

# Hawkesbury Parish Council



Notice is hereby given that the Annual General Meeting of  
***Hawkesbury Parish Council***  
will take place on Monday 8<sup>th</sup> May 2017 at 7:30pm  
in the Methodist Hall. Back Street, Hawkesbury Upton

***You are hereby summoned to attend***

***To optimise the meeting time Councillor's 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 Elect a Chair for the ensuing year and sign the declaration of acceptance**
- 2 **To take apologies for absence**
- 3 **To Elect a Vice Chair for the ensuing year and to sign the declaration of acceptance**
- 4 **To record declaration of interest from members in any item to be discussed**
- 5 **To adjourn to allow Public Participation**
- 6 **Councillors to be appointed for the following Membership of outside Bodies and subcommittees**
  - ALCA-to attend ALCA meetings and report back to the Parish Council
  - Hall Committee-to attend the Hall monthly meetings and report back to the Parish Council
  - Cemetery subcommittee-4 members of the Parish Council
  - Clerks appraisal
  - Responsibility of checking
    1. Monthly finance figures at the meeting

2. Allotment Contract-annually
3. Footpaths
4. Risk Assessment to be completed and reported to the Parish Council
5. Standing Orders/Financial Regulations-review these documents with the Clerk
6. Decision to be made on the Bank Signatories

7 **Councillors to approve the following minutes**

- 3<sup>rd</sup> & 25<sup>th</sup> April 2017

8 **Parish Clerk to update the Parish Council on previous actions**

9 **Councillor's items-information only**

10 **District Councillors report information only – Cllr Hope**

11 **11.1 Planning applications received from South Gloucestershire Council-To be considered by Councillors**

<b>PK17/1818/TCA</b>	Londesborough High Street Hawkesbury Upton	Works to fell 1no. Cypress tree situated within Hawkesbury Upton conservation area.
<b>PK17/1883/TCA</b>	3 Hyde Park Row Back Street Hawkesbury Upton	Works to reduce crown and lateral spread to 1 no. Holm Oak by 1.5m tree situated within the Hawkesbury Upton Conservation Area

**11.2 To Note Planning Decisions – information only**

<b>PK17/0732/TCA</b>	Hawkesbury Cemetery Hawkesbury	Works to fell 3no. Lawson's Cypress trees (T1-T3), 1no. Elder and English Oak Saplings (T4) and crown lift 1no. Goat Willow (T5) by up to 3m. Trees situated within the Hawkesbury Village Conservation Area	<b>No Objection</b>
<b>PK17/0395/F</b>	Little Badminton Farm Well Lane Little Badminton Badminton	Erection of roof over existing silage clamps to form grain store.	<b>Approve with conditions</b>
<b>PK17/0279/F</b>	Land To The Rear Of 37 To 39 Birgage Road	Erection of 2no. detached bungalows with attached garages,	<b>Approve with conditions</b>

	Hawkesbury Upton	parking and associated works	
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### 11.3 Councillors notification of a Withdrawn Planning application

PK17/0768/F	Corner House The Plain Hawkesbury Upton	Erection of a first floor side extension to provide additional living accommodation. Installation of a rear dormer.
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- 12 **Finance**  
**12.1 Bank Reconciliation as of 30<sup>th</sup> April 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 | Newsquest Media Group-Annual Assembly advert | £ 96.00 |
| B | Parish Clerks Wages-April                    | £700.00 |
| C | Parish Clerks Expenses – April               | £TBA    |
| D | Rospa – play area annual inspection          | £79.80  |
| E | CRK Garden Manicures 4/4 & 18/04             | £163.54 |
- 12.3 Letter to Bank to amend the standing order for the Clerks wages- to be signed at the meeting**  
the
- 13 **Glebe Land Declaration and Statement –**
- **Signing of the documents outstanding**
  - **Next step**
- Parish Hall conveyance**-Councillors to respond to the Parish Hall's recent correspondence.
- 14 **Approval of the Annual Audit by Council**
- **Section 2 Accountant Statements 2016/17-to be signed by Financial Officer and Chair**
- 15 **Insurance renewal June 2017.**
- 16 **Councillors to approve the following training course for the Clerk-**  
Social Media Workshop cost £12.50 on 25<sup>th</sup> May 2017 SLCC
- 17 **Electoral Review of South Gloucestershire: Warding Arrangements consultation.** *Please may all Councillor's read the consultation paper work prior to the meeting*
- 18 **Western Power – reinforcement of the overhead network – update – Parish Clerk. Forms to be signed “Occupier of Wayleave”**
- 19 **Review the Risk assessment-all Councillors**

20 **Date of the next Parish Council meeting will be held on Monday 5<sup>th</sup> June 2017 in the upstairs Meeting Room, Village Hall, High Street, Hawkesbury Upton at 7.30pm**

Signed .....

Mrs Hazel Jones Hawkesbury Parish Clerk

Date 3<sup>rd</sup> May 2017