

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 4th April 2016 at 7.30pm
In the upstairs Meeting Room at the Village Hall, High Street, Hawkesbury Upton**

Present:

Cllr Robinson (Chair), Cllr Higgs, Cllr Cox, Cllr Winbow, Cllr Wareham, Cllr Hope, Cllr Musty and H Jones (Parish Clerk)

Apologies

Cllr Ruthven, and Cllr S Bleaken

Public Participation

Mr C Harding Secretary "Save our Shop" Committee

Action

1 To Take apologies for absence

Cllr Ruthven and Cllr S Bleaken

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

Cllr Hope – planning application

3 To adjourn to allow public participation.

3.1 Email received from Pauline Wilson regarding the auction of Hawkesbury Meadow.

It is a Site of Special Scientific Interest (SSSI), it is a neutral meadow grassland with the mix of wild flowers that is typical of this kind of habitat. Common Knapweed is one of the commonly recognised plants. It did not sale in February, but understands the owners need to sell it. The agent's were talking of splitting it up into lots. Natural England regulates SSSI's and has laid down the management necessary to maintain its status, but it only takes a few hours to destroy and then there is no going back.

Pauline Wilson has tried to get interest in buying it from The Wildlife Trust, Plantlife and whereas everyone is sympathetic, there is no ready funding available to purchase the field to maintain it as a reserve; and wanted to highlight this valuable meadow to the Parish Council to see if there is any interest in trying to set up some kind of Trust for people to contribute, not necessarily from residents of the parish only.

The main concern is that although these meadows have been in existence for a long time, it takes a very little time to destroy them, either by neglect, over grazing or, heaven forbid, spraying. It takes at least 150 years for grassland sown with a wildflower mix to reach SSSI status.

This was discussed in full and **resolved by Councillors agreeing for a letter to be sent to Pauline Wilson advising her that the Parish Council sympathises with her but unable to help as there is no evidence of miss use at the present time.** Parish Clerk

3.2 *Chris Harding Save our Shop Secretary*

- Valuation carried out by the owner
- Now know how much the committee needs to raise
- Awaiting the independent structural survey report
- Independent valuer discussions – confidential
- All Surveys have been distributed
- Some have already been returned – closing date 10th April 2016
- Business plan is being processed
- Slightly behind timeline
- Contingency plan being drawn up if it over runs for an interim period

Mr Harding thanked the Parish Council on behalf of the working group for all their support.

Clerk had received an email from the treasurer Mr O Reynold requesting information on how the gifting of the Parish Council's donation would work. This was discussed and **resolved by Councillors agreeing to write a cheque for £1500 made payable to Hawkesbury Community Shop Ltd at their request. Clerk to respond to Mr Reynolds email.** Parish Clerk

Cllr Robinson thanked Mr Harding who subsequently left the meeting

4 **Approval of Minutes**

- 7th and 21st March 2016 – Minor amendments made to both minutes.

Resolved by Cllr Robinson signing both sets of minutes as a true and accurate record; Clerk to email approved minutes to Mr Sauro to upload to the village website Parish Clerk

5 **Update of previous Action points**

5.1 Change the criteria of Merlin accommodation to stay in line with Knightstone and English Rural housing Parish Clerk

Resolved by a letter being sent Kim Mylchreest instead of Jane Ellis of South Gloucestershire Council

5.2 Little Badminton Notice Board

Name plate to be replaced on the notice board - outstanding, this item will remain in the minutes until this has been resolved. **Cllr Higgs and the clerk are in contact with Mr Choyce and will update the Parish Council at the next meeting** Parish Clerk

5.3 Tied properties list-This item remains outstanding. Parish Clerk

5.4 Review of Clerks Contract - remains outstanding meeting set for the 11th April Cllr

2016		Robinson Cllr Hope and Clerk
	<i>5.5 Footpaths-Email Cllr Higgs report to Nicola Chidgley-outstanding</i>	Parish Clerk
	5.6 CCLA New signatories required on bank account – item 15 on tonights agenda	
	<i>5.7 Laptop to be cleaned outstanding to be reviewed when the accounts have been completed for the internal auditor</i>	Parish Clerk
	5.8 Grass Verges being damaged – Resolved it was agreed not to contact highways for advice; there is not a lot that can be done. The verges will improve as the weather improves	
	<i>5.9 Grass Cutting letter to SGC outstanding; unsuccessful with tendor</i>	Parish Clerk
	<i>5.10 Dog Poo-agenda item for April-This will be discussed at the General Meeting in May-this was noted</i>	Parish Clerk
	<i>5.11 Electrical work carried out by WPD and Sindall Morgan – letter regarding the delay in completing the work remains outstanding-Cllr Wareham</i>	Cllr Wareham
	<i>5.12 Allotment repairs-wooden posts to be replaced-wire fencing restored, pump on the Plain and Little Badminton notice board -To be discussed under item 11 Risk Assessment</i>	
	5.12 letter of support for the repairs to Lower Woods Lodge Stable Block sent resolved	
	<i>5.13 Footpath sign Starveal lane damaged outstanding-email Streetcare</i>	Parish Clerk
6	Councillor’s items-information only	
	<i>6.1 Area of Grass outside the Bakers, High Street – Cllr Musty</i> This area remains damaged and has not been restored by WPD/Sindall Morgan-Cllr Robinson has already emailed Paul Reeve WPD - The work will be carried out when the weather improves (free of frost). This was noted	
	<i>6.2 Dog Poo-Cllr Higgs</i> “No Dog Fouling” spray painted signs by SGC-highlights the situation. Agreed to request this is done again.	Parish Clerk
	<i>6.3 Highfields Lane-Drains-Cllr Higgs</i> This is still a mess; plastic cones placed over the drains-not a long term solution. This was discussed in full and it was agreed to not monitor the situation as there had not been much rain recently. This was noted	
	<i>6.4 Western Daily Press report on Hawkesbury Village Pond (Drovers Pool) – Cllr Higgs</i> Scathing report – This was noted-it was agreed to discuss the Drovers Pool at the General Meeting in May	Parish Clerk

7 District Councillors report information only – Cllr Hope

As you are aware the Council agreed to an increase of 3.99% to the Council Tax; this includes 2% to help cover the increasing pressure of social care costs.

The Council also agreed to a £6 reduction in the Green Bin Tax; this against the background of reduced spending on Youth Services and the imminent closure of Libraries and the ceasing of the Mobile Library. Please note that this is currently out for consultation and you may wish to comment.

As part of the Council's Cost Cutting, the Conservative administration has also cut the Area Forums where local community grants were allocated. At the time of writing there is no local engagement and no plans for the continuation of community grants. In the past the area has benefitted from community grants and New Homes Bonus monies. The restructuring of the Safer Stronger Committees is confusing to say the least.

The number of Council committees has also been cut – Development Control Committees (Planning) and Licensing Committees will remain, as will the Health Scrutiny Committee; there will be an Environment & Community Committee and a Children, Adults & Health Committee as well as a Policy & Resources and Resources Committee. The Council has agreed to a Boundary Review Commission to review the number of councillors on South Gloucestershire Council. Currently there are 70 councillors representing the South Gloucestershire Area, this number is likely to be reduced.

In the budget there was an announcement that there would be greater devolution for the West of England (South Gloucestershire, Bristol City, North Somerset and Bath & North East Somerset) on the condition of the election of a metro mayor. This will include greater government investment in the area for infrastructure, higher education, economic growth and more development. £30m each year has been promised over 30 years, this does however mean a lot of power will be devolved to the locally elected metro-mayor.

The only election in South Gloucestershire on May 5th is the Election of the Police & Crime Commissioner.

SORT IT CENTRES

Don't forget to register your vehicle with South Gloucestershire Council if you wish to use the Sort It Centres. You need to do this once and register 24 hours before using the site. Check out www.southglos.gov.uk

Ongoing work on the 20 mph scheme around the village.

The Chair – Cllr Liz Eyer of the Cotswolds AONB is walking the Cotswold Way; starting in Bath on the 19th April, The next stint starts at HU on May 6th.

8 Planning applications received from South Gloucestershire Council

PK16/1294/F	Kosy Kot France Lane Hawkesbury Upton	Demolition of existing garage and outbuildings to facilitate erection of	Happy to support provided there is no increase in height on the new building -
-------------	--	--	---

		workshop and ancillary living accommodation	in addition no elevations details provided - insufficient information Cllr Hope to take this forward
PK16/1390/TCO	Queens Hive Cottage Back Street Hawkesbury Upton	Works to fell 1 no. Poplar Tree situated within the Hawkesbury Upton Conservation Area	No Objection
PK16/0423/LB	Pool Farmhouse High Street Hawkesbury Upton	Installation and replacement of 5no. external windows and 3no. external doors	Already discussed on 15th February 2016

Planning Decisions received from South Gloucestershire Council

PK15/3809/F	Inglestone Farm Chase Lane Ingleston Common	Conversion and restoration of existing outbuilding to provide family recreational use ancillary to main dwelling (class C3)	Approve with conditions
PK15/3810/LB	Inglestone Farm chase Lane Inglestone Common	Conversion and restoration of existing outbuilding to provide family recreational use ancillary to main dwelling	Approve with conditions
PK16/0605/TCA	Stone Cottage Back Street Hawkesbury Upton	Works to fell 1no. Ash Tree, Crown reduce row of conifer to 3m approx, crown reduce and reshape 1no. Beech tree by 2m approx, in Hawkesbury Conservation Area	No Objection

PK16/0333/TCA	Beaufort Cottage High Street Hawkesbury Upton	Works to fell 1no. eucalyptus situation within a conservation area	No Objection
---------------	--	---	---------------------

9 Consultation library services 22nd February 2016-13th May 2016

The Parish Council discussed in full and resolved by the following wording being agreed.

The Parish Council would not want to lose the libraries all together; especially the mobile library which is specifically vital for rural areas where parishioners are unable to travel to their nearest town for various reasons.

10 Finance

10.1 Bank Reconciliation as of 31st March 2016.

Resolved Cllr Higgs checked the bank reconciliation and signed accordingly. No comments made.

10.2 Expenditure update as of 31st March 2016

This was discussed in full – The Parish Council proposed £200 to be earmarked from 2015/16 to help towards for the cemetery repairs and replacement compost bin- all in favour-**clerk will take this into account when completing the end of year accounts**

Parish Clerk

10.3 Payments approved for payment

A	Clerks expenses – March	£ 53.23
B	Clerks 28 additional hours to be approved- Resolved by the Parish Council approving the additional payment	£
C	Data Centa Hosting-Parish Council website payment approved on 21 st March 2016 – <i>not advertised on the agenda</i>	£210.00
D	Green Space Grass Cutting – Mick Jones & Son Ltd – 6 months grass cutting for The Plain - <i>not advertised on the agenda see 21st March 2016 minutes</i>	£232.00
E	New Financial year 2016/17 CRK Garden Manicures Grass Cutting-payment approved but not advertised on the agenda- <i>see 9th May 2016 agenda</i>	£81.77
F	Avon Local Councils Association Annual Subscription 1/4/16-31/3/17-payment approved but not advertised on the agenda <i>see 9th May 2016 agenda</i>	£230.86

Resolved by Cllr Higgs proposing the payments, seconded by Cllr Hope. Cheques signed in accordance with the bank mandate.

11 Risk Assessment to be reviewed by Councillors-Cllr Winbow

This was discussed in full;

- **The Pump**-The pump needs securing either by twine (as before) or welding-negligible risk
- **Manhole Cover (The Plain)**-was welded several years ago-this needs to be checked it is still sealed
- **War Memorial**- No change
- **Trees**- No comment Councillor needs to attend a tree safety course. **This was noted.** Some of the trees at the Cemetery are too big – **this was noted** this needs to be shown to the Tree office for comments
- **Bus shelter**- the light is not working this could be due to the timer-electrical safety check should be carried out **this was noted**
- **Allotments**- agreed to leave the wire from the fence as it is. The wooden fence posts to be replaced – contact Mr Hornig to carry out the repairs
- **Recreational field**- This is down to the the Hall Committee **this was noted**
- **Clerks Equipment**- requires PAT Testing – **Clerk to take this forward**

The Risk Assessment will be completed by Cllr Winbow and emailed to the Clerk before the accounts are sent to the Internal Auditor.

12 Update on Save the Village Shop – Cllr Musty, Cllr Wareham and Cllr Hope

Already discussed - See 3.2 page 851

13 To update the Parish Council on setting up a Website – Parish Clerk

Further reminder for all Councillors to write a short paragraph to go with their photo for the website. New emails addresses will be set up shortly. **To be actioned**-Email Cllr Ruthven regarding photos for the website

Parish
Clerk and
Cllr
Ruthven

14 Annual Assembly Monday 18th April 2016 Methodist Hall – Councillors to discuss and agree on this year’s annual assembly

- **Advertisement placed in the Gazette**
- **Guest Speakers**

This was discussed in full and **resolved by Councillors approving the following speakers SOS Alan Hemingway, Police, Pauline Wilson and representatives from local groups. Refreshments to be purchased.**

15 CCLA Charities, New Signatory forms to be completed and signed for the bank accounts

Resolved by Cllr Robinson signing the necessary forms.

To be actioned –

- **Forms to be returned to the Bank to update their records –**
- **Contact CCLA and HMRC with the updated information.**

16 Adoption of the Freedom of Information – publication scheme – Councillors to approve the new document in preparation for the PC website

Councillors reviewed the document prior to the meeting. The Parish Council agreed to adopt the policy – slight amendment to be made – all in favour.

17 Cemetery Compost bin-Councillors to consider the purchase of an additional bin

The existing compost bins filled up much quicker than expected, and these bins now need turning to help the composting process. The subcommittee need to consult on a management plan for the way forward; consider asking volunteers to remove the

rubbish, paying for a new bin.

This was discussed in full and resolved by the Parish Council agreeing to purchase an additional compost bin for £110 (including delivery).

**Cemetery
Committee**

- 18 Housing Needs Survey – Councillors to discuss the confidential draft copy of the report.** *Please note all public and press will be excluded from this part of the meeting under the Parish Councils “Standing Orders”.*

The documentation had not been completed by SGC in time for the meeting. Agenda item for 9th May 2016. **This was noted**

**Parish
Clerk**

- 19 Date of the Annual Assembly meeting will be held on Monday 18th April 2016 at the Methodist Hall, Back Street Hawkesbury Upton at 7.30pm**

Minutes Approved as a true record
9th May 2016