

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
MONDAY 18th MAY 2009**

The meeting of Iron Acton Parish Council was held in the Marshall Rooms, Iron Acton commencing at 7.30pm.

Present:- Mr. Sheppard (Chairman), Mr. Bellis (Vice Chairman), Mr. Lomas, Miss. Blanchard, Miss. Weldrake, Mr. Heal, Mr. Hockey (South Gloucestershire Council), Mrs. Evans (Clerk)

Action

01-05-09 ELECTION OF CHAIRMAN

Councillor Bellis proposed, Councillor Weldrake seconded, and all agreed that Councillor Sheppard be Chairman. Councillor Sheppard was duly elected.

02-05-09 ELECTION OF VICE-CHAIRMAN

Councillor Sheppard proposed, Councillor Weldrake seconded, and all agreed that Councillor Bellis be Vice-Chairman. Councillor Bellis was duly elected.

03-05-09 APPOINTMENT OF PARISH HALL REPRESENTATIVE

It was proposed that Councillor Taylor continue in this role, subject to his agreement. The Clerk would contact Councillor Taylor to ascertain his wishes.

Clerk

04-05-09 PUBLIC PARTICIPATION

Mr. and Mrs. Byrne (in connection with agenda item 17), four residents of Fairview Terrace (in connection with agenda item 23) and one other member of the public were in attendance.

Mr. and Mrs. Byrne addressed the meeting in connection with their licence application to extend their alcohol and music licence. Their application is to be able to play live music from 8.00pm to midnight on a Friday once every two months. The alcohol extension would be for a Friday and Saturday until 1.00am (an extension of two hours) and Sunday until 11.00pm (an extension of one hour). This would be further discussed under agenda item 17.

Councillor Bellis withdrew from the meeting table and addressed the meeting under Public Participation. Councillor Bellis read out a letter to the Parish Council on behalf of the residents, asking the Parish Council to consider improvements to the condition of the access track to the rear of Fairview Terrace. The current situation is that the lane is partly grassed and partly bare earth with plenty of banks and wild plants. The lane does not drain naturally because its highest point is at the junction with Latteridge Road and its lowest point is in the middle which is also susceptible to potholes. The residents' proposal is to re-work the gradient of the lane so that its lowest point is at the eastern end allowing natural drainage; and the installation of suitable sub-surface reinforcement of the type which allows grass to grow through, at least for a proportion of the lane that is liable to be driven over. The advantage of this is that the lane will have a much better visual amenity for the village. The Parish Council were respectfully asked to consider whether they wish this to happen or not and secondly what distribution of expense was appropriate between residents and the Parish Council. If in principle this was agreed, then suitable enquiries can be made to find the most cost effective source of materials and labour.

The Clerk had made some enquiries with ALCA and DEFRA regarding access over village greens, and read out section 13 of DEFRA's publication 'Vehicular access across Common Land and Town or Village Greens: Non-Statutory Guidance Note' revised October 2007, which says 'any works which involve the resurfacing of land on registered common land will require the consent of the Secretary of State under section 38 of the Commons Act 2006. Works involve the resurfacing of land "if they consist of the laying of concrete, tarmacadam, coated roadstone or similar material on the land (but not if they consist only of the repair of an existing surface of the land made of such material)". **It was agreed** that the Clerk would make further enquiries with ALCA and DEFRA to ascertain the correct position.

Clerk

05-05-09 **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Aplin, Taylor and Gawler (Councillor and South Gloucestershire Councillor).

06-05-09 **DECLARATIONS OF INTEREST - Personal and/or Prejudicial**

Councillor Bellis declared a personal interest in agenda item 23 (second part). Councillor Blanchard declared a personal interest in agenda item 23 (second part). Councillor Weldrake declared a personal interest in agenda item 21.

07-05-09 **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 20th April 2009 had been circulated. In connection with agenda item 14-04-09, Councillor Bellis requested that 'It is therefore unlikely that the Parish Council would support an application under exemption sites' be added. Subject to this amendment the minutes were approved and signed by the Chairman. Proposed Councillor Bellis, seconded Councillor Weldrake. All agreed.

08-05-09 **MATTERS ARISING FROM THE ANNUAL PARISH MEETING**

The attendance at the Annual Parish Meeting on 8th May had been disappointing, with only 10 people present. Various issues had been discussed including the flooding in Mission Road, the X27 bus service. The Parish Council had been complimented on their 'frugal management of the Parish Accounts'. **It was agreed** that consideration would be given to holding the meeting on another night in order to increase attendance. This would be discussed nearer the time.

09-05-09 **CHAIRMAN'S REPORT**

The Chairman thanked Councillor Bellis for Chairing the Parish Council meetings for the past three months, as well as the support he had given the Clerk.

The Chairman reported that the gates to Mr. Poole's field on Frampton End Road had disappeared and the second gate appeared to have been rammed and bent and the kissing gate had gone. These gates are the responsibility of the Environment Agency. **It was agreed** that this would be reported to SGC and the Clerk Environment Agency by the Clerk.

The Chairman and Clerk had met with Mr. Tony Driver regarding the surface water in Mission Road (opposite his house). Mr. Driver had cleared his ditches and drains. A length of wide diameter pipe is required to run under one of the access gates. Mr. Sulley of SGC is organising this.

The Chairman also met with Mr. Dick Sulley of SGC regarding the flooding outside the White Hart public house. Mr. Sulley is investigating this. They also discussed with 'dip' in the Village Green'. Mr. Sulley will also be investigating this with SGC and will look at old maps and plans that are held on computer at SGC to try and ascertain if there is a reason for the increase in the 'dip'.

10-05-09 **CLERK'S REPORT**

Annual Parish Meeting:- Unfortunately this was poorly attended, despite advertising in the Gazette.

Highways:- The Clerk had received an email from SGC regarding the closure of Latteridge Road to facilitate repair works to the level crossing. The closure will take place from 20.30 hrs on Saturday 25th April to 10.30 hrs on Sunday 26th April. The notification was forwarded via email to all Parish Councillors on 24th April. Signs have been erected at the entrance to Latteridge Road. A further notification has been received notifying that the road will be closed on 23rd May from 21.30 hrs until 24th May at 10.00 hrs, again to facilitate works to the railway crossing.

Planning Enforcement:- The Clerk had been approached by Mrs. Wright from Algars Mill in connection with the scrap metal business being operated out of the Old Coal Yard on Station Road (by the level crossing). Mrs. Wright has provided the Clerk with copies of the correspondence she has, and the Clerk has spoken to Planning Enforcement who have no record of the June 2008 notification to them about this business. Planning has suggested that the Clerk contacts Dawn Lambert about this.

Village Green:- The Chairman and Clerk met with Dick Sully on the village green on Friday 15th May to discuss the 'dip' in the village green. This will be further discussed under agenda item 23, first part.

Allotments:- The Clerk has received a report from Bristol Water in connection with their inspection of the trough in the Nibley Lane allotments. The supply pipe to the trough needs to be insulated to protect it from frost, and the insulation needs to be protected against 'damage caused by livestock'. The Chairman has attended to this. Most of the allotment rents have been received from tenants.

Cemetery:- In connection with the Bristol Water inspection on 16th April, the cemetery tap is dripping and needs to be repaired. Also the supply pipe needs to be insulated against frost and the insulation protected against damage caused by livestock. The Chairman has attended to this.

Anti-Social Behaviour:- There have been no further reports of anti-social behaviour during the course of the month - however the half-term holidays are approaching.

Grass Cutting:- The Clerk had been asked by the Parish Hall Committee to obtain a copy of the grass-cutting schedule. The Clerk has asked Landscape services to provide this.

11-05-09 **SOUTH GLOUCESTERSHIRE REPRESENTATIVE REPORT**

Councillor Hockey reported that SGC will be meeting week commencing 25th May to consider improvements to the X27 service that will be able to be made in 12 months time. **It was agreed** that the Parish Council support SGC to consider re-routing the service back through the High Street. The Parish Council would also ask that consideration be given to providing a link to Frenchay Hospital and possibly using smaller buses.

Clerk

12-05-09 **FINANCIAL REPORT**

The Clerk reported balances as at 18th May 2009 of:-

National Westminster Current Account	£8,355.26
National Westminster Reserve Account	£8,453.50
National Savings Accounts	£16,418.35

The Year End Accounts have been independently audited and have been signed off as approved.

The Statement of Assurance in the Annual Return for the year ended 31st March 2009 was approved by the Council. Proposed Councillor Sheppard, seconded Councillor Lomas. All agreed.

The Clerk requested approval from the Parish Council to purchase the 8th Edition of Charles Arnold Baker Local Council Administration, due to be published in June 2009 at a cost of £67.00. Proposed Councillor Weldrake, seconded Councillor Bellis. All agreed.

13-05-09 **PLANNING APPLICATIONS/PRIOR NOTIFICATIONS/TREE WORKS**

- PK09/0752/F - Park View, Dyers Lane, Iron Acton – Erection of two storey side extension to provide sun room with bedroom and en-suite over. No objections.
- PK09/0862/F - 16 Engine Common Lane, Yate – Demolition of existing dwelling and erection of new dwelling with access and associated works. No objections.
- PK09/0795/F - The Old Chapel, North Road, Yate – Erection of first floor rear extension to provide additional living accommodation and installation of Juliet balcony. No objections
- PK09/0891/F - Broad Lane, Yate – Erection of 2 no. two storey office blocks for B1a Office Use as defined in the Town & Country Planning (Use Classes) Order 1987 (as amended) with access, parking and associated works. To object on the grounds of traffic movements and remind SGC that similar applications have been turned down on transportation grounds. Further, request a site meeting.

14-05-09 **PLANNING CONSENTS**

- PK09/0548/F – The Stables, Tanhouse Lane.

15-05-09 **PLANNING REFUSALS/WITHDRAWALS/APPEALS**

None received.

16-05-09 **PLANNING APPEALS**

- PK08/2862/LB – Dean Lodge West (Internal & External alterations and erection of two storey rear extension with glazed link extension to form additional living accommodation) – Appeal lodged with Planning Inspectorate.
- PK08/1752/F – Cherry Lodge Veterinary Clinic (Erection of two storey side extension to form additional living accommodation) – Appeal lodged with Planning Inspectorate.
- PK08/1449/F – The White House, High Street, Iron Acton. Appeal dismissed by Planning Inspectorate.

17-05-09 **LICENSING APPLICATION - LICENSING ACT 2003 - THE LAMB INN**

The Parish Council discussed the application and considered that no objections would be raised. The consultation form provided by SGC is only required to be completed if there is an objection. **It was agreed** that as there were no objections, the form would not be completed.

18-05-09 **PARISH MEADOWS**

Acton Aid will be holding their 'Proms in the Meadows' even on Saturday 27th June 2009. **It was agreed** that there were no objections to this event taking place. The Clerk will inform Acton Aid.

Clerk

19-05-09 **BUS SHELTER CLEANING**

At the April meeting the Clerk reported that Mrs. Angell no longer wished to clean the North Road area bus shelters. This matter was therefore deferred until the May meeting. The Chairman suggested that Mr. Alan Lacey may be interested in carrying out this work. The Chairman will contact Mr. Lacey to confirm whether or not he is willing to do this.

RS

20-05-09 **SOUTH GLOUCESTERSHIRE STANDARDS COMMITTEE**

The Clerk had received an email from Will Oulton offering to attend a Parish Council meeting to fully explain the role of the Standards Committee. **It was agreed** that the Clerk would email Mr. Oulton to ascertain the contents and length of the presentation. The Clerk will also check their availability. It was preferred that the presentation should be part of the Parish Council's monthly meeting rather than a separate event.

Clerk

21-05-09 **REQUEST FOR DONATION**

Councillor Weldrake addressed the meeting on behalf of the Victorian Committee. Last year the Victorian Committee organised brackets to hold Christmas trees and lights to be installed on various houses along the High Street. This year they have approached residents of Chilwood Close to ask if they would also like be included. The residents are happy to participate. The cost of each bracket is around £70. **It was agreed** that a donation of £500 be made. Proposed Councillor Bellis, seconded Councillor Sheppard. All agreed.

22-05-09 **FIRST BUS - X27 ROUTE**

Discussed under agenda item 11 - South Gloucestershire Representatives Report. The Clerk confirmed that a thank you email had been sent to SGC thanking them for their perseverance in ensuring that the X27 service continued uninterrupted.

23-05-09 **VILLAGE GREEN**

- 'Dip' in Iron Acton Village Green – As reported in the Chairman's report, Dick Sulley of SGC had attended the site. SGC will look at their archive maps/plans to try and ascertain if there are any drains that may be causing the problem. SGC will report back to the Parish Council in due course.
- Residents access track behind Fairview Terrace classified as Village Green. This had been debated

24-05-09 **CHILWOOD CLOSE – PARKING PROBLEMS**

The Clerk reported that she had been informed by Councillor Dave Hockey of concerns from residents of Chilwood Close over parking issues.

A meeting had taken place on 21st April between residents, Councillor Hockey and SGC representatives. Concern had been raised that fire, ambulance, SITA, oil and other deliveries faced major problems when trying to access properties in Chilwood Close because of the number of cars parked on the road/pavement. Further, children and toddlers have to dodge between parked cars in order to get onto the green to play and parents are concerned over the lack of visibility for safe crossing and because some people drive too fast. Many of the houses in Chilwood Close do not have drives or garages and need to park in one of the existing 10 parking bays. Most houses on Algars Drive have garages or drives and several parking bays have been provided by SGC for these residents.

It was agreed that SGC would check the ownership and status of the green at Chilwood Close and the implications for further parking provision. Also, SGC agreed to provide an estimated for the initial cost of providing an extra 4 bays at each end of the existing. Councillor Hockey agreed to confirm whether the £5,000 is the correct share of the Merlin HRA capital available from the funds allocated to Frampton Cotterell Ward, based on the number of former council houses in Iron Acton.

Also to keep residents informed on the viability of providing additional parking spaces and consult with local residents living in former council houses in Iron Acton village to obtain approval for this scheme if it proved viable. Further to confirm that the Merlin HRA funding provided to Ward Members to use for the benefit of former council house tenants needs to be spent on schemes recommended by Ward Members and approved by officers for implementation before the next SGC elections in May 2011 at the latest.

25-05-09 **ACCOUNTS FOR PAYMENT**

Newsquest	Advert – Annual Parish Meeting	£78.90
Iron Acton Parish Hall	Hire of Room 2 nd April – Bus Service	£12.00
Iain Selkirk	Internal Audit Fee	£85.00
Landscape Services	Grasscutting	£1,218.09
Mrs. P. Evans	Telephone Bill	£90.59
Iron Acton PCC	Room Hire x 2	£30.00
Acton Aid	Donation – Christmas Lights	£500.00

Proposed Councillor Bellis, seconded Councillor Heal, all agreed that the above accounts be paid.

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 15th June 2009 in the Marshall Rooms, Iron Acton, commencing at 7.30pm

There being no further business, the meeting closed at 9.00 pm.

Signed:

Dated:

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
MONDAY 15th JUNE 2009**

The meeting of Iron Acton Parish Council was held in the Marshall Rooms, Iron Acton commencing at 7.30pm.

Present:- Mr. Sheppard (Chairman), Mr. Bellis (Vice Chairman), Mrs Aplin, Mr. Lomas, Mr. Gawler (Councillor and South Gloucestershire Council), Mr. Hockey (South Gloucestershire Council), Mrs. Evans (Clerk)

Action

01-06-09 PUBLIC PARTICIPATION

Fifteen members of the public attended the meeting to voice their deep concerns in connection with the recently announced Gypsy & Traveller consultation document and the proposal to consider a site at Little Acres, Dyers Lane within Iron Acton Parish. The response deadline is 13th July 2009. Councillor Gawler confirmed that SGC will have a look at the site, but will need to consider, amongst other issues, the access, sustainability and drainage of the proposed site. There is a 'drop in' session on 29th June at Yate Sports Centre, Courtside Suite from 4.00pm to 8.00pm. Planning officers and experts will be present. The Parish Council agreed that they would be supporting the group in their objections to this site being used.

02-06-09 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Weldrake, Taylor, Blanchard and Heal.

03-06-09 DECLARATIONS OF INTEREST – Personal and/or Prejudicial

Councillor Bellis declared an interest in Agenda Item 13-06-09 and took no part in the decision.

04-06-09 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

Copies of the minutes of the meeting held on 18th May 2009 had been circulated. Councillor Bellis proposed and Councillor Gawler seconded that these minutes be approved and signed. All agreed.

05-06-09 CHAIRMAN'S REPORT

The Chairman reported that works had commenced on 319 North Road.

The Chairman also reported that he and the Clerk had met with Chris Wright (tree surgeon). Mr. Wright inspected the Eucalyptus tree in the drive-way of Sea Harvest (Mr. and Mrs. Tovey). Mr. Wright considered that the tree was diseased and needed to be felled as it was dangerous. This tree overhangs a right of way to the Parish Meadows. After speaking to the PROW section of SGC, the way forward is to provide a report to the house owner identifying the danger. The onus is then on the house owner to rectify the situation. The tree to the bottom of the garden in Buttercup House (Mr. and Mrs. Mace) was also considered to be overhanging the parish meadows, and could potentially become dangerous. **It Clerk was agreed** to ask Mr. Wright to provide a report on both these trees to be submitted to the house owners.

Councillor Bellis asked the Chairman when the benches in the parish meadows would be secured. **It Clerk was agreed** that one bench would be secured outside the tennis courts and the other three would be secured in the middle of the play area, and would be done as soon as possible.

06-06-09 CLERK'S REPORT

Village Green – Access Track (behind Fairview Terrace):- The Clerk had spoken with ALCA, DEFRA and South Gloucestershire Council regarding the legal status of this area and the proposed works. Basically, the Parish Council need to ascertain whether there is a “Scheme of Management” imposed upon the village green, and if there is, then the Parish Council has to comply with it. If one does exist, then the Parish Council may ultimately have to apply to the Secretary of State for approval to the works. If one doesn’t exist, then as long as the Parish Council satisfy themselves that they are not contravening Section 12 of the Enclosures Act 1857, or Section 29 of the Commons Act 1876, then the works can go ahead. The Clerk had asked South Gloucestershire Legal Department to check their records, which they have done, and can find no Scheme of Management. However, to cover all possibilities, they have requested their Archive Department to retrieve any records that they have. The Clerk had received confirmation on 15th June 2009 that there was no Scheme of Management in force upon the village green. **It was agreed** that Councillor Bellis would therefore put together a proposal for the suggested type of surfacing for the access track to alleviate the wear and tear and ponding of water. **It was also agreed** that this would be placed on the July 2009 agenda by the Clerk.

PB

Clerk

The Clerk had also been asked to remind Landscape Services that the narrow grassed area along the back of the access track needs to be strimmed in accordance with the tender.

Parish Meadows:- The Clerk had received a quote from Rob Peters of Treemendous Gardens in connection with the repair to the broken fence on our boundary with Mr. and Mrs. Bourns. The quote was for £280 for an 8m stretch of post and rail fencing. I accepted this quote (following consultation with the Chairman). Mr. Peters has now completed the work and the invoice is presented for payment.

Further to the report provided by the Chairman and the Clerk met with Chris Wright following a telephone call from Mr. Tovey of Sea Harvest. Mr. Tovey has had some gardening work carried out, and his tree surgeon had stated that one of the trees in the play area was dead and should be cut down. The tree in question was inspected and it was agreed that this would be done. Mr. Wright will be supplying a quote for this and some further thinning work to trees in the area. The planting of the Parish Meadows edges, which will be carried out in the autumn was also discussed.

Footpath – LIA32 – Churchyard to Station Road:- The Clerk reminded the Councillors that in September 2008 the Parish Council reported the bulge in the walls either side of the Ha-Ha. SGC sent an engineer out to inspect the walls and it was reported *“eventually both walls will fall if the trees continue to grow. As far as a timescale is concerned that is impossible to say. I would have thought that under normal tree growing conditions that stones and mortar will become loose before the wall falls into the path. However if the trees were caught in a freak storm anything could happen”*. The Clerk emailed Mr. and Mrs. Huish who said that the area in question did not belong to them and that it was the responsibility of Mr. and Mrs. Carpenter of Mulberry House. On visual inspection of the area (from the churchyard), it was apparent that the tree causing the problem is in the grounds of the Old Rectory. The Clerk has been contacted by Rebecca Chidley of the PROW section of SGC. It has been reported to them that the bulge has increased and something now needs to be done. Ms. Chidley asked for a contact telephone number of Mr. and Mrs. Huish, which the Clerk provided her with.

Chilwood Woodlands:- The Clerk received a telephone call on 28th May 2009 from a resident stating that there was a ‘fire’ in the woodlands. The Clerk’s husband visited the woodlands on behalf of the Clerk and straightaway discovered that it was a camp fire and unfortunately a couple of the logs used to sit on had been pushed into the fire itself and were smouldering. Mr. Evans

07-06-09 SOUTH GLOUCESTERSHIRE REPRESENTATIVE REPORT

Discussed under Public Participation.

08-06-09 FINANCIAL REPORT

The Clerk reported balances as at 10th June 2009 of:-

National Westminster Current Account	£7,037.29
National Westminster Reserve Account	£8,457.15
National Savings Accounts	£16,418.35

The Clerk confirmed that the Annual Return had been signed by the Chairman and sent off to Mazars for their consideration. The Notification of Inspection of the accounts will go onto the notice boards on 6th July 2009 stating that the accounts can be inspected from 20th July through to 12th August.

09-06-09 PLANNING APPLICATIONS/PRIOR NOTIFICATIONS/TREE WORKS

PK09/1027/TCA - Cairn Lodge, High Street, Iron Acton – Works to fell 1 no. Judas tree and 25% crown reduction to 1 no. Cherry tree situated within Iron Acton Conservation Area. No objections.

PK09/0862/F - 16 Engine Common Lane, Yate – Change of use of land from agricultural to residential, demolition of existing dwelling and erection of new dwelling with access and associated works. No objections, however ask SGC to consider placing a planning condition to use sustainable drainage on tarmac areas.

10-06-09 PLANNING CONSENTS

- PK09/0440/F – Units 45-48 Waverley Road, Yate.
- PK09/0795/F – The Old Chapel, North Road, Yate.
- PK09/0016/F – The Laurels, Stover Road, Yate.

11-06-09 PLANNING REFUSALS/WITHDRAWALS/APPEALS

None received.

12-06-09 PLANNING APPEALS

- PK08/2770/O – 314 North Road, Yate – Appeal dismissed by Planning Inspectorate.

13-06-09 REQUEST FOR DONATION

- The Parish Council had received a request for a donation towards a fund-raising concert being organised by the British Legion on 28th November 2009. The Parish Council donated £250.00 towards the Poppy Appeal last year, therefore it was felt that the Parish Council were unable to donate on this occasion.
- The Parish Council had received a request for a donation towards the South Gloucestershire Senior Citizens Forum. **It was agreed** to donate £50.00. Proposed Councillor Aplin, seconded Councillor Lomas. All agreed.
- The Parish Council had received a request for a donation towards the Alzheimer's Society. **It was agreed** to donate £100.00. Proposed Councillor Bellis, seconded Councillor Gawler. All agreed.
- The Parish Council had received a request for a donation towards their 'Stepping Out' nail cutting service for the over 50's. **It was agreed** to donate £50.00. Proposed Councillor Sheppard, seconded Councillor Gawler. **It was also agreed** that the Clerk would write to Age Concern asking for a report on the take-up of this service.
- The Parish Council considered a donation towards the Iron Acton Neighbourhood Watch Scheme and their proposal to erect new Neighbourhood Watch signs at prominent places around the village. **It was agreed** to donate £100.00 towards this cost. Proposed Councillor Sheppard, seconded Councillor Gawler. All agreed. Councillor Bellis to no part in the decision making.

14-06-09 **PLANNING APPLICATION – PT07/3653/F – 2 NO. TRANSMITTERS, FRAMPTON END ROAD**

The Clerk had received notification from SGC of their permission for the construction of 2 no. 50.5m high cable stayed mast antenna, 2 no. antenna tuning units, a radio transmitter building, alterations to access, hardstanding, fencing and associated works. Condition 7 of the permission stated that 'prior to the commencement of the development hereby approved, full details shall be submitted to the Local Planning Department demonstrating the construction programme relating to the development and shall include details demonstrating the route to be used for construction/delivery vehicles during the construction of the approved development'. **It was agreed** that the Parish Clerk Council would write to SGC stating that it would be inappropriate and dangerous for vehicles to use the Iron Acton access to Frampton End Road for the following reasons; there is an unmanned railway crossing; there are weight restrictions on the road; the Mill Bridge is on a sharp bend and would be unsuitable for larger vehicles.

Clerk

15-06-09 **X27 BUS SERVICE**

The Clerk had prepared a questionnaire to be delivered to all residents on Algars Drive, Chilwood Close, Nibley Lane, High Street, Holly Hill, Park Street and the Green. The questionnaire asked the following questions:-

1. Yes I would like to see the X27 Bus Service re-routed back through the High Street.
2. I would like to see a bus service to Frenchay Hospital.
3. I would like a Traffic Management Survey of the High Street to be undertaken.
4. No, I am happy with the X27 Bus Service stopping at Station Road only.

Clerk

It was agreed that this questionnaire be delivered. Responses would be asked for in time for the July meeting. This item would also be placed on the July agenda for further discussion.

16-06-09 **DISUSED FILTER BED, IRON ACTON**

The Clerk had received a letter and plan from SGC Property Services in connection with the disposal of a small area of land, being a disused filter bed of 0.13ac/0.05ha in size. The land in question is situated in the corner of a field in front of the mineral railway line next to Chilwood woodlands. **It was agreed** that the Parish Council had no objections to the disposal by SGC of this land. However, the Clerk was instructed to remind SGC that the Parish Council has timber management rights underneath the mineral railway line and across the field in question, although this does not impact on the disused filter bed area.

Clerk

17-06-09 **SEVERN ESTUARY PARTNERSHIP**

The Clerk had received information and correspondence from the Severn Estuary Partnership, asking if the Parish Council wished to become involved with the organisation. It was unclear in the information whether this would be of benefit Iron Acton. **It was agreed** that the Clerk would write to the organisation asking for further details.

Clerk

18-06-09 **PERMISSIVE FOOTPATH**

The Parish Council had received a request via SGC regarding the creation of a permissive link from LWE1 to the corner of Frampton End Lane, along the track that leads to the dam. This would include the installation of a kissing gate next to the heavy duty field gate to facilitate permissive access linking LWE1, 2, the recently diverted LWE4, and LWE5. **It was agreed** that the Parish Council would support this. Proposed Councillor Sheppard, seconded Councillor Gawler. All agreed. The Clerk will email SGC confirming this.

Clerk

19-06-09 **ACCOUNTS FOR PAYMENT**

Treemendous Gardens	Fence – Parish Meadows	£280.00
Landscape Services	Grasscutting	£691.89
Mrs. P. Taylor	Bus Shelter Cleaning	£29.00
Mrs. P. Evans	Clerks Salary, Mileage & Broadband (x3)	£1,857.12
Age Concern	Donation	£50.00
Alzheimer's Society	Donation	£100.00
Senior Citizens Forum	Donation	£50.00
Neighbourhood Watch	Donation	£100.00

Proposed Councillor Bellis, seconded Councillor Sheppard, all agreed that the above accounts be paid.

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 20th July 2009 in North Road School Hall, commencing at 7.30pm

There being no further business, the meeting closed at 9.10 pm.

Signed:

Dated:

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
MONDAY 20th July 2009**

The meeting of Iron Acton Parish Council was held in North Road School commencing at 7.30pm.

Present:- Mr. Sheppard (Chairman), Mr. Bellis (Vice Chairman), Mrs. Aplin, Mr. Lomas, Mr. Taylor, Miss. Weldrake, Miss. Blanchard, Mr. Heal, Mr. Gawler (Councillor & South Gloucestershire Council), Mrs. Hockey (South Gloucestershire Council), Mrs. Evans (Clerk)

Action

01-07-09 PUBLIC PARTICIPATION

Mr. and Mrs. Huish and one other member of the public were present. Mrs. Huish addressed the Councillors and expressed her concern that minutes of the Parish Council were not available to members of the public via the village web site, or placed on the notice boards, and therefore felt there was a lack of transparency in the operation of the Parish Council. Mrs. Huish also pointed out that there are many local parish councils who public their minutes on web sites. The Chairman pointed out that in accordance with the Freedom of Information Act, minutes and indeed all documents relating to the workings of the Parish Council are available for inspection by any member of the public by contacting the Clerk. Further, the village web site is a church driven web site, therefore the Parish Council would not be in control of the contents. ALCA advice had been that all Parish Councils have to be non-religious and non-political and it would be inappropriate to publish our minutes on a church-based web site. The Chairman also pointed out that the Clerk is in the process of developing a dedicated Parish Council web site which should be up and running by the end of August.

Councillors Heal and Taylor then addressed the meeting under Public Participation regarding Agenda item 18. The Parish Hall Committee has gone to tender and accepted a quote to extend the Parish Hall. A significant amount of money is already in place for this development, however there is a shortfall. The Parish Hall Committee is exploring various options in connection with grant monies, but is approaching the Parish Council to gauge the level of financial assistance that would be considered.

02-07-09 APOLOGIES FOR ABSENCE

None received.

03-07-09 DECLARATIONS OF INTEREST – Personal and/or Prejudicial

Councillors Heal and Taylor declared a prejudicial interest in agenda item 18. Councillor Weldrake declared an interest in agenda item 9 (PK09/1311/F).

04-07-09 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

Copies of the minutes of the previous meeting held on 15th June 2009 had been previously circulated. Councillor Bellis proposed, Councillor Gawler seconded that these minutes be approved and signed. All agreed.

05-07-09 CHAIRMAN'S REPORT

The Chairman reported that he had attended a recent meeting in connection with the proposed Gypsy & Traveller site at Tanhouse Lane. The meeting had been well attended by local residents who expressed their concerns over the proposed development. The Chairman will continue to attend these meetings.

The chairman reported that there had been incidents of flooding in North Road and Chaingate Lane caused by the recent heavy rain.

06-07-09 CLERK'S REPORT

Actions from Previous Meeting:- The Clerk reported that all actions on the Clerk had been dealt with and letters/emails sent. Following a request from Councillor Bellis, the agenda item relating to the access track behind Fairview Terrace cottages had been deferred until a later meeting.

Donation:- The Clerk reported that a very pleasant letter of thanks had been received from the Alzheimer's Society in connection with the Parish Council's recent donation of £100.00. A letter of thanks had also been received from South Gloucestershire Senior Citizens Forum regarding the donation of £50.00.

Yate Library:- Councillor Aplin had informed the Clerk that the construction work at Yate Library had been completed two months ahead of schedule. The Library will reopen on 19th October 2009.

'Cassey' Railings:- The Clerk reported that the Leyhill Prison 'Through the Gate' team had completed painting the railings on 13th and 14th July 2009. This work had been scheduled for the middle of August, however the team had completed one of their other jobs a little early, hence our work was brought forward. They have done a splendid job despite the rain. **It was agreed** that a letter of thanks would be sent to the Governor.

Parish Meadows:- Following the Proms in the Meadows event, the combination lock to the Park Street gate had been reset to a different combination whilst still locking the gate. The Clerk has managed to unlock the padlock simply by trying different numbers. The lock has now been reset to the original number.

Village Green - Access Track behind Fairview Cottages:- The Clerk had reminded Landscape Services that the narrow strip of land behind the cottages is village green as identified on the tender documentation. Landscape Services sent out a crew to cut this strip, but unfortunately they cut the wrong piece. The Clerk has again spoken with the contractors and suggested that the next time they cut, that they contact the Clerk who will show them exactly where it is. Councillor Bellis confirmed that the contractors had now cut the right strip, although not all the way down.

Cemetery/Allotment Water Supply:- The Clerk had received confirmation from Bristol Water that the repair works to the inlet pipes for these water supplies have been completed to their satisfaction and comply with Section 5 of the Water Regulations.

07-07-09 SOUTH GLOUCESTERSHIRE REPRESENTATIVE REPORT

Councillor Gawler reiterated residents concerns over the proposed Gypsy & Traveller site development in Tanhouse Lane.

Councillor Hockey reported that the Safer Stronger Group will be undertaking surveys of residents concerns within Iron Acton village. Also, PC Ian Matthews is hoping to hold a 'surgery' at some stage within the village. **It was agreed** that Clerk the Clerk would contact PC Matthews.

08-07-09 FINANCIAL REPORT

The Clerk reported balances as at 12th June 2009 of:-

National Westminster Current Account	£5,088.02
National Westminster Reserve Account	£8,457.15
National Savings Accounts	£16,418.35

VAT Return:- The Clerk confirmed that the VAT Return of £1,208.74 had been received into the bank account on 18th June 2009.

Mini Internal Audit:- The Chairman has carried out a mini audit of the receipts and payments book, cheque book, invoices and bank statement on 7th July 2009. The books have been initialled as correct.

Inspection of Accounts:- The Clerk received a request on 11th July 2009 from a parishioner to inspect the financial records of the Parish Council in accordance with the Audit Commission Act 1988. Although this was prior to the official inspection period, the Clerk was more than happy for the parishioner to take a look at them. The parishioner had no questions or queries and was satisfied with out accounting procedures and the return as submitted to Mazars.

09-07-09 PLANNING APPLICATIONS/PRIOR NOTIFICATIONS/TREE WORKS

- PK09/1314/RM - Land adjoining 306 North Road, Yate - Erection of 1 no. detached dwelling (outline) with access and layout to be determined. All other matters to be reserved. (Approval of Reserved Matters to be read in conjunction with Outline Planning Permission PK08/3101/O). No objections.
- PK09/1290/F - Unit 4, Armstrong Court, Armstrong Way - Change of Use from General Industrial (Class B2) to Acrogym (Class D2) (as defined in the Town & Country Planning (Use Classes) Order 2005. No objections - to support application.
- PK09/1272/RVC - The Stables, Holmelea House, Tanhouse Lane - Variation of condition 3 attached to previously approved planning permission PK09/0548/F dated 12 May 2009 to allow the installation of 1.8m high close boarded timber gates rather than a five bar wooden gate. No objections.
- PK09/1311/F - 2 Prospect Cottages, High Street, Iron Acton - Engineering works to facilitate the construction of a car parking area in front garden. To object; destruction of 3.5m length of traditional stone wall within a conservation area; do not consider there is sufficient vehicle turning capacity.

10-07-09 PLANNING CONSENTS

- PK09/1027/TCA - Cairn Lodge, High Street, Iron Acton

11-07-09 PLANNING REFUSALS/WITHDRAWALS/APPEALS

- PK09/0862/F - 16 Engine Common Lane, Yate (Refuse)
- PK09/1211/RVC - Two Pools Farm, Wotton road, Iron Acton (Withdraw)

12-07-09 PLANNING APPEALS

None received.

13-07-09 IRON ACTON PARISH COUNCIL WEB SITE DEVELOPMENT UPDATE

The Clerk circulated 'screen dumps' of the proposed web site. Most of the pages have been populated with basic information. It is proposed that the site should be running by the end of August 2009. The Clerk requested assistance from any of the Councillors with proof-reading. Councillor Aplin volunteered and will liaise with the Clerk.

14-07-09 PUBLICATION OF PARISH COUNCIL AGENDA & MINUTES

Further to the representation of Mr. and Mrs. Huish under Public Participation, **it was agreed** that it would be impractical for the minutes of previous meetings to be placed on the parish notice boards as they would take up too much space. The Clerk would continue to develop the Parish Council web site, where the agenda for future meetings, and minutes of previous meetings would be published. In the meantime, members of the public/parish should contact the Clerk should they wish to view any documents relating to the Parish Council. **Clerk**

15-07-09 PARISH MEADOWS & PLAY AREA

Concern was expressed about the use of the Parish Meadows following the recent Proms event organised by Acton Aid. A great many cars had driven through the Meadows in order to erect gazebos and tents, and cars had been parked on the meadows during the event. Also, the fireworks had been let off on the grassed area to the side of the tennis courts. The Parish Council had been unaware that this would be happening. **It was agreed** that the Parish Council would write to Acton Aid requesting that full information be supplied in connection with the format for any further event organised by Acton Aid. **Clerk**

16-07-09 COMMUNITY ACTION

The Clerk had received notification that the Parish Council's membership was due for renewal. Councillor Lomas proposed, Councillor Bellis seconded, and **all agreed** that membership be renewed at a cost of £30.00.

17-07-09 LOCAL COUNCIL REVIEW SUBSCRIPTION RENEWAL

The Parish Council had received a reminder that the Local Council Review magazine subscription was due for renewal at a cost of £13.50 for three publications. Councillor Bellis proposed, Councillor Weldrake seconded, and all agreed that the subscription be renewed. **It was agreed** that the copies would be circulated via the Clerk when received. **Clerk**

18-07-09 REQUEST FOR FINANCIAL ASSISTANCE

Councillors Heal and Taylor left the meeting room and took no part in the discussions. The Clerk had circulated a letter from Mr. Tony Pullen (Chairman of the Parish Hall Committee) to all Councillors prior to the meeting. **It was agreed** that the Parish Council would write to the Parish Hall Committee asking for more specific information regarding the nature of the financial assistance sought and to provide this information by the end of October, when the parish Council review the budget for the forthcoming financial year. **It was also agreed** that it would be unlikely that the Parish Council would be able to assist in this current financial year. **It was further agreed** that the Parish Council would ask the Parish Hall Committee what additional fund-raising they are undertaking to support this development. **Clerk**

19-07-09 **X27 BUS SERVICE**

The Clerk informed the Councillors that 180 questionnaires had been delivered and there had been 53 responses. Of those responses, 72% wanted to see the X27 service re-routed back through the High Street, 62% wanted to see a service to Frenchay, 64% wanted a Traffic Management Survey of the High Street to be undertaken, 21% were happy with the X27 stopping at Station Road only, and 8% had no opinion either way. **It was agreed** that the Clerk would write to Peter Hart at SGC to request that a Traffic Management Survey be undertaken of the High Street. **Clerk**

The Clerk had received many telephone calls from residents of Chilwood Close and Algars Drive stating that the X27 service was a lifeline not only for elderly residents, but also for young mothers with children who did not have access to cars in order to get to Yate shopping centre and the health centres. The Clerk had received written comments on the back of the questionnaire from many responders.

20-07-09 **REVIEW OF SUPPORTED BUS SERVICE CONTRACTS - SUMMER 2009 PROPOSALS**

The Clerk had circulated an email from Richard Kemble at SGC regarding the above. Particular attention was paid to the proposal for the 630 service. *"The existing 41 service operating between Malmesbury and Yate no longer provides value for money in terms of expenditure and patronage. Subject to prices received from operators, it is proposed to replace the contribution to Wiltshire Council's contract for the 41 service with this new service. It would retain facilities for residents of Badminton, Acton Turville and Tormarton to travel to Yate and have journeys times for the start and finish of Chipping Sodbury School. Additionally the service would provide; an off-peak link from North Yate to Yate station and Badminton Road to gauge demand for a direct facility; a link to the eastern part of Iron Acton, primarily to provide a shopping link into Yate for residents that have difficulty reaching bus stops at the other end of the village".*

Councillor Hockey informed the Councillors that tenders had been received, but unfortunately they were too expensive, therefore this proposal would not be pursued. **It was agreed** that the Council would nevertheless write to Richard Kemble in light of this document, expressing their support for such a service as this would go some way to alleviate the problem experienced by residents at the eastern end of the village. **Clerk**

21-07-09 **LATTERIDGE ROAD**

Councillor Blanchard addressed the meeting. There had been two recent accidents on the Latteridge Road. The Latteridge Road is heavily used by Morrison lorries and in places it is difficult for the vehicles to pass, particularly by Acton Court. Councillor Blanchard asked that the Parish Council pursue the possibility of installing a wire counter across the road for the duration of four weeks to ascertain the size and number of vehicles using the Latteridge Road. Further Councillor Blanchard reported that vehicles entering Latteridge Road from the by-pass frequently 'cut the corner' and pass dangerously close to vehicles waiting at the traffic lights. **It was agreed** that Councillor Hockey **DH** would request a site meeting with SGC Engineers.

22-07-09 **SGC FORMAL CONSULTATION - MANOR ROAD, RANGEWORTH FOOTWAY**

The Clerk informed the Councillors of a consultation received by SGC in connection with their proposal to construct a 1.5m wide bitumous footway on land owned by SGC connecting Manor Road to Tanhouse Lane. This scheme is programmed for implementation later in the current financial year 2009/2010. **It was agreed** that the Parish Council would support this consultation. Proposed Councillor Gawler, seconded Councillor Lomas. All agreed. The **Clerk** Clerk was duly asked to write to SGC.

23-07-09 **ACCOUNTS FOR PAYMENT**

LexisNexis	Local Council Administration Book	£72.45
PlaySafety Ltd	Play Equipment Annual Inspection	£123.05
Mr. R. Sheppard	Painting for 'Cassey' Railings	£83.21
Mrs. P. Evans	Stationery, telephone, tape	£206.97
South Glos Council	North Road Room Hire	£50.00
Mr. D. Hurley	Bus Shelter Cleaning	£29.00
NALC	Magazine Subscription Renewal	£13.50
Community Action	Membership Renewal	£30.00

Proposed Councillor Weldrake, seconded Councillor Bellis, all agreed that the above accounts be paid.

DATE OF NEXT MEETING

It was agreed that the Parish Council would meet on Wednesday 12th August 2009 to discuss any planning applications received. The Clerk to notify Councillors by Friday 7th August if it was deemed necessary for this meeting to go ahead.

The Meeting of the Parish Council will take place on Monday 21st September 2009 in the Marshall Rooms, Iron Acton, commencing at 7.30pm.

There being no further business, the meeting closed at 9.30pm.

Signed:

Dated:

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
Wednesday 12th August 2009**

The meeting of Iron Acton Parish Council was held in the Marshall Rooms, Iron Acton commencing at 7.30pm.

Present:- Mr. Sheppard (Chairman), Mr. Bellis (Vice Chairman), Mrs. Aplin, Mr. Lomas, Miss. Weldrake, Miss. Blanchard, Mr. Gawler (Councillor & South Gloucestershire Council), Mrs. Evans (Clerk)

Action

01-08-09 PUBLIC PARTICIPATION

No members of the public were present

02-08-09 APOLOGIES FOR ABSENCE

Councillor Heal, Councillor Taylor and Councillor Hockey.

03-08-09 DECLARATIONS OF INTEREST – Personal and/or Prejudicial

There were no declarations of interest.

04-08-09 PLANNING APPLICATIONS/PRIOR NOTIFICATIONS/TREE WORKS

PK09/1351/RVC Two Pools Farm, Wotton Road, Iron Acton – Variation of Condition 3 attached to Planning Permission PK08/2081/F to allow the occupation of the dwelling by person(s) employed in agriculture. The Clerk informed the Councillors that an amendment to the description had been received from SGC, which now read “Removal of Condition 3 attached to Planning Permission PK08/2081/F to allow the occupation of the dwelling by person(s) not related to the occupiers of Two Pools farmhouse”. No objections to the new amendment, however the Council object to the removal of the agricultural tie, as previously submitted.

PK09/1374/F 16 Engine Common Lane, Yate – Change of use of land from agricultural to residential, demolition of existing dwelling and erection of new dwelling with access and associated works (resubmission of PK0862/F). No objections.

05-08-09 CLERK & RESPONSIBLE FINANCIAL OFFICER

The Clerk informed the Councillors that the government are issuing new guidelines in connection with employment status. **It was agreed** that the Clerk **Clerk** would gather all available information, including the financial commitment of the Council and submit at the next full Parish Council meeting in September for consideration by the Councillors.

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 28th September 2009 in the Marshall Rooms, Iron Acton, commencing at 7.30pm.

There being no further business, the meeting closed at 8.00pm.

Signed: _____

Dated: _____

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
Wednesday 2nd September 2009**

The meeting of Iron Acton Parish Council was held in the Marshall Rooms, Iron Acton commencing at 7.30pm.

Present:- Mr. Sheppard (Chairman), Mr. Bellis (Vice Chairman), Mrs. Aplin, Mr. Lomas, Miss. Blanchard, Mr. Heal, Mr. Taylor, Mr. Gawler (Councillor & South Gloucestershire Council), Mrs. Evans (Clerk)

Action

01-09P-09 PUBLIC PARTICIPATION

Twenty nine members of the public were present to express their objections to the proposed development at Wotton Road (PK09/5051/O). The residents felt that the proposed development would totally destroy the character and amenities of the village; the proposed development is in open countryside, the Conservation Area and Green Belt and would open up the potential for more development in adjacent fields; there was insufficient parking identified on the plans; traffic safety as the proposed development is close to a busy junction, a public house and opposite the village primary school and the extra car movement would cause a hazard; no survey has been undertaken to identify a need for affordable house (Exemption Sites); vehicular access inadequate; the field was historically used for agricultural purposes (keeping of sheep) and should be cleared and returned to its former use.

02-09P-09 APOLOGIES FOR ABSENCE

Councillor Weldrake.

03-09P-09 DECLARATIONS OF INTEREST – Personal and/or Prejudicial

There were no declarations of interest.

04-09P-09 PLANNING APPLICATIONS/PRIOR NOTIFICATIONS/TREE WORKS

PK09/1374/F 16 Engine Common Lane, Yate – Demolition of existing dwelling and erection of new dwelling with access and associated works (resubmission of PK09/0862/F). Change of description. No objections.

PK09/5051/O Land at Wotton Road, Iron Acton – Erection of 10 no. dwellings (outline). All matters reserved. To object – the development is within the Conservation Area; the development would erode the openness of the Green Belt and open up potential development of adjacent fields; the proposed development would neither conserve nor enhance the character, quality and amenity of the landscape and distinctiveness of Iron Acton village; the “rough ground” has historically been used for agricultural purposes (keeping of sheep); traffic safety concerns as proposed development close to junction and village school; affordable housing need has not been identified.

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 28th September 2009 in the Marshall Rooms, Iron Acton, commencing at 7.30pm.

There being no further business, the meeting closed at 8.30pm.

Signed:

Dated:

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
MONDAY 28th SEPTEMBER 2009**

The meeting of Iron Acton Parish Council was held in the Marshall Rooms, Iron Acton commencing at 7.30pm.

Present:- Mr. Sheppard (Chairman), Mr. Bellis (Vice Chairman), Mrs. Aplin, Mr. Lomas, Mr. Taylor, Miss. Weldrake, Mrs. Hockey (South Gloucestershire Council), Mrs. Evans (Clerk)

**Action
n**

01-09-09 PUBLIC PARTICIPATION

Four members of the public were present.

Mr. Chris Alcock addressed the Councillors in connection with Agenda Item 16, and a request for a donation towards the Yate Oral History Project – Manors Exhibition. The Manors Exhibition is developing information boards on the four manors within our area. The Boards would be available for the Parish Council to use and display at future Parish Council events. The Board could also be used in the parish primary schools.

The Clerk had also invited Mr. Alcock to attend the Parish Council meeting in connection with the book 'Iron Acton – Parish With A Heart of Oak', the book written by Mr. Alcock's late wife, Patricia Alcock. The Parish Council are interested in the possibility of a re-print of this book. Mr. Alcock stated that in principle he was happy for a re-print to be undertaken and would like all the profits to go to Cancer Research (this would be done by way of a cheque to Mr. Alcock). **It was agreed** that Councillor Aplin would contact Mr. Simon Carney, who had been involved in the setting of the initial printing to ascertain whether he still had the document on computer. It would then be a question of obtaining prices for printing. **It was also agreed** that the Clerk would liaise with Councillor Aplin and Mr. Alcock. **AA**

Mr. Tony Pullen and Mr. David Hatherell addressed the Parish Council in connection with the Parish Hall and the extension works, and request for financial assistance (discussed at the Parish Council meeting of 20th July 2009 under Agenda Item 18). The total cost of the project will be in the region of £38,000/£39,000 and will be split into two phases. Phase one is the erection of the shell which will cost circa £30,000 and work has commenced. The second phase will be the fitting out and kitchen facilities which will take place in the early spring. Mr. Pullen reiterated the Parish Hall Committee's request for financial assistance with phase two of the project, by way of the Parish Council purchasing a piece of kitchen equipment. This way, the Parish Council could reclaim the VAT. When questioned about financial assistance from other organisations (grants/fundraising etc) Mr. Pullen confirmed that the Parish Hall had received a grant from SGC for £1,000, and had applied for a substantial grant from SITA, but were still awaiting a response in connection with this. The Parish Hall Committee also receives monies via the May Day Committee. Mr. Hatherell addressed the Parish Council stating that the Parish Hall is the hub of the community with all sorts of functions taking place and numerous parish organisations using the Hall. The Hall has a huge impact on the community.

The Chairman then asked for the Parish Council's sincere condolences to be passed on to Councillor Blanchard following the passing away of Mr. Fred Blanchard. Mr. Blanchard's funeral will take place on Tuesday 29th September 2009 at St. James the Less Church.

02-09-09 **APOLOGIES FOR ABSENCE**

Apologies received from Councillors Blanchard, Heal and Gawler

03-09-09 **DECLARATIONS OF INTEREST – Personal and/or Prejudicial**

Councillors Aplin and Weldrake declared an interest in Agenda Item 14.

04-09-09 **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

The minutes of the meetings held on 20th July 2009, 12th August 2009 and 2nd September 2009 had been circulated. Councillor Pat Hockey asked that it be noted that Mrs. Hockey had attended the meeting on 20th July, not Mr. Hockey. Following this amendment, Councillor Bellis proposed, and Councillor Taylor seconded that these minutes be approved. All agreed.

05-09-09 **CHAIRMAN'S REPORT**

The Chairman reported that the ditches on Engine Common at the bottom of Mission Lane need to be cleared out.

The drain outside 212 North Road does not soak away. During periods of heavy rain, this causes an extensive puddle across the footpath, which means that children and parents walking to North Road School are forced out into the middle of the road. **It was agreed** that the Clerk would report this to SGC. **Clerk**

The Chairman and Mr. Hurley had attended the Parish Meadows in order to unblock the stream in a couple of places. Mr. Hurley would also be repairing the bench in the Meadows that have been placed in memory of a parishioner.

06-09-09 **CLERK'S REPORT**

Action from July Meeting

15-07-09 – Parish Meadows and Play Area - The Clerk has emailed Ashley Mee, Chairman of Acton Aid, in connection with future use of the Parish Meadows (Minute 15-07-09). The suggestion from Acton Aid is that a member of the Parish Council be represented on the Proms in the Meadows Committee/Bonfire Committee. In this respect, the Clerk has put herself forward for this position. The next meeting of the Proms Committee is on Tuesday 15th September.

17-07-09 – LCR Subscription Renewal - The Autumn 2009 magazine has been received from the Local Council Review. This is currently in the process of being circulated.

18-07-09 – Request for Financial Assistance - The Clerk has written to Iron Acton Parish Hall in connection with their request for financial assistance.

19-07-09 - Traffic Management Review - The Clerk has written to SGC as requested in connection with the Parish Council's request for a Traffic Management Review of the High Street. A letter of acknowledgement has been received from Peter Hart that our request has been put forward for consideration for inclusion on the Council's Task Register of Schemes. However, it looks as though this consideration will take place later this financial year, for inclusion in the 2010/2011 Local Transport Capital Works programme.

Parish Meadows:- The Clerk has received report of some vandalism in the play area. Red paint has been daubed on some of the equipment.

Also, a blockage in the stream was report on 4th September. The Chairman and Mr. Hurley attended and unblocked the stream by the bridge and behind the tennis courts.

The large bough on the tree behind the tennis courts has been removed. However, Chris Wright has reported to the Clerk that it looks as though the tree is diseased at the roots and may very well have to be completely removed. Chris will take a closer look at it and provide a report.

The Clerk attended the Parish Meadows following a report that a motorbike was being driven around the meadows field. The Clerk caught a young man and two girls on the motorbike (the girls without helmets). The young man drove off but is known to the Clerk. The Clerk spoke to the girls informing them that if they were caught doing the same thing again then it would be reported to the Police.

As mentioned above, the Clerk attended the Proms Committee Meeting on 15th September to represent the Parish Council. During this meeting, it was suggested that Acton Aid are considering the possibility of approaching the Parish Council with a view to erecting a permanent structure in the Meadows. This would take the form of a 'band stand' type structure, some 9m x 9m. This 'band stand' would then be used for the Proms instead of a marquee. Acton Aid have also approached the village school and North Road school who would be interested in being able to use it as an outside teaching area providing shelter from the rain and shade from the sun. The Clerk informed the Proms Committee that they would have to approach the Parish Council, as the land owner with a detailed proposal including dimensions and materials.

Village Green:- The Clerk had received a number of complaints from parishioners about the parking of a car on the village green outside the newly refurbished Two Wheels dwelling. It has been brought to the attention of the resident that parking is not allowed on the village green. The parking appears to have ceased.

Allotments:- The Clerk received a report from one of the allotment holders in Nibley Lane that all the apples had been stolen from the tree on his allotment.

07-09-09 SOUTH GLOUCESTERSHIRE REPRESENTATIVE REPORT

Councillor Hockey reported that following the site meeting between Iron Acton Parish Councillors and SGC Highways Engineers the advisory lines on the Latteridge Road junction would be painted shortly. Also, the 'road counters' on Latteridge Road would be installed presently. These would count the number of vehicles (weight and length) using Latteridge Road.

Councillor Hockey also reported that a mobile interactive speed reminder sign was being erected on Nibley Lane, north of Chilwood Close for west bound traffic between 30th September and 28th October.

08-09-09 FINANCIAL REPORT

The Clerk reported balances as at 21st September 2009 of:-

National Westminster Current Account	£4,479.84
National Westminster Reserve Account	£8,458.20
National Savings Accounts	£16,418.35

The Clerk had received the signed off Annual Return for 31st March 2009 from Mazars. All figures have been agreed and signed off. Mazars had no comments to make. The Notice of Conclusion of Audit has been placed on the notice boards for parishioners inspection.

09-09-09 PLANNING APPLICATIONS/PRIOR NOTIFICATIONS/TREE WORKS

PK09/5229/F - 2 Lodge Road, Yate - Conversion of existing garage to form 1 no. dwelling and associated works. No objections providing the second application PK09/5231/F is not approved.

PK09/5231/F - 2 Lodge Road, Yate - Erection of 1 no. detached dwelling with associated works. To object - overdevelopment of site, access on dangerous bend, query development boundary.

10-09-09 PLANNING CONSENTS

- PK09/1351/RVC - Two Pools Farm, Wotton Road
- PK09/1311/F - 2 Prospect Cottages, High Street, Iron Acton
- PK09/1314/RM - Land adjoining 306 North Road
- PK09/1290/F - Unit 4 Armstrong Court, Yate
- PK09/1272/RVC - The Stables, Holmelea House, Tanhouse Lane
- PK09/1374/F - 16 Engine Common Lane, Yate

11-09-09 PLANNING REFUSALS/WITHDRAWALS/APPEALS

- PK09/0891/F - Broad Lane, Yate (withdrawn)

12-09-09 PLANNING APPEALS

- PK08/2861/F - Dean Lodge West, High Street, Iron Acton (Appeal Dismissed)
- PK08/2862/LB - Dean Lodge West, High Street, Iron Acton (Appeal Dismissed)

13-09-09 CONFIDENTIAL ITEM

It was agreed that this item would be deferred until the end of the Parish Council meeting. Following resolution, all members of the public were cleared from the meeting room prior to discussions. This agenda item is minuted under separate cover.

14-09-09 **PROPOSED IRON ACTON CHRISTMAS EVENING 2009**

The Parish Council had received a Notice of Application for a temporary street closure of the High Street Iron Acton on Saturday 19th December 2009 between 14.00 hrs and 20.00 hrs. This temporary street closure was being made in order to facilitate the Christmas Victorian Evening. **It was agreed** that there were no objections to this application. The Clerk will inform South Gloucestershire Clerk Council accordingly.

15-09-09 **HIGH STREET**

Councillor Weldrake had been asked by a parishioner whether consideration could be given to implementing a one-way system along the High Street, running east to west. This suggestion was made following the recent questionnaire in connection with the Traffic Management Survey. **It was Clerk agreed** that the Clerk would write to Peter Hart at SGC asking that a one-way system be considered when the TMS is undertaken.

16-09-09 **REQUEST FOR FINANCIAL ASSISTANCE**

A request for financial assistance had been received from the Yate Oral History Project in connection with their Manors Exhibition Project at the Yate Heritage Centre. **It was agreed** that a donation of £200.00 would be made.

A request for financial assistance had been received from South Gloucestershire Citizens Advice Bureau. **It was agreed** that a donation of £300.00 would be made.

17-09-09 **TRAFFIC MANAGEMENT - BADMINTON ROAD**

The Clerk informed the Councillors of an invitation from Yate Town Council to attend a meeting to discuss traffic management issues along Badminton Road caused by the new SGC council offices. The date had originally been set for 22nd October 2009, but this had to be cancelled. **It was agreed** that representatives from Iron Acton Parish Council would attend this meeting. As Clerk soon as a new date is organised, the Clerk will inform Councillors.

18-09-09 **DYERS POND**

The Clerk reminded the Councillors that it is now the right time of year for the annual clearance of one third of Dyers Pond. **It was agreed** that Councillor RS Sheppard would approach Mr. Andy Williams in order to arrange a suitable date. Proposed Councillor Bellis, seconded Councillor Sheppard. All agreed.

The Clerk also informed that Councillors that it is some ten years since the last environmental survey was undertaken in connection with the health of the Pond. The best time to carry out a survey would be in the spring. **It was Clerk agreed** that the Clerk would obtain a quote.

19-09-09 **CLERK & RESPONSIBLE FINANCIAL OFFICER**

The Clerk had circulated the figures in connection with the Parish Council's financial commitment for Employers NI contributions. This amounted to £14.21/month on current salary figures. **It was agreed** that as from 6th April 2010, the Clerk would become an official employee of the Parish Council. **It Clerk was also agreed** that the Clerk would make the appropriate arrangements with HMRC.

20-09-09 **ACCOUNTS FOR PAYMENT**

Natureworks	Works to fallen limb of tree in Parish Meadows	£1,200.00
Mazars LLP	Annual Audit Fee	£155.25
Landscape Services	Grasscutting	£2,421.61
SGC	Dog Bin Collection	£148.58
BWBSL	Water Charges	£218.61
HM Prison, Leyhill	Works to Cassey Railings	£187.50
Iron Acton PCC	Room Hire x 3	£45.00
Mrs. P. Taylor	Bus Shelter Cleaning	£29.00
Mr. D. Hurley	Bus Shelter Cleaning/Works around Parish	£74.00
Mrs. P. Evans	Clerks Salary/Mileage	£1,784.59
S. Glos CAB	Donation	£300.00
Yate Oral History Project	Donation	£200.00

Proposed Councillor Bellis, seconded Councillor Weldrake, all agreed that the above accounts be paid.

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 19th October 2009 in the School Hall, North Road School, commencing at 7.30pm.

There being no further business, the meeting closed at 9.15pm.

Signed:

Dated:

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
MONDAY 19th OCTOBER 2009**

The meeting of Iron Acton Parish Council was held in North Road School Hall commencing at 7.30pm.

Present:- Mr. Sheppard (Chairman), Mr. Bellis (Vice Chairman), Mr. Lomas, Mr. Taylor, Mr. Gawler (Councillor & South Gloucestershire Council), Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

Two parishioners were in attendance. Also attending Mr. Eric Gordon of the Standards Committee who would later give a presentation.

The Parishioners, who live in The British referred to the Frome Valley footpath that emerges onto the Goose Green Way (Dunkerley's yard side). The footpath then continues on the other side of the road. As there is a break in the footpath caused by a road, the parishioners queried whether there should be an official crossing, as this is a busy road and crossing can be quite dangerous. The Clerk will query this with SGC. **Clerk**

The Parishioners queried why there is no footpath from the railway bridge to Brimsham Green school. This is a heavily used route for children attending school. The road is also used by lorries operating out of the depot. Unfortunately there are currently no SGC funds available to instate a footpath.

The Parishioners also asked the Parish Council for clarification on the criteria for trimming/cutting of trees in the North Road/Engine Common area following the implementation of a blanket TPO. The Clerk will make enquiries with SGC as to what is allowed. **Clerk**

Mr. Eric Gordon gave a presentation on the work of the Standards Committee. The Committee consists of 15 members and is chaired by an independent person. The role of the Standards Committee is to promote high standards of behaviour within local government. It also provides training opportunity for Councillors and Clerks. There are 10 basic principles of Public Life – Selflessness; honesty and integrity; objectivity; accountability; openness; personal judgement; respect for others; duty to uphold the law; stewardship; leadership. The Clerk will photocopy the sheet provided and distribute to all Councillors. **Clerk**

Mr. Gordon was impressed to see that Iron Acton Parish Council always has an agenda item entitled 'Declarations of Interest', as not all Parish Council's do. This is considered to be good practice.

01-10-09 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Weldrake, Blanchard, Aplin, Heal and Hockey

02-10-09 DECLARATIONS OF INTEREST – Personal and/or Prejudicial

None received.

03-10-09 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

Copies of the minutes of the meeting held on 21st September 2009 had been circulated. Councillor Lomas proposed and Councillor Bellis seconded that these minutes be approved and signed. All agreed.

04-10-09 **CHAIRMAN'S REPORT**

The Chairman and Mr. Hurley had attended the Parish Meadows to unblock the stream on two occasions. They had also attended to a couple of minor repairs on the climbing frame. Councillor Taylor queried whether public liability insurance was required by Mr. Hurley as he was undertaking work for the Parish Council.

It was agreed that the Clerk would contact our insurers to ascertain the position. **Clerk**
It was also agreed that the Clerk and Councillor Bellis would meet in the Parish **Clerk/**
 Meadows to decide on where the fixing points for the benches should be located. **PB**

The Chairman reported that Mr. Driver has been clearing out the ditches on Mission Lane.

The Chairman also reported that the area to the front of Chapel Patch had been reinstated.

There are a number of cobble stones which need reinstating around the village green edge. **It was agreed** that the Chairman would ascertain a price for fixing **RS**
 these from Andrew Herbert.

05-10-09 **CLERK'S REPORT**

Action from September Meeting:-

01-09-09 - Public Participation - Councillor Aplin has contacted Simon Carney and asked him to have a look in his records to see if he has a copy of the book on file.

05-09-09 - Chairman's Report - The Clerk has contacted SGC regarding the drain outside 212 North Road and the fact that it is not draining away.

14-09-09 - Proposed Iron Acton Christmas Evening 2009 - The Clerk has confirmed with SGC that the Parish Council have no objections to the temporary road closure.

16-09-09 - High Street - The Clerk has spoken with Peter Hart of SGC Highways and asked that consideration be given to a one-way system (east to west) when the Traffic Management Review is considered.

17-09-09 - Traffic Management - Badminton Road - The Clerk has emailed Parish Councillors with the new date for the meeting with Yate Town Council to discuss traffic management issues along Badminton Road. This new date is Thursday 12th November 2009 at 8.00pm in Poole Court.

18-09-09 - Dyers Pond - Councillor Sheppard and the Clerk will be speaking with Mr. Williams presently in order to arrange the clearing. The Clerk is in the process of endeavouring to find a company to undertake the survey.

19-09-09 - Clerk & Responsible Financial Officer - The Clerk is in the process of organising this with the HMRC.

Parish Meadows - The lock on the gate in Park Street has disappeared. The Clerk has therefore purchased a new lock at a cost of £10.00 and set a new code. It is apparent that too many people knew the old code.

Allotments - The Clerk has received a couple of complaints from residents living in the Station Road allotment area about bonfires on the allotments. The smoke from these bonfires has been billowing over their gardens spoiling washing and forcing residents into their houses. The Clerk has written to Station Road allotment holders asking them to be considerate when lighting bonfires.

Bonfires - The Clerk has also received a complaint from a resident in the High Street regarding the lighting of bonfires. On three occasions (on a Monday morning), the resident has been forced to take in washing as this was being spoilt by the smoke. There are no byelaws that allow or prohibit bonfires. However there are a number of considerations that need to be taken into account when lighting a bonfire. The Clerk has included this information in the Parish Council's article in the next edition of Focal Poyntz.

06-10-09 SOUTH GLOUCESTERSHIRE REPRESENTATIVE REPORT

Councillor Gawler submitted SGC data sheets in connection with traffic movements along Wotton Road (March and April 2009, and North Road (17th April to 12th May 2009).

Councillor Gawler reported that the Manor Road footpath works will be commencing on 26th October 2009.

Councillor Gawler also reported that a meeting had been held in parliament, attended by Steve Webb MP in connection with the Gypsy & Traveller Consultation. The meeting had been progressive and a number of issues highlighted. Councillor Gawler also confirmed that issues at the Tanhouse Lane site are ongoing.

07-10-09 FINANCIAL REPORT

The Clerk reported balances as at 14th October 2009 of:-

National Westminster Current Account	£4,874.15
National Westminster Reserve Account	£8,458.20
National Savings Accounts	£16,418.35

The Clerk confirmed that the second half of the precept, amounting to £7,000 had been received into the Current Account.

It was agreed that a Budget meeting would be held on Monday 2nd November 2009 in the Marshall Rooms, commencing at 7.30pm. The Clerk will circulate **Clerk** budget figures prior to this meeting.

08-10-09 PLANNING APPLICATIONS/PRIOR NOTIFICATIONS/TREE WORKS

- PK09/5458/TCA - Welforge, Latteridge Road - Works to reduce 9 no. Copper Beech trees, 1 no. Red Maple tree and 1 no. Ash Leaf Maple tree by 33% all situated within the Iron Acton Conservation Area. No objections.
- PK09/5474/TCA - Welforge, Latteridge Road - Works to reduce 1 no. Ash tree by 33% situated within the Iron Acton Conservation Area. No objections.
- PK09/5369/F - The Cottage, Yate Road, Iron Acton - Erection of single storey and two storey rear extensions to provide lobby and utility area with additional bedroom and en-suite facilities above. No objections.
- PK09/5353/F - Unit 45-48 Waverley Road, Yate - Erection of palisade fencing and gates (1.9m high). No objections.
- PK09/5513/TRE - 250 North Road, Yate - Works to reduce 1 no. Field Maple tree covered by SGTPO10/09 dated 19th March 2009. No objections.
- PK09/5340/F - Land off Larks Lane, Iron Acton - Construction of a ménage. No objections.

09-10-09 PLANNING CONSENTS

None received.

10-10-09 PLANNING REFUSALS/WITHDRAWALS/APPEALS

None received.

11-10-09 PLANNING APPEALS

None received.

12-10-09 REQUEST FOR FINANCIAL ASSISTANCE

It was agreed that the Parish Council would make their annual donation of £250.00 to the British Legion Poppy Appeal. Proposed Councillor Taylor, seconded Councillor Sheppard. All Agreed.

The Clerk also reported that a request for financial assistance had been received from the County Air Ambulance Trust. The Trust is endeavouring to raise funds to provide landing pads in a number of hospitals around the South West, in particular at the Bristol Royal Infirmary. **It was agreed** that a donation of £150.00 would be made. Proposed Councillor Taylor, seconded Councillor Sheppard. All Agreed.

13-10-09 CEMETERY

The Clerk informed the Councillors that two applications for the erection of headstones within the cemetery had been received. These were in connection with Robert Steve Hawkins, a child buried in 1955 and was a replacement headstone. The second was for Robert Hawkins (senior) who was buried in 2008. This is a new headstone. **It was agreed** that these two applications be approved. The Clerk will write to the memorial masons accordingly. **Clerk**

Further, the Clerk informed the Councillors of a request for a reopening of the grave space of Mr. Herbert Tovey, who was buried in 1977. This is for the interment of his late wife. **It was agreed** that this be approved. The Clerk will contact the funeral directors. **Clerk**

14-10-09 REMEMBRANCE SERVICE - ST. MARY'S CHURCH, YATE

A letter had been received from Yate Town Council inviting Iron Acton Parish Council to participate in the annual Remembrance Service on 8th November 2009 at St. Mary's Church. **It was agreed** that Councillor Sheppard would represent Iron Acton Parish Council. **It was further agreed** that Councillor Bellis would represent the Parish Council at the St. James the Less service on 8th November. The Clerk will liaise with Mr. Wheeler, the church warden. **RS PB Clerk**

A letter of invitation had also been received from Chipping Sodbury Memorial Day Services, to attend the Remembrance Service on 11th November. The Clerk was instructed to send a letter kindly declining the invitation. **Clerk**

15-10-09 BT - ADOPT YOUR LOCAL RED TELEPHONE KIOSK

A letter had been received from BT inviting the Parish Council to adopt the North Road telephone kiosk for £1.00. **It was agreed** that the Parish Council would decline the offer. The Clerk will write to BT accordingly. **Clerk**

16-10-09 RECYCLING FACILITIES IN IRON ACTON

The Clerk had received a request via Councillor Weldrake, from a parishioner asking that consideration is given to the possibility of having some form of plastic recycling facility within the village/parish. The Clerk had contacted SGC to enquire about the possibility. SGC confirmed that an application would have to be made to SITA, who would look at the population density of the area, a suitable location for the unit and also what other recycling facilities are close-by. The Yate Sort-It Centre is 1.5 miles away from the centre of Iron Acton, and Morrisons is 2.1 miles away. **It was agreed** that the Parish Council did not consider it appropriate to pursue this because of the close proximity of other recycling facilities and no suitable location. Further, it was noted that there may well be new legislation coming into force in the future. The Clerk will email the parishioner. **Clerk**

17-10-09 **PARISH MEADOWS**

The Parish Council had received a request from Acton Aid to use the Parish Meadows for their annual bonfire and fireworks night on Saturday 7th November 2009. **It was agreed** that permission be given. The Clerk was instructed to write to Acton Aid asking that the bonfire site area be re-grassed/reinstated, that cars driving over the Meadows is restricted and any damage done to the grass would be made good.

There was also a further request from Acton Aid for use of the Parish Meadows for their annual Proms Night on 26th June 2010. **It was agreed** that permission be given. The Clerk was instructed to write to Acton Aid asking that cars driving over the Meadows is restricted, that no cars are left parked in the Meadows, that a complete agenda for the event be provided to the Parish Council in advance, including the location of where the fireworks will be set off.

18-10-09 **CLERKS SALARY – 2009/2010 NATIONAL FINAL SALARY AWARD**

The Clerk informed the Councillors that the 2009/2010 National Salary Award had been settled at 1% as from 1st April 2009. This was an increase of 15p/hour taking the Clerk's hourly rate to £11.93/hour. **It was agreed** that this pay increase be accepted by the Parish Council, backdated to 1st April 2009. Councillor Bellis proposed, Councillor Taylor seconded. All agreed.

19-10-09 **INVITATION TO “WISH YOU WERE HERE” WORKSHOP**

The Clerk informed the Councillors that an invitation had been received from the South Gloucestershire Core Strategy Consultation regarding a workshop being held on Tuesday 3rd November 2009 (correspondence previously circulated to Councillors). This workshop will look at areas put forward by developers as potential sites for growth in the Yate and Chipping Sodbury area. One of the areas referred to is Engine Common (land at Mission Road and Engine Common Lane). The Workshop will report back on the results of the last engagement event and present the revised vision and strategic objectives; discuss the strategic objectives in more detail; look at specific sites and assess their suitability in terms of creating a sustainable community; consider how the sites will work in conjunction with the existing communities of Yate and Chipping Sodbury. **It was agreed that** Councillors Sheppard, **Clerk** Lomas and Gawler will attend the morning event.

20-10-09 **IRON ACTON BYPASS – HOLLY HILL**

Councillor Bellis asked that the Parish Council write to SGC thanking them for the recent works undertaken on the footpath along the by-pass (from Dyers Lane down to the entrance at Holly Hill). However, pedestrians and cyclists still have no safe place to cross the by-pass in order to leave the village. Pedestrians/cyclists can cross the by-pass at the traffic lights. But there is no safe place to cross the Wotton Road, and further there is no footpath from the Wotton Road to Holly Hill. **It was agreed** that the Clerk would write to SGC thanking them for the recent work and asking that consideration be given to the possibility of installing a central island in the road opposite Holly Hill, or some form of safe crossing facility. Proposed Councillor Bellis, Seconded Councillor Sheppard. All Agreed. **Clerk**

21-10-09 ANY OTHER BUSINESS

A mound of gravel had been placed on the access track through the Nibley Lane allotments. No permission for this has been sought. The Clerk was instructed to contact the adjacent resident to ask for the gravel to be moved. **Clerk**

The Clerk was asked to contact the Environmental Health department in connection with Mr. Sandy's farm on Nibley Lane. There is a suggestion that the land is being used to dump building waste. There has also been a report of rats in the vicinity. **Clerk**

The Clerk was also asked to chase Streetcare in connection with the relocation of the dog bin in the cemetery. **Clerk**

21-10-09 ACCOUNTS FOR PAYMENT

Open Spaces Society	Membership Renewal	£40.00
Poppy Appeal	Donation	£250.00
County Air	Donation	£150.00
Ambulance		

Proposed Councillor Bellis, seconded Councillor Taylor, all agreed that the above accounts be paid.

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 16th November 2009 in the Marshall Rooms, Iron Acton, commencing at 7.30pm

There being no further business, the meeting closed at 9.10 pm.

Signed:

Dated:

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
MONDAY 16th November 2009**

The meeting of Iron Acton Parish Council was held in the Marshall Rooms, Iron Acton commencing at 7.30pm.

Present:- Mr. Sheppard (Chairman), Mr. Bellis (Vice Chairman), Mrs. Aplin, Mr. Lomas, Mr. Taylor, Miss. Weldrake, Miss. Blanchard, Mr. Heal, Mr. Gawler (Councillor & South Gloucestershire Council), Mr. Hockey (South Gloucestershire Council), Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

Four members of the public were in attendance, three from Acton Aid.

Acton Aid gave a presentation to the Parish Councillors in connection with a proposal to erect a bandstand type structure on the Parish Meadows. It would be a multi-functional structure for use during events such as the Proms and the Bonfire/Fireworks display. The catalyst for this proposal is that Acton Aid has to hire a marquee for each Proms event, which is expensive. Acton Aid would have curtain sides made that could be hung from the sides of the structure. Acton Aid had also approached other organisations within the Parish, namely the Actonians, the two primary schools, the Church and the Mother and Toddler group. All had expressed an interest in using the structure. The structure would be situated in the corner by the stream and style, comprise some 12m² in area with a concrete hard-standing (level with the grass), with a low roof. The actual materials to be used had yet to be agreed but would need to be strong, durable, vandal proof and low maintenance. Acton Aid would fund the whole structure and then hand it over to the Parish Council. The Parish Council would then be responsible for maintenance and insurance etc. Acton Aid is keen to commence this project. **It was agreed** that the proposal would be added to the December agenda for discussion and decision.

Clerk

01-11-09 APOLOGIES FOR ABSENCE

None received.

02-11-09 DECLARATIONS OF INTEREST – Personal and/or Prejudicial

None received.

03-11-09 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

Copies of the minutes of the meeting held on 19th October 2009 had been circulated. Councillor Taylor proposed and Councillor Gawler seconded that these minutes be approved and signed. All agreed.

04-11-09 CHAIRMAN'S REPORT

The Chairman reported that flooding and ponding in North Road, Mission Road and Engine Common continues to be a problem. Councillor Lomas also mentioned that the ponding outside the scrap metal merchants next to 212 North Road remains an issue. The road has been marked by SGC but nothing further has been done. **It was agreed** that the Clerk would chase SGC. **Clerk**

The Chairman also reported that the high boundary wall to Craif Affie is being rebuilt. The boundary wall is part of the dwelling. Scaffolding had been erected along this wall which was forcing traffic further out into the road, which was causing some damage to the verge on the other side.

A quote had been received from Andrew Herbert to replace the cobble stones around the village green. This quote was for £180. **It was agreed** that this quote be accepted.

05-11-09 CLERK'S REPORT

Action from October Meeting:

01-10-09 – Public Participation - The Clerk had contacted SGC Planning to ascertain what exactly is allowed under the TPO in the North Road area. The Tree Officer had confirmed that although ordinarily planning permission would be required, general annual maintenance of hedges (including Conifer hedges) and fruit trees is allowed without planning permission.

04-10-09 – Chairman's Report - The Clerk had contacted Allianz and confirmed that Mr. Hurley is insured under the Parish Council's Public Liability Insurance, as long as he used Parish Council tools.

15-10-09 – BT - Adopt your Local Red Telephone Kiosk. A letter had been sent to BT declining their offer of adopting the North Road kiosk for £1.

16-10-09 – Recycling Facilities in Iron Acton - Email had been sent to the parishioner confirming that the Parish Council did not feel recycling facilities in the parish were appropriate due to the close proximity of the Yate Sort-It Centre and Morrisons. The parishioner has acknowledged this email.

20-10-09 – Iron Acton Bypass – Holly Hill - A letter had been sent to Mark Parry of SGC Traffic Management, copied to Peter Hart, requesting that SGC consider a form of safe crossing at the Holly Hill entrance. Following a conversation with Peter Hart, it was discovered that the land from the road at Holly Hill, to the entrance gate (approximately a 20m stretch) is not SGC adopted highway, therefore they have no control or say over what happens on this land. Councillor Bellis requested that a meeting be organised between Mr. Parry and the Parish Council in order for SGC to see the situation for themselves. Councillor Gawler volunteered to contact Mr. Parry and reiterate the problem of pedestrians/cyclists trying to cross the by-pass.

All other general correspondence has been sent.

Nibley Lane (Agenda Item 15) - The Clerk had been contacted by Mr. Jones and Mr. Harley, residents of the OAP bungalows on Nibley Lane. These residents had complained to Merlin, SGC and the Police about vehicles using the access lane in front of the bungalows to turn their cars around. Subsequently, Merlin erected signs on the green in front of the bungalows stating 'No Turning'. Mr. Jones and Mr. Harley contacted the Clerk asking that an article be placed in Focal Poyntz informing residents that these signs had been erected and that there was an enforceable £60 fine with 3 penalty points. The Clerk then contacted Merlin, SGC and the Police to seek clarification on this. The Police have confirmed that the signs and fines are not enforceable. Further, Mr. Harley contacted the Clerk again suggesting that the speed sign erected in Nibley Lane was not in fact wired up and therefore useless, as the sign did not flash at all. The Clerk contacted Jeremy Harris of SGC who confirmed that the sign had been wired to flash and also provide data on the speed of traffic using Nibley Lane. Mr. Harris confirmed that according to the data received, 85% of the traffic using the lane travelled at speeds of less than 31mph, with the average speed being 25mph. Mr. Harley had also stated that the residents had been 'abused' on occasions, and their cars damaged. The Clerk suggested to Mr. Harley that he report this to the Police.

Parish Meadows - The Parish Meadows appear to have coped reasonably well following the Acton Aid Bonfire event on 7th November 2009. There was some confusion over the combination number to the padlock, as the Clerk had recently changed the combination. The Clerk also reported by Mrs. Elizabeth Parker had telephoned to say that the Lime tree in the Parish Meadows had pushed over the boundary well. A quote had been obtained from Andrew Herbert for £540. **It was agreed** that this quote be accepted.

Village Green - The Clerk received an email from Mr. Patrick Murphy who lives on the village green querying the area to the front of the Chapel Patch and the

06-11-09 SOUTH GLOUCESTERSHIRE REPRESENTATIVE REPORT

Councillor Dave Hockey reported that the CCTV cameras have been installed on the Latteridge Road and Wotton Road junctions and will operate 24/7. These cameras will also identify the size of lorries using the roads. The flashing speed sign at 'Fishponds Corner' on Latteridge Road will be installed for 2 weeks. The results will then be sent to Councillor Hockey. Councillor Blanchard queried the location of this speed sign as it is directly on a bend when vehicles will be braking/slowing down in order to negotiate the bend. Councillor Hockey confirmed that it may well be necessary for it to be installed at another location depending on the results of the initial installation.

Councillor Gawler reported that the Manor Road Footpath installation works will commence at the beginning of January 2010. However, this will necessitate the complete closure of Manor Road for a 5 week duration. SGC are organising a shuttle bus to transport residents to North Road. The bus will operate along Tanhouse Lane and Chaingate Lane.

Councillor Gawler also reported on the meeting with Yate Town Council, SGC, Westerleigh and Iron Acton Parish Councils which took place on 12th November 2009. This meeting was to discuss traffic management issues in connection with the new SGC offices on Badminton Road. There are 705 desk spaces in the new offices, however only 600 staff members are anticipated to attend the offices. There are only 312 parking spaces provided and SGC are encouraging staff to travel to work using public transport. An SGC consultation will be taking place with all interested parties.

07-11-09 FINANCIAL REPORT

The Clerk reported balances as at 11th November 2009 of:-

National Westminster Current Account	£4,456.70
National Westminster Reserve Account	£8,458.20
National Savings Accounts	£16,418.36

Following the Parish Council budget meeting held on 2nd November 2009, a figure of £18,000 was recommended as the required Precept for 2010/2011. Councillor Bellis Proposed, Councillor Weldrake seconded. All agreed. The Clerk will inform SGC at the appropriate time.

Also, following the budget meeting, the Clerk had investigated alternative telephone packages. The Clerk has now changed the BT package to a new rate of £14.45/month with 500 free minutes worth of telephone calls. This works out as a saving of approximately £200/annum.

08-11-09 PLANNING APPLICATIONS/PRIOR NOTIFICATIONS/TREE WORKS

- PK09/5654/F - Barton Farm House, Chaingate Lane, Iron Acton – Erection of first floor side extension to form additional living accommodation. No objections.
- PK09/5641/TRE - Brookside Cottage, 21 Engine Common Lane, Yate – Works to fell 2 no. Leyland Cypress trees covered by SGCTPO 633 (Land at Engine Common) dated 22nd September 2009. No objections.

- PK09/5671/R3F - Broad Lane Depot, Broad Lane, Yate - Siting of 6 temporary portable buildings and provision of associated parking for a period of 5 years. (Renewal of temporary consent PK04/3724/F). No objections.
- PK09/5596/F - Watery Lane, Engine Common, Yate - Erection of stable block (retrospective). No objections.
- PK09/5393/CLP - Berkeley Cottage, Yate Road, Iron Acton - Application for Certificate of Lawfulness for the proposed erection of a single storey detached building for use as an annexe ancillary to main dwelling. To object - Query full Planning Application requirement, overdevelopment of site, dangerous access of main road with 50mph speed limit, unsuitable visibility entering and exiting property.
- PK09/5130/F - SGC, Yate Outdoor Sports Complex, Broad Lane, Yate - Erection of 100 no. seater stand to existing all weather pitch. No objections.

09-11-09 **PLANNING CONSENTS**

- PK09/5353/F - Unit 45-48 Waverly Road, Yate.
- PK09/5229/F - 2 Lodge Road, Yate (conversion of existing garage).

10-11-09 **PLANNING REFUSALS/WITHDRAWALS/APPEALS**

- PK09/5051/O - Land at Wotton Road, Iron Acton (Refusal).
- PK09/5231/F - 2 Lodge Road, Yate (erection of 1 no. detached dwelling) (Refusal).
- PK09/5369/F - The Cottage, Yate Road, Iron Acton (Refusal).

11-11-09 **PLANNING APPEALS**

- None received.

12-11-09 **LAND AT YATE ROAD, IRON ACTON (opposite Stover Road Trading Estate)**

The Clerk reported that correspondence had been received from SGC stating that two expressions of interest had been received in connection with a parcel of land, owned by SGC, opposite the Stover Road Trading Estate). The suggestion was to use this land for allotments. The expressions of interest had been registered by Yate Town Council and Westerleigh Parish Council. Following discussion, **it was agreed** that Iron Acton Parish Council had no interest in this parcel of land, and the Clerk was instructed to respond to SGC according. The Clerk was also asked to query access and parking arrangements for this proposed allotment site; to ensure that access to the Frome Valley Walkway is protected; and to point out that the land is liable to flooding. **Clerk**

13-11-09 **PARISH MEADOWS**

Councillor Bellis reported that there had been some confusion over the combination code to the access gate to the Parish Meadows, in order to Acton Aid to gain entry to organise the bonfire/fireworks event on 7th November 2009. The code had been changed as too many contractors/organisations were aware of the old code. The Clerk informed the Councillors that Mr. Haslehan of Acton Aid had contacted her at 9.30am on the morning of the event in order to obtain the new code. **It was agreed** that the Parish Council, as custodians of the land, need to formalise arrangements for any organisation wishing to use the Parish Meadows. **It was also agreed** that the Clerk would prepare a Clerk booking form type document for approval.

14-11-09 MORRISONS DEPOT - GREAT WESTERN BUSINESS PARK

Councillor Taylor reported that he had received a number of complaints in connection with delivery lorries to the Morrisons depot. These lorries were approaching the depot from the roundabout, along Armstrong Way and were therefore pointing in the wrong direction in order to join the queue to gain entry into the depot. The better route would be to travel along Iron Acton Way, turning right into Churchward Road (just before North Road traffic lights) and then right onto Armstrong Way. However, the queue sometimes extends along Armstrong Way to the North Road junction and beyond. It is also believed that there is capacity on the site for lorries to wait to be unloaded rather than waiting on the road. **It was agreed** that a polite letter would be sent to Mr. Tim Clubb, the depot manager, asking that Morrisons remind drivers that the more appropriate access route would be along Iron Acton Way, and also to ask Mr. Clubb to consider allowing lorries onto the site to await unloading. This would go some way to alleviate the nuisance and disturbance caused by queuing lorries. Councillor Taylor asked that this letter be copied to Murray Hire and Tower Joinery. Clerk

15-11-09 ACCESS ROAD OUTSIDE NIBLEY LANE BUNGALOWS

The Clerk informed the Parish Councillors about an issue that had arisen concerning the access road outside the Nibley Lane bungalows. Two residents, Mr. Jones and Mr. Harley had complained to Merlin, SGC, the Police and the Clerk that vehicles were using the access road to turn around, and had requested that signage be erected stating 'no turning'. This had been done by Merlin. The gentlemen then informed the Clerk that these signs had gone up and that they were enforceable by the Police with a £60 fine and 3 penalty points. The Clerk had liaised with the Police who informed the Clerk that the signs were not enforceable. However, Mr. Jones and Mr. Harley are insistent that something be put in Focal Poyntz informing reader that vehicles should not use the access road. Mr. Jones and Mr. Harley also informed the Clerk and the Police that 'drug deals' were taking place in the parking spaces outside the bungalows. The Police and the Clerk reiterated to the gentlemen that they need to make a note of car registration plates if they are suspicious.

Also they complained about speeding vehicles. To this end, flashing speed signs were installed at the 30mph sign at the entrance to the village on Nibley Lane for the month of October 2009. However, Mr. Jones and Mr. Harley complained that these signs had not been connected as they never flashed. The Clerk contacted SGC who provided the data sheets from these signs which showed that 85% of vehicles using the lane travelled at a speed of 31mph with the median speed being 25mph. However, the total number of vehicles counted amounted to some 13,207. This number has been queried with SGC as it appears very high.

Clerk

It was agreed that the following wording would be placed in the next Parish Council article for Focal Poyntz:- "The Parish Council has become aware that nuisance is being caused to residents of the Nibley Lane bungalows from vehicle using the access road to turn around. Signs have been erected by Merlin Housing Association requesting that vehicle refrain from doing this".

16-11-09 **INFRASTRUCTURE DEVELOPMENT PLANNING BRIEFING - 30th NOVEMBER 2009**

The Clerk informed the Councillors that an invitation has been received via SGC in connection with an Infrastructure Development Plan Briefing. This briefing will take place on 30th November 2009 at 2.00pm-4.00pm in Thornbury Chamber or 6.00pm-8.00pm in Kingswood Chamber. **It was agreed** that the Clerk would remind Councillors via email nearer the time.

Clerk

17-11-09 **ANY OTHER BUSINESS**

Councillor Aplin enquired whether the Clerk had contacted Simon Carney in connection with a reprint of the 'Iron Acton - Parish with a Heart of Oak' book. The Clerk informed the Councillors that she had not had chance, but **Clerk** would do so.

Councillor Heal enquired on the current status of the Parish Council Web Site. The Clerk confirmed that it had been submitted to the various search engines for priority recognition. The Clerk also informed the Councillors that she had spent a great deal of her own time preparing this site.

The Chairman enquired of Councillor Heal whether there had been any news in connection with the grant application by the Parish Hall for the new extension. Councillor Heal confirmed that a meeting with SITA had taken place and the Parish Hall Committee would hear whether they had been successful or not, by the end of November 2009.

Councillor Blanchard informed the Councillors that the tree works to Welforge would be taking place the following day. These works will necessitate the electricity supply being interrupted for most of the day.

Clerk

Councillor Taylor asked that the Clerk report to SGC that there is considerable flooding on Station Road (by the bus stops) and at the junction of High Street and Park Street.

20-11-09 ACCOUNTS FOR PAYMENT

Landscape Services	Grasscutting	£1,037.83
BWBSL	Water Rates - Station Road	£37.76
South Glos Council	Dog Bin Collection	£78.66
Iron Acton PCC	Marshall Rooms x 2	£30.00
Mrs. P. Evans	Broadband x 3 (£53.97), Telephone (£98.45), Stationery (£5.98), Backdated Salary (£44.82)	£203.22

Proposed Councillor Taylor, seconded Councillor Bellis, all agreed that the above accounts be paid.

The Chairman reported that a special offer of £399 for an Inspiron 1700 series laptop had been received from Dell Computers. The offer ended on 18th November 2009. The existing Parish Council laptop is in need of a replacement keyboard and a new battery, the battery alone will cost £110. **It Clerk was agreed** that the Clerk would purchase a replacement laptop. Proposed Councillor Taylor, seconded Councillor Gawler. All agreed.

DATE OF NEXT MEETING

The next Meeting of the Parish Council will take place on Monday 7th December 2009 in the Marshall Rooms, Iron Acton, commencing at 7.30pm

There being no further business, the meeting closed at 9.40 pm.

Signed:

Dated:

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
MONDAY 7th December 2009**

The meeting of Iron Acton Parish Council was held in the Marshall Rooms, Iron Acton commencing at 7.30pm.

Present:- Mr. Sheppard (Chairman), Mr. Bellis (Vice Chairman), Mrs. Aplin, Mr. Lomas, Miss. Weldrake, Mr. Heal, Mr. Gawler (Councillor & South Gloucestershire Council), Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

Two members of the public were present.

Mr. David Hatherall addressed the Parish Council in connection with a proposed development at his property, The Old Saddlers, High Street. The proposed extension would give a second storey and provide extra living accommodation. Mr. Hatherall provided computer generated images of what the extension would look like, and confirmed that the existing entrance off Park Street would be used. The Chairman thanked Mr. Hatherall for informing the Parish Council of his proposed application, which once submitted to South Gloucestershire Council would be considered following the appropriate channels.

Councillor Heal and Mr. Hatherall updated the Parish Council in connection with the Parish Hall extension. The Parish Hall committee had been successful in their grant application to SITA and had been awarded £25,000. The Parish Hall Committee are required to show commitment from other organisations and would therefore be obliged if the Parish Council would write a letter confirming their financial support. There is currently a £12,000 shortfall in order for the Parish Hall to complete the extension. Councillor Blanchard asked what the Parish Hall is actually doing in order to assist fundraising. Mr. Hatherall confirmed that the Parish Hall are holding a dance in the New Year and also do a lot for the May Day celebrations, and the Parish Hall Committee put a lot of time and effort into the actual running of the Hall. **It was agreed** that the Clerk would check the financial situation in connection with the reclamation of VAT on any equipment purchased and donated to the Parish Hall. The Clerk will liaise with Mr. Pullen, Chairman of the Parish Hall.

Clerk

Councillor Bellis then addressed the Parish Council regarding progress in connection with the access track behind Fairview Terrace. Following the site meeting, Acorn Landscapes had provided a quote which amounted to £4,550 plus VAT. This was too expensive. It was agreed that a concrete interlocking mechanism would be harder wearing and is only required as two parallel tracks. This item was further discussed under agenda item 14.

01-12-09 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Taylor and Dave Hockey.

02-12-09 DECLARATIONS OF INTEREST - Personal and/or Prejudicial

Councillor Heal declared an interest in Agenda Item 12 – Update on Parish Hall. Councillors Aplin, Heal and Weldrake declared an interest in Agenda Item 14 – Illuminated Star on Village Green.

Councillor Bellis and Blanchard declared an interest in Agenda Item 14 – Access track to Fairview Terrace.

03-12-09 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

Copies of the minutes of the meeting held on 16th November 2009 had been circulated. Councillor Bellis proposed and Councillor Aplin seconded that these minutes be approved and signed. All agreed.

04-12-09 CHAIRMAN'S REPORT

The Chairman reported that some cars had been vandalised in the North Road area, which had been reported to the Police. There had also been a spate of children riding bicycles on the footpaths in the area, which had been causing a nuisance.

The Chairman also reported that the ditches in the Chaingate Lane area had been cleared and the water was now running freely. Ponding in North Road was still an issue, as was Station Road in front of the bus stops. This has been reported to SGC on numerous occasions. **It was agreed** that the Clerk would chase this matter with SGC Streetcare. The unnaturally high levels of rainfall had contributed to this problem.

In connection with the access track to Fairview Terrace, Councillor Sheppard will endeavour to contact Mr. Dick Scully of SGC Highways to try and arrange a meeting to discuss rainwater drainage issues in the vicinity. The main road is now some 18 inches higher than the access track.

05-12-09 CLERK'S REPORT

Action from November Meeting

05-11-09 – Clerks Report – Following a request from Councillor Bellis to query the current status of running the X27 bus service through the High Street, the Clerk has checked emails received. The Clerk has also contacted the Gazette newspaper to ask for a particular report making reference to SGC Planning, Transportation and Strategic Environment Select Committee meeting in July 2009. This article makes reference to a comment by Mr. Cursio, stating “the Council funds this service, so we will operate where you ask us to as long as it is safe”. However Mr. Cursio goes on to state “It is the Council’s choice, but I strongly suggest that parking restrictions are reviewed on the High Street”. The Parish Councillors will be aware that the Parish Council has requested that SGC undertake a traffic management review of the High Street. This request was submitted to SGC in August 2009. An acknowledgement has been received from SGC stating that our request will be put forward for inclusion in the Capital Programme for 2010/2011. We have yet to hear whether our request has been successful.

Also, the Clerk has contacted Kate Champion, SGC Principle Transport Promotions Officer about placing is clearer timetable on the bus stops, making people aware that the 329 runs in the evening.

And 20-10-09 – Iron Acton Bypass – Holly Hill – Councillor Gawler has kindly written to Mark Parry in connection with our request for SGC to look at providing a safe crossing point.

12-11-09 – Land at Yate Road Iron Acton – Letter has been sent to SGC.

13-11-09 – Parish Meadows – Draft booking form has been created. This will be discussed under Agenda Item 13 of the December meeting and is attached for approval.

15-11-09 – Access Road Outside Nibley Lane Bungalows – The proposed wording will be included in the Parish Council’s article for the next edition of Focal Poyntz.

16-11-09 – Infrastructure Development Planning Briefing, 30th November – The Clerk has sent a reminder email to all the Parish Councillors.

17-11-09 – Any Other Business – The Clerk will be speaking with Simon Carney in connection with the parish book. The Clerk has contacted SGC Streetcare regarding the flooding in Station Road as well as other areas.

Parish Meadow - Following the recent wet and windy weather the left-hand bough of the Sycamore tree behind the tennis courts was blown down into the Thomas’ field. No damage was caused to the wall. The Clerk has spoken to Mrs. Donna Thomas to let her know that the Parish Council are dealing with the fallen tree and would require access to the field. The Clerk also contacted Chris Wright, who obtained three quotes to fell the right-hand bough and cut up both boughs into 6-9inch chunks. These trunks could then be offered for sale to parishioners in order to off-set the cost of the emergency works. The rest of the tree would be shredded and used as mulch for the boundaries to the play area. The Clerk informed Parish Councillors that the lowest quote was from Treemendous Gardens at £350.00. This was accepted. The Clerk has spoken to Treemendous Gardens and the work will be scheduled for week commencing 7th December 2009. Chris Wright has also submitted to SGC Planning Department, a 5-day notice of the intention to carry out emergency tree works.

Cemetery - The Clerk met with Mrs. Hawkins and the monumental stone mason in connection with the location of her baby son’s headstone. There had been some confusion over which end of the cemetery wall this should be sited as the old cemetery plans show a different location to the one that Mrs. Hawkins remembers. On inspection of the children’s headstones already in place, it

06-12-09 SOUTH GLOUCESTERSHIRE REPRESENTATIVE REPORT

Councillor Gawler reported that the CCTV cameras at the Latteridge Road junction had not worked at first. However this is now been rectified and will run for two weeks from the 24th December. All data will be collected and collated. Councillor Blanchard said that she was unhappy about the siting of the flashing speed sign at Fishponds Corner as cars naturally slow down to negotiate the bend. Councillor Gawler confirmed that Councillor Hocked had asked for this to be moved further down the Latteridge Road.

Councillor Gawler reported that the Chaingate Lane/Manor Road footpath works would commence on 4th January 2010 and would last approximately 4-5 weeks. Because the road is too narrow to allow these works and traffic to pass safely, traffic was being diverted along Chaingate Lane, Wotton Road, the bypass, Iron Acton Way and then down North Road. A bus shuttle service was also being instigated.

Councillor Gawler reported that Enforcement had been informed about activities at Backfield farm (lorries operating 24 hours), Sunnyside Farm (conversion of barn to form dwelling).

Also reported by Councillor Gawler was that SGC are gathering information in connection with employment land in excess of 1 acre. Following discussion, Robinswood Farm, Backfield Farm, Broad Lane, Crossing Cottage and Tanhouse Lane were areas suggested that lie within Iron Acton Parish.

Finally, Councillor Gawler reported that at the last Frome Valley Forum, £5,000 was allocated towards the Traffic Management Review of Iron Acton High Street. This Review will take place in the next financial year 2010-2011.

07-12-09 FINANCIAL REPORT

The Clerk reported balances as at 1st December 2009 of:-

National Westminster Current Account	£2,624.23
National Westminster Reserve Account	£8,458.20
National Savings Accounts	£16,418.35

It was agreed that £3,500 would be transferred from the Reserve Account into the Current Account. Proposed Councillor Sheppard, seconded Councillor Bellis. All agreed.

08-12-09 PLANNING APPLICATIONS/PRIOR NOTIFICATIONS/TREE WORKS

PK09/5640/TRE - 346 North Road, Yate - Works to remove 1 no. Pyrus Salicifolia Pendula covered by SGTPO 10/09 dated 22nd September 2009. No objections.

PK09/5821/TCA - Sea Harvest, High Street, Iron Acton - Removal of 1 no. Eucalyptus tree situated within the Iron Acton Conservation Area. No objections.

PK09/5963/F - Bramley House, Yate Road, Iron Acton - Erection of 1.2m high boundary wall. No objections.

PK09/5846/F -

The White Hart, Iron Acton – Erection of porch to north elevation. Erection of raised decking area and pergola to north elevation. Erection of raised decking area with associated balustrade and pergola to the south and east elevation. Insertion of 2 no. Windows in north east elevation. Parish Council to object to suspected removal of wall to the front of the pub (unclear in the application). Clerk to request confirmation from planning officer regarding wall to the front of the pub.

09-12-09 **PLANNING CONSENTS**

- PK09/5513/TRE – 250 North Road, Yate.
- PK09/5340/F – Land off Larks Lane, Iron Acton.
- PK09/5654/F – Barton Farm House, Chaingate Lane, Iron Acton.

10-12-09 **PLANNING REFUSALS/WITHDRAWALS/APPEALS**

- PK09/5051/O – Land at Wotton Road, Iron Acton – To appeal.

11-12-09 **PLANNING APPEALS**

- PK08/1752/F – Cherry Lodge, Bristol Road, Iron Acton – Appeal Allowed.

12-12-09 **PARISH HALL**

Councillor Heal had declared an interest in this Agenda Item and took no part in the discussions. **It was agreed** that if VAT can be reclaimed, then the Parish Council would financially support the extension works to the value of £5,000 plus VAT. However, if VAT cannot be reclaimed, then the Parish Council would financially support the extension works to the value of £5,000 including VAT. A letter will be sent to the Parish Hall Committee to this effect. The kitchen equipment would be bought by the Parish Council, the VAT reclaimed (at the end of the financial year) and then gifted to the Parish Hall Committee. The Clerk had ascertained from ALCA that this would be the appropriate course of action. Councillor Gawler requested that the Clerk double-check **Clerk** with the VAT office that the VAT is reclaimable.

13-12-09 **PARISH MEADOW**

Acton Aid had addressed the Parish Council at the November meeting in connection with the proposed erection of a 'bandstand' type structure on the Meadow. Having considered the supporting document provided by Acton Aid, **it was agreed** that the Parish Council would at this point, agree in principle to the proposal. However, before the Parish Council can fully support the proposal, more detailed information is required from Acton Aid on such things as the materials to be used; siting; parishioner opinion; insurance exposure (which can only be ascertained from the Parish Council's insurance company once the actual size and materials to be used have been provided). Proposed Councillor Heal, seconded Councillor Gawler, all agreed. The Clerk **Clerk** was instructed to convey this information to Acton Aid.

The Clerk had prepared a 'booking form' for the Parish Meadow, a copy of which had been circulated to the Councillors. Councillor Blanchard asked that the Parish Meadows be referred to as the Parish Meadow and that the contact details of the Clerk be added to the Terms and Conditions. **It was agreed** that this form be adopted for any future bookings of the Parish Meadow. Proposed Councillor Bellis, seconded Councillor Sheppard, all agreed.

14-12-09 **VILLAGE GREEN**

Illuminated Star on Maypole. Councillors Weldrake, Heal and Aplin had declared an interest in this item. The Clerk confirmed that a letter had been sent to the Victorian Committee giving approval for the erection of the star. Councillor Sheppard informed the Parish Council that the electricity is being supplied from the Chapel Patch. The electricity cable is being covered by a rubber casing for protection. Councillor Heal will be helping to erect the star, and proposed that a hole be drilled in the base of the Maypole in order to facilitate the cable running up through the centre of the pole. It was also confirmed that there is an earth leakage trip installed. Councillor Weldrake confirmed that contact details had been placed on the Maypole, in case of emergency (Mrs. Byrne at the Lamb Inn). The Clerk offered to undertake a risk assessment, which was accepted.

Access Track – Fairview Terrace. Councillor Bellis and Blanchard had declared an interest in this agenda item. Following a site meeting, attended by Councillors Sheppard, Aplin and Bellis on 27th November 2009, a quote had been received from Acorn Landscapes for £4,550 plus VAT. **It was agreed** that this quote was too high. Councillor Bellis agreed to contact Acorn and inform them. It is obvious that some of the potholes on the lane are caused by vehicles accessing the lane then turning their wheels whilst stationary, which is grinding the surface. Councillor Lomas suggested that the top surface be taken off and scalplings laid in order to help drainage, and that these costs should be shared equally, five ways between the residents of Fairview Terrace and the Parish Council. Councillor Bellis informed the Parish Council that there are two views of residents of Fairview Terrace as to how the costs should be split. One point of view is that as the Parish Council are custodians of the Village Green then they should pay for all of it. Another view is that the cost should be split 50/50 with the Parish Council paying 50% and the other 50% split between the four residents. **It was agreed** that Councillor Heal would obtain some prices for laying concrete grasscrete blocks in two tracks with a gravel base to act as drainage. This item will be placed on the January 2010 agenda for further discussion and decision, as well as agreement to the apportioning of costs.

CH

15-12-09 SGC CONSULTATION – NORTH FRINGE TO HENGROVE PACKAGE

The Clerk had previously circulated a consultation document from SGC. Following discussion, **it was agreed** that the Parish Council would comment that the scheme should include Yate; Phase 1 does not address congestion at the Frenchay traffic lights; the park and ride at the M32 needs access without going onto the motorway and should be accessible from the ring-road.

Clerk

16-12-09 SGC CONSULTATION – TERM & HOLIDAY DATES FOR SCHOOL YEAR 2011-2012

The Clerk had previously circulated a consultation letter from SGC regarding the term and holiday dates for academic year 2011-2012. **It was agreed** that the Parish Council had no objections or observations to make, other than the Parish Council felt this was a good plan with equalised teaching terms. The Clerk was instructed to respond to SGC.

Clerk

17-12-09 SGC CONSULTATION – BADMINTON ROAD PROPOSED WAITING RESTRICTIONS

The Clerk had previously circulated the consultation documentation received from SGC on this subject. 'No Waiting at Any Time' is proposed along the Yate Road and Stover Road. In his capacity as SGC Councillor, Councillor Gawler has already written to SGC requesting that two additional 2-hour waiting restrictions be considered – old Yate Road where it joins Bridge Road just to the north of the Tytherington railway line, and the entrance to Wade Road. Both these areas encompass lay-bys. The Parish Councillors concurred with this. Councillor Blanchard asked that instead of 'No Waiting at Any Time' along the section identified on the map of Nibley Lane off Badminton Road, that SGC place a 'No Waiting at Any Time - Mon-Fri' only on the corner of Nibley Lane. **Clerk**
It was agreed that the Clerk would inform SGC of the Parish Council's comments.

18-12-09 CEMETERY

Request for burial space – Mr. Donald Cook. The Clerk had informed the Parish Councillors via email of the request for a burial space for the late Donald Cook of North Road. There had been no objections received. The family had requested a brick lined grave which the Parish Council had been able to accommodate at the bottom of row 9 towards the Church. The grave plan had been marked accordingly.

Request for burial space – Ms. Natalie Philpott. The Clerk had informed the Parish Councillors via email of the request for a burial space for the late Natalie Philpott of Algars Drive. No objections had been received.

19-12-09 ANY OTHER BUSINESS

Councillor Blanchard brought to the attention of the Parish Council that a vehicle and trailer is constantly parked in the hammer head at the village green end of Park Street. This vehicle is parked so that it prevents pedestrians access the path across the village green. **It was agreed** that the Clerk would contact our Beat Officer in order to ascertain what can be done. Also, a tree is overhanging the footpath on the left hand side at the bottom nearest the road. **Clerk**
It was agreed that the Clerk would contact Mr. Hurley in order for this to be attended to.

Councillor Bellis mentioned that the verge on the Bristol Road is obscured by brambles and makes it extremely difficult for pedestrians (there is no footpath along the road). **Clerk**
It was agreed that the Clerk would contact SGC Streetcare in order for this to be attended to.

Councillor Lomas referred to the disused factory between North Road and Armstrong way. The pavement is overgrown on the east side. **Clerk**
It was agreed that the Clerk would contact SGC Streetcare in order for this to be attended to.

The Clerk also reported that the holly hedge to the side of the Parish Hall is in need of trimming back. The hedge has filled out and vehicles accessing their properties are now driving on the grass verge, and the tarmac edging is beginning to show signs of splitting. **Clerk**
It was agreed that Mr. J. Sandy would be approached to see if he could trim the hedge using his machinery.

20-12-09 ACCOUNTS FOR PAYMENT

Treemendous Gardens	Felling & logging Sycamore in Parish Meadow	£350.00
Mrs. P. Taylor	Bus Shelter Cleaning	£29.00
Mr. D. Hurley	Bus Shelter Cleaning & Works in Parish	£149.00
Mr. A. Herbert	Rebuilding stone wall in Parish Meadow & replacement of cobbles on Village Green	£720.00
Mr. R. Sheppard	Green	£16.95
Mrs. P. Evans	Purchase of brushes for Parish Council	£2,266.50
	Clerks Salary, Broadband x 3, Dell Laptop	

Proposed Councillor Bellis, seconded Councillor Weldrake, all agreed that the above accounts be paid.

DATE OF NEXT MEETING

The next Meeting of the Parish Council will take place on Monday 18th January 2010 in North Road School Hall, commencing at 7.30pm

There being no further business, the meeting closed at 9.00 pm.

Signed:

Dated:

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
MONDAY 18th JANUARY 2010**

The meeting of Iron Acton Parish Council was held North Road School Hall commencing at 7.30pm.

Present:- Mr. Bellis (Vice Chairman), Mrs. Aplin, Mr. Lomas, Miss. Weldrake, Mr. Gawler (Councillor & South Gloucestershire Council), Mr. Hockey (South Gloucestershire Council), Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

Mr. Rob Taylor addressed the Parish Councillors regarding the proposed 'bandstand' structure in the Parish Meadow. Mr. Taylor had received the information collected by the Clerk and despite comments from SGC Planning and Conservation departments, Acton Aid still felt it was a viable project. Acton Aid have taken advice on building in a conservation area and how to be sympathetic with the surroundings, and are now proposing a 'living' structure with a 'green' roof. It would be built of local materials such as oak with plants growing up the legs. Acton Aid had mocked up a drawing giving an impression of what the structure could look like. Acton Aid was still unable to provide information on size and where it should be located and have not talked to SGC Conservation Department yet. They have spoken to various open spaces organisations and continue to gather advice. The Clerk asked Mr. Taylor whether local residents whose properties bound onto the Parish Meadow and Mr. Taylor confirmed that they had not been consulted yet. Mr. Taylor confirmed that the reason for placing this on the Parish Council's agenda was to form a small working party to get together in order formulate a plan, undertake public consultation and then present this to the Parish Council. Acton Aid would like three Councillors to join. Councillor Gawler suggested that from a planning point of view this is going to be a difficult planning application not purely on size but basically where it is to be located – outside the development boundary, in green belt and washed over by the conservation area. Councillor Gawler also suggested that the working group talk to Mrs. Pat Hockey before talking to the SGC Planning Officer as she would be able to give some good advice as she has a great deal of planning knowledge. Mr. Taylor also commented that Acton Aid would like to see the 'bandstand' erected by November 2010, and planting of the structure would need to take place in the summer of 2010. Councillor Bellis then asked the Councillors if Agenda Item 12 could be brought forward for debate and discussion immediately after Agenda Item 3. **All Agreed.**

01-01-10 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Sheppard, Taylor and Heal.

02-01-10 DECLARATIONS OF INTEREST – Personal and/or Prejudicial

None received.

03-01-10 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

Copies of the minutes of the meeting held on 7th December 2009 had been circulated. Councillor Weldrake proposed and Councillor Aplin seconded that these minutes be approved and signed. All agreed.

04-01-10 CHAIRMAN'S REPORT

Nothing to report.

05-01-10 CLERK'S REPORT**Action from December Meeting**

12-12-09 - Parish Hall - The Clerk has contacted the VAT office in connection with the reclamation of the VAT element of any purchased equipment which is donated. The VAT office has confirmed that VAT is reclaimable. The Clerk has therefore sent a letter to the Parish Hall Committee confirming (in accordance with Minute 12-12-09), the Parish Council's intention to donate £5,000 plus VAT for a piece of kitchen equipment, which will be ordered by the Parish Council, with the invoice being addressed to the Parish Council.

13-12-09 - Parish Meadow - The Clerk has emailed Rob Taylor informing him of the Parish Council's decision to support, in principle, the proposed freestanding 'bandstand' structure on the Parish Meadows following confirmation of items such as size, materials etc. This item is further discussed under 12-01-10 of the January meeting.

15-12-09, 16-12-09 and 17-12-09 - SGC Consultations - All consultation responses have been sent.

Parish Meadow

The works to the tree behind the tennis courts was carried out on Thursday 10th December 2009. Unfortunately the weather had been so wet that Treemendous Gardens were unable to get their chipping machine across the field. Treemendous Gardens recommended burning all of the off-cuts that were proposed to be shredded. The Clerk consulted the farmer who agreed to this. The Clerk has already sold four lots of wood (3 wheelbarrows full and one trailer amounting to £65.00 in total).

The Clerk has also spent a number of hours gathering information in connection with the Acton Aid Proposal to erect a freestanding 'bandstand' type structure on the Parish Meadow. This is fully reported under Agenda Item 12 of the January meeting.

Snow

Following a request from Councillor Taylor, the Clerk has contacted SGC to ask them to refill the grit bins located around the parish as well as replace the grit bin that used to be located on Nibley Lane at the entrance to Chilwood Close. The Clerk has also reported that the 50mph sign at the junction of Bristol Road and Station Road has been knocked out of the ground after being hit by a car.

The Clerk has also received an enquiry regarding a 'Snow Warden' for the Parish. The Clerk has contacted SGC Streetcare who confirmed that there used to be a Snow Warden for each parish many years ago, but not now.

Dog Bin

The Clerk has again requested of SGC Streetcare that the dog bin in the cemetery be relocated to the church end wall.

06-01-10 SOUTH GLOUCESTERSHIRE REPRESENTATIVE REPORT

Councillor Hockey reported that the postponed Frampton Cotterell, Westerleigh, Coalpit Heath and Iron Acton Safer Stronger Group (SSG) meeting will now be held on 16th February 2010 in Iron Acton Parish Hall. Councillor Blanchard mentioned that she had telephoned the Group Co-Ordinator on the afternoon of the 5th January to enquire if the meeting was going ahead because of the forecast snow. The Group Co-Ordinator had confirmed that the meeting would be going ahead. Residents had arrived at the hall only to find that the meeting had been postponed. **It was agreed** that the Clerk would email contact information for the SSG through to all Councillors, as well as the link through to the SGC web page. **Clerk**

The Clerk mentioned to Councillor Hockey that she had received information from SGC regarding estate inspection of Merlin social housing in the Coalpit Heath parish. The aim of these inspections is for Merlin tenants to meeting their housing officer and representatives of SGC. The Clerk enquired whether the same inspection would be carried out in the Iron Acton Parish. Councillor Hockey confirmed that there would. Councillor Hockey also confirmed he would forward emails to the Clerk that he has received on this subject.

Councillors Hockey reported on the findings of the CCTV cameras at the Wotton Road and Latteridge Road traffic light controlled junctions. Councillor Hockey had been in contact with David Buckland of the SGC Highways team and the data received from these cameras is currently being analysed. The first tranche of data that has been analysed is for a 24-hour period 24-25th November 2009. There were 570 HGV vehicles on Latteridge Road, and 756 HGV vehicles on the Wotton Road. Of the 570 on Latteridge Road, 25.09% were Morrisons lorries. This data has been broken down by company and weight. Councillor Hockey confirmed that the rest of the data is being analysed.

Councillor Gawler passed to the Clerk various traffic data analysis for Stover Road for May and September 2009; North Road for November 2009; Latteridge Road for November 2009; Wotton Road for November 2009. Additional data supplied for North Road highlights two incidents of a vehicle reaching nearly 80mph.

Councillor Bellis mentioned that there appears to be large number of young drivers in 'hot hatches' in various parts of Yate. Councillors Gawler responded that the Police would be able to go out and check this once a pattern of where the speeding occurs has been identified.

Councillor Gawler also informed the Councillors that the Manor Road footpath had been delayed because of the recent snow. However the work will shortly be commencing and should take approximately 3-4 weeks.

07-01-10 **FINANCIAL REPORT**

The Clerk reported balances as at 12th January 2010 of:-

National Westminster Current Account	£3,427.31
National Westminster Reserve Account	£4,958.20
National Savings Accounts	£16,418.35

The Clerk also reported that confirmation had been received from SGC regarding the Parish Council's precept request of £18,000, which will be paid in two instalments of £9,000 on 30th April 2010 and 30th September 2010.

08-01-10 **PLANNING APPLICATIONS/PRIOR NOTIFICATIONS/TREE WORKS**

- PK09/6030/PNA - Nibley Mill Bungalow, Hope Road - Prior Notification of the intention to erect an agricultural building for the storage of hay and agricultural machinery. No observations.
- PK09/5988/PNA - The Game Farm, Latteridge Lane, Iron Acton - Prior Notification of the intention to erect an agricultural building for the storage of agricultural equipment. No observations.
- PK09/5924/F - Northmead House, Northmead Lane, Iron Acton - Erection of single storey rear extension to provide additional living accommodation. No objections.
- PK09/6041/F - 2 Lodge Road, Yate - Demolition of existing garage to facilitate the erection of 2 no. dwellings with parking and associated works (resubmission of PK09/5229/F). No objections.
- PK09/5962/O - Bridge House, Bridge Road, Yate - Erection of 1 no. dwelling (outline) with access and layout to be determined. All other matters reserved. No objections, however under Reserved Matters consideration to design and materials to match existing Bridge House.
- PK10/0006/F - Land at Broad Lane, Yate - Erection of 2 no. two storey office blocks for B1a Office Use as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) with access parking and associated works (resubmission of PK09/0891/F). To object - remind SGC that similar applications on this site have been refused, traffic movements on inadequate junctions, the application appears to encroach on reserved land, and all new commercial development should be kept to the south of Goose Green Way.

09-01-10 **PLANNING CONSENTS**

- PK09/5614/TRE - Brookside Cottage, 21 Engine Common Lane
- PK09/5640/TRE - 346 North Road, Yate
- PK09/5821/TCA - Sea Harvest, High Street, Iron Acton
- PK09/5596/F - Watery Lane, Engine Common, Yate

10-01-10 **PLANNING REFUSALS/WITHDRAWALS/APPEALS**

- PK09/5846/F - The White Hart, High Street, Iron Acton (Withdrawal)
- PK09/5393/CLP - Berkeley Cottage, Yate Road, Iron Acton (Refusal)

11-01-10 **PLANNING APPEALS**

- None received.

12-01-10 **PARISH MEADOW**

This item of business was debated immediately after Approval of the Previous Minutes (03-01-10).

The Clerk had provided the Parish Council with information received from SGC Planning and Conservation departments following request for informal advice. SGC Planning stated that as the structure was over 200 cubic meters it would require full planning permission. SGC Conservation had stated it would be highly unlikely that Conservation approval/permission would be granted to such a structure because of visual intrusion; out of character with that of a conservation area; the proposed structure would not improve or enhance the character of the conservation area; the proposed structure is outside the settlement boundary and on green belt land; such a structure would erode the character of the green belt; loss of openness of green belt. The Clerk had also spoken with PC Ian Matthews who felt that the structure would be a magnet for anti-social behaviour, specifically a concrete base could be used to light fires. PC Matthews was also mindful of the anti-social behaviour and problems experienced in the Meadow during the spring and summer of 2009. The Clerk had also had an informal discussion with one of the fire officers at Yate station who mirrored PC Matthews' comments. The Clerk had also been informed by the Parish Council's insurers that an additional cost of £250.00 could potentially be added to the annual insurance premium to insure this structure for up to £15,000, increasing the annual premium by nearly 25%. The Clerk also reported that she had been approached by a number of residents whose properties border the Parish Meadow expressing their opposition to such an application.

Following discussion, Councillor Weldrake pointed out that there have been no problems with fires being lit on the tennis courts, therefore how likely would it be that fires would be lit under the bandstand. Councillor Gawler wished to distance himself from this proposed 'bandstand' as, should an application be put in front of SGC then there was every likelihood that he may well be on the planning committee looking at the application.

Councillor Bellis said he would be happy to be involved, Councillor Aplin was also prepared to be involved and Councillor Lomas volunteered to participate. It was also suggested that Councillor Taylor may wish to become involved. Councillor Blanchard proposed, and Councillor Weldrake seconded that these three Councillors join Acton Aid in the formation of a Working Party to develop the 'bandstand' proposal.

The Terms of Reference for this Working Party would be informal.

13-01-10 SGC CONSULTATION - SPEED LIMIT REVIEW

The Clerk had received a consultation document in connection with a speed limit review of the B4427 Old Gloucester Road, Perrinpit Road, Swan Lane and Trench Lane. The intention of the consultation is to have a beneficial effect on vehicle speeds, improve road safety, protect vulnerable road users, entrance ways and introduce speed limits in keeping with the character and environment of these rural roads. **It was agreed** that the Parish Council had no objections to the proposed reduction in speed limits. The Clerk was also asked to thank SGC for the notification.

Clerk

14-01-10 REQUEST FOR FINANCIAL ASSISTANCE

The Clerk reported that a letter had been received from Yate & District Heritage Centre requesting a donation towards their Centre. **It was agreed** that this decision would be deferred until the February meeting. The Clerk to ascertain how much was donated last year.

Clerk

15-01-10 **ANY OTHER BUSINESS**

It was agreed that the Clerk would contact Simon Carney in connection with the Iron Acton Parish With a Heart of Oak book in order to take this matter further. **Clerk**

Councillor Blanchard informed the meeting that the Bubble Driving School vehicle and trailer is still blocking the footpath entrance across the village green. **It was agreed** that the Clerk would contact PC Iain Matthews to take a look at this and ascertain lawful position on the lighting of trailers parked on the highway and whether they need to be connected to towing vehicles. **Clerk**

Councillor Blanchard also mentioned the tree at the top corner of the village green had not been cut back as previously requested. The Clerk told the Councillors that because of the recent snowy weather, Mr. Hurley had been unable to attend. This tree would be trimmed as soon as possible as it was encroaching on the footpath.

Councillor Weldrake proposed and Councillor Bellis seconded that the Any Other Business item be taken off the agenda. Any incidental queries or items should be directed to the Clerk during the course of the month for her to deal with. **All Agreed.**

16-01-01 **ACCOUNTS FOR PAYMENT**

South Glos Council	Dog Bin Collection	£113.62
Viking Direct	Stationery, drum, toner, paper,	£183.23
Mrs. P. Evans	envelopes	£103.96
	McAfee renewal, internet connection x 3	

Proposed Councillor Gawler, seconded Councillor Lomas, all agreed that the above accounts be paid.

DATE OF NEXT MEETING

The next Meeting of the Parish Council will take place on **Monday 15th February 2010** in the **Marshall Rooms**, Iron Acton, commencing at **7.30pm**.

There being no further business, the meeting closed at 9.05pm.

Signed:

Dated:

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
MONDAY 15th FEBRUARY 2010**

The meeting of Iron Acton Parish Council was held in the Marshall Rooms, Iron Acton commencing at 7.30pm.

Present:- Mr. Bellis (Vice Chairman), Miss. Blanchard, Miss. Weldrake, Mr. Lomas, Mr. Taylor, Mr. Gawler (Councillor and South Gloucestershire Councillor), Mr. D. Hockey (South Gloucestershire Councillor and Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

Three members of the public were present. Mr. Rob Taylor and Mr. Ashley Mee from Acton Aid updated the Parish Council on the multi-functional open structure. Mr. Taylor showed the Councillors a new design of the structure. Following a meeting of the Working Committee, it had been decided to keep the design simple and change the construction from wood to tubular steel as it was felt that wood may be too attractive to vandals. The structure will now measure 12m x 10m, with a sloping roof 4.5m high at the front and 4m high at the rear. It was also proposed that a 'hoggin' (crushed clay/gravel) surface be used. Acton Aid has made contact with SGC Planning Department who have been helpful and supportive and confirmed that they are willing to undertake a site meeting. Once site meeting has taken place and depending on the outcome then Acton Aid intend to go to a pre-application stage. Councillor Bellis requested that Acton Aid inform the Parish Council via the Clerk of when this site meeting is going to take place in order that one of the Parish Councillors may be present.

01-02-10 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Sheppard, Heal and Aplin.

02-02-10 DECLARATIONS OF INTEREST - Personal and/or Prejudicial

None received.

03-02-10 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

Copies of the minutes of the meeting held on 18th January 2010 had been circulated. Councillor Bellis proposed and Councillor Weldrake seconded that these minutes be approved and signed. All agreed.

04-02-10 CHAIRMAN'S REPORT

Nothing to report.

05-02-10 CLERK'S REPORT

Action from December Meeting

13.01.10 – SGC Consultation – Speed Limit Review – Response has been sent.

15-01.10 – Any Other Business – The Clerk has contacted PC Iain Matthews regarding the parking of the 'Bubbles' vehicle and trailer that has been obstructing the access to the footpath across the Village Green. When PC Matthews visited the location the vehicle and trailer were not obstructing the footpath. The Clerk has also confirmed with PC Matthews that as long as the trailer is hooked up to a vehicle when parked, it is not breaking the law. However, if the vehicle is not hooked up then it would cause a minor problem because of the danger caused by the exposed towing bar. PC Matthews and his PCSO's have promised to keep an eye on this situation.

NEW BUS SERVICE:- The Clerk received notification of the Public Transport Forum on Monday 8th February 2010. On the agenda of this meeting was the discussion of supported bus services throughout SGC, including the X27 service, which is subsidised to the tune of £96,000 per annum. The Clerk contacted Councillor Gawler who confirmed that he would be attending this meeting. It was further agreed that the Clerk would prepare an email to be sent to Mr. Richard Kemble confirming that the X27 service is a vital and necessary service for Iron Acton and that the Parish Council have been proactive in requesting a Traffic Management Survey of the High Street in order to help re-route the bus back along the High Street. This was duly prepared and emailed to Mr. Kemble and Councillors Gawler and Hockey for their information.

Following the meeting on 8th February 2010, the Clerk received a telephone call from Councillor Gawler with information on a new bus service for the parish. This will be the 630 service and will run, in a loop from Chipping Sodbury to Iron Acton stopping at the new SGC offices, the station, Cranleigh Court, Yate bus terminus and Chipping Sodbury. This will be a 16-seater bus, however at the moment it is still not proposed to run along the High Street. It will be an hourly service, Monday to Friday. Councillor Gawler will be able to fully inform the Parish Councillors under SGC Representatives Report.

CEMETERY:- On the afternoon on Friday 22nd January 2010 the Clerk received a telephone call from Councillor Taylor stating that a section of the boundary wall with the Old Rectory had collapsed onto the cemetery footpath. Mr. and Mrs. Huish were aware of this and were in attendance. The Clerk also attended the cemetery and found a section of wall approximately 15ft long had collapsed along the cemetery footpath. During the Clerk's conversation with Mr. Huish it transpired that all of the ivy along the wall had recently been cleaned off. There is also a Sycamore tree behind this section of wall and a significant amount of new shoots from the base of the tree could be seen. It became apparent that the build up of vegetation and new shoot may have contributed to the wall collapsing. The whole of length of the wall, right up to the block section, is leaning in various directions. The Clerk also understands that the contractor employed to rebuild the wall has discovered that in some places there is no foundation to the wall. The Clerk also took pictures of this section of collapsed wall.

WOTTON ROAD:- The Clerk has received notification from SGC of the closure of the Wotton Road on 15th March 2010 for approximately 14 days from the traffic lights through to Manor Road. This closure is required in connection with works to resurface the carriageway. Only light traffic is being allowed along North Road and Manor Road, so heavy goods vehicles will have a major diversion through Yate, Chipping Sodbury and onto the motorway, or alternatively may sneak down Latteridge Road.

PARK STREET, MAY DAY:- The Clerk has been informed by the May Day Committee that they have applied for a road closure of Park Street from 10.30am to 5.30pm on Monday 3rd May 2010. All residents affected by this closure have

06-02-10 SOUTH GLOUCESTERSHIRE REPRESENTATIVE REPORT

Councillor David Hockey had chased David Buckland regarding the rest of the data from the CCTV cameras at the Latteridge Road junction and Wotton Road junction on bypass. Unfortunately this was still not available, but Councillor Hockey will continue to chase until it is received.

All SGC Councillors including Councillor David Hockey and Councillor Gawler are allocated annually a sum of money to look after the social housing in their respective wards. There is approximately £6,000 available for Iron Acton. Councillors Pat and Dave Hockey have spoken with residents of Chilwood Close and Algars Drive, and have also circulated a questionnaire with suggestions on how this money could best be spent. The scheme that was thought to be most helpful was to extend the existing parking bays on Chilwood Close, increasing the number by four on either side, making a total of 20 parking spaces. The results of the questionnaire showed 26 in favour, 1 against and 2 undecided. The questionnaire was circulated because Councillors Pat and Dave Hockey need to show SGC that residents have been consulted. They also visited the site on Saturday 13th February and again asked residents if this was a useful scheme and received a positive response. SGC Streetcare has agreed to add £10,000 on top of the £6,000. This new parking scheme can be achieved using the £16,000 in total. It is hoped that the new parking scheme will be undertaken this financial year, 2009/2010. Councillor Dave Hockey also reported that during their visit on 13th February, some residents commented on the blocked gully in front of the existing parking spaces, where the weight of lorries delivering oil has caused this to collapse. In order to rectify this, it would mean moving a telegraph pole which hopefully will be sorted out when the new parking scheme is being constructed.

Councillor Gawler reported to the Parish Councillors that there will be a new bus service in operation from 6th April 2010. There have been developments since the Clerk's Report, and the new service will be the 88 Service Yate Shuttle which will run from Chipping Sodbury through Yate, stopping at Yate Bus terminus and Yate Bus Station and then on to Iron Acton. The exact stops are yet to be decided. The 88 Service will come down the High Street, and will be hourly, Monday to Friday. There are rumblings that the X27 may be rerouted. Councillor Bellis asked if there was any scope in enquiring about a discount in the pricing structure of tickets, eg purchase a ticket in Iron Acton on the new 88 Service, through to Bristol. Councillor Gawler confirmed this had yet to be decided. Councillor Taylor enquired about the location of the bus stop if the new 88 Service was going to carry on down the High Street and turn right at the White Hart. Again, Councillor Gawler said this had yet to be decided.

Manor Road footpath is nearing completion. The work had been held up due to the recent snow and adverse weather.

07-01-10 FINANCIAL REPORT

The Clerk reported balances as at 15th February 2010 of:-

National Westminster Current Account	£3,026.50
National Westminster Reserve Account	£4,960.23
National Savings Accounts	£16,418.35

The available balance on the current and reserve accounts had been verified with the Natwest Bank as at 15th February 2010. The Clerk had confirmed with the bank that the reserve account can be kept open with as little as 1p left. Following discussion, **it was agreed** that £4,800.00 would be transferred from the reserve account to the current account in order to meet the financial commitments of the Parish Council for the rest of the financial year. Proposed Councillor Weldrake, seconded Councillor Taylor. All Agreed.

Annual Risk Assessment – The Clerk had circulated a copy of the annual risk assessment for 2010/2011 to all the Councillors. Following discussion, **it was agreed** that in connection with item 12 Compliance with PAYE regulations, this would be changed to 'Yes'. Proposed Councillor Bellis, seconded Councillor Weldrake. All agreed.

08-02-10 PLANNING APPLICATIONS/PRIOR NOTIFICATIONS/TREE WORKS

- PK09/6068/F - Irondale House, High Street, Iron Acton – Demolition of existing garage to facilitate the erection of 1 no. dwelling with parking access and associated works. To object – new entrance has obstructed vision in a particularly narrow part of the High Street, overdevelopment of site, loss of magnolia tree, loss of car parking within the grounds of the existing house, to point out to SGC that the bus service was withdrawn from the High Street because of inappropriate parking, already insufficient off-street parking.
- PK09/6069/CA - Irondale House, High Street, Iron Acton – Demolition of garage. No objections.
- PK10/0071/F - The White Hart, High Street, Iron Acton – Erection of porch to north elevation. Construction of patio area and pergola to north elevation. Insertion of 2 no. windows in north east elevation (resubmission of PK09/5846/F). To object - the 2 no. windows are not in keeping with the existing building in terms of size (length), materials and design.
- PK10/0163/F - Eastington House, High Street, Iron Acton – Erection of replacement front porch. No objections.
- PK10/0150/F - Land Opposite Green Farm Business Park, Folly Road, Iron Acton – Erection of stable block, tack room and feed store (retrospective). To object – access is on a dangerous bend, overdevelopment of green belt land.
- PK10/0198/ADV - Q8, Yate Road, Iron Acton – Erection of 1 no. internally illuminated pole mounted display unit. To object – too many visual distractions for highway users.
- PK10/0135/R3F - Iron Acton Primary School – Erection of natural stone retaining wall to replace existing wall. Construction of 2 no. outdoor play mounds and a spiral flower garden. No objections.
- PK10/0136/CA - Iron Acton Primary School – Demolition and reconstruction of front boundary wall. No objections.

PK10/0236/F - 314 North Road, Yate - Erection of two storey side and rear extensions to form additional living accommodation. Installation of 2 no. front dormer windows to facilitate loft conversion. No objections.

09-02-10 PLANNING CONSENTS

- PK09/5963/F - Bramley House, Yate Road, Iron Acton
- PK09/5988/PNA - The Game Farm, Latteridge Lane, Iron Acton
- PK09/6030/PNA - Nibley Mill Bungalow, Hope Road, Yate
- PK09/6041/F - 2 Lodge Road, Yate

10-02-10 PLANNING REFUSALS/WITHDRAWALS/APPEALS

- PK09/5846/F - The White Hart, High Street, Iron Acton (Withdrawal)
- PK09/5393/CLP - Berkeley Cottage, Yate Road, Iron Acton (Refusal)

11-02-10 PLANNING APPEALS

- None received.

12-02-10 IRON ACTON PARISH HALL

The Clerk had received two quotes via Mr. Pullen in connection with the Parish Hall kitchen refurbishment. The first was from Howdens Joinery Co. for kitchen units, worktop, two ovens and a sink and amounted to £4,027.28 (£3,427.47 plus VAT of £599.81). The second quote was from Dectel for two electric hobs, double sink and drainer, a wash hand basin, pullout tap and associated plumbing and amounted to £770.55 (£655.79 plus VAT of £114.76). **It was agreed** that these two invoices be accepted. Councillor Bellis proposed and Councillor Weldrake seconded that these two quotes be accepted. All **Clerk** agreed. Further, the Clerk was instructed to write to the Parish Hall Committee informing them that although there was an underspend of the £5,000 plus VAT as agreed, any further equipment requirements would need the prior approval of the Parish Council

13-02-10 ANNUAL AUDIT

The Clerk had received a letter from Iain Selkirk offering his services as our independent internal auditor. The fee for 2010 will be £90.00. **It was agreed** that Mr. Selkirk be appointed as our independent auditor for 2010. Proposed Councillor Weldrake, Seconded Councillor Bellis. All Agreed.

14-02-10 ANNUAL GRASSCUTTING TENDERS

It was agreed that invitations to tender for the 2010 Parish Grasscutting **Clerk** Contract would be sent out to Landscape Services, SGC, D.R. Howse, N. Sandy and S. Thornell requesting that tender figures be returned by the next Parish Council meeting in March. **It was also agreed** that successful tenderers would be subject to references and sight of current public liability insurance. Proposed Councillor Weldrake, seconded Councillor Bellis. All agreed.

15-02-10 ANNUAL PARISH MEETING

It was agreed that the Clerk would contact the Parish Hall to enquire about available dates week commencing 10th May 2010 (but not 13th May or 14th May) for the Annual Parish Meeting. The Clerk was instructed to contact all the Parish Councillors in order for a date to be chosen. This date would then be circulated to Parishioners via the notice boards and Focal Poyntz magazine. **Clerk**

16-02-01 **PARISH MEADOWS**

The Clerk had received notification from RoSPA Playsafety Ltd that they would be available to conduct the annual safety inspection of the play equipment in June. **It was agreed** that the Clerk would ask Playsafety to undertake the annual safety inspection. The cost for this year would be approximately £140.00. Proposed Councillor Weldrake, seconded Councillor Bellis. All agreed. **Clerk**

Councillor Lomas then provided an update to the Councillors on the proposed multi-functional structure on the Parish Meadow. A meeting of the working party had recently taken place and a discussion had resulted in the following – the suggested location (bottom left-hand corner by the stream) was the only practicable position; for ascetic reasons the support structure would be better made of tubular section steelwork provided that received engineering advice suggests that this is practicable. Wood would be too expensive and susceptible to vandalism. Similarly ideas of growing climbing plants on upright supports was rejected as it potentially provided a climbing frame for youngsters to gain access to the roof; the roof would be of one shallow slope, lowest edge at the rear as it was considered it would be less intrusive than a double slope with a ridge. The roof surface would be planted with vegetation to make the view from the by-pass more attractive; it was also felt that a more rectangular footprint instead of a square one would be better (12m wide x 10m deep); the floor and immediate surrounding area should be constructed of a compacted gravel surface (Hoggin) apparently widely used for rural footpaths/picnic areas; a working party member was charged with producing some artistic impressions suitable for presentation to the Parish Council; Mr. Taylor would attempt to obtain some engineering/architectural advice on the practicability of the design. Councillor Lomas felt that the current situation would be for Acton Aid to seek the approval of the Parish Council on the design concept as sketched. Assuming that Parish Council approval is given, Acton Aid would then need to secure detailed drawings suitable for Parish Council final approval and a planning application. Bearing in mind the doubts over SGC planners approving an application, it might be prudent to submit an outline application before expenditure on engineering/architectural advice and drawings. The Parish Council accepted Councillor Lomas' report. The artists impression provided by Mr. Taylor would be photocopied and distributed to all Parish Councillors by the Clerk.

17-02-10 **FILTON COLLEGE CONSULTATION**

The Clerk reported that correspondence had been received from Filton College regarding a consultation on a new name for the college. The proposal is to change to name to The South Gloucestershire College. Following discussion, **it was agreed** that the Parish Council would respond stating that they felt the name should remain Filton College because this best described the geographical location of the College. Proposed Councillor Lomas, seconded Councillor Bellis. All agreed. **Clerk**

18-02-10 **CLERK'S TRAINING**

The Clerk had previously requested approval to attend two training courses held by ALCA. The first training course is Minute Training on 25th February in Clutton Village Hall. The second training course is Preparation for Audit to be held on 22nd April 2010 at Tytherington Village Hall. **It was agreed** that the Clerk would attend these two courses. Proposed Councillor Bellis, seconded Councillor Taylor. All agreed.

19-02-10 REQUEST FOR FINANCIAL ASSISTANCE

The Clerk confirmed that a donation of £100.00 had been made to the Yate & District Heritage Centre in 2008. **It was agreed** that a donation of £100.00 would be made. Proposed Councillor Bellis, seconded Councillor Blanchard. All agreed. **Clerk**

20-02-10 CEMETERY

The Clerk had previously notified the Parish Councillors via email of a request for a burial space for the late Mr. Michael Cabry. **It was agreed** that this request be approved. Proposed Councillor Taylor, seconded Councillor Blanchard. All agreed.

21-02-10 APPLICATION FOR RENEWAL OF STREET TRADING LICENCE

An application for the renewal of a Street Trading Licence for Country Couzens on Armstrong Way, Yate had been received by the Parish Council. **It was agreed** that there were no objections to this application. The Clerk was instructed to respond accordingly. **Clerk**

22-02-10 ACCOUNTS FOR PAYMENT

South Glos Council	Hire of North Road School Hall	£25.00
Iron Acton PCC	Hire of Marshall Rooms x 2	£30.00
Howdens Joinery Co.	Kitchen Units etc for Parish Hall	£4,027.28
Dectel	Hobs, Plumbing for Parish Hall	£770.55
Yate & District Heritage Centre	Donation	£100.00

Proposed Councillor Bellis, seconded Councillor Blanchard, **all agreed** that the above accounts be paid.

DATE OF NEXT MEETING

The next Meeting of the Parish Council will take place on **Monday 8th March 2010** in the **Marshall Rooms**, Iron Acton, commencing at **7.30pm**.

There being no further business, the meeting closed at 9.05pm.

Signed:

Dated:

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
MONDAY 8th MARCH 2010**

The meeting of Iron Acton Parish Council was held in the Marshall Rooms, Iron Acton commencing at 7.30pm.

Present:- Mr. Bellis (Vice Chairman), Miss. Blanchard, Mr. Taylor, Mrs. Aplin, Mr. Lomas, Mr. Heal, Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

Councillor Bellis stepped down from the Chair and spoke under public participation in connection with Agenda Item 12. Councillor Bellis confirmed that residents of Fairview Terrace had been appraised of the information obtained by Councillor Heal, and were broadly in favour of it.

01-03-10 APOLOGIES FOR ABSENCE

Councillor Sheppard. Councillor Gawler had informed the Clerk that he would be arriving at approximately 8.00pm

02-03-10 DECLARATIONS OF INTEREST - Personal and/or Prejudicial

Councillor Bellis declared a personal and prejudicial interest in Agenda Item 12. Councillor Blanchard declared a personal interest in Agenda Item 12.

03-03-10 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

Copies of the minutes of the meeting on 15th February 2010 had been circulated. Councillor Weldrake proposed and Councillor Blanchard seconded that these minutes be approved and signed. All agreed.

04-03-10 CHAIRMAN'S REPORT

Councillor Bellis spoke in connection with the email the Clerk had sent to Mr. Taylor of Acton Aid in connection with the proposed multi-functional open structure on the Parish Meadow and in particular the proposed 'hoggin' type base. Councillor Bellis had spoken to Mr. Taylor as he felt that the email could have been read as being somewhat negative towards the proposed project. Councillor Bellis felt it was important to make sure that the Parish Council is keen to investigate the proposal but does not have an opinion either way.

05-03-10 CLERK'S REPORT

Action from December Meeting

12-02-10 - A letter has been sent to the Parish Hall Committee confirming acceptance of the two invoices as presented at the February meeting. The letter also stated that confirmation of any further expenditure would have to be approved by the Parish Council.

14-02-10 - Letters inviting tenders have been sent out.

15-02-10 - The Clerk contacted the Parish Hall to enquire about availability of the Hall for the annual parish meeting. The only date that was available was Tuesday 11th May 2010. The Clerk has therefore provisionally booked this date. Approval of this date is sought under Item 14 of the March Agenda.

16-02-10 - The Clerk has written to RoSPA asking that they complete the annual safety check of the play equipment.

17-02-10 - A letter has been sent to Filton College stating that the Parish Council felt the name of the college should remain Filton College.

19-02-10 - A thank you letter had been received by the Parish Council in connection with their donation of £100 towards the Yate & District Heritage Project.

21-02-10 - A response has been sent to SGC confirming no objections to the renewal of the street trading licence for Country Couzens.

TRAINING:- The Clerk attended the Minute Taking Course provided by ALCA on Thursday 25th February 2010 at Clutton Village Hall. The course was extremely helpful in providing advice and guidance on how minutes should be recorded. It was satisfying to note that Iron Acton Parish Council minutes are, in general, recorded properly and according to guidance. It was reiterated at the training course that only items specifically mentioned on the agenda may be discussed and a decision made upon them. The latest an agenda may be issued is three clear days before the next meeting of the Parish Council, which includes a Sunday. The minutes of a Parish Council are unique to that particular Council, and as long as the numbering is clear and the decisions made are identified then the format of meetings is up to the Council.

It was also very useful to talk to Clerks from other small rural parishes about situations they encounter and how they deal with them.

MEETING WITH POLICE - ANTI-SOCIAL BEHAVIOUR:- As reported to the Councillors via email, the Clerk attend a meeting at Chipping Sodbury Police Station at 3.30pm on Thursday 25th February. Present at that meeting was PC Ian Matthews, PS Mike Lynette and Jackie Ward from SGC. The meeting discussed the anti-social behaviour and vandalism that the Parish has experienced over the past 12 months. Unfortunately because a great many of these incidents have not been reported to Avon and Somerset Police, there is no record or information gathered highlighting that there is a problem. The Clerk was asked to reiterate to parishioners that any incidents should be telephoned through to the Police on the 0845 456 7000 number even if they do not wish to make a complaint. By reporting all incidents the police can highlight areas where there are problems. The Clerk pointed out to the meeting that although the incidents so far have not been of any great consequence (apart from the human excrement incident in April 2009), once they are added together it can be seen that for a small parish, we have a problem with anti-social behaviour and vandalism. The main area for this problem is the Parish Meadow, which unfortunately is not overlooked by any houses. Following further discussion, it was agreed at this meeting that a Street Briefing would be organised between residents of the village, Chilwood Close and Algars Drive, along with the Parish Council, Police and representatives from SGC and possibly Merlin HS. The date agreed was Thursday 25th March 2010 at 7.00pm in the Parish Hall car park. The gathering

06-03-10 SOUTH GLOUCESTERSHIRE REPRESENTATIVE REPORT

Councillor Gawler apologised for being late at his attendance was required at another meeting.

There is nothing further to report on the new bus service. It has been suggested to SGC that the bus travels down the by-pass and then turns left at the Latteridge Road traffic lights and then up the High Street as the Wotton Road traffic lights are easier to go through.

The Wotton Road will be closed from 15th to the 19th March for patch repairs.

Phase One of the Manor Road footpath has been completed.

The landslip on Latteridge Hill has been repaired.

07-03-10 FINANCIAL REPORT

The Clerk reported balances as at 4th March 2010 of:-

National Westminster Current Account	£3,325.26
National Westminster Reserve Account	£160.23
National Savings Accounts	£16,418.35

The Clerk reported that the bank statements appear to have reverted back to quarterly. Therefore the Clerk will attend the bank to ask that monthly statements be reinstated.

08-03-10 PLANNING APPLICATIONS/PRIOR NOTIFICATIONS/TREE WORKS

PK10/0220/F - Ash Cottage, Latteridge Road, Iron Acton – Alterations to roofline and installation of 3 no. dormer windows to existing detached garage to facilitate conversion to residential annexe ancillary to main dwelling. To object - point out to SGC that the dwelling is within the conservation area and the fact that the dormers reach to the roofline are not in keeping with other properties within the surrounding area, dwelling is not an annex but is in fact an independent detached dwelling.

PK09/6068/F - Irondale House, High Street, Iron Acton – Demolition of existing garage to facilitate the erection of 1 no. dwelling with parking, access and associated works (revised layout plan). To object – repeat previous objections, measurements do not facilitate the car parking spaces that the drawings attempt to show.

PK10/0198/ADV - Texaco Garage, Yate Road, Iron Acton – Erection of 2 no. internally illuminated single sided display units. No objections.

09-03-10 PLANNING CONSENTS

- None received.

10-03-10 PLANNING REFUSALS/WITHDRAWALS/APPEALS

- None received.

11-03-10 PLANNING APPEALS

- None received.

12-03-10 VILLAGE GREEN

Councillor Bellis stepped down as Chairman and left the room. Councillor Lomas took the role of Chairman for this Agenda Item. Councillor Heal reported that in December he had been charged with looking at different options in connection with the access track to the rear of Fairview Terrace. The prices that had been received for laying two tracks with grass between them had been very expensive. Basically the whole track needs to be resurfaced if it is to be done properly. The most cost effective solution is to tarmac the track and in doing so it becomes very useable. The quote that Councillor Heal had received was for £1,130.00 for a two inch thick base. It would cost an extra £260.00 for a 3 inch thick base. The Clerk reminded the Councillors that “any works which involve the resurfacing of land on registered common land will require the consent of the Secretary of State under section 38 of the Commons Act 2006. Works involve the resurfacing of land if they consist of the laying of concrete, tarmacadam, coated roadstone or similar material on the land (but not if they consist only of the repair of an existing surface of the land made of such material)”. **It was agreed** that the Clerk would investigate and obtain information in connection with a possible application to the Secretary of State. Proposed Councillor Taylor, seconded Councillor Heal. All agreed. **Clerk**

13-03-10 ANNUAL GRASSCUTTING TENDERS

The Clerk reported that tenders had been received from Landscape Services quoting £4,637.64; SGC quoting £3,993.72; Frog Lane Farm quoting £11,600.00; Holly Hill Farm quoting £6,003.00 and D.R. Howse quoting £4,340.00 for the annual Grasscutting Contract for 2010. Following discussion **it was agreed** to accept the tender from Landscape Services. Proposed Councillor Lomas, seconded Councillor Bellis. All agreed. The Clerk was instructed to respond to the tenderers accordingly. **Clerk**

14-03-10 ANNUAL PARISH MEETING

It was agreed that the 2010 Annual Parish Meeting would take place on Tuesday 11th May 2010 in Iron Acton Parish Hall at 8.00pm. Proposed Councillor Bellis, seconded Councillor Blanchard. All agreed. The Clerk was instructed to place a free notification in the Gazette three weeks before the meeting. A notice would also go up in the Church and all of the parish organisations (as mentioned on the village website) would be contacted. **Clerk**

15-03-10 STREET BRIEFING

As reported in the Clerk’s report, **it was agreed** that the Parish Council would support the Street Briefing which is to be held on Thursday 25th March 2010 at 7.00pm in the Parish Hall car park. Proposed Councillor Bellis, seconded Councillor Taylor. All agreed. The Clerk confirmed that PC Ian Matthews will be undertaking a leaflet drop to all residents in the village, Chilwood Close and Algars Drive. The Clerk will also place a notice on the Parish Council website.

16-03-10 FRAMPTON END ROAD

The Clerk reported that she had been approached by a resident of Frampton End Road who had enquired about the possibility of placing a "Quiet Lane" sign at the entrance of the road. There are four Iron Acton residents who regularly ride their horses and have stables off Frampton End Road. Over the past few weeks there has been an increase in traffic along the road and on a couple of occasions the horse-riders have given way to cars and then been unable to continue riding because of the steady stream of traffic. On one occasion a rider was forced to remain in a field entrance for nearly 30 minutes waiting for a convenient break in the traffic. Following discussion, **it was agreed** that the Parish Council would not pursue this course of action.

17-03-10 IRON ACTON COMMUNITY WEBSITE

The letter from Mr. and Mrs. Huish dated 15th February 2010 had been circulated to the Councillors by the Clerk. **It was agreed** that the Clerk would respond to Mr. and Mrs. Huish confirming that the Parish Council website is now up and running and that minutes and agenda will be posted on this website. Also to repeat to Mr. and Mrs. Huish that the Parish Council cannot be seen to be affiliated to any religious or political organisation and as the Iron Acton village community website states "provided by St. James the Less Church", this would not be appropriate. Links between the two websites will be set up. **Clerk**

18-03-10 ACCOUNTS FOR PAYMENT

BWBSL	Water Rates – Station Road Allotments	£14.45
BWBSL	Water Rates – Nibley Lane Allotments	£197.47
ALCA	Clerk's Training	£50.00
Mr. D. Hurley	Bus Shelter Cleaning	£29.00
Mrs. P. Taylor	Bus Shelter Cleaning	£29.00
Mrs. P. Evans	Clerk's Salary, telephone bill, broadband and mileage	£1,954.71

Proposed Councillor Bellis, seconded Councillor Taylor, all agreed that the above accounts be paid. The Clerk was asked to query the BWBSL invoice for Nibley Lane allotments water rates. This appears to be particularly high. **Clerk**

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on **Monday 19th April 2010** in the School Hall of North Road School, commencing at 7.30pm

There being no further business, the meeting closed at 9.07 pm.

Signed:

Dated:

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
MONDAY 19th APRIL 2010**

The meeting of Iron Acton Parish Council was held in the Marshall Rooms, Iron Acton commencing at 7.30pm.

Present:- Mr. Sheppard (Chairman), Mr. Bellis (Vice Chairman), Mr. Heal, Miss. Blanchard, Mr. Gawler (Councillor and South Gloucestershire Council Representative), Mr. Lomas, Miss. Weldrake, Mrs. Evans (Clerk), Mrs. P. Hockey (South Gloucestershire Council).

Action

PUBLIC PARTICIPATION

Two members of the public were present. Mr. Tony Harris addressed the Parish Council and thanked them for all their assistance in objecting to planning application (PK09/5051/O - Land off Wotton Road) and subsequent appeal. The appeal has now been dismissed by the Planning Inspectorate.

01-04-10 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Aplin and Taylor.

02-04-10 DECLARATIONS OF INTEREST - Personal and/or Prejudicial

Councillor Bellis declared a personal and prejudicial interest in agenda item 12.
Councillor Blanchard declared a personal interest in agenda item 12.

03-04-10 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

Copies of the minutes of the meeting held on 8th March 2010 had been circulated. Councillor Bellis proposed and Councillor Weldrake seconded that these minutes be approved and signed. **All agreed.**

04-04-10 CHAIRMAN'S REPORT

Councillor Sheppard thanked Councillor Bellis for standing in as Chairman at the previous three meetings. Nothing further to report.

05-04-10 CLERK'S REPORT

Action from March Meeting

12-03-10 - Village Green - The Clerk has spent a considerable amount of time investigating the possibility of a Section 38 application in connection with the resurfacing of the access track to the rear of Fairview Terrace. Information has been sought and obtained from the Planning Inspectorate and SGC Legal Services. This information is set out for discussion under Agenda Item 12.

13-03-10 - Annual Grasscutting Tenders - The Clerk has sent a letter to Landscape Services accepting their tender prices for 2010. Letters have also been sent to the unsuccessful tenderers thanking them for their interest.

14-03-10 - Annual Parish Meeting - Notices have been prepared for the Notice Boards, web site and church. The Gazette will be approached three weeks before the 11th May 2010. A letter has also gone to Yate & District Oral History Project requesting use of their Four Manors display boards, and letters have gone to each Parish organisation inviting them to attend the APM.

17-03-10 - Iron Acton Community Website - A letter has been sent to Mr. and Mrs. Huish confirming that the Parish Council web site is up and running and that the Parish Council felt this was the best forum for Parish Council matters to be viewed.

18-03-10 - Accounts for Payment - The Clerk has checked with BWBSL in connection with the water meter for the Nibley Lane Allotments. An inspector has been sent to check the pipes and there is no sign of a leak.

STREET BRIEFING - 26th MARCH 2010 - The street briefing took place on Thursday 26th March 2010 in the Parish Hall car park. PC Mike Lynette of the ASB Unit, PC Ian Matthews, PCSO Katie Radnedge, myself and three Parish Councillors attended along with three parishioners. This was a disappointing turnout considering that the whole of the village and Chilwood Close and Algars Drive has been leafleted. The briefing lasted approximately 45 minutes and the main outcome was that all incidents of anti-social behaviour should be reported to the Police via the 0845 456 7000 number, even if the person reporting the incident did not want to make a complaint. Everyone present was thanked for taking time to attend.

PARISH MEADOW - Planting of flowers, shrubs and bulbs has commenced in the Parish Meadows. The first sections to be planted are at the entrance gate to Park Street, in front of Sea Harvest and beside the old stables.

GRASS CUTTING - The Clerk has received a number of compliments about the standard of the grasscutting on the village greens and parish meadow. The Clerk has passed this on to Landscape Services. It has also been reported to the Clerk that the strip of grass outside the car park of the White Hart is being cut by our contractor. The Clerk has met with Landscape Services and shown them exactly the pieces of village green that are covered by the grasscutting contract.

HIGHWAYS - The resurfacing of the Wotton Road has been completed. However, initially there was considerable disruption along North Road as traffic was being diverted along this route, and HGV vehicles were taking advantage of this diversion instead of going via the A46 to join the motorway despite the 7.5 tonne weight limit on North Road. It was reported in the Gazette that this was the cause for the burst water main at the North Road junction with Mission Road. The Police were called to carry out weight checks on vehicles using North Road.

The resurfacing of Stover Road has also been completed.

PARISH COUNCIL WEB SITE - Following the letter to Mr. and Mrs. Huish regarding the Parish Council web site, Mrs. Huish emailed the Clerk with a positive acknowledgement to the new web site. However, Mrs. Huish commented that the 'spinning disks' to the side of the page headers would cause

06-04-10 SOUTH GLOUCESTERSHIRE REPRESENTATIVE REPORT

Councillor Pat Hockey reported that SGC staff have now moved into the new Badminton Road offices. The lease on the SGC Bowling Hill offices will be terminating in June 2010. The new 88 bus service is up and running and timetables have now been put on the bus stops. Councillor Lomas mentioned that he had had cause to use the X27 service and was surprised to see so many people using the service. The Clerk asked Councillor Pat Hockey whether the situation in connection with Mr. Chamberlain's kitchen had been resolved. (Mr. Chamberlain is a Merlin resident in Chilwood Close, whose kitchen had been removed on 16th February for refurbishment, and still not replaced some four weeks later). Councillor Pat Hockey confirmed that this situation has been resolved. Unfortunately there had been problems with the contractor used by Merlin.

The Parish Council asked Councillor Pat Hockey to investigate the recent minor landslip on Latteridge Hill. This new landslip had occurred only days after major works to reinstate the previous landslip. Temporary traffic lights had been installed some three weeks ago and it appears that no further work had been carried out. Also the Parish Council mentioned that the lights have malfunctioned on a number of occasions, therefore it would be helpful if a telephone number was advertised to report problems with the temporary lights. Councillor Pat Hockey will report back to the Parish Council.

Councillor Gawler reported that the head teacher at North Road school had resigned. The head teacher of Rodford School is currently deputising.

07-04-10 FINANCIAL REPORT

The Clerk reported balances as at 15th April 2010 of:-

National Westminster Current Account	£1,080.16
National Westminster Reserve Account	£160.23
National Savings Accounts	£16,418.35

The Statement of Unaudited Income and Expenditure 2009/2010 for Year Ending 31st March 2010 were presented to the Parish Councillors. Councillor Sheppard proposed and Councillor Weldrake seconded that the Statement be accepted. **All agreed.**

The Clerk presented the Receipts & Payments Account for Year Ended 31st March 2010 for approval. Councillor Sheppard proposed and Councillor Weldrake seconded that this be approved and signed by the Chairman. **All agreed.**

The Clerk also reported that notification had been received from Allianz that the administration of the Parish Council's insurance cover had been transferred to Aon Ltd. There were no changes to the insurance cover and Allianz remains the Parish Council's insurers. This change is purely for administration purposes. The Premium for 2010/2010 is £1,151.65, an increase of £86.00 on the year. Councillor Sheppard proposed and Councillor Bellis seconded that this be accepted. **All agreed.**

08-04-10 PLANNING APPLICATIONS/PRIOR NOTIFICATIONS/TREE WORKS

- PK10/0492/CLP - Berkeley Cottage, Yate Road, Iron Acton – Application for Certificate of Lawfulness for the proposed erection of single storey detached building. To object – Parish Council do not understand why a Certificate of Lawfulness is being applied for and feel that the proposed single storey detached building is too large to be subservient to the main dwelling.
- PK10/0513/F - 29 Chilwood Close, Iron Acton – Erection of single storey front extension to form porch and single storey rear extension to form utility area, wc and conservatory. Erection of two storey side extension to form additional living accommodation. No objections.
- PT10/0553/CLE - Patch Elm Farm, Patch Elm Lane, Rangeworthy – Application for Certificate of Lawfulness for existing use as residential without compliance with agricultural occupancy condition attached to planning permission P87/2476 and for the continued use of land (outlined in red on plan) for residential purposes. To object – Mr. Farthing occupied dwelling under agricultural occupancy until 2006, therefore insufficient time elapsed to qualify for Certificate of Lawfulness.
- PK10/0578/TCA - Brookby House, High Street, Iron Acton – Works to remove 1 no. Leylandii tree and 1 no. Cedar tree in the Iron Acton Conservation area. No objections.
- PK10/0640/F - 1 Engine Common Lane, Yate – Use of land for the siting of 3 no pitches for travelling showpeople (sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) (Retrospective). To object, refer to Planning Inspectorate appeal decision to remove unauthorised showman’s caravans, permanently desist from using the site as a showman’s site and traffic movements on inadequate highway.
- PK10/0732/PNA - Two Pools Farm, Wotton Road, Iron Acton – Prior Notification of the intention to erect an agricultural building for the dry storage of straw and fodder. No objections.

09-04-10 **PLANNING CONSENTS**

- PK10/0071/F - The White Hart, High Street, Iron Acton
- PK10/0163/F - Eastington House, High Street, Iron Acton
- PK10/0136/F - Iron Acton Primary School, Wotton Road, Iron Acton
- PK10/0135/R3F - Iron Acton Primary School, Wotton Road, Iron Acton

10-04-10 **PLANNING REFUSALS/WITHDRAWALS/APPEALS**

- PK10/0220/F - Ash Cottage, Latteridge Road, Iron Acton

11-04-10 **PLANNING APPEALS**

- PK09/5051/O - Land at Wotton Road, Iron Acton – Appeal Dismissed.

12-04-10 **VILLAGE GREEN**

In connection with the access track to the rear of Fairview Terrace, the Clerk has investigated the possibility of making an application to the Secretary of State under Section 38 of the Commons Act 2006 in order to facilitate the resurfacing of this track with tarmac. The Clerk contacted the Commons and Village Green Protection Team of the Planning Inspectorate forwarding a photograph of the access track showing the potholes etc. Verbal and written confirmation was obtained from the PI that it is not possible to make a Section 38 application as the access track is designated village green and not common land. Village green is covered by far more protective laws than common land. The response received from the PI states *"town and village greens are protected by Section 12 of the Inclosure Act 1857 which makes it a criminal offence to do any act which injures a green or interrupts its use as a place of exercise and recreation. To lay down tarmac on a village green would certainly contravene Section 12. It is difficult to advise what should be done to remedy the current situation, but to repair the potholes using existing materials would probably not be unlawful"*. The Clerk has also received definitive maps from SGC of all areas within the parish that are registered village green, along with copies of the entries in the Commons and Village Green Register which go back to 1968. Only three areas of village green are registered – Iron Acton Village Green including those pieces on the Latteridge Road side of the by-pass (VG36), Latteridge Village Green (VG37) and the small strips around the main Iron Acton Village Green (VG42). Originally there were further village green units, but as these are not included in the final Register, one must assume that they were not finally registered and therefore became void. Following discussion, **it was agreed** that tarmac would not be laid as this would contravene section 12 of the Inclosure Act 1857. The Parish Council would endeavour to remedy the situation by making good the potholes using existing materials. The Clerk was instructed to send a letter to the residents of Fairview Terrace informing them of the outcome.

Clerk

13-04-10 MAY DAY CELEBRATIONS

The Clerk reported that an application for a street closure had been received by the Parish Council. This street closure was in connection with the May Day celebrations on 3rd May 2010, and requested the closure of Park Street for its entire length from the junction with Park Street through to the junction with Latteridge Road. Councillor Sheppard proposed and Councillor Gawler seconded that no objections be raised. **All Agreed**. The Clerk will respond to SGC accordingly.

Clerk

14-04-10 PARISH MEADOWS

The Clerk reported that permission was being sought by the Village May Day Committee to use that part of the Parish Meadow at the entrance off Park Street in order to facilitate donkey rides during the annual May Day celebrations on Monday 3rd May 2010. No objections were raised. Proposed Councillor Sheppard, seconded Councillor Weldrake. **All Agreed**. The Clerk will inform the May Day Committee accordingly.

Clerk

The Clerk also reported that the date for Acton Aid's annual Proms in the Meadow event has changed from 26th June to 10th July 2010. Councillor Bellis proposed and Councillor Weldrake seconded that this alteration be accepted. **All Agreed**.

15-04-10 CEMETERY

The Clerk reported that a request had been received for an amended headstone inscription in connection with Mr. Cyril James Beasley. Councillor Sheppard proposed approval of this inscription and Councillor Blanchard seconded. **All agreed.** The Clerk will inform the monumental masons accordingly.

Clerk

16-04-10 **PARISH COUNCIL WEB SITE**

The Clerk informed the Parish Council about membership of a new mapping service provided by Parish On-Line. This mapping service would allow a digital map of the parish to be downloaded and then overwritten with things like village green boundaries, telephone boxes, dog bin locations etc. This map could then be placed on the Parish Council's website. The cost for this service would be £20 set up, plus £10 per annum per 1000 head of population. Councillor Bellis proposed and Councillor Weldrake seconded that Iron Acton Parish Council enrol in this facility. **All Agreed.** The Clerk will organise this.

Clerk

The Clerk informed that Parish Councillors of an idea to set up an emailing list of interested parishioners in order to update them of Parish Council activities and items of interest. This could be achieved by asking interested parishioners to email the clerk expressing their interest to join the list and could be advertised on the Parish Council web site, via the notice boards and Focal Poyntz articles. The Clerk confirmed that once the list had been set up it would be relatively simple to maintain. Councillor Bellis proposed and Councillor Weldrake seconded that this be implemented. **All Agreed.** The Clerk will organise this.

Clerk

17-04-10 **TRAINING**

The Clerk reported that ALCA will be holding a New Clerks Training Course on Thursday 10th June 2010 in Iron Acton Parish Hall and sought approval to attend this course. Councillor Bellis proposed and Councillor Weldrake seconded. **All Agreed.**

18-04-10 **REQUEST FOR FINANCIAL ASSISTANCE**

- The Parish Council had received an additional request for financial assistance from the Parish Hall Committee in connection with the purchase of two fridges, a drinks chiller and a pull-out kitchen tap. The Clerk confirmed that this additional request, if approved, would take the total amount donated to the Parish Hall to exactly £5,000 (excluding VAT). Councillor Blanchard highlighted that the £4,000 increase in the Parish Council's precept for 2010/2011 could possibly be misconstrued as the Parish Council increasing the precept in order to fund the grant to the Parish Hall. Councillor Blanchard asked that some form of agreement be set up between the Parish Council and the Parish Hall Committee in order that the Parish Council may use the Parish Hall more advantageously. It was agreed that this additional grant be approved, and Councillor Heal will approach the Parish Hall Committee with the Parish Council's suggestion. Proposed Councillor Sheppard, seconded Councillor Lomas. Five Councillors agreed, two abstained.
- A request for financial assistance had been received from Paul's Place based on Coalpit Heath. Proposed Councillor Sheppard, seconded Councillor Bellis that the Parish Council would support this organisation to the tune of £100.00. **All Agreed.**
- A request for a donation had been received from SARA (Severn Area Rescue Association). **It was agreed** that Iron Acton Parish Council would decline to donate. Proposed Councillor Sheppard, seconded Councillor Weldrake. **All Agreed.**
- A request for financial assistance had been received from Avon & Somerset Victim Support. Proposed Councillor Sheppard, seconded Councillor Weldrake that the Parish Council would support to the tune of £100.00. **All Agreed.**

19-04-10 RENEWAL OF MEMBERSHIP

The Clerk reported that membership renewal had been received in connection with the Parish Council's membership of ALCA at a annual cost of £229.44 for 2010/2011. Councillor Bellis proposed and Councillor Weldrake seconded that this membership be renewed. **All Agreed.**

The Clerk reported that membership renewal had been received in connection with the Parish Council's membership of the CPRE at an annual cost of £29.00 for 2010/2011. Councillor Sheppard proposed and Councillor Bellis seconded that this membership be renewed. **All Agreed.**

20-04-10 ACCOUNTS FOR PAYMENT

SGC	Rates - Cemetery	£131.48
SGC	Dog Bin Collection	£116.09
SGC	Dog Bin Collection	£131.32
Landscape Services	Initial Cut – Cemetery	£184.18
Mrs. P. Evans	Postage (£39.00), Web site renew (£89.88)	£128.88
Aon Ltd	Annual Insurance Renewal	£1,151.63
ALCA	Membership Renewal	£229.44
CPRE	Membership Renewal	
Paul's Place	Donation	£100.00

Victim Support	Donation	£100.00
Dectel	Purchase of Kitchen equipment for Parish Hall	£1,077.17
R.O. Williams	Clearing of Dyers Pond	£69.00

Proposed Councillor Sheppard, seconded Councillor Bellis, all agreed that the above accounts be paid.

DATE OF NEXT MEETING

The Annual Meeting of the Parish Council will take place on **Monday 17th May 2010** in the North Road School Hall, commencing at 7.30pm

There being no further business, the meeting closed at 9.00 pm.

Signed:

Dated:
