

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 1st August 2016 at 7.30pm
In the upstairs Meeting Room at the Village Hall, High Street, Hawkesbury Upton**

Present:

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

Apologies

Cllr Winbow, Cllr Wareham and Cllr Musty

Public Participation

None

- | | | |
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| | | Action |
| 1 | To Take apologies for absence
Cllr Winbow, Cllr Wareham and Cllr Musty | |
| 2 | To record declaration of interest from members in any item to be discussed.
None | |
| 3 | To adjourn to allow public participation.
None | |
| 4 | Approval of Minutes <ul style="list-style-type: none">• 4th July 2016 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
<i>5.1 Little Badminton Notice Board</i>
Name plate to be replaced on the notice board - outstanding, this item will remain in the minutes until this has been resolved. Clerk emailed Mr Choyce and Cllr Higgs left | Cllr Higgs |

- a message to try and resolve this matter. The Clerk and Cllr Higgs will continue to communicate with Mr Choyce and will update the Parish Council at the next meeting **Parish Clerk**
- 5.2 *Tied properties list-This item remains outstanding.* **Parish Clerk**
- 5.3 *Footpaths-Email Cllr Higgs report to Nicola Chidgley-outstanding* **Parish Clerk**
- 5.4 *Laptop to be cleaned and check to see if it can be PAT tested at the same time-outstanding* **Parish Clerk**
- 5.5 *Electrical work carried out by WPD and Sindall Morgan – letter regarding the delay in completing the work remains outstanding-No update Cllr Wareham not at the meeting* **Cllr Wareham**
- 5.6 *Allotment repairs-wooden posts to be replaced*
- 5.7 *Mobile Phone reception during Badminton Horse Trials-Cllr Musty spoke to Badminton Estate who confirmed O2 and Vodaphone erected additional Masts during the event but EE didn't this year. Cllr Musty has the contact details for EE and will contact them direct to put pressure on EE to erect a mast during the 2017 Badminton Horse Trials. **This was noted*** **Cllr Musty**
- 5.8 *Letter to WPD re down time of electricity
Cllr Hope spoke to Neil James the Distribution Manager Gloucester of WPD-who has sent information leaflets for distribution. Since the last PC meeting there had been a very short power cut followed by a drop in power for 35 minutes. A note has been put in the Parish News for Parishioners to monitor downtimes and to report these to WPD. Neil James has offered to attend a parish council meeting-Clerk to send an email Mr James to arrange a suitable date-* **Parish Clerk**
- 5.9 *Drains on Highfield-Clearing of debris from the drains-remains outstanding-Cllr Higgs is monitoring the situation-**this was noted***
- 5.10 *Lights on Britton Bottom-awaiting light numbers to proceed with reporting them-Cllr Higgs will check if they have been repaired-**this was noted***
- 6 Councillor's items-information only**
- 6.1 *Disturbances to your Electrical Equipment and supply leaflets-Cllr Hope*
Leaflets from Western Power Distribution were handed out to the Councillors.
- 6.2 *Car Parking on the High Street – Cllr Hope*
Concerns regarding cars parking on the High Street, these have been alert to the appropriate department – all legal and being monitored-no further action required-**this was noted**
- 6.3 *Website photographs-Cllr Ruthven*
Please may all Councillors provide a photograph for the website and finalise any wording outstanding-**This was noted**
- 6.4 *Bungalows Highfield-Cllr S Bleaken.*

Cllr Bleaken has been approached by parishioners regarding the criteria required for the allocation of retirement bungalows on Highfields, Merlin set the criteria not the Parish Council. **This was noted; it was agreed the Parish Council would take no further action**

Cllr Higgs mentioned the increase in speed of vehicles in this area, an accident waiting to happen; Cllr Higgs to contact Dan Jones of SGC. In addition a motor home has also been parked on the road side since Easter causing an obstruction obscuring the view when coming out of driveways.-**This was noted**

Cllr Higgs

6.5 Faded Slow Sign on Highfields – Cllr Higgs

The painted“SLOW” sign on Highfields has faded - can we request this is reinstated by Streetcare. **Parish Clerk to email Streetcare**

Parish Clerk

6.6 Broken painted white lines – Cllr Higgs

Top of Highfields where the road bends round, short of Upper Highfields should have broken white lines painted on the road because there have been near misses, drivers drive out, they do not stop. **Parish Clerk to email Streetcare to consider**

Parish Clerk

6.7 Tree maintenance – Cllr S Bleaken

Cllr Bleaken has been approached by Mr B Watts offering to prune and reshape the trees that were planted in 1977 (going down towards Pool Farm on the left and opposite the Somerset Monument). The Parish Council appreciates the offer, Cllr Bleaken to thank Mr Watts, Cllr Hope to speak to Simon Penfold as these trees are the responsibility of the Parish Council. Cllr Hope will update the Parish Council at the next meeting after speaking to SGC. **This was noted**

Cllr Bleaken & Cllr Hope

6.8 Luke Halls visit 29th July 2016 - Cllr Robinson

9-10 people came along to the 20minutes meeting various concerns were raised from poor quality broadband, HGV and heaving agricultural vehicles driving through the village, speed, devolution, brexit, housing and planning. Mr Hall is hoping to visit every six months; he has a website for parishioners to use and his office is in Chipping Sodbury. **This was noted**

**7 District Councillors report information only – Cllr Hope
Devolution**

South Gloucestershire Council along with Bath & NE Somerset and Bristol City Council voted to go forward with the Devolution offer – £900m for the West of England area (less N. Somerset) for 30 years; a new Metro-Mayor will be elected next May 2017, together with the leaders of the three authorities they will form the Combined Authority, who will take responsibility for all infrastructure, highways, planning and housing growth. Formal consultation has now started and is open until August 12th. Sadly there are no public events planned in South Gloucestershire

Policies, Sites and Places DPD

The Policies, Sites and Places (PSP) plan for public consultation – on the agenda this evening.

The plan provides detailed planning policies that the council will use when making decisions on planning applications and also protects some of our much valued open spaces by designating them Local Green Spaces, however there are many areas not covered by this protection and the parish council may wish to write and object to

their exclusion; this includes the allotments, the Plain, and many green spaces around the village. A planning inspector will then consider it at an examination in February/March 2017, with the plan expected to be adopted in May next year.

There have been changes to the Supported Bus services which include the 84 and 86 and the introduction of the new 85. Stagecoach has won the new tender and new timetables have been published, with an improvement in the service to Yate and Wotton. Cllr Hope has asked for further clarification on the times for the school services.

Revised Waste Strategy – which has been agreed will mean

- All recyclables will be collected on the same day of the week (i.e. plastics, paper, cardboard, glass etc.)
- No longer collecting engine oil/car batteries – taken to Sort It site.
- Residents can request additional recycling boxes.
- Paper recycling bags no longer available.
- 240 litre black bins replaced by 140 litres – collected fortnightly.
- Separate nappy collections.
- Officer willing to come along to parish council-**Clerk to invite officer on 5/9**

Parish Clerk

Outline application for 80 houses at Wickwar – this has raised the Opening up Plumber’s Trench for horse-riding, and access the Commons. This was raised a couple of years ago – they were told to find evidence of a bridle path and make an application; the group seem to want to use CIL funds for creating an improved access.

Information and contacts for those needing welfare and benefits advice through the South Gloucestershire Advice Service, and grants of up to £4200 available for those with no central heating to go into Parish Magazine.

Information leaflets provided on Power Cuts and what to do when they happen.

8 8.1 South Gloucestershire Council (land Adjacent to France Lane Farm Britton Bottom) Tree Preservation Order 2016

This was noted-await further SGC decision

8.2 Planning applications received from South Gloucestershire Council

PK16/4306/TCA	Home Farm High Street Hawkesbury Upton	Works to crown reduce 2no. small Leaved Vine trees to 1 meter (to previous points) and 1 no Weeping Ash tree to clean through crown and reduce to 1 meter. Situated within Hawkesbury Upton Conservation Area	No objection
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8.3 Planning Decisions received from South Gloucestershire Council			
PK16/2621/LB	Highfields Farm Sandpits Lane Hawkesbury Upton	Conversion of outbuilding to ancillary residential accommodation	Approve with conditions
PK16/2124/F	Highfields Farm Sandpits Lane Hawkesbury Upton	Erection of two storey side and single storey rear extensions to form additional living accommodation	Approve with conditions
PK16/3709/TCA	Beaconsfield House Park Street Hawkesbury Upton	Works to remove one limb and three shoots from 1no. apple tree as indicated on the submitted photo situated within Hawkesbury Upton Conservation Area	No Objection

8.4 Planning Application Withdrawn

PK16/3416/0	Land at Britton Bottom Hawkesbury Upton	Erection of 11 dwellings (outline) with all matters reserved	Withdrawn
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9 Allotment Update-Parish Clerk

- **Plots 12 and 23 – Resolved both allotment holders have paid the administration fee; the allotment plan will need to be amended showing the split in the allotment.**
- **Approval of the erection of a shed 7ft by 5ft plot 21** The allotment contract states (5g) a shed should be 6ft by 4ft, clerk to clarify if the shed in question will be purchased or owned by the allotment holder-if owned the Parish Council approved the request if purchasing request a 6ft by 4ft.

**Parish
Clerk**

Update on the waiting list, phone call received tonight requesting a plot; one name on the waiting list, clerk will continue to advertise the allotments.

10 Finance

10.1 Bank Reconciliation as of 31st July 2016. Bank statement not received in time for the meeting. Bank Reconciliation to be approved on 5th September 2016.

10.2 Payments approved for payment

A	Clerks Wages – July Standing order/cheque	£
B	Clerks Expenses-June approved on 4/7/16 figure not advertised on the agenda	£ 43.44
C	CRK Garden Manicures 13/6 free cut, 14/6, 20/6 free cut and 27/6	£245.31
D	Clerks Expenses-July-(includes the cost of three green bins for the cemetery)	£117.45

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

Further invoice received from CRK Garden Manicures for July, this was discussed in full, Cllr Hope to check if the cemetery had been cut before payment if made. The Parish Council took this opportunity to review the Cemetery Grass Cutting Specification and it was agreed that this needs amending before next year's season.

**Cllr Hope
&
Parish
Clerk**

In addition, the Clerk asked the Parish Council if they would consider contributing to a shedder-all in favour (payment to be approved on 5th September 2016). **This was noted**

- 11 Hall Committee request**-Councillors to discuss if a member of the Parish Council can attend (when possible) the Hall Committee meeting on the 2nd Monday of each month.

Following the General Meeting held in May, Cllr Bleaken was appointed as the Parish Council's representative. It was agreed if Cllr Bleaken is unable to attend meetings a representative (if possible) will attend. A request was made by the Hall Committee for an update on Glebe Land; Cllr Robinson will speak to Cllr Bleaken before Monday's meeting. **This was noted.**

- 12 Update on Save the Village Shop Grand Opening 23rd July 2016– Cllr Musty, Cllr Wareham and Cllr Hope**

Jane Shepley emailed photos showing an excellent turnout at the Grand Opening, well done to everyone involved. It was agreed by the Parish Council; that it would be nice to have some photos of this event with a few words on the website. Clerk to speak to Jane Shepley and update the Parish Council accordingly-**This was noted**

**Parish
Clerk**

- 13 To update the Parish Council on setting up a website – Parish Clerk**

- **All Councillors and the Parish Clerk to use the new email addresses with immediate effect**

Adrian Creeper provided individual envelopes for all Councillors with their new email addresses and instructions. Clerk to ensure Cllr Musty, Cllr Wareham and Cllr Winbow receive their letters before the next meeting.

A further request was made for all Councillors to provide photos and all the information required for the website.

- 14 South Gloucestershire Council; Policies, Sites and Places Plan-Consultation commencement 21st June 2016-8th September 2016.**

This item was discussed in full and the following was agreed;

- A healthy waiting list may help with saving the allotments-**Action place another advert in the Parish News**
- Land opposite the Somerset Monument-**Action Hawkesbury Parish Council (HPC) is in the process of signing a licence for this land – Advise SGC consultation department.**
- Sandpits Lane/Burgage – **Action-provide evidence of this area being used for events e.g. Jubilee events. James Blackwell learnt to play football on this area. Cllr S Bleaken to see if there are any photo's**
- The Plain-Highways land 1925-**Action, evidence required, conservation area, the Parish Council pays for the upkeep of this land, Community area for Memorial events, Christmas light switch on-photographic evidence**
- The Commons and Inglestone Common-Due to the area being over 19 hectares this was always going to be difficult to protect.
- Hawkesbury Pound – Badminton Estate-Highways Land-**Clarity is required to contest this area-HPC maintains this area**
- Land opposite the allotments-SGC approved the planting of a tree for the late Bert Goodfield-**Action advise SGC and obtain evidence of this area of land is being used**
- Land next to No 34 and 7 Birgage Road, Green space – **Action apply for Green space status**
- Highfields, opposite the bungalows with a seat on it; small piece of land

Details to be put in the shop, post office and notice board with the following wording "The Parish Council has been fighting to keep these spaces however, they have been unsuccessful with the above areas – Contact SGC with your views" (if possible with photographic evidence)-**Cllr S Bleaken to provide the wording Clerk to produce notices and Cllr Ruthven to print the necessary pages in colour.**

15 Consultation: Supporting People to Live Well: Dementia, Carers and Falls Prevention Strategy Closes 22nd August 2016.

Due to the time the Parish Council was unable to discuss and respond to this consultation, no further action. **This was noted**

16 Consultation – South Gloucestershire Special Expenses Scheme 2016 consultation with Parish/Town Councils 16th September 2016.

Due to the time it was agreed in full to discuss and respond to this consultation after the 5th September 2016 meeting. **This was noted**

17 Consultation – Cotswold District Local Plan 2011-2031 submission Draft

Due to the time the Parish Council was unable to discuss and respond to this consultation; no further action. **This was noted**

18 Cemetery update

- **Painting of the Lych Gate** Parish Clerk
Specifications to be sent out-Parish Clerk
- **Green bins** Parish Clerk
Comments only one bin has been delivered-clarification required as three had been paid for

19 Devolution consultation – closes 15th August 2016 survey to be completed at the meeting.

Due to the time the Parish Council was unable to discuss and respond to this consultation; no further action. **This was noted**

20 Consultation – Domestic Abuse re-commissioning Consultation-closes 5th September survey to be completed at the meeting

Due to the time the Parish Council was unable to discuss and respond to this consultation; no further action. **This was noted**

21 Housing Needs Survey-Councillors to discuss the response from South Gloucestershire Council from points raised from the previous confidential draft report

This was discussed in full as to whether or not to endorse the report-Cllr Musty had requested prior to the meeting to discuss this item in September. However it was proposed by Cllr Higgs to accept the “Affordable Housing Needs Survey” results, this was subsequently was put to a vote and the result was unanimous to endorse the findings. **Resolved – Clerk to email Stacy Sheppard and Tim Borthwich advising them Hawkesbury Parish Council was endorsing the final draft copy as per 4.18 of their timeline. Clerk to place a note in the Parish News the results can be found on SGC website in September.**

Parish
Clerk

22 Date of the next Parish Council meeting will be held on Monday 5th September 2016 in the upstairs Meeting Room of the Village Hall, High Street, Hawkesbury Upton at 7.30pm

Minutes Approved as a true record
At the 5th September 2016 Meeting