

# Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting  
Held on Monday 2<sup>nd</sup> November 2015 at 7.30pm  
In the upstairs Meeting Room at the Village Hall, High Street, Hawkesbury Upton**

**Present:**

Cllr Robinson (Chair), Cllr Higgs, Cllr Hope, Cllr Musty, Cllr Ruthven, Cllr Cox and H Jones (Parish Clerk)

**Apologies**

Cllr Winbow and Cllr S Bleaken

**Public Participation**

Mr R Perks and Mr C May Parishioners

Action

- 1 To Take apologies for absence**  
Cllr Winbow and Cllr S Bleaken
- 2 To record declaration of interest from members in any item to be discussed.**  
Cllr Musty and Cllr Ruthven – Consultation item 10
- 3 To adjourn to allow public participation.**

Mr Perks and Mr May were both seeking support from the PC for a former resident hoping to return to Hawkesbury. This follows a hand delivered letter to each Councillor on the evening of 28 October 2015 from the daughters of the person wishing to return to Hawkesbury.

Mr May also passed on thanks from the daughter to the Chairman for his telephone call to her to seek a fuller understanding of the circumstances outlined in the letter.

It was explained that this could not be discussed or actioned as an Agenda item because receipt of the letter was after publication of the Agenda. However the Chairman suggested that this matter could be discussed under item 6 Councillor's items – **information only** and confirmed that the matter will be placed on the Agenda for the December meeting.

Mr May also raised concern that the minutes for Parish Council meetings are not fully up to date on the Village website - the last minutes being for the meeting on 15 June 2015. The Clerk confirmed all approved minutes had been sent to the person responsible for uploading to the website. The chairman thanked Mr May for bringing this to our attention and the Clerk will investigate.

#### 4 Approval of Minutes

- 5<sup>th</sup> and 19<sup>th</sup> October 2015 **Resolved by Cllr Robinson signing the minutes as a true and accurate record; Clerk to email approved minutes to Mr Sauro to upload to the village website**

Parish  
Clerk

#### 5 Update of previous Action points

##### 5.1 Little Badminton Notice Board

Name plate to be replaced on the notice board-Email sent today to Mr Choyce for an update on when the work will be been completed. **This was noted**

Parish  
Clerk  
Parish  
Clerk

5.2 Tied properties list-**This item remains outstanding.**

5.3 Licence for land Opposite the Somerset Monument –**outstanding**

5.4 Allotments-Mr Hornig to meet Cllr Robinson at the allotments to discuss the fences that need repairing. **Remains outstanding**

Cllr  
Robinson

5.5 Pollination of bees-Parish News article – **Cllr Higgs-outstanding**

Cllr Higgs

5.6 Public Right of Way update-item 25 on tonight's agenda item 25. **This was noted**

5.7 Review of Clerks Contract **remains outstanding**

Cllr Hope  
&  
Cllr  
Robinson

5.8 Flashing speed signs – **Cllr Hope sent an email to all Councillors with her findings see District Councillors report see page 798**

#### 6 Councillor's items-information only

##### 6.1 Elderly former resident wishing to move back to Hawkesbury-Cllr Cox

Cllr Cox raised the matter of an elderly former resident wishing to move back to Hawkesbury (see item 3 above). Having applied for a bungalow in Hawkesbury Upton he has been notified he is placed at number 22 and it is presumed this is low on the list.

A number of councillors have looked at the SGC website and HomeChoice lettings policy and procedures which appear to be favorable towards people currently living in South Gloucestershire. The Parish council would like it to have a stronger connection to the parish.

It was suggested that Luke Hall our local MP might be approached for help and also try to find suitable private accommodation available in the village.

It was agreed to use the time before the December meeting to investigate all avenues and gather further information so that we are better placed to consider how the PC

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Clerk

might help in this matter. Regarding qualification for Merlin housing in the Parish Merlin; Cllr Hope will place a further piece in the Parish News. **Agenda item for December-this was noted**

#### *6.2 Traffic Lights – Cllr Musty*

Minor item, traffic lights remained in place when no work was being carried out. **This was noted**

### **7 District Councillors report information only – Cllr Hope Planning Policy**

Councillors have received an email regarding the Policy Sites & Places document being postponed – this is because the Planning Inspector- after an appeal at Charfield - decided that the Council cannot show that it has a 5 year land supply of land to be developed. Before the Plan can go to the Examination in Public – further work will have to be done to evidence this. Comments already received (including those from parish councils) will be taken into consideration. It is hoped consultation will start in November and this will be advertised. Consultation on the Joint Spatial Strategy starts on 9.11.15 – this provides a 20 year vision for housing and employment growth within the West of England (SGlos/Bristol/N.Somerset/BaNEs. It will also identify infrastructure and transport needs.

#### **Health Transport**

Council successful in attracting funding to address rural transport to health facilities. A comprehensive review of the community transport is currently being undertaken. Cllr Hope has asked that local voluntary schemes such as Hawkesbury Voluntary Transport be included as well as reminding the consultants that many people visit Gloucestershire Health Facilities (ie. Gloucester/Cirencester/Cheltenham etc).

#### **Frome Vale Area Forum**

The next meeting will be on the 26<sup>th</sup> November at Chipping Sodbury Baptist Church, when Community Grants and Highway Maintenance projects will be prioritised. There will also be open access time for residents. No news yet on the feedback from the 20mph consultation.

Success in securing the flashing warning signs for both ends of the village. These are a temporary and will be put on the list for regular visits. Cllr Hope investigated the cost of the parish purchasing the signs and supplied the following information to councillors:

The cost will be about £5k and is a feasible as an option. However, the following must be borne in mind on considering such a purchase:

- The purchaser(s) must accept all responsibility for it (including erection and downloading/data retrieval)
- Permission must be sought beforehand from this Authority for erecting any such facility on existing street furniture/publicly adopted highway/grass verges, etc
- Public liability insurance must be taken out before any such purchase is considered
- The complete responsibility must be accepted by the purchaser(s) for all future maintenance
- The purchaser(s) would have to invest in their own method of downloading the data, together with its analysis and storage.

There are also mobile units which can be used in conjunction with a CSW group.

**Safer Stronger Groups** – proposed change to areas – currently the Cotswold Edge Ward is with Chipping Sodbury which is continuous with the area of the Neighbourhood Beat Officer. It is proposed to cut the ward in half – one going to Boyd Valley – the other to Ladden Brook. Cllr Hope has objected to this splitting of the ward.

**Merlin Housing Association** – Cllr Hope has been appointed to sit on the Customer Assembly of the Merlin Housing Association. The Association has restructured its governance; the Assembly is made up of tenants from across the area; 3 councillors (1 from each party) and Merlin officers giving reports. It has an independent chair, who feeds in issues to the Board

Tack & Property marking at Badminton Village Hall 16<sup>th</sup> November 1500 – 1900 .

8 **8.1 Planning applications received**

<b>PK15/4599/F</b>	Shakespeare House High Street Hawkesbury Upton	Erection of 1no. dwelling with associated works (resubmission of PK15/2692/F)	<b>No objection. Conditioned it is build in natural stone as described in the application.</b>
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**8.2 Update Councillors on Planning Decisions received from South Gloucestershire Council**

<b>PK15/3832/TCA</b>	Watlins Sandpits Lane Hawkesbury Upton	Works to fell 1no. Conifer tree situated within the Hawkesbury Upton Conservation Area	<b>No Objection</b>
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9 **“Village Speed watch” - Update from Cllr Higgs regarding the speed gun team**  
The Parish Council agreed to put this on hold until the results have been received from the 20MPH consultation. **This was noted**

10 **Consultation – Councillors to comment on the Post 16 Travel Assistance – Contribution Charge-Closes 7<sup>th</sup> December 2015** – Parish Clerk

This was discussed in full and **resolved by the following wording being agreed “The Parish Council objects to this consultation, it might not be affordable to all. If contributions are agreed then it should be stepped in over a period of two years to reduce the impact”.** Clerk to email the comments to South Gloucestershire Council

11 **CPRE Avonside Branch AGM 17<sup>th</sup> November 2015, 7-9pm at The Create Centre Bristol-Parish Councillors to advise Clerk if they wish to attend**  
**This was noted** by Councillor’s to contact the Clerk if they wished to attend

12 **Remembrance Tree for Bert Goodfield - Cllr Hope to update the Parish Council**  
Confirmation has been received from South Gloucestershire Council; no utilities

located underground and to clarify there will not be a plaque installed. SGC will maintain both the grass and tree and that the Parish Council will have no ongoing liability with this tree. **This was resolved by Cllr Hope agreeing to contact Sita and Mrs Goodfield to proceed with the planting of the tree.**

### 13 Finance

**13.1 Bank Reconciliation as of 31<sup>st</sup> October 2015 remains outstanding-bank statement did not arrive in time-agenda item for 7<sup>th</sup> December 2015.**

**13.2 Expenditure update as of 30<sup>th</sup> September 2015 to be reviewed by the Parish Council.**

This was discussed in full, no concerns raised. **Resolved by the Clerk emailing a copy to all Councillors**

Parish Clerk

#### 13.3 Payments approved for payment

A	Clerks Wages – November	£
B	Clerks expenses-October	£ 31.50
C	Hawkesbury Hospital Hall	£ 17.00
D	Angelo Sauro Associates	£100.65
E	The Poppy Appeal	£ 30.00
F	CPRE Membership	£ 36.00

**Resolved by Cllr Hope proposing the payments, seconded by Cllr Robinson. Cheques signed in accordance with the bank mandate.**

### 14 Road Works – Parish Council to discuss any issues regarding the road works in the village being carried out by WPD and Morgan Sindall

The next phase of work will start after remembrance day. An issue was raised, if no work being carried out to turn off the traffic lights, **this was noted.**

### 15 Consultation – Parish Councillors to discuss the Review of Modern Records Service Closing date 30<sup>th</sup> November 2015

This was discussed in full and **resolved by the following wording being agreed “The Parish Council feels 26k is good value for money and would like see the service continue”.**

### 16 Remembrance Service 8<sup>th</sup> November 2015

Reminder to Councillors of the Service on Sunday; leaving the Village Hall Car Park at 10.45am. Wreath has been delivered. **This was noted**

### 17 Parish Council Website-update on the progress setting up this website

Parish Clerk has been speaking to Parish Council Websites and has been sent three examples of previous websites they have set up. They will be contacting the clerk to discuss any issues raised from tonight’s meeting.

- Understand the Terms and Conditions
- Back up if the company went bust
- Structure of website

Cllr Ruthven

- Councillor Ruthven to attend the telephone conference on Friday with the Parish Clerk and report back to the Parish Council at the next meeting. **This was noted** and Parish Clerk
- 18 Housing Needs Survey, Councillors to agree the following**
- **Delivering of Questionnaires-** Councillors and Volunteers available to help with the delivering of the questionnaires
  - **Review the FAQ's and final version of the survey-**This was reviewed and resolved by approving the latest versions
  - **Confirm live date and SGC officer's attendance-**Stacy Shepherd and Tim Borthwick will be attending the "drop in" sessions. Cllr Hope to place posters throughout the village advertising both the 29<sup>th</sup> November 2015 from 2-4pm at the Methodist Hall and 2<sup>nd</sup> December 2015 from 6-8pm at the Village Hall. If all goes well live date will be the 16<sup>th</sup> November 2015. **This was noted** Cllr Hope
- Request additional forms to be printed and be available at the drop in.
- 19 Christmas Light Switch on 12<sup>th</sup> December 2015**  
This was discussed in full, Hawkesbury Primary School Head Teacher is happy to help with the carol singing and will ask children to join the choir. Suggestion of a donation box to be available. The Fox is happy to help with mulled wine, Clerk to check with The Beaufort. **This was noted** Parish Clerk
- 20 Emergency Plan-To update Councillors**  
Due to the time this item was not discussed – agenda item for December, **this was noted** Parish Clerk
- 21 Councillor Vacancy-update**  
Closing date is 15<sup>th</sup> November 2015 anyone applying for the position will be invited to the 7<sup>th</sup> Decembers full council meeting and be allowed 4minutes each (including questions and answers), this will be followed by a secret vote. **This was noted**
- 22 2016/17 Precept-Parish Council to discuss next year's precept; highlight any areas of concern to be considered when setting the precept in December 2015/January 2016.**  
This was discussed in full, areas to be considered is the maintenance of the website when it has been set up and the impact of the website maintenance by the Clerk. **This was noted**
- 23 Consultation-Councillors to respond to the Review of Community Safety and Anti Social Behaviour Team 2015. Consultation Closing date 24<sup>th</sup> December 2015**  
Due to the time, it was agreed to move this item to 16<sup>th</sup> November 2015 planning meeting. **This was noted** Parish Clerk
- 24 Consultation – Councillors to respond to proposals to Revise Housing Related Support in South Gloucestershire. Consultation – Closing date 16<sup>th</sup> November 2015.**  
This was discussed in full and the Parish Council agreed to "acknowledge the consultation-no further comment". Parish Clerk
- 25 Rights of Way-Cllr Higgs to update the Parish Council**  
This was discussed in full and it was agreed for the Clerk to forward the Photo's and report to all Councillors-**To be actioned** Parish Clerk
- 26 Date of the next Parish Council meeting will be held on Monday 7<sup>th</sup> December 2015**

in the upstairs meeting room at the Village Hall, Hawkesbury Upton at 7.30pm

Minutes Approved as a true record .....  
7<sup>th</sup> December 2015