



# Hawkesbury

P A R I S H C O U N C I L

Notice is hereby given that the Annual General Meeting of

## ***Hawkesbury Parish Council***

will take place on Monday 12<sup>th</sup> May 2025 at 7:30pm in the Village Hall,  
High Street, Hawkesbury Upton

***To optimise the meeting time Councillors are requested to read the Agenda and Minutes IN ADVANCE and to contact the Parish Clerk with any requests for clarification or further information.***

***Members of the Public and Press are welcome to join***

### **Attendees**

- 1     **1.1 To Elect a Chair for the ensuing year and sign the declaration of acceptance**  
      **1.2 The Chair to sign the Declaration of Acceptance of Office**
- 2     **To take apologies for absence**
- 3     **3.1 To Elect a Vice Chair for the ensuing year and to sign the declaration of acceptance**  
  
      **3.2 Vice Chairman to sign the Declaration of Acceptance of Office**
- 4     **To record declaration of interest from members in any item to be discussed**
- 5     **Public Participation**
- 6     **Councillors to be appointed for the following Membership of outside Bodies and subcommittees**
  - ALCA-to attend ALCA meetings and report back to the Parish Council
  - Hall Committee-to attend the Hall monthly meetings and report back to the Parish Council
  - Cemetery subcommittee-4 members of the Parish Council
  - Clerks appraisal – pensions
  - Responsibility of checking

1. Monthly finance figures at the meeting
2. Allotment Contract-annually
3. Footpaths
4. Risk Assessment to be completed and reported to the Parish Council
5. Standing Orders/Financial Regulations-review these documents with the Clerk

7 **Councillors to approve the following minutes**

- 7<sup>th</sup> and 14<sup>th</sup> April 2025

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

6 **Record any Data Breaches from 7<sup>th</sup> April – 12<sup>th</sup> May 2025**

7 **District Councillors Report**

8 **Maintenance to be agreed on the benches within the Parish**

9 **Update on Internal Audit**

10 **Conflict of Interest with BDO LLP External Auditors-Councillors to confirm any conflict of interest – relevant form to be completed and signed at the meeting**

11 **Speed watch-Traffic calming update**

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

P25/00989/TCA	Glebe Cottage The Barton Hawkesbury Upton	Works to 1no Yew Tree to crown reduce to leave a finishing height of 7m and radial spread of 4m within Hawkesbury Upton conservation area.
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**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

P25/00593/PNA	Land Hawksbury Road Hawksbury Upton	At Prior notification for the intention to erect 1no. agricultural building for the housing of livestock	Approval Granted
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13 **Finance**

**13.1 Bank Reconciliation as of 30<sup>th</sup> April 2025 to be checked and approved by a Councillor**

**13.2 Payments to be agreed and payments authorised in accordance with the bank mandate**

<b>A</b>	<b>Clerks' Wages April Pension</b>	<b>£1000.94 £73.69</b>
<b>B</b>	<b>Clerks Wages May Pension</b>	<b>£1000.94 £73.69</b>
<b>C</b>	<b>Clerks Expenses April</b>	<b>£TBC</b>
<b>D</b>	<b>Grass Cutting A Barrett-Recreational field, The Pound and Plain, and the Cemetery</b>	<b>£650.00</b>
<b>E</b>	<b>South Gloucestershire Council – Installation of post for VAS (including £99.98 vat)</b>	<b>£599.26</b>
<b>F</b>	<b>Iain A Selkirk Internal Auditor</b>	<b>£165.00</b>

**To Be Noted remittance advice from SGC  
50% Precept £16434.00 and CIL funding £2669.22**

- 14 **Resignation of Cllr Chamberlain and the next step**
- 15 **Annual Assembly Wash up**
- 16 **Audit 2024-2025-Approval of Annual Audit by Council 2024-2025**
  - **Annual Governance Statement to be approved by Councillors**
  - **To be signed by the Financial Officer and Chair**
- 17 **Audit 2024-2025 – Approval of Annual Audit by Council**
  - **Accounting Statements to be approved by Councillors**
  - **To be signed by both the Chair and Financial Officer**
- 18 **Maintenance to be agreed on the benches within the Parish**
- 19 **Public consultation on proposed removal of BT payphones from South Gloucestershire-ends 25<sup>th</sup> May 2025 Little Badminton and Hawkesbury Upton**
- 20 **Reports back from Councillors**
- 21 **Councillor's items-information only**
- 22 **The next Parish Council Meeting will be held on Monday 2<sup>nd</sup> June 2025 at 7.30pm in the upstairs meeting room, Hawkesbury Village Hall Hawkesbury Upton.**

*Members are reminded that the Council has no political affiliation and has a duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, age, religion, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human rights.*

Signed .....Mrs Hazel Jones Parish Clerk Date 6<sup>th</sup> May 2025