

Hawkesbury Parish Council



Notice is hereby given that the Meeting of
Hawkesbury Parish Council
will take place on Monday 4th September 2017 at 7:30pm in the
upstairs meeting room, Hawkesbury Parish Hall, High Street,
Hawkesbury Upton

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 **To record declaration of interest from members in any item to be discussed**
- 3 **To adjourn to allow Public Participation**
- 4 **Councillors to approve the following minutes**
 - **3rd July and 14th August 2017**
- 5 **Parish Clerk to update the Parish Council on previous actions**
- 6 **Councillor's items-information only**
- 7 **District Councillors report information only – Cllr Hope**
- 8 **Cemetery – Councillors to discuss and agree the way forward for the following;**
 - **Grass Cutting for 2018**
 - **To note Garden Manicures response to the Parish Councils letter regarding their grass cutting**
 - **Tree Maintenance**
- 9 **Councillor vacancies-Discussion regarding the process and closing**

dates-Standing Orders to be updated-all Councillors

- 10 **Poppy Wreath-**
- **discuss the donation for this year**
 - **Representative to lay the wreath**

11 **11 1**

PK17/3456/F	New Bungalow Orange End Inglestone Common	Erection of a two storey side extension to form additional living accommodation and installation of 3no velux windows to rear. Resubmission of PK17/1829/F.
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11.2 To Note Planning Decisions – information only

PK17/1835/F	1-3 St Andrews High Street Hawkesbury Upton	Remove and re-build existing front boundary Cotswold stone wall including 1no. gate pillar.	Approve with conditions
PK17/1853/F	The Walled Garden High Street Hawkesbury Upton	Erection of 1no. dwelling with parking and associated works	Refused
PK17/2596/F	Land To The Rear Of 37 To 39 Hawkesbury Upton	Erection of 2no detached dwellings with access parking and associated works	Approve with conditions

12 **Finance**

12.1 Bank Reconciliation as of 31st August 2017 to be checked and approved by a Councillor

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

A	Hawkesbury Upton Methodist Church room hire 14/8/17	£ 13.00
B	Parish Clerks Wages-August	£ 697.60
C	Parish Clerks Expenses – August	£ 22.00
D	South Gloucestershire Council-Localism Service charges for grass cutting July, Aug and September	£110.95
	Mr M Wareham-Lych Gate Paint Dulux Decorator	£108.66

Centre – item approved 3rd July 2017 but not advertised on the agenda

- 13 **Glebe Land update – Hall Committee update, Councillors to discuss the next steps**
- 14 **Development in Hawkesbury – Councillors to discuss the way forward-Cllr Wareham**
 - **Parish Plan – to approve the draft final update of the Parish Plan**
 - **Development meeting**
- 15 **Gateway Project-Councillors to discuss the way forward-Cllr Hope**
 - Local interpretation board – somewhere in the village- to highlight local circular walks and cycle routes. To agree (in principle) the best place where a board could be situated?
 - Plans must to be in place before the end of September.
 - The role of the parish is to apply for planning permission and be responsible for the board in the future.
- 16 **Hawkesbury Parish Councils Standing orders-to discuss the code of conduct of Councillors**
- 17 **Councillors to approve the wording of the “Housing Needs Statement” giving a brief background why the HNS was carried out-Cllr Musty**
- 18 **Christmas Light switch on-All Councillors**
 - Set the Date
 - Discuss this year and review last year’s event
 - Lights for the Christmas tree
- 19 **Bonfire Night 2017-All Councillors**
- 20 **Grant Thornton Audit – Parish Clerk to advise Councillors of the outcome of 2016/17 Audit**
- 21 **Community library to be discussed-Cllr Hope**
 - **Needs/Funding/Costs**
 - **Training**
 - **Frequency**
 - **Governance-set up as sub group of Parish Council? To be discussed**
- 22 **West of England Strategy Discussion paper consultation 26th July – 27th Sept 2017- Please may all Councillors read the necessary paperwork prior to the meeting**
- 23 **M4 Junction 18a and link road consultation 21st August- 16th October 2017 Please may all Councillors read the necessary paperwork prior to the meeting**
- 24 **Clerks Training ALCA to be considered -Finance and Accounting Date - 20/10/17 - Time: 10:30 -13:00 - Location: Tithe Barn Church Lane, Nailsea BS48 4NG - Price: £50**
Covering

- Local Audit and Accountability Act 2014 (and the abolition of the Audit Commission) and the resulting wholesale changes to the audit regime
- Model Financial Regulations
- Electronic banking - Repeal of s150(5) - implications to council
- Importance of all councils operating in accordance with statutory requirements and proper practices
- Governance and Accountability for Local Councils which provide the proper practises councils must follow
- And VAT!

25 **Date of the next Parish Council meeting will be held on Monday 2nd October 2017 in the upstairs Meeting Room, Village Hall, High Street, Hawkesbury Upton at 7.30pm**

Signed

Mrs Hazel Jones

Hawkesbury Parish Clerk

Date 29th August 2017