

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 7th February 2011 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

H Bleaken (Chair), J Otley, S Hope, A Musty, D Higgs, C May, P Isaac and H Jones (Parish Clerk)

Apologies

C Dixon and L Roberts

Public Participation

None

Action

- 1 To accept apologies for absence**
Cllr Dixon and Cllr Roberts

- 2 Declaration of Interest**
Grants Cllr Hope – President Bristol and South Gloucestershire

- 3 Public Participation**
None

- 4. Approval of Minutes**
- 10th January 2011, minor amendments made, minutes approved and signed as a true record of the meeting by Cllr Bleaken.
 - 17th January 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

- 5 Update of previous Actions.**
5.7 page 38 Asset Register
Still outstanding

6.1 page 38 Replacement tree

Email Mr Rankin when the replacement has been planted. Proposed to review this item at the next meeting.

To be actioned
Parish Clerk to place this item on March 7ths agenda.

**Parish
Clerk**

9.9 page 40 Manhole Cover
Still outstanding Cllr Musty

9.14 Roof tiles check with insurance company
Outstanding

04/10/10
Item 8 page 67 HGV Advisory Sign
Outstanding

Item 13 page 68 New Parish Notice Board
Cllr Dixon emailed the Parish Clerk a revised quote to replace the notice board £1076 plus VAT but without carved lettering.
The difference in cost is £80.00
However, if the Parish Council want carved lettering as in the original proposal the additional cost will be;
£60.80 if the Parish Council went with "Hawkesbury Parish" or
£87.40 for "Hawkesbury Parish Council".
Therefore the cost would be £1136.80 or £1163.40.

The Parish Council expressed their concerns regarding the price and suggested the Clerk contacted Martin Choice for an alternative price and also Leyhill Prison.

To be actioned
Parish Clerk to send the specification to Mr Choice, Leyhill Prison and one other.

**Parish
Clerk**

6.2 page 76 Over hanging vegetation-Cllr Musty.
Letter sent to the householder on the 8th January 2011. Await confirmation that the vegetation has been cut back.

Item 23 page 81 Affordable housing survey, Parish Clerk sent an email to SGCC and the Clerk is now waiting to hear how much a survey will cost the Parish Council.
Still outstanding.

6th December 2010
6.3 page 89 "Conditions from Merlin regarding the removal of the dry stone wall to create a driveway" Cllr Hope sent the email.

This was noted

6.8 page 89 Pool House Drain
An email has been sent to Streetcare to arrange a site visit WEB-198150.
This was noted

6.10 page 89 Letter to Mr & Mrs Broughton Bramble Cottage overgrown Hedge
The Parish Clerk has sent the letter to Mr & Mrs Broughton 7/2/11.
This was noted

19 page 94 Soil in layby

A letter from Mrs Yuill was received by the Clerk to confirm the removal of the soil.

Resolved

Page 100 item 16 Grass cutting of the Cemetery

Letter sent to both Mr Keefe and Mr Walker advising 31/1/11.

Resolved.

Page 100 item 16 South Gloucestershire Council Invoice

SGCC sends 10 invoices to the Parish Council for the grass cutting and further invoice or credit will be sent if there are any discrepancies occur.

This was noted and resolved.

Page 100 item 17 Precept forms

The Parish Clerk sent the forms to SGCC.

Resolved.

Page 100 item 6.1 Cones

These have now been collected by SGCC

Resolved.

Page 101 item Charles Harris letter sent to Didmarton

Parish Clerk to write to Mr Harris to let him know.

To be actioned by Parish

**Parish
Clerk**

Page 101 item 6.7 Nicola Chidgey

Parish Clerk left a message for Nicola Chidgey to contact her, awaiting a response.

To be actioned

Parish Clerk to contact Nicola Chidgey again.

**Parish
Clerk**

Page 102 item 6.9 Sycamore tree

New planning application sent to Chris Wright Planning officer 11/1/11. This will be discussed item 8 on the agenda.

This was noted

Page 102 item 6.14 Cardboard Collection

Parish Clerk emailed SITA and is awaiting their response regarding the storage of cardboard on collections days.

This was noted.

Page 109 item 11 Training for Clerk –preparing for precept

Parish Clerk spent time training with Chipping Sodbury Town Clerk Cate Davidson. To be discussed in Finance later in the meeting; item 18.

This was noted.

Page 109 item 13 Allotment

Clerk has spoken to Becky Spokes regarding allotment 15 which had belonged to her deceased mother in law. Becky mentioned that they would like an allotment in the future and will write to the Parish Council to apply to go on the waiting list. Parish Clerk to write to the next person on the list.

To be actioned by Parish Clerk

**Parish
Clerk**

6 Councillors items

6.1 Cllr May

Raised his concerns regarding the footpath going towards the Beaufort Arms to the side of his property at Highfields, where a disabled person in an electric wheelchair came off the footpath and had to wait for help. Parish Clerk is waiting for Nicola Chidgey to return her call (see 5 item 6.7).

This was noted

Parish Clerk to chase Nicola Chidgey.

**Parish
Clerk**

6.2 11 Sandpits lane

Cllr Higgs spoke to a gentleman from SGCC who was visiting the site regarding the license to create a dropped kerb. He was due to come back to him today but has not, therefore he will advise the Parish Council of the outcome at the next meeting.

Cllr Higgs also pointed out that there are several properties in that area that do not have dropped kerbs to drive onto their drive way which would imply that they may need to apply for a license for a dropped kerb.

This was noted

Cllr May mention that Cllr Hope said all the Criteria had been met for this driveway. Also that the tarmac has broken following the removal of the wall and putting in the gates and he wanted to know who responsibility was it to get this fixed.

Cllr Musty pointed out that the Parish Council's job is to pass up the line local issues to the relevant parties for them to action; which this is one of those examples.

Cllr May wanted to point out that the driveway is not always used and the camper van is parked on the road which could be dangerous;

Cllr Otley said he had visited the site that morning the pavement had not broken away but the gate is set back and the original tarmac is still intact.

This was noted

6.3 Central Networks

Cllr Musty would like to arrange for three people from Central Networks to come and talk at the Annual Assembly to our Parishioners on Monday 4th April 2011. This was proposed by Cllr Musty and second by Cllr Higgs.

Central Networks made a donation to church of £100 towards the "St Wulfstan window" after their relay failed during the power cut.

6.4 Broadband and Bt

Cllr Hope mentioned that she had been having problems with her broadband and telephone now for the third week and BT advised Cllr Hope that it was a common fault but no one else seems to be having any problems. Cllr Hope is expecting a priority customer care call tomorrow resolve the matter.

This was noted

6.5 Mud on Highfields Lane

Cllr Isaac gave a short presentation regarding the company distributing food waste as fertilizer for agriculture. They have a license from the environment agency to carry out this work, all the fields are tested. He is aware of the mess made as also are the

contractors.

Cllr Higgs mentioned the damage to the verges; Cllr Isaac confirmed the company will return to restore the damaged areas.

To be actioned

Parish Clerk to ask Streetcare to visited the area and arrange for the lane to be cleaned.

Parish Clerk

6.6 Complaint received regarding the hedge flaying

This work has not been carried out by the South Gloucestershire Council; it was a contractor from Inglestone Farm. Cllr Bleaken will investigate and report back to the Parish Council.

To be actioned

Cllr Bleaken

6.7 Bus Shelter light

Cllr Higgs asked the Parish Council to consider a timer on the bus shelter light to help cut costs. There is only a very low wattage bulb (6w) the cost of a timer would exceed any savings that could be made in the long term.

This was noted.

6.8 Broadband on the Common

Cllr Bleaken advised the Parish Council that Broadband is coming to the Common and the ducting work has now been contracted out; In addition cables running from two poles will now be buried underground.

This was noted

6.9 Email received earlier this evening to be presented at tonight's Parish Council meeting.

It was written by Sara White of Meadowside Hunters Mead and was read out by the Chair Cllr Bleaken.

A friend of Sara Whites was riding her horse accompanied by her dog, when she was stopped by a gentleman in a car. The gist of the letter was that the gentlemen mentioned that the Parish Council has decreed that all dogs must be kept on a lead at all times (full details of the letter can be made available upon request, copy to be held on file).

Cllr Higgs approached the Parish Council and explained that he had spoken to the individual and he has been miss represented, he had been driving down the lane when a dog came over the wall in front of his car. He had been annoyed that the dog had not been on a lead and allowed to jump the wall into the road. This was his own personal views and not the Council's and he apologised to the Council.

The Chair commented that this is a private matter between the individuals; Cllr May wanted the Council to know that he had recently lost 4 chickens from dogs roaming not under control.

Parish Clerk to write to Sara White and thank her for her email and explain that the matters raised had been noted.

To be actioned

Parish Clerk

Parish Clerk

7 District Councillor's Report.

South Gloucestershire Council will be setting the Council Tax later this month. The Cabinet is recommending no rise in the level in Council Tax, with the shortfall being met by reserves and under spends. One area where there has been a big under spend is the Youth Concessionary Fares scheme-this offers concessionary fares to those young people aged between 14-18 living in South Gloucestershire.

Future of hospital beds at Thornbury looks in jeopardy, this was covered in a recently published report. The Health Select Committee has asked for further information and the options are currently out for wider consultation.

The Health Scrutiny Committee has recently produced a report on the care "Pathway of Young People with Autism". Over the three years of the report, things have improved, but further recommendations are to be made.

The Joint Scrutiny Committee is still looking at Ambulance Services. The response times for South Gloucestershire appear to fall behind our neighbours in Bristol and BANES. The RUH, Bath has a particular good record in handover times and will be sharing this good practice with other A & E departments.

Extra –care flats have now opened in Yate - these flats are available to those with a recognised care need, over 55 and living in South Gloucestershire. Applicants are judged on needs and different levels of need will be accommodated. The flats are run by Housing 21 and more flats are to be opened in Downend.

At the latest SSGC – the SG Citizens Advice Bureau and the Fire & Rescue Service, both gave a presentation the latter offer free Home Care Visits to vulnerable people, fitting smoke alarms, which can save lives. The local CAB is now offering longer hours and a telephone advice line 08444 111 444 Monday to Friday 10-2pm further details available.

Cllr Hope recently met with the Assistant Director to discuss the traffic management scheme for Hawkesbury and other matters and is now waiting for any decisions.

The Pre School Group is looking for funding to progress with the plans for the conversion of the School old toilet block into a usable centre for their future use.

The next Frome Vale Forum will be on the 24th February, when the area grants will be considered.

Cllr's may wish to see the Election Timetable.

Streetcare lights in Charfield are switched off between 1-5am to save money and have proved positive. There is not sufficient lighting in Hawkesbury to consider this option.

Chase Lane Farm and Kite Farm – Decision on small holdings to sell them is being considered by South Gloucestershire. This will not happen before the 20th April 2011.

Cllr Otley mentioned that a "Sea container" came off the A46 into Hawkesbury Upton which filled the road. Cllr Musty said that there was a map in the layby at Tormarton

showing Heavy Goods Vehicle routes. He will take a picture and bring it to the next meeting. Also Sat Nav's send vehicles via Hawkesbury.

This was noted

8 Planning

The removal of a Sycamore Tree situated on The Pound, Hawkesbury Upton

Following the removal of the Sycamore tree without planning permission the Clerk received an email from Chris Wright the Tree Officer from South Gloucestershire Council. The Clerk read his email to the Parish Councillor's;

"Following our telephone conversation this morning 19th January 2011, I can confirm that as the tree has been removed prior to our receipt of your application, I will not be registering the application.

Please be aware that the removal of trees within a conservation area without consent could lead to South Gloucestershire Council taking legal action against the persons who undertake the works and the persons who authorise or instruct the works.

When applying for tree works within a conservation area and application should be submitted, once this is received and registered by SGC a letter of registration will be issued.

From the date of registration there is a 6 weeks period for SGC to assess the application and reply. If after the 6 weeks period the applicant has not received a letter from SGC they are entitled to undertake the works.

In this instance SGC have no intention of taking any further action but please ensure all concerned parties are aware of the regulations".

This was noted and resolved

Planning applications received

<p>PK10/2877 /RVC</p>	<p>Land rear of St Agnes and Doghill House, High Street, Hawkesbury Upton</p>	<p>Variation of condition attached to planning permission PK07/3054/F to allow the installation of alarms to the external elevations of the development.</p>	<p>The Parish Council has no objection to this planning application.</p>
<p>PK11/0110 /TCA</p>	<p>30 Back Street, Hawkesbury Upton</p>	<p>Works to reduce height of 1no. Conifer tree by approx 3m. (top near power cables) also reshape as</p>	<p>The Parish Council has no objection to the planning application.</p>

		necessary. Works to reduce 1no. Bramley Apple tree by 25%. Trees situated within Hawkesbury Conservation Area.	
PK11/0157 /F	Malthouse Cottage High Street Hawkesbury Upton	Erection of single storey rear extension to provide additional living accommodation.	The Parish Council's has no objection to the planning application
PK11/0159 /F	Greenbury House High Street Hawkesbury Upton South Glos	Erection of single storey side and rear extension to north west elevation and replacement of single storey side extension flat roof on north east elevation with pitched roof.	The Parish Council has no objection to the planning application, but would like to point out that it is adjacent to a "public right of way".

Planning Decisions Received

PK10/3184 /F 2 Orange End Chase Inglestone Common Badminton First floor extension ground floor extension and new vehicle access/drive Decision **Refuse** to permit

9 Digital Exclusion

Nothing to report at this meeting, keep this item on the agenda.

To be actioned

Parish Clerk

Parish Clerk

10 The Royal British Legion Great Poppy Party Weekend 90th Birthday

Refer this item to Liz Howard, Mary Davis or Sam Allen.

To be actioned

Parish Clerk

Parish Clerk

11 Royal Garden Party Nominations

Cllr May nominated Mandy Clark, second by Derek Higgs all in favour.

To be actioned

Parish Clerk to action the paperwork.

Parish Clerk

- 12 Street Party for Prince William and Katherine's' Wedding**
A full discussion took place and it was agreed to proceed with the application to close the High Street, there is no charge for closing the street. Also to arrange to book the Parish Hall just in case of bad weather. Cllr Hope will provide the clerk with the details regarding street closure.
To be actioned **Parish Clerk**
Parish Clerk to arrange closure of the Road
- 13 Plastic Bottles**
Parish Clerk advised the Council that Bruce Kent from SGCC had dropped a couple of polypropylene bags into the Parish Hall because they are a charity.

Cllr Hope said the Hall committee did not receive or know where the bags are?
Can we check with Pre school. Parish Clerk will look into this.
To be actioned **Parish Clerk**
Parish Clerk to speak to Preschool and Bruce Kent.
- 14 No Cold Calling Zone-Highfields Hawkesbury Upton**
Questionnaire Completed
Resolved
- 15 e-on Central Networks-Demonstration Pack.**
Parish Clerk demonstrated the pack to the Councillor's.
Councillor's agreed to put a note in the Parish News.
Also to advise everyone to keep a torch handy, and thank e-on for the pack.
The Parish Council discussed where this pack should be kept.
Cllr Musty to contact e-on for additional packs original to be kept by the clerk.
To be actioned **Parish Clerk**
Parish Clerk to place a note in the Parish News and write to e-on.
- 16 Register of Members Interest Forms**
Cllr Isaac and Cllr May completed the forms.
To be actioned **Parish Clerk**
Parish Clerk to return the completed form.
- 17 Big Spring Clean 2011**
The Parish Council would like to be involved in this year's "Big Spring Clean" and it was agreed to be carried out on Saturday 19th and Sunday 20th March 2011. Parish Clerk to make the arrangement.
To be actioned **Parish Clerk**
Parish Clerk to contact SGCC
- 18 Finance**
The Parish Clerk provided the Councillor's with a expenditure form and Bank Reconciliation as of the 31st January 2011 and advised them that an expenditure form will be completed each month as soon as the Bank Statements have arrived to ensure all Councillor's are kept up to date with the 2010/2011 expenditure.

Cllr Otley checked the paperwork and signed accordingly.

Budget 2011/2012

The Parish Council's precept was agreed on January 10th 2011 item 17 page 100. The Budget was also agreed. Having reviewed the figures the Parish Clerk has put together a revised Budget expenditure of £18,467. This was proposed by Cllr Hope and second by Cllr Higgs, all in favour. Therefore, for the Parish Council's records the expenditure agreed for 2011/12 will be £18467.

Clerks Wages

Cllr Otley proposed that the Parish Clerk's wages was paid by 12 equal instalments; this was second by Cllr Hope. The Clerks contract will need to be amended to show this alteration. This will need to an item for the March meeting in preparation for April 2011.

To be actioned

Parish Clerk to ensure the Contract on the next month's agenda.

Parish Clerk

Internal Audit

Cate Davidson Town Clerk for Chipping Sodbury has offered to be Hawkesbury Parish Council's internal auditor. This will need to be discussed at next month's meeting.

To be actioned

Internal auditor to be placed on next month's agenda.

Parish Clerk

Grant Funding

The Parish Council held a full discussion in respect of the grant funding for 2010/2011.

Childrens Playlink Play scheme for Disabled Children £50.00

Victim Support £50.00

Hawkesbury Pre School £200.00

Hawkesbury After School Club £200.00

1st Hawkesbury Rainbows £150.00

1st Hawkesbury Guides £150.00

Evergreens Senior Citizens £300.00

Hawkesbury Youth Group £300.00

South Gloucestershire Citizens Advice Bureau £100.00

The above was proposed by Cllr Musty and second by Cllr Hope, 6 were in favour and 1 against. The majority carried. Parish Clerk to write the cheques and request 2 Cllr's to sign them to ensure the cheques are banked before the end of the financial year.

To be actioned

Parish Clerk to write and arrange for the cheques to be signed and sent out prior to the next meeting.

Cheques to be agreed and signed

a	Bristol Water-Cemetery	£ 22.96	Cllr Musty Cllr Hope
b	Parish Clerks Wages	£500.00	Cllr Otley Cllr Hope
c	Parish Clerk expenses	£ 64.93	Cllr Otley Cllr Higgs
d	Bristol Water-Allotments	£ 16.58	Cllr Musty Cllr Higgs
e	Hawkesbury Methodist Church	£ 13.75	Cllr Higgs Cllr Hope
F	CPRE agreed to pay 10/1/11 item 17 cheque to be prepared for 7/2/11 meeting	£ 29.00	Cllr Hope Cllr Musty

Annual Assembly

Notice to be placed in the Gazette mid March advertising the Annual Assembly

To be actioned

Parish Clerk

19 Planting of Bulbs – Cllr Hope

Fiona Rowe said the bulbs will be from Cornwall. However it is a little too late to plant them now, although it would be nice to see them on the Pound/in verges/on the Plain. This will need to be discussed later in the year, a suggestion was made to place the item on the agenda in June and the money could be used from the Village Enhancement that has been ring fenced.

To be actioned

Parish Clerk to ensure this item is placed on the agenda in June.

Parish Clerk

20 Lych Gate Paint-Cllr Roberts

Cllr Roberts not at tonight's meeting, rearrange for next month.

To be actioned

Parish Clerk

Parish Clerk

21 Urgent Correspondence

06/01/11	The Royal British Legion Party weekend	Discussed item 10
06/01/11	No Cold Calling Zone Highfields, Hawkesbury Upton Questionnaire	Completed item 14
10/1/11	SGCC Handy Van Service Leaflets	Place in Parish Mag and on notice boards.
10/1/11	Senior Citizens Forum Newsletter winter 2010/2011	Place in the Village Hall
11/01/11	Nominations for the Royal Garden Party.	Discussed item 11
14/01/11	Safer Stronger Communities Annual Report.	

22 The Pound

Cllr Otley suggested leave it as it is as we do not own it. If this is the case why have the Parish Council been paying for the grass cutting?

The Pound does not look good at the moment to improve its appearance new stakes and chain is required.

Various suggestions were made but it was agreed that it should go out to the village for consultation.

It was agreed for the Parish Clerk to write to Sir John Jenkinson to confirm whether or not he owns the Pound. To write for quotes to replace the posts and chains, Martin Choice, Leyhill Prison. Check to see if the Parish Council Insurance covers the Pound, does it require a risk assessment.

To be actioned

Parish Clerk to write to Sir John Jenkinson, obtain quotes, check with the insurance company and see if it is on the Risk assessment. Parish Clerk

23 Affordable Housing
Email re housing survey.

24 Date of next meeting
Monday 7th March 2011 in the upstairs meeting room, Parish Hall, Hawkesbury Upton at 7.30pm