

Hawkesbury Parish Council



Minutes of Hawkesbury Parish Council's Meeting Held on Tuesday 8th June 2021 at 7.30pm

Present:

Cllr Hope (Chair), Cllr Turner, Cllr Neame, Cllr Wareham and H Jones (Parish Clerk)

Apologies

Cllr Harding, Cllr White, Cllr Ruthven and Cllr Musty

Public Participation

District Cllr Trull and two members of the public

Action

The Chair and Vice Chair was unavailable for tonight's meeting, therefore, before the meeting could commence Councillors discussed the position of Chair, it was agreed Cllr Hope would be Chair - all in favour-Cllr Hope. welcomed everyone

1 To take apologies for absence

Cllr Harding, Cllr White, Cllr Ruthven and Cllr Musty. In addition, District Councillor Rush apologies were received.

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

None

2a Councillors to approve an appendix to the Standing Orders to allow an alternative day to hold face to face meetings whilst restrictions remain in place, due to the lack of venues having sufficient room in Hawkesbury to hold a Parish Council meeting.

Standing Orders amendment 8th June 2021 appendix 4.1 was approved by Councillors and signed by Cllr Hope.

3 Public Participation

Planning application P21/02427/F-Beaumont House, residents discussed the changes in the plans, materials etc. For the property to be in keeping with the rest of the village.

Councillor will review the plans and request an extension.

- 4 Councillors to approve the following minutes**
- **19th April, 4th and 24th May 2021**
- Resolved by the Parish Council approving the minutes-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 GPS signal is sending large vehicles down back street-transport department-outstanding Parish Clerk
- 5.2 Gateway Project Board-**Resolved** - Wild Flowers seeds have been sprinkled on the ground and being watered.
- 5.3 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
- 5.4 Post box damaged collection time panel-The Post Office has been notified and a new panel will be installed in due course-**this was noted**
- 5.5 Councillor Email Address outstanding-one email address to be set up-**This was noted** Cllr Ruthven
- 5.6 Christmas Lights Cllr Wareham – **no update**
- 5.7 Starveall Lane, Sandpits Lane and Beech Lane-letters to both SGC and GC regarding the road surface condition-**Resolved, both SGC and GC have been notified**
- 5.8 Rural Housing Trust Ltd - re shared ownership and letter of complaint received with regards to successful applicants. Their investigations confirmed that RHTL and the buyer complied with the requirements of the Planning Permission and S106 agreement. **Resolved-no further action**
- 5.9 Wessex Water temporary Road – Clerk is waiting to hear from WW regarding when the temporary road will be removed-**this was noted** Parish Clerk
- 5.10 Hawthorn Tree offer of replacement tree-**outstanding** Parish Clerk
- 5.11 Allotment fence and indigenous hedging – arrange a meeting-remains **outstanding** Parish Clerk
- 5.12 Lych Gate – Email regarding a quote to maintain the Lych Gate has been sent, Clerk to update the PC in due course. **This was noted**
- 5.13 Starveall Lane/Killcott pot holes a danger to cyclists-email sent to the local parish council-awaiting a response-**this was noted** Cllr Ruthven

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

5.15 Annual Assembly 2021 video is now advertised on the website – **resolved**

6 Councillors' items – information only

6.1 Speedwatch update – Cllr Hope

The Parish Council can request a speed visor sign on a 6-monthly basis, this will allow the Parish Council to obtain up to date and decide if there really is continual speeding at certain times within the Parish. The Parish Council can also ask for the Police motorbike mobile unit to visit Hawkesbury. Cllr Trull will send the details to the PC.

6.2 The Commons - Cllr Hope

*The Commons Management has received a grant from Higher Tier, Countryside Stewardship which is a good piece of news. They will be drafting a new strategy. **This was noted***

6.3 The 5th Anniversary Pool-Cllr Hope

*The shop will be celebrating their 5th Anniversary on The Plain on 3rd July 21. **This was noted***

7 Record any Data Breaches from 4th May – 8th June 2021

None – **this was noted**

8 District Councillors report-Cllr Trull

DC have returned to face-to-face meetings in Kingswood.

They had a Teams meeting with Patrick Conway in respect of the 5-year land supply-SGC has 5.28years. **This was noted**

Cllr Trull is happy to help with the Speed watch volunteers-swap around areas-**this was noted**

9 Traffic Calming Measures – Councillors to discuss options for signs in the Village – public consultation to be considered, CIL money for funding

Various options available, Cllrs will be required to look at both pros and cons. The most effective way is by physical means, electronic signs, smiley faces. A quote has been received to place a flashing sign at the end of the village which would provide the PC with all the data required number of vehicles, speeding, time and date. A further reminder sign on the High Street.

The PC requires data to take this forward; to be actioned

- Ask for previous data
- Request speed camera to be stationed by The Pool-new data
- Send details of a further quote received to compare
- Require a third quote to be obtained

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

P21/03592/F	Little Badminton Farm Well Lane Little	Relevant demolition of open cart shed to	Support
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	Badminton	facilitate re-location of existing access	
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10.2 To Note New Planning Decisions made by South Gloucestershire Council – Full Details of their decisions can be found on SGC Website

P21/01288/LB	Lower Chalkley Farm King Lane Horton	Internal alterations to include the removal of partition wall in ground floor wc, removal of patrician wall and cupboard from first floor bedroom and installation of new partition wall to loft floor	Approve with conditions
P21/00906/TPR	Yew Tree Bungalow High Street Hawkesbury Upton	Works to prune 1no. Yew Tree back to previous points, covered by Tree Preservation Order SGTPO 07/100 dated 16/01/2001	Approve with Conditions
P21/01023/LB	2 The Tithe Barn High Street Hawkesbury Upton	External alterations to include replacement of large front double-glazed screen (approx. 4 x 4m)	Approve with conditions
P21/01688/TCA	Cleeve House 24 Back Street Hawkesbury Upton	Works to fell 4no. conifers situated in the Hawkesbury Upton Conservation area.	No Objection
P21/02567/TCA	1 St Andrews High Street Hawkesbury Upton	Works to fell 1no. Ash tree situated in the Hawkesbury Upton Conservation Area	No Objection

P21/02572/TCA	Springhaven High Street Hawkesbury Upton	Works to crown reduce 1no. Ash Tree by 3m which is situated within the Hawkesbury Upton Conservation Area	No Objection
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11 Finance

11.1 Bank Reconciliation as of 30th April and 31st May 2021, to be checked and approved by a Councillor. -Cllr Ruthven to check the necessary paperwork at a convenient time and return the signed paperwork.

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

A	South Gloucestershire Council Localism Service April/May/June-item approved on 24 th May 2021 but not advertised on the agenda	£207.86
B	ICO Data Protection Fee-Direct Debit 28/8/21 HMRC	£ 35.00
C	Simon Harris	£173.00
D	Invoices approved at 24 th May 2021 meeting but not advertised on the agenda Zurich Municipal – Insurance renewal ROSPA Annual Inspection – recreational field & play parks South Gloucestershire Localism grass cutting and dog bin-duplication see A above Clerks Wages May Iain Selkirk -internal auditor	£492.66 £271.80 £828.83 £150.00
E	Parish Clerks expenses May	£ 77.54

11.3 Community Infrastructure Levy received £2869.71

12 The Pool – Councillors to discuss the possibility of levelling the mound slightly, for & the habitat

16 Cllr Hope attended a positive meeting regarding the mound with a representative from Badminton Estate and Cotswold National Landscape. Badminton Estate is keen to see the removal of the mound, however it has been confirmed the mound contains the pernicious weed “New Zealand Pygmy Weed” Quotes are being sought from a registered carrier for the Cotswold National Landscape to see if it fits within their budget.

The Parish Council will need to consult with the wider community, consultation of parishioner’s vision for the Pool. It was agreed for the PC’s proposal to be placed in the Parish News and await comments.

Cllr Hope

13 VE75 bench-Councillors to reconsider the area where this bench will be situated and to agree how the bench will be secured.

The final decision by Councillors is for the bench to be installed as previously planned, sited on the land opposite the Somerset Monument. What is required set the legs into concrete, with steel screws, clerk to contact the contractor for a revised quote.

Parish Clerk

To be actioned

14 Climate Change Emergency -update from Sub-committee

Subcommittee highlighted Topics to be considered, the Pool and planting of trees.

Trees – An area where the planting of trees could be considered is on the recreational field possibly at the bottom end, Councillors may like to look into using CIL money to purchase the trees. As for the Pool, this has already been covered under item 12. No further update. **This was noted**

15 Communication and Website update

Cllr White and the Parish Clerk will be meeting with 2commune tomorrow on Zoom, further update in due course. **This was noted**

16 The Pool-various options to be discussed and considered by Councillors.

This item has been covered under item 12-**this was noted**

17 Projector for the Parish-Councillors to consider if the Parish Council could donate a projector to the Parish.

The PC's projector was stored in the office of the Village Hall. After a full discussion, the PC agreed to store the projector in Hall to allow hall users access, albeit the PC will have priority for their meetings. **This was noted**

18 Parking in Hawkesbury Upton-Councillors to discuss the way forward-engage with parishioners/landowners for possible solutions

Two options do nothing or see if there is any interest from Parishioners for a solution. Issues;

- Negative comments on facebook
- Parking availability for residents i.e. Back Street, Park Street and High Street verses visitors parking
- The PC does not own any land
- The location of a possible car park

What evidence does the Parish Council have, for an additional car park? See above. To take this forward data/evidence would need to be obtained. It is a common problem for many Villages regarding lack of parking.

- Liaise with the Hall Committee re their car park-understandably when the hall is in use this cannot be considered as an alternative solution-users should have priority
- Speak to the wider public-what are their issues
- Hold a village meeting
- Monitor the parking in the village
- Is there anything South Gloucestershire Council could suggest to alleviate the situation
- Liaise with farm land owners

- Liaise with the Town and Parish Council forum and ALCA for possible solutions

Before the next meeting Councillors to monitor the situation and obtain data-**to be actioned**

All Councillors

- 19 5th Anniversary Gift from Hawkesbury Stores for the Parish – Councillors to put forward suggestions**

The Parish Council discussed this item and it was agreed Hawkesbury Stores should ask the wider community; seek parishioners’ suggestions-**This was noted**

Parish Clerk

- 20 Internal Audit Report from Iain Selkirk.**

“Year ended 31st March 2021

I have examined the Council’s records in the areas delineated in the attached schedule and made enquiries as deemed appropriate.

In my opinion the systems of internal controls are adequate for the purpose intended and there are no matters to be brought to your attention.” **This was noted**

- 21 External Audit-Approval of Annual Audit by Council 2020/21**

 - **Annual Governance Statement 2020/21 to be approved by Councillors – to be signed by the Financial Officer and Chair**

Section 1 – Annual Governance Statement 2020/21 Statements read approved by the Parish Council at tonight’s meeting being 8th June 2021 and signed by both the Clerk/RFO and Cllr Hope-Chair. **Resolved**

- 22 External Audit-Approval of Annual Audit by Council**

 - **Accounting Statements to be approved and signed by both the Chair and Financial Officer**

Prior to the meeting the Clerk emailed all the necessary audit paperwork to Councillors. Section 2 Accounting Statement 2020/21 was approved by the Parish Council at tonight’s meeting and signed by both the Financial Officer/Clerk and Cllr Hope - Chair – **Resolved, Clerk to send all the necessary paperwork to the external auditors.**

Parish Clerk

- 23 Parish Council’s Storage of documents – Councillors to discuss the way forward**

There are two filing cabinets in the office to store paperwork, this needs to be inspected to check what the cabinet contain and make of them. Consider also to archive various documents. **This was noted**

- 24 Parish Councillor Vacancy – Councillors to discuss the way forward with regards to advertising the vacancy and closing date**

Parish News, Noticeboards, Website – Closing date 25th July 2021

Please can Councillors ensure they are wearing their masks when entering the Village Hall

- 25 Date of the next Parish Council meeting will be held on Tuesday 6th July 2021 in the Village Hall, High Street, Hawkesbury Upton at 7.30pm**

Minutes approved by

Initials of Chairman

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