

# Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council's Meeting**  
**Held on Monday 2<sup>nd</sup> July 2018 at 7.30pm**  
**In the upstairs meeting room, Village Hall, High Street, Hawkesbury Upton**

## **Present:**

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

## **Apologies**

Cllr Stephens and Cllr Musty

## **Public Participation**

4 Parishioners

### **1 To take apologies for absence**

Cllr Stephens and Cllr Musty

Action

### **2 Co-option of a Parish Councillor followed by the signing of the Declaration of Acceptance**

Mr Turner gave a short presentation as to why he applied for the councillor's vacancy. This was followed by the approval of the Co-option of Mr Turner to the Parish Council; Cllr Turner signed the declaration of acceptance and Members Register of Interest. **Resolved**

### **3 To record declaration of interest from members in any item to be discussed.**

Cllr Hope item 11.3 Planning application "The Walled Garden".

### **4 To adjourn to allow public participation**

A request was made to the Chair of the Parish Council - Cllr Harding to attend the development control committee meeting for The Walled Garden on Friday 13<sup>th</sup> July at 10am; as a representative of the PC to show their continued support for this application. Cllr Harding agreed to attend the meeting.

Following the PC's questionnaire in 2017, a representative from the small steering group which have been looking into Community Land Trust and Neighbourhood Development Plans attended the meeting. Due to the lack of interest; the group merit's a progression towards a CLT, however, funding will be required to register with the "Joint CLT Network" of £50 for the first year. In the future a grant can then be applied for, to continue setting up a CLT.

In addition, funding will be required to help generate interest from the parish, publicise the groups aims. The Parish Magazine can be used to explain this however, this does not reach everyone, therefore a leaflet drop, posters and signs will be required to be printed.

The Clerk is calling a planning meeting for the 16<sup>th</sup> July, it was agreed to make a decision to offer support with funding at this meeting. The Clerk asked if the group could provide a breakdown of the costs prior to the meeting.

It was agreed the Parish Council will continue to support the group and representatives from the PC will be involved.

*Cllr Harding thanked everyone for their comments, the parishioners left the meeting*

**5 Councillors to approve the following minutes**

- 4<sup>th</sup> and 11<sup>th</sup> June 2018

Minor amendments made to the minutes of 4<sup>th</sup> June; **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**

**6 Parish Clerk to update the Parish Council on previous action points**

*6.1 Footpaths 104 and 103 – investigation on who are responsible for these paths-The work carried out by WPD has now been completed, Cllr Higgs will check the area and report back to the Parish Council. Agenda item for 16<sup>th</sup> July 2018*

**Cllr Higgs**

*6.2 Boundary Fence-allotments-this remains outstanding*

**Parish Clerk**

*6.3 Letters to a few allotment holders regarding the condition of their plots – remains outstanding*

*6.4 Clematis pruning- remains outstanding alleyway LHA/104/20 Sandpits lane to Highfields – now in flower remains outstanding*

*6.5 Public Footpath from Park Street to the A46 is overgrown, Streetcare advised.*

*6.6 Branches from the trees situated outside the English Rural properties are very close to the wires-Clerk has emailed SGC*

*6.7 Tree growing next to the bus shelter is damaging the structure, no response from SGC Streetcare, Clerk to email SGC again.*

**Parish Clerk**

*6.8 Donation to Hawkesbury at Play have signed the" terms of donation" letter and is now held by the Clerk*

6.9 Clerk has banked £151 from the community library to be held by the Parish Council for hall hire costs. **This was noted**

## 7 Councillor's items-information only

### 7.1 Cllr Hope-wattage outage Tuesday 26<sup>th</sup> June 18.

The Hall experienced problems with their electrical lock system and are in contact with WPD, the shop and Back Street also had problems. Although some issues with electrical equipment may not come to light until later, parishioners can refer to WPD for guidance. **This was noted.**

### 7.2 Recent dry weather-the Commons are concerned if a fire broke out-Cllr Hope

Long grass on the Commons is due to no cattle roaming this year, if this caught fire the residents are concerned it could spread, damaging not only the commons but Lower Woods. The fire brigade mentioned it is the land owners responsibility - Badminton Estate. Signs should be erected *Risk of Fire*

### 7.3 Christmas tree – Cllr Higgs

This item relates to agenda item 15-Cllr Higgs had a mechanism to councillors which will support future Christmas trees. A new hole will need to be dug close to the electrics and the existing hole filled in. Cement will be necessary to seal the new pole, the go ahead was given by Councillors: Cllr Higgs will carry out the work-all in favour. A Thank you to Cllr Higgs for sorting this out.

### 7.4 Park Street development Cllr Wareham

The objectors judicial group sought professional advice regarding an action letter, they had been advised this was a sensible thing to do. Having referred to SGC to check if they were within the timescales to send their letter, SGC explained they were a way off finalising the 106. However, 24-36 hours later this was completed, well before expectations following their conversation. The action group letter albeit late was sent. SGC had not helped the situation. **This was noted**

### 7.5 Planning Application France Lane, near Hawkesbury Grange- Cllr Turner

The planning officer works two days a week, there will be a site committee meeting on 10<sup>th</sup> August. **This was noted**

### 7.6 Pot holes Chase Lane-Cllr Harding

There are a dozen pot holes along Chase Lane (SGC area) from Orange End to the next cattle grid, two parishioners have contacted Cllr Harding as their cars have been damaged. Clerk to email Streetcare

**Parish Clerk**

## 8 District Councillors report information only – Cllr Hope

Drastic changes regarding planning decision making were put forward by the SGC Conservative administration. These involved putting limits on Town, Parish Council and public involvement at site meetings; reducing the number of Development Control Committees and reorganising the governance structure of planning. There was no consultation with the Lib Dems or Labour groups on the Council; the changes were removed from the Cabinet Agenda and after some amendments were going to the Cabinet with reference to the Council.

Cllr Hope is not sure how many responded to the latest Local Plan on –line consultation? Cllr Hope found it clunky and misleading and as a result had a meeting

with lead officers regarding the un-friendly consultation; for instance, even if 10 houses are built in the village, these will not count towards the housing strategic figure for South Gloucestershire Council; this item was tucked away in the text. Let us hope that future consultations will be easier to read and respond to.

Badminton Estate held an open meeting in Acton Turville to discuss quite extensive development proposals on their land at Acton Turville. The village is not one of those mentioned in the 35 areas for further growth in the recent Local Plan proposals. An update on the progress on the local Plan has been published, with a new assessment of the sustainability of areas to be published in the future, as well as further work on the Local Green Spaces Designation.

Further cuts to budgets anticipated however the Council has a spend to save policy, but these areas yet to be identified.

Mixed news on Health - SGC has agreed to take the lead on procuring two new buildings to be used as care homes/rehabilitation units at Thornbury and Frenchay; These will not be hospitals but care units; the number of beds is limited which as shame as it is known there is 300 bed shortage in the area.

The Yate Minor Injuries Unit is getting well known, with over half the people attending coming from all over South Gloucestershire. As a response to greater use and local lobbying, extra triage services are now available. The Unit is for those with Injuries, but it is hoped that more Urgent Care services are made available at this site.

The Minutes of the last CEF have been published. Cllr Hope raised Parking in Park Street and the blocking of drives; not happy about the response, however I have put something in the recent Parish Mag about parking.

Query as to the Parish Council responding to the Gypsy Traveller survey.

Local Beat officers have been active with Speed Watching – training available  
For those interested in having a play street – able to apply on line top SGC

Privilege to attend the Award of the Queens Award To Volunteers to the Cotswolds Wardens on their 50<sup>th</sup> Anniversary – very well deserved.

If there are any local groups or local organisations who are looking for a grant; please contact Cllr Hope in the first instance to discuss the Member Awarded Funding.

Discussions with representatives from Tormarton Parish Council have taken place regarding a Park and Share site at Tormarton; after 2 positive feasibility studies it is suspected that a commercial enterprise would be the only way to secure a Park and Share on the M4/j18/A46 junction.

Cllr Hope have notified the parish council regarding the JR on the Gypsy/Traveller site at Norley Lane.

## **9 Adopted phone box on Inglestone Common update-Cllr Stephens**

Cllr Stephens was not at the meeting-clerk provided Councillors with an update

- The internal light is not working -the clerk has requested more information, is the bulb is not working or have BT disconnected the electrical supply. Further update at the next Parish Council meeting
- The restoration work has not started, Cllr Stephens will update the Clerk when the volunteers start the work. **This was noted**

**10 Gateway Project update-Cllr Hope**

Cllr Hope will be meeting with the walking group next week to discuss details, no update on the noticeboard at this moment in time. **This was noted**

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

PK18/2877/F	Upton Magna 48 France Lane Hawkesbury Upton	Demolition of existing conservatory. Erection of single storey rear extension and single storey front extensions to form additional living accommodation and bike store. Construction of raised terrace	<b>See below</b>
<p><b>Support</b></p> <p>The Parish Council approves the planning application but asks that planners take into consideration the following;</p> <ul style="list-style-type: none"> <li>• Impact of the extension to the neighbouring properties</li> <li>• The neighbour’s concerns/comments</li> <li>• Clarification that the extension is not beyond the development building line</li> <li>• If approved, there is sufficient parking for 2 cars, to ensure no off street parking is required on France Lane</li> </ul>			

**11.2 To Note Planning Decisions-information only**

PK18/2027/TCA	Hawkesbury Farms Hawkesbury Upton	Works to fell 6no. Ash, 2no. Sycamore and 2no. Beech Trees as detailed in submitted survey schedule. All situated in the Hawkesbury Upton Conservation	<b>No Objection</b>
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**11.3 The Walled Garden planning application PK18/1461/F resubmission of PK17/1853/F**

This has already been discussed under agenda item 4 Public Participation page 1109.

**This was noted**

**12 Finance**

**12.1 Bank Reconciliation as of 31<sup>st</sup> May and 30<sup>th</sup> June 2018 to be checked and approved by Councillors.** Bank statement not arrived in time for 30<sup>th</sup> June 2018, agenda item for 16<sup>th</sup> July. **Cllr Higgs checked 31<sup>st</sup> May – 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 Wareham.**

<b>A</b>	Parish Clerks Wages-June	<b>£678.80</b>
<b>B</b>	Parish Clerks Expenses-June	<b>£ 37.92</b>
<b>C</b>	Hospital Hall-Hawkesbury at Play donation – agreed on 11 <sup>th</sup> June 2018 but figure not advertised. Terms and conditions of donation has been signed by a representative of the sub-committee.	<b>£2500.00</b>
<b>D</b>	S Green – Cemetery wall 2 separate sections of the wall repaired	<b>£320.00</b>
<b>E</b>	Localism service charges for grass cutting, this covers the period of April, May and June 2018	<b>£ 183.10</b>
<b>F</b>	Simon Harris Cemetery grass cutting-item not on the agenda – approved payment at the meeting	<b>£170.00</b>
<b>G</b>	HMRC-Clerks tax item not on the agenda – approved payment at the meeting	<b>£ 63.40</b>

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

Due to the statements not arriving in time, agenda item for 16<sup>th</sup> July 2018

**13 Cemetery – Update**

- **Wall repairs-update-Resolved** The repairs have been carried out
- **Cemetery extension Councillors to agree a way forward, plan of action**  
The Parish Council has ear marked monies over a number of years to purchase additional land, due to the lack availability for future plots. Reserving plots remain on hold as a result of this.

It was felt next year the external auditor will want to know our plan of action; therefore, to enable an audit trail to be shown, a small working group was set up. Cllr Hope, Cllr Harding, a member of the Historical group Cllr Turner and Cllr Powell.

Discussions regarding the boundary of a new piece of land; from dry stone walling, hedges/trees costs, if any drainage precautions will be required with any land in question and talks re car park.

The working group will report back to the Parish Council in September with an update

**14 Councillors to adopt the new policies to ensure the Parish Council conforms with GDPR.**

- Subject Access Request-Adopted by Councillors
- Records retention Policy-Adopted by Councillors
- Security Compliance Checklist-6 completed
- Data requirements list-adopted by Councillors
- Data Protection Policy-Adopted by Councillors
- Data Breach Policy-Adopted by Councillors
- Note any Data Breaches for June-No breaches for June

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

- **Create a bigger hole for the Christmas tree**-this item has already been discussed see item 7.3 page 1111
- **Christmas light** – star – second set of lights for the metal star will be required, Cllr Higgs will investigate and report back to the Parish Council in September.
- **Storage of Christmas decorations and cones**-there is a big bag of baubles and three storage boxes – Cllr Higgs will store them for the time being-**this was noted**

Cllr Higgs

**16 Allotments maintenance – Parish Clerk**

- **Plot numbers**-the clerk would like to put to the PC that each plot has their numbers on/near the plot to make it easier to identify individual plots.

This item was discussed in full and it was agreed that a new map should be drawn up over the summer and report back to the Parish Council in the September-**this was noted**

**17 Footpaths**-identify and distribute the footpaths to Councillors to ensure these are walked.

There are at least 70 public footpaths in Hawkesbury Parish; councillors could involve other groups to walk these paths including the walking group. Footpaths to be walked and comments noted for our records. Agenda item for September.

Cllr Higgs  
and Cllr  
Ruthven

**18 Financial Regulations-to be adopted by the Parish Council**

**Resolved - Councillors adopted the updated Financial Regulations**, copy to be put on the website

Parish  
Clerk

**19 Skate Park and Rospa reports refer to hall committee for actions**

Cllr Higgs will be attending the Hall Committee meeting next week and will highlight a few of the items noted in the report to ensure they will act on the report highlighting a few issues. **This was noted**

Cllr Higgs

**20 Memorial Bench – Councillors to approve the following**

- **Memorial Bench being erected**-Councillors approved the bench being erected
  - **The exact position of the bench**-the new bench to replace the existing bench on the Plain
  - **Fixing of the new bench**-to be bolted down
  - **Conditions if required**-Good quality wood similar to the existing bench
- Clerk will ensure the details are passed on and will keep the Parish Council update.

**21 Temporary Road Closure Sunday 5<sup>th</sup> August 2018 from 8-10.30 Hawkesbury Hill Hawkesbury Upton – from its junction with Church Lane to the southern point of the triangle on Hawkesbury Hill**  
**No Objection**

**22 Staffing – Parish Clerk – update from 19<sup>th</sup> June 2018 meeting**

- **Pension**-Clerk do not wish at this moment to proceed with a pension
- **Appraisal**-discussed and completed with the clerk and signed by Cllr Harding
- **Wages/hours**-Councillors agree to increase the Clerks hours from 12 to 13 for 6 months, then review the situation. Need to clarify when this commences

No comment regarding wages

**23 Consultation – proposed changes to healthy lifestyle and wellbeing services in South Gloucestershire – Closing date 15<sup>th</sup> July 2018**  
 It was felt the documentation was preaching to readers and the tone was wrong, everyone should be working together. No comment from the Parish Council. **This was noted**

**24 Hawkesbury United Charity**

- New Mandate to be completed
- Register with HMRC

Cllr Hope and Clerk to review the mandate details outside the meeting-**this was noted**

**25 Date of the next Parish Council meeting will be held on Monday 3<sup>rd</sup> September 2018 in the Upstairs meeting room, Hawkesbury Village Hall, High Street, Hawkesbury Upton at 7.30pm**

*Please note there will be no meeting in August unless planning applications are received or urgent matters need actioning*