

# Hawkesbury Parish Council



Notice is hereby given that the Meeting of  
**Hawkesbury Parish Council**  
will take place on Monday 6<sup>th</sup> June 2016 at 7:30pm in the upstairs  
meeting room, Hawkesbury Parish Hall, 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 **To record declaration of interest from members in any item to be discussed**
- 3 **To adjourn to allow public participation**
- 4 **To Approve Minutes of**
  - 9<sup>th</sup> May 2016
- 5 **Action Points update**-Parish Clerk to update Councillors
- 6 **Councillor's items**-information only
- 7 **District Councillors report information only** – Cllr Hope
- 8 **Planning applications received from South Gloucestershire Council to consider**

<b>PK16/2621/LB</b>	Highfield Sandpits Hawkesbury Upton	Farm Lane	Conversion of outbuilding to ancillary residential accommodation
---------------------	---	--------------	--

<b>PK16/2124/</b>	Highfield Farm Sandpits Lane Hawkesbury Upton	Erection of two storey side and single storey rear extensions to form additional living accommodation
<b>PK16/2128/LB</b>	Highfield Farm Sandpits Lane Hawkesbury Upton	Internal and external refurbishment and repairs as stated in Design and Access Statement, replacement of 3no. windows. Erection of two storey side and single storey rear extensions to form additional living accommodation with landscaping and associated works

**Planning Decisions received from South Gloucestershire Council**

<b>PK16/1390/TCA</b>	Queens Hive Cottage Back Street Hawkesbury Upton	Works to fell 1 no. Poplar tree situated within the Hawkesbury Upton Conservation Area	<b>No objection</b>
----------------------	--	--	---------------------

9 **Allotments update-Parish Clerk**

- Rent
- Vacancies
- Amendments to plots
- Maintenance of plots 2 & 21
- 

10 **Finance**

**10.1 Bank Reconciliation as of 30<sup>th</sup> May 2016 to be checked and approved by a Councillor**

**10.2 Payments to be agreed and Cheques signed**

<b>A</b>	Clerks Wages-May standing order/cheque	<b>£</b>
<b>B</b>	Clerks Expenses-May	<b>£TBC</b>
<b>C</b>	West Country Plumbing and Heating Ltd-cemetery emergency tap repairs – payment approved 9/5/16 meeting not advertised on the agenda	<b>£44.28</b>
<b>D</b>	Zurich Insurance	<b>£441.40</b>
<b>E</b>	Cilca modules 6 & 7 -SLCC	<b>£ 60.00</b>
<b>F</b>	Internal Auditor Cate Davidson	<b>£150.00</b>

11 **Licence to Maintain the Highway Verge at Wotton Road/Inglestone Common, Hawkesbury Upton-update-New contract received-Parish Clerk**

- 12 **Update on Save the Village Shop – Cllr Musty, Cllr Wareham and Cllr Hope**
- 13 **To update the Parish Council on setting up a website-Parish Clerk**
- 14 **Approval of the Annual Audit by Council**
  - **Section 1 Annual governance statement 2015/16-to be signed by the Chairman and Clerk**
  - **Section 2 Accountant Statements 2015/16-to be signed by Financial Officer and Chair**
- 15 **Consultation: Replacement of community grants with Member Awarded Funding** *Please may all Councillor’s read the consultation paper work prior to the meeting*
- 16 **Consultation-Substance Misuse Services Re-commissioning 2017** *Please may all Councillor’s read the consultation paper work prior to the meeting*
- 17 **Cemetery committee update – Cllr Hope**
  - **Painting of the Lych Gate-Cllr Bleaken**
- 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”.*
- 19 **Date of the next Parish Council meeting will be held on Monday 4<sup>th</sup> July 2016 in the upstairs meeting room, at the Village Hall, High Street, Hawkesbury Upton at 7.30pm**

Signed .....

Mrs Hazel Jones  
Hawkesbury Parish Clerk  
Date 26<sup>th</sup> May 2016