

# Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council's Meeting  
Held on Monday 5<sup>th</sup> November 2018 at 7.30pm  
In the upstairs meeting room, Village Hall, High Street, Hawkesbury Upton**

**Present:**

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

**Apologies**

Cllr Wareham and Cllr Stephens

**Public Participation**

None

Action

- 1 To take apologies for absence**  
Cllr Wareham and Cllr Stephens
- 2 To record declaration of interest from members in any item to be discussed.**  
None
- 3 To adjourn to allow public participation**  
None
- 4 Councillors to approve the following minutes**
  - 1<sup>st</sup> October 2018 – Minor amendments made-appendix to be attached to minutes
  - 15<sup>th</sup> October 2018.

**Resolved by Cllr Harding signing the minutes as a true and accurate record; Clerk to ensure the approved minutes are placed on the website.** Parish Clerk

- 5 Parish Clerk to update the Parish Council on previous action points**
  - 5.1 Footpaths 104 and 103 – The debris has been cleared, the original footpaths should be opened up to use. **This was noted***
  - 5.2 Boundary Fence-allotments-**this remains outstanding***

5.3 *Two electrical poles left in the ditch on Bath Lane belongs to the landowner-**this was noted, no further action***

5.4 *Cricket Club letter regarding broadcasting licence-**remains outstanding***

**6 Councillor's items-information only**

6.1 *Fireworks Saturday 3<sup>rd</sup> November 2018-Cllr Powell*

Brilliant display, Cllr Ruthven fantastic dragon well done to everyone's for the effort they put in.

6.2 *Speeding Traffic – Cllr Hope*

Cars mounting the pavements to pass cars, children walking to school, should the Parish Council consider additional roundels. **Agenda item for December**

6.3 *Car parking Back Street/Park Street – Cllr Hope*

Building work on Back Street there are parking issues, drivers please be more careful and considerate when parking.

6.4 *Cricket Club-Cllr Harding*

The Cricket Club are considering security lighting on the pavilion, a planning application may be put in, in due course-**this was noted**. Further vandalism occurred over the weekend.

**7 District Councillors report information only – Cllr Hope**  
**Changes to Planning Decision Making Process**

This has been agreed by SGC Council, despite many people not understanding what it was that was being agreed. The Town & Parish Council Forum has had two presentations, and the Councillors have recently had a briefing on the new system that came into place on the 1<sup>st</sup> November. The two DC Committees have been abolished to be replaced by a Spatial Planning Committee, overarching a Development Management and Strategic Planning Committee, together with two Sites Committees.

**The Strategic Planning Committee** will meet as and when at Kingswood CC, and consider major applications (i.e. Strategic Development and Enterprise Areas; applications for consideration of over 250 houses; 10 hectares of employment land; Gypsy Traveller sites of more than 10 pitches and more including applications delegated by the Director).

**The Development Management Committee** will meet monthly and consider applications referred, correctly, from the Circulated Schedule and those delegated by the Director.

**Sites Committee** – only applications which have been referred to by the Committee. No third party or applicant allowed to speak at sites. Parish Councils can point out areas, Local members can speak. All can speak before committee meeting.

Types of application which will **ALWAYS be delegated**:

- Prior approved applications i.e. Reserved Matters
- Certificate of Lawfulness

- Non-material amendments
- Discharge of Planning Conditions
- Applications where PDRS have been removed.
- Footpath stopping up or diversion applications required to implement an approved scheme.

**Applications appearing on the Circulated Schedule will include:**

- 3 or more representations received opposite officer recommendation
- The Parish Council by making representation through the system
- The Local Member.

**Applications from the Circulated Schedule to Committee**

Three Local Members (councillors) (two not in the same ward) including the written agreement of the spokesperson.

**Other Planning Matters** – The Joint Strategic Transport Plan is to be shortly published for further consultation together with the Joint Strategic Plan, which has received several challenges. All this means delays in the production of the Local Plan – it is highly likely that this will not appear before the elections next May. As we are all aware the Council is in the difficult position of not having a 5-year land supply, therefore open to many challenges.

**Broadband Roll out** – the recent announcement from SGC regarding rollout of Superfast Broadband is very disappointing for all concerned, especially when it would appear that the infrastructure is almost in place. This announcement came late in the day and together with others, we are challenging this decision

**The Scrutiny Commission** has referred Task and Finish reports to the Cabinet – these include, Transit Sites for Gypsy/Travellers; Educational Attainment, as well as a report in Social Service response times.

**Community Engagement Forum CEF**

CLlr Hope attended this event, along with our Neighbourhood Watch officer. The policing boundaries are being reviewed; Hawkesbury Parish will be included in the Sodbury and Wickwar Beat Area; PC Ken Hill will be the beat officer, ably supported by PCSO Sian Rollins. Beat surgeries have been organised for Wickwar and CLlr Hope has asked for one – if required – in Hawkesbury. Next one Wickwar 12<sup>th</sup> December. CLlr Hope asked for information to be shared with the wider community. Lots of discussion on the ever-increasing traffic problems in the Charfield area as a result of the increasing in housing, and how these might be approached. Trying to find a venue for the next CEF meeting in Hawkesbury Upton.

**COTSWOLDS AONB/NATIONAL PARK**

The Glover review of National Parks and Areas of Outstanding Natural Beauty (AONBs) has called for evidence. Submissions are invited from individuals and organisations by the 18<sup>th</sup> December 2018 and the link to the related on line survey can be found here: <https://consult.defra.gov.uk/land-use/landscapes-review-call-for-evidence/>

**MENTAL HEALTH:**

Pleased to hear that Hawkesbury Primary School is signed up to improving Mental

Health and Wellbeing. November highlights men’s mental health and several promotional events have been planned throughout the area.

Defibrillator on the Commons – has been raised with Cllr Hope

Further discussion by councillors on trains, transport and roads-agenda **item for December.**

**8 Adopted phone box on Inglestone Common update-Cllr Stephens**

- **Light bulb**-Cllr Harding repaired the bulb, but it’s not working again. Cllr Harding will take another look and report back to Councillors
- **Restoration/repairs**-As the work is being carried out by volunteers it was agreed not to chase them at this moment in time. **This was noted**

**9 Trees situated on the righthand side of the road from Sandpits Lane/Highfields Lane-Cllr Higgs**

The trees have grown up in between the wires-English Rural residents to maintain the trees, Cllr Hope to email our concerns regarding the trees and await their comments. If not satisfactory consider asking a tree surgeon to check and report back to the Parish Council. This was noted

**Cllr Hope**

**10 Gateway Project update-Cllr Hope**

Two routes have been put forward and a meeting has taken place with the walking group. Positive moves although rather slowly. **This was noted**

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

<b>PK18/4661/F</b>	23 Sandpits Lane Hawkesbury Upton	Erection of rear conservatory	<b>To take into consideration neighbours’ comments-no objection to the planning application</b>
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**11.2 Note new Planning Decisions made by South Gloucestershire Council – full details of their decision can be found on SGC’s website-information only**

<b>PK18/2929/F</b>	Wood Cottage Chase Lane Ingestone Common	Erection of single storey rear extension to form garden room	<b>Approve with conditions</b>
<b>PK18/4234/TCA</b>	Hillbert The Plain Hawkesbury Upton	Works to fell 2 no. Ash trees situated within the Hawkesbury Upton Conservation Area	<b>No Objection</b>

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**12 Finance**

**12.1 Bank Reconciliation as of 30<sup>th</sup> September 2018 to be checked and approved by Councillors. Cllr Higgs checked 30<sup>th</sup> September 2018 – no comments made**

**12.2 Payments to be agreed and cheques signed in accordance with the bank mandate-**Payments approved for payment-Resolved-proposed by Cllr Higgs second by Cllr Turner.

<b>A</b>	Parish Clerks Expenses-October	<b>£ 35.80</b>
<b>B</b>	The Royal British Legion Poppy Appeal	<b>£ 35.00</b>
<b>C</b>	Parish Clerks Wages – October – agenda item for 15 <sup>th</sup> October but no signatories at the meeting	<b>£720.23</b>
<b>D</b>	e-mango-Annual Service charge	<b>£460.80</b>

**Parish Clerk**

**12.3 Up to date expenditure as of 30<sup>th</sup> September 2018**

Expenditure to be emailed to Councillors before the next meeting

**13 Cemetery extension update-Cllr Harding**

No update at this moment in time, Cllr Harding is still waiting to arrange a meeting with Badminton Estate to discuss how much land do may consider selling and where the land is situated. Cllr Harding will update councillors at the next meeting

**Cllr Harding**

Damage to the cemetery wall from the tenant’s cattle, email received from Badminton Estate asking for a contribution from the Parish Council and to liaise with the Graziers, Councillors agreed to only discuss this with Badminton Estate and not the 3<sup>rd</sup> party. Cllr Harding will discuss the situation with Badminton Estate when he discusses the above. **This was noted**

**Cllr Harding**

**14 Record any Data Breaches from 15/10/18-5/11/18**

No Breaches to be recorded-**this was noted. Cllr Turner and Cllr Ruthven parish council email addresses remain outstanding-Councillors to ensure this is completed by the next meeting.**

**Cllr Ruthven and Cllr Turner**

**15 Christmas Tree – Councillors to discuss the following**

Councillors discussed the following;

- Donation of Christmas tree, Cllr Harding to discuss the size of the tree with Badminton Estate
- Purchase of additional lights-Cllr Musty
- Consider purchasing Bamboo cups depending on costs, advertise “bring your own cups” in the Parish News-Parish Clerk
- Choir attendance-Cllr Hope
- Provide sound system-Parish Clerk
- Hall lights – Parish Clerk
- Steel Structure-Cllr Higgs apologised for the new structure not being in place in time for this year’s event.
- The date set to erect the tree has been moved to

**Parish Clerk**

Sunday 9<sup>th</sup> December at 10am.

- Loader or cage to be organised to help with the erection of the tree-Parish Clerk
- Cones and signs are being organised

Agenda item for December for final arrangements. **This was noted**

**16 Allotments to consider a sub-committee to discuss the following – Cllr Higgs**

- **Conditions of allotments** – The righthand side of the allotments require tidying up
- **Trees and bushes** – Bushes and trees overgrown
- **Sheds**-one shed is on an angle of 45 degrees

This was discussed in full and it was agreed for the allotments to be reviewed in the spring by a sub-committee. A photograph of the allotments from the air (if possible) is required, Cllr Musty to take this forward. Cllr Hope and Cllr Higgs to inspect the allotments and report back to the Parish Council

**Cllr Musty,  
Cllr Higgs  
and Cllr  
Hope**

**17 Walking of Footpaths update-Cllr Higgs**

Due to personal commitments can this be put on hold-There are 73 footpaths, which we need to prioritise the paths and involve various groups for example, walking groups, councillors to walk footpaths local to them use various technology GPS, STRAVA-future agenda item for the new year. This was noted

**18 CLT update**

**The Steering group are working hard and focusing on the following;**

- **Website is going ahead and the purchase of a domain.**
- **Logo being designed**
- **Grant funding being investigated**
- **Budget forecast is being produced to put to the Parish Council for additional funding**

**Further update in due course**

**19 Remembrance Sunday 11<sup>th</sup> November 2018 reminder**

Weeds have been cleared and the area cleaned, thank you to Cllr Turner. Cones and signs have arrived, Councillor's to assist with the closure of the road during the service on Sunday. **This was noted**

**20 Memorial Bench donated to the Parish update**

The memorial bench has been put in place and the Parish Council would like to thank the family for their donation. The family have agreed for their names and photo of the bench to be placed on the Parish Council website and in the next edition of the Parish News. The photo of the bench was shown to Councillors.

**21 Additional bench to mark the end of WW1 (100years) – Councillors to discuss the purchase of an additional bench to be placed on the Plain**

- It was agreed that an additional bench was not required.
- To plant a tree to symbolise the 100yrs
- Physical monument-look at options, a plaque to be placed on the metal gate

Agenda item for next month, to discuss all the options, to be actioned

**Parish  
Clerk**

**22 Land opposite the Somerset Monument update-Licence.**

Contact has been made with South Gloucestershire Council regarding the mandate, they have requested additional information regarding the trees the Parish Council will to remove. The Clerk emailed the plans and are now waiting for their response. The Clerk explained to councillors the original planning application has expired and request from Councillors agreement for a new application to be completed and sent to SGC-All in favour.

**Parish  
Clerk**

Discussions took place regarding contractors to carry out the scrub clearance. Further discussions once the licence and planing application has been approved. This was noted

**23 The Pond Clearing – Cllr Hope**

This is in hand although no date has been given to start the clearance. This was noted

**24 Council Budget and Savings Programme for 2019-2020 consultation-15<sup>th</sup> October – 31<sup>st</sup> December 2018. All Councillors – Please ensure you read thee consultation details prior to the meeting.**

Due to the time, it was agreed to move this item to 3<sup>rd</sup> December full council meeting. All Councillors to read the details before the meeting. This was noted

**25 CPRE Avonside Branch AGM 24<sup>th</sup> November 2018, at Cossham Hall, Chapel Street, Thornbury 11am.**

If a councillor wishes to attend to let the Clerk know to register their interest.

**26 Community Library - Cllr Hope**

The library continues to be sucessful and doing well and signing up new members. To share good practice a service level agreement as a provider – volunteers to sign. A question was put to Councillors “do the Parish Council want to sign it?” This may include GDPR monitoring – working in partnership.

They are reducing their hours slightly to fit in with the school finishing times.

Clerk-Donation of Large print books will be delivered later this week for the library-Cllr Hope explained these are not required due to the lack of storage. Clerk to advise they are no longer required to enable them to be offered to another community library. **This was noted**

**27 Garden Club offer to purchase a bench for the cemetery-Councillors to discuss the offer and memorial benches.**

This was discussed in full and thanked the Garden Club for their offer. Further information required;

- Which bench are they looking at replacing?
- Future maintenance cost concerns
- Bench to be considered to be placed opposite the Somerset Monument

Clerk to speak to The Garden club and report back to the Parish Council at the next meeting.

**28 Budget and Precept for 2019/20 -Councillors to discuss preparation of setting both the budget and precept at the December or/January meeting**

Due to the time, it was agreed to move this item to the December meeting. **This was**

**noted**

- 29 France Lane Hawkesbury Upton temporary road closure-information only**  
Details have been placed on the notice boards and website. It will be potentially closed for one day; this date has not been confirmed. This was noted
- 30 Date of the next Parish Council meeting will be held on Monday 3<sup>rd</sup> December 2018 in the Upstairs meeting room, Hawkesbury Village Hall, High Street, Hawkesbury Upton at 7.30pm**