

# Hawkesbury Parish Council



Notice is hereby given that the Meeting of

## ***Hawkesbury Parish Council***

will take place on Monday 2<sup>nd</sup> July 2018 at 7:30pm in the upstairs meeting room, Hawkesbury Parish Hall, High Street, Hawkesbury Parish Hall, High Street, Hawkesbury Upton

### ***You are hereby summoned to attend***

***To optimise the meeting time Councillor's 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 Co-option of a Parish Councillor followed by the Signing of the Declaration of Acceptance.
- 3 To record declaration of interest from members in any item to be discussed
- 4 To adjourn to allow Public Participation
- 5 Councillors to approve the following minutes
  - 4<sup>th</sup> and 11<sup>th</sup> June 2018
- 6 Parish Clerk to update the Parish Council on previous actions
- 7 Councillor's items-information only
- 8 District Councillors report information only – Cllr Hope

Parish Clerk - Mrs Hazel Jones 2, Fox Close, Hawkesbury Upton, Badminton, South Gloucestershire, GL9 1EQ  
Tel- 01454 238074

*e-mail-hazeljones@hawkesbury-pc.gov.uk*

9 **Adopted phone box on Inglestone Common update – Cllr Stephens**

10 **Gateway Project update – Cllr Hope**

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

<b>PK18/2877/F</b>	Upton Magna 48 France Lane Hawkesbury Upton	Demolition of existing conservatory. Erection of a single storey rear extension and single storey front extensions to form additional living accommodation and bike store. Construction of raised terrace.
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**11.2 To Note Planning Decisions – information only**

<b>PK18/2027/TC A</b>	Hawkesbury Farms Hawkesbury Upton	Works to fell 6no Ash, 2no Sycamore and 2no Beech trees as detailed in the submitted survey schedule. All situated in the Hawkesbury Upton Conservation Area.	<b>No Objection</b>
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**11.3**

**The Walled Garden planning application PK18/1461/F resubmission of Pk17/1853/F**

12 **Finance**

**12.1 Bank Reconciliation as of 31<sup>st</sup> May 2018 and 30<sup>th</sup> June 2018 to be checked and approved by a Councillor**

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

<b>A</b>	Parish Clerks Wages-June	£ 678.80
<b>B</b>	Parish Clerks Expenses – June	£ 37.92
<b>C</b>	Hospital Hall-Hawkesbury at Play donation-agreed on 11 <sup>th</sup> June 2018 but the figure was not advertised-	£2500.00
<b>D</b>	S Green – Cemetery wall 2 separate sections of the wall repaired	£320.00
<b>E</b>	Localism service charges for grass cutting this covers the period of April, May and June 2018	£183.10

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

- 13 **Cemetery update**
  - wall repairs-update
  - Cemetery extension Councillors to agree a way forward, plan of action
- 14 **Councillors to adopt the new policies to ensure the Parish Council conforms with GDPR**
  - Subject Access Request procedure
  - Records retention policy
  - Security Compliance checklist
  - Data requirements list
  - Data protection policy
  - Data Breach Policy
  - Note any Data Breaches for June
- 15 **Christmas Tree-Councillors to discuss the following**
  - Create a bigger hole for the Christmas tree
  - Christmas lights-star
  - Storage of Christmas decorations and cones
- 16 **Allotments maintenance - Parish Clerk**
  - **Plot numbers**-the clerk would like to put to the PC that each plot has their number on/near the plot to make it easier to identify individual plots.
- 17 **Footpaths**-identify and distribute the footpaths to Councillors to ensure these are walked
- 18 **Financial Regulations – to be adopted by the Parish Council -**
- 19 **Skate Park and Rospa reports refer to hall committee for action**
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- 20 **Memorial Bench-Councillors to approve the following**
  - Memorial bench being erected
  - The exact position of the bench
  - Fixing of the new bench
  - Conditions if required
- 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**
- 22 **Staffing - Parish Clerk – update from 19<sup>th</sup> June 2018 meeting**
  - Pension
  - Appraisal
  - Wages/hours
- 23 **Consultation - proposed changes to healthy lifestyle and wellbeing services in South Gloucestershire-closing date 15<sup>th</sup> July 2018**

- 24 **Hawkesbury United Charity**
- **New mandate to be completed**
  - **Register exempt with HMRC**
- 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 held in August unless planning applications are received or urgent matters need actioning***

Signed .....

Mrs Hazel Jones

Hawkesbury Parish Clerk

Date 25<sup>th</sup> June 2018