

Hawkesbury Parish Council



Notice is hereby given that the Annual General Meeting of
Hawkesbury Parish Council
will take place on Monday 18th May 2015 at 7:30pm
in the Bethesda Chapel, Park 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 are welcome to attend

Present

All Councillors to sign their Declaration of acceptance and complete their Declaration of Interest forms

- 1 To Elect a Chair for the ensuing year and sign the declaration of acceptance**
- 2 To take apologies for absence**
- 3 To Elect a Vice Chair for the ensuing year and to sign the declaration of acceptance**
- 4 To record declaration of interest from members in any item to be discussed**
- 5 To adjourn to allow Public Participation**
- 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
 - Hall Committee-to attend the Hall monthly meetings and report back to the Parish Council
 - Cemetery subcommittee-4 members of the Parish Council
 - Clerks appraisal
 - Responsibility of checking
 1. Monthly finance figures at the meeting
 2. Allotment Contact-annually
 3. Footpaths
 4. Risk Assessment to be completed and reported to the Parish Council
 5. Standing Orders/Financial Regulations-review these documents with the Clerk

4. RISK Assessment to be completed and reported to the Parish Council
5. Standing Orders/Financial Regulations-review these documents with the Clerk
 - CPRE Avonside Village of the Year Competition-to complete the forms
 - Decision to be made on Bank signatories

7 **Introduction of all Councillors**

- 8 **To approve the following minutes**
- 13th and 27th April 2015

9 **Parish Clerk to update the Parish Council on previous actions**

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

11 **District Councillors report information only – Cllr Hope**

12 **12.1 Planning applications to be discussed**

PK15/1585/PNG R	Barn Opposite Post Box Cottage Orange End Inglestone Common	Prior notification of a change of use from Agricultural Building to single residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). (Amendment to previously approved scheme PK14/1829/PNC)
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12.2 To Note Planning Decisions – information only

PK15/0549/F	The Retreat France Lane Hawkesbury Upton	Erection of 1 no. detached dwelling, garage/store with new access and associated works	Approve with conditions
PK15/1024/F	4 Hunters Mead Hawkesbury Upton	Replace existing conservatory roof with a tiled roof.	Approve with conditions
PK15/1158/TCA	Village Hall High Street Hawkesbury Upton	Works to 7no. Lime trees to pollard to previous points and remove epicormic shoots, situated within Hawkesbury Upton Conservation Area	No objection
PK15/0786/PN1	Existing Telecommunications Installation At Starveall Farm Beech Lane Hawkesbury Upton	Prior Notification for intention of replacement of 2 no. antennas, addition of 3 no. 600mm diameter dishes, replace 1 no. equipment cabinet, addition of 1 no. new cabinet and ancillary development.	No Objection

		addition of 1 no. new cabinet and ancillary development.	
PK15/0418/LB	The Stable Yard Stroud Road Hawkesbury Upton	Internal and external alterations to install a metal flue to support the use of a wood burning stove	Approve with conditions
PK14/2823/F	Barn Opposite Post Box Cottage Orange End Inglestone Common	Change of use of land from agricultural to land for the keeping of horses and erection of stables and associated works	Approve with conditions
PK14/3282/F	Land Opposite Post Box Cottage Orange End Inglestone Common	Construction of Manege and associated works	Approve with conditions

13 Finance

13.1 Bank Reconciliation as of 30th April 2015 to be checked and approved by a Councillors

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

A Parish Clerks Wages May by Standing order

B Parish Clerks Expenses-March paid on 13th April 2015 figure not advertised £ 76.25

C Parish Clerks Expenses – April £

D Garden Manicures 6th May 2015-cut £ 81.77

E Room Hire-Methodist Hall 13 & 20 April 2015 £ 39.00

F M Bendeaux-Arch Lever Folders £ 5.00

G Internal Audit Fee- C Davidson £150.00

H To be discussed by Councillors a donation to the Bethesda Chapel to cover costs of their meeting room.

14 Parish Council to discuss Glebe Land following Cllr Musty's investigation to locate these deeds, in addition to consider a declaration to be signed by Danny Blakeney summarising the events leading up to the purchase of the Glebe land.

15 Approval of the Annual Audit by Council

- Section 1 Accountant Statements 2014/15-to be signed by Financial Officer and Chair
- Section 2 Annual governance statement 2014/15-to be signed

- **Section 1 Accountant Statements 2014/15-to be signed by Financial Officer and Chair**
- **Section 2 Annual governance statement 2014/15-to be signed by the Chair**

16 Insurance renewal June 2015. Two quotes received Zurich 3 year agreement £426.10 1 year £444.00 and Aon -

17 Parish Clerk

- **Letter to Bank to amend the standing order for the Clerks wages**
- **Appraisal outstanding**

18 Land Opposite the Somerset Monument-Councillors to agree on the way forward

19 Allotments-

- **Councillors to discuss the clearing of rubbish and mound, also look at repairing the fencing.**
- **Discuss the purchase of the Water Trough now the piping has been put in place**

20 South Gloucestershire Council's Single Equality Plan 2015 – 19 consultation – opens 17/3/15 closes 9/6/15. Councillors to read the necessary paperwork prior to the meeting.

21 To agree on a notice for the Cemetery compost bins

22 Date of the next Parish Council meeting will be held on Monday 1st June 2015 in the Bethesda Chapel, Park Street at 7.30pm

Signed **Parish Clerk - Mrs Hazel Jones 2, Fox Close, Hawkesbury Upton, Badminton, South Gloucestershire, GL9 1EQ**
Mrs Hazel Jones Hawkesbury Parish Clerk
 Date 11th May 2015 e-mail- *parish council@hawkesburyupton.com*