

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 6th July 2015 at 7.30pm
In the Bethesda Chapel, Park Street, Hawkesbury Upton**

Present:

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

Apologies

Cllr Winbow Cllr H Bleaken and Cllr S Bleaken

Public Participation

Mr C May Parishioner

- | | Action |
|---|--|
| 1 To Take apologies for absence
Cllr Winbow, Cllr H Bleaken and Cllr S Bleaken | |
| 2 To record declaration of interest from members in any item to be discussed.
None | |
| 3 To adjourn to allow public participation.
Mr May attended the meeting as an observer | |
| 4 Approval of Minutes <ul style="list-style-type: none">• 1st & 15th June 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
<i>5.1 Little Badminton Notice Board</i> <ul style="list-style-type: none">• Name plate to be replaced-this item is to remain on the action points until resolved, Clerk to email Mr Choyce and report back to the Parish Council
<i>5.2 Tied properties list-This item remains outstanding.</i>

<i>5.3 Kiosk for a £1 – further investigations-remains outstanding</i> | Parish Clerk
Parish Clerk
Parish Clerk |

- 5.4 Zurich Insurance-to be **resolved invoice to be paid tonight** Parish Clerk
- 5.5 Licence for land Opposite the Somerset Monument –**outstanding**
- 5.6 Allotments-Mr Hornig to meet Cllr Robinson at the allotments to discuss the fences that need repairing. The water trough repair invoice has been received. Cllr Robinson
- 5.7 Road surface along the High Street repaired pothole outside the Fox Inn and Village Hall repaired - **Resolved**
- 5.8 Road surface at Hillsley has been repaired - **Resolved**
- 5.9 Update on the cemetery subcommittee and progress on the Website-agenda item
- 5.10 Bethesda Chapel cost-Cllr Hope unable to speak direct with Mr Wood update at the August full Council meeting-**this was noted** Cllr Hope
- 5.11 CPRE Village of the Year Competition-Cllr S Bleaken advised the Clerk this competition no longer takes place-**this was noted**
- 6 Councillor's items-information only**
- 6.1 Central Network Cllr Musty
Initially, Central Network was going to replace cables underground through a new development plot (when planning permission was agreed). However, it has come to light that Central Networks have reconsidered their plans which will cause major disruption and increase their costs. Cllr Musty asked the Parish Council if we could write to Central Networks to enquire about their intentions with cables from France Lane and Hunters Mead. Clerk to take this forward. Parish Clerk
- 6.2 Grass Cutting of the Recreational Field – Cllr S Bleaken
A Parishioner approached Cllr Bleaken to complain about the grass cutting of the recreational field. Do the football club contribute? This was discussed in full, the cuts and specification had been discussed with the Hall Committee. The football club pays for any additional cuts. **This was noted**
- 6.3 Bins by the Skate Park on the Recreational Field – Cllr S Bleaken
Bins are overflowing – The Village Hall has a maintenance subcommittee which empty the bins on a rota basis. If there is an issue to report it to the Village Hall. **This was noted**
- 6.4 Mobile Phone signal in the Parish – Cllr S Bleaken
Parishioners have commented on the lack of signal in the Village and are struggling to run a business. This was discussed in full, Cllr Hope advised the Parish Council there are moves to make sure there will better coverage for rural areas. **This was noted**
- 6.5 Pollination of bees meeting – Cllr Higgs
Very interesting and well attended meeting; the way forward to encourage the planting of wild flowers and to discourage the cutting of verges. Cllr Higgs to write an article for the Parish News. Cllr Higgs
- 6.6 PROW (Public Rights of Way)-Cllr Higgs
Nicola Chigley PROW Officer from South Gloucestershire Council provided 3 copies of

the PROW in our Parish. Two emails have been recently received regarding overgrown vegetation on different footpaths. Cllr Higgs and Cllr Ruthven have walked these areas. It was pointed out this is an annual concern; Councillors could speak to the individuals who are responsible for these paths. **Agenda item for August to discuss the way forward.**

Parish Clerk

6.7 Luke Hall Conservative Party-Cllr Cox

Invite Mr Hall to a Parish Council meeting to introduce himself to Parishioners, Clerk to send an open invitation.

Parish Clerk

7 District Councillors report information only – Cllr Hope

Cllr Hope had a tour of the Ward with the local Streetcare inspector – reported holes repaired (see 5.7) – pavements may be on the list for resurfacing, but the officer didn't think they were too bad. Highfields is on the Task Register for resurfacing; Visit cut short, but Cllr Hope need to discuss the state of Upper Chalkley Lane – and any other areas raised by the Parish Council.

There is currently a recycling competition to help increase food recycling - to help promote the reduction/recycling of food waste, as currently too much is going into the black bin. Introduction of new containers for recycling – will be presented at the Area Forum and officers willing to talk to Parish Councils- Amongst other issues that will be discussed at the Area Forum on Thursday, 9th Jul 7.00 pm at Shireway Community Centre;

A grant application to Save the Buttercup – the rare buttercup on Inglestone Common.

Sad news the officer Ellie Phillips is leaving and they are trying to get her excellent update of the Commons Management published.

Further information received regarding the area opposite the Monument.

Cllr Hope will follow up with the Conservation AONB Board the undergrounding of wires and provision of improved cover of mobile signals.

8 8.1 Planning Applications

PK15/2390/F	Well Cottage High Street Hawkesbury Upton	Erection of detached garage and store	No Objection
PK15/1886/F	South Cottage Petty France Badminton	Erection of two storey extension to form additional living accommodation and internal alterations to existing staircase and insertion of new window and door to west elevation	No Objection

		(resubmission of application PK06/3405/F)	
PK15/1885/LB	South Cottage Petty France Badminton	Erection of two storey extension to form additional living accommodation and internal alterations to existing staircase and insertion of new window and door to west elevation (resubmission of application PK06/3431/LB)	No Objection

8.2 Update Councillors on Planning Decisions received from South Gloucestershire Council

PK15/1375/F	The Old Bakery Park Street Hawkesbury Upton	Erection of ancillary residential outbuilding (Resubmission of PK14/3502/F)	Approve with conditions
PK15/1585/PNGR	Barn opposite Post Box Cottage Orange End Inglestone Common	Prior notification of a change of use from agricultural building to single residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). (Amendment to previously approved scheme PK14/1829/PNC)	Approve with conditions
PK15/1955/F	Kosy Kot France Lane Hawkesbury Upton	Construction of hard standing and new vehicular access.	Approve with conditions

9 **Update from Cllr Musty on Glebe Land following the decisions agreed at last month's Parish Council meeting.**

Cllr Musty explained further investigations have taken place; various copies of documents have come to light. After a full discussion it was agreed to place a short plea in the Parish News for anyone who may have copies regarding the purchase of this land to contact the Clerk. **Agenda item for September.**

Parish Clerk

10 **"Village speed watch" Councillors to discuss all aspects of vehicle speeds through the village, the speed gun team and the increasing problems of on street parking**

This item was discussed in full but in view of the full agenda it was agreed that this would need to be discussed at a future meeting. There are four trained persons at present in the village another volunteer would be required. Cllr Higgs to take this item forward and report back to the Parish Council. **Agenda item for September**

Cllr Higgs

11 **To update Councillors on the Community Infrastructure Levy (CIL) in South Gloucestershire Council: The impact on Town and Parish Councils, charging will commence 1st August 2015**

Cllr Robinson discussed the contents of the letter with the Parish Council, charging will commence on new planning applications and will run in conjunction with section 106. Any monies raised by South Gloucestershire Council a percentage will be passed on to the Town and Parish Councils. Further and better information can be found on the South Gloucestershire website. Separate accounts will need to be kept by the Clerk if monies are received. **This was noted**

12 **To discuss a request received from Sita to plant a tree of remembrance for Bert Goodfield; they would like to plant it somewhere they can see it. Decision to be made on the request and where the tree could be planted.**

This was discussed in full and agreed on a few areas where a tree could be sited. Cllr Hope to speak to Sita and Mrs Goodfield on the size of the tree, maintenance and check with South Gloucestershire before any final decision is made. **Agenda item for August**

13 **Finance**

13.1 Bank Reconciliation as of 30th June 2015 was checked and approved by Cllr Higgs. No comments recorded

13.2 Payments approved for payment

A	Parish Clerks – Expenses June 2015 Figure not advertised on the agenda (refer to 3 rd August agenda)	£ 23.68
B	Zurich Insurance	£426.10
C	West Country Plumbing & Heating Ltd-Emergency repair - leak Allotment trough. Item not placed on the 6/7/15 agenda-refer to 3 rd August 15 agenda	£ 36.00

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

To advise Councillors the amended signatory Mandate has been fully updated as of 11th June 2015 **Resolved – clerk updated Cllrs**

- 14 14.1 To discuss the use of Hawkesbury Cemetery and Church by a filming Company in the Autumn if chosen**
 This was discussed in full and it was agreed in principle without prejudice however, the Parish Council need to know more details if selected-Cllr Hope to take this forward with filming company and refer back to the Parish Council if chosen. **This was noted** Cllr Hope
- 14.2 To report back the meeting with the tree officer at the Cemetery-Cllr Hope**
 2nd June 2015-Present Simon Penfold – SGC Tree Officer; Cllr Robinson, Cllr Hope & Cllr Musty
- Discussed all trees and hedges in the Cemetery-in part of the old Cemetery an avenue of Irish Yews was planted; intending to keep as many of these as possible.
 - Discussed trees in the Churchyard which are under SGC Management-these are regularly checked
- Suggested works
 Remove-the Laurels by the Lych Gate, English Oak (Between Row A & B), Silvery ivy on Italian Oak, growth from Irish Yews and Leylandii Cyprus (marked). Crown lift to ¾ size Goat Willow, lift holly on grave (Hobbs A16/Robinson D16?), manage Cyprus on Hopkins Grave C34, remove Holly on Mitchell Grave DA39, remove English Holm Oak on Elisabeth Lilley DA49, lift Holly (Willcox E75), crown lift Cypruss by wall and well cut back Ivy on wall.
 This is a suggested work plan and would need further consultation and clarification on details before an application could be submitted for the work to be done in the autumn.
- This was discussed in full and it was agreed for Cllr Hope to place a piece in the Parish news for parishioners this is going to be a long term project, and work will need to go out for tender. **This was noted**
- 15 Short presentation from Councillors who attended the South Gloucestershire Policies, Sites and Places Plan-(PSP Plan): Local green space designation meeting on Tuesday 30th June 2015** Cllr Robinson, Cllr Winbow & Parish Clerk
 It was agreed to hold a subcommittee meeting on Wednesday 15th June 2015 to prepare the responses for the individual sites and report to full council to agree the wording.
- 16 To discuss “Get active in your Community” training**
 This was resolved by agreeing to forward the details to the WI and Youth Club
- 17 To report back to the Parish Council the donation to the Bethesda Chapel to cover the cost of electricity and use of their meeting room-Cllr Hope** Cllr Hope
 This item remains outstanding
- 18 Clerk to update the Parish Council on the Pension Regulator correspondence-Resolved by the following information provided to the Parish Council**
- **Nominate contact**-Parish Clerk details provided
 - **Staging Date 1st November 2016**-this was noted
 - **Next Stage**-HMRC will provide templates of letters to be used – eg wages below fresh hold. **Clerk will update the Parish Council as and when**
- 19 To update on Staff Appraisal – Cllr Robinson**

This was resolved by Cllr Robinson updating the Parish Council. Comments raised from the meeting; the additional hour has helped with the workload, although it was agreed for the clerk's hours to be reviewed on a regular basis, there are seasonal issues. This was noted all Councillors thanked Hazel Jones for the way she has preformed her duties.

20 To update the Parish Council on setting up a website

Cllr Ruthven updated the Parish Council on the meeting held with the Parish Clerk, the way forward is to organise between Councillors individual pages, creating an opening statement-agenda item for August.

21 To discuss setting up an Emergency Plan for the Parish

This item was not discussed due to the time-agenda item for August 2015.

22 To update the Parish Council on the Allotments-Parish Clerk

All rent except one has been received-No further comment

23 To discuss a housing needs survey correspondence from Tim Borthwich South Gloucestershire Council

Due to the time constraints it was agreed to discuss this at the Parish Council Meeting in September, in the meantime to check the Parish Council will not lose the funding.

24 Date of the next Parish Council meeting will be held on Monday 3rd August 2015 in the Bethesda Chapel, Park Street, Hawkesbury Upton at 7.30pm.

Minutes Approved as a true record

3rd August 2015