

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 7th March 2016 at 7.30pm
In the upstairs Meeting Room at the Village Hall, High Street, Hawkesbury Upton**

Present:

Cllr Robinson (Chair), Cllr Higgs, Cllr Cox, Cllr Winbow, Cllr Wareham and H Jones (Parish Clerk)

Apologies

Cllr Musty, Cllr Hope, Cllr Ruthven, and Cllr S Bleaken

Public Participation

Mr A Hemmingway-Save our Shop, Mr P Salenieks and Mr Aris-Parishioners

Action

1 To Take apologies for absence

Cllr Musty, Cllr Hope, Cllr Ruthven and Cllr S Bleaken

2 To record declaration of interest from members in any item to be discussed.

None

3 To adjourn to allow public participation.

Cllr Robinson welcomed the public and gave a guideline on the time allocated for Public Participation being 15 minutes. This was followed by councillors introducing themselves to the public.

Mr Salenieks asked the Parish Council if they received the correct guidelines prior to the 20MPH consultation, as this is going to make significant changes within the village.

Cllr Robinson; as a consultee the PC received from South Gloucestershire Council the same details of the consultation that is available to the public. The proposal was fully discussed by Councillors and when put to a vote by a show of hands was carried by a majority.

It was not minuted which councillors had voted for or for against the motion. Understanding orders this is not required unless councillors requested this prior to the vote

taking place.

Mr Salenieks asked for the PC minutes to be more comprehensive, voting results should be minuted as it was not clear when reading the minutes in question. **This was noted**

Cllr Robinson thanked Mr Salenieks for his comments.

Extract from standing orders

- ***“19a If a Member so requires, the Clerk shall record the names of the Members who voted on any question so as to show whether they voted for or against it or abstained. Such a request must be made before the vote is taken***
- ***19b Following a vote, a member may request that his or her individual vote or abstention is recorded”***

Mr M Aris wanted to lodge his concerns regarding the road closure on the 12th June 2016, to hold a “Big Lunch”. Both his children will be revising for their exams. (*Mrs Aris email had been forwarded to Councillors prior to the meeting*).

The PC cannot make any decisions or comment at this moment in time, relevant information has not been received from South Gloucestershire Council. No resolution can be made tonight as it is not on the agenda. Cllr Cox-this event is being run by Mrs Roberts and they are looking at changing the venue. **This was noted.** Cllr Robinson thanked Mr Aris who subsequently left the meeting.

4 Approval of Minutes

- 1st February 2016 – no amendments
- 15th February 2016 a request was made to acknowledge receipt of emails providing an update of the PC’s position regarding the Village Development Boundary line. This was agreed

Resolved by Cllr Robinson signing both sets of minutes as a true and accurate record; Clerk to email approved minutes to Mr Sauro to upload to the village website Parish Clerk

5 Action points update

5.1 Letter to Jane Ellis re changing the criteria to stay in line with Knightstone and English Rural housing-outstanding Parish Clerk

5.2 Little Badminton Notice Board

Name plate to be replaced on the notice board-remains outstanding Cllr Higgs offered to fix the name plate – **to be actioned – Cllr Cox to remind Mr Choyce to return the name plate to the Parish Council or fix it to the noticeboard** Cllr Cox

5.3 Tied properties list-This item remains outstanding. Parish Clerk

5.4 Licence for land Opposite the Somerset Monument –Resolved letter sent to South Gloucestershire Council – await revised contract

5.5 Allotments-damaged fencing-see agenda item 20

5.6 Review of Clerks Contract remains outstanding Cllr Hope & Clerk

5.7 Footpaths-Email Cllr Higgs report to Nicola Chidgley-outstanding

5.8 Precept increase explanation and the Big Spring Clean advert -resolved by details put in the Parish News

5.9 Annual Assembly-venue booked, letter sent to Luke Hall

5.10 CCLA New signatories form to be obtained from the bank-outstanding

5.11 Laptop to be cleaned outstanding

5.12 Grass Verges being damaged-email to highways for advice outstanding

5.13 Grass Cutting letter sent to Green Space tender accepted – letter to SGC outstanding

Cllr Robinson proposed item 12 was bought forward – all in favour

12 Update on Save the Village Shop-Cllr Musty, Cllr Wareham and Cllr Hope

Mr Hemmingway updated the Parish Council. Parish Council have been very supportive and attending the meetings. The second meeting looked at the proposals and around 70 people attended.

The way forward for “Hawkesbury Community Shop Ltd

- Continue with the trading entity
- Meet with the current owner
- Survey the Parish-to be issued shortly-hand deliver and collect in
- Independent valuation of property
- Financial contract – end of March
- Review pledges £50 per share-this will need to be discussed by the end of March to see if they are in a position to proceed or not
- Tax advantage shares-£500 worth of shares – 30% tax relief subject to HMRC rules

Main focus

- Buy existing property
- Alternative approach-build onto the Parish Hall-timescales to be considered
- Main continuity

Cotswold Conservation funding-to cover legal fees £2500

Parish Council covering hall venue costs (ear marked £250) but would like the PC to consider more funding £500-Mr Hemmingway will bring this to the next meeting on 21st March 2016.

All information received will be confidential.

Parish Councillors offered to help with the distribution of surveys. Cllr Robinson thank Mr Hemmingway for his time, exciting and positive news.

6 Councillor’s items-information only

6.1 Highfields Lane – Cllr Higgs

Highfields lane; road condition is much worse and cyclist could be at risk. We should

make cyclist aware of this perhaps email local cycling groups. **This was noted**

6.2 Footpath – Beaufort Pub-Highfields-Cllr Higgs

Dog poo is being placed in bags but then thrown onto the footpath-today 6 fresh droppings plus 4 bags. Big issue not only in Hawkesbury but throughout the country. There is a bin situated on Sandpits alley. A thank you to Louise Roberts who picks up other peoples dog poo. Cllr Cox mentioned to get the children involved, put notices up around the village-**Agenda item for April-consider a new bin**

Parish Clerk

7 District Councillors report information only – Cllr Hope

Budget Decisions

As part of the Council's cuts – services to Youth Services have been cut; local area decision making and grant giving Area Forums have been axed; libraries including our mobile library, are budgeted for further cuts. The Council received £1.8m extra funding – this was used to reduce the Green Bin Tax by £6.00 – a benefit for a few.

There are other structural changes to the Council's committee system with two major committees (Environment & Community and Children Adult and Health) as well as Policy & Resources and a Resources sub-committee remaining. The Council does still have to have a committee to scrutinise health as well as development control committees for planning decisions. The Environment and Waste Management Forums are to be merged.

There is confusion over the future role of Safer Stronger Community Groups, the boundaries of which have changed. These groups are non-decision making and were supposed to reflect local policing areas; however this no longer appears to be the case.

There are current consultations on the future of the Council Centres at Kingswood and Yate as well as the One Stop Shops.

War Memorial Trust

Cllr Hope attended a workshop regarding War Memorials and has spoken to Mary & Tim Davies regarding a survey which can be carried out and entered on line to see if the Monument qualifies for a repair grant.

Compost Bays in Cemetery

Quotes have been received for a further bay for the compost bins in the Cemetery which are now full. Parish Council to decide if it is best to pay someone to manage these bins i.e. Turn compost etc or other system.

8 Finance

8.1 Bank Reconciliation as of 29th February 2016.

Resolved Cllr Higgs checked the bank reconciliation and signed accordingly. No comments made.

8.2 Expenditure update as of 29th February 2016

This was discussed in full – no comments made.

8.3 Payments approved for payment

A	E-MANGO L C Setup design and training of Parish	£180.00
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	Council website	
B	Clerks expenses-February	£ 41.74
C	South Gloucestershire Council – Localism grass cutting	£110.63

Resolved by Cllr Higgs proposing the payments, seconded by Cllr Cox. Cheques signed in accordance with the bank mandate.

8.4 Transfer of funds between Parish Council Bank Accounts – to be approved and authorisation letter signed in accordance to the bank mandate

Previously it was agreed “Save Our Shop” monies would be paid into one of the PC’s bank account until they were in a position to open their own. Mr Hemmingway explained the PC bank account was no longer required-**this item was withdrawn.**

9 Parish Council to discuss the issues regarding problems in the village as a result of the Road Works being carried out by WPD and Morgan Sindall

The work has been completed although it was badly co-ordinated. The Bakers grass will be reinstated in due course. Due to the work going over the timescale and a few issues Councillors agreed to send correspondence to WPD and Morgan Sindall regarding the PC disappointment. Cllr Wareham will take this forward on the PC behalf-**this was noted**

**Cllr
Wareham**

10 17th February 2016 Rural incident – safety aspect Cllr Higgs

Thank you to Cllr Cox and his wife for cleaning up the mess left from the horses following an incident on the High Street.

It was agreed that emails between Councillors should not be forwarded to third parties without first being agreed by Councillors and all correspondence to third parties should only be sent by the Parish Clerk. **This was noted**

11 Update of the Affordable Housing Needs Survey-closed 18th January 2016

Clerk emailed Stacy Sheppard for an update – no response will update Councillors at the next meeting. **To be actioned email SGC again**

**Parish
Clerk**

12 Update on Save the Village Shop see page 841

13 To update the Parish Council on setting up a Website - Cllr Ruthven

Reminder for all Councillors to write a paragraph to go with their photo for the website. New emails addresses will be set up shortly. **To be actioned Email Cllr Ruthven regarding photos for the website**

**Parish
Clerk and
Cllr
Ruthven**

14 Hawkesbury Primary School Area – proposed 20mph speed limit consultation results.

The publishing of the feedback report had been delayed-SGC will now publish the results.

SGC are liaising with the Conservation Team to ensure that the visual impact of any new signage is kept to a minimum. They will then ask their Legal Section to arrange for the proposed Traffic Regulation Order to be advertised. **This was noted**

15 Consultation on changes to library services starts 22nd February 2016-13th May 2016.

This was discussed in full

- Library Bus-convenient excellent service

It was agreed to review the proposal at the next meeting-Councillors to ensure they read the paperwork prior to 4th April's meeting.

16 Big Spring Clean Saturday 19th March 2016 update

- **Booking form completed and returned**
- **Hawkesbury Primary School Children**
- **Other organisations to be contacted to help**

Pickers, hoops, gloves and bags are due to be delivered on Monday 14th March; the school children will be cleaning the cricket field and school field during the week. Poster to be placed on the fence in the village hall car park as the designated area to leave filled bags. Grant funding letters included a paragraph for local organisations to help. **This was noted**

17 Annual Assembly – Councillors to discuss and agree on this year's annual assembly

- **Date and Venue-Monday 18th April 2016 at the Methodist Hall-booked**
- **Guest Speakers**-invitation sent to Luke Hall waiting for a response, invitations to be sent to SOS Village Shop, Preschool update on their venture, the Village Hall and all the local organisations in the village including Debbie Young Hawkesbury Literature festival, school and the police. **To be actioned**

Parish Clerk

18 Consultation on review of one stop shops and customer services – closing date 13th May 2016

This was discussed in full and **resolved by the Parish Council agreeing in full not to reply/comment on this particular consultation.**

19 Consultation on review of council accommodation in Kingswood and Yate; closing date 13th May 2016

This was discussed in full and **resolved by Councillors agreeing not to comment on this consultation.**

20 Allotment wire fencing between plots-discuss removal

A request was made to review the allotment fencing from the 2015 Risk assessment. The wire fencing that separates the old and new allotments has been pulled back on itself for a short cut to the water trough. A question was raised to see if there was any need for the fence. A proposal was made to remove the wire fence (not the concrete posts)-all in favour. The wooden fence needs replacing.

To be actioned clerk to contact Mr Hornig to proceed with the removal of wire fencing and reinstate the damaged wooden post.

Parish Clerk

21 Risk Assessment to be reviewed by Councillors-Cllr Winbow

This has not been completed, to be reviewed on 4th April's full council meeting. **This was noted**

Cllr Winbow

22 Consultation Adult Social Care Charging Policy Review – Extracare Housing Resolved by all councillors agreeing no comment

23 Lower Woods Stable Restoration Email from Ben Henley-Reserves Development Manager Gloucestershire Wildlife Trust – Letter of support to be signed
A copy of the letter was shown to Councillors. This item was **resolved by all councillors voting in favour of Cllr Robinson signing the letter of support.**

24 Internal Auditor-Councillors to approve the appointment of an internal auditor for 2015/16 accounts

It was proposed Cate Davidson to be appointed to complete the internal audit for £150. All in favour. **To be actioned-Clerk to confirm the appointment with Mrs Davidson.**

Parish Clerk

25 Planning Decision received from South Gloucestershire Council

PK15/4042/F	Elizabethan Cottage High Street Hawkesbury Upton	Demolition of existing garage and workshop. Erection of replacement garage and workshop to include metal flue	Approve with conditions
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26 Date of the next Parish Council meeting will be held on Monday 4th April 2016 in the upstairs meeting room at the Village Hall, Hawkesbury Upton at 7.30pm

**Minutes Approved as a true record
4th April 2016**