

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council's Meeting
Held on Monday 3rd June 2019 at 7.30pm
In the upstairs meeting room, Village Hall, High Street, Hawkesbury Upton**

Present:

CLlr Harding (Chair), Cllr Powell, Cllr Wareham, Cllr Stephens, Cllr Musty, Cllr Turner, Cllr Ruthven and H Jones (Parish Clerk)

Apologies

Cllr Hope

Public Participation

1 Member of the Public and Cllr Trull District Councillor

1 To take apologies for absence
Cllr Hope

2 To record declaration of interest from members in any item to be discussed.
Cllr Ruthven Planning application P19/5453/TCA and Cllr Musty Park Street

3 To adjourn to allow public participation
None

4 Councillors to approve the following minutes

- 1st, 8th and 29th April 2019, Minor amendment made to 8th April 2019
- 13th and 20th May 2019 – Minor amendment made to 13th May 2019

Resolved by Cllr Harding signing the minutes as a true and accurate record; Clerk to ensure the approved minutes are placed on the website. Parish Clerk

5 Parish Clerk to update the Parish Council on previous action points

*5.1 Boundary Fence-allotments-**this remains outstanding***

*5.2 Highfields Road surface-work **still not completed clerk to email SGC again***

*5.3 Damaged Finger post situated on the Plain – **repaired***

Action

Parish Clerk

- 5.4 Cricket Club wording (4th March 2019 minutes item 22) see item 19, page 1232 for update
- 5.5 Graffiti on the Quarry wall update, the paint has not been removed-Clerk to refer to Cllr Hope to check the outcome with SGC/Badminton Estate **to be actioned** Parish Clerk
- 5.6 White Lines Highfields/Upper Highfields-the lines have not been reinstated-clerk to email Streetcare Parish Clerk
- 5.7 PC storage-Hall Committee update-the Hall Committee meet next week, Cllr Powell will update Councillors at the next meeting-**this was noted** Cllr Powell
- 5.8 Fly Tipping Starveall Lane update-the rubble is still on the land, ownership private or SGC land – Cllr Ruthven to take a photo, clerk refer to SGC-**to be actioned** Cllr Ruthven
- 5.9 Sandpits Lane-rubble in a field-enforcement has been appointed and acknowledgement has been received and a visit to the site will take place in 10 wording days-**await update**
- 5.10 GPS signal sending large vehicles down Back Street-transport Department-**to be actioned**
- 5.11 The New Bungalow situated next to the allotments is in the process of being sold-CIL money will be due to the PC if sold-SGC has been notified
- 5.12 Badminton Phone Kiosk transfer to The Trustees of Somerset Estate – the signed agreement has been posted to Badminton Estate. See item 20, page 1232 **This was noted**
- 5.13 The Fixing of the new bench in the cemetery-Cllr Harding will source 3x3 slaps to be put under the legs-the bench itself does not require treating-**this was noted** Cllr Harding
- 5.14 Cemetery Green Bins sign's-Councillors approved the signage to be placed on the bins-5 required-**to be actioned** Parish Clerk
- 5.15 Thank you Card to Gardening Club – **outstanding** Parish Clerk
- 5.16 Pot Holes Cold Change Hill and Highfields Lane update. Highfields Lane have been repaired; Cold Change Hill remains outstanding-**to be actioned** Parish Clerk
- 6 Councillor's items-information only**
- 6.1 Post Box situated by The Fox, High Street-Cllr Turner
The paint is coming off this post box, dogs urinating – A request for the Clerk to email the Post Office to see if they would consider repainting it. **To be actioned** Parish Clerk
- 6.2 Rights of Way-Cllr Musty
Cllr Musty has walked some of our footpaths with the volunteer Cotswold Warden, who is doing an excellent job. A request was made to pass any relevant information to the Parish Council. **This was noted**-The Public Rights of Way map was passed on to Cllr Musty

6.3 France Lane Appeal-Cllr Turner

The appeal takes place tomorrow, Cllr Turner will be attending on behalf of the Parish Council

6.4 Broadband on the Commons-Cllr Harding

Two complaints have been received from residents regarding the difficulties with Broadband on the Commons-they are struggling to run their businesses from home. District Councillor Trull will take this forward.

DC Trull

6.5 Cemetery Bin Rota-Cllr Harding

Thank you to Cllr Ruthven for putting the bins out

Parish Clerk

6.6 Neighbourhood "Whats App" – Cllr Harding

*Two incidents on Saturday took place-white van with false number plates went on two farms-two people were threatened. This was also put out on the Second to None "what's app group". Join the Neighbourhood What's App Group to be up to date with what's happening in the Parish-**this was noted***

7 District Councillors report information only – Cllr Trull

So far so good. Everyday there is a new committee to attend and all the relevant training to go with it. Lots of on line e modules to sit through as well.

Cllr Trull's particular expertise is Public Rights of Way and will be the Lead Member for her party on this committee. Along with the Licensing Committee, which Cllr Trull will sit alongside with other Members and Officers to help make decisions on more complex cases. There will be more to come, but these are my two main interests at the moment.

Cllr Trull is pleased to confirm at the moment SG has about a 6-year land supply. This will enable communities to have more punch power when it comes to objecting to speculative planning applications, as we have seen over recent years in Hawkesbury and other local villages. We are now experiencing some of the more recent applications being refused, which is a bonus for the time being.

Permitted Development for home extensions has come into being on the 31st May. This will allow home owners to extend their properties without full planning permission. Unless you live in a listed house or in a conservation area. I am none too sure how this will progress without issue?

There is a traveller encampment on the Wickwar Road, Chipping Sodbury Rugby Club.

As you might be aware certain South Glos Schools have been found to be below average with GCSE and A level results. This is apparently being addressed. But still the lack of funding is ongoing. I think this will an issue for some time to come. Cllr Trull believes as in Wickwar most Hawkesbury Children attend KLB.

Cllr Harding thanked Cllr Trull

8 Cemetery extension update – Cllr Harding

This is still with Badminton Estate-No update at this moment in time, agreed to keep this item on the agenda. **This was noted**

9 Record any Data Breaches from May – 3rd June 2019

No Breaches to record-**this was noted**

10 Gateway Project update-Cllr Hope

Email received from Cllr Hope-for Councillors to discuss the Businesses that may want to be advertised on the noticeboard. Councillor asked if there would be a charge- Clerk to find out. **To be actioned**

Parish Clerk

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

| | | | |
|---------------------|---|---|--|
| P19/5453/TCA | Cedar Lodge Back Street Hawkesbury Upton | Works to crown reduce 6 no. Leylandii trees to a finished height of 3.65m and reduce 1 no. section of hedgerow comprising of Buddleia and Lavender to a finished height 3.65 m. Crown reduce 1 no. Ash tree to leave a finished height of 5.5 m, a maximum radial spread of 2.5m and attain a 2m clearance from the adjacent telephone line. Trees situated in the Hawkesbury Upton Conservation Area | Support the planning application-No Objection |
|---------------------|---|---|--|

11.2 To Note New Planning Decisions made by South Gloucestershire Council – Full details of their decisions can be found on SGC’s website- information only

| | | | |
|---------------------|---|---|--------------------------------|
| P19/2800/CLP | Far End 14 Back Street Hawkesbury Upton | Erection of single storey rear extension to form additional living accommodation and conversion of existing garage to form living accommodation | Approve with Conditions |
| P19/3313/F | Beechwood | Erection of single | Approve with |

| | | | |
|--|-------------------------------------|--|-------------------|
| | Tetbury Road Hawkesbury Upton | storey side extension to provide additional living accommodation installation of 1no. front and 2no. rear dormer windows to facilitate loft conversion, demolition of existing garage and the erection of detached garage with ancillary residential accommodation above | Conditions |
|--|-------------------------------------|--|-------------------|

12 Finance

12.1 Bank Reconciliation as of 30th April 2019 to be checked and approved by Councillors. Cllr Ruthven checked and signed the bank reconciliation

12.2 Payments to be agreed and cheques signed in accordance with the bank mandate-Payments approved for payment-Resolved-proposed by Cllr Wareham second by Cllr Musty.

| | | |
|----------|---|----------------|
| A | Simon Harris – Cemetery grass cutting 8 th and 27 th May 2019 | £170.00 |
| B | Parish Clerks expenses – May | £ 33.60 |
| C | South Gloucestershire Council – Localism services grass cutting April May and June 2019 | £204.98 |
| D | Zurich Municipal – Parish Councils insurance | £483.41 |
| E | Hawkesbury Upton Methodist Church – PC room hire 8,29 April and 13 th May 2019 CLT Room Hire 7/5 | £ 57.75 |
| F | C Davidson – Internal Auditor | £150.00 |

DD mandate completed for ICO. Data Protection Registration GDPR to save £5 on this year's fee-Cllr Musty and Cllr Wareham signed the form-in accordance with the bank mandate

Letter to transfer funds from the Current Account to the Business reserve signed by Cllr Musty and Cllr Wareham in accordance with the bank mandate

13 External Audit – Approval of Annual Audit by Council

13.1 Annual Governance Statement 2018/19 to be approved by Councillors-to be signed by the Financial Officer and Chair

Each statement was read out and agreed by Councillors-**resolved -Approved by Councillors at 8.30pm and signed by both the RFO and Chairman.**

13.2 Accounting Statements to be approved and signed both the Chair and Financial Officer

The Accounting Statement 2018/19 was shown to Councillors – **resolved The Accounting Statements were approved by the Parish Council and signed by the Chairman and RFO at 8.35pm**

13.3 Internal Auditor report – C Davidson

The Parish Council's internal audit was completed by C Davidson –

- Accounting records have been kept appropriately throughout the years
- Random check of payments against invoices and authorisation completed VAT accounted for appropriately
- Risk Assessment has been completed
- A budget review took place and the Precept was approved at Full Council
- Income was received as expected
- No petty cash held, any expenses are reclaimed appropriately by the Clerk
- Salaries were approved by the Council and have been accounted for by RTI submission
- Asset Register in place
- Periodical Bank Reconciliations are prepared and approved
- Accounting statements have been prepared on an income and expenditure basis and agree to cash book and statements
- The Parish Council was exempt from a Limited Assurance Review in 17/18 and complete the necessary documentation in this regard
- N/A

This report was discussed with to councillors-no comments made.

14 QR code for War Memorial Hawkesbury Upton, High Street – South Gloucestershire Council – First World War project-update when this will be installed – to improve the lettering for the memorial – update

QR Code installation-no date has been given. Cllr Hope was looking into the costs to improve the lettering on the Memorial-No costings have been received as yet. Cllr Ruthven-flag pole requires maintenance the Finial is missing and the pole requires painting-Estimate for this work will be required. It would be nice to see this work completed by August-**this was noted**

**Cllr
Ruthven**

15 Walking of Footpaths update – Cllr Higgs

This item has already been discussed under Councillors items, see page 1227-**This was noted**

16 CLT update – Cllr Wareham

The Steering Group will be meeting tomorrow following the disappointed level of interest at the meeting where only four additional parishioners turned up. The CLT group requires horse power to take this forward, therefore they will be taking stock

and review their position-**this was noted**

- 17 Land opposite the Somerset Monument Update-Licence**
No update-clerk to chase SGC once again, also check with Lower Woods to see if they are still happy to carry out with the clearance. **To be actioned** **Parish Clerk**
- 18 The Pond Clearing update**
The waste that has been dumped at the far end of the Pond is viewed as “contaminated waste”, this cannot be moved without a licence. It was agreed for copies of the reports to be sent to councillors. A request was made to see if the Cotswold wardens would like to come to the next meeting to discuss the options. Cllr Wareham to discuss this with Cllr Hope and report back to the Parish Council-**to be actioned** **Cllr Wareham**
- 19 Cricket Club wording-update**
World Cup Cricket 2019 has already started and their bar will be open whilst showing the matches, to-date the Clerk has not heard anything from the Cricket Club, the Clerk has chased them but no response. Clarification what their intentions are is now required-update at the next Parish Council meeting-**to be actioned** **Parish Clerk**
- 20 The Phone Box Update-Badminton**
The Signed transfer agreement has been sent to Badminton Estate-no further update at this moment in time-**this was noted**
- 21 Defibrillator Update for the Parish and the Commons – Parish Clerk**
& The Commons Defibrillator
- 24**
- **A request has been received to take ownership of the defibrillator on the Commons**-The Parish Council agreed to take over ownership of the defibrillator once the invoice has been paid, from the grant funding raised.
 - **To pay for the defibrillator – funding has been agreed and this will be received to cover these costs** The REMR grant has sufficient funds to cover 8 years maintenance costs, installation, two sets of batteries each will last 4 years. The Parish Council will not be able to pay for this item, Cllr Harding to speak to the Commons representative. **Cllr Harding**
- 22 New road name required for development off Park Street, Hawkesbury Upton**
Various names were put forward and Councillors finally agreed on St. Wulfstan Close. The reason why this was chosen is St Mary’s Church has a stained-glass window installed to celebrate the life of Wulfstan and thought this would be appropriate. Clerk to email SGC with their decision. **Parish Clerk**
- 23 Section 106 and CIL income monies**
- **Further discussion on a business plan**
 - **Public Consultation on the addition of Highways Maintenance on the South Gloucestershire Council Community Infrastructure Levy Regulation 123 List – Closing date 9th July 2019**
- To apply for 106 monies the Parish will need to produce a business case together, if this is not done the monies go into SGC’s pot. This needs to be organised and establish who/which group/organisation would benefit from this money and detail our main focus, involve the Parish. Agenda item for 17th June-check the deadline and **Parish Clerk**

who is eligible. Cllr Harding to forward the email with details of Park Streets 106 monies to all councillors.

25 Councillors to agree the response to planning application below following the discussion with the developers Spitfire

| | | |
|---|---|---|
| P19/4513/RM | Land South of Park Street Hawkesbury Upton | Erection of 21no. dwellings with associated works. Approval of reserved matters (appearance landscaping and scale) to be read in conjunction with outline planning permission P19/0673/RVC formerly PK18/1532/O |
| <p>Re Objection to Planning Application P19/4513/RM</p> <p>The Parish Council have considered the latest application by Spitfire developments for the 21unit development on land south of Park Street, Hawkesbury Upton, South Gloucestershire. We reiterate our main concerns, which we have voiced previously, as follows: -</p> <p>Our overriding concern is the high density and height of the properties in the North West corner of the site. The affordable units 15-19 are of particular concern as their ridge height of 8.7m will overwhelm the existing cottages on Park Street. Unit 18/19 includes a first floor flat, with a living room and kitchen at first floor level, which will overlook directly into existing homes.</p> <p>The North West corner is the highest part of the site topographically, and is bounded by existing houses and cottages with an average ridge height of circa 6m. As a result, the affordable units would totally overwhelm and dominate the existing properties which comprise of several locally listed buildings, this is aesthetically illogical. Units 15-19 would be nearly 50% taller, which will have a significant impact on the residential amenity and loss of privacy of the existing residents and lose sunlight to their gardens in the winter months.</p> <p>A solution would be to re-locate the affordable units 15-19 to the North East corner of the site, next to the site entrance, and move Unit 1 to the North West corner; which would reduce the density in the NW corner and enable a reduction in ridge heights.</p> <p>In order to assist you, and emphasise our concern, the measured heights of the existing houses on Park Street that adjoin the site are.</p> <p>The Cottage - 6.5m high Fox Cottage - 6.5m high Old Ruin - 5.8m high Townsend - 6.2m high Old Bakery - 6.5m high</p> | | |

We believe that there is a method to amend development proposals after planning permission has been granted, this being a Non-material amendment to planning permission.

Section 96a of the Town and Country Planning Act 1990, amended by the Planning Act 2008, permits applications for non-material amendments to planning permissions. This avoids the need for a new planning application to be submitted, allowing instead for the existing permission to be amended whilst remaining subject to the original conditions and time limits.

There is no statutory definition for the type of changes that might be considered non-material. Instead it depends on the context, and is determined by the local planning authority. The Parish Council would ask you to consider whether this section may apply in this case in order to arrive at a solution which would lessen the impact of this development upon the adjacent residents.

We sincerely hope that you will carefully consider the argument that we have submitted before reaching a final decision.

- 26 Date of the next Parish Council meeting will be held on Monday 1st July 2019 in the upstairs meeting room, Hawkesbury Village Hall, High Street, Hawkesbury Upton at 7.30pm**

**Minutes approved by
1st July 2019**