



# Hawkesbury

PARISH COUNCIL

## Minutes of Hawkesbury Parish Council's Meeting Held on Monday 6<sup>th</sup> September 2021 at 7.30pm

### Present:

Cllr Harding (Chair), Cllr Turner, Cllr Hope, Cllr Ruthven, Cllr Neame, Cllr White, Cllr Chamberlain and H Jones (Parish Clerk)

### Apologies

Cllr Musty and Cllr Wareham

### Public Participation

3 members of the public and District Cllr Trull

Action

#### 1 To take apologies for absence

Cllr Musty and Cllr Wareham.

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

Cllr Neame-planning application Plumtree House, France Lane P21/05563/TCA-5-day notice to take the tree down. **This was noted**

#### 2a Councillor Vacancy – Co-option

- **Short presentation from applicant**-Graham Chamberlain gave a short presentation to the Parish Council
- **Parish Council to vote** the applicant left the meeting – Councillors voted – all in favour – Mr Chamberlain was subsequently co-opted on to the Parish Council
- **Paperwork to be completed at the meeting** – Cllr Chamberlain completed all the necessary paperwork.

**Cllr Harding welcomed Cllr Chamberlain to the Parish Council-clerk to send all the necessary paperwork to SGC**

#### 3 Public Participation

Planning application - happy to answer any questions relating to P21/05674/F being discussed under item 10.1

Speed concerns along France Lane

**Cllr Harding put to the Parish Council to move item 10.1 planning application P21/05674/F forward-all in favour**

**10 10.1 Planning application received from South Gloucestershire Council**

<b>P21/05674/F</b>	<b>Briarcroft Sandpits Land Hawkesbury Upton</b>	<b>Erection of single storey side/rear extension to provide additional living accommodation</b>	<b>Support neighbour's comments to be taken into consideration</b>	<b>–</b>
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**Cllr Harding put to the Parish Council to continue item 3 of the agenda “Public Participation”-all in favour**

**3 Public Participation**

Concerns relating to the number of vehicles exceeding the 20MPH speed limit, schools are back following the summer holidays; young children to walking to school on narrow pavements.

Farming and large vehicles are exceeding the speed limit and some drivers are on their phones. Whilst building work was carried out locally, the contractor’s parked their vehicles on France Lane which helped with traffic calming; however, this has now finished and the number of cars speeding through the village has increased. Cars parked in a nearby layby has also been hit by passing vehicles. At the other end of the village, The Pool is experiencing the same issues.

Councillors have been discussing ways to help resolve this problem, community speed watch, traffic calming methods, flashing signs etc.

Cllr Trull suggested the PC contacts the Police motorbike speed watch to help monitor the situation. Cllr Trull to forward contact details to the clerk. Mobile flashing signs can be installed and the data can be requested.

**Cllr Trull**

Community speed watch-the police need to approve the locations where this can take place. Training needs to completed, (video followed by a test). SGC provide the speed guns. Clerk to contact Cllr Wareham for a progress report on volunteers’ community speed watch training and equipment. The PC has vis jackets, a speed gun but this may be out of date.

**Parish Clerk**

Under agenda item 9 the PC will be discussing an open meeting to discuss issues like traffic calming, this will give parishioners an opportunity to discuss their thoughts and log any comments. Community infrastructure Levy funds could also be put towards any implementations. **This was noted**

*Cllr Harding thanked the public for their comments and welcomed them to stay for the remainder of the meeting*

**4 Councillors to approve the following minutes**

- **6<sup>th</sup> July 2021-minor amendments made**

- **23<sup>rd</sup> August 2021**

**Resolved by the Parish Council approving the minutes-Cllr Harding 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 GPS signal is sending large vehicles down back street-transport department-outstanding Parish Clerk

5.2 Orange End Kiosk-Telephone signs to be replaced with the defibrillator signs. The volunteers would prefer not to display the defibrillator glass signs for 'historical' reasons. The phone box is over 80 years old and the volunteers have worked hard and been congratulated on the restoration work and the phone box's appearance. The Volunteers would be more than happy to display stickers on the glass panels indicating the presence of the defibrillator, there are signs indicating a defib has been installed. Cllr Harding to speak to the volunteers. **No update this was noted** Cllr Harding

5.3 Councillor Email Address outstanding-one email address to be set up, in view of the new website it was agreed for Cllr Ruthven to set up the new email address once all the details have transferred from e-mango-**This was noted**

5.4 Christmas Lights Cllr Wareham – **no update-Clerk to liaise with Cllr Wareham** Parish Clerk

5.5 Hawthorn Tree offer of replacement tree on the Plain. The tree is being monitored, Cllr Turner explained the tree is still alive, but disappointed that there is not a lot of new growth. Parish Clerk

5.6 Allotment fence and indigenous hedging – arrange a meeting-remains **outstanding** Parish Clerk

5.7 Lych Gate – A new specification to be drawn up for the general maintenance, once approved 3 quotes to be obtained. **This was noted** Parish Clerk

5.8 Permissive Footpath-Cllr Ruthven to view google maps and report back to Councillors-**no update** Cllr Ruthven

5.9 Condition of the Somerset Monument-Cllr Harding met with a representative from BE, and it was agreed they will let us know what their plan for the building is, some spalling is already occurring. **This was noted**

5.10 South Gloucestershire's policy for hedge cutting-Clerk to write for a copy of their policy-**remains outstanding** Parish Clerk

5.11 Park Street Road Condition-Clerk emailed SGC and sent the photos, no response in 5 days, further email sent, SGC to make an urgent visit-**This was noted**

**6 Councillors' items – information only**

6.1 *Starveall Lane and Back Street hedges – Cllr Ruthven. They need cutting back, Clerk to email SGC-to be actioned* Parish Clerk

6.2 Overgrown Hedges narrowing footpaths – Cllr Neame.  
Number of properties have overgrown hedges; pedestrians are having to walk in the road. Clerk requested the addresses to write to the residents giving them two weeks before notifying SGC to take the matters in hand. **To be actioned**

Cllr  
Neame  
and Clerk

6.3 Exceeding speed limits-Cllr Hope

Cllr Hope wanted to reiterate with a matter of concern the number of vehicles exceeding the speed limit. It is becoming dangerous for pedestrians especially small children. A car has been seen overtaking a tractor. **This was noted**

6.4 West of Land to The West Of Barnside Cottage Hawkesbury Common-Cllr Hope

Cllr Hope requested for the Comments sent to SGC with regards to this application to be circulated to Councillors. **To be actioned**

Parish  
Clerk

6.5 Duke of Badminton Estate-Permissive Path – Cllr Hope

Request this is reopened

6.6 South Gloucestershire Council Grass cutting of the closed Cemetery-Cllr Hope

Greater care should be taken by SGC contractors when cutting the grass in the closed cemetery. Following the meeting with SGC it was confirmed the spalling was not at the right height for their machinery to cause the damage, difficult to prove. SGC agreed to go back to their employees and reinforce they take great care when cutting round tomb/head stones

The South West tombstones/headstones need to be monitored due to their deterioration from the weather. **This was noted**

6.7 English Heritage and various other groups have been awarded money to help with the churches- **this was noted**

6.8 Thefts-Cllr White

A couple of thefts have recently been reported in Hawkesbury Upton-be vigilant

6.9 Ash Die back meeting – Cllr Harding

Do the Parish Council wish to hold a meeting to discuss the issues – no further complaints/correspondence have been received-it was noted that things are growing back already-**no further action**

Suggested 2022 Annual Assembly guest speaker to provide an update on the “Ash die back” situation.

6.10 Noise Disturbance from the Manor House-Cllr Harding

This weekend there was noise disturbance from the Manor House, it was reported to the Parish Council that a powerful sound system was used. Local residents are keeping a diary and a recording of the noise-the occupants should be considerate to the neighbours. Cllr Trull is on the case **This was noted**

**7 Record any Data Breaches from 6<sup>th</sup> July -6<sup>th</sup> September 2021**

None – **this was noted**

**8 District Councillors report-Cllr Trull**

Everything is getting back to normal, but waiting for the next wave of infections as children go back to school. Emails are being received from Anti vaccinators and give interesting arguments and appreciate their view.

SGC will be taking in Afghanistan refugees and will help with support in work and languages.

Strategic Sites delivery – Cllr Rush 20-25k houses has increase to 50k, additional 400 homes for Wickwar.

Charfield Train Station is near opening-further house development in this area

Cllr Hope asked Cllr Trull to arrange an open meeting with one of their officers to discuss traffic calming measures, bumps etc. The Parish Council at looking for a Saturday morning to discuss various items with the Parish. Cllr Trull to take this forward.

**Cllr Trull**

**9 Open meeting – Councillors to set a date and venue to discuss with parishioners the following items;**

- **Car Parking issues**
- **Traffic calming measures**
- **CIL money**

The Parish Council holds £13,517 CIL money in their bank account, the first tranche of funds must be spent by 2022. Councillors to agree on which Saturday will be best suited. Clerk to report back to Councillors with availability before booking the Hall.

**Parish Clerk**

In addition, at this meeting it was agreed to include Climate Emergency. **This was noted**

An email had been received by the clerk and subsequently forwarded to Councillors prior to the meeting expressing their concerns regarding vehicles exceeding the speed limit. This was covered under item 3 public participation page 1506-

With regards to traffic calming measures-to investigate speed camera logos to erect in the parish to help reduce the speed on the traffic in the village.

**10 10.1 Planning applications received from South Gloucestershire Council-to be considered by Councillors.**

<b>P21/05563/TCA</b>	Plumtree House France Lane Hawkesbury Upton	Works to fell 1 no. Ash Tree situated in the Hawkesbury Upton Conservation Area	<b>No action required – applicant was given 5 days’ notice to remove the tree. This was noted</b>
<b>P21/05674/F – see page 1506 – item already discussed and resolved</b>			

**10.2 To Note New Planning Decisions made by South Gloucestershire Council – Full Details of their decisions can be found on SGC Website**

<b>P21/03113/F</b>	Fernlea High Street Hawkesbury Upton	Creation of new vehicular access onto classified highway	<b>Approve with conditions</b>
<b>P21/02427/F</b>	Beaumont House Back Street Hawkesbury Upton	Erection of single storey rear extension to form additional living accommodation. Erection of front porch, carport and garden room. Installation of rear dormer, rear balcony and solar PV panels to side roof elevation	<b>Approve with conditions</b>
<b>P21/04148/TCA</b>	22 Back Street Hawkesbury Upton	Works to fell 1 no. Conifer tree which is situated within the Hawkesbury Conversation area	<b>No Objection</b>
<b>P21/04599/TCA</b>	Home Farm High Street Hawkesbury Upton	Works to 2no. small leaved Limes to crown reduce by 1m back to previous points tree situated within the Hawkesbury Upton Conservation Area	<b>No objection</b>
<b>P21/04214/F</b>	52 Highfields Hawkesbury Upton	Demolition of existing rear extensions. Erection of single storey rear extension with glazed canopy area to form additional living accommodation. Installation of flue	<b>Approve with conditions</b>

## 11 Finance

### 11.1 Bank Reconciliation as of 31<sup>st</sup> July and 30<sup>th</sup> August 2021, to be checked and

approved by a Councillor. Resolved-Cllr Ruthven checked and signed the paperwork at the meeting.

**11.2 Payments to be agreed and Cheques signed in accordance with the bank mandate. Payments proposed by Cllr Turner and Cllr Chamberlain**

<b>A</b>	Clerks Wages	
	July – payment made on 9 <sup>th</sup> August 2021	£828.23
	August – payment made on 18 <sup>th</sup> August 2021	£823.83
<b>B</b>	SLCC membership renewal 1/9/21	£144.00
<b>C</b>	Trevor Peters-Logo	£120.00
<b>D</b>	Water2business – Birgage allotment troughs	£ 14.86
<b>E</b>	South Gloucestershire Localism payment Jul/Aug/Sept- payment approved 23 <sup>rd</sup> August but not advertised on the agenda	£207.86
<b>F</b>	South Gloucestershire Council – Licence Birgage Allotments	£ 50.00

**12 The Pool-removal of the Pile, Pigmy weed and monitoring over a period of two years. Quotation received and approval required**

Cllr Harding, Cllr Hope and Clerk met with Badminton Estate and two Cotswold wardens. The plan is to remove the pile at minimal cost to the Parish Council. Donations have been offered to the Parish Council to help cover the cost of £3300 plus vat

- AONB donation £1400
- Badminton Estate £1000 totalling £2400

In principle the PC agreed to pay the removal of the pigmy weed at the cost of £1200 but with the donations it will cost the PC will be £900 over two years.

Cllr Turner proposed the PC proceed with the quotation and go ahead with the work. This was second by Cllr Ruthven-it was put to a vote-all in favour. Cllr Hope – the PC will need to decide on a management plan for the Pool-agreed to place the order

**Parish  
Clerk**

**13 Cemetery Extension – Councillors to discuss the following;**

- **Purchase of additional land to extend the cemetery**
- **The next stage**

Following communication with Badminton Estate they have put on the table a third of an acre on the Southern boundary approx. 20m. This was discussed in full and the following points were raised;

- Pre planning advice to be obtained
- Possibly required to move the public right of way
- Should the PC buy the land if we don't know if this will be viable?

First Steps;

- Pre planning advice to be sought-Cllr Hope
- Obtain a suitability check on the land which will identify what level of assessment will be required by the Environment Agency, CDS Free Risk Assessment-Cllr Hope
- Write to Badminton Estate – interested in their offer, PC to obtain suitability checks before buying-Cllr Harding

**14 VE75 Bench – Councillors to discuss the way forward to have the bench installed**

Appointed contractor is unable to install the bench due to work commitments. The PC had a rethink-Councillors to be part of a working party to install the bench-it was agreed for Councillors to meet at the site at 10.30am. **This was noted**

Clerk to chase the donation of £900. **To be actioned**

**15 Climate Change Emergency – update from subcommittee**

- **Tree planting for the Recreational Field – Councillors to approve the specification of works and costings**

The proposal has been shared with the Hall Committee. Concerns re maintenance of the trees, thinning etc. Grants are available if agreed.

Cllr Harding proposed the tree planting, second by Cllr Turner, all in favour. Actions to take from the meeting.

- Recreational Field Grass cutting maintenance to be amended
- To use CIL to purchase the trees

In addition, SGC will be hold the third webinar for the Local Nature Action Plan-Councillors may want to see it-Clerk to forward the email again to Councillors. **To be actioned**

Solar Energy, Cllr Hope waiting to hear from SGC regarding solar panels within a Conservation Area. **This was noted**

**16 Communication and Website update**

Meeting was held on 10<sup>th</sup> August and the new website is nearing completion. Looking at 1<sup>st</sup> October to go live. Clerk has contacted e-mango to assist with the transfer of the domain to the new supplier. Next meeting with 2commune will be taking place next week. **This was noted**

**17 Councillors to approve the specification of works for the land opposite the Somerset Monument. Next stage to maintain the land**

The specification of works had been sent to Councillors prior to the meeting-Councillors approved the details and the form was signed by Cllr Harding. Clerk to contact the cemetery contractor for a quote to strim the land as per the specification. **To be actioned**

**Parish Clerk**

**18 The Queens Platinum Jubilee**

- **Plant a tree for the Queens Platinum Jubilee-application for two Old English Oak Trees has been applied for and approved. Councillors to approve where these trees to be planted-One of the trees could be planted by the Pool-need to contact Badminton Estate for approval**

- **No response from the advert placed in the Parish News – next step to be agree by Councillors**

**Parish  
Clerk**

In view of the time, it was agreed to move this item to 4<sup>th</sup> October 2021 meeting, to be actioned

**19 Greener Places Strategy Consultation**

Due to the time this item was not discussed in full-agreed with all the recommendations

**Parish  
Clerk**

**20 Christmas Light Switch on – Councillors to agree on a tree, lights and decorations**

- Christmas Tree, speak to Gloucestershire Wildlife Trust trunk no bigger than 120mm– Cllr Chamberlain
- Christmas Lights-Email Cllr Wareham for an update
- Approved erection of the tree 4/5<sup>th</sup> December 21
- Christmas Light switch on 11<sup>th</sup> December 21

**21 Date of the next Parish Council meeting will be held on Monday 4<sup>th</sup> October 2021 in the upstairs meeting room of the Village Hall, High Street, Hawkesbury Upton at 7.30pm**

**Minutes approved by**