

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 9th April 2018 at 7.30pm
In the Methodist Hall, Back Street, Hawkesbury Upton**

Present:

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

Apologies

Cllr Wareham, Cllr Ruthven and Cllr Stephens

Public Participation

23 Parishioner's 13 signed in, list held for the PC records

Action

- 1 To take apologies for absence**
Cllr Wareham, Cllr Ruthven and Cllr Stephens
- 2 To record declaration of interest from members in any item to be discussed.**
Parish Clerk-item 25 grass cutting
- 3 To adjourn to allow public participation**
Lone Star resubmitted plans for 21 houses for Park Street, although concerns remain with regards to the increase of traffic.

In addition, a planning application has been received for France Lane, 8 new homes. A request was made to Councillors for this planning application be pulled in the same way as the Park Street application. For Councillors to **Object** to the application.

Concerns raised regarding the development spoiling the landscape, outside the building development boundary, within the AONB. There is no need for executive houses in Hawkesbury. This field has been put forward under the "call for sites", if planning agreed, no protection from the rest of this field being developed. Need to focus on Neighbourhood Plan to have some control.

Unfortunately, following the "Development in Hawkesbury" drop in and leaflet drop resulted in a lack of responses - low level of interest from Parishioners.

Cllr Hope Thanked everyone for expressing their views. Reiterated that a

Neighbourhood Plan helps us to manage growth, not stop it. The Local Plan highlights 35 rural areas non-strategic growth Hawkesbury being one of them. 8 houses or less will not be considered under the 1500 (+300) homes to be distributed within the rural areas. Concerns that's developers are putting applications through before a decision on the local plan has been made.

Closing date for the Local Plan consultation is 30th April. Cllr Hope put to Councillors to move item 11.1 forward-all in favour

11. 11.1 Planning applications received from South Gloucestershire Council-to be considered by Councillors

PK18/1186/O	Land At France Lane To East of Hawkesbury Grange Hawkesbury Upton Badminton GL9 1EF	Erection of up to 8no. dwellings (to include 2no. affordable housing units) (outline) with access to be determined. All other matters reserved	Object to planning application (see below the comments)
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This is the second application within Hawkesbury Parish within the last year and after careful consideration to this application and listening to parishioner concerns of a number villagers; Councillors voted unanimously to **Object** to the application.

Development of this size at that location would significantly damage the character of Hawkesbury Upton Village, and its setting in the AONB: There is no evidence to support that the village is in need of large executive houses.

The increase in development would lead to congestion on the local access roads.

Hawkesbury Parish Council objects to the application for the following reasons:

Need

The Parish Council is in no doubt of the need for additional housing in South Gloucestershire and indeed in the Village; the Parish Council which commissioned the village's Housing Needs Survey. There is no evidence to identify or justify exceptional circumstances for open market housing on this scale or at this rate at a single site within the Village, which lies within the Cotswold AONB. The Parish Council believes that the needs of the community (including for Affordable Housing) could be adequately met through smaller scale development in the Village, in line with the existing Parish Plan.

Location

The development is outside the Village Development Boundary and within the Cotswold AONB. The application proposes developing into the open countryside and damaging the open aspect of the landscape within the AONB. The council believes that protection of this, and similar, pockets of land around the periphery of the village is key to sustaining the village character.

<p>The loss of valuable agricultural land.</p> <p>The Parish Council is aware of the pressure on the-local infrastructure i.e. water, sewage.</p> <p>NPPF policy states that major developments within the AONB should be refused unless in exceptional circumstances and where it can be demonstrated that it is in the public interest; there are no exceptional circumstances in the case of this application and it is not in the public interest.</p> <p><u>Summary</u></p> <p>In summary, the Parish Council opposes the proposed development and considers that the needs of the community would be much more effectively addressed through smaller scale developments within and around the Village. A single development of the proposed scale and in the proposed location would have a detrimental impact on the character and wellbeing of the village, would damage the AONB. It would increase congestion and would increase risk to pedestrian and road user safety.</p>			
PK18/1235/CLP	9 Hunters Mead Hawkesbury Upton	Erection of a single storey rear extension	No Objection

19 Future Development Update and the way forward

- CLT
- Neighbourhood Plan

Prior to the meeting Cllr Wareham emailed the following to Councilor's

Future Development in Hawkesbury Upton - Update for the April meeting of the Parish Council

We've now reviewed the feedback from the briefing sheet/questionnaire circulated to villagers in January.

We had a total of 45 responses - some joint, some individual, but either way around 10% of the village, with a breakdown as follows:

- *Update Parish Plan - 3*
- *Establish Community Land Trust - 1*
- *Produce Neighbourhood Development Plan - 41; 19 of whom indicated that they'd like it to include a CLT*

A total of 6 people has offered to help in one way or another; some have specifically stated that they'd be happy to provide support but would prefer not to take on a lead/specified role. In addition, some of those who supported earlier meetings are likely to offer further support once we properly kick the work off.

2 of the volunteers have urban design/town planning experience; though at this stage I'm not clear how much time they'd be able/willing to commit.

So whilst my biggest concern remains getting the horsepower together to take the NDP (with CLT) forward, its nevertheless clear that the majority of those who expressed an opinion want us to move forward with it.

Next steps/recommendations:

- 1. The PC confirms that based on the feedback received we intend to proceed (subject to finding sufficient volunteers) with the production of an NDP and a CLT.*
- 2. I, with any other councilors who'd like to join me, call a meeting of any volunteers/potential volunteers and invite a rep from Kingswod PC and Ian Crawley (CLTs) to talk through practicalities and next steps.*
- 3. We form a committee and start developing a plan - beginning with who's going to do what! At this stage we should remain open minded about the sequencing of the NDP and CLT - it may be better to quickly establish a CLT as a 'home' should land become available and as a means of achieving a quick win and rapidly gaining increased village involvement ahead of the longer slog of producing an NDP.*

Cllr Musty fully supported the recommendations and wanted to thank Cllr Wareham for all his hard work. Discussions regarding paying consultants for their expertise and help lead the Parish Council through the process.

Cllr Hope recommendation-PC to proceed as far as they can, work with the volunteers and experience people. Cllr Higgs expressed concerns – only 10% responded therefore **90%** failed to respond, this is going to cost a lot of money to fund the NHP. It was agreed to speak to the volunteers and check costings-funds are available (grant funding) to help produce plans.

4 Approval of Minutes

- 5th March 2018 minor amendments made, signed as a true and accurate record.

Resolved by Cllr Hope signing the minutes; Clerk to ensure the approved minutes are placed on the website.

**Parish
Clerk**

5 Action points update-Parish Clerk

*5.1 Footpaths 104 and 103-Cllr Higgs to action once the work has been completed by Western Power Distribution (WPD) remains outstanding-**this was noted***

5.2 Allotment boundary fencing-two more quotes required – remains outstanding

5.3 Photos of Lowerwoods to go with their annual report has now been received, Clerk will ensure this is put on the website in due course

**Cllr
Ruthven**

*5.4 Hall Insurance – Cllr Harding to meet with Hall Committee representative-remains outstanding – meeting is being set Cllr Harding will update the Parish Council once the meeting has taken place-**this was noted***

*5.5 Letters to allotment holders following a recent visit, Clerk will write to the individuals when sending out this year's rent invoices-**this was noted***

**Parish
Clerk**

5.6 Cemetery Yew Trees, only one quote received, in view of the tight timescales and monies involved it was agreed to have this work carried out in the Autumn.

6 Councillor's items-information only

6.1 A46 Cllr Higgs

Kerb cleaning, a request to have the kerbs cleaned-rain water is not running away-report to Streetcare

6.2 Highfields Lane Pot holes - Cllr Higgs

There are several large pot holes, causing major problems and are a danger to cyclists. Clerk requested photos of these holes and locations to enable her to send the evidence to Streetcare-**to be actioned**

Cllr Higgs

6.3 Grass cutting Sandpits Lane and Highfields-Cllr Higgs

South Gloucestershire Council cut the grass during the wet weather, a request was made to write to SGC not to cut when it is wet-**this was noted**

6.4 Speedwatch Training-Cllr Higgs

Can the Parish Council have a date for Speed watch training?

Cllr Hope

6.5 The Pond – Cllr Higgs

Update when the work will be carried out-Badminton Estate have said "November/December". **This was noted**

6.6 Parking on Pavements-Cllr Higgs

It's been reported a £70 parking ticket can be issued for parking on a pavement. Will SGC be enforcing this? Cllr Hope will check-**this was noted**

Cllr Hope

6.7 Clematis pruning – lane from Sandpits Lane-Highfields-Cllr Higgs

Due to the recent bad weather this has not been cut back-didn't want to kill the plant - **this was noted**

6.8 Obliterated White lines throughout the village – Cllr Higgs

Roads are due to be resurfaced, no further action. **This was noted**

6.9 Vodaphone phone mast Starveal Lane – Cllr Higgs

This new mast is not in operation and with Badminton Horse Trials due to start on 2nd May, the provider is hoping to have this working. Last year EE did not provide an additional mast and parishioners experience network problems. **This was noted**

6.10 Pot holes-Cllr Musty

Due to the number of pot holes, cyclists are being injured resulting in life changing injuries. What is the process to repair pot holes, why are they not all sealed and repaired properly-Cllr Hope to take this forward

Cllr Hope

6.11 Road Closure France Lane-Cllr Hope

Road surfacing is due to take place, although no specific date has been given, this will affect the bus service. **This was noted**

6.12 20MPH speed – Cllr Hope

Training for speed watch volunteers-on line

7 District Councillors report information only – Cllr Hope

As you are aware the South Gloucestershire Council Local Plan is open for consultation, Cllr Hope have asked, the Town & Parish Forum to request for more support for parishes. Hawkesbury like many other villages has some land which has been put forward under the “The Call for Sites” –which has attracted speculative planning applications. Cllr Hope have asked the T&P Council Forum to ask for more constructive help in responding – some of these applications will be agreed before the completion of the plan. Cllr Hope thinks it would be helpful for parishes to know how they can play a more constructive role in the growth of their areas.

The Town and Parish Forum meets on the 17th April – and is open to parish councillors and clerks.

The Joint Clinical Commissioning Group have agreed to move forward (again after 14 years) with plans for Centre of Excellence for Rehabilitation on the Frenchay site. Apparently SGC will procure the building which will accommodate up to 50 rehabilitation beds and a dementia nursing home together with several units of Extra Care Housing on the site. The same is planned for the Thornbury site, where a new health centre and ‘step-up’ beds are included. The proposed time table is to have this agreed and in service in two years.

There is currently a Task Group on Gypsy Traveller matters – Cllr Hope understands because of lack of officer resource, there has been little progress. Cllr Hope will report back to the parish council in due course.

There is also a Yate Transport Group looking at public transport around the Yate area.

Cllr Hope attended the Rural Equalities Conference at Chipping Sodbury Town Hall; there were several interesting presentations, one of them looking at the data; surprisingly the most deprived LSOA area in South Gloucester with regards to barriers to housing and services is the Acton Turville, Tormarton and Codrington Area. Cllr Hope does not have to tell you that this supported by lack of access to local work and poor public transport. The information should be available on the website, however if you want further information speak to Cllr Hope.

Cllr Hope also attended the seminar on tackling isolation- Cllr Hope wasn’t quite sure who this was aimed at, but different groups are running different projects – Cllr Hope will try and pull something together which might be of use to the parishes.

Cllr Hope has forwarded to the Clerk information about a Nature Challenge – and hopes that she will circulate to you for your use and any groups or individuals who might be interested.

Cllr Hope have distributed all her Member Awarded Funding for this financial year; local groups who benefitted were Hawkesbury Cricket Club, Hawkesbury Youth Club, as well as, through the Parish Council, the Community Library.

Cllr Harding and Cllr Hope attended a meeting to discuss items relating to the Commons – this was attended by Badminton Estate, (owners), Natural England, Glos

& Avon Wildlife Trust, Stroud District Council.

8 General Data Protection Regulation (GDPR) Action Plan in preparation for 25th May 2018

The Clerk emailed Councillors a copy of the tool kit in preparation for the new regulations.

Action plan- Raise awareness-Each councillor to sign to say they have received and read the paperwork. Clerk and a councillor to attend ALCA training on 30th April 2018-Cllr Hope.

Paperwork (confidential waste) held by the Clerk and the Parish Council should be destroyed, clerk has contacted Direct365 - Confidential Waste disposal company and emailed councillors prior to the meeting. An ad hoc collection of up to 5 paper sacks to be taken off site to dispose, £40. Each sack will carry 15 kilos, any additional sacks required will be charged at £3 per sack. They will also provide the Parish Council with a Certificate of Destruction for our records. The Clerk does not know how many bags will be required at this moment in time but would start with 5.

This was discussed in full and **resolved by the Parish Council agreeing to appoint D365 to remove the PC's confidential waste. To be actioned-Clerk to contact the company.**

Parish Clerk

ALCA training 30th April 2018 £40 per person to cover GDPR for Clerks and Councillors, Councillors agreed for the Clerk to attend, Cllr Hope will also attend and any councillors available. Councillors to let the Clerk know asap. **This was noted**

Parish Clerk

9 Adopted phone box on Inglestone Common update – Cllr Stephens

No update - Cllr Stephens not present at the meeting. Clerk will earmark monies to ensure this restoration work is carried out. **To be actioned**

Parish Clerk

10 Parish Councillors Vacancy

The Parish Council was surprised and sorry to receive Cllr Cox resignation; the Clerk notified SGC and the "Vacancy for a Councillor" notice has been placed on the noticeboards and website. The PC will be contacted by SGC after the closing date 18th April 2018 if no request for an election is given, the PC will be able to fill the vacancy by co-option. **This was noted**

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

The planning applications have already been discussed see page 1068

11.2 To Note Planning Decisions – information only

PK17/5021/F	Back Street Hawkesbury Upton	Erection of 2no. Semi-detached dwellings with access and associated works	Approve with conditions
PK18/0376/TCA	The Cemetery St	Works to crown	No objection

	Marys Church Church Lane Hawkesbury	reduce 7no. Irish Yew trees to leave a finished height of 3 metres and a redial spread of 2.4metres and fell 1no. Holly tree. All trees situated in the Hawkesbury Village Conservation Area	
PK18/0329/F	The Shire Back Street Hawkesbury Upton	Erection of single storey rear extension to form additional living accommodation	Approve with conditions
PK18/0369/TCA	The Old Barn Back Street Hawkesbury Upton	Works to fell 2no. Lawsons conifer and 1no. Ash tree and removal of snapped hanging limbs from 3no. Scots Pine Trees. All trees situated in the Hawkesbury Village Conservation Area	No objection
PK18/0614/TCA	Malt House Park Street Hawkesbury Upton	Works to fell 1no. Horse Chestnut and 10no. Leylandii Trees situated in the Hawkesbury Village Conservation Area	No objection
PK17/5968/LB	2 The Tithe Barn High Street Hawkesbury Upton	Alterations to roof of existing rear conservatory	Approve with conditions
PK17/5777/F	2 The Tithe Barn High Street Hawkesbury Upton	Alterations to roof of existing rear conservatory	Approve with conditions
PK18/0907/TCA	2 Hyde Park Row	Works to fell 1no.	No Objection

	Back Street Hawkesbury Upton	Holm Oak tree situated in the Hawkesbury Upton Conservation Area	
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12 Finance

12.1 Bank Reconciliation as of 31st March 2018 to be checked and approved by Councillors. Bank Statements not arrived in time-Agenda item for April

12.2 Payments to be agreed and cheques signed-Payments approved for payment-Resolved-Cllr Higgs proposed payment second by Cllr Powell all in favour.

A	Parish Clerks Wages-March (17/18)	£697.60
B	Parish Clerks Expenses February not advertised on 5/3/18 agenda (17/18) Parish Clerks Expenses March	£ 92.70 £ 32.99
C	ALCA Annual Subscription (2018/19)	£218.79
D	South Gloucestershire Council Localism grass cutting Jan/Feb/Mar (2017/18)	£110.95
E	Donation to the Village Hall to cover the cost of the replacement defibrillator battery (approved on 5 th March 2018) (2017/18)	£249.60
F	Datacenta renewal , gov.uk domain (2017/18)	£150.00
G	Newsquest Annual Assembly advert (2018/19)	£ 60.12
H	Hospital Hall- Library hiring costs for 6 months (2017/18)	£292.50
I	Simon Harris Cemetery Grass cutting (2018/19)	£ 85.00

12.3 Final Expenditure for 2017/18 Financial Year – Parish Clerk

The existing form shows over spend on a few sections – this is due to earmarked reserves being spent-clerk to amend the form.

13 Cemetery-extending the cemetery notification – purchasing land

A thank you to Cllr Cox for all his hard work with the cemetery. The Parish Council will need to move forward with this item.

- How much land will the Parish Council require? Projection of 25-50 years to be considered
- Liaise with Badminton Estate
- Dry stone wall would need to be repaired/reinstated

- Cost of purchasing land, boundary wall, drainage, surveyors and legal expenses
- Church car park

Way forward

- Cllr Hope to see how much land will be required
- Cllr Harding to check on dry stone wall costs
- Solicitor fees
- Agenda item for May to discuss the progress
- Plan set up

Cllr Hope
Cllr
Harding
Parish
Clerk

13A Charitable incorporated Organisation – New Trust Deed to be approved by councillors – is legal guidance required?

The Clerk put to the Parish Council if they wish a solicitor to overview the new deed. If the Hall Committee has appointed a solicitor to draw up the deed and are happy with it there was no need for the PC to obtain legal guidance. This was put to the vote, 4 councillors in favour 1 abstained. **Resolved by the PC agreeing no legal guidance will be required. The Chair signed both copies of the new deed (undated) on behalf the of PC. Documents to be returned to Mr Dennet, Hall Committee**

Parish
Clerk

14 Grant funding “Thank you” letters received, Victim support, Brownies-information only

Clerk showed the letters and emails to Councillors.

15 Bank Mandate – Remove two signatories

Following Cllr Cox’s resignation and having checked the mandate held at the bank it was found a resigned Councillor had not been removed from the PC records. The Clerk completed the bank mandate to remove both signatories. A request was made for two signatories to sign the mandate to enable the Clerk to instruct the bank to remove their names. Councillors agreed and the mandate was signed. **To be actioned - Clerk to take the forms to the bank.**

Parish
Clerk

16 Allotments maintenance - Parish Clerk

- **Councillors to discuss a request to erect a shed on allotment - Plot 1 Resolved all in favour – 6x4ft to be placed on the allotment as per the contract.**
- **Two signatories required to transfer £15 between accounts following deposit/rent paid for allotment plot one**
Deposits are held in a separate bank account-**resolved by signing the transfer letter-clerk to ask the bank to action the transfer.**

Parish
Clerk

17 Community library update - Cllr Hope

Donation from Parish Council to cover hall fees as per 5th March 2018 meeting, library is open this Friday and will be having a bubble machine. Everyone welcome. You can order books if they are not available on the day. **This was noted**

18 Commons update

Cllr Harding and Cllr Hope attended a meeting today regarding the Commons, Avon Wildlife Trust, Gloucester Wildlife Trust Badminton Estate and SGC. There were discussions regarding cattle on the commons. There will only be 60 this year due to

TB, which is not sufficient for the size of the Commons. Therefore, looking for a solution. Inglefest, Broadband (lack of) and work being carried out was discussed. There is no "Terms of Reference" at this moment in time. The Clerk will be sent a copy of agenda's and minutes. **This was noted**

19 Future Development update and the way forward

- CLT
- Neighbourhood Plan

This has already been discussed see page 1069

20 Annual Assembly Monday 16th April 2018

- Final arrangements for the Annual Assembly

Clerk ran through the final arrangements, the Police will be attending, various local groups to attend and Cllr Ruthven to speak. **This was noted**

21 South Gloucestershire New Local Plan consultation, 5th February – 30th April 2018.

Due to the time this item was deferred until 23rd April 2018 planning meeting-all in favour

22 2018 Big Spring Clean 17th March 2018 feedback

Cllr Harding – a lot of rubbish on the Commons, cleaned it and within a week further rubbish appeared. This is rubbish from residents recycling bins, there are no lids. A request was made that perhaps Mark Holden from SGC would like to come and speak at the Annual Assembly-Cllr Hope to contact him-**this was noted**

23 Staffing - Parish Clerk – update from 5/2/18 meeting

Clerks wages to be discussed, passwords-security update, Contract review
2% wage increase set aside when setting 2018/19 precept. Date for Cllr Hope, Cllr Higgs and Clerk to meet to review contract.

**Cllr Hope
& Cllr
Higgs**

Security update-lockable tin has been purchased as agreed. **This was noted**

24 Precept explanations

A mistake was made when setting the 2018/19 precept in January 2018. The figure proposed included the estimated income expected which subsequently got approval from Councillors. Apologies from the Clerk.

25 The Village Pound and the Plain – appoint a contractor

The Clerk left the room. This was discussed in full and Councillors appointed Green space. Letter to be sent to Simon Harris thanking him for tendering.

**Parish
Clerk**

26 Date of the next Parish Council meeting will be held on Monday 14th May 2018 in the Methodist Hall, Back Street Hawkesbury Upton at 7.30pm

Signature of Chairman as a true and accurate record 14th May 2018