



Hawkesbury

PARISH COUNCIL

Minutes of Hawkesbury Parish Council Meeting Held on Monday 7th October 2024 at 7.30pm

Present:

Cllr Chamberlain Chair, Cllr Griffin, Cllr White, Cllr Carter, Cllr Chubb Cllr Neame and H Jones Parish Clerk

Apologies

Cllr Hope and Cllr Turner

Public Participation

District. Cllr Rush and District. Cllr Romaine

Action

Cllr Chamberlain welcomed Everyone to the meeting.

1 To take apologies for absence

Cllr Hope and Cllr Turner

2 To record declaration of interest from members in any item to be discussed

Dispensation held for Councillors relating to agenda item 10 Allotments **-this was noted**

3 Public Participation

None

Cllr Chamberlain put to the Parish Council to move item 7 forward-all in favour

7 District Councillors Report

District Cllr Rush –

The next full Council meeting will be held on 16th October 2024. The biggest issue they have at the moment is WECA-not attending meetings that have been arranged in Bristol. They have tried to encourage WECA to involve Wotton Under Edge with the Y8 bus service.

Revised Local Plan will be out in the spring of 2025.

District Cllr Romaine – Requested any feedback, concerns/comments regarding the new Y8 to be emailed to her? It was noted that there were No shows and the Y8 not linking up with other bus services

New parking charges to be introduced at many of SGC car parks, e.g. behind Yate Leisure Centre. In the near future Kennedy Way Surgery will be introducing charges in their car park. There may be a short stay, period where you do not pay (i.e. 40 mins) but this has not been confirmed when this will be introduced.

CLlr Romaine asked for an update on Park Street-CLlr Carter-The drainage piping has been fixed, two holes remain, the tarmac is 60% completed and the remaining work is due to be completed shortly. However, due to the electricity Cables originally installed too shallow, work to resolve this issue needs to be carried out but, this may not be actioned for many months

A discussion then took place on the road safety work being carried out in Wickwar. It was confirmed this has been in the pipeline for at least 5 years. This was noted

CLlr Chamberlain put to the parish Council to move item 8 forward this would enable the District Councillors to note the progress obstructions the PC are experiencing and what assistance the Dist Councillors may be able to help with. All in favour

8 Speed watch – update and approval of an application to SGC to attach SID’s to their poles on a regular basis

CLlr White produced a power point which was shown to the PC.

Stage 1 – submit application form (nonrefundable refund fee £327 per application). A location plan is required-site locations were shown to the Councillors. Description of proposed equipment required, together with the proposed method of mounting the SID unit. 3 Quotes have been obtained and details of each supplier was were shown

Stage 2. SGC will assess and make a decision if agreed in principle they will quote for NRSWA searches to be carried out £175.50 per search (this will see if there will be any impact on underground services. Estimated Design costs will be required

Stage 3. Installation - if approved HPC can appoint SGC/one of their approved contractors/another contractor that are “Streetwork” accredited. HPC will be required to sign licence agreement with SGC for consent prior to the work commencing

Stage 4. Deployment / Maintenance HPC to publish deployment plan and decide to what extent if any SGC shall be involved

The next step tonight-for the PC is to agree the proposal and location. If approved, complete and submit the application form enclosing fees. Finally wait to hear from SGC with their decision

When discussing the budget/precept last week, it was noted that SID’s will require annual funding - movement of SID’s, and possibly a laptop in the future to obtain the data – **this was noted.**

Full discussion took place whether or not to have one or two sites and one or two SID’s. The following was proposed by CLlr Neame and Seconded by CLlr Chubb to apply for one application of one site and pay the application fee of £327, and

purchase one SID if the application is successful-this was put to the vote and the result was all in favour. The proposed supplier being Traffic Technology, all in favour

A "Well done" to Cllr White and Cllr Chamberlain for all their hard work – Cllr Romaine was impressed with the information gathering and details provided on the power point and asked to be kept informed and offered her support.

To be actioned-clerk to complete the application form, arrange payment – form to be submitted to SGC

Parish
Clerk /Cllr
white

Cllr Chamberlain thanked the District Councillors for their time, they subsequently left the meeting

4 Councillors to approve the following minutes.

- **2nd September 2024 – Cllr Chamberlain signed 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 actions.

5.1 Letter sent as a result of last month's meeting

- *Cricket Club regarding their unsuccessful bid for CIL funding.*
- *Hawkesbury Primary School regarding their successful CIL funding application*
- *BOLD Environment – appointing the company to complete Tier 2 on the proposed cemetery extension site*

5.2 Direct Debit forms completed for future water bills to be taken directly out of the PC's bank account-signatories to sign before sending them to Water2business.

5.3 Defib for the Bethesda Chapel-Government offer match funding of a defib – clerk has purchased one for £750 and is now in receipt of the defib. Contact has been made with the electrician and we are now waiting for it to be installed at a cost of £100 plus vat.

5.4 Local Plan regulation 18 – comments sent to SGC

6 Record any Data Breaches from 2nd September– 7th October 2024

No breaches recorded. **This was noted**

7 District Councillors Report-Cllr Rush

This item has already been actioned see page 1853

8 Speed watch – update and approval of an application to SGC to attach SID's to their poles on a regular basis

This item has already been actioned see page 1854

9 Consultation – proposed changes to discretionary post 16 home to school transport provision for young people with Education, Health & Care plans. 16th September – 1st December

Due to the lack of expertise knowledge by Councillors it was agreed to post the consultation on the PC website and face book page for parishioners to complete. **This**

Cllr White

was noted

10 Allotment Site meeting update

- All plots were inspected-Letters to be sent to various tenants
- Suggested water trough to be considered on plot 4
- If a further trough is required look at the right-hand side of the allotments
- Plot 14 not been used for a number of years-consider as a community orchard-but only plant miniature trees
- Strimming of boundary to be considered
- Noticeboard on going

This was discussed in full and it was agreed to hold an allotment meeting on Monday 18th November to discuss the water trough – clerk to write to all allotment holders and book the hall

Parish Clerk

11 Parish Councillor Vacancy – advertise the position to Co-opt a Parish Councillor

Clerk emailed SGC for an update but no response-as soon as this has been received Cllr White to advertise the vacancy on the website and FB – clerk to advertise on the noticeboards

Parish Clerk/Cllr White

12 12.1 Planning application received from South Gloucestershire Council – to be considered by Councillors

P24/02199/TCS	9A Hunters Mead Hawkesbury Upton	Works to 1no. Beech to reduce lateral spread by no more than 1.5m and works to 1no. Field Maple to reduce lateral spread by up to 2m all situated Hawkesbury Upton Conservation area	Support
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Applications received outside of a meeting-decision agreed via email

P24/02080/TCA	Congregational Church Park Street Hawkesbury Upton	Works to 2no. Portuguese Laurels to be reduced by approx. 30% works to 1no. Yew tree to be trimmed, works to 1no. Norway Maple to be reduced and lower canopy overhang of Maypole Close and works to fell 2 no.	Support
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		Portuguese Laurels situated in the Hawkesbury Upton Conservation Area	
P24/02051/TCA	The Garden House, High Street Hawkesbury Upton	Works to fell 7no. beech trees and 2no. field maples (G1) 1no. sycamore and 1no. field maple (G2) and to prune 1no. beech tree (T1) away from the house to provide approx. 2m clearance, in Hawkesbury Upton Conservation Area	Support

12.2 To Note New Planning Decisions made by South Gloucestershire Council – full details of their decisions can be found on SGC’s website-information only

P24/01955/TCA	The Retreat France Lane Hawkesbury Upton	Works to crown reduce 1no. Horse Chestnut by 3m in height and 2m in spread as situated in the Hawkesbury	No Objection
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13 Finance

13.1 Bank Reconciliation as of 30th September 2024 to be checked and approved by a Councillor – Bank Statements did not arrive in time for the meeting - Cllr Chamberlain to check the paperwork outside the meeting.

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

A	Clerks’ Wages September Pension	£952.00 £70.19
B	Clerks Expenses September (agenda states August in error)	£35.90
C	Adam Barrett-Grass Cutting August	£580.00
D	A Sauro -The Defib Pad – replacement responder kit x 2 (inc £6.21 vat)	£37.25

E Kingswood Defib Awareness Group – defib Bethesda Chapel £750.00
The following payments were approved but advertised on the agenda

F A Barrett – September / October grass cutting £860.00

Cllr White proposed the payments, second by Cllr Chubb - all in favour-Cheques signed in accordance with the bank mandate

Income

Precept received from SGC £15545.50

14 Y8 Bus Service - Update

Clerk emailed WERN for an update on the number of passengers using the service, but they have not replied. Leaflets were delivered to residents over the weekend and several leaflets are available – clerk to distribute a few in the shop. **This was noted**

Parish Clerk

15 Local Nature Action Plan – Bee pollination -Spring Bulb planting – volunteers and suggestions where the bulbs could be planted

Date suggested for the event Sunday 20th October. The suggested locations to plant the bulbs are Birgage Road, Sandpits Lane, the Pound/Plain, Cricket Club and by the Pool. Time and meeting point to be confirmed. A few Councillors volunteered to help-**this was noted**

16 Bethesda Chapel Defib update

Following last month's meeting, the Clerk has obtained a defib and cabinet for £750. The Defib has been delivered and now waiting for this to be installed. Once installed it will need to be registered ready to go. **This was noted**

17 Precept and Budget Committee update

Cllr White, Cllr Carter and the clerk attended their first meeting on Friday and ran through what was required to review 2025/26 Budget and set the precept. Additional points were discussed and need to be considered

- **Mobile phone for the Parish Council**-clerk visited a mobile shop for guidance benefit of a PC mobile-continuity, this number would be advertised on the website not the clerk's personal number. Cover when the clerk is on holiday, emails could be set up on the phone as well. ID will be required, a Debit card to purchase the phone/ or set up a contract, which the PC does not have
- **Internet / online Banking fees**, Charges from the bank to set up dual payments system, Clerk is meeting with another Parish to run through the procedure
- **SID maintenance**

Once the expenditure update has been completed the committee will meet again-**This was noted**

18 Remembrance Sunday Parade-Councillors to monitor road closures – volunteers required

Road Close application has been completed and awaiting a decision-Councillors to ensure the road is shut to vehicles/bikes etc from 10.40am-11.30am or when the service finishes if before this time. Discuss volunteers at the next meeting-**this was noted**

19 Annual Christmas Light switch on and preparations prior to the event to be discussed and agreed by Councillors

This was discussed in full and the following decisions were made

- Christmas tree to be erected on Saturday 7th December
- Christmas light switch on will take place on 14th December at 5.30pm, Mulled wine and mince pies to be ready to be served at 5pm
- Source a Christmas Tree
- Advise Lee Light organiser
- Mulled Wine-contact the Beaufort
- The Clerk will ensure this is advertised, but may not be available at the event
Cones to be put in place
- Request mince pies
- Eldest and Youngest Child contact details to be obtained from Hawkesbury Primary School to invite them to switch on the lights

Further discussion to be held at the next PC meeting – this was noted

**Parish
Clerk**

20 Clerks Report

Enforcement update-Metal Gates and removal of trees-the site has been visited

- **Removal of Trees have been passed to the tree team to investigate-although the officer did not see any evidence of tree removal in the front garden**
- **The Gates-no action to be taken**

21 Councillors' items

21.1 Cemetery Green Bins – Cllr Chubb

The bins had been emptied today – this was noted

21.2 Pot Holes by the Church – Cllr Chubb

These need to be reported to SGC

212 Pot hole left of Horton just passed Chalkley Farm-Terrible condition

Cllr Chamberlain thanked Everyone for their time meeting now closed

26 Date of the next Parish Council meeting will be held on Monday 4th November 2024 in the Village Hall, High Street, Hawkesbury Upton at 7.30pm

Minutes approved by

4th November 2024

Website Minutes - Signed copies of the approved minutes are held by the Parish Clerk