

Hawkesbury Parish Council



Notice is hereby given that the Meeting of

Hawkesbury Parish Council

will take place on Monday 5th February 2018 at 7:30pm in the upstairs meeting room, Hawkesbury Parish Hall, High Street, Hawkesbury Upton

You are hereby summoned to attend

To optimise the meeting time Councillors are requested to read the Agenda and Minutes IN ADVANCE and to contact the Parish Clerk with any requests for clarification or further information.

Members of the Public and Press are welcome to attend

Present

- 1 **To take apologies for absence**
- 2 **To record declaration of interest from members in any item to be discussed**
- 3 **To adjourn to allow Public Participation**
- 4 **Councillors to approve the following minutes**
 - **8th & 15th January 2018**
- 5 **Parish Clerk to update the Parish Council on previous actions**
- 6 **Councillor's items-information only**
- 7 **District Councillors report information only – Cllr Hope**
- 8 **Cemetery maintenance “Yew trees” spring 2018 – update-**
 - **TPO Planning application**
- 9 **Adopted phone box on Inglestone Common update – Cllr Stephens**
- 10 **Electrical work – New Development next to the Allotments update-Cllr**

Parish Clerk - Mrs Hazel Jones 2, Fox Close, Hawkesbury Upton, Badminton, South Gloucestershire, GL9 1EQ
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Higgs

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

PK18/0282/TC A	Well Cottage Back Street Hawkesbury Upton	Works to crown reduce by 1.5 metres to create cable clearance for 1no Yew tree situated within the Hawkesbury Upton conservation area
PK18/0329/F	The Shire Back Street Hawkesbury Upton	Erection of single storey rear extension to form additional living accommodation.
PK17/5890/F	Russet Barn Orange End Inglestone Common	Installation of first floor front extension to form canopy and to provide additional living accommodation.

11.2 To Note Planning Decisions – information only

PK17/2722/O	Land South Of Park Street Hawkesbury Upton	Erection for up to 27no. dwellings (Outline) with access and layout to be determined. All other matters reserved.	Refused
PK17/5694/TC A	18 Back Street Hawkesbury Upton	Works to 2no Birch trees to reduce crown to a finished height of 6 metres and radial spread of 4 metres. Crown reduce 2no Sycamore trees to a finished height of 4 metres and radial spread of 2 metres. Trees situated within the Hawkesbury Upton Conservation Area.	No Objection
PK17/5015/F	Southview Back Street Hawkesbury Upton	Erection of a first floor side extension to form additional living accommodation. Erection of side porch	Approve with conditions

12 Finance

12.1 Bank Reconciliation as of 31st January 2018 to be checked and approved by a Councillor

12.2 Payments to be agreed and Cheques signed in accordance with the bank mandate

A	Parish Clerks Wages-January	£ 697.60
B	Parish Clerks Expenses – January	£ TBC
C	Methodist Hall – 8 th January 2018 Parish Council meeting – 3 hours	£ 21.00
D	Data-centa Domain renewal notice 2 years	£
E	Water2business Cemetery	£ 21.02
F	Sprint Print & Design – 550 A4 leaflets (Future development in Hawkesbury)	£145.00

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

13 **Parish Council Laptop-Councillors to discuss the approval of purchasing a new laptop and the necessary programmes. The next step to gift the existing laptop to the library volunteers.**

14 **Adoption of the following policies**

- **Safeguarding Policy**
- **Equalities Policy**

Please may all Councillors read the necessary paperwork prior to the meeting

15 **Renewal of the Localism Contract with South Gloucestershire Council.**
Councillors to discuss if they wish to renew the contract

In addition the Dog Bins have been temporarily removed from the Cricket Field - Councillors to discuss if they wish to consider taking over the cost of emptying one or two bins on a regular basis.

- Weekly £4.81 per bin
- Biweekly £5.22 per bin

16 **Allotments maintenance - Parish Clerk**

- **Plot 1-path to be installed to split the plot**
- **WPD Work**

17 **Community library update - Cllr Hope**

18 **Grant Funding 2017 – Councillors to agree the distribution of £1500 grant funding for the following organisations**

1 st Hawkesbury Upton Guides	Village Hall	Evergreens
Youth Club	1 st Hawkesbury Upton Rainbows	Citizens Advice
Victim Support	Afterschool Club	Hawkesbury Preschool

Drama Group	Brownies	Cotswold Vale Talking Newspaper
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- 19 **Cemetery Grass Cutting tenders – Clerk to open the tenders received at the meeting; Councillors discuss and appoint a contractor for 2018 grass cutting**
- 20 **The Plain and Village Pound - Grass cutting renewal-Please may all Councillors read the specification prior to the meeting**
- 21 **Adoption of the Parish Council’s updated Standing Orders** Please may all Councillors read the necessary paperwork prior to the meeting
- 22 **Parish Council laptop-Councillors to discuss**
- **Replace the laptop cost**
 - **Cleaning of the old laptop**
 - **Transfer of data between laptops**
 - **Microsoft Office – Business with outlook**
 - **Internet security**
- 23 **Annual Assembly preparations**
- **Date**
 - **Speakers**
 - **Venue**
- 24 **Data Protection duties-webinar training with SLCC £30 – Councillors to approve training for the Clerk**
- 25 **2018 Big Spring Clean 17th March 2018-Councillors to discuss how to engage Parishioners to help with this event.**
- 26 **Assley, Hareley, Hawkesbury and Inglestone Commons Management Group-Councillors to appoint a Parish Council representative**
- 27 **Staffing - Parish Clerk – Closed meeting to discuss the following;**
- Pension to be discussed
 - Sickness cover – policy?
 - passwords
- 28 **Date of the next Parish Council meeting will be held on Monday 5th March 2018 in the upstairs meeting room, Hawkesbury Parish Hall, Hawkesbury Upton at 7.30pm**

Signed

Mrs Hazel Jones Hawkesbury Parish Clerk

Date 30th January 2018