

# Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council's Annual General Meeting  
Held on Monday 14<sup>th</sup> May 2018 at 7.30pm  
In the Methodist Hall, Back Street, Hawkesbury Upton**

**Present:**

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

**Apologies**

None

**Public Participation**

2 Parishioners

- 1 To Elect a Chair for the ensuing year and sign the declaration of acceptance**  
Cllr Higgs nominated Cllr Harding Second by Cllr Hope No further nominees-  
Councillors voted-all in favour. **Resolved, Cllr Harding elected as Chair and signed  
the declaration of acceptance.**
- 2 To take apologies for absence**  
None
- 3 To Elect a Vice Chair for the ensuing year and to sign the declaration of acceptance**  
Cllr Higgs nominated Cllr Ruthven, second by Cllr Wareham, no further nominees.  
Councillors voted-all in favour. **Resolved, Cllr Ruthven elected as Vice Chair and  
signed the declaration of acceptance.**
- 4 To record declaration of interest from members in any item to be discussed.**  
None
- 5 To adjourn to allow public participation**  
A representative from the Parish News ask the Parish Council if the village could offer

Action

all new residents a “Welcome Pack”. The Parish News is happy to part fund the project, all the information will be filed in a folder to make it easy to change/remove the documentation as and when needed. Details of Doctors, local schools, village organisations, shop opening times and much more.

In principle Councillors were in support of the “Welcome Pack”, it was agreed for the clerk to place this on the agenda for the next meeting. Further details of the project will be in the next edition of the Parish News. **To be actioned**

**Parish Clerk**

**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** – Cllr Wareham
- **Hall Committee-to attend the Hall monthly meetings and report back to the Parish Council** – Cllr Higgs
- **Cemetery subcommittee-4 members of the Parish Council**-Cllr Musty, Cllr Harding, Cllr Hope, Cllr Powell and Cllr Ruthven
- **Clerks appraisal** – Cllr Harding and Cllr Ruthven
- **Responsibility of checking**
  1. **Monthly finance figures at the meeting**-Cllr Higgs
  2. **Allotment Contract-annually**-Cllr Wareham
  3. **Footpaths**-Cllr Ruthven and Cllr Higgs
  4. **Risk Assessment to be completed and reported to the Parish Council**-Cllr Harding
  5. **Standing Orders/Financial Regulations**-review these documents with the Clerk-Cllr Higgs
  6. **Website**-Cllr Ruthven, Cllr Wareham and Cllr Stephens

Decision to be made on the Bank Signatories-Agreed no need to add there are sufficient signatories on the account.

**7 Councillors to approve the following minutes**

- 9<sup>th</sup> & 23<sup>rd</sup> April 2018

**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**

**8 Parish Clerk to update the Parish Council on previous action points**

*8.1 Footpaths 104 and 103 – investigation on who are responsible for these paths- remains outstanding due to the work by WPD has not been completed.*

**Cllr Higgs**

*8.2 Boundary Fence-allotments-this remains outstanding*

**Parish Clerk**

*8.3 Photos of Lower Woods and their report now received Cllr Ruthven to place the report and photos on the website*

**Cllr Ruthven**

*8.4 Hall Insurance-various groups- meeting with the Hall representative- remains outstanding*

**Cllr Harding**

*8.5 Letters to a few allotment holders regarding the condition of their plots – remains*

**Parish**

<i>outstanding</i>	<b>Clerk</b>
8.6 Pot holes to be reported to Streetcare – photos and positions of these holes remains outstanding	<b>Cllr Higgs</b>
8.7 Parking on pavements – fine of £70- SGC local authority unsure if smaller roads will be exempt- <b>this was noted</b>	
8.8 Clematis pruning- remains outstanding – now in flower remains outstanding	
8.9 Pot Hole repairs- two teams work to repair the potholes, one deals with emergency repairs and the other team carries out general repairs. The teams are asked to use their initiatives when repairing pot holes, if additional holes are within close vicinity to repair these as well. <b>This was noted</b>	
8.10 Confidential Waste disposal- 10 bags have been received – will start the removal of the paper waste	<b>Parish Clerk</b>
<b>9 Councillor’s items-information only</b>	
9.1 Kiosk paint Cllr Stephens	<b>Parish Clerk</b>
Clerk to purchase the paint and reclaim the money on expenses.	
9.2 Chair/Vice Chair – Cllr Wareham	
Consider short term position for the Chair of two to three months, the Vice Chair could be the next Chair for continuity. Agenda item for the next meeting. Cllr Ruthven revolving councillors formally or informally – everyone will be involved	<b>Parish Clerk</b>
9.3 Neighbourhood Plan and Community Land Trust Meeting Tuesday 5 <sup>th</sup> June 2018 at 7.30pm Hawkesbury Village Hall-Cllr Wareham	
Reminder for Councillors to attend the meeting, volunteers and representatives for the NHP and CLT will be at the meeting to discuss the process. <b>This was noted</b>	
9.4 Remembrance Sunday Parade-Cllr Wareham	
Road closure to be extended further than last year. Cllr Wareham to contact the representative to ensure the road is closed this year.	<b>Cllr Wareham</b>
9.5 Cow Parsley-Cllr Musty	
Request SGC cut back the verges of overgrown cow parsley.	<b>Parish Clerk</b>
9.6 Starveall Lane – Cllr Musty	
This lane is being used as an alternative route whilst France Lane and the High Street is shut for resurfacing. However, this is not fit for purpose, request SGC fill the potholes prior to the 22 <sup>nd</sup> /23 <sup>rd</sup> May.	<b>Parish Clerk</b>
9.7 Speeding – Cllr Ruthven	
This continues to be an issue, noticed speed checks are being carried out-can the PC ask for the results? Cllr Hope to forward contact details to the Clerk to action. <b>This was noted</b>	<b>Parish Clerk</b>
9.8 Safe Key – Cllr Higgs	
New key has been purchased and works for the safe-Cllr Higgs donated the cost of	

this key £6-**this was noted**

*9.9 Christmas Decorations-Cllr Higgs*

These decorations are being stored by Cllr Higgs, official storage is required for the decoration to be stored-agenda item for June to discuss the options

*9.10 Tree by the bus shelter-Cllr Higgs*

A tree is damaging the bus shelter and needs removing immediately – contact Simon Penfold for guidance.

*9.11 Grass Cutting-Cllr Higgs*

Grass cutting during the wet weather-fly tipping? Blocks the drains looks unsightly-**this was noted**

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

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

<b>PK18/2027/TCA</b>	Hawkesbury Farms Hawkesbury Upton	Works to fell 6no. Ash, 2no. Sycamore and 2no. Beech trees as detailed in the submitted survey schedule. All situated in the Hawkesbury Upton Conservations Area	<b>No Objection to the planning application- however, is there going to be any trees planted to replace the ones being removed?</b>
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**11.2 To Note Planning Decisions-information only**

<b>PK17/5378/RVC</b>	The Barn High Street Hawkesbury Upton	Variation of condition 17 attached to planning permission PK15/1316/F to substitute approved drawing with 51544/01/101REVH	<b>Approve with conditions</b>
<b>PK18/1235/CLP</b>	9 Hunters Mead Hawkesbury Upton	Erection of single storey rear extension	<b>Approve with conditions</b>
<b>PK17/5406/F</b>	Land Adjacent Lovetts Wood	Erection of 2no. agricultural	<b>Approve with conditions</b>

	Farm Hawkesbury Badminton	buildings to form new diary unit with associated works	
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## 12 Finance

**12.1 Bank Reconciliation as of 30<sup>th</sup> April 2018 to be checked and approved by Councillors. Bank statement not arrived in time, to be an agenda item for May**

**12.2 Payments to be agreed and cheques signed**-Payments approved for payment-Resolved-proposed by Cllr Higgs second by Cllr Hope.

<b>A</b>	Rospa Annual inspection Skate Park	<b>£ 79.80</b>
<b>B</b>	Parish Clerks Wages-April	<b>£679.00</b>
<b>C</b>	Parish Clerks Expenses-April	<b>£ 41.60</b>
<b>D</b>	Rospa-play area annual inspection	<b>£ 79.80</b>
<b>E</b>	Simon Harris – Cemetery Grass Cutting 9 <sup>th</sup> & 23 <sup>rd</sup> April 2018	<b>£170.00</b>
<b>F</b>	Parish Clerks Wagers-May	<b>£679.00</b>
<b>G</b>	ALCA Training GDPR-	<b>£120.00</b>

## 13 Hawkesbury Cricket Club John Hawkins Cricket Ground, Hawkesbury Upton GL9 1AU premises application under licencing Act 2003 consultation closing date 5<sup>th</sup> June 2018

Councillors discuss the application, however, further information is required before a decision can be made; Clerk to email SGC for more details-agenda item for June

**Parish Clerk**

## 14 Approval of the Annual Audit by Council

- **Section 2 Accountant Statements 2017/18 – to be signed by the Financial Officer and Chair.** Cllr Harding and the Clerk signed the necessary paperwork
- **Certificate of Exemption – Councillors to discuss and approve the decision to certify Hawkesbury Parish Council as “exempt”**  
Income and expenditure for 2017/18 below the threshold of £25,000, allows the Parish Council to be exempt. **Resolved-certificate completed and approved by Councillors.**

## 15 Insurance renewal June 2018

Renewal documents have arrived and this year’s invoice is for £478.98, although the following can be considered - 3 Year LTA: £471.09 or 5 Year LTA: £461.03. Councillors requested the clerk to ask what penalties are imposed if they withdrew from one of the longer-term contract.

**Parish Clerk**

## 16 Cemetery update-Cllr Harding

Visited the cemetery, the grass is looking good. However, the 5 bins are full and have not been put out for emptying, Clerk to reissue a rota for these to be emptied. Working group Cllr Ruthven and Cllr Wareham will look at the compost bins situation.

Previously the Parish Council agreed to look at extending the cemetery, Badminton Estate has provisionally agreed to sale some land (but the size will depend on how much land is required and if BE are willing to sale what the PC needs). Cllr Harding has carried out some work on costings and a plan of the existing cemetery, in addition he has roughly calculated what additional land will be required; to be circulated to councillors. There was talk re extending the Carpark – discussions to be taken place with PCC. **Agenda item of June**

## 17 Councillors to discuss and understand the following;

- Responses to SGC planning department-website and emails-*A request from a councillor requesting a further email was sent to the planning department because the PC response was not visible on the SG website. The Clerk explained to the Parish Council that their comments had been emailed to SGC and an acknowledgement of receipt had been sent to Councillors. Planning comments can be typed directly on SGC website but recently, Park Street development comments have been several pages long (too many characters for the website) therefore this was sent via the Clerks PC email address. Emails sent to SG planning department take longer to appear on the website but a request for a receipt was made to the planning department.*
- Planning responses on headed note paper-*The Clerk confirmed correspondence was sent out on headed note paper. Councillors asked if future emails to Planning department with comments on attachments is sent on headed paper-**this was noted***
- Additional work outside a meeting-above and beyond duties-*The Clerk put to councillors that she is employed for 12 hours a week. Under the **Charles Arnold Baker** handbook – the law states the clerk works for the whole council and not a secretary for individual councillors. Any request for additional work that had not been agreed at a meeting - must be agreed by the Parish Council as a whole. The Clerk is not trying to be awkward when asking all councillors for opinions and agreement following instructions from an individual Councillor. In addition, all councillors have the clerks home and mobile telephone number, in view of the hours contracted, if there is urgent work that needs actioning please speak to the clerk. The Laptop is not on 24/7 and the clerk would appreciate communication as she does not want to let down the PC by not actioning requests.*
- Pecuniary – non-pecuniary interest of councillors-rules – *Councillors are to refer to their guides with regards to their pecuniary and non-pecuniary interest and note their interest at meetings.*
- The good councillors guide-*A request from the clerk to purchase more books for the new councillors-all in favour*

## 18 Community Engagement Forum Monday 4<sup>th</sup> June 2018 7pm at Wickwar Community Rooms, reminder. Key speaker-Chief Inspector Mark Evans (South Glos Community Policing)

Reminder to Councillors-although it is on the same date as the June Parish Council

meeting, Cllr Stephens agreed to attend on behalf of the PC. **This was noted**

- 19 Review the Risk assessment-all Councillors** **Cllr Hope and Parish Clerk**
- **To be discussed – tree damaging bus shelter**
- The tree is causing damage to the bus shelter, Cllr Hope to forward SGC Tree Officers contact details to the clerk to enable her to check if it is ok to remove the tree.
- 20 Royal British Legion special tea party Saturday 6<sup>th</sup> October 2018- requesting the Parish Councils support**
- Cllr Wareham received correspondence unclear what support is required from the PC– The PC is supportive of the event-Cllr Wareham to find out more information and report back to Councillors. **This was noted** **Cllr Wareham**
- 21 Defibrillator awareness session Friday 8<sup>th</sup> June 2018 Village Hall**
- Traing session for anyone who wishes to attend-**this was noted**
- 22 GDPR update**
- **Data protection officer for Parishes-ALCA emailed confirmation Parish Councils do not need to employ a Data protection company.**
  - **Training-interesting training, slides from the meeting will be forwarded to Councillors in due course.**
  - **Public Participation-names *must not* be recorded with immediate effect, a signing in sheet can be used for fire regulations, but must be destroyed within 7 days. Names should not be recorded in the minutes eg “company/organisation representative” is acceptable, not the individual name**
- 23 A request from Lone Star - Councillors to discuss what their preference would be between the 27 or 21-unit scheme for the land off Park Street.**
- Before a response if sent to Lone Star, this needs to be discussed with local residents, establish what the community prefers. Any correspondence with to Lone Star should have “*without prejudice*”-this was noted-**agenda item for June**
- 24 SGC consultation on snow and gritting of roads closing date 30<sup>th</sup> June**
- During the Town and Parish Forum it was bought to Clerks and Councillors attention SGC are holding a consultation to remove two of its gritters from service. This is after the worst winter SGC has experienced in years. A list of the roads that will not be cleared as a priority are noted in the consultation. Hawkesbury Parish will not be affected. However, question to ask - what if emergency vehicles require access
- **SGC rely on volunteers-list locals**
  - **Identify farmers that may like to help**
  - **Quad bike – gritting vehicle**
  - **Agenda item for June**
  - **Clerk to respond attaching photos**
- 25 Date of the next Parish Council meeting will be held on Monday 5<sup>th</sup> June 2018 in the Upstairs meeting room, Hawkesbury Village Hall, High Street, Hawkesbury Upton at 7.30pm**