleaken to visit the occupiers of Bramble Cottage still outstanding

**Cllr Hope
& Cllr
Bleaken**

Item 11.3 page 161 Cow Parsley on the junction of France Lane and the A46
Clerk emailed Streetcare WEB-00087311, however, South Gloucestershire Council have not cut it back. The Parish Council requested the Clerk to chase Streetcare before an accident happens

To be actioned
Parish Clerk to Email Streetcare.

**Parish
Clerk**

Item 4 page 172 Internet Banking
Parish Clerk spoke to the Bank and due to the number of signatories the Parish Council requires, internet banking is not an option available to the Parish Council. Also a debit card is required for internet banking which the Parish Council does not have. Cll Frankcom said that he would speak to the bank and report back to the Parish Council.

To be actioned by Cllr Frankcom

**Cllr
Frankcom**

Item 5.5 page 173 note on the noticeboard regarding no advertising
Outstanding

**Parish
Clerk**

Item 8 page 180 Emails to Claire Burchell and Ed Lewis regarding a housing survey
Emails sent-Resolved

Item 10 page 180 South Glos Senior Citizens Forum

Dates of Forum emailed to Cllrs.
The Clerk emailed SGSC Forum to explain funding is considered annually at the February meeting, and to contact the PC after Christmas to be considered. Resolved

Item 12 page 181 Bulb planting

Cllr Cox has spoken to Mr and Mrs Rowe, this is in hand. Cllr Hope spoke to Mr Tizzard and he is happy for them to be planted round the new tree on the Plain. However, the Pound is very rocky. To be placed on the September agenda.

**Parish
Clerk**

item 18 page 182 Councillor contact details

Still outstanding

**Parish
Clerk**

5 Councillors items

5.1 Village of the Year Competition

Cllr Hope mentioned that the village is being monitored at all times.

This was noted

5.2 Village Hall meeting-Cllr Robinson

Interesting meeting with a good attendance.

Lots of topics, the Drama group are going to replace the stage curtains.

Item in the minutes regarding the biker's event "everyone attended all happy" this was not the case and was discussed, but they are going ahead with the event. Cllr Robinson did raise the question "was the Hall committee going to impose any conditions?"-no. Also concerns regarding additional Insurance for the event. This had not been considered.

Cllr Musty explained that Bonfire night the insurance is fully comprehensive. To be discussed item 18.

5.3 Cllr Frankcom

Attended the meeting for the Skate Board project at the bottom end of the Rec with Cllr Hope. There is lots of support especially from the young.

5.4 Cllr Frankcom

There is no longer a full time crossing patrol for the Village School, in the mornings/afternoon. They have not had any success filling the position following the advertisement in the Parish News.

Cllr Musty mentioned about job sharing-the advert in the Parish News was not clear, maybe a way forward.

This was noted

5.5 Cllr Heeley

A parishioner approached her regarding the telephone box in Little Badminton, it is looking dreadful, it is barely used, and another glass panel has been broken. A request was made to the Clerk to contact BT to mend the glass and repair the paintwork, and to check to see if they are still running "adopt a phone box scheme"

To be actioned

Parish Clerk to contact BT

**Parish
Clerk**

5.6 Cllr Musty

Western Power Distribution provided Cllr Musty with 12 bags that can be given out to 12 vulnerable people. Each bag contains a telephone, torch, fleece blanket, hand warmer gloves.

As previously discussed WPD requires a list of vulnerable people within the Parish so they can arrange to have their electricity restored as soon as possible and the individuals kept updated on the situation. The Parish Councillor's will this some thought and provide a shortlist for WPD. This list will also be helpful in the future for Councillor's, if a similar incident happens again.

5.7 Cllr Hope

A notice has been put on the board to let everyone know that Hawkesbury Parish is being entered into the Village of the year competition.

5.8 Cllr Hope

Parish Matters – new training for Councillor's to be circulated by Cllr Hope.

5.9 Cllr Hope

FREE 4 week IT training course is available to Clerks, it was confirmed that our Parish Clerk is attending the course at Emersons Green Library.

5.10 Cllr Bleaken

The markings on the Hillsley Road are nonexistent and cars are in the middle of the road due to a pot hole. Also Cold Change Hill markings.

To be actioned

Parish Clerk to email streetcare to repaint the lines and fill in the pot hole.

**Parish
Clerk**

5.11 Cllr Bleaken

Cardboard Bags update. Parish Clerk received a letter from South Gloucestershire Council to confirm they anticipate delivery before the end of July.

This was noted

5.12 Cllr Bleaken

Upright Sign posts are rusting away on Hawkesbury Common, Parish Clerk to contact Streetcare to ensure they are fit for purpose.

To be actioned

Parish Clerk to email Streetcare.

**Parish
Clerk**

5.13 Cllr Bleaken

Cllr Bleaken mentioned they have been having fun and games on the Common with the Water board. There have been several leaks which have now been fixed, although Mrs Chancellor mentioned that they had been without water over Easter and at other times, they have 60 cattle that need to drink.

Mrs Chancellor was asked how were they coping and replied they had no help from the water board. Wessex Water drivers have bottles of water in their van, and can give them out if you ask for some. No notification had been given to the residents from the Water Company to advise them of the repair work.

The Parish Council requested the Clerk to contact Wessex Water to find out the present position on the repair at Lance Lane, Orange End and also express the Parish Council's concerns regarding Parishioners suffering due to lack of and need for water.

To be actioned

Parish Clerk to write to Wessex Water.

**Parish
Clerk**

6 District Councillor's Report-Cllr Hope

Sustainable Cotswold Edge Meeting at Tomarton on Thursday 7th July.

Safer Stronger Community Meeting at the Old Grammar School Chipping Sodbury on Thursday 28th July.

A reduction of X-ray services at Yate Minor Injuries Unit has been made without any consultation and very little advertising of the service which has been open barely a year. Cllr Hope will be attending a meeting to discuss this further.

Pre meeting with the Inspector on the Core Strategy, further work required. No decision on what direction will be taken. Consultation on the future use of Filton Air Field.

Skate Boarding Park- Fund raising is going ahead. Hopefully the action group will act as a subcommittee of the Hall Committee. Cllr Hope advised there is a meeting tomorrow Tuesday 5th July-need structure of fundraising and project management. Young people have visited the park at Sherston and were very impressed.

Announcement of proposals for a new stadium made by Bristol Rovers FC and University of West of England had so far received a positive response.

Cllr Hope has been approached by a private balloonist regarding Ballooning over the Commons. Any views, Cattle do not like the balloons.

Love Food Hate Waste- campaign running all about reducing food waste.

7 Planning

Planning applications received

PK11/1801/F	2 Orange End Chase Lane Ingleston Common Badminton	Erection of first floor and ground floor rear extension to provide additional living accommodation. Construction of new access/driveway. (resubmission of PK10/3184/F)	The Parish Council has no objection to the planning application, as long as the neighbour's comments have been considered and permission has been obtained from the right sources.
PK11/1832/F	Oxleaze Farm Oxleaze Farm Road Inglestone common Badminton	Erection of detached residential annex ancillary to main dwelling (resubmission of PK11/0555/F).	Hawkesbury Parish Councillor's do not object to the planning application, however, they would like to ensure that condition 3.12 (remains in place) tied in and all materials described in the design and access statement are also conditioned.

Planning application Decisions

PK11/1609/TCA	The Vicarage, High Street, Hawkesbury Upton	Works to reduce 7no. Poplar Trees by 20% situated within Hawkesbury Conservation area	The Council does not propose to serve a tree Preservation Order at this time
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Withdrawn applications

PK11/1454/F	Wallcroft, Back Street, Hawkesbury Upton	Erection of first floor side extension to facilitate the subdivision of existing dwelling to 2no. Separate dwellings with access and associated works.
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8 Allotment 15 update

Cllr Bleaken and the Parish Clerk met Mrs Dix and her Son Wednesday 29th June 2011, as a result of the Parish Council letter sent to Mrs Dix. Cllr Bleaken explained that once a decision has been made the Parish Council cannot revisit for six months. This item will be reviewed again in November.

To be actioned

Parish Clerk to ensure that this item is placed on the November agenda.

9 Letter from Mr C May regarding Footpath LHA103

Mr May's letter was read to the Parish Council by Cllr Bleaken.

The minutes from Monday 16th May 2011, page 101 item 6.7 states

"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"

Mr May states in his letter that he walked LHA103 on the 14th June and the path was not clear, also why was Cllr Bleaken dealing with the waterboard?

Cllr Bleaken dealt with the Waterboard because she had been dealing with them on a personal matter and took the opportunity to ask them to look at it. The Waterboard explained they had re-laid the path as per the land registry, with a kink, if they had not, then it could lead to people claiming off the Waterboard if they have an accident.

Cllr Hope proposed a sight visit of LHA103/104. Cllr Musty requested copies of correspondence from Nicola Chidley.

To be actioned

Cllr Musty to arrange a site visit. Clerk to send all copy emails to Cllr Musty and send a letter to Mr May

Parish Clerk & Cllr Musty

10 Microsoft Office Outlook

Mr Sauro has emailed the Clerk the cost of outlook, \$32.90. The Parish Councillor's all agreed with the cost, the Clerk requested that Mr Sauro downloads the programme onto the Parish Councils laptop. This was also agreed.

To be actioned

Parish Clerk to email Mr Sauro to download the programme and invoice the Parish Council

Parish Clerk

11 Letter from Natalie Atkinson

The letter was read out to the Parish Council by Cllr Bleaken. It was discussed in full, however the Parish Council are unable to support an individual with donations only groups/organisations with Grant funding in February. The Parish Council requested the Clerk writes to Miss Atkinson to explain the situation and wish her all the best. Also to provide her with events coming up in the Village this may give her an opportunity to raise funds for her trip.

To be actioned

Parish Clerk to write to Miss Atkinson.

Parish Clerk

12 Notice Board

Revised paperwork not received by the clerk from Mr Choyce, a planning meeting will be held on Monday 18th July, it could be discussed at this meeting.

To be actioned

Parish Clerk to chase Mr Choyce.

Parish Clerk

13 Finance

Bank reconciliation as of 30th June 2011 has not been received, agenda item for the 18th July 2011.

Cheques to be agreed and signed

a	Parish Clerks Wages S/O	£391.66	This was noted
b	Parish Clerks Expenses	£ 60.74	Cllr Hope Cllr Frankcom

14 Urgent Correspondence

3/6/11	Email re Farmers Market to be held twice a month on the Market Pitchings in Chipping Sodbury	Advised Cllrs
13/06/11	Future Core Management Group Meeting Dates	Email to Cllrs
13/06/11	Your Hospital Summer 2011 Magazine	Copies to the Councillor's and Parish Hall.
16/06/11	South Glos Core Strategy Options for Filton Airfield.	Emailed to Cllrs
18/06/11	Letter from Mrs Hewer re Post Office	Acknowledge letter
20/06/11	South Glos Letter re distribution point for bags for Cardboard recycling	Advised Cllrs bags should be received by the end of July.
20/06/11	Winterbourne Medieval Barn Trust. Letter to request to send details of public events being held at the barn.	Councillor's agreed to receive details via email.

Parish Clerk

Parish Clerk

Parish Clerk

04/07/11	Letter from Mr Tizzard regarding the Cemetery	This was discussed in full, a request was made for the clerk to write to Mr Tizzard and thank him, and the Parish Council will deal with the issues raised.
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Parish Clerk

15 The Pound

To be dealt with at the next meeting 18th July 2011.

16 The Pool-Cllr Hope

Grant forms have been sent-concerns raised by Cllr Hope that it may be too late to check for Great Crested Newts. Await grant chq.

17 Wind Turbines-Cllr Bleaken

A Few Councillors attended the meetings- a Sight visit took place and the impact on the landscape will be big and visible.

Planning should go in by the end of July to Stroud Council-Cllr Barnett asked if the wind turbines would be visible locally? There will be a visible impact on Hawkesbury. The Turbines will be in Kingswood but affects Wickwar and Hawkesbury. Cllr Bleaken posted 90 flyers "for or against" prior to the last meeting. It was agreed by the Parish Council if any more flyers need to be printed Cllr Bleaken could use the Parish Council printer. Also Cllr Bleaken to place a piece in the Parish News.

To be actioned

Cllr Bleaken to write an article for the Parish News

Cllr Bleaken

18 The Hall Committee meeting-Cllr Robinson

Cllr Robinson raised his concerns regarding the Bikers weekend in November.

Is there sufficient Insurance to cover the Hall, field and Public, if not could the Parish Council be held liable in anyway?

The Deed for the Rec; it is to be used for the whole Parishes recreational purposes. The Hall Committee is very committed to this event. Does the Deed/Covenant allow outsiders to use it? Cllr Musty, requested the Parish Council requests a copy of the Deed and to be held by the current Clerk.

Emails have been sent to various people in the village to become involved with the event to make breakfast's curries etc.

To be actioned

Parish Clerk to write to the Hall Committee to raise their concerns regarding their insurance. Cllr Hope to provide the Clerk with a copy of the Rec's Deed.

Parish Clerk & Cllr Hope

19 Date of next meeting

The Meeting is Monday 5th September 2011 in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm