

Hawkesbury Parish Council



Notice is hereby given that the Meeting of
Hawkesbury Parish Council
will take place on Monday 7th November 2016 at 7:30pm in the upstairs meeting room, Hawkesbury Parish Hall, Hawkesbury Upton

You are hereby summoned to attend

To optimise the meeting time Councillors are requested to read the Agenda and Minutes IN ADVANCE and to contact the Parish Clerk with any requests for clarification or further information.

Members of the Public and Press are welcome to attend

Present

- 1 To take apologies for absence
- 2 To record declaration of interest from members in any item to be discussed
- 3 To adjourn to allow public participation
- 4 To Approve Minutes of
 - 3rd & 17th October 2016
- 5 Action Points update-Parish Clerk to update Councillors
- 6 Councillor's items-information only
- 7 District Councillors report information only – Cllr Hope
- 8 **8 Planning Decisions received from South Gloucestershire Council**

PK16/4453/F	Beechwood Tetbury Road Hawkesbury Upton	Erection of a single storey side extension to provide additional living	Approve with conditions
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		accommodation. Conversion of existing garage to provide additional living accommodation. Erection of a detached garage	
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8.2 The Parish Council has been asked to comment with reference to pre planning application consultation-put forward by DLP planning

- 9 Consultation on BT Phonebox Removal-the Little Badminton and Inglestone Common Phone boxes will be removed –Decision to be made by Councillors if they wish to retain them *Please may all Councillor's read the consultation paper work prior to the meeting***
- 10 Finance**
- 10.1 Bank Reconciliation as of 31st October 2016 to be checked and approved by a Councillor**
- 10.2 Payments to be agreed and Cheques signed**
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| A | Clerks Wages-October standing order/cheque | £ |
| B | Clerks Expenses-October | £TBC |
| C | CRK Garden Manicures 13/9 & 4/10 | £163.54 |
| D | Poppy Wreath | £ 30.00 |
| E | Greenspace Grass Cutting-Recreational field 2016 | £TBC |
- 11 Second Phase of Libraries Consultation-The consultation is open from Monday 10 October 2016 until Monday 2 January 2017. *Please may all Councillor's read the consultation paper work prior to the meeting***
- 12 To update the Parish Council on setting up a website-Parish Clerk**
- **New Email Addresses**
 - **Outstanding items**
 - **Training-date to be set**
- 13 Parish Councillor vacancy update information only-Clerk**
- 14 Christmas light switch on 10th December**
- Christmas lights required – Cllr Higgs
 - Carol singers – Cllr Hope
 - Run through check list-Clerk
- 15 Tree planting update-Cllr Hope**
- 16 Emergency plan-Councillors to review setting up an Emergency Plan**
- 17 Cemetery update-Cllr Hope**

- Approve TRO planning application
 - Lych Gate – review the specification of works, send out and obtain further quotes for spring 2017
 - Extension to cemetery land-to agree a process to extend the cemetery
 - Cemetery terms and conditions to agree process for sale of plots to those not currently living in the Parish
 - Update Green and Black bins-outcome
- 18 Review the standing orders**
- Governance-planning matters
 - Set up a small working group to work with the clerk to review the Parish Councils Standing Orders
- 19 Date of the next Parish Council meeting will be held on Monday 5th December 2016 in the upstairs meeting room, at the Village Hall, High Street, Hawkesbury Upton at 7.30pm**

Signed

Mrs Hazel Jones
Hawkesbury Parish Clerk
Date 1st November 2016