

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council Meeting
Held on Monday 9th May 2016 at 7.30pm
In the Methodist Hall, Back Street, Hawkesbury Upton**

Present:

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

Apologies

Cllr Ruthven, Cllr Winbow and Cllr S Bleaken

Public Participation

Mr A Hemingway Treasurer of "Save our Shop" Committee

1 To Elect a Chair for the ensuing year and sign the declaration of acceptance

Cllr Musty proposed Cllr Robinson, second by Cllr Higgs-all in favour. Cllr Robinson (Chairman) signed the declaration of acceptance.

On behalf of the Parish Council Cllr Cox thanked Cllr Robinson for being a very good Chairman during the past year.

2 To Take apologies for absence

Cllr Ruthven, Cllr Winbow and Cllr S Bleaken

3 To Elect a Vice Chair for the ensuing year and to sign the declaration of acceptance

Cllr Musty proposed Cllr Hope, second by Cllr Robinson, all in favour. Cllr Hope to sign the declaration of acceptance as Vice Chair. **Cllr Hope**

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

None

5 To adjourn to allow public participation.

Mr A Hemingway will be joining the meeting later to give an update on the "Save our

Action

Shop”

6 Councillors to be appointed for the following Membership of outside Bodies and subcommittees

- ALCA-to attend ALCA meetings and report back to the Parish Council-**Cllr Winbow**
- Hall Committee-to attend the Hall monthly meetings and report back to the Parish Council-**Cllr S Bleaken**
- Cemetery subcommittee-4 members of the Parish Council-**Cllr Musty, Cllr Hope, Cllr Ruthven and Cllr S Bleaken**
- Clerks appraisal-**Cllr Robinson**
- Responsibility of checking
 1. Monthly finance figures at the meeting-**Cllr Higgs**
 2. Allotment Contact-annually-**Cllr Robinson**
 3. Footpaths-**Cllr Higgs**
 4. Risk Assessment to be completed and reported to the Parish Council-**Cllr Winbow**
 5. Standing Orders/Financial Regulations-review these documents with the Clerk-**Cllr Robinson**
 6. Decision to be made on the Bank Signatories-**no change**

7 Approval of Minutes

- 4th April 2016 – Minor amendments made to the minutes.

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**

8 Update of previous Action points

5.1 SOS donation - cheque £1500 issued to the committee-resolved

5.2 Little Badminton Notice Board

Name plate to be replaced on the notice board - outstanding, this item will remain in the minutes until this has been resolved. **Cllr Higgs and the clerk will continue to communicate with Mr Choyce and will update the Parish Council at the next meeting** **Parish Clerk**

5.3 Tied properties list-This item remains outstanding. **Parish Clerk**

5.4 Footpaths-Email Cllr Higgs report to Nicola Chidgley-outstanding **Parish Clerk**

5.5 Laptop to be cleaned outstanding to be reviewed when the accounts have been completed for the internal auditor **Parish Clerk**

5.6 Electrical work carried out by WPD and Sindall Morgan – letter regarding the delay in completing the work remains outstanding-Cllr Wareham **Cllr Wareham**

5.7 Allotment repairs-wooden posts to be replaced **Parish Clerk**

9 Councillor’s items-information only

9.1 Thank you –Cllr Higgs

To the Clerk for her work and effort Mrs Jones puts in-noted and agreed by Cllr Robinson.

Can the Parish Council confirm why the Clerks wages is not recorded on the agenda or minutes. This is a confidential matter between employer and employee only, but the total is included in the final audit. **This was noted**

9.2 Christmas Star-Cllr Higgs

Due to the damage to the lights Cllr Higgs would like to inspect them and report back to the Parish Council-**this was noted**

9.3 Mobile phone reception during Badminton Horse Trials-Cllr Musty

The phone reception over the weekend was poor believed to be due to the high volume of usage during this event. Cllr Musty proposed the Parish Council ask Badminton Estate and Orange/EE if there is a solution and how do they cater for mobile usage over the event. This was second by Cllr Hope. Councillors voted went with the majority-**to be actioned-clerk to write to Badminton Horse Trials organisation and Orange mobile phone services**

Parish Clerk

Cllr Robinson

9.4 Shared usage-Cllr Hope

Correspondence received from shared Usage; to consider a mast in the village possibly on the Recreational field. However consideration should be given to other areas such as the Cricket Field (the mast could be hidden by the trees). Cllr Robinson will find out more information and report back to the Parish Council. No decision has been made all this will be subject to the agreement of land, planning and what financial benefit will there be for the village. **This was noted**

9.5 Cemetery Tap – Cllr Hope

The tap had been leaking, plumbers have repaired the leak we are just waiting the invoice-**this was noted**

9.6 Walk around the Parish – Cllr Hope

This will take place on 24th May 2016 at 6pm talks given on the history of the buildings in the Parish.

Cllr Robinson asked the Parish Council to consider move forward to discuss item 19 All in favour

19 SOS update-Cllr Musty, Cllr Hope and Cllr Wareham-Mr A Hemingway

Alan Hemingway presented the current position as follows-

- The last 72 hours the committees offer was been accepted by the shop owner
- Pledges are now £138k, slightly under the target
- Active plan to ensure the shop will open on Saturday 25th June
- Within the next two weeks prepare the prospective and hand deliver them
- 220 people made pledges
- Invite parishioners to send in their money
- Staffing of the shop with be some paid staff and volunteers
- Discussions with existing staff to take place
- Different stock on the shelves

- To consider offering wider facilities for example parcel collection etc
- Future
- Coordinate volunteers
 - Train volunteers
 - Consider opening earlier/closing later

Cllr Robinson, thanked Alan and team for all their hard work; achieving a lot in a short period of time. Mr Hemingway thanked the Parish Council and highlighted there are some very clever people in the village willing to get involved with this project. Mr Hemingway left the meeting

10 District Councillors report information only – Cllr Hope

SOUTH GLOUCESTERSHIRE COUNCILLOR’S REPORT

Superfast Broadband –has been brought to most of the village, however this has not been without the new challenge of capacity and the ongoing problem of reaching all those living and working in some of the rural areas,. Apparently those that ask shall receive – according to Ed Vaizey MP!!

Planning Policy Development – Local Green Space- Many people responded to the Call for Sites and the Policy Sites and Places document, it is understood the latter is going to Committee in June with further consultation in the summer. However Cllr Hope circulated a press release regarding the status of the Policy Sites & Places documents, this will be consulted on along with the Joint Strategic Plan is in the autumn

Buses – there has been consultation on the local Bus Service, but to date no news. The funding for a Health Transport Plan seems to have been diverted to access to health facilities. Cllr Hope was very disappointed to learn that halfway through the project they hadn’t even discussed needs and challenges with local councillors and local providers such as HVT. This was to be remedied, but still awaiting further information.

Cllr Hope understands the 20mpn is being referred to the legal department for further formal consultation.

The new Council years sees many changes; the reduction of Committee, No Area Forums, reorganised Safer Stronger Groups and threats to Youth and Library Services set against a reduction in the Green Bin Charge, as well as Devolution to the West of England area and the possibility of a metro mayor for the wider area. Briefings are being held on what is involved.

Cllr Hope followed up the lack of full plans on an application sent to the parish for consultation, Apologies have been received that they were not all registered and assurances have been received that all plans should be checked and received before consultation..

Queens’ Birthday party on 12th June in the Rec.

11 11.1 To Note Planning Decisions

PK16/0333/TCA	Beaufort Cottage	Works to fell 1no.	No Objection
----------------------	------------------	--------------------	---------------------

	High Street Hawkesbury Upton	eucalyptus situated within a conservation area	
PK16/0423/LB	Pool Farmhouse High Street Hawkesbury Upton	Installation and replacement of 5no. external windows and 3no. external doors	Approve with conditions

12 Finance

12.1 Bank Reconciliation as of 30th April 2016.

Resolved Cllr Higgs checked the bank reconciliation and signed accordingly. No comments made.

12.2 Payments approved for payment

A	Clerks expenses – March figure not advertised on the agenda 4/4/16	£53.23
B	CRK Garden Manicures Grass Cutting-payment approved but not advertised on the agenda 4/4/16	£81.77
C	Parish Clerks Expenses April	£46.02
D	Room Hire – Methodist Hall 4 th April 2016 – <i>invoice not received in time for the meeting</i>	£
E	Newsquest Annual Assembly advert	£96.00
F	CRK Garden Manicures Grass Cutting-19/4/16	£81.77

Parish
Clerk

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

13 Glebe Land update – Cllr Musty

No further update at the present time-Cllr Wareham was given a short resume regarding Glebe Land.

- Location of the deeds – Parish Councils minuted the deeds are held at the bank-full investigation shows no record of receipt at branch
- Parish Council's interest - Holding trustees,
- Hall committee – Manage the Trust
- Danny Blakeney – Chair of the Parish Council at the time has offered to sign a declaration regarding the purchase of Glebe Land.

Way forward

- Draw up a draft declaration for this particular document
- South Gloucestershire Legal department review the paperwork ensure key points detailed
- Mr D Blakeney to sign the declaration
- Parish Clerk to hold the file

Cllr
Robinson

This was noted

14 Approval of the Annual Audit by Council

- **Section 1 Annual governance statement 2015/16-to be signed by the Chair and Clerk**
- **Section 2 Accountant Statements 2015/16-to be signed by Financial Officer and Chair**

The internal auditor has not completed the review by close of business today. Approval of Audit to take place on 6th June 2016. Clerk to ensure accounts reach Grant Thornton by 10th June 2016-**This was noted**

15 Insurance Renewal June 2016

Clerk updated the Parish Council new policy documents have been emailed-payment will be considered on 6th June 2016. **This was noted**

16 Parish Clerks Contract-Cllr Robinson

- **Contract and hours update.** *Increase in the Clerks hours to be approved-from 39 hours per month to 45. The Clerk has not received an increase in the hourly rate; this will be considered when setting 2017/18 precept. **Resolved by the Parish Council approval of the additional hours to commence from 1st April 2016.** Clerk has signed a new contract to take the additional hours into consideration.*
- **Letter to Bank to amend the standing order for the clerks wages-Resolved by Cllr Robinson and Cllr Hope signing the letter of authorisation amending the standing order to take effect from 15/6/16. In the meantime a cheque will be issued for April and May for the additional hours, Clerk to hand in the letter to the bank**
- **Cilca Update-***The Clerk passed 23 of the 25 modules for Cilca and requested approval of £60 to cover the costs to retake the outstanding modules which must be completed within 6months - All in favour-well done great achievement*

17 Dog Poo – to discuss ways to help reduce the amount of dog poo in the Parish on pavements/paths

- **Councillors to consider an additional bin**
- **Posters to be designed by children and placed around the village**

This item frequently appears on the agenda and once again discussed in full. The Cricket Club has highlighted issues regarding the dog mess left behind on their fields; also, another concern is the footpath by the Beaufort Pub.

It was **resolved by the PC approving a letter to be sent to the Cricket club to request the following:**

- **To erect a bin on their land at no cost**
- **For a trial period of 3 months to monitor the situation**
- **Arrange for the bin to be emptied on a regular basis-(Cllr Higgs)**

Clerk to speak to Mr Riddington Acting Head of Hawkesbury Primary School and Louise Roberts Hawkesbury Guides to see if they would like to help with making posters to be distributed around the village to reduce the amount of dog mess left.

Parish Clerk

18 Website update – to approve the wording for each Councillor prior to it going live

on the website

It was agreed for the wording to be emailed to all Councillors, prior to copying in Mr Creeper for the website. Photos to follow speak to Cllr Ruthven. **Parish Clerk**

**19 SOS update-Cllr Musty, Cllr Hope and Cllr Wareham
Resolved see page 859**

20 Housing Needs Survey – Councillors to discuss the confidential draft copy of the report. *Please note all public and press will be excluded from this part of the meeting under the Parish Councils “Standing Orders”.*
The documentation had not been completed by SGC in time for the meeting. It has been confirmed the draft copy will be available by the end of the week. Meeting to take place on 16th May 2016. **This was noted** **Parish Clerk**

21 Consultation: Replacement of community grants with Member Awarding Funding.
It was agreed by the Parish Council to review this consultation at the next Parish Council meeting on Monday 6th June 2016. **This was noted**

22 Consultation – Substance Misuse Services Re-commissioning 2017
It was agreed by the Parish Council to review this consultation at the next Parish Council meeting on Monday 6th June 2016. **This was noted**

23 Date of the next Parish Council meeting will be held on Monday 6th June 2016 in the upstairs Meeting Room of the Village Hall, High Street, Hawkesbury Upton at 7.30pm

Minutes Approved as a true record
6th June 2016