

**MINUTES OF ANNUAL MEETING OF
IRON ACTON PARISH COUNCIL**

Monday 16th May 2011

The Annual 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. Heal, Mr. Huish, Mr. Lomas, Miss. Blanchard, Mr. Gawler (Councillor and South Gloucestershire Councillor), Mr. Taylor and Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

Six members of the public were present. Mr. Mike Keenan, a resident of North Road enquired whether there had been any further developments regarding the Bloor Homes planning application for Engine Common. Mr. Keenan also enquired whether an Ecological Survey would be carried out as it was thought that there may well be rare orchids in the area. Councillor Lomas referred to a survey that had been done some ten years ago in connection with the previous planning application. The Clerk was asked to enquire of SGC as to whether a similar survey had recently been done, as SGC have their own ecologists. Councillor Gawler confirmed that SGC would be undertaking an ecological survey as this type of information plays a large part in planning considerations. Any developer would have to submit a report to SGC for them to confirm. Mr. James Bond asked whether an agricultural soil map was available for the area to be developed in order to ascertain what kind of soil the developers intend to build on. Councillor Gawler reassured the North Road residents present that there will be a public enquiry where everyone will have their say.

Mr. and Mrs. Getvoldsen, the current owners of Canary Cottage, Wotton Road addressed the Parish Council in connection with their planning application to extend the property. Mr. and Mrs. Getvoldsen felt it was important to attend the Parish Council meeting in person in order to explain the application. The cottage has been in their family for some 90 years and they have owned it personally for 25 years. They have always wanted to come back to the village, but unfortunately the cottage is very small, approximately 52 sq metres, which is too small for their purposes, hence the planning application. If the application was successful they would use building materials that are in keeping with the rest of the village and incorporate environmentally friendly lighting and heating and generate their own electricity. The extension will allow four bedrooms and a sitting room which would still be within the size of the plot. Mr. and Mrs. Getvoldsen hoped that the Parish Council would support their planning application. Councillor Sheppard enquired whether the drawings had been done in consultation with SGC, to which Mr. and Mrs. Getvoldsen confirmed they had. **It was agreed** that this planning application would be discussed immediately following agenda item 7.

Mr. Jonathan Sandy addressed the Parish Councillors in connection with the annual grasscutting tender that had been awarded to N.T. Sandy Estate & Field Services. Mr. Sandy expressed his bewilderment regarding the current status of the grasscutting agreement as he believed the previous contractors, Landscape Services, had been brought in to do additional cuts. Councillor Sheppard referred to the number of complaints that had been received from parishioners in relation to the standard of cut; that tractor tyre tracks had rutted the village greens; that trees had not been strimmed around; that area of grass had not been cut; that the earth had been exposed because the mowing unit used had scraped the top off lumps and bump. Councillor Sheppard went on to say that Landscape Services had been brought in to do additional cuts on the village green in particular as May Day had been fast approaching and the state of the village green had not been acceptable. Mr. Sandy complained that the tender had been let too late and the grass had grown too long and he had in fact spoken to the Clerk about flaying the village green and parish meadow. The Clerk responded that she had written to Mr. Sandy on 28th March 2011 and had delivered the letter, confirming that his prices had been accepted by the Parish Council and requested a copy of their public liability certificate before any work could commence. Mr. Sandy had not supplied this certificate until the 8th April 2011. Mr. Sandy accepted that there had been a time lapse, but suggested that there had been faults on both sides in that the tender had been awarded too late in the growing season. In connection with the flaying of the village green and parish meadow Councillor Sheppard said that it would not have been appropriate to take this course of action. In order to achieve the standard of cut that the Parish Council expected, equipment that picks up the grass, or has a multi-cut function is needed, not a tractor and mowing unit that was used by

01-05-11 SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

All Parish Councillors present signed their Declaration of Acceptance of Office forms in the presence of the Clerk.

02-05-11 ELECTION OF CHAIRMAN

Councillor Bellis proposed and Councillor Gawler seconded that Councillor Sheppard be elected Chairman for the forthcoming year. **All agreed.**

03-05-11 ELECTION OF VICE CHAIRMAN

Councillor Sheppard proposed and Councillor Blanchard seconded that Councillor Bellis be elected as Vice-Chairman for the forthcoming year. Councillor Bellis said that he was happy to stand as Vice-Chairman only if nobody else wished to put themselves forward. **All agreed.**

04-05-11 ELECTION OF PARISH HALL REPRESENTATIVE

Councillor Taylor was asked if he was happy to continue as the Parish Hall representative. Councillor Taylor confirmed that he was. Proposed Councillor Sheppard and seconded by Councillor Bellis. **All agreed.**

05-05-11 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Pat and Dave Hockey.

06-05-11 DECLARATIONS OF INTEREST

Councillor Gawler wished to declare an interest in agenda item 13, in particular planning application PK11/1066/R3F – North Road Primary School. Councillor Gawler is a Governor at the primary school.

07-05-11 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 18th April 2011 had been previously circulated. Proposed Councillor Taylor and seconded by Councillor Blanchard that these minutes be accepted and signed. **All agreed.**

08-05-11 CHAIRMAN'S REPORT

The Chairman reported that over the past couple of months a number of complaints had been raised by parishioners over the general untidy state of various aspects of the village including rubbish in the cemetery, vegetation overgrowing on footpaths, the tennis courts and parish meadow. To this end, the Chairman has spoken with some of the other Parish Councillors and it was agreed that Mr. and Mrs. Jastrzebska (who are a husband and wife gardening team) be sub-contracted at £7.00/hr on production of invoices, and asked to undertake a general tidy up of various areas. To date they have cleaned the bus shelters, weeded the Cassey rails, path and cemetery footpath. Following the weeding of the Cassey, a number of parishioners have now said how tidy the High Street looks and what a good job has been done. Mr. and Mrs. Jastrzebska will also be asked to weed and sweep the tennis courts and clear away the undergrowth behind the tennis courts. Once the tennis courts have been tidied, the boards can then be treated with creosote. The Chairman asked that the Parish Councillors take some time to have a look at the work that Mr. and Mrs. Jastrzebska have done. Another job that needs to be done is the painting of the inside of the bus shelter opposite the Lamb.

The Chairman has asked Mr. Chris Wright to look at the small trees and saplings growing out of some of the graves in the cemetery and advise on the best method of removal.

The Chairman reported that there has been considerable flooding on Station Road, in front of the bus stops following the recent rain. Upon investigation this was probably due to the fact that the gutters are completely clogged up with debris and unable to drain. The Chairman has contacted SGC (Keith Falkingham) and asked that the drains be un-clogged and make sure that they are running freely.

The Chairman also reported that the broken drains outside Mrs. Hinders on North Road have finally be repaired. Hinders finally done.

09-05-11 **CLERK'S REPORT**

The Clerk apologised to the Parish Councillors that a written report had not been submitted prior to the meeting due to family illness. The Clerk confirmed that all the urgent actions from the April meeting had been undertaken.

Allotments:- The Clerk had received a letter from Mrs. Starkey, a tenant at Nibley Lane, concerned about the increase in allotment rents for 2012/2013 and the phasing out of pensioner and non-pensioner rates and application of new parishioner and non-parishioner rate. Mrs. Starkey is a pensioner, but not a parishioner and rents two allotments therefore her bill for next year will be £70, an increase of £50. The Parish Council appreciated that this was a substantial increase, but mainly because Mrs. Starkey rents two allotments. The Parish Council reiterated that the increase for 2012/2013 had been decided upon due to the abuse of the water supply by other allotment tenants, and the Parish Council cannot continue to subsidise the Nibley Lane allotments.

A letter had also been received from Mrs. D. Jones who rents an allotment at Nibley Lane informing the Parish Council of a change of address. In this letter Mrs. Jones complained about another allotment tenant, Mr. Kennett, who threatened to 'cut her throat in front of witnesses'. Further Mrs. Jones stated that she had reported this incident to the Police.

A further letter had been received from Mr. Collett in connection with the change of water supply to the Nibley Lane allotments. Mr. Collett had approached other allotment tenants and provided a petition with some thirteen signatures on it. The petition states "we the undersigned are all allotment holders at the Nibley Lane Allotments and are disappointed at the lack of proper consultation on the changes recently made to the water supply at our allotment site. The solution recently imposed to rectify the acknowledged problem of the cost of the water supply is, in our opinion, both inappropriate and unsatisfactory. We would like to meet representatives of the Parish Council at their earliest convenience to discuss the water supply and other issues with a view to setting up regular dialogue between the Council and the allotment holders'. The Clerk pointed out to the Parish Councillors that there are 28 allotment tenants at Nibley Lane therefore 13 signatures is less than half. Also there were two names on the petition who are new tenants this year and the change of water supply had been explained to them by the Clerk prior to letting the allotment. They had been happy to accept the allotments on that basis and understood why the Parish Council had taken such action. **It was agreed** that the Clerk would write to Mr. Collett acknowledging his letter and suggest that the allotment tenants come along to the regular monthly Parish Council meetings to air their concerns. Proposed Councillor Sheppard and seconded Councillor Taylor. **All agreed.**

Clerk

The Clerk informed the Parish Councillors that the cost of the dog bin collections will be increasing by 4.5% as from 1st June 2011. The cost of emptying the two additional bins will now be £4.08 per bin, per empty.

Finally the Clerk informed the Parish Councillors that she had informally met with the new Avon & Somerset Police Beat Officer for our area, PC Finbar Simmons. During their meeting the Clerk had invited PC Simmons along to the Annual Parish Meeting on 23rd May 2011. PC Simmons had said he would make every effort to attend however it was not one of his scheduled work days. The Clerk also mentioned to PC Simmons the incident on the allotments with Mrs. Jones and another allotment tenants. PC Simmons was not aware that this had been reported, however he took the details of the incident and the names and addresses of those involved.

Unfortunately Councillors Pat and Dave Hockey were unable to attend the meeting due to a prior commitment.

Councillor Gawler reported that following the results of the elections on 5th May 2011 the administration of South Gloucestershire Council will be finalised shortly. Councillor Gawler also reported that far more people came out to vote than at the last elections.

Councillor Gawler reported that Wotton Road is scheduled to be closed for two days (week commencing 23rd May 2011) in order for surface dressing work to be undertaken, although not the whole length of the Wotton Road is affected by this work. Some patching work will be undertaken along the Rangeworthy section.

Councillor Gawler is endeavouring to find out about whether the TPO in the North Road/Engine Common area has been lifted or not.

11-05-11 **PARISH COUNCILLOR'S REPORTS**

Councillor Taylor reported that he had been informed that the Nibley Lane allotment tenants have already managed to work out how to by-pass the standpipe. Therefore the Parish Council need to keep an eye on the amount of water being used.

Councillor Lomas asked that the Clerk write to SGC regarding the dangerous footpath at 199 North Road (Hinders overflow yard). There is a large pothole that needs to be rectified.

Councillor Heal asked the Clerk if anything further had been heard from SGC in connection with the possible breach of planning permission at Cherry Lodge. The Clerk confirmed that nothing had been received from SGC.

Councillor Sheppard reported on the withdrawn planning application PK10/2470/F in connection with the erection of a replacement shed at 235 North Road. Although this planning application was withdrawn, there is evidence that foundations are being dug beside the house. Councillor Sheppard has spoken with SGC Enforcement Officer who has confirmed that nothing can be done until the building of the structure actually starts.

Councillor Gawler reported that information had come to light that the company operating out of the Clarks yard on North Road do not actually have an operators licence. **It was agreed** that the Parish Council would send a letter to the Transport Commissioner informing them of this breach. The Clerk would liaise with Councillor Gawler.

12-05-11 **FINANCIAL REPORT**

The Clerk reported balances as at 11th May 2011 of:-

National Westminster Current Account	£11,171.34
National Westminster Reserve Account	£160.72
National Savings Accounts	£16,498.38

The Clerk reported that the Parish Council accounts and books had been independently audited by Mr. Iain Selkirk and signed off as complying with the requirements stipulated by the Accounts and Audit Regulations 2003 and CIPFA guidelines.

Annual Governance Statement:- The Annual Governance Statement was presented to the Parish Council for approval and adoption. Proposed Councillor Bellis and seconded by Councillor Taylor. **All agreed.**

Financial Risk Assessment:- The Clerk had re-checked the value of the total fixed assets held by the Parish Council. The new total of £33,740 as valued by the insurers covers the two bus shelters (£10,251), play equipment (£7,314), Chain of Office (£2,132), computer and software (£3,097) and ground surfaces (£10,946). Also the Fidelity Guarantee Cover was confirmed at £40,000 and not £2,000 as previously reported by the Clerk. The Financial Risk Assessment for 2011/2012 was therefore presented to the Parish Council for approval and adoption. Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.**

13-05-11 PLANNING APPLICATIONS

- PK11/1066/F - North Road Primary School, North Road, Yate - Erection of containerised boiler plant room. No objections.
- PK11/1206/F - Land off Mission Road, Mission Road, Iron Acton - Erection of 2 no. stables, 2 no. tack room/storage of animal feed and 1 no. storage unit (retrospective). No objections, however to request that any planning permission be made personal to the applicant.
- PK11/1265/F - Lot 2, Mill Farm, Nibley Lane, Yate - Construction of a ménage and erection of 1.4m high post and rail fencing. No objections.
- PK11/1370/F - One Pool Farm, Dyers Lane, Iron Acton - Change of use from Business Use (Class B1) to Day Nursery (Class D1) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). To object -traffic movements, parking and access.
- PK11/1380/F - Canary Cottage, Wotton Road, Iron Acton - Two storey extension of existing cottage. No objections.
- PK11/1384/F - Rock View, Engine Common Lane, Yate - Erection of 1 no. detached replacement dwelling with access and associated works. No objections.
- PK11/1422/F - 10 Plover Close, Yate - Erection of single storey front extension to form additional living accommodation. No observations to make, as this application was outside the parish boundary.
- PK11/1023/F - Iron Acton Sub Station, Larks Lane, Iron Acton - Erection of electricity substation. No objections.

14-05-11 PLANNING - CONSENTS

PK11/1081/ADV - Unit 61, Beeches Industrial Estate, Waverley Road, Yate

15-05-11 PLANNING REFUSALS/WITHDRAWALS

None received.

16-05-11 **PLANNING - APPEALS**

None received.

17-05-11 **PLANNING - ENFORCEMENT**

None received.

18-05-11 **VACANCY - EAST WARD**

The Clerk reported that a letter had been received from Mr. Andrew Tillotson applying for the vacancy on the East Ward. Mr. Tillotson lives in the North Road area and has done for the past 25 years. Following discussion **it was agreed** that Mr. Tillotson be co-opted on to the Parish Council for the East Ward. Proposed Councillor Bellis and seconded Councillor Sheppard. The Clerk was instructed to write to Mr. Tillotson informing him of the Parish Council's decision, and provide him with all the relevant information and documents. **Clerk**

19-05-11 **VILLAGE GREEN**

The three additional 'no parking's signs have been erected. However certain vehicles are still being parked on the village green, and during a recent visit a yellow mini-bus type vehicle was directly in front of the 'no parking' sign. Following discussion, **it was agreed** that the Clerk would speak with PC Simmons to find out what action can be taken in order to enforce the 'no parking' signs. Proposed Councillor Sheppard and seconded Councillor Taylor. **All agreed.** **Clerk**

20-05-11 **GRASSCUTTING**

Following on from the discussion regarding the grasscutting tender and tender process, **it was agreed** that the Parish Council would send out tender invitation letters in October of each year to ensure that the contractor is in place in good time in order to commence cutting of the open spaces for the start of the growing season. Proposed Councillor Sheppard and seconded Councillor Blanchard. **All agreed. It was also agreed** that a formal written contract would be entered into for future grasscutting contracts. Proposed Councillor Bellis and seconded Councillor Sheppard. **All agreed.**

21-05-11 **ANNUAL INSURANCE**

The Clerk informed the Parish Councillors that an additional quote had been received from Zurich Town and Parish Council insurance for £922.77, being some £337 cheaper than Aon. The Zurich quote had increased public liability cover of £10m; increased Fidelity Guarantee of £50,000; additional cover for personal accident; additional legal expenses of £50,000; additional Officials Indemnity of £10m; and the property damage excess was reduced to £100. A further quote had been requested from Bribek Insurance. Following discussion, **it was agreed** that the Clerk be given authority to accept the cheapest quote, following receipt of the Bribek quote. Proposed Councillor Sheppard and seconded Councillor Lomas. **All agreed.** The Parish Council's insurance is due for renewal on 1st June 2011. **Clerk**

22-05-11 **RENEWAL OF MEMBERSHIP**

The Clerk informed the Parish Councillors that renewal of membership to Avon Wildlife Trust was due at a cost of £48.00 for the year. Councillor Sheppard proposed and Councillor Lomas seconded that this membership would not be renewed. **All agreed.** The Clerk was instructed to respond **Clerk** accordingly.

23-05-11 VISIT TO NGC IRON ACTON SUBSTATION

The Clerk informed the Councillors of an invitation from National Grid to tour the NGC Iron Acton Substation on Thursday 26th May 2011 at 3.30pm. The Parish Councillors accepted this invitation and requested the Clerk to circulate **Clerk** a reminder nearer the date. Proposed Councillor Sheppard and seconded Councillor Blanchard. **All agreed.**

24-05-11 ACCOUNTS FOR PAYMENT

ALCA	New Councillor Packs	£17.99
Ross Office Supplies	Stationery	£35.94
Iron Acton Parish Hall	Room Hire	£18.00
All Signs	No Parking Signs – Village Green	£936.00
N.T. Sandy	Grasscutting	£405.29
Landscape Services	Grasscutting	£458.35
Mr. Iain Selkirk	Annual Independent Internal Audit	£90.00
Mr. D. Hurley	Bus Shelter Cleaning (6 months)	£58.00
Mrs. P. Evans	Clerk's Salary, Broadband x 1, New Receipts & Payment Book, Mileage (40 miles @ 40p/mile), Telephone Bill	£745.34

Proposed Councillor Gawler, 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 June 2011 in Iron Acton Parish Hall, commencing at 7.30pm.

Following a request from Councillor Blanchard the Clerk agreed to prepare a proposed list of meeting dates for the remainder of 2011 and issue to Councillors for their comment/approval. **Clerk**

Councillor Blanchard made an additional request that, whilst appreciating the current family circumstances of the Clerk that consideration is made to the circulation of the draft meeting minutes to Councillors earlier than the current seven calendar days before the next meeting. The Clerk confirmed she would **Clerk** investigation the re-prioritising of her workload in order to achieve an earlier distribution date.

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

Signed:

Dated:

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
Monday 20th June 2011**

The Meeting of Iron Acton Parish Council was held in Iron Acton Parish Hall commencing at 7.30pm.

Present:- Mr. Sheppard (Chairman), Mr. Heal, Mr. Huish, Mr. Lomas, Mr. Tillotson, Mr. D. Hockey (South Gloucestershire Councillor) and Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

Five members of the public were present.

Representatives of CMS Consultants and Mr. David Jones, Managing Director of ER Hemming addressed the Parish Council in connection with their recently withdrawn planning application for offices and light industrial units on Armstrong Way. ER Hemming are a local company with a large number of people employed. The company already occupies office accommodation on the Great Western Business Park and is now expanding with new projects. Following consultation with SGC the application had been withdrawn as both sides were now at an impasse. The main reasons are safe access to the site and green belt issues. The green belt issue is understandably a hot topic at the moment. There may well be a realignment of the greenbelt boundary but this may not happen for 3-5 years. The Consultants pointed out that this is the only section of greenbelt boundary that does not follow a natural alignment. Following further discussion, **it was resolved** to arrange a site meeting. The Clerk was asked to liaise with CMS and the Parish Councillors.

Mr. Collett addressed the Parish Councillors regarding the recent exchanges of correspondence between Clerk and himself that had been triggered by the change of water supply and other issues at the Nibley Lane allotments. Mr. Collett would like to arrange for a meeting to be held a couple of times a year between representatives of the allotment holders and one of the Parish Councillors. The Chairman agreed that it would be in the Parish Council's interest for allotment tenants to take an interest in the running of the allotment sites. If the allotment tenants wished to set up an allotment association then it would be up to the allotment tenants themselves to arrange it. Councillor Heal suggested that the best people to police the allotments are the allotment holders themselves. The Chairman confirmed that the Parish Council would be happy to meet, probably twice a year and have such a meeting minuted. Mr. Collett said that he would be happy to set this in motion. There may also be allotment tenants on the Station Road allotments who may be interested in joining an allotment association.

01-06-11 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bellis, Blanchard, Taylor, Gawler and Pat Hockey.

02-06-11 DECLARATIONS OF INTEREST

No declarations of interest were received.

03-06-11 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 16th May 2011 had been previously circulated. Proposed Councillor Heal and seconded by Councillor Huish that these minutes be accepted and signed. **All agreed.**

04-06-11 **CHAIRMAN'S REPORT**

The Chairman welcomed Andy Tillotson to the Parish Council as the new co-opted member for the East Ward.

The majority of the month has been spent dealing with the clearing works of the stream in the Parish Meadow. It is obvious that the culvert needs a new cover as it has become corroded. The tennis courts have been swept and the boards will be creosoted when the weather permits. **It was agreed** that the Clerk would contact SGC to see if there are any grants available to help the Parish Council with the works. **It was also agreed** that a basketball hoop and backboard be purchased at a cost not exceeding £75.00. This would then be erected in the Parish Meadow, but outside the tennis court. **Clerk**

The Chairman wished to thank all those involved in the recent breakfast in the Parish Hall in aid of St. Peter's Hospice. It was obvious that a great deal of hard work had gone into organising the event. Councillor Heal informed the Parish Council that in excess of £1,600 had been raised, with over 200 breakfasts being served.

Finally the Chairman informed the Parish Council that the SGC Enforcement Officer had attended 235 North Road in connection with the planning application for a replacement shed. The Parish Council had objected to this application however it appears that the foundations have been laid, but there is nothing SGC can do until building work actually commences.

05-06-11 **CLERK'S REPORT**

Action from May Meeting

18-05-11 – Letter sent to Mr. Tillotson informing him of his co-option onto the Parish Council. All relevant documents have been signed and returned to SGC.

19-05-11 – The Clerk has spoken with PC Simmons regarding enforcing the ‘no parking’ signs on the village green. PC Simmons suggested writing to residents, enclosing a copy of the byelaws and legislative information and asking them to refrain from parking on the village green. PC Simmons will also speak to SGC about the possibility of asking the Traffic Wardens to undertake a patrol of the village green.

21-05-11 – The Clerk verbally accepted the quote from Zurich for £922.77. Formal approval is required by the Parish Council and is to be addressed under agenda item 15 of the June meeting.

22-05-11 – The Clerk emailed Avon Wildlife Trust informing them that the Parish Council would not be renewing their membership.

23-05-11 – The Clerk liaised with NGC and the Parish Councillors in connection with the visit to the substation on 26th May 2011.

Contact Details:- An updated list of Iron Acton Parish Councillors together with contact details had been circulated to Councillors for their retention. An updated list will be placed on the Parish Council web site, minus addresses and telephone numbers in order that all communication was through the Clerk.

Meeting Dates – 2011:- As asked for at the May meeting, the Clerk provided a list of provisional meeting dates for the rest of 2011 as detailed below:-

Monday 18th July 2011 – Iron Acton Parish Hall

Monday 15th August 2011 – Marshall Rooms

Monday 19th September 2011 – North Road School Hall

Monday 17th October 2011 – Iron Acton Parish Hall

Monday 21st November 2011 – Iron Acton Parish Hall

Monday 12th December 2011 – North Road School Hall

These meeting dates were accepted by the Parish Council and will be advertised on the notice boards and web site.

Annual Parish Meeting:- The Clerk had prepared a draft copy of the minutes of the Annual Parish Meeting held on 23rd May 2011 and had circulated to the Parish Councillors.

Parish Meadow:- The Clerk has chased Acton Aid regarding the completion of the booking form and confirmation that a Temporary Event Notice has been applied for and approved in connection with the Proms in the Meadow event on 9th July 2011. The booking form had been returned on 19th June 2011. The Parish Council has a copy of their current public liability insurance certificate on file. The Temporary Event Notice is particularly important as ultimate liability for any accident or mishap would lie with the Parish Council as the landowners. The Parish Council would be remiss in their duty not to comply with our insurance terms if they allowed such a large event to go ahead without the correct procedures in place.

Holiday Request:- The Clerk requested approval for 6 days holiday 22nd July through to 29th July inclusive. This happens to coincide with the dates for the statutory requirement for the accounts to be available for inspection by members of the public. The Audit Commission do not really like to change these dates, therefore the Parish Council requires a Councillor’s contact details to be made available for members of the public to contact in order to inspect the accounts. **It was resolved** that Councillor Sheppard’s details would be advertised on the statutory notice as the person to contact to inspect the Parish Council’s accounts. Proposed Councillor Sheppard and seconded Councillor Lomas. **All agreed.**

Heron Homes:- An email was received from Heron Homes informing

06-06-11 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT

Councillor Dave Hockey addressed the Parish Council in connection with the recent announced closure of Filton Airfield. Mr. Mike Keenan has been encouraged to respond to SGC on behalf of the Engine Common campaign group. Should the closure of the airfield go ahead together with the suggested residential development, this should take the pressure off those sites where developers are looking to put in housing that has not been loaded into the Core Strategy. From the point of view of Iron Acton Parish, it would be a good idea to support. **It was resolved** that the email received by the Clerk be forwarded to the Parish Councillors for their perusal and decision at the July meeting.

Councillor Dave Hockey also informed the Parish Council that the next ALCA meeting will take place on 14th July in Poole Court. Community sentencing representatives will be attending. **It was resolved** that the Clerk would remind the Councillors nearer the date.

Finally, Councillor Hockey reported that a speed advisor sign is to be installed on Nibley Lane next to the delimiter sign. There have been complaints about the speed of traffic through the lane and the increased amount of traffic using the lane. The sign will be installed one month before the main school holidays.

07-06-11 PARISH COUNCILLOR'S REPORTS

Councillor Heal requested that arrangements be made to formalise the Clerk's contract of employment. **It was agreed** that Councillors Heal, Huish and Sheppard would meet to discuss and agree a formal contract. The Clerk will circulate to those Councillors the standard contract of employment as provided and agreed by NALC and SLCC. **CH/PH/RS Clerk**

Councillor Huish reported that the village green may pole is in need of re-painting. **It was agreed** to ask Mrs Jastrzebska if this is something she could do. **RS**

Councillor Lomas reported that a footpath on the Great Western Business Park, running parallel to Armstrong Way is in need of attention. The footpath comes out into North Road on the north side of the railway bridge and then straight through to Dean Road. **It was agreed** that the Clerk would ask SGC PROW to have a look at it. **Clerk**

Councillor Tillotson reported that the footpath on Dyers Lane, behind the stables is obstructed. **It was agreed** that the Clerk would report this to SGC PROW. **Clerk**

08-06-11 FINANCIAL REPORT

The Clerk reported balances as at 15th June 2011 of:-

National Westminster Current Account	£9,358.42
National Westminster Reserve Account	£160.74
National Savings Accounts	£16,498.38

It was resolved to add Councillors Blanchard, Gawler, Heal, Huish and Tillotson as authorised signatories for the Parish Council's National Westminster Bank Accounts. Proposed Councillor Sheppard and seconded Councillor Lomas. **All agreed.**

09-06-11 PLANNING APPLICATIONS

PK11/1512/PNA - Field 11, Clover Field, Frome Mill Farm, Nibley Lane, Yate - Prior notification for erection of agricultural building for the use of shelter for livestock and feed storage. No observations.

PK11/1450/F - Dyers Cottage, Mission Road, Iron Acton – Alterations to rear roof to include the installation of a pitched roof. Erection of single storey side extension to provide additional living accommodation. Amendment. No objections.

10-06-11 **PLANNING - CONSENTS**

- PK11/0760/F – Barn 6, Lavenham Farm, Nibley Lane, Iron Acton
- PK11/0781/F – 16 Engine Common Lane, Yate
- PK11/1035/F – Lavenham Farm, Nibley Lane, Iron Acton
- PK11/1066/R3F – North Road School, North Road, Yate
- PK11/1068/F – Greggs, 61 Waverley Road, Yate

11-06-11 **PLANNING REFUSALS/WITHDRAWALS**

- PK11/1176/CLP – Bramble Cottage, Latteridge Road, Iron Acton (refusal)

12-06-11 **PLANNING - APPEALS**

None received.

13-06-11 **PLANNING - ENFORCEMENT**

- The Clerk updated the Parish Council regarding the planning enforcement query in connection with Cherry Lodge. SGC are investigating the issue of additional building work to the house.

14-06-11 **MATTERS ARISING FROM THE ANNUAL PARISH MEETING**

The Clerk had circulated a draft copy of the Annual Parish Meeting minutes held on 23rd May 2011. There were no matters arising. **It was resolved** that the Clerk be instructed to place a draft copy of the Parish Council web site. Proposed Councillor Sheppard and seconded Councillor Heal. **All agreed.**

15-06-11 **ANNUAL INSURANCE**

It was resolved to accept the annual insurance premium quote of £922.77 from Zurich Insurance. Proposed Councillor Sheppard and seconded Councillor Huish. **All agreed.** The Clerk was instructed to complete all relevant documentation.

26-06-11 **CEMETERY**

The Clerk informed the Parish Councillors of the interment within Iron Acton Cemetery of the ashes of the late Mrs. E. Moore who passed away on 5th May 2011. **It was resolved** to grant retrospective approval. Proposed Councillor Sheppard and seconded Councillor Huish. **All agreed.**

17-06-11 **BUS STOPS**

In connection with the Parish Council's recent request of SGC to investigate the possibility of moving the two bus stops on Iron Acton Way to a more accessible location on Wade Road/Dyers Lane, the Clerk reported that a response had been received. SGC (Mr. Adam Frontczak) has spoken to the SGC technical team and they have commented that there is no suitable location on the Wade Road/Dyers Lane side of the roundabout, as the bend and side roads and lack of footway on the north side make it undesirable; from a technical point of view both sets of stops are probably in as good a position as they can be given the circumstances. If there was space an additional stop to the west of the roundabout would be nice but it would be impractical to do. SGC appreciate that the stops may be a little out of the way, but they are regularly used by people from the trading estate, Badminton Road offices and the nearby houses who use this stop for the X27 to both Bristol and Yate. The Parish Council were disappointed at SGC's response. **It was agreed** that the Clerk be instructed to respond to Mrs. Dunn, the resident who initiated the request, accordingly. **Clerk**

18-06-11 **TRAFFIC MANAGEMENT REVIEW OF THE HIGH STREET**

The Clerk had circulated correspondence received from Mr. Peter Hart in connection with the requested Traffic Management Review of the High Street and Village Green. **It was resolved** that the Clerk arrange a meeting with Mr. Hart to walk the area and look at the proposals in greater detail. Proposed Councillor Sheppard and seconded Councillor Heal. **All agreed.** **Clerk**

19-06-11 **REQUEST FOR FINANCIAL ASSISTANCE**

A request for financial assistance had been received from South Gloucestershire Senior Citizens Forum. **It was resolved** to hold this over until the August meeting.

20-06-11 **ACCOUNTS FOR PAYMENT**

South Glos Council	Dog Bin Collection	£196.56
N.T. Sandy	Grasscutting	£584.40
Mrs. A. Jastrzebska	Works around parish	£556.50
Mrs. P. Evans	Clerk's Salary, Broadband, Telephone	£622.31
HMRC	Tax and NI	£2.28
Mr. R. Sheppard	Creosote and Fuel for Strimmer	£48.50
Zurich Insurance	Annual Insurance Premium	£922.77

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

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 18th July 2011 in Iron Acton Parish 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 18th July 2011**

The Meeting of Iron Acton Parish Council was held in Iron Acton Parish Hall commencing at 7.30pm.

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

Action

PUBLIC PARTICIPATION

One member of the public was present. Mr. Keenan addressed the Parish Council in connection with Engine Common and the possibility that over the summer a planning application might slip through the net. Councillor Gawler said that it was not possible for such a major planning development to slip through the net as it would have to be advertised and follow due planning process. The Chairman said that he had previously contacted Mr. Freed and invited him to attend a Parish Council meeting, but no response had been received. Councillor Dave Hockey reported that a report had been completed by SGC planners regarding the implications of the closure of Filton Airfield and the options for it in relation to major housing developments. Councillor Pat Hockey had attended the recent inspectors meeting and would ask her to contact Mr. Keenan. Councillor Dave Hockey advised the Parish Council to keep an eye on the SGC planning website as the danger zone would be the month of August when lots of people are away on holiday. If development at Filton airfield went ahead this would potentially take the pressure off Brimsham Park. When the Core Strategy document had been written, the closure of Filton airfield hadn't been on the table.

The Chairman then addressed the Parish Council in connection with planning application PK11/2000/F to be discussed later in the meeting. The application is for the property owned by Mr. and Mrs. Sheppard next door to his usual place of residence. In brief the proposed new dwelling will be bigger than the cottage that is already there and will be 'eco-friendly' in that a rainwater storage system will be installed together with solar panels and an up to date heat sink system. The plans have been drawn up in consultation with SGC building inspectors. On either side of the proposed new dwelling there are currently 4/5 bedroom houses. So far there have been four letters of support from local residents.

01-07-11 APOLOGIES FOR ABSENCE

Apologies from Councillors Tillotson and Pat Hockey.

02-07-11 DECLARATIONS OF INTEREST

Councillor Blanchard wished to declare an interest in agenda item 19, as she is an employee of Airbus working out of Filton Airfield.

Councillor Sheppard wished to declare an interest in agenda item 9 and in particular planning application PK11/2000/F.

03-07-11 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 20th June 2011 had been previously circulated. Proposed Councillor Heal and seconded by Councillor Huish that these minutes be accepted and signed. **All agreed.**

04-07-11 CHAIRMAN'S REPORT

The past month has been quite busy with a great deal of time spent in the Parish Meadow clearing the area behind the tennis courts including pulling out debris from the stream. The cemetery access track from Nibley Lane has also been cleared and strimmed.

Whilst in the Parish Meadow, the Chairman and Clerk were approached by a local child-minder and group of children who were using the play equipment. The child-minder frequently uses the play area for outdoor activities and said that she felt the equipment was looking shabby and in need of refreshing. The child-minder also felt that the playhouse and climbing net was dangerous because there wasn't anything to stop children from falling out of the house once they have climbed to the top. The Clerk confirmed that the playhouse conformed to health and safety regulations and had been advised by the play consultant at the time the net was installed, that to put a 'tumble bar' across the front of the playhouse would in fact be quite dangerous as children using the equipment could potentially lean against the bar and topple over.

Councillors Sheppard, Lomas, Gawler and the Clerk attended the site meeting with representatives of ER Hemming on 14th July 2011. The entrance to the proposed development of office blocks and light industrial units is on the Stover Road which is a busy road with approximately 3000 traffic movements/day. ER Hemming's consultants have drawn up some new plans to present to SGC, and it was the opinion of the Parish Councillors present that if anything was going to be approved it would be a no right turn in or out of the site. SGC would not entertain another exit off the roundabout.

05-07-11 CLERK'S REPORT

Action from June Meeting

Public Participation – A site meeting was arranged for Thursday 14th July 2011 to look at the ER Hemming planning application for offices and light industrial units on Armstrong Way.

04-06-11 – The Clerk has spoken with SGC Environment section regarding grants for works to the Parish Meadow. SGC are happy to meet with members of the Parish Council to discuss plans.

05-06-11 – Following enquiries, the Dell AIO printer was not worth repairing. Therefore a new Brother Colour copier was purchased at a cost of £150 plus VAT. The new copier includes fax and scan facilities and does A4 and A3 copies.

05-06-11 – The Alder tree in the Parish Meadow has been dead wooded at a cost of £200. The Clerk has also informed Mr. Wright that the Parish Council will not be undertaking a survey of the trees.

06-06-11 – Regarding the proposed closure of Filton Airfield, the Clerk emailed the link to Parish Councillors. The Clerk also emailed Councillors reminding them of the ALCA meeting on 14th July 2011.

07-06-11 – The Clerk emailed a copy of the standard employment contract, job description, disciplinary procedure and grievance procedure to Councillors Sheppard, Heal and Huish for their attention.

07-06-11 – The Clerk has spoken to SGC PROW about the two footpaths.

14-06-11 – The Clerk has put a copy of the draft minutes of the Annual Parish Meeting on the web site.

15-06-11 – The Clerk has completed and sent off all the documentation relation to the Parish Council's annual insurance renewal.

17-06-11 – The Clerk has emailed Mrs. Dunn with SGC's response to the request to investigate the possibility of re-siting the bus stops on Iron Acton Way. Mrs. Dunn has responded refuting SGC reasons not to re-site the stops. Mrs. Dunn's email has been forwarded to SGC for their comment.

18-06-11 – A meeting was arranged with Peter Hart to discuss the Traffic Management Review proposals on Tuesday 12th July 2011.

Work Experience Week:- Mike Evans spent the week with the Clerk and produced a report about how certain areas of land came into the Parish Council's custodianship/ownership. Mike looked at old maps and plans held by the Parish Council, visited St. Nicholas Market and purchased some old photographs, read through archived correspondence, bought old maps on the internet dating from 1881, 1903 and 1920. He then photocopied the maps onto OHP film and overlaid them in order to discover how the village evolved over a 40 year period. Basically the only change in that period was the marking out of the cemetery. Mike also took photographs of the village at the same location as the old photographs purchased from St. Nicholas Market. Councillor Bellis requested that the Parish Council's thanks be passed on to Mike Evans.

Electronic Invoicing:- SGC has written to the Parish Council asking them to sign up to electronic invoicing as this is a much more cost effective method. The Clerk has asked SGC to forward future invoices to clerk@ironactonparishcouncil.com.

Parish Meadow:- Following comments received from a user of the play area about the 'tiredness' of some of the play equipment, the Clerk cleaned the two springies as they were covered in algae.

Both the tennis courts have been booked by parishioners for Saturday morning 16th and 23rd July 2011. Both courts have also been booked for Monday evenings through to September, again by parishioners.

06-07-11 **SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT**

Councillor Gawler reported that a permanent flashing 'smiley face' sign will be installed outside North Road Primary School. There is to be a demonstration of the sign at the SGC Badminton Road offices some time in early August. Councillor Gawler will inform the Parish Councillors of the date.

Councillor Gawler also informed the Parish Councillors that there may well be another planning application for a gypsy and traveller site off Tanhouse Lane. The site, for around 12 pitches, is in Rangeworthy Parish, but adjoins Iron Acton Parish. The original application had not proceeded as Railtrack had objected because of the sites close proximity to the railway line. If the application was approved, traffic would be going in and out through Iron Acton Parish. **It was resolved** that the Clerk would keep an eye on the SGC planning portal and notify Parish Councillors if anything was forthcoming. Proposed Councillor Gawler and seconded Councillor Sheppard. **All agreed.** Clerk

Councillor Hockey reported that the lime green coloured plastic recycling bags will be available soon. **It was resolved** that the Clerk should contact SGC and request that bags for East Ward should be kept at Broad Lane depot for collection by parishioners and bags for Iron Acton Ward should be delivered to the Clerk's home address for collection by parishioners. Proposed Councillor Sheppard and seconded Councillor Gawler. **All agreed.** Clerk

Councillor Hockey also reported that the results of the Speedvisor sign recently erected on Nibley Lane had been forwarded to Councillor Taylor and Mr. Steve Abrahams, Chairman of the Residents Association. The results showed actual volume of approximately 700 vehicle movements a day. Councillor Taylor pointed out that when the planning application for the Badminton Road offices had been before the Parish Council, the Parish Council had said that Nibley Lane should not be used as a 'rat run'. It was obvious from the new results that there has been a significant increase in the volume of traffic using the Lane. However it was difficult to compare the new results against previous traffic counts as none were available and it was difficult to state whether the increase was due to SGC staff or school run vehicles. In relation to the speed of traffic, Councillor Hockey said that the results showed that a handful of drivers were travelling in excess of 50mph. The Clerk asked for a copy of the new results and she would then speak to PC Simmons. Also the Clerk recalled that she may have a copy of a traffic count from 2009 on the Parish Council files and would check. If a 2009 count was available the Clerk will forward this information to the Parish Councillors. Clerk

Councillor Dave Hockey reminded the Parish Council that Councillors Pat Hockey and Gawler had put a motion to SGC regarding the lorry movements in and out of the Morrisons Depot. The report had been prepared and would be available as from Wednesday 20th July. SGC officers are saying that they do not recommend restricting the use of the Morrisons site when the company moves out due to cost of buying out the permission. Unless it can be proved that the permission granted was grossly wrong it will not be changed. The number of lorry movements will probably diminish in places such as Yate as developers are targeting places like Avonmouth.

07-07-11 **PARISH COUNCILLOR'S REPORTS**

Councillor Lomas confirmed LYA 62/10 as the North Road footpath the Clerk was asked to report to SGC PROW.

Councillor Taylor asked that the Clerk chase SGC Planning Enforcement in connection with the passing bays on Nibley Lane.

Councillor Huish reported on behalf of the sub-committee tasked to look at the Clerk's contract of employment and associated procedures. Advice has been taken and the sub-committee have now agreed a document that they wished the Clerk to peruse and agree. The Clerk was asked to read the document and pass her comments to the sub-committee.

Councillor Bellis thanked the Parish Councillors for properly using this agenda item to report on activities they have undertaken during the month.

08-07-11 FINANCIAL REPORT

The Clerk reported balances as at 13th July 2011 of:-

National Westminster Current Account	£7,549.20
National Westminster Reserve Account	£160.74
National Savings Accounts	£16,498.38

It was resolved that a Financial Sub-Committee would be convened to look into the possibility of investing money held in the National Savings Accounts into alternative, higher yielding investments. The members of this Financial Sub-Committee would be Councillors Sheppard, Lomas, Gawler and Bellis. Any proposals made by the Financial Sub-Committee would have to be ratified by all members of the Parish Council at a full Parish Council meeting. Proposed Councillor Sheppard and seconded Councillor Lomas. **All agreed.**

It was resolved that the Clerk would investigate the minimum amount of money that must be held in reserve by the Parish Council. Proposed Councillor Bellis and seconded Councillor Sheppard.

09-07-11 PLANNING APPLICATIONS

- PK11/1884/F - Coronation Villa, 276 North Road, Yate - Erection of a two storey side extension to provide additional living accommodation and garage. (Consent to extend time limit implementation for PK08/1976/F). No objections.
- PK11/2000/F - 204 North Road, Yate - Demolition of existing dwelling to facilitate the erection of replacement dwelling with detached double garage and associated works. Councillor Sheppard left the meeting room and took no part in the discussions. Councillor Bellis took the chair. No objections.
- PK11/2135/CLP - Pool Farm, Dyers Lane - Application for Certificate of Lawfulness for the proposed erection of a rear single storey extension. No objections.

10-07-11 PLANNING - CONSENTS

- PK11/1206/F - Land off Mission Road, Mission Road, Iron Acton
- PK11/1512/F - Field 11, Clover Field, Frome Mill Farm, Nibley Lane
- PK11/1265/F - Lot 2, Mill Farm, Nibley Lane
- PK11/1023/F - Iron Acton Sub Station, Larks Lane, Iron Acton
- PK11/1370/F - One Pool Farm, Dyers Lane, Iron Acton
- PK11/1450/F - Dyers Cottage, Mission Road, Iron Acton

750

11-07-11 **PLANNING REFUSALS/WITHDRAWALS**

- PK11/1380/F - Canary Cottage, Wotton Road, Iron Acton (refuse)
- PK11/1931/F - 22 Engine Common Lane, Yate (withdrawn)

12-07-11 **PLANNING - APPEALS**

None received.

13-07-11 **PLANNING - ENFORCEMENT**

- COM/11/0544/OD – Cherry Lodge Veterinary Clinic, Bristol Road. The Clerk had previously circulated a copy of a letter received from SGC dated 29th June 2011 to all Parish Councillors. The letter addressed concerns raised by the Parish Council over additional development at the location. In brief, following a visit by an SGC officer there have been several amendments to the approved plans attached to planning permission PK08/1752/F. These were:-
 - Insertion of two double doors in first floor (front elevation) – plans indicate two small windows.
 - Insertion of two double doors in first floor (rear elevation) – plans indicate two small windows.
 - Insertion of two double doors in ground floor (rear elevation) – only one set of patio doors is illustrated.
 - Insertion of a window in ground floor (front elevation) the plans show a front door.
 - Erection of chimney/flue on the front elevation – should have been erected on the rear elevation.
 - Insertion of a third roof light – only two roof lights are shown on the plans.

The planning officer Mr. Hemming did not consider that the change in the size of the windows to double doors is only a design issue and there would be no resulting negative impact on the amenity of the locality.

In addition it has been noted that three extensions to the property have occurred, none of which benefit from planning permission:-

1. Erection of porch (front elevation)
2. Erection of side extension (south elevation)
3. Erection of rear extension

There are three remedial options available to the landowner:-

1. Remove the three unauthorised extensions within a reasonable timescale.
2. Submit a retrospective planning application to retain the three extensions. It is considered unlikely that planning permission would be approved for all three extensions but remedial measures to reduce the number/size of the extensions would be recommended. Depending on the outcome of a retrospective planning application this would inform whether SGC close their investigation or pursue formal enforcement action.
3. Do nothing and risk the issue of formal enforcement action against the development. It is likely that such a notice would require the removal of the unauthorised extensions. Failure to comply with the requirement of formal enforcement action is payable via prosecution proceedings in court.

SGC have advised the landowner that if they wish to submit a retrospective planning application to SGC for consideration they should submit this within the next 6 weeks. SGC have also requested the owner to contact them to discuss the matter further within 21 days. SGC will keep the Parish Council informed.

The Clerk informed the Parish Councillors of a request received to erect a new headstone and kerb surround with foot posts and recumbent foot plaque in relation to the late Mr. D. Cook (brick lined plot at the churchyard end of the cemetery). **It was resolved** to grant permission and the Clerk was instructed to respond to the memorial masons accordingly. Proposed Councillor Sheppard and seconded Councillor Heal. **All agreed.** Additionally Councillor Blanchard requested that the Clerk ensure that the installation of this headstone be supervised by the Clerk to ensure that it is correctly positioned. **Clerk**

15-07-11 ALLOTMENTS

The Clerk informed the Parish Councillors that an email had been received from Mr. Collett following last months Parish Council meeting. At the June meeting the Parish Council had encouraged Mr. Collett's plans to set up an allotment association, but that it was for the allotment tenants to organise and not the Parish Council. Mr. Collett was now asking for the Parish Council to send letters to all allotment tenants announcing the formation of the allotment association. **It was resolved** that the Clerk contact Mr. Collett stating that the Parish Council would be happy to send out a letter to all allotment tenants regarding the formation of an allotment association and that all interested tenants should contact Mr. Collett. Approval of Mr. Collett's address being included in the letter should first be sought and agreed. Proposed Councillor Sheppard and seconded Councillor Lomas. **All agreed.** **Clerk**

The Clerk also informed the Parish Councillors that Mr. Collett was asking for the Parish Council to erect a notice board at both the Nibley Lane and Station Road allotments to aid future communication. **It was resolved** that the Parish Council would not pay for notice boards at the allotment sites. However if the newly formed allotment association wish to pay for and erect notice boards the Parish Council would give permission for this to be done. Proposed Councillor Sheppard and seconded Councillor Bellis. **All agreed.**

The Clerk also reported that she had been contacted by a couple of allotment tenants on Nibley Lane complaining that they had been deprived of water as another allotment tenant had clamped their hosepipe to the standpipe. Councillor Taylor had been monitoring the allotments but had to date not discovered any further abuse. **It was resolved** that the letter being sent to tenants regarding the formation of the allotment association, the Clerk will also include a paragraph informing the tenants that if further abuse of the water supply is discovered the supply will be withdrawn. The Clerk was also asked to inform the allotment tenants that the water will be turned off at the end of October and turned back on in March of each year. Proposed Councillor Sheppard and seconded Councillor Taylor. **All agreed.** Councillor Blanchard queried whether the turning off of the water supply would affect the cemetery supply. Councillor Taylor confirmed that the cemetery supply has a different stopcock. **Clerk**

Councillor Taylor requested that the Parish Council formally agree to a schedule in order to, once and for all clear the rubbish and access track at the top of the Nibley Lane allotments. There is now a considerable pile of rubbish making the area unsightly, which is just being added to. Councillor Taylor proposed clearing the track, finding a suitable membrane and then putting on a shingle topping. **It was resolved** that Councillors Sheppard, Taylor, Blanchard and Heal meet on Friday 22nd July 2011 at 5.30pm at the Nibley Lane allotments in order to discuss and put together a schedule of works. Proposed Councillor Taylor and seconded Councillor Sheppard. **All agreed.**

Councillor Taylor also reported that there is a large pile of stones on the allotment approximately 6 ft by 7 ft. This pile of stones will be investigated at the above mentioned meeting.

16-07-11 **VILLAGE GREEN**

The Clerk reported that she had emailed Lynne Tucker, Legal Executive at SGC in relation to updating the current bylaws. The current penalty of £2.00 for contravening any of the bylaws is not realistically worth enforcing. Unfortunately no further information had been received. **It was resolved** to postpone this agenda item until the September 2011 meeting; that the Clerk **Clerk** would circulate copies of the bylaws for the Parish Meadow in order that both the Village Green and Parish Meadow bylaws can be updated; the Clerk to investigate the cost of erecting a sign on the Village Green stating the bylaws. Proposed Councillor Blanchard and seconded Councillor Bellis. **All agreed.**

It was resolved that Mrs. Jastrzebska would be asked to paint the maypole. Proposed Councillor Sheppard and seconded Councillor Bellis. **All agreed.**

17-07-11 **PARISH MEADOW**

It was resolved that the Parish Council would refresh the climbing net playhouse with appropriate (health & safety approved) coloured wood stain. Mrs. Jastrzebska would be asked to undertake this work. **It was also resolved** **Clerk** that the Clerk would organise for the climbing frame ladder to be repaired and investigate some form of funding in order to install a slide. Proposed Councillor Sheppard and seconded Councillor Gawler. **All agreed.**

Further Councillor Blanchard proposed, and **it was resolved** that the Parish Council look into the possibility of doing something tangible in recognition of the Queen's Diamond Jubilee in 2012. Proposed Councillor Blanchard and **All** seconded Councillor Sheppard. **All agreed.**

Councillor Taylor highlighted the fact that the Parish Council has not properly maintained the borders of the Parish Meadow despite spending money to get these cleared a couple of years ago. Mr. and Mrs. Jastrzebska, who are currently carrying out clearance works in the Meadow, will continue to gradually work their way around the area. The Clerk has contacted SGC Environmental Officers who are happy to come out and have a look at the work the Parish Council wish to undertake in order to ascertain whether grant money is available. Councillor Blanchard asked that the Parish Councillors take a look at one of the verges as you approach Thornbury as this would be an ideal scenario for the Parish Meadow.

18-07-11 **TRAFFIC MANAGEMENT REVIEW**

Following the site meeting on 12th July 2011 with Peter Hart and Tracey Hamblett of SGC and the draft suggested proposals put forward by SGC, **it was resolved** that the Parish Council would ask for the following to be items to be adopted:-

- No Waiting white lines to be painted on the inside of the bend opposite the Nibley Lane junction.
- Extend the white lines to the 'give way' markings on the Nibley Lane junction (where the School Crossing Patrol is located).
- Investigate the possibility of raising the kerb between Dean Lodge and the Village Hall to a normal kerb height.
- New 'No Through Road' sign at the entrance to Park Street.
- New No Waiting white or pale yellow lines on either side of Park Street from the junction with the High Street extending approximately 10m in length (as far as, and including Puddle Cottage).
- New No Waiting pale yellow lines to cover the hammer head on the Village Green extending to the entrance of Acton House.
- New No Waiting pale yellow lines on the inside of the bend opposite the hammer head on the Village Green.
- Renew the white lines on the High Street junction opposite the White Hart.
- New No Waiting pale yellow lines on the Village Green from the junction with Latteridge Road extending up to and including the length of Bruin Cottage. (The resident of Bruin Cottage has asked for these restrictions as when cars are parked opposite his property there is a very narrow gap between the car and his house and his property is frequently being damaged).
- New No Waiting white or pale yellow lines at the Latteridge Road traffic lights.

The above were proposed by Councillor Sheppard and seconded by Councillor Gawler. **All agreed.**

The Clerk had circulated the email from SGC concerning the recently announced closure of Filton Airfield and the implications for the Core Strategy document. The Parish Council had been asked to complete five questions:-

Question 1:- Do you agree that the Core Strategy should take account of the impending closure of Filton Airfield. If not, why not? The Parish Council's response – Yes.

Question 2:- Which of the three options do you consider is the correct approach to take in the Core Strategy? If not of the options, what approach do you consider should be followed instead? Parish Council's response – Option 3.

Question 3:- With Option 3, do you agree that the detail of any development proposals should be set out in subsequent plans – namely the Sites, Policies and Places Development Plan Document and supporting Supplementary Planning Document – providing a further and more detailed opportunity for extensive community involvement in their preparation? If not, what approach do you consider should be followed instead? Parish Council's response – Yes.

Question 4:- Do you have any comments on the suggested policy and text wording and figure changes to the Core Strategy set out in Appendix 1? Parish Council's response – No.

Question 5:- Would you like to request to appear at the Examination in relation to any comments you submit on the Position Statement? Parish Council's response – No.

It was resolved that the Clerk submit the above answers to SGC accordingly. **Clerk** Proposed Councillor Sheppard and seconded Councillor Lomas. **All agreed.**

20-07-11 **TRAFFIC WAITING RESTRICTIONS**

The Clerk had circulated correspondence received from SGC concerning variations of the waiting restrictions in roads surrounding the SGC Badminton Road offices. **It was resolved** that as none of the roads were within Iron Acton Parish, the Parish Council would make no observations. Proposed Councillor Sheppard and seconded Councillor Gawler. **All agreed.**

21-07-11 **ACCOUNTS FOR PAYMENT**

Landscape Services	Grasscutting	£1,822.98
SGC	Uncontested Election Fee	£350.00
Ross Office Supplies	Stationery	£109.45
Treemendous Gardens	Deadwooding Alder – Parish Meadow	£200.00
Mr. R. Sheppard	Materials for Works in Parish	£112.90
Mrs. P. Evans	Clerks Salary, Stamps, Mileage,	£670.50
Mrs. A. Jastrzebska	Broadband	£505.60
	Works in Parish, Bus Shelter Cleaning	

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

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 15th August 2011 in the Marshall Rooms commencing at 7.30pm.

There being no further business, the meeting closed at 9.45 pm.

Signed: _____

Dated: _____

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
Monday 15th August 2011**

The Meeting of Iron Acton Parish Council was held in Iron Acton Parish Hall commencing at 7.30pm.

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

Action

PUBLIC PARTICIPATION

Two members of the public were present.

01-08-11 APOLOGIES FOR ABSENCE

Apologies from Councillors Tillotson, Heal, Huish, Pat and Dave Hockey.

02-08-11 DECLARATIONS OF INTEREST

No declarations of interest were received.

03-08-11 PLANNING APPLICATIONS

PK11/2128/F - Murray Hire Centres, Great Western Business Park, Armstrong Way, Yate – Installation of 156 no. solar panels to roof slope of south elevations. No objections.

PK11/2268/F - Land adjacent to Iron Dale House, High Street, Iron Acton – Demolition of existing garage and front wall to facilitate the erection of 1 no. detached dwelling and construction of new vehicular access with associated works. Amendment to previously approved scheme PK10/3274/F to increase ground floor area. No objections to the amendment, however the Parish Council to reiterate their original objections to the initial application.

PT11/2251/PNA - Dowells Farm, Patch Elm Lane, Rangeworthy – Prior Notification of the intention to erect an agricultural building for the storage of hay and machinery. (Adjoining Parish notification). No objections.

PK11/2543/TCA - Avenue House, High Street, Iron Acton – Works to remove 1 no. Sycamore tree in the Iron Acton Conservation Area. No objections.

04-08-11 ACCOUNTS FOR PAYMENT

Mrs. P. Evans	Clerks Salary, Broadband, Norton Anti Virus	£677.49
Mazars	Annual Audit Fee	£162.00
KN Office Supplies	Stationery – New colour printer, cartridges	£302.47
Mrs. A. Jastrzebska	Works Around Parish	£490.00
Mr. R. Sheppard	Materials – wood, fuel and anti-graffiti paint	£98.27

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

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Wednesday 21st September 2011 in the Marshall Rooms commencing at 7.30pm.

There being no further business, the meeting closed at 7.50 pm.

Signed:

Dated:

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
Monday 17th October 2011**

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), Miss. Blanchard, Mr. Tillotson, Mr. Heal, Mr. Huish, Mr. Taylor, Mr. Lomas, Mr. Gawler (Councillor and South Gloucestershire Council Representative), Mr. Dave Hockey (South Gloucestershire Council Representative) and Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

Councillor Huish proposed that Agenda Item 20 - Clerk's Contract of Employment & Job Description be treated as a Confidential Item. This proposal was seconded by Councillor Bellis. **All agreed.**

Four members of the public were present regarding the recent appearance of what appeared to be a Planning Application from Bloor Homes & Sydney Freed Holdings in connection with a proposed development of 350 houses and light industrial units for the North Road/Engine Common area. The Clerk had distributed to the Councillors a copy of a letter that had appeared on the SGC web site in connection with this application. The Clerk confirmed she had spoken to SGC Planning Department who has confirmed this was not an official planning application, just a letter from the developer to SGC asking whether an Environmental Impact Survey was required to be submitted.

Councillor Dave Hockey went on to say that developers across South Gloucestershire will be looking to maximise any development opportunities. The Inspector, who has been considering the core strategy has now written back to SGC requesting further information. Therefore the consultation date will probably be pushed back to some time in February 2012. Even though the original number of houses to be provided has been reduced, South Gloucestershire is still looking at providing somewhere in the region of 26,000 new homes. Even if the developer did put in a planning application, it would not be decided upon until after the Inspectors consultation.

Mr. Keenan expressed his appreciation to the Parish Council's for spending time listening to residents concerns.

01-10-11 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Pat Hockey.

02-10-11 DECLARATIONS OF INTEREST

Councillor Sheppard declared a personal and prejudicial interest in agenda item 9, in particular planning application number PK11/3085/RVC.

Councillor Blanchard declared a personal interest in agenda item 15, as she is an employee of Airbus.

Councillor Gawler declared a personal interest in agenda item 21, as he is a governor at North Road Primary School.

Councillor Tillotson declared a personal interest in agenda item 21, as he is a parent of a child at North Road Primary School.

Councillor Huish has sought advice from SGC Legal & Democratic Services, and drew the attention of the Parish Councillors to the Code of Conduct and in particular section 9 concerning the declaration of prejudicial interests in connection with the forthcoming agenda item 20.

Just prior to consideration of agenda item 21, Councillor Huish declared a personal interest as he is a member of the British Legion.

03-10-11 **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on Wednesday 21st September 2011 had been previously circulated. Councillor Bellis requested that it be noted in the minutes that he had left the meeting at 9.00pm. Subject to this inclusion, Councillor Sheppard proposed and Councillor Lomas seconded that these minutes be accepted and signed. **All agreed.**

04-10-11 **CHAIRMAN'S REPORT**

The Chairman reported that he had spent time in the Parish Meadow measuring the borders in preparation for the Working Party to develop a schedule of maintenance and planting. The stream is in need of clearing because of weeds, stones and silt. The Chairman estimated that it would take approximately 6-8 days to clear. The Chairman also reported that there is a stretch of approximately 20m of the stream retaining wall, on the bend behind the tennis courts that has been pulled into the stream. The border to the back of Sea Harvest is becoming overgrown with brambles again. The Chairman suggested that the Parish Council consider spraying the area with appropriate weed-killer and planting a European hedge-mix, as this is the right time of year. Councillor Heal pointed out to the Parish Council that it was illegal to spray within 4m of a watercourse, and in some cases 6m depending on the type of chemical used.

The Chairman and the Clerk had attended the Village Green on Monday 17th October 2011 following an alert from Councillor Taylor that electricity supply contractors were about to run a new electricity supply to Two Wheels across the Green. The Clerk had spoken to the contractors and told them that the Parish Council had not given permission for this work to go ahead as the company had not had the courtesy to contact the Parish Council, as the landowners. Therefore the contractor contacted SGC in order to obtain permission to lay the new supply along the access road. The Clerk had given permission for the contractor to lay protective wood on the Green in order for spoil to be placed there whilst the digging works were being undertaken. However the Clerk pointed out to the contractor that the area must be made good following completion of the works.

The Chairman informed the Parish Councillors that the Iron Acton Parish Charities Committee required a new treasurer/secretary. The Charities Committee meet approximately twice a year, and have to submit annual accounts.

05-10-11 **CLERK'S REPORT****Action from September Meeting**

06-09-11 - The National Planning Framework correspondence consultation ended on 16th September 2011.

07-09-11 - Holly Hill Gates - The Clerk has enquired of SGC and is awaiting a response. Following the Parish Council meeting, the Clerk noted that the gates remained closed for a number of days. However it has now been observed that they are being opened and remain open during the course of the day.

07-09-11 - Footpath along the Wotton Road between the Garden Centre and King Eggs has been reported to the PROW team.

08-09-11 - The Clerk is awaiting correspondence from alternative suppliers.

14-09-11 - The Clerk has written to Mrs. Taylor informing her of the appropriate fee and procedure.

16-09-11 - A draft letter is before the Parish Council for consideration under agenda item 14 of the October meeting.

17-09-11 - The Clerk has written to Acton Aid informing them that permission has been granted for the Proms in the Meadow event for 2012.

17-09-11 - The Clerk has written to Acton Aid informing them that permission has been granted for the annual 2011 Bonfire event.

17-09-11 - Further covered under agenda item 19 of the October 2011 meeting.

18-09-11 - A request has been sent to SGC asking that they deal with the matter of lorries parking on double yellow lines on the blocked off end of North Road.

19-09-11 - Covered under agenda item 15 of the October 2011 meeting.

22-09-11 - The permission has been returned to Zurich to use the Parish Councils quote.

Trees:- The Clerk has received two emails regarding problems with trees around the parish. The first issue lies with a Sycamore tree on the village green outside the Retreat. The resident of Park Cottage is complaining that the tree is interfering with the electricity cables. The second issue is with a dead Poplar to the side of the Dyers Pond. The resident is concerned that the tree could come down in high winds, as it is dead. The Clerk has asked Mr. Wright to have a look at the trees and provide a report.

Bus Service:- The Parish Council has been notified by SGC of various changes to bus services. None of the alterations affect services through the parish.

Cardboard Recycling Bags:- The news of the cardboard recycling bags has obvious spread through the parish with numerous parishioners calling to pick up a bag. Councillor Heal queried whether residents in Latteridge were aware of the new bags. The Clerk confirmed that notices had gone up on the notice boards and the web site and that an article would go in Focal Poyntz.

06-10-11 **SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT**

Councillor Gawler gave a verbal report in connection with a recent meeting with the National Grid Company regarding the Hinkley C Connection and Avonmouth Seabank. NGC advised that the Hinkley C Connection project will largely take care of future needs arising from the potential new build nuclear station at Oldbury. However, further restringing would be required, plus approximately 2km of new line in the vicinity of Oldbury and a new connection would be needed to go around the Iron Acton substation.

Councillor Gawler also reported that a site visit will take place on 11th November 2011 in connection with the Tanhouse Lane gypsy site planning application.

Finally, Councillor Gawler reported that North Road School now has a new roof and gas supply, although the supply is not yet connected even though the trench has been filled in. Therefore there is currently no heating in the school.

Councillor Dave Hockey reported that following the reorganisation of directorates, Steve Evans is now the Acting Director replacing Peter Jackson. SGC Appointments Panel will be meeting on Friday 21st October 2011 for formal interviews.

07-10-11 **PARISH COUNCILLOR'S REPORTS**

None received.

08-10-11 **FINANCIAL REPORT**

The Clerk reported balances as at 13th October 2011 of:-

National Westminster Current Account	£10,292.75
National Westminster Reserve Account	£160.76
National Savings Accounts	£16,498.38

The Clerk reported that the second instalment of the 2011/2012 Precept had been received into the bank account on 30th September 2011.

09-10-11 **PLANNING APPLICATIONS**

PK11/2922/CLP - Canary Cottage, Wotton Road, Iron Acton - Application for Certificate of Lawfulness for the proposed erection of a single storey front and rear extension to provide additional living accommodation. **To object** - overdevelopment of the site, detrimental visual impact and overdevelopment of the street scene. Further the Parish Council believe that a full planning application should be submitted as the property is within the Iron Acton Conservation Area.

PK11/2997/F - Park Cottage, The Green, Iron Acton - Erection of single storey rear extension to form additional living accommodation. **To object** - overdevelopment of the site; the proposed extension will encroach into what is believed by the Parish Council to be agricultural land that has been brought into residential curtilage.

PK11/3085/RVC - 204 North Road, Yate – Removal of condition 2 attached to planning permission PK11/2000/F to retain full Permitted Development Rights. Also variation of conditions 3, 6, 7 and 9 so that the conditions shall read – Prior to commencement of works of construction. Prior to leaving the room the Parish Councillors asked Councillor Sheppard if any further information was available in order for them to make an informed decision eg the decision notice for PK10/2000/F. As insufficient information was available, this application was not discussed, and Councillor Sheppard was not required to leave the room. **It was agreed** that the Clerk email Parish Councillors a copy of the decision notice for PK10/2000/F giving full details of conditions 2, 3, 6, 7 and 9 for them to formulate a response.

PK11/3223/F - 9 Broad Lane, Yate – Erection of 1 no. three bedroom dwelling with new access and associated works. **No objections**, however to request that the fascia of the development matches the existing and surrounding dwellings.

10-10-11 **PLANNING - CONSENTS**

- PK11/2571/RVC – 61 Waverley Road, Yate

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

None received.

12-10-11 **PLANNING – APPEALS**

None received.

13-10-11 **PLANNING – ENFORCEMENT**

None received.

14-10-11 **VILLAGE GREEN**

It was agreed that the draft letter to the owner of Two Wheels, as circulated by the Clerk to the Parish Councillors would be adopted with the addition of a 21 day response time and an additional copy to the builder. Proposed Councillor Sheppard and seconded by Councillor Blanchard. **All agreed.**

15-10-11 **SCG CONSULTATION – CLOSURE OF FILTON AIRFIELD**

It was agreed to respond to the three questions raised in the Consultee letter as follows:-

1. *Do you accept that the closure of Filton Airfield is the only realistic option?*

Response – Yes.

2. *If No to 1. Above, what would you suggest as a way to keep the Airfield viable? Do you have any information to support this?* Not applicable.

3. *If Yes to 1. Above, how do you think the Airfield should be reused/re-developed? What would you wish to see included in the redevelopment?*

Housing, sports facilities, employment opportunities, reserve the station land for use as a station.

Proposed Councillor Sheppard and seconded by Councillor Lomas. **All agreed.**

16-10-11 **TRAFFIC MANAGEMENT REVIEW**

The Clerk had previously circulated drawing T418-124-1200 prepared by SGC in connection with Proposed No Waiting at Any Time Restrictions. **It was agreed** that the following amendments would be notified to SGC:-

- Detail “B” drawing – to extend the ‘No Waiting At Any Time’ Restrictions around both corners of the Park Street/High Street junction; and to finish the ‘No Waiting At Any Time’ Restrictions at the end of the Clove Hitch on Park Street.
- Detail “C” drawing – to extend the ‘No Waiting At Any Time’ Restrictions beyond the ‘Give Way’ markings to include the front of 2 Prospect Cottages.

Proposed Councillor Sheppard and seconded Councillor Taylor. **All agreed.**

17-10-11 **ANNUAL GRASSCUTTING TENDER**

It was agreed to circulate tender documentation to the same contractors as for 2011, plus Mr. A. Long who had expressed an interest in tendering for the forthcoming contract. **It was further agreed** that the Parish Council would also request sight of relevant public liability certificates and an inspection of the contractor’s equipment, and enter into a formal contract with the successful tenderers. Councillor Tillotson provided the Clerk with information regarding the drawing up of a Landscape Maintenance Works Contract. Proposed Councillor Bellis and seconded Councillor Blanchard. **All agreed.**

18-10-11 **NORTH ROAD**

It was agreed to write to SGC to remind them of the Parish Council’s previous complaints regarding the dangerous pothole in the pavement on the west side of North Road; to again point out the location (that being at the entrance to the storage yard which is adjacent to 199 North Road; to point out that the pothole is an immediate danger to pedestrians. Proposed Councillor Lomas and seconded by Councillor Blanchard. **All agreed.**

19-10-11 **PARISH MEADOW**

It was resolved that the Parish Council would form a working party consisting of Councillors Sheppard, Blanchard, Heal, Huish and Tillotson. The working party would progress plans to produce a Schedule of Maintenance and Works for the Parish Meadow as well as investigate grant opportunities. Proposed Councillor Sheppard and seconded Councillor Blanchard. **All agreed.** The first meeting of the working party would take place on Friday 21st October 2011 at 4.00pm in the Parish Meadow.

20-10-11 CLERK'S CONTRACT OF EMPLOYMENT

This matter had been requested to be treated as Confidential and is therefore minuted under separate confidential cover. Refer to Public Participation and the request from Councillor Huish, seconded by Councillor Bellis. **All agreed.**

21-10-11 REQUESTS FOR FINANCIAL ASSISTANCE

The Parish Council had received a request for financial assistance from North Road School in connection with decorating the school following extensive building works. The Clerk informed the Parish Councillors that to date, the £1,000 budgeted for 2011/2012 had not been touched. Councillor Heal proposed a donation of £1,000, however there was no seconder. Councillor Sheppard therefore proposed a donation of £500 which was seconded by Councillor Huish. **All agreed.** Councillors Gawler and Tillotson took no part in the decision process.

The Clerk informed the Parish Council that a request for a donation had been received from the British Legion Poppy Appeal. Last year the Parish Council donated £250. Councillor Sheppard proposed a donation of £250, which was seconded by Councillor Bellis. **All agreed.** Councillor Huish took no part in the decision process.

22-10-11 ACCOUNTS FOR PAYMENT

Mrs. P. Evans	Clerks Salary	£594.51
Mr. A. Herbert	Village Green Sign	£60.00
Iron Acton PCC	Room Hire	£15.00
Landscape Services	Grasscutting	£729.19
SGC	Room Hire	£25.00
Mrs. A. Jastrzebska	Works in Parish Meadow	£68.00

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

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 21st November 2011 in Iron Acton Parish Hall commencing at 7.30pm.

There being no further business, the meeting closed at 10.05 pm.

Signed: _____

Dated: _____

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
Friday 28th October 2011**

The Meeting of Iron Acton Parish Council was held in Iron Acton Parish Hall commencing at 5.00pm.

Present:- Mr. Sheppard (Chairman), Mr. Bellis (Vice Chairman), Miss. Blanchard, Mr. Tillotson, Mr. Huish, Mr. Taylor, Mr. Lomas, Mr. Gawler (Councillor and South Gloucestershire Council Representative), and Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

Three members of the public were present.

Councillor Sheppard addressed the Parish Councillors in connection with application PK11/3085/RVC. Councillor Sheppard explained the reason behind requesting the revocation of Condition 2 attached to planning application PK10/2000/F withdrawing Permitted Development Rights for the new dwelling. The original dwelling had enjoyed Permitted Development Rights since 1948 which had not been used. The Parish Council had not raised any objections to the PK10/2000/F application. The new house recently built adjacent to 306 North Road had not had Permitted Development Rights withdrawn. Councillor Sheppard said that he had seven letters of support in connection with PK11/3085/RVC. Councillor Sheppard said that he had spoken to the planning officer to request that a very personal and derogatory consultation response be removed from the web site. During that conversation the planning officer had mentioned that Councillor Tillotson had contacted him seeking guidance in connection with PK11/3085/RVC. Councillor Sheppard queried why Councillor Tillotson had not directed his queries through the Clerk. Councillor Tillotson responded that he wanted to fully understand and comprehend the implications and actual process of the application before the Parish Council. Councillor Bellis then asked the Parish Councillors if they had any further questions of Councillor Sheppard, but none were raised.

01-10-11P APOLOGIES FOR ABSENCE

Apologies were received from Councillor Heal.

02-10-11P DECLARATIONS OF INTEREST

Councillor Sheppard declared a personal and prejudicial interest in Agenda Item 3.

03-10-11 PLANNING - NEW APPLICATIONS/PRIOR NOTIFICATIONS/TREE WORKS

PK11/3085/RVC - 204 North Road, Yate – Removal of Condition 2 attached to planning permission PK11/2000/F to retain full Permitted Development Rights. Also variation of conditions 3, 6, 7 and 9 so that the conditions shall read – Prior to commencement of works of construction.

Councillor Sheppard stepped down as Chairman and left the meeting room. Councillor Bellis took the Chair for this part of the meeting.

Councillor Gawler addressed the Parish Councillors and commented that this was purely a technical issue and there was absolutely no need for the Parish Council to make a response. This was not a full planning application simply a revocation and rewording of conditions attached to a previous planning application, and would be something that the planning officer would decide upon. Councillor Gawler went on to say that as far as Condition 2 of PK10/2000/F is concerned the planning officer was of the opinion that the new dwelling had already used up the Permitted Development Rights of the previous cottage as it is larger than the original. As far as the rewording of Conditions 3, 6, 7 and 9 were concerned this was to facilitate the demolition of the old cottage. Demolition of the cottage would be considered as commencing the 'development'. The applicant was therefore requesting the alteration of the wording of the condition from 'development' to 'construction'. The applicant would still be required to fulfil the obligations of the four conditions eg provide drainage details, samples of roof tiles, samples of stonework and a Coal Mining Report. Councillor Gawler therefore proposed that the Parish Council object to the removal of Condition 2 and have no objections to the variation of Conditions 3, 6, 7 and 9. This proposal was seconded by Councillor Lomas. **All agreed.**

Just prior to the closing of the meeting, Councillor Huish requested that a point of order be investigated. Councillor Huish was of the opinion that the legality of this meeting may be in question as according to the Parish Council's Standing Orders 1b, three clear days between issuing the Summons and the taking place of the meeting had not been observed. Therefore the decision reached by the Parish Council may not be applicable. Councillor Bellis queried why Councillor Huish had waited until the end of the meeting to state this fact as the most appropriate time to have mentioned this would have been at the beginning of the meeting. Councillor Huish responded that he had only discovered this point of order just prior to attending the meeting. Councillor Bellis requested the Clerk to check in the reference books present at the meeting. The Clerk responded to the Parish Council that according to the Local Government Act 1972 Sch. 12 paragraph 10 the wording states "three clear days" and does not mention whether to include the date of issue. However, if the Parish Council's standing orders state as much, then that is the procedure that should be followed and acknowledged that an inaccuracy had occurred.

Councillor Bellis proposed that the meeting be minuted and allowed to stand, acknowledging that the notice of the meeting was deficient by one day, and therefore could be subject to a challenge. Should a challenge be received then the matter should be referred to ALCA for advice. This was seconded by Councillor Gawler. **All agreed.**

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 21st November 2011 in Iron Acton Parish Hall commencing at 7.30pm.

There being no further business, the meeting closed at 5.40 pm.

Signed: _____

Dated: _____

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
Monday 21st November 2011**

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. Gawler (Parish Councillor & South Gloucestershire Councillor), Mr. Taylor, Ms. Blanchard, Mr. Heal, Mr. Huish, Mr. Tillotson, Mr. Lomas, Mr. Hockey (South Gloucestershire Council) and Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

Fourteen members of the public were present, and the Chairman welcomed them to the meeting.

Mrs. Porter-Smith addressed the Parish Council to express her surprise to hear about the Traffic Management Review. Four cottages on the Village Green had not been notified by SGC and Mrs. Porter-Smith could not understand why the Village Green had been included as the original problem had been on the High Street because of the withdrawal of the bus service. On the whole the village polices itself rather well and Mrs. Porter-Smith believes the proposal is unnecessary.

Mr. Peter Barker addressed the Parish Council on behalf of the Latteridge Road Action Group (LRAG) and the consultation on the proposed speed limit reduction along Latteridge Road. Speeding is rife along Latteridge Road and residents suffer noise nuisance and sleep deprivation. The noise levels exceed EU limits and that experienced by residents living near Heathrow airport. There are fumes and dust problems, and the Police insist that the road is too dangerous for a speed check to be undertaken. LRAG are also campaigning for the speed limit reduction to be extended along Latteridge Hill, through Earthcott and on to Rudgeway. Mr. Barker requested the Parish Councils support for the reduction in speed limits along Latteridge Road, as per the consultation plans.

Mr. Kennett addressed the Parish Council in connection with the Nibley Lane allotments and expressed his concern about two plots that had not been tended. Mr. Kennett is aware that there is a long waiting list and felt that if tenants did not keep their plots tidy then they should be asked to relinquish them. Mr. Kennett's comments were noted.

In connection with Agenda Item 3 – Approval of the Minutes of 17th October 2011 – Confidential, and Agenda Item 19 – Clerk's Contract of Employment, Councillor Sheppard proposed that these items be treated as Confidential. This proposal was seconded by Councillor Bellis. **All agreed.**

01-11-11 APOLOGIES FOR ABSENCE

Apologies were received from Mrs. Pat Hockey

02-11-11 DECLARATIONS OF INTEREST

Councillor Blanchard declared a personal interest in Agenda item 17, as she is a member of the Latteridge Road Action Group.

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

The minutes of the meeting held on 17th October 2011 (excluding the confidential item) had been previously circulated. These were proposed by Councillor Bellis and seconded by Councillor Gawler. **All agreed.**

The Minutes of the meeting held on 28th October 2011 had been previously circulated. These were proposed by Councillor Lomas and seconded by Councillor Tillotson. **All agreed.**

The approval of the Confidential Minute of the meeting held on 17th October 2011 was deferred until immediately prior to Agenda Item 19 for expediency.

04-11-11 **CHAIRMAN'S REPORT**

Village Green - The Chairman read out an email received from Ms. Emma Maggs owner of Two Wheels responding to the Parish Council's letter of 25th October 2011 regarding works that are being carried out on registered village green. Ms. Maggs acknowledged that the area to the front of the reinstated cottage now known as 'Penny Farthing' was village green. Ms. Maggs also requested retrospective permission from the Parish Council for the erection of the canopy over the front door of Penny Farthing that overhangs village green. Further Ms. Maggs is considering removing the enclosed porch to the front of Two Wheels and replacing with a canopy the same as on Penny Farthing. Ms. Maggs asked for the Parish Council's opinion. **It was resolved** that these two matters be placed on the December agenda for the Parish Council's formal response.

Traffic Management Review - The email received from Mr. Patrick Murphy, a resident of the Village Green had been circulated to all Parish Councillors. Mr. Murphy's comments were noted.

Cemetery Rubbish - This was discussed under Agenda item 15.

Parish Meadow - The Chairman has met with Mr. Mark Williams from Landscape Services regarding the planting of a native hedge opposite Sea Harvest. Landscape Services recommend that the area be strimmed, the debris taken away and the area sprayed with a selective weed killer appropriate for that type of environment. Landscape Services are well versed in undertaking this type of sensitive spraying. The spraying needs to be done when it is dry and they are happy to do the work at short notice. Landscape Services recommended a mixture of Hawthorn, Beech, Yew and Hornbeam which would cost in the region of £1.00 per whip together with a rabbit guard. Mr. Williams will be preparing an estimate and forwarding to the Chairman.

Mr. and Mrs. Jastrzebska are continuing to clear the stream of weeds and debris. The debris is being cleared from the stream and left on the side for a day or so in order for invertebrates to return to the stream. The Chairman has kept Councillors Heal and Tillotson up to date. **It was resolved** to purchase a pair of waders, spending up to a maximum of £50.00. Proposed Councillor Sheppard and seconded Councillor Bellis. **All agreed.**

Whilst in the Meadow the Chairman noted that there is a problem with mole hills.

Further works to the Parish Meadow covered under Agenda Item 14.

Bus Shelter, North Road - The Chairman and Councillor Tillotson had investigated the complaint received regarding the leaning bus shelter on North Road next to the Codrington Arms. The Chairman and Councillor Tillotson had met with Mr. John Lewis of SGC on 17th November. Mr. Lewis confirmed that the shelter was not the responsibility of SGC, but was willing to offer advice. Mr. Lewis further confirmed that should SGC carry out any structural work this would be rechargeable to the Parish Council. The Chairman asked Mr. Lewis if SGC would fund a new bus shelter, however Mr. Lewis advised that as their budget is very tight they are only able to fund shelters on major bus routes. Mr. Lewis offered to ask Mr. Mike Johnson, a senior engineer within the Bridges and Structures section of SGC to inspect the shelter and offer advice. Mr. Johnson attended the shelter and his observations were that the above ground structure was sound and that the angle of lean was not currently any cause for concern. Mr. Johnson was concerned that the ponding of water in front of the bench could be a slip hazard if frozen, and this should be addressed by re-grading the floor screen. He also advised that the structure should be regularly monitored over the next 12-18 months to assess whether the shelter is continuing to move. Councillor Tillotson had calculated that the shelter currently leans at an angle of 3°. Councillor Tillotson is willing to continue to take monthly readings. Mr. Johnson recommended that if the shelter is found to still be moving, that the

05-11-11 **CLERK'S REPORT**

Action from Previous Meeting

07-09-11 – Holly Hill Gates – The Clerk has spoken with Peter Hart at SGC. Mr. Hart has confirmed that the public highway stops at the gate (going up Holly Hill towards the bypass), and the land in between the gates is private land belonging to the farmer. It is up to the farmer as to whether he is happy for the gates to be open, thereby allowing traffic to cross his land.

14-10-11 – Village Green – The Clerk has sent the letter, approved by the Parish Council to the owner of Two Wheels, Ms. Maggs as well as a copy to SGC and the builder. Mr. Maggs has contacted the Clerk requesting a meeting on site. The Clerk referred Mr. Maggs enquiry to the Chairman, who suggested that Mr. Maggs attend the next Parish Council meeting. The Clerk received a telephone call from Mr. Maggs confirming that he would be attending. In connection with the email from Ms. Emma Maggs, read out by the Chairman under Chairman's Report, the Clerk was requested to place this item on the December 2011 agenda.

Clerk

17-10-11 – Annual Grasscutting Tender – Letters have been prepared and sent to the various tendering organisations. The Clerk has also read through the JCLI Landscape Maintenance Works Contract information supplied by Councillor Tillotson.

18-10-11 – North Road – The Clerk has written to SGC regarding the pothole. SGC has confirmed that it would be attended to within 10 working days.

Land at Dyers Lane/Mission Road – Proposed Development:- Reference the proposed development of houses and light industrial units, the Clerk previously reported that a Screening Application has been made to SGC by the developer, Sidney Freed Holdings. The application to SGC asked whether an Environment Impact Survey was required to be submitted alongside the application. SGC has confirmed in their letter of 9th November 2011 (attached) that an Environmental Impact Survey is not required for the proposed development. It should be noted that the description of the proposed development now gives two options. Option 1 – approximately 350 new homes, 2 ha of employment (B1 or B8 use classes), new access roads from North Road and Iron Acton Way, open space and associated works, or Option 2 – approximately 280 new homes, 4 ha of employment (B1 or B8 Use Classes) new access roads from North Road and Iron Acton Way, open space and associated works.

Traffic Management Review:- Following the Parish Council meeting in October, the Clerk attended Badminton Road offices to speak with Peter Hart, as it was simpler to explain the Parish Council's alterations in person rather than via an email.

An email has been received by the Clerk from Mr. Patrick Murphy in connection with the Traffic Management Review. A copy had been circulated to all Parish Councillors by the Clerk.

South Gloucestershire Council – Budget Consultation:- SGC is consulting council tax payers before agreeing its budget and council tax. A series of road shows has been arranged across South Gloucestershire. SGC have requested that their advertising poster be displayed as widely as possible. The Clerk has placed a poster in the High Street and North Road notice boards, as well as the web site and circulated to the Parishioner Information Email list.

Parish Meadow:- On Thursday 27th October 2011, the Clerk received a telephone call from a resident reporting an incident of fly-tipping just inside the gate off Park Street. The Clerk attended the Meadow and found a deposit of conifer tree cuttings, tin cans and a small amount of general rubbish. Photographs were taken. The Clerk therefore purchased a new combination padlock and secured the gate. A further three telephone calls were received from residents walking through the Meadow concerning this. On Friday 4th November 2011, the Clerk sent an email to four members of Acton Aid informing them that a new padlock

06-11-11 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT

Councillor Gawler reported that the Tanhouse Lane Gypsy & Traveller Site planning application may be up before Committee this week, 24th November 2011. However the application may be deferred. Deferring the application could cause problems as a number of people have expressed a wish to address the Committee. There are a great many questions to be answered and issues to be resolved. The application is suggested for refusal on highways issues and is also subject to a flood report. It is critical that reasons for refusal are robust particularly if the applicant wishes to appeal to the Secretary of State. Councillor Gawler acknowledged that the application site is within Rangeworthy parish, but it may have consequences on Iron Acton Parish.

Councillor Hockey addressed the Parish Council regarding the Localism Bill which became an Act on Wednesday last week, 16th November 2011. The Localism Bill dramatically extends the power delegated to Parish Councils. Councillor Hockey informed the Parish Council that there will be a presentation on this subject in SGC Kingswood Chambers on 6th December 2011. Councillor Bellis expressed an interest to attend and Councillor Blanchard requested a copy of any handouts/information.

07-11-11 PARISH COUNCILLOR'S REPORTS

Councillor Lomas reported that the pothole on the west side, adjacent to 199 North Road had been repaired.

08-11-11 FINANCIAL REPORT

The Clerk reported balances as at 15th November 2011 of:-

National Westminster Current Account	£8,801.05
National Westminster Reserve Account	£160.76
National Savings Accounts	£16,498.38

It was agreed that the Parish Council reserve funds would remain in the National Savings Accounts (NS&I). Proposed by Councillor Sheppard and seconded by Councillor Huish. **All agreed.**

09-11-11 PLANNING APPLICATIONS

PK11/2801/F - Berkeley Cottage, Yate Road, Iron Acton - Erection of front boundary gates. Councillor Bellis proposed no objections and Councillor Blanchard seconded. **All agreed.** However **it was resolved** to respond that the Parish Council had concerns about the visibility of the access to the public footpath which runs through the property.

PK11/3132/F - Unit 15 Falcons Gate, Dean Road, Yate - Installation of 16 no. PV solar panels to roof of south elevation. Councillor Bellis proposed no objections and Councillor Lomas seconded. **All agreed.**

PK11/3393/F - Westview Cottage, 17 Engine Common Lane, Yate, Bristol - Erection of single storey side extension and rear conservatory to existing detached garage to facilitate conversion to residential annexe ancillary to main dwelling. Councillor Bellis proposed no objections and Councillor Sheppard seconded. **All agreed.** However **it was resolved** to comment that the proposed development was not considered "ancillary" to the main dwelling.

- PK11/3393/F - 51-61 Beeches Industrial Estate, Waverley Road, Yate - Change of use of Units 51-60 from (Class B1, B2, B8) to mixed use (Class A1) Trade Counter and (Class B1, B2, B8) Industrial as defined in Town & Country Planning (Use Classes) Order 1987 (as amended). External alterations to include replacement roof covering, cladding and installation of replacement doors and windows to front elevation. Alteration of existing off road parking to create 12 no. additional parking spaces with associated works. Councillor Bellis proposed no objections and Councillor Lomas seconded. **All agreed.**
- PK11/3360/ADV - 51-61 Beeches Industrial Estate, Waverley Road, Yate - Display of 10 no. non-illuminated fascia signs and 1 no. non-illuminated freestanding sign. Councillor Bellis proposed no objections and Councillor Lomas seconded. **All agreed.**
- PK11/3513/F - The Hollies, High Street, Iron Acton - Erection of first floor side extension to form additional living accommodation. Councillor Bellis proposed no objections and Councillor Gawler seconded. **All agreed.**
- PT11/3560/F - Laurel Cottage, Earthcott Green, Alveston - Erection of two storey side extension and rear conservatory to form additional living accommodation. *Notification of adjoining Parish application.* Councillor Bellis proposed no comments as the application is outside Iron Acton Parish and Councillor Huish seconded. **All agreed.**

10-11-11 PLANNING - CONSENTS

- PK11/2737/F - Laddenside Farm, Bristol Road
- PK11/2680/F - Rock View, Engine Common Lane, Yate

11-11-11 PLANNING REFUSALS/WITHDRAWALS

- PK11/2997/F - Park Cottage, The Green, Iron Acton (withdrawn)

12-11-11 PLANNING - APPEALS

None received.

13-11-11 PLANNING - ENFORCEMENT

None received.

14-11-11 PARISH MEADOW

Councillor Blanchard reported on behalf of the Parish Meadow Working Party who had met on 21st October 2011 in the Meadow. Comments and suggestions had been raised as the Working Party walked around the Meadow. The Working Party have thought of a two-tier plan, with the first tier being a plan of works up to 24 months and the second tier being a longer term plan of possibly up to 10 years. The Working Party felt that the Meadow ought to be developed into a more interesting place to visit with more diverse planting and a more interesting place to play. In order to do this it was felt that there was a need to approach and involve people who could provide better expertise and advice. To this end, Mrs. Jo Wright and Mr. Barrie Wright had been approached and both had said they were happy to be involved. Councillor LB
Blanchard will arrange for the Working Party to convene a second meeting in order to develop plans further, and be in a position to report back to the Parish Council at the next meeting. Councillor Taylor requested that delegated authority be given to the Working Party to cost and seek tenders for works to go ahead. **It was resolved** that Mrs. Jo Wright and Mr. Barrie Wright be appointed to the Working Party, and that the Parish Meadow Working Party be designated as a Committee of the full Parish Council and be authorised to spend monies from the Parish Meadow budget available for this financial year. Clerk
Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.**

It was resolved that Mr. and Mrs. Jastrzebska carry on with work to clear the stream of weeds and debris. Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.**

15-11-11 ALLOTMENTS

Councillor Heal updated the Parish Council regarding progress of clearance works along the wall. Once the pile of rubbish has been cleared, it was felt that additional allotments could be created running along the wall. However some allotment tenants have placed their sheds beyond their allotment boundary. In connection with the pile of rubbish, Councillor Sheppard said that he had spoken to a local contractor who may be able to take the rubbish away using a six-wheeled lorry and 'grab', but would depend on whether the lorry could gain access to the allotments. This may mean that the gate post would have to be removed temporarily. The cost of the lorry was in the region of £150-£200. Once the rubbish had been cleared, it was acknowledged that the Parish Council would have to move quickly in order to stop more rubbish being dumped. **It was resolved** that once the rubbish had been removed, the area running along the wall would be marked out with stakes and tape, and allotment holders notified that their sheds needed to be moved. Proposed Councillor Heal and seconded Councillor Sheppard. **All agreed.** Councillor Sheppard will keep Councillors up to date regarding disposal of the rubbish.

16-11-11 WORKS TO TREES

Dyers Pond Willow – This tree was reported by Mr. and Mrs. Gingell as dead, and in danger of falling. Mr. Wright has undertaken an inspection and recommended reducing the tree to a height of 4m and leaving the trunk in situ. This would be ecologically friendly as it would encourage beetles and such insects and thereby attract different species such as woodpeckers who would feed on the beetles and insects. **It was agreed** to accept Mr. Wright's recommendations. Proposed Councillor Bellis and seconded by Councillor Huish. **All agreed.**

Village Green Maple – This tree was reported by Mr. and Mrs. Mora as being in danger of falling as the trunk had split. The canopy of the tree was also interfering with electricity cables. Mr. Wright has undertaken an inspection of the tree, and confirmed that the trunk has not split, but is in fact two individual trunks growing together. The tree is not in danger of falling however there is an inherent weakness as it is two separate trunks. Mr. Wright has suggested three options – 1) to reduce the canopy by 30%; 2) pollard the tree and continue to pollard every 3/4 years; 3) fell the tree completely. Obviously as the tree is within the Conservation Area the appropriate permission would be required. **It was agreed** to reduce the underneath of the canopy by 30%. Proposed Councillor Heal and seconded Councillor Bellis. **All agreed**

On the subject of trees on the village green, Councillor Bellis proposed and Councillor Sheppard seconded that Mr. Wright be asked to take a look at the trees at the bottom end of the green by the Latteridge Road traffic lights on either side of the pavement. The trees in questions are overgrowing the footpath. **All agreed.**

Clerk

The Clerk will investigate costs for the above works together with the appropriate tree works application form as the Maple on the Village Green is within the Conservation Area.

17-11-11 LATTERIDGE ROAD

Speed Reduction Consultation - The Clerk had previously circulated to Parish Councillors the information in connection with the SGC Consultation on Speed Limit Reductions on the Latteridge B4059 and Yate B4059, together with an email and photographs from Mr. Barker, Chairman of the Latteridge Road Action Group.

Following discussion **it was agreed** that Iron Acton Parish Council would strongly support the proposed speed limit reductions along the Latteridge B4059 as indicated on drawing T418-128-01 supplied by SGC. Proposed Councillor Bellis and seconded Councillor Blanchard. **All agreed.**

Clerk

Following further discussion, **it was agreed** to request that SGC give consideration to extending the 30mph speed limit out of Latteridge as the road continues up the hill as far as the lay-by just before entering Earthcott as the road is fairly narrow. Iron Acton Parish Council acknowledged that this stretch of road was outside the parish. Proposed Councillor Gawler and seconded Councillor Sheppard. **All agreed.**

Clerk

It was agreed to support the proposed speed limit reductions along the Yate B4059 as indicated on drawing T418-128-02 supplied by SGC. Proposed Councillor Bellis and seconded Councillor Sheppard. **All agreed.**

Clerk

Latteridge Road Lay-By – **It was resolved** that the Parish Council will write to SGC to request that the lay-by on the Latteridge Road, just past Bow Bridge, be resurfaced as it is potholed and in a very poor state. Proposed Councillor Bellis and seconded Councillor Blanchard. **All agreed.**

Clerk

18-11-11 SOUTH GLOUCESTERSHIRE COUNCIL - ELECTRONIC PLANNING PILOT CONSULTATION

The Clerk explained to the Parish Councillors that Iron Acton Parish Council and a number of other Parish Councils had been invited to take part in a pilot consultation in connection with planning application responses. The usual process has been for the Parish Council to receive paper copies of planning applications appertaining to Iron Acton Parish and to duly respond via email. This pilot involved two groups – Group 1 would be consulted via the new electronic SGC Consultee Access, but still have paper plans and documents forwarded in the post in the usual way. Group 2 would be consulted via the electronic SGC Consultee Access only. SGC have requested each Parish Council to nominate which Group they would like to participate in. **It was resolved** that Iron Acton Parish Council would participate in Group 1, and take whatever reasonable steps are required to ensure that the Parish Council can adequately view the plans. Proposed Councillor Bellis and seconded by Councillor Taylor. **All agreed.** The Clerk was instructed to inform SGC accordingly. **Clerk**

19-11-11 CLERK'S CONTRACT OF EMPLOYMENT - CONFIDENTIAL

This matter had been requested to be treated as Confidential and is therefore minuted under separate confidential cover. Refer to Public Participation and the request from Councillor Sheppard, seconded by Councillor Bellis. **All agreed.** Prior to the meeting moving into Confidential discussion, a member of the public enquired of the Parish Councillors as to why this subject was being treated as confidential. The Chairman responded that the discussions involved personal details of an employee.

20-11-11 REQUESTS FOR FINANCIAL ASSISTANCE

The Clerk reported that requests for financial assistance had been received from County Air Ambulance Trust and Yate Heritage Centre. **It was resolved** to defer these requests under the January 2012 meeting.

21-11-11 ACCOUNTS FOR PAYMENT

North Road Primary	Donation	£500.00
School	Donation	£250.00
Poppy Appeal	Dog Bin Collection	£215.42
South Glos Council	Stationery	£14.94
KN Office Supplies	Grasscutting	£729.19
Landscape Services	Clerk's Salary, Broadband, Mileage,	£813.92
Mrs. P. Evans	Telephone Bills, Stationery, Padlock	
	Works in Parish Meadow, sweeping	£403.00
Mrs. A. Jastrzebska	Cemetery Footpath, Bus Shelter	
	Cleaning (6 months).	
	Room Hire	£15.00
Iron Acton PCC		

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

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 12th December 2011 in Marshall Rooms commencing at 7.30pm.

There being no further business, the meeting closed at 10.10 pm.

Signed:

Dated:

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
Monday 12th December 2011**

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. Gawler (Parish Councillor & South Gloucestershire Councillor), Mr. Taylor, Ms. Blanchard, Mr. Heal, Mr. Huish, Mr. Tillotson, Mr. Lomas, Mr. Hockey (South Gloucestershire Council) and Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

Five members of the public were present. Mr. Murphy, Mrs. Sheppard, Mr. Kennett, Mr. Evans, Mr. Collett, Mr. Hatherell and Mr. Walters.

Mr. Kennett addressed the Parish Council and wished to express his thanks to the Chairman, Clerk and a couple of other Councillors for the time they had spent on the Nibley Lane allotments over the past couple of weeks. Mr. Kennett also expressed his misgivings about the Parish Council's proposal to create some new allotments running along the cemetery wall where all of the rubbish and brambles had been cleared away. Mr. Kennett did not think this would be a very good idea and suggested that the Parish Council should not proceed. He felt that now the area had been cleared, allotment holders would be happy to keep it clear. Mr. Kennett would also be grateful if the Parish Council would pass on any vacant and unattended allotments as quickly as possible. Finally, Mr. Kennett said that in the long term the Parish Council may have to think about obtaining some more land, particularly if the proposed 350 house development in the Engine Common area went ahead.

Mr. Collett was interested to hear the Parish Council's plans for the Nibley Lane allotments, in particular the area that had just been cleared. The Chairman reported that this was the time of year to get the clearance works done and now that it had been completed the main thing to do was to stop people putting rubbish back there. The Chairman also said that this item was on the agenda to be discussed later in the meeting.

Mr. Murphy was attending the meeting as he was interested to hear the Parish Council's discussion on the proposed Traffic Management Review. Unfortunately Mr. Murphy's wife was unable to attend as her car was currently being towed away as the alarm would not stop.

Mr. Hatherell was attending the meeting in connection with the proposed Traffic Management Review and was concerned that even though the proposed pale yellow lines were in front of his house, he had not been consulted by South Gloucestershire Council. Councillor Heal suggested that the Parish Council make plans to hold a separate meeting where Mr. Peter Hart could attend, and the plans could be laid out on the table and parishioners invited so that they could see for themselves. The Clerk was asked to write to Mr. Hart to see if this was possible to organise. The Chairman asked the Clerk to relay the history behind why the Traffic Management Review had been organised. The Clerk also confirmed that Mr. Hatherell had been consulted, according to the list of addresses supplied by SGC. Mr. Hatherell was concerned that the proposed pale yellow lines would only push the parking problem to other areas in the village.

Clerk

Mr. Walters, Mr. Evans and Mrs. Sheppard confirmed that they were attending the meeting to observe procedures.

Apologies were received from Mrs. Pat Hockey. Councillor Heal apologised that he would have to leave the meeting early.

02-12-11 DECLARATIONS OF INTEREST

Councillor Sheppard wished to declare a personal interest in agenda items 15 and 16, as Mr. and Mrs. Jastrzebska undertake gardening work for him.

03-12-11 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 21st November 2011 had been previously circulated. Councillor Gawler requested that in minute 06-11-11, the sentence beginning "One issue" be deleted. Subject to this amendment the minutes were accepted and approved. Proposed Councillor Taylor and seconded Councillor Gawler. **All agreed.**

The confidential minute of the meeting held on 21st November 2011 had been previously circulated. Councillor Taylor proposed and Councillor Sheppard seconded that these minutes be accepted and approved. **All agreed.**

Councillor Bellis proposed that on a point of order, now the confidential minutes have been approved, that the contents of the discussions and decisions be placed in the public domain. This proposal was seconded by Councillor Sheppard. **All agreed.**

04-12-11 CHAIRMAN'S REPORT

Nibley Lane Allotments - This will be covered separately under Agenda Item 16.

Parish Meadows - This will be covered separately under Agenda Item 15

Cemetery - Councillor Taylor had reported to the Chairman that the wall separating the allotments and cemetery was leaning badly with the potential for one of the coping stones to fall onto one of the children's graves. The Chairman immediately asked Mr. Jastrzebska to make good the wall as best he could and secure the coping stone in place. On visual inspection of the condition of the wall by Councillors Taylor, Lomas and the Chairman, the wall is in need of further attention to make safe. This is possibly something that the Parish Council might like to consider.

Village Green - The Chairman has made various visits to the village green to sort out problems of lorries and cars not being able to access the road around the Green due to inconsiderate parking and workman's vans. On each visit the particular problem was sorted, however the next day the same problem occurred. In fact the Chairman witnessed someone driving straight across the Village Green in a 4x4! Also, some of the granite edging stones have worked loose.

It was reported to the Clerk by Councillor Heal that a car was parked on the Village Green (outside of Rose Cottage), with a for sale sign. The Chairman visited the site and spoke to the owner of the vehicle, who was under the impression that it was acceptable to leave it there, as there had not been any complaints. The Chairman informed the owner that the land was Village Green and the Parish Council had a duty of care to protect the Green. The Chairman informed the owner that if the car was left there, and the Parish Council had to remove the vehicle, then costs could potentially be incurred. The owner thanked the Chairman for pointing this out to him and the car was subsequently removed.

Traffic Management Review - Numerous telephone calls and emails have been received from parishioners concerning the Traffic Management Review consultation. The Chairman has informed parishioners that this is a consultation and not a 'fete accompli' and their views are being considered by South Gloucestershire Council as part of the consultation. **It was resolved** to place this item on the January or February 2012 agenda and inform Parishioners.

North Road - Parishioners in the North Road area have voiced their concerns about HGV lorries using North Road despite the 7.5 tonne weight restriction. It may be that older satellite navigational systems are being used. Parishioners have suggested that larger signs should be erected at either end of North Road. The Chairman asked the Parish Council to consider placing this on the January agenda for further consideration to ask SGC and/or the Police to impose the 7.5 tonne weight restriction.

Grasscutting - The Chairman reported that Parish Councillors may be interested to note that Landscape Services had contacted him following the Tender documents being received and are willing to reduce the grasscutting costs by 5% for the next financial year if the Parish Council is interested in entering into a 3-year contract. The price would be frozen for the term of the contract.

Action from Previous Meeting

05-11-11 – Two Wheels – this item has been placed on the December agenda.

14-11-11 – Parish Meadow – the Clerk was requested to ascertain the remaining budget available for the Parish Meadow Working Committee. Having checked payments made to date, there is £1,900 available for the Committee to spend. This amount does not include the works that have been undertaken this month to clear out the stream and debris.

16-11-11 – Works to Trees – the Clerk is currently completing a tree works application form for the Village Green trees following consultation and site visit with the SGC Tree Officer.

17-11-11 – Latteridge Road Speed Reduction Consultation – the Clerk has forwarded the Parish Council's response to SGC. Regarding the resurfacing of the lay-by, the Clerk is currently liaising with the Parish Council's SGC Representatives to formulate a request.

18-11-11 – SGC Electronic Planning Pilot Consultation – the Clerk has informed SGC of the Parish Council's wish to be placed in Group 1. So far everything seems to be working smoothly with applications being notified by email and then received in the post.

Poppy Appeal - A very pleasant letter has been received from Mrs. Sue Greenwell, Poppy Appeal Organiser for the area, thanking the Parish Council for their generous donation of £250.00.

Green Cardboard Recycling Bags - Following the Parish Council's article in Focal Poyntz the Clerk has received 12 telephone calls requesting bags. A number of these calls were from elderly residents, therefore the Clerk offered to deliver them.

Freedom of Information Request - A FOI request was received from Mr. and Mrs. Mee, via Councillor Huish. The information requested was for a breakdown of expenses claimed by the Clerk over the previous 12 months together with confirmation that if a private car was being used on Council business that the car was insured for business use. The Clerk responded to Mr. and Mrs. Mee with a list of expenses incurred together with a copy of her car insurance certificate confirming that it was indeed insured for business use.

Fly Tipping of Dog Waste, Folly Road, Latteridge - Following an email received from Mrs. Heal on Wednesday 23rd November 2011, concerning the dumping of 10 bags of dog waste, the Clerk reported this incident to SGC straightaway via SGC's web site. The following morning at 10.00am the Clerk went to Folly Road in order to take a picture as evidence. The Clerk drove the length of Folly Road but could find nothing. The Clerk spoke to SGC who confirmed that the waste had been removed as a matter of urgency and would be visiting dog kennels in the area to ensure that they had appropriate waste disposal facilities. The Clerk mentioned to SGC that a dog training business has recently been set up in 'The Paddock' field at the junction of Bristol Road and Frampton End Road.

Dog Training Business, The Paddock - The Clerk has been contacted by residents opposite 'The Paddock' field at the junction of Bristol Road and Frampton End Road, complaining about persistent dog barking, as it appears that a dog training business is now operational from this field on a daily basis. The Clerk has spoken with SGC who has confirmed that planning permission is required. This has been passed on to SGC Planning Enforcement.

Nibley Lane - The Clerk has yet again asked SGC to look into the issue of the 4 passing bays on Nibley Lane following occupation of the Lavenham Farm Development.

Localism Bill - The Clerk and Vice Chairman attended the SGC Localism Presentation on Tuesday 6th December 2011 at Kingswood Civic Centre. The

06-12-11 **SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT**

Councillor Gawler reported on the issue of vehicles ignoring the North Road 7.5 tonne weight restriction. The name and registration number of offending vehicles need to be reported, and then something can be done about it.

Councillor Gawler also reported that the proposal for a gypsy and traveller site on Tanhouse Lane had been deferred because details had been missing from the application.

Councillor Dave Hockey reported that Councillors Pat Hockey, Gawler and himself had today spent seven hours discussing the Core Strategy. A few changes had been recommended to be made to the document which would be discussed in full Council Cabinet on 14th December 2011. The final document will then go to the Inspector in March, or possibly April 2012. The most controversial item within the document is about what is going to happen to Filton Airfield. The proposal was for split use of approximately 50 hectares of business/commercial use and the remainder catering for approximately 2,200 houses on the airfield site itself with further housing allocated beyond the runway. The inspector had not accepted the number of houses stated in the Core Strategy document. BAE Systems have stated that as from next year they intend to close the Airfield and make it available for different use. At the meeting today the majority vote was that the Core Strategy document be accepted, however between a third and a quarter of councillors abstained from the vote. There is no hiding the difference of opinion between SGC councillors. This document now has to stand up to public scrutiny. If the document is rejected by the Inspector then it will have to go through another 'cycle'. The document needs to meet the aspiration of families within SGC. When the document is approved by the Inspector it will then go out for public consultation for a seven week period. The current document does not include the Engine Common area, however if the development of Filton Airfield drops out then the Engine Common area may come into play. The Core Strategy document is a very large document and the Parish Council will be provided with a copy shortly.

Councillor Blanchard said that she was disappointed that the Parish Council had not had an opportunity to comment on the proposed Boundary Changes.

07-12-11 **PARISH COUNCILLOR'S REPORTS**

Councillor Bellis gave a brief overview of the Localism Presentation which he and the Clerk attended on 6th December 2011. The Localism Act is all about central Government devolving powers to communities and neighbourhoods, but it doesn't have to be just the Parish Council taking on more responsibility. The Clerk confirmed that she had requested a copy of the presentation from SGC, which would be circulated to Parish Councillors when received.

Councillor Gawler highlighted that Iron Acton Parish has never produced a Parish Plan, and under the current circumstances it may be a good idea to for Iron Acton Parishioners to be encouraged to get together to form a working party to start work on one, with possibly one Parish Councillor being part of the working party.

08-12-11 **FINANCIAL REPORT**

The Clerk reported balances as at 7th December 2011 of:-

National Westminster Current Account	£6,430.58
National Westminster Reserve Account	£160.76
National Savings Accounts	£16,498.38

Budget 2012/2013 - The Clerk had circulated the budget figures as proposed at the Parish Council's budget meeting on 10th October 2011. The figures showed a slight increase of 2.5% on the previous financial year. The Clerk also pointed out that the Parish Council has a healthy reserve fund. In light of the work the Parish Council would like to undertake in the Parish Meadow, Councillor Bellis proposed that the Parish Meadow budget be increased by £1,000 from a total of £4,100 to £5,100. This proposal was seconded by Councillor Gawler. **All agreed.** The Clerk informed the Parish Council that the budget now showed an increase of 6.2% on the previous financial year. Subject to this amendment, Councillor Bellis proposed that the budget figures for 2012/2013 be adopted. Councillor Gawler seconded this proposal. **All agreed.** Councillor Sheppard proposed and Councillor Bellis seconded that the budget figures for 2012/2013 be placed on the Parish Clerk Council web site. **All agreed.**

Precept 2012/2013 - Councillor Bellis proposed that the Precept amount for 2012/2013 remain at £21,600. Councillor Taylor seconded this proposal. **All Clerk agreed.** The Clerk will inform SGC at the appropriate time.

09-12-11 PLANNING APPLICATIONS

- PK11/3722/F - Unit 4, Great Western Business Park, Armstrong Way, Yate – Change of use from B1 and B2 to Class B8 (storage) as defined in the Town & Country Planning (Use Classes) Order 1987 (as amended). **To object** – the local infrastructure is not suitable to support the potential increase in HGV movement. Proposed Councillor Bellis and seconded Councillor Gawler. **All agreed.**
- PT11/3878/F - 3 Manor Road, Rangeworthy – Erection of two storey detached garage and workshop. *Notification of adjoining Parish application.* Councillor Bellis proposed no comments as the application is outside Iron Acton Parish and Councillor Sheppard seconded. **All agreed.**
- PT/11/2001/F - Land off Tanhouse Lane, Yate – Change of use from dairy farm to the use of land for the siting of 12 no. residential gypsy caravan pitches, with associated hard-standings, landscaping, access and works. Erection of 12 no. associated utility/day rooms. Provision of 2 no. transit pitches and erection of 2 no. transit shower rooms. Erection of site managers office. Retention of buildings for agricultural use (sui generis). *Notification of adjoining Parish application.* **To object** – clearly no demand for another such site since Hall End has now been sold for other purposes; site close to the main railway line and would present a danger to children; the proposal would result in the loss of visual amenity to Leechpool Dairy Farmhouse; the site would create traffic congestion in the narrow country lanes; the development is equivalent to a small housing estate and would be an over-development of the site which would be totally incongruous in the rural environment. Proposed Councillor Gawler and seconded Councillor Bellis. **All agreed.**

10-12-11 PLANNING – CONSENTS

- PK11/3085/RVC – 204 North Road, Yate – split decision
- PK11/2922/CLP – Canary Cottage, Wotton Road, Iron Acton
- PK11/3360/ADV – 51-61 Beeches Industrial Estate, Waverley Road, Yate
- PK11/3132/F – Unit 15 Falcons Gate, Dean Road, Yate.

11-12-11 PLANNING REFUSALS/WITHDRAWALS

None received.

12-12-11 PLANNING – APPEALS

None received.

13-12-11 PLANNING – ENFORCEMENT

- COM/11/1084/COU – The Clerk reported that she had been approached by a parishioner enquiring about the legality of a dog training business being run out of the triangular field opposite Wisteria Cottage and Home Close on Station Road. The field is locally referred to as ‘The Paddock’. The Clerk had enquired of SGC whether planning permission was required for a change of use. SGC confirmed that permission was required. The Clerk therefore officially reported this matter and asked SGC to look into it.
- COM/11/1057/BOC – Lavenham Farm, Nibley Lane. This has been logged again with SGC who are looking into the issue of the four passing bays along Nibley Lane. They are also looking into additional alleged breaches of planning on the site.

14-12-11 VILLAGE GREEN

It was resolved to grant Ms. Maggs retrospective permission to allow the front door canopy already constructed on Penny Farthing cottage overhanging the Village Green. Proposed Councillor Taylor and seconded by Councillor Bellis. **All agreed.**

It was resolved to support Ms. Maggs in her attempt to engage with SGC to investigate the possibility of removing the porch to Two Wheels and its replacement with a canopy to match Penny Farthing. Proposed Councillor Bellis and seconded by Councillor Taylor. **All agreed.**

The Clerk was asked to respond to Ms. Maggs accordingly and take photographs of Two Wheels and Penny Farthing for Parish Council records.

Clerk

14-12-11 PARISH MEADOW

The Chairman had attended the Parish Meadow on numerous occasions over the past three weeks together with various Councillors to inspect the work being undertaken to clear the stream. The clearance work now reached beyond the footpath entrance and into the corner of the Meadow. Whilst working in the Meadow numerous compliments have been received from parishioners.

All of the undergrowth and side shoots have been cleared from the trees next to the stream as per instructions from some of the Parish Councillors. Unfortunately some of the side shoots were over 3in in diameter and technically should have been the subject of a tree works application. The Chairman and Clerk met with South Gloucestershire Tree officers in connection with the Alders in questions. They have recommended that where the limbs have been cut, that a different angle of cut be used. This work has now subsequently been done. Also during this meeting it was suggested by the officers that it might be a good idea to plant two new alders as the existing ones are coming to the end of their life.

It was resolved that the debris from the stream clearance works be moved to the recent Acton Aid bonfire site, then Mr. Andrew Williams be asked to attend the Meadow with his tractor and 'grab' bucket to dispose of the debris. Proposed Councillor Taylor and seconded Councillor Bellis. **All agreed.** Councillor Sheppard will arrange for this to be done. Councillor Taylor will contact Mr. David Hatherell of Acton Aid to appraise him of what the Parish Council will be doing.

15-12-11 ALLOTMENTS

The Chairman reported that the Church's lorry had made several attempts to gain access to the allotments but was unable to do so due to the stone walls on both sides. The Chairman had contacted various Parish Councillors and it was collectively agreed that the left-hand wall (which was blowing out anyway) should be removed, and rebuilt at a later date, to allow the lorry access. Church's attended again and the lorry managed to get past the obstruction but was unable to continue up the track as the ground was too soft. Again the Chairman contacted various Councillors for advice and suggestions, and it was collectively agreed to get Mr. Williams and his tractor with the grab on the front to pick the rubbish up and transport it to the bottom of the track where the Church's lorry was waiting. This was done on Tuesday 6th December 2011. There was considerable help from a couple of allotment holders, which had been very much appreciated. Mr. Williams has offered to continue clearing away the brambles and rubbish running along the cemetery wall, at a reduced rate. When this is cleared, the Chairman suggested that rather than creating three new allotments, that consideration be given to allowing the allotment tenants to extend their allotments back towards the wall (leaving a 1m access track for wall repairs). The Chairman also reported that now is a good time to spray the brambles.

The pile of rubbish has now gone however part of the allotment 1b was damaged. **It was resolved** that the Parish Council would write to Mr. Roach apologising for the damage and promise to reinstate. **It was also resolved** to write to all of the Nibley Lane allotment tenants advising them that the Parish Council will no longer pay for any future deposits of rubbish to be removed, and that any waste produced from the allotments should be compostable within their allotment.

Clerk

16-12-11 PARISH CHARTER

The Clerk informed the Parish Council that the Parish Charter Working Group had refreshed the Parish Charter for 2012. The PCWG were now asking Parish Councils to affirm or re-affirm their commitment to the Charter. Iron Acton Parish Council has already signed up to this Charter. Essentially the Charter remains unchanged with only the presentation and language being updated. Following discussion, **it was resolved** that the Clerk would obtain an electronic copy of the document which would be circulated to Parish Councillors for discussion at the January 2012 meeting. **Clerk**

17-12-11 **CLERK'S CONTRACT OF EMPLOYMENT - CONFIDENTIAL**

The Clerk's Contract of Employment and Job Description had been re-circulated and now included the layout amendments as agreed at the Parish Council's meeting of 21st November 2011. Councillors Sheppard and Bellis confirmed that this contract was exactly as had been agreed at the previous meeting. **It was resolved** to adopt the Contract of Employment. Councillor Taylor proposed and Councillor Bellis seconded this motion. Councillors Huish, Tillotson and Blanchard abstained from voting. Councillors Sheppard, Bellis, Taylor, Gawler and Lomas voted in favour. The proposal was therefore carried on a majority vote. Councillor Sheppard signed the Contract on behalf of the Parish Council, and the Clerk also signed the Contract.

18-11-11 **ACCOUNTS FOR PAYMENT**

M.J. Church	Removal of rubbish from allotments	£150.00
Iron Acton PCC	Room Hire	£15.00
Mrs. A. Jastrzebska	Works in Parish Meadow, allotments	£637.00
Mr. R. Sheppard	Petrol, oil mix and waders	£98.19
Mrs. P. Evans	Clerk's Salary and Broadband	£612.25

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 January 2012 in North Road School Hall 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 16th January 2012**

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

Present: Mr. Bellis (Acting Chairman), Mr. Gawler (Parish Councillor & South Gloucestershire Councillor), Ms. Blanchard, Mr. Heal, Mr. Huish, Mr. Tillotson, Mr. Lomas, Mr. Taylor, Mr. & Mrs. Hockey (South Gloucestershire Council Representatives) and Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

Mr. Didcott, Mr. Keenan, Mr. Tom Sheppard from Newland Homes, Mrs. Boyce and Mr. Evans were present.

Mr. Keenan addressed the Parish Council and enquired about the current status of the Core Strategy process. This subject will be covered in detail later in the meeting.

Mr. Tom Sheppard from Newland Homes addressed the Parish Council. Newland Homes have been offered approximately two thirds of the vacant site next to the Fox public house on Broad Lane. The site had originally been granted planning permission for two office buildings however the current landowner feels that there is little opportunity to occupy those buildings should they be constructed as there is a surplus of existing offices locally. Newlands propose to develop 14 new houses on the site with access via a private drive. The houses would be a mixture of smaller two/three bedroomed homes towards the one end with semi-detached houses in the middle and detached houses at the opposite end. The houses would have generous front and rear gardens which would be screened by landscaping along Goosegreen Way. Mr. Tom Sheppard confirmed that should an application proceed then they would look at improving the visibility of the Broad Lane junction with North Road. Mr. Tom Sheppard pointed out that one other requirement of this development going ahead would be the provision of a footpath across the site frontage which would link the Fox public house into the existing footpath further along the site. Although the road is relatively safe this would provide an additional footpath. Newland Homes have spoken to residences in the vicinity of the development and have received positive feedback. As far as the remaining one third of the site is concerned, Newland Homes will be asking the landowner what their intentions are, as any later office development would need to be reduced in height. Councillor Bellis thanked Mr. Sheppard for his presentation and confirmed that the Parish Council would debate this application properly when it is formally received.

Mrs. Boyce addressed the Parish Council in connection with the proposed TMR. Mrs. Boyce had only found out about this last week and had brought along a couple of letters from neighbours objecting to the proposal. Mrs. Boyce has also written to SGC but wanted to understand the background to the subject. Councillor Bellis explained the background. Mrs. Boyce suggested that possibly a 'welcome' notice could be erected asking people to park appropriately. Mrs. Boyce also said that in the course of her work she visits schools across South Gloucestershire and always tries to avoid the school run times. **It was resolved** to bring agenda item 16 forward to be discussed immediately after agenda item 09-01-12.

01-01-12 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Sheppard.

02-01-12 DECLARATIONS OF INTEREST

Councillor Tillotson declared a personal interest in agenda item 18 as he is a member of Acton Aid.

Councillor Huish declared a personal interest in agenda item 18 as he is a member of Acton Aid. Councillor Huish also declared a personal interest in agenda item 9,

specifically planning application PK11/4060/F as his land adjoins land belonging to the Rose & Crown.

03-01-12 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on 12th December 2012 had been previously circulated.

Councillor Blanchard requested that her comment about the boundary changes be moved back into South Gloucestershire Councillors Report.

Councillor Blanchard further requested within minute 14-12-11, the first sentence of the second paragraph be amended to read "All of the undergrowth and side shoots have been cleared from the trees next to the stream after consultation with some of the Parish Councillors". Councillors Tillotson, Lomas and Taylor confirmed that they had been contacted about the works.

In connection with minute 06-12-11 Councillor Dave Hockey requested that the number of houses proposed should actually be 2,200 on the airfield site itself although further housing will be allocated beyond the runway.

Subject to these amendments the minutes were agreed and signed. Proposed Councillor Taylor and seconded Councillor Bellis. **All agreed.**

04-01-12 VICE CHAIRMAN'S REPORT

The Vice Chairman has had occasional contact with both the Chairman and the Clerk regarding routine Parish Council administration matters.

The Vice Chairman has viewed the Clerk's timesheets for the month and suggested that as part of the Clerk's report she provide a breakdown of her activities for the preceding month.

A number of years ago, the then Parish Councillors elected to submit their names and telephone numbers in a Focal Poyntz article in order to encourage residents to speak to their Councillors. This is the only time that the Parish Council has willingly made public Parish Council contact details other than the contact details of the Clerk. In light of recent communications the Vice Chairman would like to remind Councillors not to pass out details of private home telephone numbers or personal email addresses without first seeking permission of the Councillors involved.

05-01-12 CLERK'S REPORT

Action from Previous Meeting

Public Participation – The Clerk has spoken with Mr. Peter Hart regarding the Traffic Management Review and is further reported under agenda item 16.

08-12-11 Financial Report – The budget figures have been placed on the Parish Council web site.

08-12-11 Precept 2012/2013 – The request from SGC for notification of a precept amount has been received, completed and returned to SGC requesting £21,600.

14-12-11 Village Green – An email has been sent to Ms. Maggs regarding the Parish Council's resolutions.

15-12-11 Allotments – A letter of apology has been sent to Mr. Roach regarding damage to his allotment during the recent clearance works.

16-12-11 Parish Charter – An electronic copy of the Parish Charter was forwarded to Parish Councillors.

Green Cardboard Recycling Bags – The green cardboard recycling bags have been a great success, with only a handful remaining. The Clerk has also received half a dozen telephone calls from residents asking if it would be possible for replacement white plastic recycling bags as these appear to be disintegrating. The Clerk has spoken to SGC about the possibility of having a small supply for distribution to Parishioners, but has been informed that the best course of action is for Parishioners

to contact SGC individually to request a new bag. This information has been passed on to Parishioners via the Parishioner Information email list as well as the web site. Councillor Gawler reported that the Clerk had passed on a couple of bags that he had distributed to parishioners.

Freedom of Information Request - A Freedom of Information Request was made on the 7th December 2011 by Mrs. P. McCoy asking for details of the Clerk's timesheets. As the amount of photocopying involved was rather large (25 sheets in total), the Clerk responded to Mrs. McCoy suggesting that she may wish to visit the Clerk to inspect the timesheets in person. However Mrs. McCoy was unable to visit because of time constraints and because the 20 working day deadline was approaching, the Clerk photocopied all timesheets and hand delivered to Mrs. McCoy on 20th December 2011. This is referenced FOI/11.02 in the Parish Council's Freedom of Information Log. Councillor Bellis asked the Clerk to confirm whether a charge can be applied to photocopying. The Clerk confirmed that when the Parish Council adopted the FOI Act they agreed not to make a charge. Councillor Huish said he thought that the Clerk's timesheets were in an electronic format. The Clerk confirmed that her timesheets were in an electronic format in the form of an Excel spreadsheet, but that the recipient was not familiar with this type of spreadsheet therefore the Clerk had no alternative but to provide a paper copy.

Fly Tipping of Dog Waste, Folly Road, Latteridge - Another incident of dog waste being tipped on Folly Road was reported to SGC following the December 2011 meeting. Mr. D. Cole of SGC attended the incident to look for any evidence as to where the waste came from but unfortunately the waste was contained in dog feed bags that could readily be purchased from supermarkets. At the moment SGC are monitoring the situation and would ask residents to be vigilant to any unusual behaviour in the lane.

Donation to North Road Community Primary School - A very pleasant letter has been received from Mrs. Williams, Headteacher at North Road Community Primary School thanking the Parish Council for their recent donation of £500 towards the redecorating costs of the school following the refurbishment.

South Gloucestershire Registration Service - The Parish Council has been notified of revised opening hours for the South Gloucestershire Registration Service at Poole Court. This information has been placed on the Parish Council web site.

Yate Town Council Vacancies - The Clerk had received an email from YTC regarding two current vacancies. The first one was for a Senior Administrative Officer to cover a maternity leave and the second one was for an Education Assistant at Yate Heritage Centre. YTC has asked that these be advertised by the Parish Council in order to reach as wide an audience as possible. Therefore the Clerk has placed these on the two Parish Notice Boards and the Parish Council web site.

South Glos – ALCA Meeting - The South Gloucestershire ALCA meeting will take place on Thursday 26th January 2012 at Cromhall village hall commencing at 7.15 pm (7.30 pm start). Mr. Chris Head, Director of West of England Rural Network will be giving a presentation on the Localism Act which is now in place. If any Parish Councillors are interested in attending the Clerk will forward the agenda and minutes of the previous meeting.

Road Closure Enquiry - An email was received from Mr. Patrick Murphy who is in the process of constructing a new house next to Iron Dale on the High Street. A delivery of timber is due at the end of February and the articulate lorry will cause an obstruction. The Clerk informed Mr. Murphy that he should contact SGC and inform them as a road closure application would probably be required as it is illegal to obstruct the highway for more than 20 minutes. Mr. Murphy confirmed that he would contact SGC.

Diamond Jubilee Celebrations - An email has been received from Mr. Jason Haselhan on behalf of Acton Aid enquiring of Parish Organisations as to whether anyone would be interested in organising an event to celebrate the Diamond Jubilee in June 2012. An initial meeting is proposed for 26th January 2012 in the Lamb at 8.00pm.

Clerk's Hours - The Vice Chairman has asked the Clerk to prepare a breakdown of activities for the preceding month. This was attached for Parish Councillor's information.

06-01-12

SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT

In connection with the presentation given by Mr. Tom Sheppard of Newland Homes, Councillor Gawler enquired whether any of the 14 new homes would have to be 'affordable'. Councillor Pat Hockey confirmed it all depended on whether the development was considered to be rural or not. If it was considered rural then some of the houses would have to be affordable.

Councillor Gawler also reported that the application for the gypsy and traveller site in Tanhouse Lane had been refused, mainly because of access issues along the narrow country lane. The applicant now has the opportunity to go to Appeal.

Councillor Gawler reported that the Development Control Committee (East) had undertaken a site visit of the proposed office development by Hemmings on land off Armstrong Way. The only way into the site is off Stover Road as another exit off the roundabout would not be allowed. The location of the development is not the best as far as highway issues is concerned. The proposal to construct a left turn only into the site and left turn only out of the site is acceptable to Hemmings as most of their employees live in the Yate area. This application will be put before the Committee this coming Thursday 19th January 2012.

Councillor Dave Hockey reported on the gypsy and traveller application on Tanhouse Lane. This had been an extremely controversial application and it had been particularly important that the debate of the application had been properly recorded. The reason for the refusal had been on highways grounds because of the nature and use of Tanhouse Lane. There had also been the issue of the lack of a flood risk assessment. SGC had felt that on strictly planning grounds all of these points would stand up to scrutiny.

Councillor Pat Hockey stressed the importance of Iron Acton Parish Council commenting on the Core Strategy documents. From Iron Acton's point of view the document to look at is Appendix 3 - Sustainability Report. All of the proposed sites have been looked at and the document actually states that Engine Common is not sustainable. There is a response form that can be downloaded from the SGC web site. Councillor Hockey also stressed the importance of Iron Acton Parish doing a Neighbourhood Plan, particularly for that part of the parish under threat. There are some vanguard schemes currently underway (Hanham & Hanham Abbots). Councillor Heal mentioned that Tormarton had done a Plan. But it was pointed out that this was a Parish Plan and not a Neighbourhood Plan. Councillor Hockey also said that if Iron Acton did do a Parish Plan then this would lead into a Neighbourhood Plan. Councillor Bellis mentioned that at the Localism Presentation in December in Kingswood Civic Centre, a 'neighbourhood' and 'community' had not yet been defined, but it was thought that a 'community' was smaller than a 'neighbourhood'.

07-01-12

PARISH COUNCILLOR'S REPORTS

Councillor Taylor reported that he has spoken to Mrs. Boyce on the previous Saturday morning mainly in connection with the proposed TMR. However, Mrs. Boyce had also informed Councillor Taylor that there were a couple of issues in relation to the Station Road Allotments that needed the Parish Council's attention. The gate to the allotments needs adjusting as it is difficult to open and drags in the soil. At the other end of the footpath through the allotments, tenants have cut back

the ivy over the style but the ground level is quite uneven. **It was agreed** that the Clerk would speak to Mr. Jastrzebska and ask him to take a look at the gate and the footpath. The Clerk did inform the Parish Councillors that she thought this was an officially designated footpath and it was worth reporting to SGC PROW team. Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.**

Clerk

Councillor Blanchard reported that she had been in the cemetery on Christmas Eve and noticed that further rubbish had been placed in the recently cleared area. The rubbish consisted of plastic and grave material. Councillor Blanchard cleared away the rubbish and placed it in the rubbish bins in the cemetery. When she revisited the cemetery the area was still clear.

Councillor Blanchard submitted a written reported on behalf of the Parish Meadow Committee:-

The Parish Meadow Committee met yesterday morning (15th January). In addition to Councillors Heal, Huish, Tillotson and Blanchard, Mr. Barrie Wright and Mrs. Jo Wright were in attendance. Mrs. Wright for the first part of the meeting and Mr. Wright for its entirety.

The first thing the group did was to walk around various areas of the meadow.

We are seriously looking at providing areas of wild flower planting. Initially around the periphery of the Meadow by the goal post but also for a broader area that leads from the Park Street entrance towards the point where the Meadow broadens out by the tennis courts – the ability of vehicles to access by this route will be maintained.

The aim will be to provide areas of different usage – wild flower, tree and shrub planting to co-exist along areas for recreation whilst still enabling the annual proms and firework display to take place.

Thus there will be a requirement to revise the mowing plan for the Parish Meadow in advance of any contract being awarded.

The group is now aware of the large amount of material that will require disposal. To remove via lorry will be incredibly expensive and cause damage to the ground therefore our proposal is to take the existing bonfire area and create a circular, semi-permanent area of approximately 7 metres that would be edged with properly bedded in cobbles, or equivalent, and with a centre of coarse sand that could be either sieved or raked and for this area to be used for burning all surplus material.

Taking advice from the Wrights, it was agreed to leave all the woody material that had been removed by the Jastrzebskas within the Parish Meadow in-situ until late February/early March when it will be moved to the proposed bonfire site and burnt. The exact date will be dependant upon acceptable ground conditions. This is because the delay between removal and now has allowed wildlife to establish habitation and it would therefore not be environmentally friendly to disturb.

The intent of the committee is to engage:

- With the local community: Details of what the group is trying to do will be put into the spring edition of Focal Poyntz. An invitation to get involved with clearance, cleaning and repair work via supervised working parties will be included. This will go to every house in the parish.
- With local schools ascertain where subject/topics within the curriculum could benefit from association with the Parish Meadow and thus create a symbiotic relationship.
- With the wider community: Initially with South Gloucestershire Council but following comments made at the previous meeting, to possibly look at involving the Environment Agency and the Hawk and Owl Trust. Both Mr. and Mrs. Wright explained the wealth of knowledge that is available for us to

access.

We acknowledge this would mean moving away from a stance of isolated control towards increased community involvement and will involve a significant amount of work – but we believe that this is worth doing.

The Parish Meadow Committee would like a proposition to be put to and hopefully agreed by the Parish Council tonight. This is to agree that, with immediate effect no further work is undertaken within the confines of the Parish Meadow unless it is agreed by the Parish Meadow Committee. This would relate to any work from this point going forward even if agreed in principle at a previous parish council meeting and would also include any work by the Jastrzebskas.

The group also looked at the equipment in the children's play area and made brief notes of any issues or work required.

1. The seat around the small chestnut tree that was donated in memory of Mel by the Parent and Toddler Group has copious screws protruding around every leg. This was of considerable concern and it appears this state has existed for a significant time. Remedial work will be required as soon as possible and definitely before the spring when use of the children's area will increase.
2. Several consecutive rungs are missing from the rope ladder rendering it unusable. At least one other rung appears in a dangerous condition.
3. An entire rubber tyre swing is missing.
4. On the second rubber tyre swing there is 1 link missing from the chain on one side of the swing so it's lopsided and won't swing properly.
5. One of the tables is broken and none of the tables are chained.
6. On the wooden structure the end rungs, ie the side facing the village are unsafe.
7. All wood in the play area needs to be cleaned and then have wood preservative applied – this then needs to happen on an annual basis.
8. All areas of the safety surface are quite heavily impregnated with moss – this needs to be removed to eliminate the risk of slippage and this status maintained.
9. All metal areas need to be cleaned.

Much of the above can be achieved with a working party.

Update on item 1 – Andy went back to the meadow yesterday afternoon and has removed the protruding screws so the most urgent item has already been dealt with.

Councillor Bellis thanked the committee for their report. This will be placed on the February agenda for a formal decision to be made regarding the Committee's request.

Councillor Heal reported that he had taken the liberty of placing four large boulders on Latteridge Village Green alongside the access track to Commonwealth House. Councillor Heal had taken this action because a lorry had been attempting to find Folly Road and had used this track to reverse. The lorry had made a mess of the verge, which Councillor Heal had repaired. Councillor Bellis requested that this subject be put on the February agenda, as in all seriousness the Parish Council need to think about whether the boulders should be there or not.

Councillor Lomas reported that he had had occasion to drive along Park Street and around Iron Acton Village Green. As he approached the hammer head this was completely blocked by various vehicles including a 4x4, a horsebox and a Tesco delivery van. The Tesco delivery van was unable to navigate the road, so eventually drove over the Green. Councillor Lomas suggested that the Parish Council might like to look again at the issue of parking on Iron Acton Village Green and perhaps

this could be linked into the proposal to hold a drop in evening for parishioners to look at the TMR.

08-01-12 **FINANCIAL REPORT**

The Clerk reported balances as at 11th January 2012 of:-

National Westminster Current Account	£4,918.14
National Westminster Reserve Account	£160.76
National Savings Accounts	£16,498.38

The Clerk had reported to Parish Councillors in September 2011 (minute 08-09-11 refers) about the possible disbanding of the Audit Commission as part of the Government cuts and potential changes to the way the annual audit is conducted. It is now apparent that although the disbanding of the Audit Commission will go ahead, audit arrangements for the 2011/2012 accounts will remain the same as in previous years. As a consequence, a letter had been received from Mr. Iain Selkirk offering his services as the Parish Council's independent auditor. The audit will take place in Wotton Civic Centre on 10th and 11th May 2012 and would cost the same as last year, £90.00. **It was resolved** to appoint Mr. Iain Selkirk as Iron Acton Parish Council's independent auditor. Proposed Councillor Bellis and seconded Councillor Gawler. **All agreed.** The Clerk was instructed to inform Mr. Selkirk accordingly. **Clerk**

The Clerk also reported that a confirmation letter had been received from SGC regarding Iron Acton Parish Council's Precept request for 2012/2013 of £21,600. This would be paid in two instalments of £10,800 on 30th April 2012 and 28th September 2012 into the Nat West current account.

09-01-12 **PLANNING APPLICATIONS**

- PK11/4060/F - Pavilion r/o Former Rose & Crown, High Street, Iron Acton - Conversion of a disused sports pavilion to form 1 no. dwelling with access and associated works. Councillor Huish declared a personal interest in this application as his land adjoins the Rose & Crown field. Following discussions a proposal of no objections was put forward by Councillor Bellis. A vote then took place resulting in 4 votes in favour, 1 vote against and 3 abstentions. Therefore a response of **no objections** was carried by a majority vote.
- PK11/4040/F - Acton House, The Green, Iron Acton - Installation of 16 no. solar panels to roof of rear elevation of extension. **No objections.** Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.**
- PK11/4041/LB - Acton House, The Green, Iron Acton - Installation of 16 no. solar panels to roof of rear elevation of extension. **No objections.** Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.**
- PK11/3840/F - 22 Engine Common Lane, Yate - Change of use of land from agricultural to the keeping of horses. **No objections.** Proposed Councillor Bellis and seconded Councillor Lomas. **All agreed.**

10-01-12 **PLANNING - CONSENTS**

- PK11/3223/F - 9 Broad Lane, Yate
- PK11/3393/F - Westview Cottage, 17 Engine Common Lane, Yate
- PK11/3513/F - The Hollies, High Street, Iron Acton

11-01-12 **PLANNING REFUSALS/WITHDRAWALS**

- PK11/2801/F - Berkeley Cottage, Yate Road, Iron Acton (refusal).

12-01-12 **PLANNING - APPEALS**

- PK11/3085/RVC - 204 North Road, Yate

13-01-1 **PLANNING - ENFORCEMENT**

- COM/11/0544/OD - Cherry Lodge Veterinary Clinic - The Clerk reported that an email had been received from SGC Planning Enforcement dated 22nd December 2011. SGC has assessed the possible unauthorised development and

have confirmed that the single-storey side extension and rear extension are considered permitted development; the porch requires a retrospective planning application which is likely to be approved; the tennis court (although not fully completed) is sited on agricultural land and would require planning permission as it is non-agricultural use. The landowner is aware of this and it is considered unlikely that they will proceed with the construction of the tennis court. Bearing in mind the above, SGC will be closing their investigation at this stage.

- COM/11/1057/BOC – Lavenham Farm, Nibley Lane – The Clerk reported that a letter had been received from SGC Planning Enforcement dated 22nd December 2011. SGC has visited the site and acknowledge that the works to construct the four passing bays has been outstanding for several years. SGC has informed the owners that unless a schedule for these works to be carried out is agreed within one month of the date of their letter, SGC has no option but to take formal enforcement action. This may prove difficult as now the site is not owned by one person, it will be up to the individual owners of the properties to agree and organise for the works to be carried out. The SGC Planning Enforcement Officer is meeting with the owner week commencing 9th January and will update the Parish Council following that meeting.
- COM/11/1084/COU – Land opposite Wisteria Cottage & Home Close, Station Road – The Clerk reported that SGC Planning Enforcement Officer had attended the site and although did not see any ‘dog training’ taking place, observed that there was dog training equipment in the field. SGC are now trying to ascertain who owns the field, via Land Registry, and will write to the owner informing them that planning permission is required for non-agricultural activities to take place in the field. (Note:- it is allowable for non-agricultural activities to take place in a field for a total of 28 days in any one year without requiring planning permission).

14-01-12 **STREET TRADING LICENCE RENEWAL APPLICATION**

An application had been received to renew the Street Trading Licence of Tasha’s Tasties located on Dean Road, Iron Acton. **It was resolved** that no objections be raised. Proposed Councillor Bellis and seconded Councillor Blanchard. **All agreed.** The Clerk was instructed to respond to SGC accordingly.

Clerk

15-01-12 **PARISH CHARTER**

The Clerk had circulated to all Parish Councillors via email on 6th January 2012 an electronic copy of the refreshed Parish Charter. **It was resolved** to renew Iron Acton Parish Council’s commitment to the refreshed Parish Charter. Proposed Councillor Bellis and seconded Councillor Lomas. **All agreed.** However, Councillor Blanchard abstained from voting as she had not received the electronic copy as she did not have access to her emails. The Clerk was asked to respond accordingly.

Clerk

16-01-12 **TRAFFIC MANAGEMENT REVIEW**

Following discussions, **it was resolved** that a ‘drop in’ event would be held in the Parish Hall committee room and an invitation produced and delivered to all parishioners in the village (High Street, Park Street, Wotton Road, Nibley Lane, Chilwood Close, Algars Drive, The Green and Station Road. It was further resolved that the drop in event would include information on the proposed development in the Engine Common area and parking issues around Iron Acton village green. Proposed Councillor Bellis and seconded Councillor Gawler. **All agreed.** The Clerk was instructed to speak with Peter Hart to arrange a convenient date, preferably before the 17th February 2012 and prepare an invitation to be copied and delivered to village parishioners. In connection with the copying of the invitation, Councillor Blanchard pointed out that Oldbury Deckers would charge 2p per photocopy.

Clerk

17-01-12 **SGC CORE STRATEGY**

It was resolved that a working party would be convened consisting of Councillors Bellis, Lomas and Gawler to look at the Core Strategy document and respond to the consultation by 17th February 2012. Mr. Mike Keenan would also be invited to join the group as a resident of North Road. Proposed by Councillor Bellis and seconded by Councillor Heal. **All agreed.** Councillor Pat Hockey recommended that the working party go onto the web site and retrieve the representation form. The Clerk will circulate the documents to the working party as well as notifying them of Mr. Keenan's email address.

Clerk

18-01-12 **ACTON AID**

It was resolved that a letter be sent to the out-going and in-coming Chairmen of Acton Aid thanking them for their letter of 3rd January 2012 and that the Parish Council looks forward to enjoying a working relationship with Acton Aid in the future. Proposed Councillor Bellis and seconded Councillor Heal. **All agreed.** The Clerk was instructed to respond to Acton Aid with the above information.

Clerk

19-01-12 **CLERK'S TRAINING**

The Clerk had requested permission to attend a free seminar on Thursday 19th January 2012 in Bristol concerning Town and Village Greens. The agenda for this seminar had been received and it was apparent that the content of the seminar was not as relevant as expected. Therefore the Clerk did not consider it worthwhile to proceed and withdrew the request.

20-01-12 **ACCOUNTS FOR PAYMENT**

KN Office Supplies	Toner Cartridges	£226.88
Mrs. P. Evans	Clerk's Salary, Broadband & Web Site	£814.88
HMRC	Tax & NI	£2.28

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

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 20th February 2012 in Iron Acton Parish Hall 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 20th February 2012**

The Meeting of Iron Acton Parish Council was held in Iron Acton Parish Hall commencing at 7.30pm.

Present: Mr. Bellis (Acting Chairman), Mr. Gawler, Mr. Taylor, Mr. Tillotson, Mr. Lomas, Mr. Huish and Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

Three members of the public were present.

Mr. Tom Sheppard of Newland Homes confirmed that an application to develop land on Broad Lane had now been submitted to SGC. Mr. Tom Sheppard confirmed that in general SGC have been supportive. The application now includes a new footpath across the frontage of the development, but primarily the design remains the same as presented to the Parish Council in January. The houses will be set approximately 23m away from the highway.

01-02-12 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Sheppard, Pat and Dave Hockey, Blanchard and Heal.

02-02-12 DECLARATIONS OF INTEREST

None received.

03-02-12 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 16th January 2012 had been previously circulated. Councillor Gawler requested that in minute 08-01-12 in the seventh and tenth line that the word "internal" be inserted so that it should read 'independent internal auditor'. Also on page 802 a correction that Mr. Keenan lives in Dyers Lane and not North Road. Subject to these amendments Councillor Gawler proposed and Councillor Tillotson seconded that these minutes be approved and signed. **All agreed.**

04-02-12 VICE CHAIRMAN'S REPORT

The Vice Chairman has assisted in arranging the meeting to prepare the Parish Council's response to the Core Strategy consultation. This meeting included Councillors Lomas and Gawler as well as Mr. Mike Keenan, resident of Dyers Lane. Unfortunately the Vice Chairman could not attend the meeting due to short notice work commitments, but the meeting did take place and a submission was made. The Vice Chairman would like to thank these three for their input, and particularly Mr. Keenan. This is a good example of the Parish Council working together with the community directly to serve the community better.

The Vice Chairman has kept in touch with the Clerk regarding potential arrangements for the TMR 'Drop-In' meeting. It was not possible to find a practical date with a broad consensus so this is on the February agenda to determine a date.

The Vice Chairman has also had a small amount of communication with the Clerk and the Chairman regarding the Clerk's resignation, including the offer of flexibility around the effective date to best facilitate the coverage of meetings and to consider the options for dealing with outstanding holiday entitlement. Again, this matter is on the February agenda. The Parish Council's unified response can be dealt with there, but the Vice Chairman would personally like to thank the Clerk for her dedication and commitment, as well as her hard work. Previous minutes will show that we have had our disagreements about procedure and principle on occasion, but that we overcame these and the Vice Chairman can whole-heartedly say that Mrs.

Evans has brought improvements to how the Clerk carries out the business of the organisation of the Parish Council, with a constant eye on complying with legal requirements. It is not an easy task and we will do well to find a successor with at least the same degree of capability.

05-02-12 **CLERK'S REPORT**

Action from Previous Meeting

08-01-12 – Independent Internal Auditor – the Clerk has written to Mr. Selkirk on behalf of the Parish Council, confirming him as the Parish Council's independent internal auditor for the annual audit of the 2011/2012 accounts.

14-01-12 – Tasha's Tasties – the Clerk has written to SGC confirming no objections to the renewal of this street trading licence. SGC has notified the Parish Council that the licence has been renewed.

15-01-12 – Parish Charter – the Clerk has confirmed with SGC that Iron Acton Parish Council has renewed its commitment to the refreshed Parish Charter.

16-01-12 – Traffic Management Review – the suggested date of 16th February 2012 was postponed. This is on the February agenda for the Parish Council to decide a date.

17-01-12 – Core Strategy – the working party met on 31st January 2012 and composed a response that has been sent to SGC. A copy is attached for Parish Councillors information.

18-01-12 – Acton Aid – a letter was sent to Acton Aid confirming that Iron Acton Parish Council looks forward to a working relationship with Acton Aid.

19-01-12 – Emailed confirmation to Bristol City Council that the contents of the seminar on Town and Village Greens to be held on 19th January 2012 were not relevant to Iron Acton Parish, therefore the Clerk would not be attending.

Newland Homes - An email was received from Mr. Tom Sheppard of Newland Homes thanking the Parish Council for affording the time to listen to his presentation on the proposal to develop 14 new homes in Broad Lane. Subsequently Newland Homes have now submitted the planning application which is before the Parish Council for consideration.

Road Closure – May Day - An email was received from PC Simmons regarding a possible application for a road closure of Park Street for the annual May Day Celebrations. An approach had been made by the May Day Committee to investigate the possibility of closing of Park Street to vehicles without the need to make an expensive road closure application via SGC. PC Simmons confirmed that in order to ensure that all legal and health and safety aspects were adhered to, then an official road closure application should be made, as Avon and Somerset Police could not condone such an unofficial closure.

Yate Library - An email was received informing the Parish Council that the next Yate Library quarterly meeting will be held on Thursday 26th April 2012 at 7.00pm in Chipping Sodbury Library. If any of Iron Acton Parish Councillors would like to attend, they would be most welcome.

Neighbourhood Planning for Parish & Town Councils - SGC are holding a free planning event on Monday 19th March 2012 in the Council Chamber, The Civic Centre, Kingswood from 9.30am to 3.00pm. The purpose of the event is to start a dialogue with communities and provide insight and information on the new Neighbourhood Planning processes introduced by the Localism Act. There will be speakers from SGC to provide detailed information on the scope and process as well as a question and answer time. Initially SGC are offering one free place per parish.

ALCA Membership - ALCA has notified Iron Acton Parish Council that their likely subscription will be £257.32 for 2012/2013. However this figure is based on the 2011 electorate and ALCA are currently awaiting notification from SGC of the 2012 electorate in order to finalise the subscription amount.

Request for Donation – Diamond Jubilee - A letter has been received from the organising committee of the Diamond Jubilee Family Day enquiring about a possible donation. A holding letter has been sent to the committee informing them that their request will be considered at the March meeting.

High Street, Iron Acton - It was reported to the Clerk that on Tuesday 24th January 2012 at approximately 3.45pm the High Street was partially blocked for nearly 45 minutes by a delivery of concrete to the site of the new house being built next to Iron Dale House. The Ridings High School bus was stuck and unable to reverse. The driver of the 88 service saw the obstruction and reversed into the lane next to the Parish Hall and travelled back up the High Street. Some residents came out and moved their parked vehicles so that cars could squeeze past. The driver of the school bus was going to report this delay to SGC.

SSCG - The date of the next SSGC is Tuesday 6th March 2012 in Iron Acton Village Hall commencing at 7.30pm. Posters have been put on the notice boards and web site.

06-02-12 **SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT**

Councillor Gawler reported that Councillors Pat and Dave Hockey would be attending the PAG meeting on Tuesday 21st February 2012 where discussions on the replies to the Core Strategy consultation will take place. This will also include discussing when the information will be made available to Parish Councils. There is also a South Gloucestershire Council budget meeting during the week. The budget proposals have already gone through Cabinet.

Councillor Gawler enquired of the Clerk whether anything further had been heard in connection with the proposed Latteridge Road speed limits. The Clerk confirmed that she had heard nothing further.

07-02-12 **PARISH COUNCILLOR'S REPORTS**

Councillor Huish reported that at short notice he had attended as a Parish Council representative on the Diamond Jubilee Children's Party Committee. The intention of the committee is to meet once a month and come up with ideas to create a free children's party akin to a street party which will be held during the extended bank holiday. Councillor Huish didn't think that it created a personal or prejudicial interest.

Councillor Huish further reported that matters had come to his attention today regarding a malicious communication that had been circulated in the village. This criminal matter had now been put in the hands of the Police. Councillor Huish had emailed Councillor Bellis and informed him of the situation and was happy for Councillor Bellis to make a statement. Councillor Bellis stated that this was a despicable action and assured Councillor Huish that no Parish Councillor or the Clerk would have had any involvement in such activities. Councillor Bellis further encouraged anyone with any information to inform the Police.

Councillor Tillotson reported that a working party is being organised for 10th March 2012 to clean the mats in the play area. Councillor Tillotson has spoken to Mr. Peter Foote of Acton Aid, who are willing to lend their support. Councillor Taylor suggested testing a small peripheral area before cleaning the rest of the mats. Councillor Tillotson is also trying to source appropriate paint for the woodwork

08-02-12 **FINANCIAL REPORT**

The Clerk reported balances as at 15th February 2012 of:-

National Westminster Current Account	£3,874.10
National Westminster Reserve Account	£160.78
National Savings Accounts	£16,498.38

The Clerk reported that NS&I are proposing to change the two current National Savings Accounts into postal accounts only. **It was resolved** to amalgamate the two accounts into one, and allow the accounts to become postal. Proposed Councillor Bellis and seconded Councillor Gawler. **All agreed.** The Clerk was instructed to **Clerk** make the arrangements.

09-02-12 **PLANNING APPLICATIONS**

- PK12/0096/F - Algars Mill, Frampton End Road, Iron Acton - Erection of lean-to extension to kitchen to provide additional living accommodation. Replacement casements to existing dormer windows. **No objections.** Proposed Councillor Bellis and seconded Councillor Lomas. **All agreed.**
- PK12/0097/LB - Algars Mill, Frampton End Road, Iron Acton - Erection of lean-to extension to kitchen to provide additional living accommodation. Retention of two dormers and replacement of dormer windows with new casements. **No objections.** Proposed Councillor Bellis and seconded Councillor Lomas. **All agreed.**
- PK12/0397/F - Land south of Broad Lane, Broad Lane, Yate - Erection of 14 no. dwellings with access, landscaping and associated works. Traffic assessments of existing use of broad lane against what would be generated. Clear reduction. Something like 200 spaces proposed for office development. BL like to see 'no waiting' along the road. Technically outside the development boundary of North Road. Would like parking restrictions considered on the road. **To support** this application, with an additional comment that the Parish Council would like 'no waiting' restrictions along both sides of the road in front of the development. Proposed Councillor Gawler and seconded Councillor Lomas. **All agreed.**
- PK12/0525/TCA - Brookby House, High Street, Iron Acton - Works to remove 4 no. Conifer trees and 1 no. Spruce tree situated within the Iron Acton Conservation Area. **No objections.** Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.**

The Clerk reported that three additional planning applications had been received since the production of the agenda. One of the applications is for The Barn, Wotton Road, Iron Acton - Erection of 8 no. dwellings (outline). **It was resolved** to hold a Parish Council meeting to discuss this application together with the two other applications received on Tuesday 28th February 2012 in the Marshall Rooms commencing at 7.30pm. Proposed Councillor Bellis and seconded Councillor Gawler. **All agreed.** The Clerk was instructed to make the arrangements.

Clerk

10-02-12 **PLANNING - CONSENTS**

None received.

11-02-12 **PLANNING REFUSALS/WITHDRAWALS**

- PK11/3359/F - 51-61 Beeches Industrial Estate, Waverley Road (refuse)

12-02-12 **PLANNING - APPEALS**

None received

13-02-1 **PLANNING - ENFORCEMENT**

- COM/11/1084/COU - Land opposite Wisteria Cottage & Home Close, Station

Road – The Clerk reported that an SGC Planning Enforcement Officer had attended the site again and met with the lessee. The lessee had stated that she jointly rents the site with a friend and only uses the site for dog exercising and training on Wednesdays through Fridays between 10.00am and 3.00pm. The rest of the week her friend uses the site recreationally for her dogs. The lessee also stated that no dogs are brought to the site by clients and the maximum number of dogs is twelve. She further stated that some sheep will be moved onto the site as she is training her own dogs for sheep herding. The SGC Planning Enforcement Officer informed the lessee that in light of the lack of any real agricultural use of the land, that planning permission would be required for a change of use and requested that an application be submitted.

14-02-12 **LATTERIDGE VILLAGE GREEN**

The Clerk reported that one letter of support and three letters of objection had been received in connection with the recently placed boulders on Latteridge Village Green. In the letter of support the parishioner thanked the Councillor Heal for his prompt action in clearing and making good the verges. In the letters of objection, the parishioners referred to the Parish Council's previous requirement for Mr. Williams to remove the raised flower bed from the entrance to Green Farm Business Park, requesting the removal of stones from outside the Hitchings and on a parcel of Village Green outside Rose Cottage. **It was resolved** to request that Councillor Heal removes the four boulders from Latteridge Village Green. Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.** The Clerk

Clerk

15-02-12 **IRON ACTON VILLAGE GREEN**

Councillor Huish had requested that the issue of parking on the village green be debated following a vocal complaint from a parishioner. However Councillor Huish reported that in light of other things, the parishioner had asked for the complaint to be withdrawn. It was acknowledged by the Parish Council that the subject of parking and driving on the village green has been discussed on many occasions. **It was resolved** to defer action on this matter until after the TMR 'Drop-In' Event. However a pleasant letter would be sent to all residences on the village green reminding them of existing parking restrictions. Residences would include Latteridge Road along to Rose Cottage and opposite. This letter to be delivered with the invitation to attend the TMR 'Drop-In' Event. Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.** The Clerk was instructed to draft a letter for approval.

Clerk

16-02-12 **PARISH MEADOW**

The written report submitted by the Parish Meadow Committee was officially received and accepted by the Parish Council. **It was resolved** to accept the proposals by the Parish Meadow Committee to create a semi-permanent bonfire site, approximately 7m across, edged in cobbles with a surface of coarse sand. **It was resolved** to accept the proposal by the Parish Meadow Committee that no further clearance works be undertaken in the Meadow unless it is agreed by the Parish Meadow Committee. Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.**

The Clerk was asked to point out to members of the Parish Meadow Committee that as this group was designated a Committee then all meetings of the Committee should be treated in the same way as a full Parish Council meeting, eg that all meetings should be advertised giving three clear days notice; that meetings should be open and accessible to press and members of the public; that minutes should be kept; that a quorum would still consist of three members. Subject to observing these requirements **it was resolved** that the Parish Meadow Committee continue to

implement the plans and proposed works contained in their report as submitted to the Parish Council for approval. Proposed Councillor Taylor and seconded Councillor Bellis. **All agreed.**

17-02-12 **CEMETERY DOG BIN**

It was resolved to proceed with moving the cemetery dog bin referenced IA1 at a cost of £116.20. Proposed Councillor Gawler and seconded Councillor Taylor. **All agreed.** The Clerk was instructed to contact SGC and instruct them to proceed.

Clerk

18-02-12 **ANNUAL GRASSCUTTING CONTRACT**

The Clerk informed the Parish Councillors that of the six tender invitations sent out, two companies had responded – Landscape Services and D.R. Howse. The tender invitations had requested prices for a 3-year contract to be entered into. Landscape Services tender was for £4,405.78 (excluding prices for Nibley Lane bank) and D.R. Howse tender was for £2,670.00 (excluding prices of Nibley Lane bank). Regarding the tender from D.R. Howse, the Parish Council was concerned that these prices would be able to be maintained as they were so low. Therefore **it was resolved** that the tender from Landscape Services (South West) Ltd be accepted for a 3-year term. Proposed Councillor Lomas and seconded Councillor Bellis. **All agreed.** The Clerk was instructed to write to Landscape Services confirming acceptance of their tender, and to write to D.R. Howse informing them that they had been unsuccessful.

Clerk

19-02-12 **TRAFFIC MANAGEMENT REVIEW**

It was resolved to arrange the ‘Drop-In’ Event on either 13th, 14th or 15th March 2012 in Iron Acton Parish Hall, running from 4.30pm to 7.30pm. Proposed Councillor Bellis and seconded Councillor Huish. **All agreed.** The Clerk was instructed to ascertain from Peter Hart which date was convenient and make the appropriate arrangements.

Clerk

20-02-12 **ANNUAL PARISH MEETING**

It was resolved to hold the 2012 Annual Parish Meeting in Iron Acton Parish Hall on Thursday 10th May 2012 commencing at 8.00pm. Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.** The Clerk was instructed to book the hall and advertise this in Focal Poyntz and the Parish Council web site.

Clerk

21-02-12 **COMMUNITY GOVERNANCE REVIEW**

The Clerk had circulated a letter from South Gloucestershire Council dated 27th January 2012 regarding a Community Governance Review. Following discussions, it was highlighted that the boundaries between parishes and wards is not sensible as in some places neighbouring properties are in different wards and parishes. Councillor Gawler suggested that the ward boundary should be something tangible such as a road or railway. **It was resolved** to invite a representative from Democratic Services to attend a future Parish Council meeting to discuss this further. Proposed Councillor Bellis and seconded Councillor Gawler. **All agreed.** The Clerk was asked to respond to SGC accordingly.

Clerk

22-02-12 **CLERK - RESIGNATION**

Councillor Bellis confirmed that the Clerk’s last day would be 9th March 2012, however the Clerk has thirteen days holiday accrued. **It was resolved** that the Clerk take five days holiday (5th to 9th March inclusive) and be paid the remaining eight days holiday. Proposed Councillor Bellis and seconded Councillor Tillotson. **All agreed.**

With regard to the servicing of the March meeting, and possibly the April meeting, **it was resolved** to approach Frampton Cotterell Parish Council and enquire as to the potential availability of their Parish Clerk. If this was not possible then the Parish Council would approach ALCA and seek their advice. Proposed Councillor

Clerk

Bellis and Seconded Councillor Lomas. **All agreed.**

It was resolved to convene a Recruitment Committee consisting of Councillors Sheppard, Bellis, Heal, Gawler and Huish. Ms. Rachel Weldrake, as the previous Clerk would be asked to join the Recruitment Committee in an advisory capacity. The Terms of Reference for this Recruitment Committee would be to advertise, interview and recruit a new Clerk and Responsible Finance Officer. Proposed Councillor Bellis and seconded Councillor Lomas. **All agreed.** The Clerk was instructed to contact Ms. Weldrake and enquire as to her availability. It was suggested that the vacancy could be advertised in the local press, parish notice boards, Parish Council web site, SGC vacancies and the job centre. Councillor Huish will prepare the advertisement and job description, making note that the working hours are reviewable.

Clerk

PHuish

Regarding the filing cabinets, paperwork and computer etc, Councillor Bellis asked if the Clerk would be prepared to hold on to these until her replacement was found. The Clerk confirmed that she would be happy to do this.

Finally **it was resolved** to thank the Clerk on behalf of the Parish Council for her work over the past five years. Proposed Councillor Bellis and seconded Councillor Gawler. **All agreed.**

20-02-12 **ACCOUNTS FOR PAYMENT**

Mrs. Paula Evans	Clerk's Salary	£893.34
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Proposed Councillor Bellis, seconded Councillor Lomas, **all agreed** that the above accounts be paid.

DATE OF NEXT MEETING

The Parish Council will hold an additional meeting on Tuesday 28th February 2012 in the Marshall Rooms, Iron Acton commencing at 7.30pm to discuss planning applications received to date.

The Meeting of the Parish Council will take place on Monday 19th March 2012 in Iron Acton Parish Hall 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 28th February 2012**

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

Present: Mr. Bellis (Acting Chairman), Mr. Gawler, Mr. Taylor, Mr. Lomas, Mr. Huish and Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

Five members of the public were present.

Mr. Tony Harris addressed the Parish Council in connection with planning application PK12/0439/O The Barn Wotton Road. The applicant is now suggesting that the site to be developed with 8 houses is classified as a 'brown-field' site, which is not the case. Mr. Harris asked that the Parish Council take the same stance with this application as they did with a previous application PK09/5051/O and object in the same way.

Mrs. Nichols addressed the Parish Council in connection with planning application PK12/0554/F Walnut Tree Cottage, Chaingate Lane. The proposed extension will help the living conditions of a member of the family with a medical condition which will not improve. A doctor's letter has been submitted with the application. Walnut Tree Cottage cannot be seen from the road and the proposed extension will not increase the footprint of the property.

01-02-12P **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Sheppard, Blanchard, Tillotson, Heal, Pat and Dave Hockey.

02-02-12P **DECLARATIONS OF INTEREST**

None received.

03-02-12P **PLANNING APPLICATIONS**

PK12/0439/O - The Barn, Wotton Road, Iron Acton - Erection of 8 no. dwellings (outline). All matters reserved. **To object** - repeat objections to planning application PK09/5051/O; development within conservation area; proposed development within greenbelt; proposed development would neither conserve nor enhance the character, quality and amenity of the landscape and distinctiveness of Iron Acton village; land should remain agricultural; traffic safety and highways concerns; no affordable housing need had been identified within the village; local plan does not recognise the proposed development site as 'brown-field'. Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.**

PK12/0554/F - Walnut Tree Cottage, Chaingate Lane, Iron Acton - Erection of first floor side extension to provide additional bedroom and bathroom. **To support** with no objections; to refer to the doctor's letter in support of the application. Proposed Councillor Gawler and seconded Councillor Taylor. **All agreed.**

PT12/0572/F - 3 Manor Road, Rangeworthy - Demolition of existing garage and erection of two storey detached garage and workshop. Resubmission of PT11/3878/F. As this is an adjoining parish application, **it was resolved** not to respond. Proposed Councillor Bellis and seconded Councillor Lomas. **All agreed.**

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 19th March 2012 in Iron Acton Parish Hall commencing at 7.30pm.

There being no further business, the meeting closed at 7.45 pm.

Signed:

Dated:

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
RECRUITMENT COMMITTEE
Monday 28th February 2012**

The Meeting of Iron Acton Parish Council Recruitment Committee was held in the Marshall Rooms, Iron Acton commencing at 8.00pm.

Present: Mr. Bellis (Acting Chairman), Mr. Gawler, Mr. Huish and Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

Two members of the public were present.

01-02-12R **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Sheppard and Heal.

02-02-12R **DECLARATIONS OF INTEREST**

None received.

03-02-12R **RECRUITMENT OF NEW CLERK & RESPONSIBLE FINANCE OFFICER**

Councillor Bellis thanked Councillor Huish for the work undertaken in preparing the advertisement. There had only been a minor amendment with the word 'predominantly' inserted so that the advert now read "predominantly working from home". Councillor Heal had queried whether the 70 hours per month should remain. Following discussion, it was established that the Parish Council is constrained by the resolution made in November 2012 to adopt the 70 hours and the Parish Council cannot rescind a resolution within six months. Therefore the advert will also now read "70 hours per month (reviewed in April 2013)". The advert will show the point of contact as 'the Vice Chairman of Iron Acton Parish Council' (not refer to Councillor Bellis by name), and will include Councillor Bellis' home address and email address. Proposed Councillor Bellis and seconded Councillor Huish. **All agreed.**

Councillor Huish had investigated the cost of advertising. The Evening Post will charge £87.00 for a two week web based advert; the Gazette would charge £943 for a two week printed advertisement. **It was resolved** that the advert would be placed with the Evening Post (web based), placed on both the Parish Council's and Village web sites, both Parish Notice Boards and the local Job Centre. Proposed Councillor Huish and seconded Councillor Bellis. **All agreed.** Councillor Gawler will make a few enquiries with other parishes to find out how they employed their new Clerks. Councillor Heal would be asked to deal with the Job Centre. Councillor Huish will place the advertisement with the Evening Post and put the cost on his credit card.

**HG
CH
PH**

It was resolved that the closing date for applications should remain as 30th March 2012. Following discussion, it was agreed that as the next edition of Focal Poyntz may be issued around Easter, it would possibly be too late to advertise the position as the closing date is the 30th March. Councillor Bellis and Councillor Gawler would be available over the next couple of weeks in order to do house-to-house deliveries in the parish. The advertisement will be taken to Oldbury Deckers for printing. Proposed Councillor Bellis and seconded Councillor Gawler. **All agreed.**

PH/HG

It was resolved to adopt the Job Description as circulated by Councillor Huish, as taken from the existing Clerks Job Description. Proposed Councillor Bellis and seconded by Councillor Huish. **All agreed.**

It was resolved to adopt the Statement of Particulars as circulated by Councillor Huish. Proposed Councillor Bellis and seconded by Councillor Huish. **All agreed.**

DATE OF NEXT MEETING

The next Meeting of Parish Council Recruitment Committee will be arranged at a later date, observing the usual 3 day notice period

There being no further business, the meeting closed at 8.45 pm.

Signed: _____

Dated: _____

These documents are not available on line. To access a copy please contact the Clerk to the Parish Council.

**MINUTES OF THE MEETING OF
IRON ACTON PARISH COUNCIL
Monday 23rd April 2012**

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

Present: Cllr Sheppard (Chairman), Cllr Bellis (vice Chairman), Cllr Heal, Cllr Huish, Cllr Lomas.

Cllr Taylor, Cllr Blanchard, Cllr Gawler.

At the beginning of the meeting it was resolved that Cllr Bellis take the Minutes in the absence of a clerk.

PUBLIC PARTICIPATION - 7.30pm – 7.50pm

Two members of the public were present – Mike Keynan and Andrew Gowen

Mike Keynan had a query over who is entitled to speak at the forthcoming Engine Common public meetings. He asked who were the Engine Common Trustees and Hoddle Associates however no-one present knew of either of these. Cllr Sheppard has been discussing this subject with Sarah Foster of SGC but this point should be covered at the meeting on 25th April.

Mike Keynan had a further query about potential sewage works arising from the new reduced plan for houses on Engine Common. He also noted that there was no school in the plan, unlike the previous plan.

Mr Keynan was keen that it was noted that the new plans were made public on the last day of public consultation on the draft core strategy.

Andrew Gowen

1. Reported large and significant potholes in The British as well as the need to repaint the “white, keep clear and give-way markings”. Cllr Sheppard undertook to mention this to Peter Hart of SGC.

2. Requested warning to motorists of pedestrians where the footpath emerges from Broad Lane onto Iron Acton Way between the railway line and traffic lights

3. In relation to the planning application for salt barns in Broad Lane, Mr Gowen felt not enough information was given in the application and wanted to know about the level of proposed traffic movements.

01-04-12 APOLOGIES FOR ABSENCE

Cllr Tillotson and S.Glos Cllrs Dave and Pat Hockey

02-04-12 DECLARATIONS OF INTEREST

Cllr Lomas declared an interest in Item 11 because of his involvement with Yate Town Football Club.

Cllr Gawler declared an interest in Item 7 ref PK12/1113/R3F because of his association with SGC.

03-04-12 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

Meeting 1 – Recruitment Committee

The minutes of the Parish Council Recruitment Committee meeting held on 2nd April 2012 had been previously circulated. Cllr Bellis proposed and Cllr Gawler seconded that these minutes be adopted and signed. All agreed.

Meeting 2 - Parish Council

The minutes of the Parish Council Meeting held on 19th March 2012 had been previously circulated. Cllr Heal proposed and Cllr Taylor seconded that these minutes be adopted and signed. All agreed

04-04-12 CHAIRMAN'S REPORT

Cllr Sheppard gave a verbal report. The main activity had been the recruitment committee and the interview panel. There had been over 60 candidates, 8 were selected for interview from which 3 withdrew. 5 were interviewed on Monday and Wednesday (17th & 19th April). Ultimately we were able to recommend Mrs. Donna Beal to be appointed subject to ratification by the Parish Council. (Agenda item 12). All unsuccessful interview candidates have been advised.

Cllr Sheppard thanked Cllr Bellis for his assistance with the clerk's duties. Cllr Sheppard suggested that we should write to unsuccessful candidates from within Iron Acton Parish thanking for their interest in parish affairs. Cllrs Bellis and Blanchard offered to do this.

Cllr Sheppard also wished to consider writing to unsuccessful candidates inviting them to consider becoming involved with the Iron Acton charities but it was noted that such an approach would probably contravene data protection rules.

05-04-12 SOUTH GLOUCESTERSHIRE REPRESENTATIVE REPORT

Cllr Gawler reported that it had been a fairly quiet period with the main focus being on the re-organisation of all SGC Committees following the change to Committee Based Local Government from the Cabinet System.

06-04-12 **PARISH COUNCILLOR'S REPORTS**

Cllr Taylor mentioned the grass outside the White Hart has not been cut recently. Cllr Taylor requested an update on Lavenham Farm enforcement.

Cllr Sheppard has recently been pursuing this with the enforcement officer. (see correspondence received).

Cllr Huish queried the information in the Liberal Democrat "Focus" magazine concerning parking in High Street and around The Green. In response Cllr Bellis (acting as clerk) reiterated what Iron Acton had requested from SGC and that we are waiting for the SGC response.

Cllr Bellis mentioned that he intended to engage with SGC to ask for a foot and cycle path between Iron Acton and Frampton Cotterell along the Bristol Road. He noted that there was only a one-tenth mile with no verge and four-tenths of a mile with a verge but no path. Cllr Blanchard drew attention to the fact that there had been injury and death accidents along this stretch of road.

Cllr Lomas mentioned blocked gullies in North Road.

07-04-12 **PLANNING APPLICATIONS**

PK12/1091/F to comment that the restricted times must be complied with and there should be no spraying because of proximity to residences. Proposed Cllr Lomas and seconded Cllr Taylor. All Agreed.

PK12/1113/R3F to object because of inappropriate heavy traffic movement for the location; inappropriate development near a residential area and to point out that this is more appropriate to the Great Western Business Park where there is capacity. Proposed Cllr Taylor and seconded Cllr Blanchard. Agreed on a majority (7 – 1).

Planning Ref. not apparent, existing application ref PK11/3840/F – 22 Engine Common Lane. To request that the permission be private and personal to the applicant and that the development is not to be used for livery. Proposed Cllr Gawler and seconded Cllr Heal. All agreed.

08-04-12 **PLANNING CONSENTS**

None received.

09-04-12 **PLANNING REFUSALS/WITHDRAWALS**

None received

10-04-12 **PLANNING APPEALS**

None received

11-04-12 **PROPOSED DEVELOPMENT AT ENGINE COMMON**

The developer is going to speak to North Road School with reference to the possible provision of new grass areas or play equipment. A reminder was given of the public meeting being held 2pm – 8pm on the 25th April.

12-04-12 **TO INTRODUCE THE SELECTED NEW CLERK FOR PARISH COUNCIL RATIFICATION**

The recruitment committee recommended the appointment of Mrs Donna Beal following the recruitment process. It was resolved to appoint Mrs Beal on the existing contract, subject to three months notice being required as opposed to one month with effect from 8th May 2012. Proposed Cllr Huish and seconded Cllr Bellis. **All agreed.**

It was resolved that the rate of pay should be £10.36 per hour reviewable on the 31st March each year. Proposed Cllr Sheppard and seconded Cllr Huish. **All agreed.**

It was resolved that this appointment should be subject to six months probation. Proposed Cllr Bellis and seconded Cllr Taylor. **All agreed.**

In conjunction with Agenda Item Cllr Sheppard read a list of tasks that should be completed before the proposed Annual Parish Meeting on 10th May. As a result of this it was resolved that the 10th May meeting should be moved to 24th or 31st May, depending on the availability of a meeting room; Cllr Sheppard to provide the clerk with the said list of tasks together with all appropriate sources, e.g. standing orders, previous documents etc. in order to make as much progress as feasibly possible; Cllr Sheppard to engage with the relevant outside parties to negotiate deferral of deadlines wherever appropriate. Proposed Cllr Bellis and seconded Cllr Heal. **All agreed.**

13-04-12 **APPROVAL OF HEADSTONE FOR VIOLET NELSON**

It was resolved to approve this request. Proposed Cllr. Bellis and seconded Cllr. Heal. **All agreed.**

14-04-12 **ACCOUNTS FOR PAYMENT**

Andy Williams	£90
Marshall Rooms	£45
Iron Acton Parish Hall	£18
Senior Citizens Forum	£50
County Air Ambulance	£100
Yate Heritage Centre	£50
K & N Office supplies	£50.18

Proposed by Cllr Bellis and seconded by Cllr Heal. **All agreed.**

15-04-12 **CORRESPONDENCE RECEIVED**

Cllr Bellis (acting as clerk) read a letter from SGC planning enforcement concerning the provision of passing bays in relation to Lavenham Farm. In short, these were in the process of being constructed between the developer and SGC.

DATE OF NEXT MEETINGS

The Annual Meeting of The Parish Council to be held on Monday 21st May in The Marshal Rooms at 7.30.

The Annual Parish Meeting to be held on Thursday 24th or 31st May in The Parish Hall at 8pm (date to be confirmed by Cllrs Sheppard, Bellis and Heal, depending on availability of venue).

There being no further business the meeting closed at 9.45pm

Signed.....

Dated.....