

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 5th December 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, M Frankcom, P Isaac and H Jones (Parish Clerk)

Apologies

P Barnett and H Heeley

Public Participation

Mrs G Dix, Mr B Watts and S Watts

Action

Accept apologies for Absence

Cllr Barnett 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.

Mrs Dix was handed a letter from the Parish Council regarding her allotment. It advised her that on this occasion as a good will gesture the Parish Council will only be charging her £10.00 for 2011 and not £20.00 as per her invoice.

Mrs Dix asked that the Parish Council measured all the allotments to make sure the rent was fair to all allotment holders. Mrs Dix said that she only rents half of an plot and now the Parish Council wants to charge her for a full plot.

Cllr Bleaken advised Mrs Dix that the Parish Council will be looking at the Allotments in the new year.

Cllr Musty said that the Parish Council supports her predicament, all the allotments vary in size and the Parish Council wants the rent to be fair to everyone.

Mrs Dix asked if she would be charged for a full plot in 2012. Cllr Bleaken pointed out that Mrs Dix contract states that her plot is shared; however this is now not the case. The plot next to hers is being rented out as a single plot; the Parish Council will need

to review and amend her contract in the New Year. At no point has the Parish Council gone out to victimise anyone.

Mr B Watts asked if there was an historical record of the rent paid by his mother. It was explained to them that this is an historical situation which the Parish Council are in the process of trying to sort out.

It was agreed that the Parish Council will review all the Allotment's rent/contracts at the February or March 2012 meeting.

Mrs Dix, Mr B Watts and Mr S Watts left the meeting

3 Approval of Minutes.

- 7th November 2011 minor amendment 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

4.1 page 213 The Land re of Blue Boy House

Email received from James Cooke, from South Gloucestershire Council's Planning Department; one of his colleagues went back to the property on 30 November. They have now finished the wall along the inside of the driveway so should be re-surfacing the access as soon as possible. He will again arrange for a visit before Christmas and if this has not been done will write to the owners again.

This was noted

4.2 page 214 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 Hope
& Cllr
Bleaken**

4.3 page 214 Internet Banking

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

This was noted

**Cllr
Frankcom**

4.4 page 214 Badminton Telephone Box

Little Badminton Telephone Box; BT "adopt a phone box", Clerk to take this item forward with BT.

To be actioned by Parish Clerk

**Parish
Clerk**

4.5 page 214 sign posts on the Common

Repaired 7/11/11

Resolved.

4.6 page 214 Microsoft office

Microsoft Office has now been downloaded onto the laptop, thank you to Mr Sauro. Invoice for the programme to be paid later this evening.

Resolved

4.7 page 215 Hawthorn tree by the bus stop

The Hawthorn Tree has now been cut back. Cllr Musty to check the light timer

To be actioned

Cllr Musty to check the timer on the light switch inside the bus stop.

Cllr Musty

4.8 page 225 path outside the Village shop

Streetcare to action.

Outstanding

**Parish
Clerk**

4.9 page 225 Western Power Distribution

Email to WPD regarding the mess in the conservation area.

Outstanding

**Parish
Clerk**

4.10 Website invoice-Cllr Robinson

Parish Clerk received an email from Mr Sauro regarding an explanation with regards to the website invoice, this was read out to the Parish Council

“The Village Website, or any website in fact, consist of hosting charges and domain name charges, so a charge for putting all your web pages, photos etc. up on the Internet and a charge for the www.hawkesburyupton.com name and both are annual charges.

The Village website hosting has been financed alongside the Village Hall website (share same Hosting site) up until last year where Mr Sauro decided to separate them, hoping someone may take on the task of managing the Village site and leave him with the running of the Hall website. However so far the Village site is still being run by Mr Sauro and that’s fine as long as people understand this is on a part time voluntary basis only.

So the hosting costs for the Village website per year is £95.40 and domain name renewals are a lot cheaper at around £3 per year but are usually done over 2 or 5 years, the next renewal is not due until 2017.

Hope this helps.”

If Mr Sauro is happy to continue, Cllr Musty proposed that the Parish Council pays the invoice, all in favour; Clerk to prepare a cheque for £95.40 to be signed and paid at tonight’s meeting.

4.11 page 214 Emergency Packs

Cllr Musty to ask Western Power Distribution to see if there are any more emergency packs available. There are 4 to be given out, Cllr Hope to check the list and email Councillors with the details of who will be receiving one of these packs.

To be actioned

Cllr Musty to check if anymore Emergency Packs are available for vulnerable people within the Parish.

Cllr Musty

4.12 The Safe

Mr Sauro had spoken to Cllr Hope regarding the Safe being moved to the Parish Hall, under the stairs or in the room where the chairs are stored. Cllr Cox to take this forward and arrange for the safe to be moved.

To be actioned

Cllr Cox to liaise with the Hall Committee

Cllr Cox

4.13 Little Badminton Road – resurfacing

Cllr Hope advised the Parish Council that this item is on the Task list to be actioned

This was noted

4.14 page 218 Cardboard recycling bags

All except 50 bags have been collected by South Gloucestershire Council

This was noted

4.15 Fly posting

A note regarding Fly posting will be in the January edition of the Parish News.

This was noted

4.16 Notice board remains outstanding

This was noted

4.17 White Beam Tree

This was planted on the 12th November 2011

Resolved

4.18 Cemetery Notice board Cllr Hope

Outstanding

4.19 Glebe Land-Cllr Robinson

Cllr Robinson mentioned that this will be discussed at next Monday's meeting he will let the Parish Council know the outcome at the next meeting.

**Cllr
Robinson**

4.20 The Plain Electrical Switch

Parish Clerk Spoke to Mr S Watts regarding the switch; the switch is hard to turn on and off and will need to be replaced eventually although there is no risk to anyone. It would cost in the region of £60 plus parts. This was discussed in full and everyone agreed as there is no risk and it works there is no need to replace the switch before Saturday when they switch on the lights, it will however, need to be replaced next year.

This was noted

4.21 Allotment Rent 15

This was discussed under Public Participation.

4.22 Christmas 2011

For the benefit of the new Councillors the schedule of events for switching on the lights was discussed in full.

The Fox and Beaufort Arms will be serving warm mulled wine, Mr Otley is providing the Mulled wine for the Beaufort Arms, Cllr Hope and Cllr Bleaken will be sorting out the mulled wine for the Fox.

4pm Cllr Musty and Cllr Isaac - start putting the cones out on the road.

5pm Everyone will start to congregate by the Fox Pub, mince pies and mulled wine will be served by the Parish Council.

5.30pm Lights will be switched on by the youngest and oldest child of the school and this is followed Carols for about 10-15minutes.

After everyone will start moving up towards the Beaufort where mulled wine and mince pies will be available. The Hall lights will be switched on at the same time a

firework will be lit.

“Police slow signs” are normally available if not “stewards” will be required to slow down the traffic and ensure the public are safe (stewards to wear jackets). The entrance of Sandpits Lane needs to have a steward with a torch to slow down the traffic. Cllr Hope will speak to PCSO Paul Fortune to see if he has any signs we can use or check with Mr J Gillman.

Thank you letter to be sent to Your Grace and a video of the evening.

To be actioned

Letter to be sent to Your Grace with a video

**Parish
Clerk**

5 Councillor’s Items

5.1 Cllr Musty

The 40MPH sign approaching the A46 from Badminton is broken the disc is on the ground (not the post) Parish Clerk to email Streetcare.

To be actioned

Parish Clerk to email Streetcare

**Parish
Clerk**

5.2 Cllr Frankcom

The Skate Park was successful with the NatWest bid and won £6250, fantastic news. A member of the committee is now in the process of bidding for the balance (30-40k) from a Landfill Source, there is a lot of work ahead and the bid has to be in by mid-December. If successful the skate park can be built.

The Skate Committee would like the Hall Committee to take on the liability of the skate park it will be a long term commitment it was agreed by the Parish Council that this would be an agenda item for January.

To be actioned

Parish Clerk to place the skate park on January’s agenda

**Parish
Clerk**

5.3 Cllr Musty

Cllr Musty had been approached to see if the chimney could be reinstated in the cottage next to the Hairdressers. Cllr Musty gave his own personal view (and not that of a Councillor) that planning permission was never granted to remove the chimney. It was agreed Cllr Musty should ask them to refer to the Planning Office.

This was noted

Cllr Musty

If a Councillor is approached and asked for their opinion” (regarding any matter) the Councillor should state that their reply “is their own personal opinion” and not that of the Parish Council. This was agreed and noted.

This was noted

5.4 Cllr Frankcom

Expressed his concerns regarding the Agricultural lorries on Highfileds Lane, and the amount of mud on the road, also the same lorries parking on the pavements. Pedestrians had difficulties getting through; one driver had left the engine running whilst he went into the shop. When the lorry moved on, it left mud on the road.

Cllr Isaac explained that these lorries removed waste from certain factories; they deliver to sites once treated and put on the land. The Company is licensed and they

had been delivering to his land, they are now finished. They will clear the mud and replace any vegetation.

This was noted

5.5 Cllr Cox

By the old people's bungalow there are two trees, however one is dead tree.

This was noted

6 District Councillor's Report-Cllr Hope

Core Strategy

Councillors are to consider South Gloucestershire's amended Core Strategy during the week beginning 12 December 2011.

The Strategy sets out the overarching development vision and strategy for South Gloucestershire until 2026 and aims to deliver the new homes, jobs and services that are needed to sustain the district's communities, without compromising their separate identities character or the local high-quality environment.

Without this document, there is a genuine risk of unplanned development so it is essential that we make progress with the strategy

Overall the strategy makes provision for up to 26,400 homes. Of this total 4,060 homes have been completed, requiring an additional 22,340 dwellings over the next 15 years from 2012.

The plan makes clear that the council will continue to give protection to the green belt and open countryside which South Gloucestershire has continuously considered are not appropriate locations for development.

Broadband

After pressure, SGC, have produced a survey for residents and businesses to complete on our website to register their demand for better broadband – www.southglos.gov.uk/broadband

Please help publicise this as it is important we get as many people to respond as possible, particularly in the areas that experience very slow speeds.

Traffic Calming

Share Plans for 20mph outside school (part of the School Travel Plan) and environmental weight limit. Comments please? The budget for works has been secured. Other matters raised on the Register included work the Parish Plan – the first time this has been included.

Dropped Kerb

Also small budget for a further dropped kerb in the parish – any ideas.

Mud on Road

Received complaints about the mud on the road along Highfields, clarified routes for HGVs and asked for reinstatement of verges.

Commons – volunteer work – two further days 20th December and 16th January

Enforcement – attended training on revamping of the department and how the

enforcement works.

Empty homes Week – successful at bringing houses back into use.

7 Planning

7.1 Planning applications received

PK11/3634/F	Land Opposite Six Cottages France Lane Hawkesbury Upton Badminton	Construction of access track (Retrospective)	“No Objection”
PK11/0070/CLE	Flexor Farm Hawkesbury Hill Hawkesbury Badminton	Amendment to application the Parish Council needs to respond by the 12 th December 2011	This item was not on tonight’s agenda. Cllr Bleaken offered to go to Thornbury planning office to see what the amendment to the application was. Everyone in favour; Cllr Bleaken to advise the Parish Council of the outcome.

7.2 Planning Decisions

PK11/3311/TCA	The Retreat France Lane Hawkesbury Upton	Works to fell 2 no. Horse Chestnut trees, coppice 2 no. Hazel trees and prune by one third 8 no. Plum trees all situated within the Hawkesbury Upton Conservation Area	The trees have been inspected and the Council does not propose to serve a Tree Preservation Order at this time. The Council has No Objection to the works as specified in the submitted details.
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7.3 Withdrawn Planning Applications

PK11/3173/LB	Inglestone Farm, Chase Lane, Inglestone Common Badminton	Application to retain the works carried out for internal and external alterations including rendering additional stonework and alterations to doors and windows	
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8 Yate and District Heritage Centre-request for funding

The Parish Council provides grant funding for local organisations and it was agreed

the Clerk writes to Yate and District Heritage Centre to advise them there will be no funding from Hawkesbury Parish Council.

To be actioned

Parish Clerk to write a letter to the Yate and District Heritage Centre.

**Parish
Clerk**

9 Fly Posting

A note has been placed in the Hawkesbury Parish News for January 2012.

Resolved

10 Risk Assessment

Update on the actions required;

10.1 Bus Shelter

The Parish Clerk advised the Parish Council that the Hawthorn bush has now been cut back, Cllr Musty to check the light timer.

To be actioned

Cllr Musty to check the timer and advise the Parish Council of the outcome at the next meeting. Cllr Musty

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

The Tree was planted on Saturday 12th November 2012. Alistair Rankin from South Gloucestershire Council has been advised by the Clerk

Resolved

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 Trees along the front of the Parish Hall

Still outstanding

10.6 Dry Stone Wall rear of the Rec

This needs to be repaired-this is being reviewed by the Hall committee.

Outstanding

10.11 The Plain Electrical box

This has been checked by Mr Watts there is no danger to anyone, to be reviewed by the Parish Council 2012

To be actioned

Parish Clerk to ensure this is put on the agenda for November 2012

11 Little Badminton Notice Board specification of work

Cllr Musty prepared a specification of work which was discussed with the Parish Council. The notice board will be placed in front of the wall, two pavers to be laid next to the existing pavers to stop the grass growing. Two posts are required Cllr Bleaken explained this will be provided by Badminton Estate, Cllr Bleaken will ask if

Cllr Musty

they have two pavers. Everyone was happy with the specification of work. Clerk to contact Miles and Giles, Mr S Green, Mr J Walker and Mr G Walker to quote for the work.

To be actioned

Parish Clerk to contact four contractors to quote for the work

12 Hawkesbury Parish Council Notice Board-update

Waiting to hear from Mr Choyce.

To be actioned

Update at the next meeting

13 Snow plough-Clr Isaac

Everyone agreed that they would like a snow plough for the Village, Horton has one. Owen Jenkins provides ploughs that can be attached to trackers for farmers to use; the question was asked if anyone in the village had one? Not at the moment. Clr Isaac would be interested.

This was noted

14 Finance

14.1 Bank reconciliation as of the 31st October and 30th November 2011 was shown to the Parish Councillors; Clr Frankcom checked and agreed with the figures, he signed both reconciliation forms.

14.2 The following cheques were put to the Council for payment and signed in accordance with the Bank mandate.

a	Parish Clerks Wages S/O Nov	£ 391.66	This was noted
b	Parish Clerks Expenses	£ 58.65	Clr Hope and Clr Bleaken
c	SGCC Grass Cutting Sept-Oct	£ 429.26	Clr Hope and Clr Bleaken
d	SGCC Election Costs 2011	£2491.75	Clr Musty and Clr Hope
e	ALCA Budget Training	£ 45.00	Clr Musty & Clr Hope
f	Landcare Tree Nursery – White Beam Tree	£ 48.96	Clr Bleaken & Clr Hope
g	Mr Tizzard-Grass Cutting The Pound/Plain and Bus Shelter	£ 190.00	Clr Hope & Clr Musty
h	Mr Sauro “Host invoice”	£ 95.40	All agreed

14.3 Preparing for Budget

Next month precept will need to be discussed and set for 2012-2013.

15 Urgent Correspondence

14/11/11	May 2011 Elections-Breakdown of	Filed
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	Costs	
14/11/11	Parish Charter Annual Meeting Minutes	Filed
17/11/11	Consultation of School Term and Holiday dates 2013-14	To be discussed tonight item 18
24/11/11	Bus time tables for Services 6,7,42,43,45 and 18	Filed

16 ALCA

- **Temporary Representative required**
No one available at present to be the temporary ALCA representative, Parish Clerk to inform the Councillor's of forth coming ALCA meetings.
- **Password and Website details for ALCA**
Details given to the Councillor's to enable them to view the ALCA website.
- **Janet Wallis resignation**
This was noted

17 Zurich Insurance – alternative Insurance Company

The Parish Clerk has been approached by Zurich Insurers to quote for next year's Parish Council Insurance. This was discussed by the Parish Council and they requested the Clerk emailed ALCA for their comments.

To be actioned

Parish Clerk email ALCA

Parish Clerk

18 Consultation on School term and holiday dates for the school year 2013-14

Both options were discussed in full-the Parish Council had "no preference"; but wanted it noted that "priority to go with the option that matched neighbouring Counties".

To be actioned

Parish Clerk to email Jo Rees from South Gloucestershire Council the Parish Councils comments.

Parish Clerk

19 Grass Cutting 2012

Cemetery Grass Cutting

Specification of work to be sent to John Walker, Nigel Watson and Chris O'keefe to quote for 2012.

The Pound, The Plain and Bus Shelter

Mr Tizzard to continue the grass cutting for 2012.

The Recreational field

SGCC final year of the 3 year contract.

To be actioned

Parish Clerk to contact Mr Walker, Mr Watson and Mr O'keefe to quote for the Cemetery Grass Cutting.

Parish Clerk

20 A request to email approved minutes to a Parishioner

This was discussed in length and it was agreed that the approved minutes are placed on the village website to be viewed each month. Clerk to email the Parishioner the decision.

To be actioned
Parish Clerk to email the Parishioner with the decision

**Parish
Clerk**

21 Cattle Grids – The Commons Cllr Bleaken

South Gloucestershire Council clear the cattle grids in October/November after the cows have gone from the Common. It was suggested that the Parish Clerk writes to SGCC to suggest the cattle grids are cleared twice a year, before the cows return to the Common in April and again in August. This was agreed.

To be actioned

Parish Clerk to write to SGCC to see if they can clear the grids twice a year.

**Parish
Clerk**

Cllr Robinson wanted to say “Thank you” to Mr Adrian Creeper for all of the Christmas decorations that he donated.

This was noted

22 Date of next meeting

The next Parish Council meeting is Monday 9th January 2012 in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm