

Hawkesbury Parish Council



Minutes of Hawkesbury Parish Council's Annual General Virtual Zoom Meeting Held on Monday 4th May 2021 at 7.30pm

Present:

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

Apologies

Cllr Musty and Cllr White

Public Participation

None

- | | | |
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| | | Action |
| 1 | 1.1 To Elect a Chair for the ensuing year and sign the declaration of acceptance. Cllr John Turner proposed Cllr Harding, Second by Cllr Hope-no further nominees. All in favour, Cllr Harding was elected Chair. | |
| | 1.2 The Chair to sign the Declaration of Acceptance- This will be signed tomorrow due to the Government COVID-19 restrictions in place-this was noted | Cllr Harding |
| | 1.3 Resignation of Councillor
Cllr Stephens has resigned, SGC has been notified and the Vacancy for Councillor Local Government Act 1972 – Section 87 (2) Notice has been placed on the website and noticeboards. Councillors approved a “Thank you” card to be sent | Parish Clerk |
| 2 | To take apologies for absence
Cllr White and Cllr Musty | |
| 3 | 3.1 To Elect a Vice Chair for the ensuing year and to sign the declaration of acceptance Cllr Harding proposed Cllr Ruthven, Cllr Turner second the proposal. No further nominees – all in favour-Cllr Ruthven was elected ViceChair
3.2 Vice Chairman to sign the Declaration of Acceptance of Office- This will be signed tomorrow due to the Government COVID-19 restrictions in place- this was noted | Cllr Ruthven |
| 4 | To record declaration of interest from members in any item to be discussed.
None | |
| 5 | To adjourn to allow Public Participation | |

None

6 Councillors to be appointed for the following Membership of outside Bodies and Committees

- ALCA – to attend ALCA meetings and report back to the Parish Council-Cllr Hope and Cllr Wareham to share the role
- Hall Committee- to attend the Hall monthly meetings and report back to the Parish Council-Cllr Hope
- Cemetery Committee-4 members of the Parish Council-Cllr Hope Cllr Harding Cllr Musty and Cllr Wareham
- Responsibility of Checking;
Monthly Finance figures at the meeting-Cllr Ruthven
Allotment contract – annually-Cllr Wareham
Footpaths- Cllr Musty
Risk Assessment to be completed and reported to the Parish Council – Cllr Turner
Standing Orders/Financial Regulations – review these documents with the Clerk, last reviewed 2018-Cllr Neame
- Decision to be made on the Bank Signatories – Agreed no need to add any further signatories on the bank accounts-this was noted
- Website-Cllr White, Parish Clerk, Cllr Neame and Cllr Ruthven
- Town and Parish Forum representative-Cllr Hope

7 Councillors to approve the following minutes

- **19th April 2021**

Agenda item for June, minutes not completed in time for the meeting-**to be actioned**

Parish Clerk

8 Parish Clerk to update the Parish Council on previous actions

8.1 GPS signal is sending large vehicles down back street-transport department-outstanding

8.2 The Pool-Cllr Hope will update under Councillors items. **This was noted**

8.3 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 that it had been installed. Cllr Harding to speak to the volunteers. **No update this was noted**

Cllr Harding Parish Clerk

8.4 Post box Collection times panel requires replacing -**to be actioned**

8.5 Speed Watch Volunteers to be trained, awaiting confirmation of online training. this item remains outstanding. **This was noted**

8.5 Councillor Email Address outstanding-one email address to be set up-**This was noted**

Cllr Ruthven

8.6 Traffic Calming measures-**outstanding** Clerk to investigate the costings relating to

Parish

the warning signs- to be actioned	Clerk
8.7 Christmas Lights Cllr Wareham – no update	Cllr Wareham
8.8 Starveall Lane/Beech Lane and Sandpits Lane-pot holes waiting photos of these holes. Sandpits Lane pot holes now have white paint markings-this is normally a sign that SGC will be repairing them. Cllr Musty requested photos to be taken to hold on record in the event SGC do not carry out the repairs. To be actioned	Cllr Turner
8.9 Wildflowers to be planted by the Gateway to the Cotswold panel-remains outstanding	Cllr Hope
8.10 letter to both SGC and GC regarding heavy commercial traffic heading to/from he A46 and reinforcing the road remains outstanding. To be action	Parish Clerk
8.11 English Rural share ownership complaint-no update received, clerk to chase RHT-remains outstanding	Parish Clerk
8.12 <i>France Lane Wessex Water-Gravel track in the adjacent field to the sewage station. Letter outstanding. To be actioned</i>	Parish Clerk
8.13 Hawthorn Tree donation-letter outstanding- to be actioned	Parish Clerk
8.14 Allotments-meeting with allotment representative to be arranged to discuss the boundary hedge/trees and gate. To be actioned	Parish Clerk
8.15 VE75 bench installation quotes- remains outstanding	Parish Clerk
8.16 Lych Gate restoration work specification and quotes- remains outstanding	Parish Clerk
8.17 Website meeting to discuss the next stage remains outstanding	Parish Clerk & Cllr White
9 Councillors' items – information only	
<i>9.1 Hawkesbury Stores-Cllr Hope 5th Anniversary gift from the shop to the Parish-a decision to place a sign in the Village Hall car park is being considered - PC suggestions too late to be considered. This was noted</i>	
<i>9.2 Table Top Sale-Village Hall – Cllr Hope 10.30 am Saturday 8th May, opening as a non-essential shop, refreshments to be sold outside to stay within the government guidelines. This was noted</i>	
<i>9.3 Village Hall-Cllr Hope Good response to their survey-The new Village Hall Chair A Webb, new strategy is being drawn up</i>	
<i>9.4 Farm Pool/Drovers Pool-Cllr Hope An email has been passed to all Councillors regarding the Drovers Pool-it was suggested the PC address some of the issues raised-please respond to the email-to be</i>	Parish

actioned

Council

9.5 Starveall Lane/Kilcott Cllr Turner

This is a steep road to Kilcott, full of potholes very dangerous for cyclist. Clerk to contact Hillsley/Tresham Clerk to ask them to report the situated to GC

Parish Clerk

10 District Councillors report-
No update

11 Record any Data Breaches from 12th April-4th May 2021
No data breaches recorded

12 12.1 Planning applications received from South Gloucestershire Council-to be considered by Councillors.

P21/02769/CLE	The Cottage Orange End Inglestone Common	The continued use of the barn as storage for hay, straw and equestrian/agricultural equipment	Support
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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 Website

P20/21559/F	Upton Magna 48 France Lane Hawkesbury Upton	Demolition of existing conservatory. Erection of a single storey rear extension and single storey front extensions to form additional living accommodation and bike store. Construction of raised terrace (Amendment to previously approved scheme P19/11883/F)	Approve with conditions
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13 Finance

13.1 Bank Reconciliation as of 30th April 2021, to be checked and approved by a Councillor. -In view of the restrictions the Clerk asked Cllr Ruthven to check the necessary paperwork at a convenient time and return the paperwork.

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

A 2commune

£2520.00

- B Parish Clerk-Expenses April £ 39.14
- C Simon Harris-Cemetery Grass cutting – item not advertised £173.00
on the agenda but payment approved at the meeting

14 Permissive Footpath from the Monument to Splatts Barn-Councillors to discuss the proposal

This footpath would allow walkers to walk from the Somerset Monument to Splatts farm, not sure where the footpath would go-suggestion put forward was to follow the hedgerow. Not sure of the procedure but to copy Badminton Estate, District Councillor Trull into correspondence, locate a map and mark the suggested footpath-
Cllr Ruthven to view google maps. **To be actioned**

**Cllr
Ruthven**

15 Annual Assembly date to be set by Councillors, original date of 26th April had to be cancelled.

Zoom meetings finish on 6th May, the PC needs to go back to face to face meetings. However, the Village Hall does not open until 17th May, it was suggested the PC goes back to its original plans to record the Annual Assembly and place the video on YouTube, each councillor speaking for no more than 2 minutes on specific items. Cllr Harding to prepare a list. It was agreed for this to take place on 17th May, once completed advertise the Annual Assembly in the Gazette. **To be actioned**

**Parish
Clerk**

16 VE bench update.

The Clerk met a SGC representative opposite the Somerset Monument regarding the fixing of the bench. SGC requires the PC to hold a licence for the bench. The PC approved the licence-clerk to sign and return it to SGC.

No quotes received for the base, clerk to contact a further 3 contractors. To prepare the land it will require levelling slightly, the contractor may require a small digger.
To be actioned

**Parish
Clerk**

17 Insurance Policy due for renewal

Premium £492.66 increase of £4.70 Clerk to specify the new bench on the insurance await revised quote. **To be actioned**

**Parish
Clerk**

18 The Pool-Councillors to discuss future plans on how the Parish Council intend to manage the Pool.

Cllr Hope will be attending a meeting tomorrow with Badminton Estate, Cotswold Wardens. Some volunteers came out today to clear some of the brambles.

- Ecology Officer has drawn up a quick management plan on how to work with the mound. One suggestion was to keep the mound as a habitat/level it slightly-agenda for next month
- In reality there is no water during the summer months, which in turn develops a different ecological environment.
- Plan to create a different environment-Nature reserve, wild flowers/plants
- Management plan over 5 years-this will need to be bought in by Badminton Estate and Parishioner

**Parish
Clerk**

- Cllr Hope will circulate the management plan to councillors
- The Pool does not belong to the Parish Council but Badminton Estate-Further engagement with BE is needed

Suggestions;

- Pond liner/relatively inexpensive/more clay base-obtain advice from ecologist-leave it as a reserve/water all year round for animals
- Climate Change-The Pool is slowly drying out, except for a small marshy area-felt pond liner not a good suggestion, instead accept the long-term trend-favour development of a marsh damp area-e.g. 5x5m reservoir-see experts opinions
- Pond liners disadvantage-if animals fall in, they can't always get out-too slippery
- Important issues-listen to what our Parishioners would like to see – Engage with Parishioners-Make it a vocal point-further consultation is required

19 **Community Infrastructure Levy – Cllr Hope**

How is the Parish Council going to spend this money? The PC needs to liaise with Parishioners for suggestions, encourage them to comment on the Annual Assembly YouTube video when it goes live;

- Traffic warning signs
- Green Gym
- Hedge/Tree planting

Spend it or lose it! £3k needs to be spent by the end of the year.

20 **Climate Change Emergency update from Sub Committee**

- **No Mow May**-the PC would like to support this, albeit the notification was late. After a full discussion it was felt the Cemetery/Recreational field could not be part of this event, it would take too long to cut the grass after a month of no maintenance, to restore areas to its normal standard, plus it would affect the contractor's income. However, it was agreed not to cut The Plain/Pound during May. This will need to be advertised to make Parishioners aware. This was noted, a note to be placed in the Parish News. The PC to consider this next year, individuals can also consider not mowing their lawns and see what effect this may have on insects and also to see what wild flowers begin to grow.
- **Local Nature Action Plans**- Matthew Lipton SGC is happy to help draw an Action plan for Town and Parishes-manage developing areas with Nature programmes.

Parish Clerk

Cllr Hope attending Climate Emergency Training session with SGC, it raises awareness, need people to take this forward.

21 **VE75 Bench update**

3 contractors have been contacted for a quote to instal the base in preparation for the bench-This was noted

22 **South Gloucestershire Council – Limited Community Governance review**

Some Parishes have grown, additional Councillors are required, extra Ward Councillors. This is an opportunity to consider;

- if HPC feel there is a need for additional Councillors in the Parish

- review the parish boundary

It was agreed the Parish Council did not want to make any changes-no comments to be made

25 Date of the next Parish Council meeting will be held on Monday 7th June 2021 in the Village Hall, High Street, Hawkesbury Upton at 8.30pm

Minutes approved by