



Hawkesbury

PARISH COUNCIL

Minutes of Hawkesbury Parish Council Meeting Held on Monday 1st July 2024 at 7.30pm

Present:

Cllr Chamberlain, Cllr Turner, Cllr Griffin, Cllr White and H Jones Parish Clerk

Apologies

Cllr McLaughlin, Cllr Neame, Cllr Hope, Cllr Carter and Cllr Chubb

Public Participation

District Cllr Rush and a representative from the Cricket Club

Action

Cllr Chamberlain welcomed Everyone to the meeting.

1 To take apologies for absence

Cllr McLaughlin, Cllr Neame, Cllr Hope, Cllr Carter and Cllr Chubb

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

Cllr Griffin-Cricket Club

3 Public Participation

The Cricket Club (CC) completed an application for CIL funding (item 10 on the agenda). A representative attended the meeting to answer any questions raised and or clarify any concerns.

The Cricket Club would like to purchase a marquee for the village, it will benefit village organisations. They have spoken to representatives from the Church, PTA and Village Hall. The aim will be to reduce the hiring costs of the marquee. The Cricket Club would need it at least 3 times a year, then it will be available for hire. The CC would use it for their race night, it can be used for weddings in conjunction with the Hall, Hawkesbury show etc. Next year the CC will be celebrating their 40th Anniversary.

The CC previously hired the hall but the costs have increased and they do not make a lot of profit hence the thought of purchasing a marquee.

The Parish Council raised concerns regarding the application;

- To spend CIL the funds need to be spent on infrastructure – a marquee may not be considered as infrastructure

- What impact hiring the marquee would have on the village hall and did the Hall Committee raise any concerns
- Profit made by the CC hiring the marquee, CIL funding is public money?

Action points

- Check with SGC/ALCA if a marquee would be considered as infrastructure
- The Cricket Club to consider Terms and Conditions to protect the Village Hall
- Liaise with the Village Hall regarding the impact this may have on revenue

Cllr Chamberlain thanked the representative for their time and they subsequently left the meeting

It was put to the Parish Council to move item 10 forward all in favour

10 CIL Funding application from Hawkesbury Cricket Club to discuss the application and make a decision

With insufficient members of the Parish Council at the meeting (only 3 of the 9 Councillors at the time of discussion); to make a balanced decision, it would need to be discussed at a later date. The main concern, the PC would need to consider whether or not the Cricket Club purchasing a marquee would then be in competition with the Village Hall.

However, in the meantime further investigations would need to be made by the PC;

- Check the wording of infrastructure-re marquee (any decision made in the future regarding funding would ensure the CC would not in competition with the hall). Clerk to liaise with ALCA and SGC to check.
- Liaise with the Chairman of the Hall Committee to ascertain their thoughts of a village marquee.

To be actioned **The Clerk to write to the Cricket Club to update them on the next steps-all in favour**

4 Councillors to approve the following minutes.

- **3rd June 2024 Minor amendment made - Cllr Chamberlain signed the minutes as a true and accurate record. Clerk to ensure the approved minutes are placed on the website.**

Cllr Griffin joined the meeting

5 Parish Clerk to update the Parish Council on previous actions.

5.1 External Audit-All paperwork has been submitted by email to the external auditors DO LLP - Limited Assurance.

6 Record any Data Breaches from 3rd June – 1st July 2024

No breaches received during this period-**this was noted**. A comment was raised regarding emails appearing to be sent by the Chair asking for help-These are fraudulent phishing emails, Councillors to remain vigilant at all times **this was noted**

7 District Councillors Report-Cllr Rush

Apologies from Cllr Romaine

Due to the forth coming election Thursday 4th July, there is little going on “purdah”.

The Police attend Badminton meetings on a regular basis, Cllr Rush to investigate why they have not attended HPC in a while. Cllr Chamberlain-.on 17th June our newly assigned PC White and PCSO Dibble attended the Village Hall with the new Mobile Police Station, being the first of a monthly 'drop-in' between 4pm and 6pm.

Cllr Chamberlain thanked Cllr Rush for attending the meeting.

8 Speed watch – Quotation to purchase SID’s for approval by Councillors

Two slides were shown to the PC regarding the SpeedVisor Results for May 2024 (*For the purposes of the minutes, one week’s data are recorded below*)

W/C 15/5/24 France Lane 11.67% of the vehicles were compliant, 88.33% were below enforcement threshold and 67.19% within enforcement threshold. Average speed 28mph and 85% average speed was 36 mph

High Street 20.75% of vehicles were compliant, 79.25% travelling above the speed limit. 16.72% below enforcement threshold and 62.52% of the vehicles were above the enforcement threshold. Average speed 28 mph and 85% were at 36 mph. Both results shows the data slightly lower against September 2023 data.

Cllr Chamberlain-new vans will be on the roads soon, they will be able to check if you are not wearing your seatbelt/or you are using your mobile phone. Anyone wearing “Yellow jackets” appears to reduce the speed of vehicles on the road.

In view of the costings provided in the first quote, two further quotes will be required. Full discussion took place see below;

- Two Radar Speed Signs required
- Poles to attach the signs
- Laptop to down load the data
- Train a few people to erect and take down the signs
- Funding for at least £7k to take this forward

To be actioned-Cllr Chamberlain to obtain two further quotes-agenda item for September-**this was noted**

9 CIL Funding application has been received from Hawkesbury Primary School to replace inefficient heaters at a cost of £11490. Councillors to discuss the application and make a decision

Full discussion took place regarding the application and who are responsible for maintain the schools heating system. The PC felt that the local authority should be responsible to replacing inefficient heaters. If a decision is made to support the application the PC would be setting a precedent. Consideration should also be given to our parishioners.

Options

- Provide a good will gesture-How much?
- Challenge the school-if HPC helped towards the costs who else would be supporting them with the balance?
- Where is the wider community benefit?

- Consider match funding?

Once again, in view of the small number of Parish Councillors at the meeting, it was felt that no firm decision could be made tonight. However, further information could be obtained to support the application in preparation for the September meeting.

To be actioned-a letter to the school requesting information on how they would obtain the balance of any funding required. Whether or not the local authority has been notified regarding the inefficient heaters and what financial support they will be providing the school.

10 CIL Funding application from Hawkesbury Cricket Club to discuss the application and make a decision- This has already been discussed see page 1834.

11 Cemetery Extension – Councillors to agree project management to progress with the way forward with regards to the work involved

To take the cemetery forward it was recommended to employ/instruct a contractor to project manage. (Bold Environment or CDS Group). Investigations required to check if there is a third company that will be able to quote for the work. Councillors were all in favour of obtaining quotes to project manage-**this was noted**

Further questions raised

Funding-The Parish Council has £30k in reserves for the extension, a Public Loan from the Government may be required to take this forward in view of the costings.

- Does the PC have anything in writing from BE regarding the purchasing of the land
- Do the PC know the cost of the land?
- When should a solicitor be appointed?

This will be discussed in September

15 Report from the Cemetery Sub Committee and Action points to be discussed

Cllr Chamberlain, Cllr Chubb, Cllr Hope and Cllr White attended the subcommittee meeting.

The following points from the meeting

- **To agree procedures on deposit of cremated human remains.**

Can be placed in a grave AFTER the interment of coffins, otherwise if a grave plot is purchased written agreement to be obtained that only cremated human remains interred in plot; to follow a grid pattern allowing six places for ashes. Interment of coffins cannot take place after ashes have been placed in the plot.

- **Preparation of plots for cremated remains.**

All plots to be prepared by grave digger and charged for.

- **Cemetery Training** is being sought for Clerk (and others). *The clerk is happy to attend any training course that will help support the cemetery/burial procedures.*
- **A review of the current T&Cs** to include above points and modification without notice.
- Ask for **T&Cs to be agreed and signed by** future users of Hawkesbury Cemetery
- **Application form to be used for Memorial Stones**

- **Extension of Cemetery** Awaiting report from Avon Archaeology. Suggest if further trench work be required, this to be done with the next stage - ground water assessment
- Research on where the land drains are that cross the field.
- Cllr Chubb to provide photo to obtain co-ordinates of extension.
- Recommend at next stage, work is put out to contractor to project manage. (Bold Environment or CDS Group)

Cllr Turner expressed his concerns with outside the parish requests for burial or cremation plots. The PC need to be more specific – especially strong connections to the parish to be clear. **This was noted**

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

P24/01417/F	St Mary's Church Church Lane Hawkesbury	Provision of WC facilities to west elevation	Object for the following reasons below
<p>The plans produced are not in keeping with the Church Concerns regarding the listed building status and the proposed toilet No mention of Archaeological surveys being carried out Pollution concerns The Parish Council would like to see the toilet installed inside the church</p>			

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
None

13 Finance

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

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

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

A	Clerks' Wages June	£911.87
	Nest	£70.19
B	Clerks Expenses June	£22.50
C	C Chubb – invoice to clear the Plain of vegetation prior to D	£23.00
	Day celebration service	
D	Village Hall Office – Councillors to consider approving 12	1300.00
	month's rent or 6 months' – approval of 6mths	

E	Avon Archaeology Ltd (includes £378.56 vat)	£2271.36
F	South Gloucestershire Council – Localism Apr/May/June (including £43.99 vat)	£263.92

Councillors to Approve the 2023/24 Balance Sheet
Approved – resolved

14 Clerks Appraisal update

A meeting was held on June 25th – forms to be completed and signed with action points to take forward

15 Report from the Cemetery Sub Committee and Action points to be discussed

This item was covered with item 11 see page 1836

16 The Fox – Community Right to Bid – update

No update

17 Clerks Report

This will be a new item to update Councillors accordingly
Clerks Report June 2024

Allotments – meeting required with Cllr Chubb and allotment representative to review the conditions of plots and monitor the rubbish. Concerns have been raised regarding the right-hand side of the allotments.

Appraisal 2024 met with Cllr Hope form being written up for signing

Attended part 2 of **Trust and Charities training** with Cllr Hope

Data Protection Registration certificate 2024-25-has been received payment by DD

25th June – Meeting with SGC- e modules and development Portal

3 clerks were given the opportunity to review the training facilities used by SGC and to feedback to their officers. This facility will enable Town and Parish Councils to take advantage of this training at a cost. However, SGC will need to ensure;

- All bookings must be made by the Clerk on behalf of their T & PC councillors
- Requested councillors have “a read only” account
- Clerks to have a preloaded account into the new system
- Most councils do not have access to credit / debit cards, can invoicing remain
- A section specifically for Town and Parish Councils
- Sign up to the Learning and Development e-news be automatic.

There will be another meeting in September once the launch of the new system taken place.

Shiny Side up – Email from SGC

The road safety team have identified an increase in motorcycle collisions in South Gloucestershire, particularly on rural routes, while conducting annual casualty analysis. Collisions involving these vehicles are more likely to include loss of control, overtaking or high-risk riding behaviour and the vulnerability of riders increase the chance that crashes are likely to result in riders being severely or fatally injured. Email was sent out-clerk checked everyone had the opportunity to read it.

The following routes have been selected for treatment:

- **B4040 / B4039** between Old Sodbury and Burton (boundary with Wiltshire)
- **A420** between Wick and Marshfield (boundary with Wiltshire)
- **B4461** at Elberton
- **A38** between Almondsbury and Stone (boundary with Gloucestershire)
- **B4058** at Cromhall Quarry
- **A46 / A433** between Old Sodbury and boundaries with Gloucestershire

It is proposed that the signs will be removed at the end of the summer and re-deployed in the spring of 2025 in anticipation for next summer's motorcycle season.

Future Thoughts

Report from SLCC forum - Internal Auditor mentioned to a clerk that 60% of their money should be with one bank the remaining funds with another bank

18 Councillors' items

18.1 Starveall Lane-Cllr Turner

Large pot hole situated just before the A46 junction-major problem-clerk suggested this was reported to SGC-report it on line-or there is a link on the PC website

Cllr Turner

18.2 PC community speed watch team-Cllr Chamberlain

No response from Councillors to join a speed watch team. Still available if you wish to join

- 19 **Date of the next Parish Council meeting will be held on Monday 5th August 2024 in the upstairs meeting room of the Village Hall, High Street, Hawkesbury Upton at 7.30pm**

Minutes approved by

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