

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 5th March 2018 at 7.30pm
In the upstairs meeting room, Hawkesbury Parish Hall, High Street, Hawkesbury Upton**

Present:

Cllr Cox (Chair), Cllr Hope, Cllr Higgs, Cllr Harding, Cllr Powell, Cllr Stephens, Cllr Ruthven, Cllr Wareham, Cllr Musty and H Jones (Parish Clerk)

Apologies

None

Public Participation

S Manfield-Cox, G Manfield, N Robson, J Frankcom, W Robson, G Robson and P Dennett

Action

1 To take apologies for absence

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

None

Cllr Cox welcomed everyone to the meeting

3 To adjourn to allow public participation

Licence has been granted for "Inglefest" festival 20-21 July 2018 on the Commons. This is a ticket only event run by W Robson (500 tickets) for family and friends. This is a well organised event and there have been no previous complaints-until recently.

It was noted that there is no consultation on *Public Entertainment Licences*. However, some residents are against this particular event taking place. When investigating they were told that a licence had not been applied for? A letter was read out to Councillors regarding their concerns.

- Noise - traffic and music
- Additional cars/parking/narrow lanes
- Disruption to animals and residents
- Want the Parish Council to support an alternative venue, Hawkesbury Recreational field?

(Cllr Wareham arrived)

Cllr Harding raised concerns regarding security – how to handle people who arrive without tickets. *This has not been an issue before, they normally have three people on the gate but the event holder is looking into hiring a security firm. Each ticket holder will be provided a wrist band and only people with wrist bands will be allowed in.*

As the Licence has already been granted the Parish Council are unable to help. Mr Robson will contact the Clerk if he has any further questions-**this was noted**

4 Approval of Minutes

- 5th February 2018 signed as a true and accurate record and signed as a true and accurate record

**Parish
Clerk**

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

Cllr Cox put to Councillors to move item 8 forward-all in favour

8 Incorporation of Village Hall update-Mr Dennett

The new charity has been registered as a Charitable Incorporated Organisation (CIO)– Hawkesbury Hospital Hall. At this moment in time both the new CIO and the unincorporated committee are running parallel.

- Bank Accounts are in the process of being set up
- Unclear if a second public meeting is required-intending to hold one
- Solicitor from Bromley will be setting up the new trustee between the Parish Council, the new CIO trust will replace 1951 trust deed between the PC and the old unincorporated Committee

Mr Dennett will email a draft copy of the new “Trust Deed” to the Parish Council to see if it is acceptable or if Councillors wish a solicitor to overlook the deed. (The PC precepted funds to cover this cost).

Cllr Cox proposed; that all Councillors read the document and provisionally agree the contents prior to the next PC meeting; if it is felt a solicitor should be appointed to act on behalf of the PC, this will need to be actioned urgently to prevent any delay. All in favour.

A full plan of the village hall and land has been provided to go with the deed. This was noted-Cllr Cox thank Mr Dennett for his time

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 Notice boards maintenance Little Badminton notice board has not been replaced as yet due to the recent bad weather-Contractor asked if the Parish Council would like a lock put on the noticeboard-this was agreed.

*The High Street notice board has had one coat of varnish, further coats to follow when the weather improves. The notice board doors and locks are easier to use since this work has been carried out. **This was noted***

5.3 Allotment boundary fencing-two more quotes required – remains outstanding **Parish Clerk**

5.4 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 **Parish Clerk**

5.5 Hall Insurance – Cllr Harding to meet with Hall Committee representative-remains outstanding -**this was noted** **Cllr Harding**

5.6 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**

5.7 Bramble Cottage Boundary Hedge, would appear some of the branches have been cut back-no further action at this moment in time-**this was noted**

5.8 Adoption of Safeguarding and Equalities and Diversity policies-now on website and copies uploaded on the SGC MAP funding-cheque to follow shortly- **resolved**

5.9 Renewal of Localism Contract and dog bin-agenda item for tonight

5.10 Grass Cutting Cemetery-all letters have been sent out to Simon Harris and the unsuccessful contractors- **Resolved**

5.11 Grass Cutting specifications for the Plain and Village Pound have been sent out-closing date 20th March 2018-agenda item for April

6 Councillor’s items-information only

6.1 Pruning of Trees by Pool House-Cllr Hope

To advise councillors of the work being carried out by Pool House-Tree Maintenance

6.2 Recent bad weather - Cllr Higgs

Big thank you to everyone who helped during the recent bad weather, from putting salt down on roads/pavements, clearing the roads, and helping parishioners with stranded cars and checking up on the older residents. Note to be placed in the Parish News-**to be actioned**

Parish Clerk

6.3 Bales of Hay-Bath Lane-Cllr Higgs

The bales of hay have been moved and the field has been ploughed-**this was noted**

6.4 Quarryfield House Footpath-Cllr Higgs

The ownership of the footpath is to remain with the householder however, they will place a notice “walk at own risk”. **This was noted**

6.5 Buses – Cllr Powell

Issues with the buses, additional four buses have now been transferred from Stroud to Bristol which will hopefully improve the service. **This was noted**

6.6 Lane – cut through from Sandpits lane to Highfields-Overgrown hedge down both sides of Sandpits lane is overgrown on the footpaths-Cllr Powell

The hedge is causing a problem with walkers, Cllr Higgs will speak to the residents to ask for it to be cut back-Request for a general comment is placed in the Parish News regarding overgrown boundary hedges-**this was noted**

Parish Clerk

6.7 Parking on the Common-Cllr Stephens

Concerns regarding parking on the common during Inglefest, not sure of the “bye laws” agenda item for April- **this was noted**

Parish Clerk

6.8 Update on the transfer of phone kiosk from Parish Council to Badminton Estate – Cllr Harding

Badminton Estate solicitor requested all the names and address of the parish council, the Clerk emailed Badminton estate with a list of councillors and PC ‘s mailing address. **This was noted**

7 District Councillors report information only – Cllr Hope

Cotswolds Edge South Gloucestershire Councillors Report

South Gloucestershire Council has published its Local Plan for consultation, this includes areas for non-strategic growth as well as large areas of urban growth with 6000 houses planned for green fields. The number of houses for the non-strategic growth area, the rural areas, has been increased from 1000 houses to 1300 with a possible 500 on top of that. There are 35 areas of investigation; three options have been put forward; to develop in the Green Belt – outside the Green Belt ; in and out of the Green Belt. Cllr Hope attended the briefing along with the Clerk and Cllr Wareham. Report back from Briefing.

There is a drop-in session to find out more on the 20th March 2018 at The Ridgewood, Station Road, Yate 6.00pm – 8.00pm. All Welcome.

The three Clinical Commissioning Groups of South Gloucestershire, Bristol and North Somerset are now working together to address the health issues of our area. There are huge overspends and high demands on the health services. Healthier Together is the new local approach to Health. People are being urged to take responsibility for their own health; stop smoking, eat sensibly and exercise regularly, the aim to reduce demand for health services. Watch out for a consultation about local services planned for March; no further details at the moment.

Park & Share at Tormarton

Parish Councillors and Cllr Hope have met with officers regarding the development of a Park & Share on Council owned land at J18/M18. Two feasibility studies have been carried out, both supporting the idea for a paid scheme, however it may only be possible with commercial backing. Tormarton Parish Council are involved in this consultation.

Motorway Link 18a – on 12/3/18, SGC Cabinet will recommend to the WECA the Western approach as the new link to the M4.

Waste Collections

The roll out of the smaller black bins has now started, with the old bins being

collected; this is to encourage recycling and reduce our residual waste. Arrangements can be made for those who need a nappies/pads collection as well as those with large families. Please get in touch if there any problems.

COUNCIL TAX – The Conservative Controlled Council have agreed an increase of 5.99% to the Council Tax; even though part of the increase includes an amount for Social Care, there is still a shortfall on the growing demand for Social Care services.

Upper Chalkey Lane – still closed for works for about 16 weeks.

There will be a Rural Equalities Conference on the morning of the 22nd March at Chipping Sodbury Town Hall; there is also an evening session on tackling isolation on the 20th March. If you would like more information, please get in touch.

Cllr Sue Hope 01454 238673
Sue.hope@southglos.gov.uk 07860 239600

Cllr Hope attended the Community Engagement Forums at Cromhall and Yate; our local police officer was present at the Yate CEF. Please be aware that we also have a NW face book page.

POLICE – Please it is important to ring 101 to report any police matters.

A big thankyou to all those who helped clear the road and dig out residents during the recent snowy weather.

8 Incorporation of Village Hall update – Mr Dennett-already discussed see page 1058

9 Adopted phone box on Inglestone Common update – Cllr Stephens

Cllr Stephens has been speaking to SGC re the cycling box, it is now ready for collection. Clerk and Cllr Stephens met at the kiosk to review the number of panels that need replacing and any additional repairs required. Colour to be discussed with the volunteers before ordering the paint, the cost to-date £206.03. Cllr Wareham proposed the PC agree this figure to enable the materials to be ordered and the volunteers to start the work, this was second by Cllr Musty-all in favour. Details to be passed to the Clerk to place the order once the colour has been agreed, unless the colour “orange” is more expensive-agenda item for April.

10 Noticeboards maintenance update-Parish Clerk

See 5.2-page 1059 item already discussed

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

PK18/0907/TCA	2 Hyde Park Row Back Street Hawkesbury Upton	Works to fell 1no. Holm Oak tree situated in the Hawkesbury Upton Conservation Area	No Objection
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11.2 To Note Planning Decisions – information only

PK18/0282/TCA	Well Cottage	Works to crown	No Objection
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	Back Street Hawkesbury Upton	reduce by 1.5 metres to create cable clearance for 1no.Yew Tree situated within the Hawkesbury Upton Conservation Area	
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12 Finance

12.1 Bank Reconciliation as of 28th February 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 Wareham all in favour.

A	Parish Clerks Wages-February			£697.60
B	Parish Clerks Expenses February			£ 92.70
C	Methodist Hall-8 th January 2018 Parish Council meeting 3 hours-not paid invoice not taken to the meeting.			£ 21.00
D	South Gloucestershire Council – 4 weeks dog bin commencing 5 th March			£ 24.53
E	SLCC CPD Data Protection Webinar 25. 20 th February 2018			£ 36.00
F	New computer Currys PC World H D Jones			£960.00
G	Gresswell proforma invoice Lock in book trolley x 2 paid in January – not advertised on the agenda			£1173.60
H	Water2business BWBS Ltd-Allotments-invoice paid on 5/2/18 but not advertised on the agenda			£ 20.33
I	Grant funding cheques approved on 5/2/18 but not advertised on the agenda			£2000.00
	Evergreens £300	1 st Hawkesbury Rainbows £150	1 st Hawkesbury Guides £150	
	1 st Hawkesbury Brownies £150	Hawkesbury Youth Club £300	Hawkesbury Preschool £150	
	Hawkesbury Afterschool Club £100	Citizens Advice £150	Victim Support £50	

	Village Hall £200	Yate and District Heritage Centre £50	Cotswold Vale Talking Newspaper £50	
	Hawkesbury @ Play £200			
J	OLIDOM restoration maintenance of both PC Notice boards			£175.00

12.3 Expenditure update as of 31st January 2018 – Parish Clerk

Due to the bank statements not arriving in time, this had not been completed-Clerk to email the expenditure to councillors in due course.

13 Parish Council laptop update

New computer is working well now, all issues resolved. Thank you to Cllr Ruthven for all his help and support with the purchase of the laptop. The old laptop was cleaned of all the PC information has been gifted to the library volunteers. **This was noted**

14 Feedback from the Local Planning meeting held on Thursday 22nd March 2018

This has already been discussed, South Gloucestershire officers were very defensive, and will be under a lot of pressure to stay within their timescales. Very useful video on the South Gloucestershire Council website. Need to think about our response to the consultation.

15 Renewal of the Localism Contract with South Gloucestershire Council and the dog bin situated on the Cricket field-update

South Gloucestershire Council will commence emptying the bin situated on the Cricket field as of 5th March 2018. A note to be placed in the Parish News, explaining the situation, if the bin is full to take the poo bag home or use one of the bins situated within the village.

Parish
Clerk

16 Allotments maintenance - Parish Clerk

- **Plot 1-splitting of allotment – update on vacancies** a piece of wood is required to split plot 1 and 1A. Clerk has emailed the next person on the waiting list to arrange a visit of the vacant allotment. 1A can be offered once WPD has completed their work
- **WPD work-further damage reported**-an allotment holder contacted the clerk regarding broken glass and damaged fruit bush, WPD offered compensation to the allotment holder-**resolved**

17 Community library update - Cllr Hope

The grand opening of the library had to be postponed due to the weather conditions and will now be 16th March. Thank you to the Clerk and Parish Council for the laptop. New library customers will need to bring ID otherwise their existing library card will be sufficient. The balance from the money raised to be put to the costs of hiring the hall-It was put to Councillors to pay the first six months hall fees, all in favour, Clerk to prepare a cheque to pay the Hall.

- 18 Grass Cutting Recreational field**
Letter received from “Green Space”, proposing an increase of 2% for 2018 grass cutting season. This was put to the Parish Council-all in favour. **Resolved 2% increase from £138 to £140.76 per cut-recreational field and £28 to £28.56 per cut for the skate park.**
- 19 Future Development update – responses received from Flyer Closing date 15th March 2018**
Not many responses have been received, majority of the responses have voted for the Neighbourhood Plan in conjunction with Community Land Trust. We have received a few offers of help, but not to run the Neighbourhood Plan. **To be discussed further at the next meeting.** **Parish Clerk**
- Lone Star contacted the Clerk with the view of attending the next parish council meeting in April. **This was noted**
- 20 Annual Assembly details to be finalised**
- **Speakers**
Date Monday 16th April 2018, Methodist Hall at 7.30pm. Invite the police, Neil Lodge, Cllr Ruthven to speak, shop representative, Hawkesbury @ play representative, Sally Patterson.
- In addition, send invitations to all the local organisation, to give a short presentation or report if they are unable to attend. **Parish Clerk**
- 21 South Gloucestershire New Local Plan consultation, 5th February – 30th April 2018.** **Parish Clerk**
Agenda item for April-this was noted
- 22 2018 Big Spring Clean 17th March 2018**-Councillors to discuss how to engage Parishioners to help with this event
Encourage groups to attend, grant funding letters included a short paragraph inviting recipients to attend.
- 23 Staffing - Parish Clerk – update from 5/2/18 meeting** **Parish Clerk**
- Pension to be discussed-Cllr Cox met with the clerk, further discussions to take place
 - Sickness cover – policy? - remains outstanding
 - Passwords-Clerk to purchase a lockable tin to hold the passwords
- 24 Data Protection duties-webinar training update**
- Comes in force 25th May 2018 – it replaces the existing law on data protection and gives individuals more rights and protection regarding how their personal data is used by council. We must comply with its requirements just like any other organisation.
 - The GDPR requires us to appoint a Data Protection Officer
 - ALCA and SLCC will be providing tool kits to assist Parish/Town Councils-in the form of an action plan checklist and data audit questionnaire-together with templates for privacy notices and consent forms. It is important that we follow the GDPR toolkit carefully and use the checklist and forms to ensure

we are compliant with the new law

- Greater emphasis on transparency and openness-some areas of the DP have changed
- GDPR will impose new reporting requirements and increased fines and penalties
- We must run through the check list and complete a data audit asap
- I will forward the tool kit in due course and the slides from the training course
- We will need to appoint a DPO but further information will follow

25 Defibrillator expenses-Cllr Hope

The expenses to maintain the defibrillator is approximately £100 per year, the hall committee have been paying this. It was put to the councillors that the Parish Council pays for the new battery of £249.60 and donate £100 to the hall committee annually to cover the maintenance cost. All in favour. Clerk to write a cheque for £249.60 to cover this year's battery and when setting 2019/20 precept to take this into consideration-**This was noted**

26 Facebook/twitter page for Parish Council web site-Cllr Ruthven

This was discussed in full and it was agreed to take a step back and review the website Twitter and Facebook and to consider

- The pros and cons of social media
- The management -responsibility of monitoring-replying

27 Date of the next Parish Council meeting will be held on Monday 9th April 2018 in the Methodist Hall, Back Street, Hawkesbury Upton at 7.30pm

Signature of Chairman as a true and accurate record 9th April 2018