

Hawkesbury Parish Council



Notice is hereby given that the Meeting of

Hawkesbury Parish Council

will take place on Monday 4th June 2018 at 7:30pm in the upstairs meeting room, Village Hall, High Street, Hawkesbury Upton

You are hereby summoned to attend

To optimise the meeting time Councillors are requested to read the Agenda and Minutes IN ADVANCE and to contact the Parish Clerk with any requests for clarification or further information.

Members of the Public and Press are welcome to attend

Present

- 1 To take apologies for absence
- 2 Co-option of a Parish Councillor followed by the Signing of the Declaration of Acceptance.
- 3 To record declaration of interest from members in any item to be discussed
- 4 To adjourn to allow Public Participation
- 5 Councillors to approve the following minutes
 - 14th May 2018
- 6 Parish Clerk to update the Parish Council on previous actions
- 7 Councillor's items-information only
- 8 District Councillors report information only – Cllr Hope
- 9 **General Data Protection Regulation (GDPR) Action plan in preparation for 25th May 2018-** Please may all Councillors read the necessary

paperwork prior to the meeting

10 **Adopted phone box on Inglestone Common update – Cllr Stephens**

11 **11.1 Planning application received from South Gloucestershire Council-to be considered by Councillors**

PK18/2440/TC A	Beaumont House Back Street Hawkesbury Upton	Fell 2no. Pine trees. Trees situated within the Hawkesbury Upton Conservation Area
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11.2 To Note Planning Decisions – information only

PK17/5082/F	Garden Land North East Of Thatch Cottage Well Lane Little Badminton	Erection of 2 no. greenhouses	Approve with conditions
PK17/5890/F	Russet Barn Orange End Inglestone Common	Installation of first floor front extension to form canopy and to provide additional living accommodation	Approve with conditions

12 **Finance**

12.1 Bank Reconciliation as of 30th April and 31st May 2018 to be checked and approved by a Councillor

12.2 Payments to be agreed and Cheques signed in accordance with the bank mandate

A	Zurich Municipal Insurance	£478.98
B	Parish Clerks Expenses – March	£
C	Methodist Hall 9/4, 16/4 and 14/5 2018 Hall	£ 63.00
D	Simon Harris Cemetery Grass Cutting 8 th & 21 st May 2018	£170.00
	9 th & 23 rd April Simon Harris Cemetery Grass Cutting paid on 14 th May 2018 but not advertised on the agenda	£170.00
E	Direct 365 – confidential waste	£ 64.80
F	Cate Davidson – Internal Auditor	£150.00
G	Zurich Insurance	£478.98

- 13 **Cemetery-Extending the cemetery notification – purchasing land**
 - Rota for bin collection-and number of bins
 - Additional land
 - Crumbling wall
 - Compost bins
 - Extension to car park
- 14 **Chair and Vice Chair**-Councillors to discuss the way forward for shorter term positions
- 15 **“Welcome Pack” for all new residents of Hawkesbury Parish.** Councillors to discuss the way forward.
- 16 **Allotments maintenance - Parish Clerk**
 - Plot 11 – split
 - WPD update re the removal of the pole
 - Removal of dead tree
 - Plot numbers
- 17 **Storage for parish council Christmas decorations, cones etc**
- 18 **Footpaths**-identify and distribute the footpaths to Councillors to ensure these are walked.
- 19 **Future Development meeting 5th June 2018-7.30pm**
 - CLT
 - Neighbourhood Plan
- 20 **Internal audit – comments from internal auditor- sign forms and to agree the exemption certificate can be sent to the external auditors**
- 21 **Lone star land south of Park Street**
- 22 **Risk register-sign it**
 - Tree next to bus shelter-discuss plan of action
- 23 **Winter Maintenance Changes 2018 Consultation on reduction in winter maintenance budget**
- 24 **Staffing - Parish Clerk- –**
Clerks wages to be discussed, , Contract review and appraisal
- 25 **Hawkesbury Cricket Club, John Hawkins Cricket Ground, Hawkesbury Upton, GL9 1AU premises application under Licensing Act 2003 consultation closing date 5th June 2018**
- 26 **Councillors to discuss if they wish to respond to a request to write to the Mayor of the West of England to support to franchise a bus service in rural areas**
- 27 **Reminder of the defibrillator awareness session 8th June 2018**

- 28 CIL Monies-discussion of the way forward re this money**
- 29 Library Money – councillors to discuss the request for the money raised to be held in the Parish Council bank account**
- 30 Financial Regulations- to be adopted by the Parish Council**
- 31 Hawkesbury At Play – representative to attend the meeting**
- 26 Date of the next Parish Council meeting will be held on Monday 2nd July 2018 in the upstairs meeting room of the Village Hall, High Street, Hawkesbury Upton at 7.30pm**

Signed

Mrs Hazel Jones
Hawkesbury Parish Clerk
Date 29th May 2018