

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 6th June 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, P Barnett, M Frankcom, and H Jones (Parish Clerk)

Apologies

B Robinson and P Isaac

Public Participation

None

Action

Accept apologies for Absence

Cllr Robinson and Cllr Isaac

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

- 16th May 2011 AGM 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.

Cllr Frankcom arrived whilst the minutes were being reviewed by the Parish Council.

Parish Clerk

4 Update of previous Actions.

9.9 page 40 Manhole Cover

This item is still outstanding from July 2010; this was discussed in full and it was agreed by the Parish Council to put a time limit on resolving this due to the length of time it has been outstanding. Cllr Musty will chase Mr Day to complete the work before the next meeting 4th July 2011.

To be actioned

Cllr Musty

Cllr Musty to speak to Mr Day to carry out the work.

6.4 Enforcement officer The Land rear of Blue Boy House

Email has been sent to the enforcement officer and the Clerk is now waiting to hear the outcome.

This was noted

16th May 2011

Item 5 page 159 Declaration of Interest and Declaration of Acceptance

Resolved; Declaration of Interest has now been returned by South Gloucestershire Monitoring Officer via email all signed. Copies held by the Parish Clerk.

Item 8 page 160 Approved Minutes of the 4th and 18th April 2011

Resolved; Emailed Mr Sauro and are now on the Website.

Item 9 page 160 IT Calendar for the Office

The Parish Clerk has spoken to Mr Sauro and he will investigate the cost of "Outlook".

This was noted-to be reviewed next month

**Parish
Clerk**

Item 7 Page 160 Parish Plan

All Councillors to receive a copy.

Resolved at the meeting

Item 10 page 161 The Pounds Post and Chain

Email sent to Mr Choice chasing the cost of post and chain.

This was noted – to be reviewed again next month.

**Parish
Clerk**

Page 109 item 13 rent increase-Letter to the Allotment holder plot 15

Still outstanding to be resolved this week

This was noted

**Parish
Clerk**

Item 11.2 page 161 Bramble Cottage

See item 5.2 Councillors items

Item 11.3 page 161 Cow Parsley-France Lane and Starveal Lane

Email sent to Streetcare 17th May 2011, the Parish Council requested the Clerk to go back to them because it has not been carried out to the specification promised.

To be actioned

Parish Clerk to Email Streetcare to revisit the area.

**Parish
Clerk**

Item 11.4 page 163 Local Contact list

An advert will be placed in the July's edition of the Parish News.

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

Parish

Item 20 page 166 approval of Audit to be sent to Mazars

Resolved

Item 22 page 166 New Signatories for signing cheques

Received details from Cllr Barnett, paperwork to be sent to the Bank and await instructions.

This was noted

Cllr Frankcom requested if the Parish Council was able to set up internet Banking to enable the clerk to prepare the Bank Reconciliation and also for him to view the statements and check the figures prior to the meeting.

This was discussed and it was agreed the Clerk would speak to the Bank and let the Parish Council know the outcome at the Next meeting.

To be actioned by Parish Clerk

Parish Clerk

Item 27 page 167 Lettering of Notice board

Email has been sent to Mr Choice to proceed with the lettering and Notice board.

This was noted

5 Councillors items

5.1 Village of the Year Competition

Cllr Hope advised the Parish Council that she had sent the forms off for the CPRE Village of the Year.

This note noted

5.2 Bramble Cottage –Cllr Hope

The hedge has been cut back recently and has been left in a mess also; the hedgerow still overhangs which is causing problems because this is the narrowest part of the pavement. After a full discussion it was agreed that both Cllr Bleaken and Cllr Hope will go and visit the occupiers to discuss the concerns of the hedgerow.

This was noted

5.3 Traffic-Cllr Frankcom

Cllr Frankcom has been speaking with the local community since being elected as a Councillor and it would appear that traffic is a concern being raised. From speeding to parking.

Cllr Cox raised a point “is the village being used as a rat run?”

Cllr Frankcom would like to be engaged with this item, and asked the question do planners consider car parking spaces when they approve a planning application? This will then prevent cars being parked on the road. Cllr Hope said Planners do take parking into consideration.

This was noted

5.4 Planning-Cllr Cox

Cllr Cox wanted to know the procedure when reviewing planning applications at a Parish Council meeting.

Prior to the meeting being held on Monday 24th May various emails were sent out. He thank Cllr Hope for her email as she could not attend the meeting, also Cllr Musty’s email that attached the Google map.

However, Cllr Cox thought it was strange making comments after the meeting had taken place.

Cllr Musty mentioned that when discussing planning applications a decision has to be made there and then. However, on this occasion Cllr Bleaken stated that due to the timescale Councillors were able to put their views forward after the meeting. It was only clarification that was required from the points raised. This would not normally happen after a planning meeting.

Cllr Musty-the Parish Clerk would normally write down what has been agreed.

All planning applications are put on the agenda a week before the meeting which would give the Councillors time to view the planning application on line and also go and see the location. Councillors can discuss prior to the meeting any concerns, but not make any decision until the meeting.

This was noted

5.5 Notice Boards-Cllr Bleaken

When the Councillors went on the trip to see the area that the Hawkesbury Parish Council covers, Cllr Bleaken checked the notice boards and noticed that there are various advertising cards/posters. Cllr Bleaken pointed out they are private notice boards and should not be used for advertising. It was agreed by the Parish Council that the Clerk places a note on both Hawkesbury and Little Badminton that no advertising posters should be placed on the boards.

To be actioned

Parish Clerk to place a note on both boards to prevent the amount of advertising posters being left on them.

Parish Clerk

6 District Councillor's Report-Cllr Hope

Committee places are being allocated and training is on offer for new and old Councillors at South Gloucestershire Council.

Cllr Hope is the Lib Dem spokesperson on Health and will be on the Health Select Committee as well as the other joint health committees. Cllr Hope has also been allocated a place on the Community Care & Housing and Central Health & Safety. Cllr Hope will also be on the Complaints Panel and the Employees Appeal Panels, and the Councils representative on the Cotswold AONB Conservation Board.

Last week there was a very disturbing Panorama film which showed harrowing scenes at a private hospital in South Gloucestershire. Arrests have been made and there are several independent reviews taking place including one by the Safeguarding Boarding, a panel comprised of representatives from different agencies. This will report back to the Cabinet and Council.

Southern Cross who runs many Care Homes in the UK including one in Wickwar are restructuring their finance. South Gloucestershire Council have given assurances that resident's future will be secure.

At Cabinet it was announced that £2.6m had been received as a result of the council achieving targets set in conjunction with the previous government. £1.6m will be used to set up "The Big Society" fund. Cllr Hope has asked that local councillors be

involved in drawing up the Local Vision of Localism.

£200k will be allocated to the Area Forums for 4 years for allocating to local charities and groups and £100k to support 2 new PCSO's.

Funding has also been set aside to help develop the capacity of the Voluntary & Community sector and its future needs. Cllr Hope has asked for agreed outcomes on how this money will be allocated £230k this year.

Two sources of grant.

Capital Grants is now open for applications from Monday 16th May with a closing date of 20th June 2011. Cllr Hope asked if everyone could please notify any of their groups/organisations/networks so they may promote and circulate the information to their members at meetings and in newsletters and also please encourage them to apply on-line. The Web address is

<http://www.southglos.gov.uk/Communities/CommunityEngagement/CommunityGrants>

South Gloucestershire Primary Care Trust local Grant scheme 2011/12

NHS South Gloucestershire, the primary care trust, is once again offering a limited number of small grants for group activities that will help people in South Gloucestershire to reduce health inequalities.

A limited number of small grants are available, for group activities that will help people in South Glos.

- Make healthier choices
- Improve their physical health
- Improve their mental health and well being

Priority will be given to projects that reach people who are socially isolated or living in disadvantage areas. The work might include food, physical activity, quitting smoking, self help groups or family support.

Grants from £100 to £1000 are available. There are limited funds so please apply for the amount you need.

The closing date is Friday 24th June 2011. Applicants will be notified of the outcome by Friday 29th July.

Application forms and guidance notes are available from Jacqueline Goss, (01454 864591) Fax: 01454 865905. Email Jacqueline.goss@sglos-pct.nhs.uk

Cllr Hope and Cllr Frankcom went to a meeting earlier this evening regarding the possible new skate board project. The Fire Brigade attended but said that it was too early for them to be involved.

The meeting was held with Young people, their parents and a South Gloucestershire officer. They had been impressed by the Young people's fantastic ideas of what they wanted and their enthusiasm, they are also keen to be involved with fund raising.

They are going to visit Charfield's, Sherston and Marshfield for ideas; the noise is however a concern. The youngsters also provided a list of young children who will

benefit in the future if a skate board park was built. Cllr Hope will keep the Parish Council updated.

7 Planning
Planning applications received

PK11/1545/F	Old Police House France lane Hawkesbury Upton	Erection of single storey side and rear extension to provide garage and additional living accommodation.	The Parish Council comments are as follows; to ensure all new external finishes to match existing to be conditioned. No objection to the planning application.
PK11/1462/LB	The Old Vicarage Church Lane Hawkesbury Badminton	Internal works to alter ceiling in second floor room.	No objection subject to the agreement of the conservation officer.
PK11/1618/F	Amberley House Hawkesbury Grange France Lane Hawkesbury Upton	Erection of single storey rear extension to form additional living accommodation.	No objection to the planning application as long as the quarry stone and roof tiles is conditional.
PK11/1620/F	Inglestone Farm Chase Lane Inglestone Common Badminton	Change of use of land from agricultural to equestrian use. Construction of manege and associated works.	Please can you confirm if this planning application has been sent to Kingswood Parish Council and also to Stroud Council as the Polo field does not fall within South Glos area, but in Gloucestershire. Hawkesbury Parish Council Objects to the change of use to a Polo field because there is a footpath that goes right through the centre of the far field. This might be difficult to use

		<p>when you have 9 horses galloping around you (including the referee). The footpath LHA/28/30 will need to be diverted, these comments will still be relevant even though the field in not in South Glos.</p> <p>It is noted that the polo ground far field planning is retrospective.</p> <p>Hawkesbury Parish Council have no objection to the track, please seek all neighbours views, but they would like a condition on the sites that they are intended for personal use only.</p> <p>The Parish Council has copied the enforcement officer in on this email because the following has been brought to HPC attention; Appendix 1 in the application, the farm management plan has raised some concerns. The five holiday units had been finished by the previous owners, and had adhered to the conditions laid down – however now much of the conditioned landscaping has</p>
--	--	---

		<p>been torn out, the frontage of the buildings altered from the original conditions and one unit is now 3 bedroomed instead of originally 1 bedroomed; all without planning permission being updated. These holiday units are within the listed building curtilage. Hawkesbury Parish has not received a planning application or a listed building application to alter the landscaping or alter the facing of the buildings or the increased size of one holiday unit.</p> <p>Some sheds behind the house were removed without planning permission and being maybe not within the listed building curtilage but only in the proximity of it they might not have needed permission.</p> <p>The big cow sheds have been modernised by building many (over 40) block built loose boxes internally, so have benefited from water and trough systems and lighting and</p>
--	--	--

		<p>electricity supplies (how easy is this to alter back to multifunctional storage or animal usage). This is now equestrian and not agricultural. One shed is now the summer residence of the Argentinean work force who look after the ponies, this now contains many caravans and mobile homes for them to live in from May to October, and has been for a few years now. There is a separate sewage unit for them.</p> <p>The farm management appendix also states that the Client had not understood the need for change of use from Agricultural to Equestrian use; it is probably the same for a change of use from Agricultural to Domestic for the land around the farm house which has been now made into gardens. The Client maybe should add this in to the plan for a clean sweep.</p> <p>It is noted that the farm plan does</p>
--	--	---

			include the sentence – `it is intended to introduce additional internal fencing` – The PC hopes this does not affect of the many footpaths that traverse the land. The PC is heartened to see that the farm is intending to improve the land and maybe the workforce and that local contractors are being used. Finally, what is the rectangular line drawing behind the word `Inglestone` on the `Inglestone Farm` heading? HPC look forward to receiving comments from the Planning Officer and Enforcement Officer regarding the above.
PK11/1609/TCA	The Vicarage, High Street, Hawkesbury Upton	Works to reduce 7no. Poplar trees by 20% situated within Hawkesbury Conservation Area	All the Parish Councillor's support this application.

Planning application Decisions

PK11/1054/LB	Wellington The Manor House Petty France Badminton	Internal and external alterations including the formation of two new entrances, to facilitate the subdivision of	Consent subject to conditions.
---------------------	---	--	---------------------------------------

		2no.dwellings to form 4 no. dwellings (Amendment to previously approved scheme PK07/0688/LB to reposition ground floor to first floor staircase).	
PK11/1014/TCA	The Monument High Street Hawkesbury Upton	Works to fell 3no. Fir trees and 1no. Sycamore tree all situated within the Hawkesbury Upton conservation area	The Council does not propose to serve a Tree Preservation order at this time. No objection to the works as specified in the submitted details

8 Housing Needs

The Parish Clerk read out two emails from Claire Burchill and Ed Lewis First Step Housing.

It was agreed that any survey regarding housing needs will need to be completely independent. It was agreed by the Parish Council that they need to proceed with caution.

It was agreed by the Parish Council that the Clerk emails Mr Lewis to thank him for making contact and the Parish Council may be in touch in the future but not at this present time.

To be actioned

Parish Clerk email Claire Burchell and Mr Lewis

9 No Calling Zone

The Parish Clerk read a letter to the Parish Council that the designated Road High Fields is now on a waiting list as South Gloucestershire Council consider this as a medium risk.

This was noted

10 Letter from the South Glos Senior Citizens Forum

This was read out to the Parish Council, and it was agreed the Parish Clerk sent a holding letter regarding financial support to be considered in February 2012 and to email all the Councillors with the dates of the information days.

To be actioned

Clerk to write to South Glos Senior Citizens Forum and to email the details relating to the "Information Days" to all the Councillors.

Parish Clerk

11 Parish Plan-Cllr Hope

It was agreed that the Parish Plan needs a refresher and Liz Howard has offered to help; and this way it could be an aim to see if additional housing is required. With the localism bill the Parish Council may be able to receive money to help. Originally there were 27 people that attended the meeting; it was agreed that the Parish Council rethinks the Parish Plan when they see how the Localism bill pans out.

The Parish council needs to touch base to see if the issues raised in the original plan are still the big issues. Cllr Barnett will organise a meeting independent of Parish Council. Cllr Frankcom pointed out that 4 years is a long time since the last review.

This was noted

12 Planting of Bulbs

The Parish Council has £50 for Best small Village of the year and this money could be used to purchase some bulbs to be planted in the Autumn.

Cllr Cox agreed to speak to Dick and Fiona who has offered to get the bulbs for the Parish Council to see how many bulbs £25.00 would buy.

Cllr Hope will speak to Mr Gilbert regarding planting them on the Plain. To be reviewed at the next meeting.

To be actioned

Cllr Hope to speak to Mr Tizzard and Cllr Cox to speak to Mr & Mrs Rowe

13 Finance

Bank reconciliation as of 31st May 2011 was provided by the Clerk and Cllr Frankcom checked the figures and signed accordingly.

Cheques to be agreed and signed

a	Parish Clerks Wages S/O	£391.66	This was noted
b	Parish Clerks Expenses	£ 40.94	Cllr Hope Cllr Barnett
c	Playsafety Ltd inspection	£ 82.80	Cllr Hope Cllr Barnett
d	CRK Garden Manicures 10/24	£163.54	Cllr Hope Cllr Barnett Clerk to discuss the cuts being made during the dry weather
e	Mrs C Davidson Internal audit	£150.00	Cheque had been paid last month but had not been placed on the Agenda.
f	Liz Howard street party	£ 7.44	As above
g	ALCA Councillor packs	£ 45.00	As above
h	Credit from Duty/VAT	£448.95	

14 Urgent Correspondence

09/05/11	South Glos app for No Cold calling zone	Item 9
13/05/11	Claire Burchell Email Housing needs	Item 8

16/05/11	ROSPA Annual inspection report	Passed to Cllr Robinson for Hall committee
18/05/11	Letter South Glos Senior Citizens forum	Item 10
18/05/11	HM Revenue & customs Bac payment	Item 13
18/05/11	Email Ed Lewis	Item 8
29/05/11	Countryside Voice Magazine	Filed

15 The Pound update

The aim is to ensure the visual appearance and keep it tidy. Awaiting the quote from Mr Choyce to replace the posts and chain.

To be actioned

Place on next month's agenda.

**Parish
Clerk**

16 The Pool-Cllr Hope

The grant has now been submitted, just waiting for a decision. The cost may be more than the grant therefore the Parish Council may need to speak to Sir John Jenkinson for help.

17 Wind Turbine-Cllr Bleaken

Stroud District Council to notify us with any information re the planning application of these turbines.

Cllr Bleaken asked for support from the Parish Council to do a flyer to let Parishioners know when the next meeting will take place and to print them using the Parish Council printer and paper. This was supported by the Parish Council.

Each turbine will be 120 metres high, local people may share part of the tariff, but there have been no positive replies.

When the date of the next meeting has been confirmed Cllr Bleaken will send the flyer out and will let the Parish Council know the outcome.

This was noted

18 Full contact details to be provided to the Clerk

A request was made by Cllr Bleaken that all Councillors provide the Clerk with contact details, which can be collated and then emailed to each Councillor so that contact can be made with each other at all times.

To be actioned

All Councillors to let the clerk have their address, home and mobile telephone numbers.

All Cllrs

19 Date of next meeting

The Meeting is Monday 4th July 2011 in the upstairs meeting room at Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm