

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 19th January 2015 at 7.30pm
In the upstairs meeting room at Hawkesbury Parish Hall**

Present:

Cllr Bleaken (Chair), Cllr Musty, Cllr Robinson, Cllr Hope Cllr Cox, Cllr Ruthven, Cllr Frankcom and H Jones (Parish Clerk)

Apologies

Cllr Winbow and Cllr Isaac

Public Participation

Mr D Higgs Hawkesbury Parishioner, Mr C May Hawkesbury Parishioner, Tim Borthwick and Stacey Shepherd South Gloucestershire Council Planning Department

Action

- 1 Take apologies for Absence**
Cllr Winbow and Cllr Isaac
- 2 To record declaration of interest from members in any item to be discussed.**
None
- 3 To adjourn to allow public participation.**
Mr C May raised two questions
 - To apply for a low cost house in Hawkesbury do you need a strong connection?
If no one comes forward with a strong connection to the Parish the cascade process comes into effect-offering it to adjoining parishes with priority needs.
 - Council Houses on Sandpits Lane; can you confirm if the council are using them to house problem families only?
No this is not the case-if there is any evidence to report it to Cllr Hope District Councillor
- 4 Councillors items**
None
- 5 5.1 Tim Borthwick and Stacey Sheppard-South Gloucestershire Council-Housing Needs Survey**

CLlr Bleaken introduced Tim Borthwich and Stacey Sheppard;
 Mr Borthwick said that Stacey had recently joined his team from Home Choice and then explained both their role. This was followed with a full discussion on Rural exception sites (these can be developed when normal residential housing has been refused; however, there must be justification of the need of this type of site and have land available).

The following points came from the meeting;

- Parish Council to distribute the Questionnaires to help reduce the cost.
- To be clarified by South Gloucestershire Council the cost of a questionnaire would be met by SGC and not the Parish Council. At the moment they have the capacity to complete two surveys per year.
- The survey results are valid for 5 years
- The questionnaire could go out before purda however, results would not be available until after the election on 7th May 2015.
- Consider completing a “neighbourhood Plan”-although this option is very expensive and not sure if there are any grants still available.
- Review Hawkesbury’s Parish Plan and link questions regarding Parishioners views on additional housing, housing needs and affordable housing

CLlr Bleaken thanked both Tim Borthwick and Stacey Sheppard for their time.

5.2 Planning application to be discussed

PK14/4897 /TCA	2 Hyde Park The Row Hawkesbury Upton	Works to Crown reduce 1no. Silver Birch tree to leave a height of 8-9 metres and radial spread of 6 metres in Hawkesbury Conservation Area	No Objection
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5.3 Planning Decisions received

PK14/3348/F	Bramble Cottage High Street Hawkesbury Upton	Demolition of existing detached double garage and erection of 1no. detached dwelling with new access and associated works. Resubmission of planning application no. PK14/2109/F	Approve with conditions
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6 Report from the Clerk following Area Forum held on Wednesday 7th January 2015- information only

Guest speakers;

Trading Standards and Licensing Charlotte Allard and Kevin Evans

They both discussed their roles and took questions

Citizens Advice Carol

Charity started 75 years ago the day war broke out-to ensure they stay around – they need funding

Buy Back Services Michael Dixon

Good response from Town and Parish Councils-new 3year contracts will be sent out shortly.

Review of Community Engagement consultation and future arrangements for the Town and Parish Councils

No update as yet-it is being reviewed on 27th January

ALCA Deborah White –too good to lose; it is essential for Clerks

Pension requirements for employees of Town and Parish Councils-Elizabeth Shepherd-SGC-following email sent to all Clerks to be forwarded to Councillors

Pension changes for employees of town and parish councils

If your town or parish council does not offer a pension scheme to employees, you will need to enrol them into a qualifying pension scheme. If your employees are already enrolled into a pension scheme, then you need to do nothing further.

Under the local Government Pension scheme 2014 there are changes to the scheme for employees. This will have an impact on HR and payroll.

There are various categories which determine whether your employee is eligible to join the pension scheme. You, as employer, need to decide which qualifying pension scheme you are going to offer your employee. During each step of the process it is important to keep your employees informed of what is happening and what their rights/options are under auto-enrolment.

If you are a member of ALCA, look on the members' page of the website for information. If you need more assistance, you contact the County secretary.

A guide to auto-enrolment can be found at

www.local.gov.uk/web/workforcelibrary/technical-guides

Don't forget, you will need to make provision in your budget to pay an employer's contribution.

This was noted

7 7.1 Finance information only

A	Clerks Expenses – December – paid 5/1/15 but not advertised	£27.50
B	Clerks Wages Standing order for January 2015 - standing order	

This was noted.

- 8 Councillors to make a decision on the Cemetery Grass contractor for 2015/16** Parish Clerk
Cllr Hope and Clerk opened the 3 tenders received prior to the meeting. These were discussed in full and **resolved Cllr Musty proposed CRK Garden Manicures tender; second by Cllr Bleaken, all in favour no one against the proposal; Clerk to write to all the contractors to advise them of the outcome.**
- 9 Councillors to approve 2015/16 Budget and Precept and to sign the relevant form**

for South Gloucestershire Council

- Allotment land-the Parish Council may wish to consider buying the lease of 99 years from South Gloucestershire Council and pay a small rent to secure our allotments – this will need to be discussed at a future date
- Housing survey – there may be no need to precept any money for a survey - parish council may want to review the Parish Plan. previously carried out by several volunteers, a lot of hard work, room hire costs, notices, analysis – this will need to be discussed again
- Pensions contribution- the Parish Council need to consider offering the Clerk a pension

All the above was discussed in full and **resolved by Cllr Hope proposing 2015/16 budget and precept of 7.4% of £14,607.60 this was second by Cllr Frankcom and put to a vote-all in favour no one against. Form signed at the meeting by Cllr Bleaken**

- 10 Cllr Hope and Cllr Bleaken to sign HMRC Charity application form to obtain a tax reference number for Hawkesbury United Charities**

This was **resolved by Cllr Hope and Cllr Bleaken signing the form; Parish Clerk to send these to HMRC and await confirmation of a tax reference number**

Parish Clerk

- 11 To discuss and finalise a tree preservation order (TPO) in preparation for clearing the site opposite the Somerset Monument.**

Due to the time this item was not discussed agenda item for the next meeting

- 12 Date of the next Parish Council meeting will be held on Monday 2nd February 2015 in the upstairs meeting room at Hawkesbury Parish Hall at 7.30pm.**