

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 5th February 2018 at 7.30pm
In the upstairs meeting room, Hawkesbury Parish Hall, High Street, Hawkesbury Upton**

Present:

Cllr Cox (Chair), Cllr Hope, Cllr Higgs, Cllr Harding, Cllr Powell, Cllr Stephens, Cllr Ruthven and H Jones (Parish Clerk)

Apologies

Cllr Wareham and Cllr Musty

Public Participation

None

- 1 To take apologies for absence**
Cllr Wareham and Cllr Musty

Action

- 2 To record declaration of interest from members in any item to be discussed.**
Cllr Cox – planning application PK17/5890/F-Russet Barn
Parish Clerk – Grass cutting item 20

Cllr Cox welcomed everyone to the meeting

- 3 To adjourn to allow public participation**
None

- 4 Approval of Minutes**
- 8th January 2018 signed as a true and accurate record, 15th January 2018 - minor amendment made and then signed as a true and accurate record

Resolved by Cllr Cox signing the minutes; Clerk to ensure the approved minutes are placed on the website. Parish Clerk

- 5 Action points update-Parish Clerk**
5.1 Footpaths 104 and 103-Cllr Higgs to action once the work has been completed by Western Power Distribution (WPD)-this was noted

5.2 Laptop to be cleaned and check to see if it can be PAT tested at the same time; this

*item will be discussed on tonight's agenda-**this was noted***

*5.3 Notice boards maintenance Little Badminton notice board has been removed and the following will be replaced; the back of the notice board hinges and handles for £90. The High Street notice board has had one coat of varnish, further coats to follow when the weather improves. **This was noted***

**Parish
Clerk**

5.4 Allotment boundary fencing-two more quotes required – remains outstanding

5.5 Photos of Lowerwoods to go with their annual report has now been received, Clerk will ensure this is put on the website in due course

**Parish
Clerk**

*5.6 Footpath to the Monument has not been cleared - emailed Badminton Estate this is not their responsibility-clerk to email South Gloucestershire Council-**to be actioned***

**Parish
Clerk**

*5.7 Hall Insurance – Cllr Harding to meet with Hall Committee representative-**this was noted***

**Cllr
Harding**

*5.8 Letters to allotment holders following a recent visit, Clerk will write to the individuals when sending out this year's rent invoices-**this was noted***

**Parish
Clerk**

5.9 Cricket Club dog bins-this is being discussed later tonight

*5.10 Non arrival of and late buses Cllr Hope contacted the bus who confirmed they left a message with the shop. Users to keep both Cllr Hope and Cllr Powell updated with any further issues. **This was noted***

**Parish
Clerk**

*5.11 Bramble Cottage boundary hedge-letter **outstanding***

*5.12 Non-collection of some black bins between Christmas and New Year due to the weather-**Resolved, Cllr Hope emailed the Parish Councils comments***

*5.13 Yew Trees, Hawkesbury Cemetery-Agenda item-**this was noted***

*5.14 Library Shelving **resolved-ordered and paid for-this was noted***

6 Councillor's items-information only

6.1 The Pool update-Cllr Hope

Clerk sent an email stating the Parish Council has no objection to the project. Waiting to hear the timescale of work. **This was noted**

6.2 Neighbourhood Facepage-Cllr Hope

Make parishioners aware of the Facebook for Neighbourhood Watch-They are accepting members. Cllr Ruthven suggested the Parish Council should have Facebook-agenda item for next month-**to be actioned**

**Parish
Clerk**

7 District Councillors report information only – Cllr Hope

Member Awarded Funding – still allocating small grants. - Small amount left.

Check on involvement of Hawkesbury @Play with the redesign of the play are they

still working with the PC on this?

5/2/18 - the Local Plan is published for consultation, this includes areas for non-strategic growth as well as large areas of urban grown with 6000 houses on green fields. In the non-strategic growth area, the number of houses for these areas has been increased from 1000 to 1300 with a possible 500 on top of that. There are 35 areas of investigation; including Hawkesbury Upton; three options have been put forward to develop in the GB – outside the GB; in the GB and a mixture; Three sessions for consultation with Town and Parish Councillors already circulated. Circulated information regarding Broadband roll out; area in the parish covers The Commons.

Attended a workshop on Healthier Together; - approach around better health, and people taking responsibility for their own health and looking at new models of care; concern that funding will be diverted to areas of deprivation, South Gloucestershire is now working with Bristol and North Somerset.

Discussions ongoing around the AONB Management Plan and the process of a National Park, which is being promoted by two MPs from neighbouring constituencies.

Chalkley Lane closed for some time until whilst investigations take place. Attempts being made to clear up the Hawkesbury end of the lane, and attend to the potholes.

Community Engagement Forum takes place 6th Feb at Cromhall Chapel.

Cllr Cox put to the Parish Council to bring item 22 forward all in favour

22 Parish Council laptop-

- **Replace the laptop cost**-Cllr Ruthven researched various computers and provided the Parish Council with the specification required and put to Councillors to have flexibility on price £700+
- **Cleaning of the old laptop**-A necessity as the laptop is being gifted to the Library volunteers
- **Transferred data between the laptops**
- **Microsoft office-Business with Outlook**
- **Internet security**

The Parish Council discussed this item in full and it was proposed by Cllr Hope, Second by Cllr Higgs to purchase the laptop, transfer all the data, clean the old machine and purchase both Microsoft Office-Business with Outlook and internet security-All in Favour-**resolved-Clerk and Cllr Ruthven to arrange a date to purchase the above, have the old laptop available before the 26th February 2018 ready for the library volunteers training**

**Cllr
Ruthven
and Parish
Clerk**

Cllr Cox put to the Parish to move item 27 forward – all in favour-Closed Meeting-Clerk left the room

27 Staffing-Parish Clerk – Closed meeting to discuss the following

- Pension to be discussed-Agenda item for next month-Cllr Cox to speak to the Clerk before the next meeting regarding options and the way forward

- Sickness cover-policy-Cllr Cox to speak to the clerk before the next meeting
- Passwords-purchase a small lockable tin to hold passwords-to be held by the clerk-**this was noted**

8 Cemetery maintenance “Yew trees” spring 2018 update

Planning application has been sent to SGC and awaiting their decision. It was agreed to contact three contractors to provide a quote – no work to commence prior to SGC decision-**To be actioned**

Parish Clerk

9 Adopted phone box on Inglestone Common update – Cllr Stephens

Cllr Stephens has been investigating grant funding with the Rotary Club for a cycle repair kit to be situated in the kiosk, the PC may have a good chance, however, waiting further discussions with the Rotary Club. Concerns were raised regarding the equipment if it was stolen-PC responsibility? When parts used who funds the replacement items? considered a donation box or replacement of item by the cyclist.

Refurbishing of phone box- cost of paint both top and undercoat, Clerk and Cllr Stephens to meet on Friday to look at the condition of the kiosk to report back to the PC with estimate of repairs-the PC considered a donation of £100 towards the restoration. **Agenda item for March. Thank you to Cllr Stephens for all her help.**

Cllr Ruthven left the meeting

10 Electrical work – New development next to the allotments update – Cllr Higgs

This work is now in progress – no further comment at this moment in time

11 11.1 Planning Applications received from South Gloucestershire Council to be considered by Councillors

PK18/0282/TCA	Well Cottage Back Street Hawkesbury Upton	Work to crown reduce by 1.5metres to create cable clearance for 1no. Yew Tree situated within the Hawkesbury Upton Conservation area	No Objection
PK18/0329/F	The Shire Back Street Hawkesbury Upton	Erection of single storey rear extension to form additional living accommodation	No Objection
PK17/5890/F	Russet Barn Orange End Inglestone Common	Installation of first floor front extension to form canopy and to provide additional	No Objection

		living accommodation	
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11.2 To Note Planning Decisions – information only

PK17/2722/O	Land South Of Park Street Hawkesbury Upton	Erection for up to 27no. dwellings (Outline) with access and layout to be determined. All other matters reserved	Refused
PK17/5694/TCA	18 Back Street Hawkesbury Upton	Works to 2no. Birch trees to reduce crown to a finished height of 6metres and radial spread of 4 metres. Crown reduce 2no. sycamore trees to a finished height of 4 metres and radial spread of 2metres. Trees situated within the Hawkesbury Upton conservation Area	No Objection
PK17/5015/F	Southview Back Street Hawkesbury Upton	Erection of a first-floor side extension to form additional living accommodation. Erection of side porch.	Approve with conditions

12 Finance

12.1 Bank Reconciliation as of 31st January 2018 to be checked and approved by Councillors. Resolved-Cllr Higgs checked the bank reconciliation and signed accordingly. No comments made.

12.2 Payments to be agreed and cheques signed-Payments approved for payment-Resolved-Cllr Higgs proposed payment second by Cllr Stephens all in favour.

A	Parish Clerks Wages-January	£697.60
B	Parish Clerks Expenses	£ 31.20

C	Methodist Hall-8 th January 2018 Parish Council meeting 3 hours-not paid invoice not taken to the meeting.	£ 21.00
D	Data-Centa – not paid invoice not arrived in time for the meeting	£
E	Water2business BWBS Ltd Cemetery	£ 21.02
F	Sprint Print & Design – 550 A4 leaflets (future development of Hawkesbury)	£145.00
G	Water2business BWBS Ltd-Allotments-item paid but not advertised on the agenda-see 5 th March 2018	£ 20.33

12.3 Expenditure update as of 31st January 2018 – Parish Clerk

Updated expenditure details had been sent to councillors prior to the meeting-
Resolved-no comments raised by Councillors-**this was noted**

- 13 Parish Council laptop – councillors to discuss the approval of purchasing a new laptop and the necessary programmes. The next step to gift the existing laptop to the library volunteers.**

This item was duplicated on the agenda-see page 1052 item 22.

- 14 Adoption of the following policies**

- **Safeguarding policy-Resolved the Parish Council formally adopted the Safeguarding policy as of 5th February 2018**
- **Equalities policy-Resolved the Parish Council formally adopted the Equalities policy as of 5th February 2018**

- 15 Renewal of the Localism Contract with South Gloucestershire Council-Councillors to discuss is they wish to renew the contract**

Resolved-all in favour to renew the contract-Clerk signed the contract on behalf of the Parish Council and to send to SGC.

In addition, the Dog bins have been temporarily removed from the Cricket Field. Councillors to discuss if they wish to consider taking over the cost of emptying one or two bins on a regular basis.

- **Weekly£4.81 per bin**
- **Biweekly £5.22 per bin**

This was discussed in full and as this cost had not been taken into consideration when setting 2018/19 precept it was **resolved by Councillors agreeing to pay for one bin to be emptied on a weekly. Clerk to update the Cricket Club and clarify where the bin will be situated on the field. Notify SGC to ensure this bin is emptied.**

- 16 Allotments maintenance - Parish Clerk**

- **Plot 1-path to be installed to split the plot**

Cllr Higgs and the Clerk visited the site and agreed the footpath adjacent to the plots could be continued to split plot 1. Preparation for a piece of wood to be put in place

is outstanding. In addition, Cllr Higgs pointed out the general state of some of the allotments and trees. The clerk to take this forward

- **WPD Work**

The Clerk had been approached regarding damage to the footpaths on the allotments from WPD contractors. Having visited the site with Cllr Higgs, the Clerk contacted WPD and they apologised firstly for not notifying the Parish Council this work had been started and for the damage, they will ensure this is rectified.

17 Community library update - Cllr Hope

- Opening 2nd March 2018 and will be open every fortnight from 2-4pm (not including bank holidays)
- Book cases have arrived although one is damaged-being looked into
- 26th February 2018 volunteers are being trained
- Grant funding to be applied for via SGC for the book shelves (MAF funding)- thank you to the Clerk for all her help
- Parish Councils old computer will be gifted to the volunteers

18 Grant Funding 2017-Councillors to agree the distribution of £2000 grant funding for the following organisations

1 st Hawkesbury Upton Guides £150.00	Village Hall £200.00	Evergreens-£300.00
Youth Club £300.00	1 st Hawkesbury Upton Rainbows £150.00	Citizens Advice £150.00
Victim Support £50.00	Hawkesbury Afterschool Club £100.00	Hawkesbury Preschool £150.00
Drama Group-no application received	1 st Hawkesbury Brownies £150.00	Cotswold Vale Talking Newspaper £50.00
Yate and District Heritage Centre £50.00	Hawkesbury @ play £200.00	

19 Cemetery Grass Cutting tenders – Clerk to open the tenders received at the meeting; Councillors discuss and appoint a contractor for 2018 grass cutting.

Three tenders received, Garden Manicures, Simon Harris Landscape gardener and maintenance and SGC. Councillors discussed in full, and it was agreed to appoint Simon Harris-Resolved-Clerk to write to the contractors

Parish Clerk

20 The Plain and Village Pound-Grass cutting renewal

Councillors reviewed the specification prior to the meeting, all in favour, Clerk to contact three contractors'; agenda item for next month.

Parish Clerk

21 Adoption of the Parish Council's updated Standing Orders Resolved by Councillors adopting the updated Standing Orders as of 5th February 2018

Parish Clerk

- 22 See page 1052 already discussed
- 23 Annual Assembly preparations Parish Clerk
- Date – 16th April 2018
 - Speakers-discussed Biodiversity discussion, Inglestone Common Kiosk-further discussions in March
 - Venue-Methodist Hall-Clerk to confirm venue is available
- 24 Data Protection duties, Webinar training with SLCC £30 plus vat
Resolved-Councillors approved the training 20th February 2018
- 25 2018 Big Spring Clean 17th March 2018 – Councillors to discuss how to engage Parishioners to help with this event.
Councillors discussed how they could engage parishioners to help, few people attend. It was agreed to advertise the Big Spring Clean and encourage volunteers to help.
- 26 Assley, Hareley, Hawkesbury and Inglestone Commons Management Group-Councillors to appoint a Parish Councillor representative
Primary Councillor - Cllr Harding; if absent Cllr Cox and Cllr Stephens to be available if required to attend. **This was noted**
- 27 Staffing – Parish Clerk – Closed meeting to discuss the following-see page 1052 item already discussed
- 28 Date of the next Parish Council meeting will be held on Monday 5th March 2018 in the upstairs meeting room, Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm

Signature of Chairman as a true and accurate record 5th March 2018