

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council's Annual General Meeting
Held on Monday 13th May 2019 at 7.30pm
In the Methodist Hall, Back Street, Hawkesbury Upton**

Present:

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

Apologies

CLlr Harding

Public Participation

District Councillors P Trull and A Rush one Parishioner and two Hawkesbury at Play representatives

Action

All Councillors completed and signed the Declaration of Acceptance of Officer and the Members Register of Interests prior to the meeting commencing

- 1 To Elect a Chair for the ensuing year and sign the declaration of acceptance**
CLlr Hope nominated CLlr Harding Second by CLlr Wareham No further nominees- Councillors voted-all in favour. **Resolved, CLlr Harding elected as Chair (CLlr Harding previously sent his apologies for the AGM but was happy to accept the position as Chair (see 29th April 2019 minutes).**
- 2 To take apologies for absence**
CLlr Harding
- 3 3.1 To Elect a Vice Chair for the ensuing year and to sign the declaration of acceptance**
CLlr Hope 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. CLlr Ruthven took the position of Chair for today's meeting.**

3.2 Councillors to sign the Declaration of Acceptance of Office, Register of Members Interests

Resolved before the meeting commenced

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

None

5 Adjourn to allow Public Participation

None

Cllr Ruthven put to Councillors to move item 12 forward-all in favour

12 Hawkesbury at Play update

Representatives of Hawkesbury at Play gave a short presentation to Councillors showing the new plans of the new play area. Planning may be required, and the work should take about six weeks. Work will commence after Hawkesbury Horticultural show.

Cllr Ruthven thanked the representatives for coming to the meeting.

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 Hope and Cllr Turner will share the role
- **Hall Committee-to attend the Hall monthly meetings and report back to the Parish Council** – Cllr Powell
- **Cemetery subcommittee-4 members of the Parish Council**-Cllr Musty, Cllr Harding, Cllr Hope, Cllr Powell and Cllr Stephens
- **Clerks appraisal** – Cllr Harding and Cllr Ruthven
- **Responsibility of checking**
 1. **Monthly finance figures at the meeting**-Cllr Ruthven
 2. **Allotment Contract-annually**-Cllr Wareham
 3. **Footpaths**-Cllr Musty
 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-updated 2018

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

- 1st 8th and 29th April 2019

The minutes had not been completed in time for the meeting, agenda item for the next meeting-this was noted

Parish Clerk

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

No update agenda item for the next meeting – **this was noted**

Parish Clerk

9 Councillor's items-information only

9.1 Cow Parsley-Cllr Musty

Request for the Clerk to contact Streetcare to remind them to carry out their annual maintenance to cut back the cow parsley-it has been cut today-**no action to be taken**

9.2 Cemetery Bins – Cllr Ruthven

Several bins had mixed waste, suggest clearer signage on the bins. One bin still has the wrong colour lid-report back to SGC to replace the bin. **To be actioned**

Parish Clerk

9.3 Memorial Bench-Cllr Hope

The bench has now been put in place-**this was noted** Thank you letter and a photo to be sent to the Gardening Club-Clerk has already provided photos of the bench. **To be actioned-thank you card**

Parish Clerk

10 District Councillors report information only – Cllr Trull and Cllr Rush

New appointed District Councillors attended the meeting and introduced themselves, Cllr Pat Trull will be attending our meeting to update Councillors.

Cllr Trull – bought up in a rural area and was Wickwar’s parish clerk for 18 years. Clerk to send an agenda to Cllr Trull-**this was noted**

11 Cemetery Extension update

No update-**this was noted**

12 Hawkesbury at Play update

See page 1217 – item already been discussed.

13 Gateway Project update-Cllr Hope

A meeting is taking place tomorrow, agenda item for June-**To be actioned**

14 14.1 Planning Applications received from South Gloucestershire Council to be considered by Councillors

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	The planning application was discussed in full-outcome-before Councillors send their response to SGC, invite the developers Spitfire to next week’s meeting to discuss the PC’s concerns. To be actioned
APP/P0119/W/18 /3217257	Land At France Lane To East Of Hawkesbury	Erection of 8no dwellings (to include 2no	Cllr Turner and Cllr Wareham to attend the appeal

Parish Clerk

	Grange Hawkesbury Upton	affordable housing units) (Outline) with access, layout and landscaping to be determined. All other matters reserved PK18/1186/O	
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14.2 To Note New Planning Decisions made by South Gloucestershire Council-full details of their decisions can be found on SGC's website- information only

P19/2208/LB	Barn Between Home Farm And Pool Farmhouse High Street Hawkesbury Upton	Conversion of existing barn to 1no. attached dwelling with access, parking and associated works (Resubmission of PK18/4477/LB	Refused
PK19/2206/F	Barn Between Home Farm And Pool Farmhouse High Street Hawkesbury Upton	Conversion of existing barn to 1 No. attached dwelling with access, parking and associated works (resubmission of PK18/4476/F).	Refused

15 Finance

15.1 Bank Reconciliation as of 30th April 2018 to be checked and approved by Councillors. Item not completed in time for the meeting, agenda item for June

15.2 Payments to be agreed and cheques signed-Payments approved for payment-Resolved-proposed by Cllr Musty second by Cllr Hope.

A	Parish Clerks wages-May	£790.09
B	Parish Clerks Expenses-April	£ 24.00
C	ALCA subscription	£244.51
D	Newsquest Media Group – Annual Assembly advert-item approved on 1 st April-but invoice advertised on the agenda.	£ 54.00

- 16 QR Code for War Memorial Hawkesbury Upton High Street South Gloucestershire Council-first world war project- – Plaque to mark the end of WW1 (100 years) update-Cllr Ruthven**
 Picture of the QR code sign was shown to the Parish Council-Councillors agreed in full to have the sign put in place, clerk to email approval to SGC. Whilst at the meeting on 7th May 19, discussions took place with regards cleaning/enhancing the existing letters on the cenotaph. Cllr Hope will investigate the costs and get back to councillors at the next meeting-this was noted **Parish Clerk and Cllr Hope**
- 17 Walking of Footpaths update**
 Cllr Musty will liaise our local Cotswold Voluntary Warden to work together on walking the footpaths-**this was noted**
- 18 CLT update**
No update this was noted
- 19 Speeding Traffic –**
- **A buffer zone between 60-20mph on the road from Hillsley into Hawkesbury**
- Additional signs regarding the speed has been agreed and this will go ahead in due course. **This was noted**
- 20 Land opposite the Somerset Monument update-licence**
No update
- 21 Pond Clearing update**
- Several meetings have taken place, with various options being put on the table. Watch this space
 - Wider consultation not sure where the money will come from.
 - It would be lovely to see the water all the time
 - no finances to remove the mound at this moment in time
 - invite the village to a site meeting in the Autumn
- Further update in due course
- 22 Parish Council Storage containers to be discussed by Councillors**
 The Hall Committee meetings have been clashing with the Parish Council, therefore Cllr Powell has not approached the committee members. **This was noted further update next month.** **Cllr Powell**
- 23 Donation received from Hawkesbury Gardening Club-purchase of cemetery bench. Update**
 Photograph of the new bench has been sent to a Gardening Representative, Councillors ask the Clerk to send a letter of thanks. **To be actioned**
- 24 Cricket Club wording- update** **Parish Clerk**
No update-clerk to chase the cricket club for their decision.
- 25 Section 106 and CIL income monies**

Councillors need to think about this money and come up with some suggestions, CIL monies is sent to us automatically, the Parish Council need to apply for the 106 money. **This item to remain on the agenda-this was noted**

- 26 France Lane appeal – final arrangements for 4th June 2019**
Cllr Wareham and Cllr Turner to attend
- 27 Record any Data Breaches from 29 April-13th May 19**
None
- 28 Request for a sign to the Local Community Shop in Hawkesbury Upton-Councillors to discuss the proposal from South Gloucestershire Council**
The Community Shop would like to see a sign advertising their shop however, overcrowding of signs on the A46- consider Incorporating in the brown sign “Local Shops”-**this was noted**
- 29 Insurance Policy renewal**
This year’s premium has increased by £4.43-Clerk to arrange renewal-**this was noted**
- 30 Date of the next Parish Council meeting will be held on Monday 3rd June 2019 in the Upstairs meeting room, Hawkesbury Village Hall, High Street, Hawkesbury Upton at 7.30pm**