



# Hawkesbury

PARISH COUNCIL

## Minutes of Hawkesbury Parish Council Meeting Held on Monday 4<sup>th</sup> April 2025 at 7.30pm

### Present:

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

### Apologies

Cllr Chamberlain, Cllr Bartlett and District Cllr Romaine

### Public Participation

District. Cllr Rush, and 2 Parishioners

Action

### Cllr Hope welcomed attendees to the meeting

#### 1 To take apologies for absence

Cllr Chamberlain and Cllr Bartlett

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

Cllr Hope - Cricket Club planning application

#### 3 Public Participation

On behalf of Badminton Benefice Festival of Music-an exciting new programme of musical events to take place between May and November throughout The Badminton parish churches.

St Mary's will launch the event on Sunday 18<sup>th</sup> May with a Come and Sing workshop at 1pm and a concert at 4pm. The event will involve local school children, as well as adults and the admission to the concert will be free of charge.

If the festival goes well, they are hoping to make it a regular event. This year they have no sponsors or official source of funding-the organisers are giving all their time free of charge. However, this event will commence at 1pm. there is no access to a toilet and therefore they would like to hire a "portalo" for the day. They have been offered a special price of £140 and a request has been made to see if the Parish Council could consider covering the cost to show support for this community event being held in Hawkesbury. They also invited HPC to join the workshop or to watch the concert at 4pm

Cllr Hope thanked the Parishioner and explained no decision could be made tonight but a planning meeting is being held on Monday 14<sup>th</sup> April. This will be added to the agenda for consideration

Second Parishioner-Chase Lane at the Culvert update-lack of action from either party SGC or Gloucestershire Council. There looks like something has been done but not much. Dist. Cllr Rush will send an email to see what's happening-it needs both authorities working together. **This was noted**

Cllr Hope thanked the Parishioner for the update.

**It was put to the Parish Council to move item 7 forward-all in favour**

**7 District Councillors Report – District Cllr Rush**

Local Plan Section 19 consultation closes this week 11<sup>th</sup> April-ensure the PC's comments are registered. Apart from that nothing else is happening due to the forthcoming election – **this was noted.**

Cllr Chubb – A46 cats' eyes not working and white lines need replacing-this has been reported by the Parish Clerk, with no action being taken by SGC. Cllr Rush will investigate-**this was noted**

**4 Councillors to approve the following minutes.**

- **3<sup>rd</sup> March 2025 Cllr Hope 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 SGC tree planting within the Parish. this has been noted in the Parish News, in addition SGC will place notices in advance, where the trees will be planted.

5.2 Polite notice to Parishioners when lighting bonfires to consider neighbours was placed in the Parish News.

5.3 Enforcement the Fox Pub. SGC enforcement team will be contacting the owner regarding the replacement windows later this week-this was noted

5.4 PC consultation Telecom site Hawkesbury Upton – a proposal was made to paint the cabinets green- this has been acknowledged they said it should not be an issue. This was noted

**6 Record any Data Breaches from 3<sup>rd</sup> March – 7<sup>th</sup> April 2025**

No breaches recorded. **This was noted**

**7 District Councillors Report-Cllr Rush and District Cllr Romaine**

This item has already been covered see above

**8 Local Plan consultation**

Comments made;

Difficult to navigate-**this was noted.** The document sounds legally compliant. A query was raised regarding the settlement boundary, as this was a personal matter, the

councillor will comment independently-**this was noted.**

CS18 Affordable rural homes-tighter controls/to have a local connection. Dist. Cllr Rush stated SGC provides more affordable housing than other unitary areas-**this was noted.**

CS1 Development off France Lane. 20 homes – generally agree but the land in question is big enough to take a lot more houses. Previously the Parish Council agreed to this development, subject to a mixture of homes/sizes including affordable homes. There is no footpath on this side of the road – developer to ensure the plans show a connectivity to the village. A comments to planners stating no access from Park Street following the issues as a result of the St Wulfstans Close development.

Transport remains a problem-Y8 should continue to Wotton across both unitary authorities. Hawkesbury Parish has a shop, pub, post office, what the parish lacks in infrastructure.

Further concern raised-ground water flooding the parcel of land in the report for the 20 homes is immediately adjacent to the substation for St. Wulfstans Close making it vulnerable to flooding. Ensure sewage/water infrastructure is adequate to take these additional homes.

**To be actioned-complete the consultation by 11<sup>th</sup> April 2025-this was noted**

**Parish Clerk**

**9 Speed watch update with the application for a mobile (temporary) Vehicle Activated Sign (VAS)**

The Clerk has chased SGC several times – the next step is for the officer to have an invoice raised, once this has been paid by the PC the officer will provide a licence Agreement for the PC to sign. Then the posts can be installed and the works completed.

**Parish Clerk**

The clerk will chase SGC for the invoice again-**this was noted**

**10 Street Cleaning and Maintenance work for the Parish -final list to be produced**

Not much to put forward, the hedging along the footpath up to the monument could be cut back which in turn would widen the footbath, clean signs, Highfileds - cut through, although at the moment the growth is not too back. The footpath from Hawkesbury Grange to Six Cottages could be cut back further. **This was noted Clerk to email SGC**

**Parish Clerk**

**11 Medicine Blister Pack recycling**

This has been very successful in Thornbury, the container used to collect the blister packs are cardboard and therefore unable to placed outside. Further investigations to be made – contact the shop to see if they would be interested in holding onto the box. **This was noted**

**Parish Clerk**

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

<b>P25/0067/F</b>	Coppice Oxleaze	View Farm	Demolition of existing dwelling.	<b>Support with the following</b>
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	Road Inglestone Common	Erection of 1no. Detached self-build dwelling with parking and associated works	<b>comments – protect the PROW, to install surface water drainage system to dispose of surface water, comply with current legislation</b>
<b>P25/00689/HH</b>	Woodlands 13 Hunters Mead Hawkesbury Upton	Erection of a single storey front extension to form porch and enlarge garage	<b>Support</b>
<b>P25/00616/TCA</b>	Hawkesbury Cricket Club High Street Hawkesbury Upton	Works to fell Birch, Maple, Cherry, Lime, Ash, Beech, Rowan, and horse Chestnut trees, Tree compartments C1, C3, C4, C6, and C8-remove marked trees to think by approximately 20% within Hawkesbury Conservation Area	<b>See below</b>
<p><b>The Parish Council Objects to this planning application.</b></p> <ul style="list-style-type: none"> <li>• <b>The Parish Council agrees to the felling of Ash Die back.</b></li> <li>• <b>There is no mention in the application regarding any replanting? Therefore, would welcome some replanting</b></li> <li>• <b>The Parish Council welcome's the coppice of C8, C1, C4, C6.</b></li> <li>• <b>Clarification required regarding C5, C2, C3 why are these sections are being cleared?</b></li> </ul>			
<p><b>Planning decisions made outside a Parish Council meeting – compliant with the Parish Councils Standing Orders</b></p>			
<b>P25/00518/PNA</b>	Hinnegar Woods Ragged Castle Road Badminton	Prior notification of the intention to create a new forestry track	<b>Support-subject to the works being undertaken at a time and in a manner that minimises disturbance and damage to adjacent wildlife.</b>

			<b>Requested plans for replanting</b>
<b>P25/00593/PNA</b>	Land at Hawkesbury Road Hawkesbury Upton	Prior notification for the intention to erect 1no. agricultural building for the housing of livestock	<b>Support</b>

**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**

<b>P25/00176/TCA</b>	Upton Coombe House Back Street Hawkesbury Upton	Works to fell 1.no Ash Tree in Hawkesbury Conservation Area	<b>No Objection</b>
<b>P24/02992/HH</b>	Church Farm House Church Lane Hawkesbury	Erection of porch on north elevation. Alterations to existing door and window openings	<b>Approve with conditions</b>
<b>P24/02293/LB</b>	Church Farm House Church Lane Hawkesbury	Internal and external works to adjacent malthouse to form additional living accommodation for Church Farmhouse. Erection of porch to north elevation, replacement of ground floor window on south elevation with a door, replace door on south elevation with a window. Replacement of existing windows on ground and first floor. New external staircase. Internal alterations to	<b>Approve with conditions</b>

		lower the floor level, installation of a new staircase, underfloor heating, fire and flue.	
<b>P25/00518/PNA</b>	Hinnegar Woods Ragged Castle Road Badminton	Prior notification of the intention to create a new forestry tract.	<b>Prior approval granted</b>

### 13 Finance

**13.1 Bank Reconciliation as of 31<sup>st</sup> March 2025 to be checked and approved by a Councillor** – Paperwork to be checked by a Cllr Carter and report back to the PC with any comments made. **To be actioned**

Cllr Carter

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

<b>A</b>	<b>Clerks Wages March</b>	<b>£952.00</b>
	<b>Pension</b>	<b>£70.19</b>
	<b>HMRC</b>	<b>£89.46</b>
<b>B</b>	<b>Hawkesbury Hospital Hall-office rent</b>	<b>£1300.00</b>
<b>C</b>	<b>ALCA subscription</b>	<b>£369.99</b>
<b>D</b>	<b>Parish Clerk Expenses March</b>	<b>£312.63</b>
<b>E</b>	<b>Grass Cutting – A Barrett</b>	<b>£700.00</b>
<b>F</b>	<b>Allotment deposit refund Gunter</b>	<b>£40.00</b>
<b>G</b>	<b>A Barrett – grass cutting Cemetery and The Rec</b>	<b>£700.00</b>

Payments proposed by Cllr Hope seconded by Cllr Turner – all in favour

#### 13.4 On line banking update

- **Additional Signatory-propose Cllr White**

The Clerk is now registered to use Bankline, however, there is still issues with the other signatories. Further update in due course. **This was noted**

The Parish Council should have another signatory maximum of 4 with Bankline. It was put to the Parish Council for Cllr White to be another signatory-all in favour. No action can be taken until the other signatories are registered-**this was noted**

### 14 Big Spring Clean – Village Spring Clean 22<sup>nd</sup> March 2025-final arrangements to be

**approved**

The event was successful, but it was disappointing that only one Councillor attended the event. Questions were raised should the Parish Council continue organising the event. Or if the event is to take place suggestions how the PC can involve the community. One-year free hot drinks was offered – vouchers were given out. Further discussion to take place in the near future.

On behalf of the PC a “big thank you” to the volunteers and Hawkesbury Primary School for their support. A note will be placed in the next edition of the Parish News

**Parish Clerk**

**15 Annual Assembly Monday 28<sup>th</sup> April 2025 at the Bethesda Chapel Park Street-update**

- **The Advert has been placed in the Gazette**
- **Guest speakers-Three speakers will be attending**
- **Venue booked-refreshments to be purchased**
- **Advertising to be done-it has been in the Parish News-**

Bethesda has been booked from 7pm, need to set up.

**Parish Clerk**

**16 PROW Query regarding new signs installed on a footpath-Councillors to discuss any action required**

The path in question is not a Public Right of Way, although over the years many walkers/parishioners have used this path. No further action except for the PC to approach SGC’s PROW officer to ensure clearer markings are put in place to prevent further confusion and upset. **To be actioned**

**Parish Clerk**

**17 Councillors to discuss the outcome from the Village Hall meeting held on 31<sup>st</sup> March 2025. The way forward with regards to supporting the Hall financially.**

It was a positive meeting; AW outlined the Hall’s position. The main concern was financial support from the PC to build a fund to take care of capital expenditure on infrastructure. To have money available to spend on repairs when required and not wait until any work has to be carried out. They also discussed if the PC could fund operational costs, this would allow the hall to use the consequential operation cost savings in order to build a longer-term fund themselves. The PC already pays for the Recreational Grass Cutting just over £3000 for 2024/25.

It was felt that the Parish Council was not proactive with regards to financing the hall; the PC is fully supportive regarding the position of the VH as a community Asset and noted that the committee has worked and continues to work very hard.

Financial options discussed at the meeting

- Increase the precept to include an annual payment to the hall (operational costs) – this would need to be consulted with the Parish before this decision could be considered-a request was made for the PC to build a fund for the Hall. This is not an option to hold money back for the Hall’s infrastructure
- CIL funding-the hall to complete an application on any work/project they are looking to take forward – the PC will then take this into consideration
- Public works loan-Parish Councils can apply to borrow but will need approval from the Ministry of Housing Communities and Local Government (MHCLG). Regulations are in place and further investigations will need to be made by the PC. The PC would need to be consult with the Parish before any decision

is made.

The next step is for the Hall to produce a long-term maintenance report – including costs.

The Parish Council reiterated that they support the Village Hall and are mindful of the forth coming expenditure. It was agreed by the PC, before any final decision is made how the PC will be financially supporting the hall they will await the infrastructure maintenance report and any CIL funding applications. **This was noted**

**18 Purchase of a Parish Council mobile phone and sim card to be approved by the Parish Council.**

**This was put to the Parish Council-all in favour-be mindful of the costs involved-this was noted**

**19 Reports back from Councillors**

Our Village Agent is leaving. They are in the process of looking for a replacement.

Setting up a support group in Rural Areas to deal with dementia, Money difficulties, carers. The project manager of Live Activities will be meeting with Evergreens tomorrow and other local villages this week-**this was noted**

**20 Cemetery extension Tier 2 – update**

**Meeting to be arranged with BOLD Environment to run through their report – Cemetery Committee to attend and any Councillors. 24<sup>th</sup> April at 7pm Bethesda Chapel. Cllr Chubb to check if this is convenient for their representative**

**Cllr Chubb**

**21 Housing Needs Survey update**

The funds for the housing needs survey have been received. The next step is commissioning the housing needs survey. The Parish Council needs to formally agree the quote and then they will email a draft survey for the PC to have a look. Then a meeting will be arranged to discuss any points on the survey/or amendments

Cllr Hope put to the PC to formally agree the quote – all in favour-Clerk to email the formal approval as agreed.

**Parish Clerk**

**22 Recreational Field-Grass Cutting – mole hills**

The contractor has mentioned that he will not go over the mole hills and damage his machinery. He has agreed to strim the areas-but this will be an extra charge. There is a parishioner that may be interested in raking over the areas – Cllr Chubb to see if this will be possible to action- **all in favour**

**Cllr Chubb**

**23 Policies for approval-CIL Policy, application form – Small Grants policy, and Equality and Diversity policy**

All the above policies and forms were sent Councillors prior to the meeting-no questions/comments were raised – all in favour to adopt the above policies – **Agreed**

**24 Clerks report**

Information for Councillors;

- Thank you letters from Friends of St Marys, Citizens Advice and Evergreens



- Annual General meeting will take place on Monday 12<sup>th</sup> May in the village hall as 5<sup>th</sup> May is a bank holiday -this was noted
- S106 application still progressing to obtain the monies for the allotment repairs
- Internal Audit will commence asap followed by the external auditor's paperwork in preparation for May's meeting-**this was noted**

**25 Councillor's items**

*25.1 Large lorries driving through the Parish at speed-Cllr Carter*

*This is an ongoing issue-mounting pavements, not stopping and definitely over the 20mph speed limit. This also includes tractors- **this was noted***

*25.2 Cemetery Bins – Cllr Chubb*

*The bins had not been emptied for several weeks and are very heavy-hopefully they would have been emptied today-this was noted*

**26 Date of the next Parish Council meeting will be held on Monday 12<sup>th</sup> May 2025 in the Village Hall, High Street, Hawkesbury Upton at 7.30pm**

Minutes approved by

12<sup>th</sup> May 2025

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