

MINUTES OF IRON ACTON PARISH COUNCIL ANNUAL MEETING Monday 21st May 2012

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

Present: - Councillor Sheppard (Chairman), Councillor Bellis (Vice Chairman), Councillor Heal, Councillor. Huish, Councillor Lomas, Councillor Blanchard, Councillor Taylor, Mrs. Roylance (taking Minutes) and Mrs. Beal (Clerk).

At the beginning of the meeting it was resolved that Mrs Roylance take the Minutes.

PUBLIC PARTICIPATION

Three members of the public were present. Mr. Chris Wright addressed the Parish Councillors in connection with the quote for a base line survey for all the trees in the Parish Council's care (excluding Chillwood). The quote covered two different levels of survey, plotting of each tree and tagging or a hazard assessment, the former being the most comprehensive.

Mr. Wright stated that Chillwood is a separate issue and a management plan will be required to take any action forward. Councillor Taylor requested this should be an agenda item for the next meeting.

Mrs. Geraldine Whittle enquired as to how the new Clerk's hours would be allocated with regard to people wishing to contact her. She was advised that the principle was that periods when the public could expect a response would be agreed between the Parish Council and the Clerk and then made public, the example being that for the previous Clerk this has been Mon, Weds & Fri from 0930-1300. It was requested that at the next meeting the provision of a dedicated phone number and answer phone for the Clerk would be discussed. Councillor Huish advised he could amend the new Clerk details and remove the Clerk's job advert from the website

01-05-12 CHRIS WRIGHT

Councillor Sheppard proposed and Councillor Bellis seconded that the comprehensive survey be undertaken. Councillor Sheppard will confirm the area to be surveyed with Mr. Wright.

02-05-12 ELECTION OF CHAIRMAN

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

Councillor Sheppard thanked the Councillors for their support in the past year and indicated that this coming year should be treated as his last year as Chairman. He stated that he would give his full support to the Vice Chairman in the coming year.

03-05-12 ELECTION OF VICE CHAIRMAN

Councillor Sheppard proposed and Councillor Lomas seconded that Councillor Bellis be elected as Vice – Chairman. Councillor Blanchard proposed and Councillor Huish seconded that Councillor Heal be elected as Vice-Chairman. This was put to a vote with Councillor Bellis being elected by a majority vote.

04-05-12 ELECTION OF PARISH HALL REPRESENTATIVE

Councillor Taylor stated he did not wish to stand as the Parish Hall representative. Councillor Heal confirmed he was happy to stand as the representative. Proposed by Councillor Sheppard and seconded by Councillor Taylor. **All agreed.**

05-05-12 APOLOGIES FOR ABSENCE

Councillor Gawler and Councillor Tillotson.

06-05-12 DECLARATIONS OF INTEREST

Councillor Heal wished to declare a personal but not prejudicial interest in agenda item 13, in particular the Certificate of Lawfulness; Application PK12/1338/CLE - Green Farm, Latteridge, Iron Acton. Councillor Heal is a neighbour of the farm.

07-05-12 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 23rd April 2012 had been previously circulated. Councillor Heal proposed and Councillor Lomas seconded that these minutes be adopted and signed. **All agreed.**

08-05-12 CHAIRMAN'S REPORT

Councillor Sheppard gave a verbal report. The main activity had been the undertaking of the changeover between the previous Clerk, Mrs. Evans and the new Clerk, Mrs. Beal. The handover has almost been completed however there is still a backlog of administrative work that needs to be completed. He reported that there had been some confusion over the Clerk's contract with clauses relating to the notice and sick pay being different in two versions of the contract. This issue would be discussed further in the Clerk's report.

09-05-12 CLERK'S REPORT

The Clerk reported that she had started work on 9th May, since then she has been working with Councillor Sheppard on the handover of duties. The Clerk thanked Councillor Sheppard for his help.

Hours to date.

The Clerk has recorded 95.25 hours to date. The Clerk is on holiday from 22nd May to 5th June. On her return she will endeavour to clear the outstanding e-mails (300) and the outstanding financial matters.

Contract of Employment

The Clerk reported that in addition to the contract of employment given to her by the Parish Council, She had also received a different version amongst other papers, one with a months notice and an entitlement to sick pay, and one with three months notice

Induction Programme

The Clerk enquired as to whether an induction programme had been devised or whether a specific Clerk's training course would be provided.

Councillor Huish welcomed the Clerk and said the ALCA website had a list of courses, online resources and support. The Clerk was advised her that she may research what courses are available and ask the Councillors permission to attend.

Laptop

The Clerk reported she had spent three hours changing the settings on the laptop; she requested the purchase of a dongle to enable her to log onto the internet during future meetings. If the previous Clerk does not have a dongle to pass on it was agreed a dongle should be purchased. Proposed by Councillor Bellis and seconded by Councillor Sheppard. **All agreed**

Finances

The VAT return was sent on 21 May. The annual accounts have been completed with a view to Mr. Selkirk reviewing them on 11th June. A year end audit date has been agreed with Mazars.

The bank mandates have been collected from the bank and are in the possession of Mr. Sheppard.

Councillor Sheppard thanked the Clerk for the report.

10-05-12 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT

None.

11-05-12 PARISH COUNCILLOR'S REPORTS

Councillor Bellis reported he had not progressed with contacting SGC regarding a foot

and cycle path between Iron Acton and Frampton Cotterell along the Bristol Road. The contact being Peter Hart.

Councillor Bellis reported that there is minor subsidence between the curb and road on Fairview Terrace, Councillor Sheppard reported this has been logged with Streetcare and they are due to visit in the week commencing 21st May.

Councillor Taylor reported there had been vandalism in the Nibley Lane allotments. Councillor Taylor also reported that the footpath between Park Street and the Green needs clearing.

Councillor Sheppard stated this has been reported to Streetcare and they will be dealing with it.

Councillor Heal enquired what the cameras on the traffic lights at the junctions of Latteridge Road and Wootton Road with the Iron Acton by-pass are for. Councillor Sheppard will ask the Highways Department.

12-05-12 FINANCIAL REPORT

No report was available.

The HMRC returns have been submitted on time.

The internal auditor knows the accounts will be late. Mazars have extended the deadline for the year end accounts.

13-05-12 PLANNING APPLICATIONS

PK/12/1361/CLE no comment. Proposed by Councillor Bellis, seconded by Councillor Sheppard. **All agreed.**

PK12/1338/CLE no comment. Proposed by Councillor Bellis, seconded by Councillor Sheppard. **All agreed.**

14-05-12 PLANNING CONSENTS

None received.

15-05-12 PLANNING REFUSALS/WITHDRAWALS

None received.

16-05-12 PLANNING APPEALS

None received.

17-05-12 PLANNING ENFORCEMENT

None received. Councillor Bellis noted that the gate at Berkeley Cottage, which was recently refused planning consent, has not been changed and that this interferes with the public footpath, and requested that this be brought to the attention of South

Gloucestershire Planning Enforcement. Councillor Sheppard stated he would speak to Neil Howat in Enforcement to see what was happening.

18-05-12 CLERK'S STATIONERY

Councillor Sheppard stated that when the Clerk returns from holiday the stationery requirement will be reviewed and any remaining stationery will be collected from the previous Clerk. No decision was needed. Therefore no agreement required.

Councillor Taylor proposed and Councillor Bellis seconded that the Clerk be given approval to open an account with Viking, the stationary suppliers. **All agreed.**

19-05-12 CLERKS HOURS

Councillor Sheppard provided the Councillors with a hard copy breakdown of the Clerk's hours to date. The Clerk was reminded that the 70 hours per month is intended to be an average. She was asked if she remained content that although the hours so far were in excess of 90 in one month, she would consider the average hours over a longer period, which she indicated was the case.

20-05-12 CLERK'S OUTSTANDING WORKS.

In addition to matter already discussed the burial records for the year need to be reconciled and registered. Councillor Sheppard offered to assist with this.

21-05-12 CLERK'S CONTRACT

Councillor Sheppard has spoken to Peter Sewell at SGC regarding the notice period. He advised that three months is moving away from the standard National Contract that states one month.

Councillor Bellis proposed and Councillor Huish seconded that Standing Orders be overruled for the following motion concerning a decision reached within the previous 6 months. **All agreed.** Councillor Bellis then proposed and Councillor Huish seconded that the Clerk's Contract of Employment would have one month's notice. **All agreed.** It was pointed out that both versions of the contract included provision for sick pay, and it was confirmed that it was the intention of the Parish Council to provide sick pay. The Clerk was given a draft to review. Two final copies will be brought to the next meeting and signed.

22-05-12 PARISH MEADOWS

Mrs. Tovey has reported that the wall from Sea Harvest to the stream is falling down. Councillor Bellis proposed and Councillor Taylor seconded that the Parish Meadow Committee be given a renewed mandate for this financial year to make decisions concerning the Parish Meadows and to be given the power to spend up to the allocated budget for the Parish Meadows without further reference to the full parish Council. **All agreed.**

23-05-12 ALLOTMENTS – NIBLEY LANE AND STATION ROAD

Councillor Taylor advised that there was still some clearing required, Councillor Heal advised he could arrange this within the next few weeks. Permission to clear the relevant area was proposed by Councillor Taylor and seconded by Councillor Blanchard. **All agreed.**

Mrs. Boyce had reported that ivy from the adjoining field by the stile was growing over into the allotment in Station Road.
Councillor Heal suggested this be left for a couple of months while birds are nesting and then this be cut back from the field.

The Clerk is to write to all allotment holders regarding their rents.

It was suggested that after the Clerk's return from holiday, the list of allotment holders against specific allotments should be updated.

The cracks on the left hand side of the wall along the path behind the church are worsening. Councillor Huish agreed to have a look at them. Councillor Sheppard advised that the Council footpath officer and structural Engineer would look at them and report back to the Parish Council.

24-05-12 ACCOUNTS FOR PAYMENT

There were no accounts for payment.

Councillor Huish advised that he would be submitting an invoice for the Clerk's job advert.

Councillor Sheppard proposed and Councillor Blanchard seconded that the account held with Hollister's, with Councillor Heal as the drawer, should continue. **All agreed.**

25-05-12 CORRESPONDENCE RECEIVED

South Gloucestershire Senior Citizens Forum Newspaper and CPRE Annual Report 2010.

DATE OF NEXT MEETING

The Annual Parish Meeting to be held on Thursday 31st May in the Parish Hall at 8pm.
Parish Council Meeting on Monday 18th June in at 7.30pm

There being no further business the meeting closed at 9pm

Signed.....

Dated.....

MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL Monday 18th June 2012

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

Present: - Councillor Sheppard (Chairman), Councillor Bellis (Vice Chairman), Councillor Blanchard, Councillor Gawler (also SGC Councillor), Councillor Heal, Councillor Huish, Councillor Lomas, Councillor Taylor, Councillor Tillotson, SGC Councillor D Hockey.

At the beginning of the meeting it was resolved that Councillor Bellis take the Minutes.

PUBLIC PARTICIPATION

Three members of the public were present. A question was put requesting an update on the situation relating to the previous Clerk, and a statement thanking the Council for providing the financial report at the Annual Parish Meeting. The meeting was reminded that Public Participation is intended for public contribution to the matters on the agenda and so it could not enter into public debate about matters not on the agenda.

(Note that due to the later arrival of a further parishioner, this item was re-opened later in the agenda below)

01-06-12 APOLOGIES FOR ABSENCE

Mrs D Beal, Clerk, due to pre-booked holiday.

02-06-12 DECLARATIONS OF INTEREST

Councillor Huish – Item 17- Acton Aid Member

Councillor Heal – Item 18 – lives adjacent to Latteridge Green

Councillor Tillotson – Item 17- Acton Aid Member

These interests were reported as personal but not prejudicial.

03-06-12 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

1. The minutes of the meeting held on 21st May 2012 had been previously circulated. Councillor Lomas proposed and Councillor Blanchard seconded that these minutes be adopted and signed, subject to four amendments:
09-05-12 Clerk's Report – Contract of Employment: This should read: "The Clerk reported that in addition to the contract of employment given to her by the Parish Council, she had also received a different version amongst other papers, one with a month's notice and an entitlement to sick pay, and one with three month's notice."
11-05-12 Parish Councillors' Reports – Para 2, sentence 2 should read "...between Park Street and the Green..."

17-05-12 Planning Enforcement - "Nick Howitt" should read "Neil Howat"
24-05-12 Accounts for Payment – insert "Councillor Blanchard" before "seconded".
- All agreed.

(Action Clerk to amend, Chairman to sign)

2. The minutes of the Confidential Item meeting held on 6th June 2012 had been previously circulated. Councillor Taylor proposed and Councillor Huish seconded that these minutes be adopted and signed – All agreed.

(Action Chairman to sign)

04-06-12 CHAIRMAN'S REPORT

Councillor Sheppard gave a verbal report. This included:

Meetings with the Clerk (referenced in her report also);
Meetings with allotment holders in connection with action required over vacant plots, collection of rents, and notification to prospective allotment holders when plots become vacant. Some updates may be required from the former Clerk;
Making sure in the absence of the Clerk that due notice has been properly given of meetings;
Various activity arising from parishioners dealing with flooding issues in engine common/Mission Rd due to unusually heavy rainfall;
Participating in practical meetings in the Meadows with members of the Meadows Committee, especially in relation to checking water levels in the stream;
The need to arrange the collection of all outstanding items from the previous Clerk, to be taken to the new Clerk's house now that she has been able to make provision for storage and working space, her husband is willing to assist with this;
Receiving communications from Ed Lewis of First Step Homes in connection with proposed affordable housing in the field behind the White Hart. Mr Lewis has been asked to prepare a statement and to make a presentation to the PC at the July meeting;
Dealing with various legal meetings and documents.

05-06-12 CLERK'S REPORT

The Clerk made a written report as below:

I would like to apologise firstly for not being at the meeting tonight, for Xmas I received a gift to visit my brother who lives in Prague and unfortunately my flight will not be arriving back into Bristol until 11pm tonight.

I have had several meetings with Councillor Sheppard in order for him to bring me up to date with what's been happening in my absence.

During my return from holiday I have been busy completing the below:

- Collated all the outstanding minutes and agendas these are now up to date.
- Emailed Peter Sewell explaining my position and have requested information

- regarding any clerk's courses that would be of use to me.
- Checked all post and correspondence received during my holiday and dealt with in accordingly
- Preparing and issuing the agenda for the meeting Monday 18th June
- Finalised all outstanding accounts for payment some dating back to February 12 and listed
- Contacted Zurich regarding the Insurance renewal and they are awaiting our cheque
- I have had 2 appointments booked with Iain Selkirk the internal auditor he cancelled both within minutes of being due at my home address. I am extremely disappointed at the inconvenience this has caused to both Peter Bellis, Bob Sheppard and myself as I had paid for childcare and scheduled my time around these meetings also the Parish council must be aware that this is holding us back from completing the end of year accounts.
- Received the VAT remittance back all correct.
- Completed all the financial reports dating back till May now up to date

Once I have had the Audit completed which has been rearranged for Wed 20th June I can then arrange with Mazars for the process of the next stage regarding the accounts.

I am in the process of documenting a legal folder regarding the chronology re the legal matter between the Pc and Mrs Evans. I have been instructed by B Sheppard that this must remain strictly confidential and not in the public domain.

There is still a huge back log of work to get through e.g. emails, Burial and cemetery records the list seems to be endless at the moment. I would like you all to bear in mind that as I have had no previous council experience this is all a learning curve to myself and will take some time as I am at present having to self teach myself as I go along with the help of Mr Bob Sheppard whom I thank immensely with his time and effort in helping me establish myself in this role.

06-06-12 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT

SGC Councillor Dave Hockey reported on the return to the committee system as opposed to the recent cabinet system. The committees will be balanced between the parties to reflect the makeup of the council, no overall control, and every councilor can make a difference. The examination in public of the core strategy up to 2026 has begun; Engine Common and Frampton Cotterell are at risk. Councillor Pat Hockey has details and will e-mail the PC later. Developers will be arguing in the first two days that 27,000 houses is not enough, and for development of Woodlands Farm and Engine Common which are currently areas not identified by SGC for development.. There is opportunity for the public to attend and they are welcome to observe, but must register if they wish to speak.

SGC Councillor Gawler reported that Councillor Dave Hockey is now Chairing the SGC

Budget Committee West (which does not include IA Parish). He confirmed that both he and Councillor Hockey will engage on behalf of the relevant part of IA Parish whenever necessary. The engine Common application is now in but is not yet registered. The Boundaries 'small changes' will affect IA Parish. Yate Town Council wants to incorporate all the industrial areas that are currently in IA Parish (and in Westerleigh Parish). There are currently two houses in Patch Elm Lane within IA Parish that may be recommended to be included in Rangeworthy Parish. The boundary between the two IA Wards will also be looked at. There has been no update on the Tanhouse Lane Gypsy & Traveler site, there is only two or three weeks left for them to appeal. Councillor Gawler sits on the following committees: Planning Regulatory; Licensing; Public Rights of Way (Chair).

07-06-12 PARISH COUNCILLORS' REPORTS

Councillor Huish had attended committee meetings of the Jubilee Children's Party, but not the party itself. Approximately 90 children from the parish attended the party, which included a bar and hog roast, and the party was generally held to be a success. This in conjunction with the ball raised around £900 for St. Peter's Hospice. He had received messages of support from some parishioners following the Annual Parish Meeting and believed that we should move on.

Councillor Heal reported that a plaque commemorating the Queens Diamond Jubilee had been installed in the church.

Councillor Bellis reported no update regarding a foot and cycle path between Iron Acton and Frampton Cotterell along the Bristol Road.
(Action Councillor Bellis)

08-06-12 FINANCIAL REPORT

The Clerk reported balances as at:

29th March 2012:

National Westminster Bank Current Account	£2547.10
National Westminster Bank Reserve Account	not known
National Savings Account	not known

30th April 2012:

National Westminster Bank Current Account	£13063.40
National Westminster Bank Reserve Account	£160.80
National Savings Account	not known

30th May 2012:

National Westminster Bank Current Account	£13063.40
National Westminster Bank Reserve Account	£160.82
National Savings Account	not known

18th June 2012:

National Westminster Bank Current Account	£13063.40
National Westminster Bank Reserve Account	£160.82
National Savings Account	not known

Where balances were not known, this was due to the 'handover period' involving new mandates to the respective banks to include the Clerk. It was acknowledged that it had not been possible to process all recent accounts for payment as quickly as would be liked, but that this was a temporary situation which was being managed by the Clerk and the Chairman, with communication with payees as appropriate.

09-06-12 PLANNING APPLICATIONS

PK12/1707/F Sunnyridge, Holly Hill - no observations - proposed Councillor Tillotson, seconded Councillor Taylor, all agreed.

PK12/1854/TCA Sea Harvest, High St - no observations - proposed Councillor Taylor, seconded councillor Heal, all agreed (NOTE it is understood that a Tree Preservation Order has been very recently obtained in respect of the tree covered by this application, hence the reasoning of this decision).

PK12/0627/F Hawkesworth House, Hawkesworth Rd, Great Western Business Park - note this has already been approved by SGC and so does not need to be on the agenda.

PK12/1791/F Laddenside Farm, Bristol Rd - no observations - proposed Councillor Heal, seconded Councillor Taylor, all agreed.

PK12/1913/O Land north of Brimsham Park - no comment required, however IAPC requests SGC to update us of all consultations relating to this application - proposed Councillor Sheppard, seconded Councillor Bellis, all agreed.
(Actions Clerk)

10-06-12 PLANNING CONSENTS

None received.

11-06-12 PLANNING REFUSALS/WITHDRAWALS

PK12/0554/F Walnut Tree Cottage, Chaingate Lane.

12-06-12 PLANNING APPEALS

PK12/0439/O The Barn, Wotton Rd.

13-06-12 PLANNING ENFORCEMENT

Councillor Bellis requested an update from SGC on the previous query concerning the gate at Berkeley Cottage, which was recently refused planning consent and has not been changed, which interferes with the public footpath. (Action Clerk)

14-06-12 MATTERS ARISING FROM THE ANNUAL PARISH MEETING

The matters arising were summarized as:

- To put recent events behind us and to move on;
- To take measures regarding better administration of and reduction of rubbish in, the allotments.

It was suggested that if street cleaning was an issue, IAPC should inquire of SGC exactly which roads within the Parish receive the benefit of litter-picking, and to ask what would be the implications of adding further roads.

(Action Clerk)

15-06-12 ANNUAL INSURANCE

To accept annual insurance provider as Zurich Municipal at an annual premium of £952.86 - proposed Councillor Bellis, seconded Councillor Heal, all agreed.

(Action Clerk)

16-06-12 CEMETERY

Councillors Blanchard, Heal & Taylor undertook to work together on updating the cemetery map and to provide a new copy of the updated to the Clerk for IAPC use. To approve headstone for V R Nelson - proposed Councillor Taylor, seconded Councillor Heal, all agreed. Councillor Sheppard undertook to enquire of Landscape Services about the matter of cemetery damage which may have been caused by grass-cutting.

(Actions Clerk, Chairman)

17-06-12 PARISH MEADOWS

Councillor Heal gave a verbal report following practical meetings & works carried out in the meadows.

Councillor Heal is appointed Chairman of the Meadows Committee - proposed Councillor Bellis, seconded Councillor Taylor, all agreed.

Councillor Huish gave an outline of Acton Aid's offer to make the Meadows, in particular the play area, the subject of this year's 'chairman's charity', this means they will be offering proposals and financial contributions. IAPC welcomes this financial aid and input and will send a letter of acceptance and thanks - proposed Councillor Taylor, seconded Councillor Heal, all agreed.

(Action Clerk)

18-06-12 LATTERIDGE GREEN

All Councillors are requested to visit Latteridge Green to familiarise themselves with the situation before the next meeting. This is against the background of the siting of various stones by various parties, driving on the green by heavy vehicles and other possible encroachment. This item will be on the agenda for the next meeting to decide what measures are required to best protect the green.

(Action All Councillors, Clerk)

19-06-12 TRAFFIC MANAGEMENT REVIEW OF THE HIGH STREET

The SGC revised proposal for measures arising from the Traffic management Review of the High St/Park St/The Green was considered in the form of a detailed map. The proposal was generally for white keep clear markings wherever mentioned, with no single or double yellow lines. The resolutions to be supported by IAPC were broken down as follows and were marked on the map supplied:

- Hammerhead - a reduced area, starting at the north side of the entrance to Holm Ray, towards the hammerhead itself, and around the hammerhead until just after the last curve of the hammerhead, approximately opposite Chapel Patch, on one side of the road only;
- Latteridge Road/Iron Acton By-pass junction - a reduced area, from the traffic light junction to approximately halfway towards the next housing entrance on the west side, on both sides of the road;
- Southern part of The Green from the junction with Latteridge Road - no markings;
- Park St/High St junction - renew existing lines only (note also that a replacement/renewal of the 'cul-de-sac' road sign is sought);
- Holly Hill/High St/Wotton Rd junction - as in the SGC proposal.

All these were proposed by Councillor Heal, seconded by Councillor Taylor, all agreed.
(Action Clerk)

After this item Public Participation was re-opened to allow Mrs Whittle to contribute, in recognition of her taking the trouble to attend

Mrs Whittle reported regular use of Nibley lane by Lorries that exceeded the weight limit, and requested that the obstructed signage be dealt with. She also mentioned concerns over the repair of a wall by the bungalows in Holly Hill. Councillor Sheppard undertook to contact SGC Streetcare.

(Action Chairman)

20-06-12 GREEN DOG-WALKERS SCHEME

SGC Councillor Hockey gave an update on this scheme, which originated in Falkirk. Frampton Cotterell PC has become the first parish in S Glos to adopt this scheme, which has been shown to cut unwanted dog waste by half. Alston Richards of SSGC Streetcare can come to talk to us if we wish to consider introducing the scheme in IA Parish. The essence of the scheme is encouraging responsible dog-walkers to identify themselves and to show an example to other dog-walkers. This is done through the wearing of armbands, the carrying of coloured bags for dog waste, and the distribution of leaflets. GC has paid £500 for the licence to run the scheme, initially the leaflets, bags and some armbands are provided free of charge with a charge for subsequent armbands. Councillor Hockey undertook to find out if the bags are biodegradable.

(Action SGC Councillor Hockey)

21-06-12 RAIN-WATER GULLIES– NORTH ROAD

Councillor Lomas outlined the issues involved. During the installation of a new gas pipeline to North Road School the contractors allowed spoil to enter the storm drains between the traffic lights and the school. The gullies are now full of that spoil and heavy rain only drains away very slowly causing severe ponding, pedestrians get soaked by passing vehicles and there is a flooding risk to properties. Cllr Lomas personally used the South Gloucestershire Council web based defect reporting system to report the problem. This site promised action within 10 days but after several months nothing has happened. Cllr Lomas requested that Iron Acton Parish Council support him by contacting SCC to also report the issue and request that the effected gullies are cleaned out. Proposed Councillor Lomas, seconded Councillor Bellis, all agreed.
(Action Chairman)

22-06-12 REQUEST FOR FINANCIAL ASSISTANCE

None Received

The next two items were brought forward**24-05-12 CLERK'S WAGES**

It was noted that in May the Clerk had worked 95.2 hours, and that her employment started on 9th May so this was a part month. Whilst her paid hours are intended to reflect an average over the year, it was suggested that there was a need for extra hours at this stage because of all the circumstances around becoming familiar with new procedures and practices, receiving basic instruction from Councillor Sheppard until the provision of training/gaining of experience, and the backlog of work arising from the gap in clerk cover. IAPC will pay the Clerk for 20 additional hours in May; and will pay up to 20 additional hours in June if required - proposed Councillor Gawler, seconded Councillor Bellis, all agreed. It was noted that in general, the Chairman must monitor the hours being performed by the Clerk, and that where necessary he must direct and prioritise her work within the hours available, and report back to the PC when there appears to be a need for additional hours.
(Action Chairman, Clerk)

It was also noted that due to the very short notice cancellation by Ian Selkirk of Mazars on two occasions, the Clerk had wasted two periods of paid childcare. Mention was made of her normal responsibility for childcare arrangements to carry out her duties, but that this was outside of that normal situation. IAPC will reimburse the Clerk for these costs, and will pursue this matter with the auditor when appropriate - proposed Councillor Bellis, seconded Councillor Sheppard, all agreed.
(Action Chairman, Clerk)

25-06-12 CONFIDENTIAL ITEM reported separately

The room was cleared of the public before this item was discussed

23-06-12 ACCOUNTS FOR PAYMENT

R.O. Williams & Son Agricultural Contractors (works on coach Pool) - £90.00

South Gloucestershire Council (hire of North Rd School) - £50.00

KN Office Supplies - £50.18

Iron Acton Parish Hall - £52.50

The Marshall Rooms - £105.00

Avon Local Councils' Association - £256.36

P Huish (advertising) - £118.80

Landscape Services - £692.73

Anna Jabrezka (bus shelters, meadows) - £209.00

Zurich Municipal - £952.86

Mrs. D Beal - Clerk's wages for May including 20 additional hours (amount not specified in meeting)

- proposed Councillor Bellis, seconded Councillor Huish, all agreed.

CORRESPONDENCE RECEIVED

None listed

DATE OF NEXT MEETING

Parish Council Meeting on Monday 16th July in Parish Hall at 7.30pm

There being no further business the meeting closed at 10.40pm

Signed.....

Dated.....

MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL

Monday 16th July 2012

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

Present: - Councillor Sheppard (Chairman), Councillor Bellis (Vice Chairman), Councillor Blanchard, Councillor Gawler (also SGC Councillor), Councillor Heal, Councillor Huish, Councillor Lomas, Councillor Taylor, Councillor Tillotson. Donna Beal (Clerk)

At the beginning of the meeting it was resolved that the meeting would be recorded in order to assist with the ongoing training of the new clerk.

PUBLIC PARTICIPATION

Ten members of the public were present.

Mrs Whittle raised a point relating to the wall at Holly Hill Lane outside Sunnyridge that it had been repaired however the wall has been built at a different height and poor quality. – Councillor Sheppard advised that the concerns would be passed onto the highway enforcement to look into – Councillor Gawler to action

Mrs Whittle expressed concern about Lorry's driving up Nibley Lane then reversing up Holly Hill lane and the lorry's lights shining through her window – Councillor Sheppard advised that her points would be passed onto the highway enforcement to investigate. – Clerk to action

Mrs Whittle also raised a point relating to Mr Sandy displaying 4 signs outside of his property and asked whether permission should have been obtained in order to do this. – Councillor Sheppard advised this would be passed onto the relevant authorities – Councillor Gawler to action

Mike Keanen asked if there was any update relating to the engine common development – Councillor Gawler advised there was no update at present any further development news would be passed on accordingly.

Peter Foot (chairman of Acton Aid) – Thanked the Parish Council for the use of the meadows to stage the Proms. Mr Foot apologised for the mess left in the meadows and advised that there were restrictions placed to gain access to the meadows in order to maintain minimum disruption. Mr Foot asked what could be done in order to repair any damage done to the meadow. Councillor Sheppard advised that there were several deep ruts in the ground which needs to be dealt with and that he had contacted Andrew Williams with the intention to have the ruts filled and then rolled. Councillor Gawler expressed concern that the toilets and rubbish were still in the meadows and when and how will they be removed. Peter Foot and Councillor Huish advised that all outstanding rubbish and the toilets would be removed manually if possible in order not to cause any more damage within the next 2 days.

The room was temporarily cleared of all members of the public due to having to discuss the confidential item

24 -06-12 CONFIDENTIAL ITEM

Councillor Sheppard proposed approval to ratify the statement prepared by Councillor Bellis, Councillor Heal and Councillor Gawler in accordance with the terms and conditions set out by the HR Company. **All Agreed**

The Public was invited back into the room

Councillor Sheppard announced he was to read a statement from Iron Acton Parish Council to all Parishioners in conjunction with Public Participation. Following the statement the Council would redeem the Council meeting and no further questions would be answered in relation to the statement read.

STATEMENT BY

IRON ACTON PARISH COUNCIL

TO ALL PARISHIONERS

The following statement is being made by Iron Acton Parish Council in relation to circumstances surrounding the recent resignation of Mrs. Paula Evans as Clerk and Responsible Financial Officer to the Parish Council.

It has come to our attention that certain rumours have been circulated around the Parish that Mrs. Evans 'lost' her job. It has also come to the Parish Council's attention that Mrs. Evans has been accused of being involved in a certain incident involving 'malicious communications'. The Parish Council would like to confirm that both of these allegations are incorrect.

Mrs. Evans resigned on 11th February 2012 following a number of incidents, which resulted in certain principles of trust and confidence that should exist between employee and employer being broken by the Parish Council. The Parish Council regrets that this was the case.

Iron Acton Parish Council would also like to express regret to Mrs. Evans for an apparent breach of confidentiality by a member of the Council during the course of negotiations regarding her contract of employment. This is something that should not have happened and it is acknowledged that a lack of understanding on behalf of a certain Parish Councillor caused this situation.

Additionally, as a consequence of further apparent breaches of confidentiality, Mrs. Evans received a number of ill-informed emails from parishioners which caused her a great deal of distress and anguish. The Parish Council acknowledges that certain accusations contained therein were untrue. Although the Parish Council responded to

these parishioners and certain Parish Councillors on an individual basis, we wish it to be known that Mrs. Evans' employment credentials are impeccable and her experience has done a great deal to bring the Parish Council into the twenty-first century.

Mrs. Evans has also been linked to the dissemination of certain 'malicious communications' on the 20th February 2012 whilst still an employee of the Parish Council. We recognise that following an investigation this accusation is entirely without foundation and we regret that certain parishioners may have been led to believe otherwise.

Mrs. Evans has served the community of Iron Acton faithfully since 1999 as both Parish Councillor and then as Clerk. Mrs. Evans is a well-known individual within the parish and has done a great deal to assist parishioners despite particularly difficult personal circumstances during 2011.

Iron Acton Parish Council regret the situation that lead to Mrs. Evans resignation, and acknowledge that more should have been done to support her position.

Iron Acton Parish Council offers its unanimous apology to Mrs. Evans and her family for the circumstances that led to her resignation.

Out of respect to Mrs Evans, and for ongoing confidentiality reasons, the Parish Council and its Councillors will not be making any further comment in relation to this matter.

01-07-12 APOLOGIES FOR ABSENCE

Pat and Dave Hockey

02-07-12 DECLARATIONS OF INTEREST

Councillor Huish/Councillor Tillotson – Item 14- Acton Aid Member

Councillor Heal – Item 15 – lives adjacent to Latteridge Green

Councillor Tillotson – Item 9- Algars Manor Planning application

These interests were reported as personal but not prejudicial.

03-07-12 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

1. The minutes of the meeting held on 18th June 2012 had been previously circulated. Councillor Lomas proposed and Councillor Bellis seconded that these minutes be adopted and signed. **All Agreed**
(Action Chairman to sign)

Councillor Blanchard requested that a hard copy of the minutes be brought to the meeting by the clerk – Clerk to action

Councillor Sheppard proposed that the agenda be posted to all councillors to comply with the regulations and process of the Local Council in future and all other

correspondence to be emailed seconded by Councillor Bellis. **All Agreed**

04-07-12 CHAIRMAN'S REPORT

Councillor Sheppard gave a verbal report. This included:

Meetings with the Clerk which covered familiarization with the Parish boundaries including Rangeworthy, Nibley Lane and the proposed development in engine common and Brimsham park.

The flood which occurred in North Road due to the drains being blocked and the overgrown grass.

Communication with Mazars in respect of the overdue accounts.

Contacting Pool court in relation to the burial and cemetery books.

The accounts needing to be ratified in order to progress to sending them to Mazars.

Visiting NatWest bank to obtain the relevant mandate forms to take off the old Clerk Mrs Paula Evans and add the new Clerks details Mrs Donna Beal.

05-06-12 CLERK'S REPORT

The Clerk made a written report as below:

During my time in since the last meeting I have been busy playing catch up with all the outstanding work that needed completed.

I can confirm that I have now

- Gone through all the outstanding emails and prioritised accordingly and I am now at the stage of responding to the emails and taking action where required.
- With the help of Bob Lomas I have now updated and familiarized myself with the basic PAYE tools 2012 and can now run the system efficiently.
- At the request of Lynne Blanchard I completed the Focal Poyntz report which was required for the next addition of the magazine.
- Taken delivery of my stationary order which has helped in undertaking the tasks of which are required of me.
- Received correspondence from Gorden Moss at South Gloucestershire council requesting information regarding the councillors at the Parish in order to comply with the law and publish the registers of all Town and Parish Councils this has now been completed.
- Confirmed the quote with Chris Wright for the Tree survey this has now been accepted.
- Contacted Mazars and advised the Internal Audit has now been completed by Mr I Selkirk and ensured them that the once this has been ratified I will ensure swift delivery of all documents they require.
- Accepted the annual renewal with regards to the insurance and advised the cheque will be sent once signed of at the next Parish Council meeting.
- I have been liaising with Mr Peter Duppa after being given his contact details via Peter Sewell Mr Duppa has assisted me in locating some local courses, book and contacts for

me in order to develop my knowledge in Local Council procedure I am hoping to receive dates of the courses shortly.

- Once again I have spent a vast amount of time with R Sheppard who has been kindly assisting me in familiarizing myself with council procedure whom I thank immensely for sparing a lot of his time trying to bring me up to speed.
- I have arranged with R Sheppard to visit the Allotments in order to meet as many allotment holders as possible as I am currently working on producing bills for all allotment holders and aim to have these sent/given to all allotment holders in the next couple of weeks.

In order to gain access to the bank accounts I require signatures to change the mandate and have my name added as the recipient, I have visited the bank and have the relevant forms with me ready for signing.

I also need to seek authority to transfer money from our national savings account in order to cover the cost of the legal expenses which will be due shortly.

Again it has been a very busy month for me but I am now getting to grips with what needs doing and the knowledge that is required in order to fill the requirements of the clerk.

Councillor Lomas requested that the clerk officially contacts South Gloucestershire council and requests the drains to be cleared out properly in order to try and prevent the floods from reoccurring.

Councillor Huish requested a update as to what's been done in relation to sounding opinions regarding the proposed homes behind the white Heart it was decided that the clerk would contact One step homes and thank him for his help and invite him to the next available Parish Council meeting with his proposal. (Clerk to action)

Councillor Taylor has requested that the clerk write to all allotment holders asking permission for there details to be passed on to a 3rd party in order to find out if any allotment holders are willing to form a allotment committee.

Councillor Heal advised that he has been waiting for 3 clear days to be able to access the allotments in order to clear the rubbish Councillor Heal is hopping to have this done next week weather permitting.

Councillor Bellis requested the clerk give a brief outline of the clerk's hours for the future in order to help manage the clerk's hours and prioritize if needed.

Councillor Sheppard requested that the clerk be allowed to obtain and manage the bank accounts on line once the mandates had been updated in order to access the accounts more efficiently. **All Agreed**

06-07-12 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT

- 1) North Rd flooding – several houses were flooded when the main drain became blocked. Councillor Gawler understands that the problem was disposable nappies so was not surprised but just feel for the people involved.
- 2) The SGC Core Strategy public examination is coming to an end. Mike Keenan, Denys Leflaive and Councillor Gawler went for the Yate/Sodbury/Engine Common session. The

report should be available later in the Autumn-probably October/November however any major alterations will be announced in brief in August.

- 3) We have started reviewing the Governance changes for Parishes who have put in requests and the non parished areas. With Iron Acton that would incorporate Patch Elm Lane but exclude the requested Ward boundary review as it is tied in with the Boundary Commission Constituency review. We can do nothing on this item until that has been agreed.
- 4) Tanhouse Lane Gypsy and Traveller proposed site is going to appeal. The Council have hired a Highways Consultant to help and Councillor Gawler will be meeting him next week – July 25th. At the hearing Councillor Gawler will be up in front of the inspector along with the Planning Officer etc.

07-06-12 PARISH COUNCILLORS' REPORTS

Councillor Huish reported that a request has been made from a parishioner relating to the good job that was done of clearing the rail around the church last year and how it again has become overgrown and it should now be looked at again.

Councillor Huish reported that he had been approached from parishioner wishing to stay anonymous who stated that the land next to the WCS on Frampton end road as there seems to be a lot of activities from lorry's and there is speculation that the land is being used as a dumping ground. Councillor Sheppard advised he would contact the enforcement officer to investigate and advise accordingly.

Councillor Heal reported that by the Crossing cottage industrial estate advertising signs are being displayed on a precarious part of the road which could potentially cause a traffic incident. Councillor Sheppard advised that the concerns would be passed onto the enforcement office. (Clerk to action)

Councillor Tillotson advised on the Bus stop at Codrington Arms with regards to the situation still being monitored.

Councillor Taylor advised it has been reported by a neighbor that the bins in the cemetery are being used incorrectly and asked if we should sign the bins in the hope they will be used correctly. Councillor Sheppard agreed to empty the bins on this occasion and monitor the situation. Councillor Blanchard advised that there are signs already on the bins.

Councillor Taylor reported that since the dog bin had been repositioned in the cemetery people are still depositing bags of dog waste where the bin used to be positioned rather than walking to the repositioned dog bin at the bottom of the cemetery.

Councillor Taylor requested the clerk to check the contract for Landscape Services to see if the verge in front of the allotments in Nibley Lane is listed in the agreement.

Councillor Blanchard requested that South Gloucestershire council be contacted in relation to the special expenses of which Iron Acton is listed of receiving £3436. To enquire what the money is for? Can they tell us the specifics i.e. what we can expect/do get this money for? How is this money collected? (Councillor Gawler to action)

08-07-12 FINANCIAL REPORT

The Clerk reported balances as at:

Monies available as at 11th July 2012:

National Westminster Bank:	Current Account	£ 11,094.98
	Reserve Account	£ 160.82
National Savings Accounts:		£
TOTAL		£

Movements on the Current Account

Date	Cheque No	Details	Withdrawn	Paid In	Balance
		Balance carried forward			13063.40
07/06/12		HMRC		1507.60	14571.00
22/06/12	002341	R Sheppard	49.97		14521.03
25/06/12	002342	A Jastrzebska	209.00		14312.03
28/06/12		Bamford – Head Stone		50.00	14362.03
02/07/12	002332	Room Hire North Road school	50.00		14312.03
02/07/12	002339	Clerks Wages – May	896.59		13415.44
02/07/12	002344	Clerks Wages – June	896.59		12518.85
02/07/12	002345	Clerks Expenses – May	58.30		12460.55
05/07/12	002331	R O Williams & Son	90.00		12370.55
09/07/12	002333	Kn Office supplies	50.18		12320.37
		<u>Less Uncleared Cheques</u>			
	002334	Room Hire – IAPH	52.50		12267.87
	002336	Avon Local Councils Association	256.36		12011.51
	002337	P Huish	118.80		11892.71
	002338	Landscape Services	692.73		11199.98
	002340	Room Hire – Marshall	105.00		11094.98
AVAILABLE BALANCE					£11,094.98

Where balances were not known, this was due to the 'handover period' involving new mandates to the respective banks to include the Clerk.

Councillor Bellis proposed that the clerk transfers £10,000 from the National savings

account to the current account to cover all relevant costs due in respect of the pending bill from the solicitors. Seconded Councillor Heal. **All agreed**

09-07-12 PLANNING APPLICATIONS

PK12/2239/F 6 Engine Common lane, Yate – Erection of single storey side extension

No Comment Proposed Councillor Lomas, Seconded Councillor Bellis – All Agreed

PK12/2131/TCA Buttercup House, High Street, Iron Acton – Works to crown lift up to a 4 meters 1no. Lime tree, crown lift by 2.5 meters and thin 1no. Alder tree and remove 1no. Ash tree in the Iron Acton conservation area.

No Comment Proposed Councillor Bellis, Seconded Councillor Sheppard – All agreed

PK12/2225/LB Vine Cottage, Wotton Road, Iron Acton – External redecoration of woodwork, doors and gates.

No Comment Proposed Councillor Bellis, Seconded Councillor Tillotson – All agreed

PK12/2141/LB Acton House, The Green Iron Acton – Installation of 10no. solar water heating panels on swimming pool roof.

No Comment Proposed Councillor Bellis, Seconded Councillor Sheppard – All agreed

PK12/2290/LB Algars Manor Station Road, Iron Acton – Internal and external repairs and alterations to update bathroom facilities, reinstate some timber casement windows and reinstate/renew rendered surfaces to external walls

No Comment Proposed Councillor Bellis, Seconded Councillor Sheppard – All agreed

(Action Clerk)

10-07-12 PLANNING CONSENTS

PK12/0397/F Land south of Broad lane, Yate – Erection of 14no. Dwellings with Access, landscaping and associated works - **Approved**

PT12/0537/RVC Old Gloucester Road, Alveston, Bristol – Amend the location of The crane pad for hard standing for turbine 2 - **Approved with Conditions**

PK12/0603/RVC Building 6 Lavenham Farm Nibley lane, Iron Acton – Removal 6,7 & 8 attached to planning permission PK12/0760/F to remove the requirement to replace windows, doors, wood cladding and wicker facing in respect of the conversion of building 6 from an ancillary work / live unit to an independent dwelling with separate access - **Approved with conditions**

PK12/0602/F Building 6 Lavenham Farm Nibley Lane, Iron Acton, - Installation of 1 no window in the south elevation of the building and installation of an extraction flue. **Approved with Conditions**

PK12/0651/F 22 Engine Common lane, Yate, Bristol – Erection of stable and storage block **Approved with Conditions**

PK12/1707/F Sunnyridge Holly Hill, Iron Acton – Erection of rear conservatory, Erection of 2.2 metre max high metal gates. **Approved with conditions**

PK12/1113/R3F South Gloucestershire Depot, Engine Common lane, Yate – Erection of 1no. salt barn with parking and associated works. **Deemed Consent**

PK12/1361/CLE Certificate of Lawfulness – Park Cottage, The Green Iron Acton. **Approved**

11-07-12 PLANNING REFUSALS/WITHDRAWALS

PK12/1854/TCA Sea Harvest, High Street, Iron Acton, - Works to remove 1no.sycamore tree within Conservation area **Refused**

12-07-12 PLANNING APPEALS

PK11/3722/F – Unit 4 Great Western Business Park, Armstrong way, Yate – Change of use from B1 and B2 to class B8.

13-07-12 PLANNING ENFORCEMENT

Councillor Bellis requested an update from SGC on the previous query concerning the gate at Berkeley Cottage, which was recently refused planning consent and has not been changed, which interferes with the public footpath. (Action Clerk)

14-07-12 PARISH MEADOWS

Councillor Heal commented on the state of the Meadows at present but was happy with the comments from Peter Foot during the public participation that the meadows will be restored to their previous condition.

Councillor Heal spoke about the flooding in the play area which occurred 10 days previous Councillor heal stated that he believes the drain under the bridge could not take the water causing it to overflow straight into the play area after examining the situation Councilor Heal believes that the problem was being caused by a tree a bit further down which was partially blocking the stream and in the bottom of the stream is a big clump of fibrous roots. Councillor Sheppard and Heal will check the stream and resolve the situation by clearing the roots with the digger when the ruts are being filled.

Councillor Heal reported that Joe Wright would be able to supply and apply chemical weed control to the nettles around the meadow fence line and play area. This would be discussed in the next Meadows subcommittee meeting.

A meeting was called for the Meadows subcommittee for Monday 23rd July at 6.30pm meeting at the meadows weather permitting. In case of bad weather the meeting will be held in the Village Hall.

15-07-12 LATTERIDGE GREEN

After reviewing the stones in Latteridge Green it was proposed by Councillor Sheppard in order to protect Latteridge Green from further erosion by lorry's the stones will remain Seconded Councillor Blanchard. **All Agreed**

16-07-12 IRON ACTON VILLAGE GREEN

Councillor Bellis proposed that Chris Write should be instructed to carry out any necessary action to manage the two large trees at the North West end of the green which are encroaching on the footpaths. Seconded Councillor Sheppard **All Agreed** (Action Clerk)

17-07-12 COUNCIL WEBSITE

To be carried forward to discuss with item 24

18-07-12 ANNUAL PLAYGROUND INSPECTION

Councillor Sheppard reported that correspondence had been received advising the Parish Council that the annual inspection is now due. The inspection will be carried out shortly and a date will be circulated once received.

(Action Clerk)

19-07-12 Mazars

Councillor Sheppard advised the annual accounts needed to be ratified. Ian Selkirk has now completed the internal audit and once the accounts had been ratified they can then be sent to Mazars. Proposed Councillor Blanchard Seconded Councillor Gawler **All Agreed**
(Action Clerk)

20-07-12 CLERKS CONTRACT

Councillor Sheppard produced the clerks contract with the minor amendments now completed the contract now reflects the model contract. The clerk (Donna Beal) formally signed the contract which was witnessed and signed by Councillor Sheppard.

21-07-12 CLERKS WAGES

Following a review of the clerks hours , it was suggested that there was a need for extra hours at this stage because of all the circumstances around becoming familiar with new procedures and practices, receiving basic instruction from Councillor Sheppard until the provision of training/gaining of experience, and the backlog of work arising from the gap in clerk cover. IAPC will pay the Clerk for 20 additional hours in June and July. It was noted that in general moving forward for August, the Chairman and Vice Chairman must monitor the hours being performed by the Clerk, and that where necessary he must direct and prioritise her work within the 70 hours available.

22-07-12 REQUEST FOR FINANCIAL ASSISTANCE

A request has been received from Citizens Advice Bureau Councillor Sheppard Proposed a donation of £100 seconded Councillor Bellis **All Agreed**
(Action Clerk)

Councillor Tillotson requested that all requests for funding within the Parish be forwarded to Acton Aid in order to diversify the available funds.

Councillor Bellis proposed that the Council marshal the general requests to 4 times per year (January, April, July, October) Seconded Councillor Blanchard **All Agreed**

23-07-12 ACCOUNTS FOR PAYMENT

- Zurich – Annual Insurance - £952.86
- I Selkirk – Internal Audit fees £155
- Viking – Stationary - £294.96
- Andrew William – Man& machine for ½ day at allotments £100
- B Sheppard – Ink - £49.97
- Clerks wages – June @ 90 hours
- Clerks Wages – July @ 90 hours

- Clerks expenses - June - £190.58
- Tax / NI - £156.74
- Society of local council clerks – Minutes book - £16.95
- CAB – Request for financial assistance - £100
- Solicitors amount TBC

Proposed Councillor Bellis Seconded Councillor Taylor **All Agreed**

24-06-12 CONFIDENTIAL ITEM reported separately

The room was cleared of the public before this item was discussed

CORRESPONDENCE RECEIVED

None Listed

DATE OF NEXT MEETING

Parish Council Meeting on Monday 17th September in Parish Hall at 7.30pm

There being no further business the meeting closed at 10.00pm

Signed.....

Dated.....

867

Confidential

868

Confidential

MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL

Wednesday 22nd August 2012

The Meeting of Iron Acton Parish Council was held in the Marshall Rooms commencing at 7.00pm.

Present: - Councillor Sheppard (Chairman), Councillor Gawler (also SGC Councillor), Councillor Heal, Councillor Huish, Councillor Lomas, Councillor Taylor. Donna Beal (Clerk)

At the beginning of the meeting it was resolved that the meeting would be recorded in order to assist with the ongoing training of the new clerk.

PUBLIC PARTICIPATION

1 member of the public was present.

Sheridan Washbourne expressed concern relating to planning application PK12/2539/F the proposed development lays adjacent to her property. Mrs Washbourne advised the Parish Council that she has already put in a objection letter to the council stating her views. It was expressed that the appearance has changed since the previous application however the size is still the same and remains concerned in relation to the use of the garage and the noise and work scale relating to this.

Councillor Heal advised that we will consider the concerns at the correct time within the meeting

(Note that due to the later arrival of a further parishioner, this item was re-opened later in the agenda below)

01-08-12 APOLOGIES FOR ABSENCE

Councillor Tillotson, Councillor Bellis, Councillor Blanchard.

02-08-12 DECLARATIONS OF INTEREST

Councillor Lomas – Item 3- PK12/1751/F – Land between Iron Acton Way and North Road Engine Common.

These interests were reported as personal but not prejudicial.

03-08-12 PLANNING APPLICATIONS

PK12/2344/LB - Algars Mannor Station Road - Internal and external works to facilitate the conversion of a barn to residential annexe.

NO OBSERVATIONS – Proposed Councillor Sheppard, Seconded Councillor Gawler – All Agreed

PK12/2539/F - 235 North Road - Erection of detached garage.

APPOSE - ALOUGH THE APPEARANCE HAS CHANGED THE PROPOSED GARAGE IS STILL TO LARGE AND PREVIOUS CONCERNS STILL STAND - Proposed Councillor Huish, Seconded Councillor Gawler – All Agreed

PK12/2699/TCA – The plot Iron Dale house, High Street, Iron Acton – Works to pollard 1 no.silver birch tree all situated within Iron Acton Conservation Area

NO OBSERVATION - Proposed Councillor Sheppard, Seconded Councillor Gawler – All Agreed

PK12/2531/F – Wayside Wotton Road Iron Acton – Change of use of out buildings (class C3) to day nursery (class D1) as defined in Town and country planning. Construction of new vehicular access from Wotton Road

CONCERNS - PLEASE PROVIDE MORE INFORMATION E.G. NO CHILDREN TO ATTEND NURSERY, THE SECURITY AND SAFETY OF CHILDREN INSIDE THE PREMISES, CONCERNS REGARDING ROAD PARKING AND ENTRANCE TO FROM PROPOSED NURSERY - Proposed Councillor Sheppard, Seconded Councillor Gawler – All Agreed

PK12/2741/F – Eastington House High Street, Iron Acton – Erection of 1st floor rear extension to form additional living accommodation.

NO OBSERVATIONS - Proposed Councillor Sheppard, Seconded Councillor Gawler – All Agreed

PK12/2789/F – 16 Engine Common lane, Yate – Erection of single storey side extension to form additional living accommodation and self contained home office ancillary to the main dwelling.

NO OBSERVATIONS- Proposed Councillor Sheppard, Seconded Councillor Gawler – All Agreed.

PK12/1751/F – Land between Iron Acton Way and North Road Engine Common - Mixed use development across 14.9 hectares of land comprising 210 new dwellings, 1329sq m of office floor space, 1914sq m of employment floor space for light industrial use and or warehouse and distribution, new clubhouse and car park at Yate town football club with provision of associated parking, infrastructure and landscaping.

OBJECT - OVERDEVELOPMENT OF SITE, NO NEED FOR EXTRA DISTRIBUTION FACILITIES, ROAD ACCESS SUBSTANDARD FOR DEVELOPMENT - Proposed Councillor Gawler, Seconded Councillor Taylor – All Agreed

Public Participation reopened due to another member of the public entering the room

Mike Keanen asked the Parish Council if there was any further information relation the Engine Common Development and expressed concern relating to the development trying to use the football club in order to enhance its application. Councillor Sheppard advised that there was going to be an objection raised with respect of the new planning application that has been submitted. Councillor Gawler advised that he was keeping a close eye on the application and was in contact with the council and further news would be passed on once received.

03-08-12 PLANNING APPLICATIONS

PK12/2611/CLP – Park Cottage The Green Iron Acton Bristol – Application for certificate of lawfulness for the proposed erection of a single storey rear extension and porch.

NO OBSERVATIONS - Proposed Councillor Sheppard, Seconded Councillor Gawler – All Agreed

PT12/1922/F – Unit R Wellington Drive Yate – Change of use of land to car wash area as defined in the Town and Country Planning order 1987.

NO OBSERVATIONS - Proposed Councillor Sheppard, Seconded Councillor Gawler – All Agreed

(Clerk to Action)

04-08-2012 Apology Mrs Evans

It was agreed the apology would be resolved within the confidential minutes.

06-08-2012 Accounts For Payment

Clerks Wages August 2012 70 hours

Clerks Expenses 2012

Chris Wright – Tree Survey - £600

Proposed Councillor Sheppard seconded Councillor Gawler all Agreed

(Clerk to action)

05-08-12 CONFIDENTIAL ITEM reported separately

The room was cleared of the public before this item was discussed

There being no further business the meeting closed at 8pm

Signed.....

Dated.....

MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL

Monday 17th September 2012

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

Present: - Councillor Sheppard (Chairman), Councillor Bellis (Vice Chairman), Councillor Gawler (also SGC Councillor), Councillor Heal, Councillor Lomas, Councillor Taylor, Councillor Tillotson, SGC Pat Hockey, Donna Beal (Clerk)

At the beginning of the meeting it was resolved that the meeting would be recorded in order to assist with the ongoing training of the new clerk.

PUBLIC PARTICIPATION

Eight members of the public were present.

Mike Keenan asked if there was any update relating to the engine common development and core strategy Mr Keenan asked if the Parish Council would be contacting South Gloucestershire Council to talk to the developers in relation to the sites that have been chosen and see if it is possible to bring times forward or increase the numbers to help release the pressure of the Engine Common development.

South Gloucestershire Councillor Pat Hockey gave an update relating to the Engine Common Development and core strategy Councillor Hockey advised that the inspector has now given the preliminary report to South Gloucestershire Council which is believed to be on the website for anyone to access. Councillor Hockey advised that it is anticipated that it will progress after South Gloucestershire has responded to the issues that has been raised with the certain modifications that has been requested. In the modifications there is no mention of the sites which the developers tried to persuade the inspector to be included in the core strategy which includes the Engine Common Development. The inspector has asked South Gloucestershire to deal with the 5 year land bank and a meeting will be scheduled in the coming weeks to address the situation. The proposal that the inspector has put forward will go for public consultation in the 2nd week of October for 6 weeks. Councillor Hockey advised that a response should be made at the consultation and to ensure the planning application is dealt with efficiently.

Councillor Heal suggested that a housing needs survey may be required in order to plan for the future developments in order to assist in the need for extra housing. Councillor Sheppard advised that a survey was done a few years ago and the clerk would locate it and then move forward once the information is available. Mr Keenan asked if the houses are defiantly required or if they are only needed if something was to go wrong somewhere else. Councillor Hockey advised that the 5 year land bank is a contingency and the overall total has now been accepted at the total of 28355 new houses up until 2027.

Mr Leplay commented that he and his wife had made representations regarding the core strategy and that he had put in a strong objection to the planning application. Mr Leplay stated that the response received from Councillor Hockey had covered the concerns they had. Councillor Sheppard advised the public that all information received will be passed on and Councillor Gawler and Hockey would be keeping the Parish Council well informed.

A resident from Nibley Lane was angered by the proposal to demolish houses and garages within the area as it was concerned that it would de value the houses within the area.

Councillor Hockey advised that Councillor Dave Hockey has been in touch with Merlin and advised that the formal consultation includes a meeting with residents whom live in the house affected is due to take place before Christmas. Councillor Hockey advised that a housing

officer was not in place yet and therefore no date has yet been agreed. Councillor Sheppard advised that the clerk will write to the new projects officer in order to keep the Parish Council informed and once a definite response is received to what is going to happen the Parish Council will then act.

01-09-12 APOLOGIES FOR ABSENCE

Dave Hockey, Councillor Huish, Councillor Blanchard Absent with no apology

02-09-12 DECLARATIONS OF INTEREST

Councillor Tillotson – Item 14- Acton Aid Member

This interest were reported as personal but not prejudicial.

Councillor Sheppard – Item 13 – COM/12/0382/OD – Owner of the property

This interest was reported as both personal and prejudicial.

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

1. The minutes of the meeting held on 16th July 2012 and 22nd August 2012 had been previously circulated. Councillor Heal proposed and Councillor Sheppard seconded that these minutes be adopted and signed. **All Agreed**

(Action Chairman to sign)

It was proposed by Councillor Sheppard that the clerk will post the minutes to all the councillors once completed to ensure all councillors receive them. Seconded by Councillor Taylor. **All Agreed**

(Action Clerk)

Councillor Bellis asked if the council look back at previous minutes and in retrospect part of the minute should have been dealt with under a confidential minute originally is it appropriate to revisit under this heading and judge it as such or leave it as it was.

Councillor Sheppard advised that under the Council government act of 1972 forbids the Parish Council to do that.

04-09-12 CHAIRMAN'S REPORT

Councillor Sheppard gave a verbal report. This included:

Various time spent dealing and aiding the clerk with various aspects in relation to the village and the website. Councillor Sheppard advised that the roadwork's have now been finished on North Road however they still need to return due to some of the work not being satisfactory. Councillor Sheppard has contacted Daniels in relation to this. An inspection carried out by South Gloucestershire council who also advised due to the state of repairs needed to be redone. Councillor Sheppard advised he had followed up on the flooding on North Road and the problem with Engine Common Lane. It was advised that Councillor Sheppard with the help of the clerk and other information gained would be trying to contact farmers on land on Engine Common Lane to try and resolve the water issue by asking the land owners to clean the ditches out. It was also advised that Councillor Sheppard was dealing with Chris Wright in relation to the various trees that need attention around the parish and Chris Wright along with the clerk would visit and look at the trees in question.

05-09-12 CLERK'S REPORT

The Clerk made a written report as below:

Public Participation – Councillor Gawler and I have passed on the concerns raised by Mrs Whittle to the highways enforcement officer a response has been received to advise this is now being investigated.

Confidential Item – The website was updated and included the apology for Mrs Evans within the proposed time scale and for the duration of which was required. The money was transferred at the sum of £10,000.00 from the national savings account and the solicitor's bill has now been paid. An apology was given to Mrs Paula Evans in relation to the confidential minutes being displayed on the website (wording agreed at August meeting) I can confirm Mrs Evans was happy with the apology received.

Planning – All responses have been sent in relation to all planning applications received during the months of July/August a email has confirmed that the responses have been received and are being dealt with accordingly.

Parish Meadows – A subcommittee meeting date is still to be confirmed after discussions if was resolved that a meeting will be arranged after the main holiday period ensuring the members of the subcommittee would be able to attend.

I have contacted Landscape services and asked if the verge in front of the allotments in Nibley Lane is listed in the agreement they have advised this is charged at the rate of £50 and is only cut on request.

Annual Playground inspection – An email has been sent requesting the inspection to take place a confirmation email was received advising that a date would be advised in due course. A subsequent email has now been sent as still no date has been advised.

Annual Accounts – The accounts have been sent to Mazar for completion of the Audit, I have received notification of receipt and have responded to the queries raised. I am now awaiting confirmation of completion on accounts.

Chris Wright has now been instructed to carry out any necessary action required to manage the 2 large trees at the North West end of the village Green, I am awaiting confirmation of this being done.

Floods in North Road – I have emailed south Gloucestershire council and officially requested the drains to be cleared any further information will be passed on accordingly.

Financial Assistance – A letter was received from the CAB thanking the Parish council for the donation of £100.

Accounts for Payment – All cheques have been sent and the accounts have been updated for the Months of July and August.

Planning Enforcement – A request has been made for information in relation to the Gate at Berkeley Cottage as requested by councillor Bellis no response has been received this will again be chased up and any information received will be passed on as requested.

Allotments – All allotment holders have now been sent bills for 2012 and a majority have now sent payment in which receipts have been issued. I also requested permission to all allotment holders for there details to be passed on to a 3rd party in order to establish if any allotment holders would be willing to form an allotment committee. I have received some response and will populate a list in due course on receipt of confirmation from all allotment holders.

Website – I am now in receipt of the website details and have spent some considerable time familiarizing with the website and how it is managed in order for me to be able to maintain and update as required.

ALCA AGM – Notification has been received and a date has been confirmed for the ALCA AGM meeting this will take place on Saturday 6th October all details have been passed on to all councillors via email.

Declaration of Acceptance – An email has advised that the office form dc1 has been changed and will be used in future

Tree Preservation orders have been received for Sea harvest, High Street, Iron Acton and The Plot Iron Dale House, Iron Acton.

Weed Spraying – An email was received giving an update to the position regarding weed spraying in the area. It advised that due to the adverse weather conditions this would normally have taken place in May early June but had not been able to take place. They advised that there needed to be a suitable window in the weather for this to go ahead and asked the Parish Council and the residents to bear with them and accept that control of weed growth wont be as good as previous years but that (weather permitting) they would regain there standards as soon as they can.

National Grid - Correspondence has been received advising of refurbishment work of the overhead electrical line that runs between the substations in Iron Acton and Melksham. The work is due to be completed by the end of the year.

Meetings – It was brought to my attention that a list had been arranged previously as to the locations of all forthcoming Parish Council Meetings in order to use the 3 locations equally for the remaining year. Due to the list not being adhered to I have devised a new program the dates and locations are:

September 17th – Parish Hall

October 15th – North Road Primary School

November 19th – Marshall Rooms

December 10th – Parish Hall

January 21st - North Road Primary School

February 18th - Marshall Rooms

March 18th – Parish Hall.

Please advise of any concerns / objections to the proposed schedule as I will endeavour to book the rooms for the dates and locations stated in due course.

Clerks Courses – I have now received confirmation of the next available clerks courses these will be taking place in October over 2 separate days. I have emailed to book a place on the 2 courses and I am awaiting confirmation.

Affordable Housing Iron Acton – I have replied to the email received relating to affordable housing in Iron Acton on the land behind the White Heart. I invited first step homes to attend a parish council meeting where they could form part of the public participation. I advised the date of our next meeting with the relevant information and also advised of the website where they can also find information relating to dates and times of future meetings.

Councillor Lomas requested confirmation the website was now in control of the clerk the clerk responded stating that full control was now in the hands of the clerk.

Councillor Bellis suggested that in relation to the Parish meadows it should not be referred to as a sub committee but a committee as that is what was set up.

Councillor Gawler asked if there was any further news on the gates at Berkley Cottage. Councillor Sheppard advised that he had visited the site but no one was present and was unable to talk to the land owner. It was resolved that Councillor Sheppard and the clerk will again visit the site and report back accordingly.

Councillor Lomas stated the drains in North road had still not been cleared. The Clerk advised that she is in communication with the Council and that more information had been requested as to the location of the blocked drains and the information has now been relayed back to South Gloucestershire council and the clerk now awaits a further response.

(Clerk to action)

06-09-12 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT

Councillor Gawler has requested that the pot holes are repaired between the post office and the corner before the term starts to maintain the children's safety. Councillor Gawler will chase this up as he had previously spoken to Keith Falconer but as of yet it does not appear to have been done.

Councillor Gawler reported on the Tan house Lane Gypsy and Traveller appeal in which the meeting is scheduled for a fortnight's time.

Councillor Hockey advised that the core strategy has not helped with the situation relating to the Gypsy and traveller site.

Councillor Hockey advised that the clerk has received correspondence relating to the ALCA South Gloucestershire group meeting scheduled for October 25th as it would be in the interest to send along a representative. The Clerk advised the all the correspondence has been forwarded to the Councillors.

Councillor Hockey reported that the speed limit along Latteridge road had gone and due to a restructure in the department it had not progressed as it should have done however it will be going to a consultation shortly.

Frampton End road consultation documents regarding possible closure to improve safety is currently being processed and should materialise before Christmas containing the options put forward. This is also running parallel to the speed limit request for Nibley Lane.

Part of the highways maintenance budget is being delegated to the area of forums to make a decision on what the priority's are and any bids for Iron Acton should be put in and the meeting is due to take place on the 20th September at Shireway at 7pm.

In reference to the Youth service South Gloucestershire council has decided in view of the problems with finances that only a limited number of youth services will be retained in priority neighbourhoods.

Councillor Bellis advised that in relation to the options for Frampton End Road there was not enough, he advised that the Parish Council thoughts had already been given and have not been included in the options. Councillor Hockey advised that the other options put forward were not feasible and advised that they could be said again and to also talk about it when consultation papers are received.

07-09-12 PARISH COUNCILLORS' REPORTS

Councillor Taylor advised that 2 residents up on Nibley Lane spent some time clearing verges that belong to Merlin. Councillor Taylor has requested the Parish Council contact Merlin and asks for a maintenance program is set up in order to maintain the verges to stop it encroaching on residents gardens. It was resolved the Clerk would write to Merlin

(Clerk to action)

Councillor Heal reported that Bows Bridge has still got a very bad drop in it had previously been marked up approx 2 years ago but nothing had been done after that. It was requested the Parish Council go back to South Gloucestershire and have this relooked at.

(Clerk to action)

Councillor Heal stated that the verges on the drive into Iron Acton from the bypass looks awful in comparison to Alveston, he stated that it could be cut and cleared up to make the approach into Iron Acton look better. It was resolved that the councillors would think about ways and means to improve and it would be added to the agenda for next month.

(Clerk to action)

08-09-12 FINANCIAL REPORT

The Clerk reported balances as at:

Monies available as at 17 September 2012:

National Westminster Bank:	Current Account	£ 8850.45
	Reserve Account	£ 160.82
National Savings Accounts:		£ Awaiting for
	books	
TOTAL		£

Movements on the Current Account

Date	Cheque No	Details	Withdrawn	Paid In	Balance
		Balance carried forward			12320.37
12/7/12	2338	Landscape Services	692.73		11627.64
19/7/12	2340	Room Hire – Marshall	105.00		
	2351	D Beal – Clerks Expenses	190.58		
	2354	D Beal – Clerks wages	932.40		10,399.66
24/7/12	2336	ALCA	256.36		10,143.30
25/7/12	2334	Room Hire – IAPC	52.50		
	2346	Zurich Insurance Renewal	952.86		
	2348	Viking – Stationary	294.96		8842.98
30/7/12	2353	SOLCC – Stationary	16.95		8826.03
31/7/12	2352	HM Revenue – Tax/Ni	156.74		8669.29
01/8/12	2355	CAB – Donation	100.00		8569.29
14/8/12	2347	I Selkirk – Internal Audit	155.00		8414.29
24/8/12		Bank Transfer – Savings Acc		10000.00	18414.29
28/8/12	2356	D Beal – Clerks Wages	714.26		
	2357	D Beal – Clerks Expenses	74.78		17,625.25
		<u>Less Uncleared Cheques</u>			
	2349	Andrew Williams	100.00		17525.25
	2358	Solicitors – P Evans	8556.00		8969.25
	002337	P Huish	118.80		8850.45

AVAILABLE BALANCE					£8850.45

I have been advised by the Audit commission on the appointment of Grant Thornton UK LLP whom will be auditing the accounts for IAPC for 5 years commencing from 2012/13. The appointment will commence from 1st September 2012.

09-09-12 PLANNING APPLICATIONS

PK12/2734/F	Land at Armstrong Way Iron Acton – Erection of office building and business units (class B1(a)) office and (class B1(c)) Light industrial as defined in the town and country planning(use classes) order 1987 (as amended) with access, parking, landscaping and associated works. (resubmission of PK11/2758/F) No Observations - However there are concerns regarding the pedestrian access over the footbridge as the path is very narrow and not suitable for pedestrians.
PK12/2837/R3F	Broad Lane Depot, Broad Lane Yate – Erection of 1no storage building, 1no. HGV MOT test bay, 1no. gritter vehicle store and re-location of tractor storage shed. Re- arrangement of road and parking layout within site and associated works. No Observations
PK12/2855/TCA	Lamb Inn Wotton Road Iron Acton – Works to reduce 1 no Copper Beech Tree, 1 no Horse Chestnut tree and 1 no Sycamore tree back to previous reduction points and crown thin Copper Beech tree by 20%. All trees situated within Iron Acton Conservation Area.
PK10/3300/CLE	No Observations Backfield farm, Wotton road Iron Acton – Application for certificate of lawfulness for the existing use of site with no restriction on hours of working and outside storage on site. (breach of conditions 5 & 8 attached to planning permission P95/2684) Object - previous concerns submitted regarding neighbours concerns and highway concern
PK12/2531/F	Wayside, Wotton Road day nursery proposal Object - Concerns on traffic & safety grounds concerns over parking on the road and children being taken in and out of cars on a busy road
PK12/2998/F	Land adj to 328 North Road, Yate – Erection of 5 no detached dwellings with associated works
PK12/3003/PK12/3000/F/	No Observations Green Farm Folly Road, Iron Acton – Internal and external works to

outbuilding (former cow shed) including substantial reconstruction to facilitate conversion to office (B1)
 Object - Overdevelopment on site, concerns relating to lack of parking
 This will lead to illegal parking and damage on the village green.

Proposed Councillor Sheppard, Seconded Councillor Gawler - **All Agreed**
 (Clerk to action)

10-09-12 PLANNING CONSENTS

PK12/2140/F - Installation of 10 no solar water heating panels on swimming pool roof -
 Approve with conditions

PK12/2225/LB - Vine Cottage - External redecoration of woodwork, doors and gate -
 Approve with conditions

PK12/2131/TCA - Buttercup house - Works to crown lift by up to 3 meters 1 no lime tree,
 crown lift by 2.5 meters and thin 1 no Alder tree and remove 1 no Ash Tree - No Objections

PK12/2342/F - Algars Manor - Conversion of existing barn to form residential annexe
 ancillary to main dwelling - Approve with conditions

PK12/2344/LB - Algars Manor - Internal and external works to facilitate the conversion of
 existing barn to residential annexe

11-09-12 PLANNING REFUSALS/WITHDRAWALS

None Received

12-09-12 PLANNING APPEALS

PT11/2001/F - Land of Tanhouse lane to north of Leechpool Farm Yate - Change of use
 from dairy farm to the use of land for 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 manager's office. Retention of buildings for agricultural use.

13-09-12 PLANNING ENFORCEMENT

Councillor Sheppard left the room as an interest had already been registered

COM/12/0382/OD - Chapel Patch the Green Iron Acton - An area outside of Chapel Patch
 has been tarmaced over without planning permission

COM/12/0387/OD - Penny Farthing Cottage - An area of village green has been cobbled
 over without planning permission.

The Clerk had prepared an information document from research found relating to both of
 the above the document was for information purposes only and stated:

The above two pieces of correspondence were forwarded to me as Clerk by Mr
 Patrick Murphy who is also currently a resident of the Village Green. No request by
 Mr Murphy to include this as an agenda item was made, so I have included the
 correspondence for Parish Councillors information.

The clerk advised that she had looked into this matter and have found out the
 following.

COM/12/0387/OD - Penny Farthing Cottage - An area of village green has been cobbled over without planning permission.

This complaint relates to the cobbles to the front of Penny Farthing Cottage. Emails were exchanged between Emma Maggs (the current owner of the property) and the Parish Council in November 2011 following the redevelopment of Two Wheels into two separate properties. Emma Maggs builder cobbled over the area in front of what was the old garage. Originally this area had been covered by concrete. The Parish Council wrote to Ms Maggs and asked her to observe the fact that the area was village green and even though it had been cobbled over, no cars were to be parked on the area. The Parish Council in effect gave its permission for the cobbles to remain.

COM/12/0382/OD - Chapel Patch, The Green, Iron Acton - An area outside of Chapel Patch has been tarmacked over without planning permission.

1. Mr Murphy originally emailed the previous clerk in October 2009 regarding the land to the front of the newly built Chapel Patch. Mr Murphy was concerned that this land was designated common land and had been 'asphalted over'. The previous clerk informed Mr Murphy that the land in question was village green, not common land and she was in contact with South Gloucestershire Council over the piece of land in question and was awaiting the outcome of various searches. This was reported in the November 2009 minutes.

From the file I have found that the previous clerk did a lot of research and it was clear that the recently tarmacked piece of land was not village green and the owner of the property had simply made good the tarmac following the building works. This reinstatement was reported to the Parish Council under minute 04-10-09. No comments adverse or otherwise were made by Parish Councillors. I also understand that the owner of the property invited Parish Councillors to have a look at the reinstatement works before they were undertaken.

Further a photograph taken in 2007 had been provided by the property owner showing the original corrugated iron double garage, with a tarmac approach. (Copy attached).

Mr Murphy was informed of this.

2. Again in October 2010 Mr Murphy contacted the previous clerk regarding the piece of land to the front of Chapel Patch. The previous clerk reiterated to Mr Murphy that the land in question was not registered village green, nothing inappropriate had occurred and a recently received Land Registry map confirmed this. A copy of the map was forwarded to Mr Murphy for his information, together with a copy of the photograph. I have looked at numerous emails between the previous clerk and Mr Murphy who was informed of this.

3. In February 2012 a series of emails was exchanged between Peter Huish and the previous clerk regarding some photographs of cars parking outside properties on the village green. The previous clerk asked Peter Huish to provide the photographs prior to the meeting but this did not happen. At the February 2012 meeting minute 15-02-12 states *"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."*

From further reading of the village green file I understand that if there isn't something called a "Schedule of Maintenance" in place, then when the village green needs to be repaired, as long as the area in question is "reinstated with what was already there" no offence has occurred. This is how the access track to the rear of Fairview Terrace was able to be repaired without applying to the Secretary of State for permission.

It does appear that this is a reoccurring complaint, despite evidence being provided to show that the area in question is not village green and neither does it need planning permission to reinstate what was already there.

I can confirm that South Gloucestershire Council are not interested in these two matters as the land does not belong to them and this do not breach planning rules. Therefore SGC are closing the files on them.

There is no formal resolution proposed, this is for information purposes only.

*In light of the information supplied by the clerk it was proposed by Councillor Bellis that no further action is required and any responses needed to any forthcoming enquires should be kept to a minimum as the issue had already been dealt with and advised on numerous occasions previously. Seconded Councillor Heal – **All Agreed***

Councillor Sheppard was invited back into the meeting

14-09-12 ACTON AID PROPOSAL

It was agreed that this item will be added to next months agenda in order to allow time for ideas and background information to be proposed.
(Clerk to action)

15-09-12 ALLOTMENTS

After reviewing the correspondence received by the clerk it was agreed that Councillor Sheppard would go through all enquires raised with the clerk and advise accordingly. Councillor Sheppard proposed that he would contact Landscape services with the proposed fee of £50 for cutting the verge and come to a agreement for a regular maintenance and a price to reflect this. Seconded Councillor Taylor **All Agreed**
(Clerk & Councillor Sheppard to action)

Councillor Taylor requested a copy of the allotment agreement as it has been brought to his attention that some allotments are not being tendered to and that there are also available

allotments which could be filled from the waiting list. Councillor Sheppard advised that in the forthcoming weeks it was the intention to mark out and number plots making it easier to distinguish any available spaces and whom plots belong to if any action is required.

(Clerk to action)

16-09-12 HIGH STREET MAINTANCE

Councillor Sheppard and Councillor Heal have agreed to look at what would be required in order to tidy up the high street and there findings will be advised in next months meeting.

(Action Councillor Sheppard and Heal)

To form an agenda item for next meeting.

(Clerk to action)

17-09-12 CITY HALL TRUST

Councillor Bellis Thanked the Plymouth Brethren Brothers from the Christian Church for the kind donation of a bench it was agreed out of the 3 types of benches offered the Parish Council would like the black metal bench and it would be situated on the designated concrete plinth next to the style between the Green and Thomas Field as this was a ideal location. Proposed Councillor Bellis seconded Councillor Taylor **All Agreed**

(Clerk to action)

18-09-12 PARISH MEADOW

Councillor Sheppard advised that he had visited Stone Wall House in relation to the complaint received and advised that the overhanging trees was in fact causing a problem for the occupier of the property. Councillor Sheppard has been in contact with Chris Wright and it was resolved that any necessary action required to maintain the trees from encroaching on the property will be done so by Chris Wright. Proposed Councillor Sheppard seconded Councillor Bellis. **All Agreed**

(Clerk to action)

Councillor Heal advised that due to the weather nothing had been done in relation to the nettles and as it is now drying out. Councillor Heal proposed that he takes a hedge cutter down and cuts them all back and in the spring spray them all of, Seconded Councillor Sheppard. **All Agreed**

(Councillor Heal to action)

Councillor Sheppard advised of the bush growing on the corner of Fair View cottages needed to be taken back down to the ground as it has now been growing over the last 3 years and was knocking on cars when driving in and out. It was proposed by Councillor Sheppard that the weed be taken out and the roots killed. Councillor Sheppard advised also of the raised kerb that needs to be levelled out to stop cars backing out does not hit the kerb. Councillor Sheppard proposed having the necessary work carried out, Seconded Councillor Bellis. **All agreed**

(Councillor Sheppard to action)

19-09-12 TREE SURVEY

The Parish Council discussed the tree survey which had been carried out by Chris Wright. It was agreed that Councillor Sheppard, Bellis and Heal will meet with Chris Wright to discuss

the survey and any action required and the outcome of the meeting will be discussed at the next Parish Council meeting.
(Councillor Sheppard to action)

20-09-12 REGISTER OF MEMBERS INTERESTS

Councillor Sheppard proposed that the forms which have previously been emailed by the clerk to all Councillors will be posted out for all Councillors to complete and return back to the clerk in order for them to be returned within the dates permitted. Seconded Councillor Gawler. **All Agreed**
(Clerk to action)

21-09-12 COMMUNITY GOVERNANCE REVIEW

It was agreed that all the necessary paperwork will be distributed to all councillors and will be resolved at the next meeting and form another agenda item as this will still comply with the timescale agreed.
(Clerk to action)

22-09-12 CPRE RENEWAL

Councillor Sheppard advised the Parish Council that the renewal is automatically renewed.

23-09-12 CARRIAGEWAY AND FOOTWAYS ASSESSMENTS

After discussing the correspondence received relating to the need of resurfacing carriage and footways it was proposed by Councillor Bellis that a request for the following areas be requested:

The whole of North Road, Bristol Road from Cogmill up to and inclusive of Latteridge road traffic lights, Fairview Cottages entrance road, Chaingate lane footpath, Footpath between the village hall and Dean Close needs levelling and Bows Bridge also needs levelling, Chillwood Close and Algars Drive and also areas of the high street including outside of Vine Cottage and The British. Seconded Councillor Sheppard. **All Agreed**
(Clerk to action)

24-09-12 ACCOUNTS FOR PAYMENT

- Landscape Services (April, June, July) – Ground Maintenance -£2078.19
- Silverback – Tree survey - £600
- Viking – Stationary - £184.32
- Marshall Rooms – Room Hire 16th July - £15
- South Gloucestershire Council – Weekly empty of 2no dog bins - £173.81
- John Hollisters - Repairs children's play areas - £158.45
- Clerk Wages – August @70 hrs - £714.26
- Clerks Expenses August- £64.35
- HMRC – Tax & NI - £128.17
- C Heal – Allotments - £288.00

Proposed Councillor Lomas Seconded Councillor Gawler. **All Agreed**

CORRESPONDENCE RECEIVED

Society of Local Council Clerks
Planning Application Process
Over 50 Forum newsletters summer 2012
Clerks & Council Direct Magazine
Swarco – Mobile vehicle activated signs

DATE OF NEXT MEETING

Parish Council Meeting on Monday 15th October in North Road School Hall at 7.30pm

There being no further business the meeting closed at 10.05pm

Signed.....

Dated.....

MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL

Monday 15th October 2012

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

Present: - Councillor Sheppard (Chairman), Councillor Gawler (also SGC Councillor), Councillor Lomas, Councillor Taylor, Donna Beal (Clerk)

At the beginning of the meeting it was resolved that the meeting would be recorded in order to assist with the ongoing training of the new clerk.

PUBLIC PARTICIPATION

1 member of the public was present.

Mike Keenan asked if there was any update relating to the engine common development and if Iron Acton Parish Council was going to add any comments in relation to the 6 week consultation period. Councillor Gawler advised that he would be attending a meeting in relation to the core strategy on the 16/10/12 and further information would then be available and he would contact Mr Keenan and update accordingly. It was discussed that a letter would be drawn up on behalf of Iron Acton Parish Council and submitted within the time period required.

01-10-12 APOLOGIES FOR ABSENCE

Dave & Pat Hockey, Councillor Blanchard, Councillor Heal, Councillor Tillotson, Councillor Bellis, Councillor Huish Absent with no apology

02-10-12 DECLARATIONS OF INTEREST

None

03-10-12 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 17th September 2012 had been previously circulated. Councillor Taylor proposed and Councillor Gawler seconded that these minutes be adopted and signed. **All Agreed**
(Action Chairman to sign)

04-10-12 CHAIRMAN'S REPORT

Councillor Sheppard gave a verbal report. This included:

A complaint had been received in relation to an incident involving children painting the style and also a resident's horse was also contaminated with paint. Councillor Sheppard advised the incident had been reported to the police. Councillor Sheppard has spoken to some allotment holders who advised that produce was still being stolen from the allotments however there was an improvement. After liaising with South Gloucestershire Council the Drains have now been cleared in North Road. Councillor Sheppard advised that time has been spent assisting the clerk of areas of work that was unfamiliar and advice given.

05-10-12 CLERK'S REPORT

The Clerk made a written report as below:

Action from Previous Meeting

18/9/12 – All planning comments emailed to South Gloucestershire Council a confirmation response was received stating all comments have been received.

18/9/12 – All cheques sent as agreed in accounts for payments.

20/9/12 – After a lot of correspondence between my self and South Gloucestershire Council a reply has now been received and a ref no has been issued (189525) in relation to the drains at North Road. South Gloucestershire Council are now looking into the issue, as and when I receive further information I will advise accordingly.

24/9/12 – As agreed in the September meeting the draft minutes was posted out to all councillors. I apologise for any inconvenience caused due to not enough postage being used when I posted out the correspondence.

24/9/12 – Bows Bridge – An email was sent to street care as requested and a response has been received from Highways maintenance. – The site has been inspected and they understand the concerns. Following the assessment and the fact that there is also works from the structures section due within the next couple of years (replacement of bridge movement joint) they have advised that they will be programming the work for next summer. In the meantime any surface condition will be monitored by the routine safety inspections, to ensure that any increase in deterioration will be addressed accordingly.

24/9/12 – Allotment plans and agreement emailed to Councillor Taylor as requested. Councillor Taylor advised that he would take a look at the plans and see what he can find out and advise accordingly.

24/9/12 – Community Governance review forms was posted along with the minutes to all councillors as the item has been added to the agenda for 15th October to ensure the item is resolved within the agreed timescale.

28/9/12 – City Hall Trust – I can confirm that I have contacted Mr Kendall in relation to the Bench donation and confirmed the type and location of bench that was agreed in September's meeting. Mr Kendall has replied and advised that one the selected bench is ready it will be delivered to John Davies premises in Broad Lane and collection can be made from there.

28/9/12 – Email sent to South Gloucestershire in relation to the carriageway and footway assessments and the proposed sites agreed in the September meeting. A response has been received advising that the sites will be inspected and prioritised for the upcoming 2013/14 programme.

Room Hire – I can confirm that I have booked the room hire as previously stated up to and including March 2013. Please note Iron Acton Parish Hall was not available for the 10th December so I have instead booked the Marshall Rooms. I have updated the website and added the dates and locations.

Mazars – I can confirm that the accounts have been completed and have now been returned and signed of. The recommendations have been taken on board and will be adhered to. I have displayed the accounts and notice as required this will be displayed for the requirement of 14 days.

Nibley Lane – A complaint was received from a resident in Nibley lane in relation to heavy lorry movement in Nibley lane. I have contacted Streetcare/highways and advised of complaint they will now look into the letter of complaint.

Allotments – I have now received most payments from the allotment holders, I am still outstanding approx 5 payments. I sent a further request for payment on 5/10/12.

I have now passed on all details of the allotment holders to all Councillors (3/10/12) with the view to forming an allotment committee. I wrote to all allotment holders and asked if anyone who did not wish there details to be passed on to let me know. The details of allotment holders not wanting there details passed on have been removed from the list.

Berkeley Cottage – I have spoken to the case handler Anne Joseph (8/10/12) who has advised that the original application to the planning department was refused. Due to the work being carried out it was reported to the enforcement department. The enforcement department have advised that they will not be perusing the case due to the owners being very keen to accommodate, the materials used were accommodating, signs have been put up for the right of way and the job had been done well.

Clerks Courses – I will be attending the clerks 1 course on Thursday 11th October and clerks 2 on Thursday 18th October.

The clerk advised that the 1st course that she had attended was very informative and provided a lot of useful information.

Councillor Gawler advised that he would be contacting South Gloucestershire council in relation to the gates at Berkeley Cottage.

06-10-12 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT

Councillor Gawler reported on the Tan house Lane Gypsy and Traveller appeal has now been completed and he would also be attending a meeting in relation to the core strategy due to take place on 16/10/12. Councillor Gawler advised that a emergency planning meeting had been called resulting in a information pack being drafted a copy was handed to the clerk for Iron Acton Parish Council records.

Councillor Gawler reminded the Parish Council of the forthcoming ALCA group meeting scheduled for 25th October 2012 and that a representative should attend.

07-10-12 PARISH COUNCILLORS' REPORTS

Councillor Taylor advised that the lane closed signs in Nibley Lane had been removed.

It was resolved the clerk would contact South Gloucestershire Council Highways Department

Councillor Taylor reported that the bank in Nibley lane has now been cleared and strimmed back along with the pathway and had received good reviews.

Councillor Taylor has requested landscape services do not make the scheduled last cut in the meadows due to the bonfire event coming up.

Councillor Taylor reported that some resident were having difficulties with the changed bus service to the 222 as you are now required to contact the bus company 2 hours previous to your journey to book. **Councillor Gawler advised that he would look into the bus route and contact the relevant departments.**

Councillor Taylor also advised that concerns had been raised in relation to the proposed

changes to the conservation area.

Councillor Taylor reported that there was Ivy growing through the roof of the bus shelter situated in Station Road. **Councillor Sheppard advised that he would deal with this via our local contractors.**

Councillor Lomas reported that the bus shelter on North Road by the Fox Public house had a damaged panel. **Clerk to contact first group Bus Company and ask for it to be repaired.** Proposed councillor Sheppard seconded Councillor Gawler – **All Agreed.**

08-10-12 FINANCIAL REPORT

The Clerk reported balances as at:
Monies available as at 8th October 2012:

National Westminster Bank:	Current Account	£ 16115.90
	Reserve Account	£ 160.82
National Savings Accounts:		£ Awaiting for books

Councillor Sheppard advised that the clerk would be obtaining a new mandate to omit changes and will be completed at the next available meeting.

(Clerk to Action)

09-10-12 PLANNING APPLICATIONS

PK12/3184/F	187 North Road – Erection of 2 storey extension to provide additional living accommodation. Erection of 2no. dormers to facilitate loft conversion. The Parish Council has raised concerns in respect of the size of the proposed extension as it will nearly double the footprint and will therefore be out of contrast with other house
PK12/3120/F	The Cottage, Dyers Lane – Erection of a 2 story side extension to form additional living accommodation No Observations
PK12/3232/TCA	2 Fairview Terrace, Latteridge Road Iron Acton – Works to fell 1no. Myrobalan Plum tree situated within Iron Acton Conservation area. No Observations
PK12/3306/R3F	South Gloucestershire Depot Broad Lane Yate – Erection of motorcycle shelter No Observations

10 -10-12 PLANNING – CONSENTS

- PK12/2531/F – Wayside Wotton Road , Iron Acton – Change of use of outbuildings (class 3) to day nursery (class D1)- Permit with conditions
- PK12/2855/TCA – Lamb Inn Wotton Road Iron Acton – Works to reduce 1 no Copper Beech tree, 1 no Horse Chestnut tree and 1 no Sycamore tree back to previous reduction points and crown thin Copper Beech tree by 20%. – No Objection
- PK12/2741/F – Eastington House, High Street – Erection of first floor rear extension to form additional living accommodation. – Approve with conditions

11-10-12 PLANNING – REFUSALS/WITHDRAWALS

- PK12/2699/TCA – The Plot Iron Dale House, High Street Iron Acton – Works to Pollard 1 no. silver birch tree all situated within Iron Acton Conversation Area.

12-10-12 PLANNING APPEALS

None Received

13-10-12 PLANNING ENFORCEMENT

None Received

14-10-12 ACTON AID PROPOSAL

It was resolved that Councillor Taylor, Sheppard and Lomas along with the clerk would review and assess the condition of the meadows 7 days prior to the bonfire event taking place in order to make a decision if the event would be able to proceed.

15-10-12 ALLOTMENTS

After a discussion it was resolved that the clerk would contact Merlin in order to request a maintenance programme.

Proposed Councillor Sheppard seconded Councillor Taylor **All Agreed**
(Clerk to Action)

16-10-12 HIGH STREET MAINTANCE

It was resolved that the Clerk would contact South Gloucestershire Council to obtain information as to whom is responsible for care on the high street in relation to the weeds.

(Clerk to Action)

17-10-12 VERGES IRON ACTON

After a debate in regards to the verges on the approach to Iron Acton it was resolved that the Clerk would contact South Gloucestershire Council and ask where the limit of responsibility as far as the maintenance is required on the verges in particular the wider verges on the bypass. The clerk will also request information as to whether Iron Acton Parish Council can arrange finance if the Parish Council were to maintain themselves.

(Clerk to Action)

18-10-12 H J JEFFERIES

It was proposed by Councillor Sheppard and seconded by Councillor Taylor that permission is granted in respect of the memorial for D W King. **All Agreed**

(Clerk to Action)

19-10-12 CODE OF CONDUCT

The Parish Council discussed adopting a new code of conduct after reviewing the information supplied by the clerk. It was proposed by Councillor Taylor and seconded by Councillor Lomas that we adopt the NALC standard model code of conduct. **All Agreed**

20-10-12 CHRISTMAS TREE DONATION

Councillor Taylor advised that the offer of a live Christmas tree donation was requested to be planted in land owned by South Gloucestershire Council and therefore he had advised

Councillor Huish that the Christmas committee would need to contact South Gloucestershire Council.

21-10-12 COMMUNITY GOVERNANCE REVIEW

The clerk had previously circulated the information required to all Councillors after a long discussion it was proposed by Councillor Gawler that the 2 houses in Patch Elm lane would go to Rangeworthy and Iron Acton Parish Council would retain the 2 Industrial Estates in order to keep the border lines the same. Seconded Councillor Sheppard **All Agreed.**

(Clerk, Councillor Gawler and Sheppard to meet and complete forms within the required time scale)

22-10-12 VIATEC GRIT BINS

It was resolved that there was no need to purchase any further Grit bins as if required Iron Acton Parish Council would contact South Gloucestershire Council.

23-10-12 REQUEST FOR FINANCIAL ASSISTANCE

- Jessie May – £100
- County Air Ambulance Trust - £100
- Royal British Legion, Poppy Appeal - £250
- Green Community Travel Limited - £150
- Victim Support – Leave for next quarter
- Yate and District Heritage Centre – Leave for next quarter

It was agreed that Councillor Sheppard would represent the Parish Council at the memorial service at St James the Less to lay the remembrance wreath.

The clerk will look into the donations budget and advise accordingly
Proposed Councillor Lomas, seconded Councillor Gawler **All Agreed**
(Clerk to Action)

24-10-12 ACCOUNTS FOR PAYMENT

- Wessex Water – Allotment Supply Nibley Lane - £71.35
- Landscape Services – May/ August - £1550.12
- Mazars – External Audit - £162.00
- Clerks Wages October @ 70 Hrs
- Clerks Expenses October (Broad Band/Phone/Mileage/Gas & Electric)
- Clerks the Knowledge course - £85
- A Jalbbreska – Work Carried out in Parish inc bus shelter cleaning - £267.50

It was agreed that the Parish council would pay the reasonable cost of £4 per week in relation to expenses for gas and electric as the clerk's home is used as an office, this is in line with common practice from HMRC guidelines. It was proposed that this be backdated to the clerks start date.

Proposed Councillor Taylor Seconded Councillor Gawler. **All Agreed**
(Clerk to Action)

Councillor Sheppard left the room; Meeting was chaired by Councillor Lomas

25-10-12 CONFIDENTIAL ITEM

After receiving legal notification the clerk advised the Parish Council of the information received. The clerk was instructed to comply with the legal procedures received from the insurance company.

Proposed Councillor Taylor Seconded Councillor Gawler **All Agreed**

CORRESPONDENCE RECEIVED

Treecreeper Arborists brochure
Steve Webb Contact detail cards – for notice boards
Winterbourne/Yate travel guides
Bus Timetables

DATE OF NEXT MEETING

Parish Council Meeting on Monday 19th November in Marshall Rooms at 7.30pm

There being no further business the meeting closed at 9.45pm

Signed.....

Dated.....

MINUTES OF THE MEETING OF THE IRON ACTON PARISH COUNCIL MEADOW'S COMMITTEE

Date: Friday, 2 November 2012

Time: 1630 hours

Location: The Parish Meadow

Attendees:

Parish Meadow's Committee Members: Chris Heal (Chairman)
Lynne Blanchard
Peter Huish
Bob Sheppard
Andy Tillotson

Iron Acton Parish Councillors: Peter Bellis
Bob Lomas

Iron Acton Residents: Peter Foote (Church Cottage, High Street - Chairman of Acton Aid)
Sue and Tony Pullen (Brookby House, High Street - property adjacent to Parish Meadow)
Sandra and Roger Tovey (Sea Harvest, High Street - property adjacent to Parish Meadow)

PUBLIC PARTICIPATION

The public participation session began with an explanation of what had arisen so far. Namely that Acton Aid had approached the Parish Council Meadow's Committee with an offer to provide a footpath, at an approximate distance of 1-1.5 meters inside the perimeter, around the circumference of the children's play area. The initial suggestion was for a membrane base with wood chip surfacing on top. The offer included the provision of materials and implementation.

The Chairman now invited an open discussion of the offer and for any concerns, issues or observations to be raised for consideration. He invited those residents whose properties bordered the Parish Meadow to make any comments they wished.

The residents explained they did not wish to appear NIMBYs and were not in opposition to the footpath but would like to explain some of their concerns in the hope that these could be taken into consideration and alleviating action taken when plans were formulated:

Noise can currently be a problem. An assurance was given that the proposed footpath would not mean the removal of any hedges or trees that currently aid some noise absorption. A huge increase in numbers was not envisaged, the aim was to increase the enjoyment of existing young visitors. This subject would be kept in mind when any decisions were made.

An aside to the above comment led to an action for the see saw to be oiled to stop squeaking.

Intrusion into properties: Mrs Pullen explained that both children and dogs had managed to penetrate their property as the existing boundary fencing was in a poor condition. Mr Sheppard suggested that a letter might be written by Mrs Pullen to the Parish Council Clerk outlining her concerns and suggesting a way forward.

Drinking parties: There had been some incidents of groups of youths congregating in the Parish Meadow and residents can feel threatened. It was felt important that any changes to the play area, or to the wider Meadow environment, should not increase any enclave type environments where this would increase the likelihood of such gatherings occurring.

It was requested that the residents whose properties bordered the Parish Meadow be kept informed of any work to be undertaken and of any agenda items for future meetings. The Parish Meadow's Committee was happy to agree to this request.

The Chairman then invited any further comments:

It was clarified that although no trees or bushes would be removed in the children's play area some trimming might be required.

It was also agreed to confirm that the suggested path would run around the entire circumference of the children's play area.

The Parish Meadow's Committee needs to be in possession of a copy of the latest ROSPA report.

There will need to be a balance between visibility of the area and the needs of the community.

Any spoil from the creation of the path to be put into a mound - the location of the mound is yet to be determined.

1 APOLOGIES

No apologies had been submitted.

2 DECLARATION OF INTEREST

Peter Huish:	is a member of Acton Aid and therefore has a non pecuniary interest in item 3.
Andy Tillotson:	is a member of Acton Aid and therefore has a non-pecuniary interest in item 3.

Continued

3 ACTON AID PROPOSAL:

The following proposal was put before those present for consideration:

The creation of a continuous loop of hard surface all the way around the children's play area with the specification to be agreed with the Parish Meadow's Committee.

Proposed:	Chris Heal
Seconded:	Bob Sheppard
Conclusion:	This was agreed by everyone present.

End

MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL

Monday 19th November 2012

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

Present: - Councillor Sheppard (Chairman), Councillor Bellis (Vice Chairman), Councillor Gawler, Councillor Hockey (also SGC Councillors), Councillor Lomas, Councillor Taylor, Councillor Blanchard, Councillor Heal, Councillor Tillotson, Councillor Huish, Donna Beal (Clerk)

At the beginning of the meeting it was resolved that the meeting would be recorded in order to assist with the ongoing training of the new clerk.

PUBLIC PARTICIPATION

2 members of the public were present.

Roger Loud advised the Parish Council and provided supporting documents over the proposal to increase the size of the cemetery and memorial woodland at Itchington/Earthcott. Concerns were expressed in relation to the extra traffic this would entail through Iron Acton and also that there was not the need to increase the size of the existing cemetery.

Councillor Sheppard advised that this would be discussed within the planning application section of the agenda.

01-11-12 APOLOGIES FOR ABSENCE

All present

02-11-12 DECLARATIONS OF INTEREST

Councillor Tillotson – Non Pecuniary interest in Acton Aid Proposal

Councillor Huish – Non Pecuniary interest in Acton Aid Proposal / Pecuniary interest in agenda item 24

Councillor Gawler – Non Pecuniary interest in agenda item 22 request for financial assistance North Road School

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

The minutes of the meeting held on 15th October 2012 had been previously circulated. Councillor Taylor proposed and Councillor Gawler seconded that these minutes be adopted and signed. **All Agreed**

(Action Chairman to sign)

04-11-12 CHAIRMAN'S REPORT

Councillor Sheppard gave a verbal report. This included:

Time and responses made in relation to the ongoing legal items. Damage made to the Village Green in relation to excessive use of heavy vehicles. Councillor Sheppard expressed concern in relation to the use of the Parish Meadows and feels that more control is needed in allowing when and what it is used for in the future. Reference was made to the bonfire rubbish still being present in the meadows.

Councillor Tillotson advised that this would be cleared on Saturday 24th November. A report had been passed onto the clerk due to the road surface on Station road from the bus shelter up to the White Hart; Councillor Sheppard advised that the clerk had already contacted South Gloucestershire council in relation to Station road and the village green. Councillor Sheppard advised that the bus shelter has now been cleared of the ivy and was looking a lot better.

05-11-12 CLERK'S REPORT

The Clerk made a written report as below:

Action from Previous Meeting

16/10/12 – All planning comments emailed to South Gloucestershire Council a confirmation response was received stating all comments have been received.

16/10/12 – All cheques sent as agreed in accounts for payments.

16/10/12 – All donations sent along with covering letters, Thank you letters have been received from Jessie May Trust and Green Community Travel

16/10/12 – Email sent to Streetcare in relation to the Lane closed sign in Nibley Lane as requested no response received a follow up email sent 15/11/12

16/10/12 – Letter sent to First Group Bus Company in relation to the bus stop on North Road a response was received on 24/10/12 stating that they can confirm that the bus stops are the responsibility of the Local Authority. They therefore sent a copy of my letter to Roy Steele at South Gloucestershire Council on 18th October. No response received as of yet from Roy Steele chase up email sent 15/11/12.

16/10/12 – Letter sent to NSI requesting mandates, now received to be completed at meeting.

16/10/12 – Email sent to Merlin requesting a maintenance programme to be set up. They have requested further information regarding the property addresses for us to chase any outstanding issues correctly. (All Councillors advise of details if known please)

16/10/12 – Email sent to South Gloucestershire Council to obtain information regarding the verges as agreed in the last meeting a response has been received 17/10/12 it read The rural verges in this area are classed as adopted highway and as such the maintenance regime should technically be two rough cuts a year (but only one swath width from the kerb face). In addition, the visibility splays should be cut to ensure a safe line of sight. We are currently looking at the maintenance regimes Streetcare carry out on grassed areas and will be rolling out options to parish councils. Unfortunately this is tied into localism and any possible savings that can be made. Can I suggest this may be the opportunity to look into the possibilities of how, who and what gets maintained to what level. (Councillors please advise on next steps required)

16/10/12 – Letter sent to H J Jefferies in relation to D W King memorial giving permission and cheque banked.

16/10/12 – Email sent to all councillors as requested in relation to the budget for donations.

Code of Conduct

The new code of conduct (NALC Model Code) was adopted at the last Parish Council meeting, all register of member's interests forms have now been completed and taken to the Thornbury Office within the time scale required an email has also been sent to Gill Sinclair to advise her of the Code of Conduct adopted.

Community Governance Review

Following a meeting with Councillor Gawler and Sheppard on 9/11/12 the forms were completed online to comply with the agreed decisions made in the last Parish Council Meeting and submitted on time.

Engine Common Development

The letter from the Parish Council has now been formally submitted to South Gloucestershire Council a copy was forwarded to all Councillors on 15/11/12

16/11/12 – I received confirmation from Tom Kendall that the new park bench is ready for collection which now needs to be arranged and the bench installed in the agreed location.

Clerks Courses – I have now attended the clerks 1 course on Thursday 11th October and clerks 2 on Thursday 18th October. I found these very useful and provided me a great deal of knowledge. I am also booked into Clerks course the Knowledge course on 29/11/12.

New Contact Details – My new contact details have been forwarded on to all Councillors and all email contacts and the website updated.

9/11/12

Village Green – After a report from Councillor Sheppard and assessing the situation I have contacted street care regarding the damage to the cobble stones around the village green. This has possibly been caused by Lorries driving over the cobbles causing them to be broken and in need of replacing. I am awaiting a response.

I have also contacted Streetcare in relation to Station Road in Iron Acton from the White Heart up to the bend is in a poor state due to the surface water from the flooding there is several pot holes and in a general bad state and in need of resurfacing. I am awaiting a response.

Councillor Lomas made comments in relation to the bus shelter on North Road. Councillor Sheppard proposed that he would contact A Jastrzebska and request the bus shelter to be cleaned. Councillor Sheppard will also enquire into prices to replace the broken panel, seconded Councillor Bellis – **All Agreed**
(Councillor Sheppard to action)

06-11-12 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT

Councillor Gawler reported on the press release issued from South Gloucestershire Council in relation to the core strategy. It was also reported that the new homes bonus scheme coming into South Gloucestershire was now in its second year and more information would follow shortly. Councillor Hockey also reported on the HGV ban at night on Latteridge road had today been published and would be going into the 6 week consultation period where comments could be given.

07-11-12 PARISH COUNCILLORS' REPORTS

Councillor Lomas advised that the road surface of Bridge road from Yate road to Hope road was in need of repair.

It was resolved the clerk would contact South Gloucestershire Council Streetcare Department.

08-11-12 FINANCIAL REPORT

The Clerk reported balances as at:

Monies available as at 8th October 2012:

National Westminster Bank:	Current Account	£ 12607.04
	Reserve Account	£ 160.82

Councillor Sheppard advised that the clerk would be obtaining a new mandate to omit changes and will be completed at the next available meeting.

(Clerk to Action)

09-11-12 PLANNING APPLICATIONS

- | | |
|----------------|---|
| PK12/3109/F | Nibley Lane, Iron Acton, Conversion of existing outbuilding to for 1no. dwelling with associated works - No Observations |
| PK12/33339/TRE | 21 Brookside Cottage, Engine common Lane – Works to reduce crown of 3 no Ash trees by 20% and felling of 1 no. Ash tree covered by SGTPO 10/09 dated 09 September 2009 - No Observations |
| PK12/3376/TRE | Craig Affie Mission Road, Iron Acton – Works to fell 1no Walnut tree and crown thin by 15% 1 no. Oak Tree covered by Tree Preservation order 399 dated 31 st May 1989 - No Observations |
| PK12/3624/F | Adanac High Street, Iron Acton, Erection of a 2 storey and single storey rear extensions to provide additional living accommodation and garage block - No Observations |

Proposed Councillor Bellis, Seconded Councillor Gawler – **All Agreed**
(Clerk to Action)

PT12/3221/F

Cemetery Plan application – After a discussion and listening to the thoughts in public participation is was proposed by Councillor Bellis to support the objection for the proposed plans on the grounds of extra traffic through Iron Acton and the size increase not being needed. Councillor Bellis requested the clerk submit an objection with advice on the wording from the Parish Council. Seconded Councillor Sheppard – **All Agreed**
(Clerk to Action)

10 -11-12 PLANNING – CONSENTS

- *PK12/3232/TCA – 2 Fairview Terrace Latteridge Road, Iron Acton – Works to fell 1no. Myrobalan plum tree situated within Iron Acton Conservation area – No Objections*
- *PK12/3000/F – Green Farm Folly Road Iron Acton – Change of use of outbuilding (former cow shed) to office (class B1) as defined in Town and Country Planning (use Classes order) 1987 (as amended)*
- *PK12/3120/F – The Cottage Dyers Lane, Iron Acton – Erection of a 2 storey extension to form additional living space – Approve with conditions.*

11-11-12 PLANNING – REFUSALS/WITHDRAWALS

- PK12/0745/F – Canary Cottage Wotton Road Iron Acton – Erection of 2 storey side extension to form additional living accommodation. (resubmission of PK11/1380/F) – Refusal
- PK12/3184/F – 187 North Road Yate, - Erection of 2 storey side extension to provide additional living accommodation. Erection of 2no. rear dormers to facilitate loft conversion – Withdrawn

12-11-12 PLANNING APPEALS

None Received

13-11-12 PLANNING ENFORCEMENT

None Received

14-11-12 Letter received Tony Pullen

The letter received from Parish resident Tony Pullen was discussed in relation to the boundary fencing belong IAPC need replacing. It was resolved and proposed that Councillor Heal would obtain prices to replace the fencing, seconded Councillor Sheppard – **All Agreed**
(Councillor Heal to action)

15-11-12 ALLOTMENTS

Following a report from the clerk in relation to unpaid allotment bills after 2nd notices being issued it was proposed by Councillor Sheppard that the clerk write to the allotment holders in question and give them a 14 days notice period to pay or a termination of their contract would be put in force.

Councillor Taylor advised that there was a collection of materials within the allotments that was not for allotment purposes it was proposed by Councillor Lomas that the clerk write to all allotment holders advising them that the materials need to be disposed of, Councillor Heal agreed to supply a trailer for the materials to be disposed of over a 2 weekend period (Dates to be confirmed) this would be included within the letter. Seconded Councillor Huish – **All Agreed**

(Clerk to Action)

16-11-12 ACTON AID PROPOSAL

Following a report from Councillor Sheppard of an offer made to him by an Acton Aid member to complete the maintenance for the approach to the bridge in the Parish Meadows, Councillor Huish advised that no formal offer had been proposed within Acton Aid. It was agreed to wait until a formal proposal has been received from IAPC from Acton Aid.

17-11-12 BUS ROUTE 222 RING AND RIDE SERVICE

Councillor Taylor advised that he had received 2 further complaints from Parishioners in relation to the inadequate bus service now in place. It was proposed by Councillor Taylor that the clerk contact the transport department and make a formal complaint in relation to the service, seconded Councillor Sheppard – **All Agreed**

(Clerk to Action)

18-11-12 NIBLEY LANE SPEED LIMIT

Councillor Taylor gave a recommendation that the Nibley Lane speed limit should be extended for the road, following a discussion it was resolved that Councillor Gawler would make the relevant enquiries and report back.

19-11-12 ENGINE COMMON DEVELOPMENT

Nothing to report as reported within South Gloucestershire representative report.

20-11-12 FORMULATING VILLAGE PLAN

After a discussion it was resolved that the clerk would contact neighbouring village clerks within the same scale as Iron Acton and ask for advice and recommendations in formulating a village plan.

(Clerk to Action)

21-11-12 PARISH MEADOWS COMMITTEE

Following a lengthy and heated debate in relation to the Parish Meadows committee it was resolved that the Parish Meadows committee would remain with redefined outlines in terms of reference.

- Take decisions and carry out the maintenance and repairs of the existing infrastructure of the Parish Meadows, Play area and Tennis courts without the need to bring to the whole Parish Council.
- Seek Grant and funding projects.
- Consider and discuss new projects within the Parish Meadows and make recommendations to the whole Parish Council.
- Bring adopted minutes to the next available Parish Council meeting.

Proposed Councillor Bellis, Seconded Councillor Sheppard – **The proposal was carried on the majority verdict, Councillor Heal Abstained.**

Report made from Councillor Heal as chairman of the Parish Meadows

Members of the P.M. Committee met on Friday 2nd November in the Parish Meadows.

The committee discussed the proposal received from Acton Aid to lay a bark foot-path around the perimeter of the play area.

This proposal was accepted and agreed.

Mr and Mrs Pullen and Mr and Mrs Tovey were also in attendance at the meeting with Cllrs. Bellis and Lomas.

All present were happy with the proposal set out above.

Mr Pullen requested that we might consider some repair work to the boundary fence between his garden and the play area. This was thought to be outside the remit of the committee. It was suggested to Mr Pullen that he should approach the council with his request via the clerk. The committee will meet again in December to sign off the Minutes of the November meeting and to discuss planning for next year (i.e. a schedule of meeting dates and an overall strategy for 2013). Before we leave this evening I would like to organise a date for the meeting with those members of the Meadows Committee who are present.

Councillor Sheppard stressed again that it is very important for the Meadows meetings to be treated in the same way as a normal PC meeting where agenda's are issued and minutes taken and distributed to committee members asap then submitted to the full council as accurate record of the meeting

COUNCILLOR BELLIS LEFT THE MEETING WITH THE PERMISSION OF THE CHAIRMAN

22-11-12 REQUEST FOR FINANCIAL ASSISTANCE

Following a letter received from North Road Primary school requesting financial assistance it was decided that the Parish Council was not able to assist financially at this present time and agreed the responsibility lies with south Gloucestershire Council. It was proposed by Councillor Taylor that the clerk write to North Road School and advise that no assistance can be given, seconded Councillor Sheppard –**All Agreed**

(Clerk to Action)

23-11-12 ACCOUNTS FOR PAYMENT

- Wessex Water – Allotment Supply Station Road - £37.45
- Room Hire – Marshall – 22nd August / 19th November - £30
- HR Dept – Advice on COT3 agreement - £60
- Room Hire – North Road Primary School – 15th October - £25
- Clerks Wages November @ 70 Hrs
- Clerks Expenses November (Broad Band/Phone/Mileage/Gas & Electric)
- A Jastrzebska – Work Carried out in Parish - £152

It was agreed that the Parish council would pay the Child care costs sustained in order for the Clerk to complete the courses required for the role as they are not within the normal working hours/days.

Proposed Councillor Taylor Seconded Councillor Gawler. **All Agreed**

(Clerk to Action)

Councillor Huish left the room

24-11-12 CONFIDENTIAL ITEM

After receiving legal notification the clerk advised the Parish Council of the information received and the information forwarded to the solicitors.

CORRESPONDENCE RECEIVED

Clerks and Councils Direct November issue

Jessie May Newsletter

Western Power Distribution – WPD’s Future investment plans

Over 50 Forum Autumn newsletters

Friendship Clubs for older people flyer

Winterbourne/Yate travel guides

Bus Timetables

DATE OF NEXT MEETING

Parish Council Meeting on Monday 10th December in Marshall Rooms at 7.30pm

There being no further business the meeting closed at 10.00pm

Signed.....

Dated.....

MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL

Monday 10th December 2012

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

Present: - Councillor Sheppard (Chairman), Councillor Gawler, Councillor Lomas, Councillor Blanchard, Councillor Tillotson, Donna Beal (Clerk)

The meeting was recorded in order to assist with the ongoing training of the new clerk.

PUBLIC PARTICIPATION

1 member of the public was present.

A request was made for information in relation to the financial status of the Parish Council following the latest legal claim. The clerk responded stating that a freedom of information request needs to be made in writing to the clerk, once received the clerk would follow the correct procedure.

A statement was made from the member of public requesting that all councillors work and act in a cooperative way.

01-12-12 APOLOGIES FOR ABSENCE

Councillor Bellis, Councillor Taylor, Councillor Huish, Councillor Heal, Councillor Pat & Dave Hockey.

02-12-12 DECLARATIONS OF INTEREST

Councillor Sheppard (Chairman), Councillor Gawler, Councillor Lomas, Councillor Blanchard, Councillor Tillotson all declared a pecuniary interest in agenda item 16 The Budget.

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

The minutes of the meeting held on 19th November 2012 had been previously circulated. Councillor Tillotson proposed and Councillor Gawler seconded that these minutes be adopted and signed. **All**

Agreed

(Action Chairman to sign)

04-12-12 CHAIRMAN'S REPORT

Councillor Sheppard gave a verbal report. This included:

That following a review of the signs within the Parish that the signs currently being displayed are inadequate and a review was required by the Parish Council.

05-12-12 CLERK'S REPORT

The Clerk made a written report as below:

Action from Previous Meeting

19/11/12 – Letter received from Mr D Stone in relation to proposed closure of Frampton End Road and 20mph speed limit – The letter will be available for reading at the meeting.

20/11/12 – Response received in relation to road closed signs in Nibley Lane advising that the signs were put up due to possible hedge cutting or cleansing being carried out and now the signs have been removed

21/11/12 – All planning comments emailed to South Gloucestershire Council. A confirmation response was received stating all comments have been received.

21/11/12 – All cheques sent as agreed in accounts for payments.

21/11/12 – Adopted minutes from 15th October posted on website

22/11/12 – Email sent to Streetcare in relation to the road surface on Bridge Road. (Reply email received 27/11/12 reference no: 219805)

22/11/12 – 1st Draft copy of November Minutes emailed to all councillors

22/11/12 – Email sent to Councillors Bellis, Sheppard and Gawler in relation to wording for objection letter for proposed size increase for the Memorial Woodlands.

22/11/12 – Letter sent to North Road Primary school advising of Parish Council decision for funding request has been declined.

28/11/12 – I meet Councillor Heal with regards to his offer for office equipment. Councillor Heal has kindly agreed to have the office furniture delivered to my home address when required.

29/11/12 – Clerks the Knowledge course completed. After completing the course I have gained a lot of useful and relevant information in regards to the clerk's role. I am now feeling a lot more confident as I begin to understand the legal and work expected from the clerk.

Weeds High Street Iron Acton – After numerous emails being sent a response has now been received stating: Apologies for the delay in replying to your request for information about the weeds in the High Street. I can confirm that SGC is responsible for the maintenance of weeds on the highway. We have a summer programme where all footpaths which are adjacent to the road are sprayed twice ie the channel and back of footpath. The second spraying is coming to its end. Unfortunately due to the wet conditions this year, the weed spraying programme has been slower than normal and also not as successful due to areas sprayed in dry then sharp showers later, preventing the weed killer being effective. I will obtain information when the second spray was completed in Iron Acton and forward this to you. I hope this answers your query but if you require any further information do not hesitate to contact me.

30/11/12 – After receiving a email from Mr Deller trying to locate a B Tuffy from Iron Acton Parish and receiveing communication from Councillors I responded to Mr Deller advising that no B Tuffy was on the electoral register. No further communication has been received.

NS&I – New mandate form received to be completed at the next Parish Council meeting

Park Bench Donation – Confirmation received that the park bench is ready for collection (Please advise thoughts on collection/storage/installation)

Minutes – After completing the Clerks the Knowledge course it has become apparent that the minutes currently being produced contain far too much information; I have been advised that the minutes should only contain the resolutions made by the Parish Council. In future I will be shortening the minutes to contain only the relevant information required. The only report that will be minuted will be the clerks report and a summary of the financial report. If however any Parish Councillor wishes to add comments to the minutes please advise me before minutes are adopted at the Parish Council meeting.

Budget – Following a meeting with Councillors Sheppard, Bellis and Gawler a budget report has been prepared. This will be forwarded to all councillors prior to the next Parish Council meeting for any thoughts to be considered. The proposed budget will then be put forward to the whole Parish Council and formally agreed with any relevant changes being made.

3/12/12 – Draft minutes emailed to all councillors after change requests received and acted on.

5/12/12 – Meeting held in relation to new signs being made for Iron Acton Parish to be formally agreed at the next full Council meeting.

FOI – Both myself and Councillor Sheppard received a answer machine message from a lady stating she is a parishioner and would like a copy of the legal claim and financial breakdown between Mrs P Evans and Iron Acton Parish Council. After seeking advice from G Sinclair at South Gloucestershire Council I have now written to the lady (No Name given) at the address left in Kingswood advising that any FOI request needs to be made in writing with a name and address and the FOI request specified in detail. I am awaiting a response. Once I receive a further written request I will be contacting G Sinclair whom will advise of the next steps to follow.

Councillor Tillotson advised that he would collect the donated bench on 11/12/12 and arrange storage until the spring when it would be installed.

09-12-12 FINANCIAL REPORT

Monies available as at 11th November 2012:

National Westminster Bank:

Current Account

£ 11444.25

	Reserve Account	£ 160.82
National Savings Accounts:		£ Awaiting books

09-12-12 PLANNING APPLICATIONS

- | | |
|---------------|--|
| PK12/3398/TRE | 250 North Road, Yate – Works to 1no. field Maple tree to reduce down to top of fence, and fell 1no. Conifer tree covered by preservation order SGTP010/09 dated 9 th September 2009 No Observations |
| PK12/3909/F | 187 North Road, Yate, Bristol – Erection of a single storey side and rear extension and installation of side dormer window to provide additional living accommodation (Resubmission of PK12/3184/F) No Observations |
| PK12/3786/F | Unit 3 390 North Road, Yate – Change of use from road haulage (sui generis) to vehicle repairs (class B2) as defined in Town and Country Planning (use classes) Order 1987 (as amended). No Observations |

Proposed Councillor Sheppard, Seconded Councillor Gawler – **All Agreed**
(Clerk to Action)

10-12-12 PLANNING – CONSENTS

- Green Farm Folly Road, Iron Acton – Internal and external works to outbuilding (former cow shed) including substantial reconstruction to facilitate conversion to office (B1) – Approve with conditions
- PK12/3306/R3F – Erection of motorcycle shelter – Permit
- PK12/2539/F – 235 North Road – Erection of detached garage (Re submission of PK12/0612/F) – Approve with conditions

11-12-12 PLANNING – REFUSALS/WITHDRAWALS

None received

12-12-12 PLANNING APPEALS

PK12/1751/F – Land between Iron Acton Way and North Road Engine Common Yate

13-12-12 PLANNING ENFORCEMENT

None Received

14-12-12 PARISH MEADOWS

Councillor Tillotson advised that the rubbish remaining from the bonfire had been cleared from the Parish Meadows. Councillor Blanchard advised that the signs from the recent flooding were still up, after a discussion Councillor Blanchard advised that she would keep a eye on the signs and advise when they should be removed.

15-12-12 ALLOTMENTS

The date of 5th – 14th January was agreed for the trailer to be used for the deposit of rubbish at Nibley Lane allotments. Councillor Sheppard proposed the clerk should now write to the allotment holders and advise with the wording proposed at the November meeting, seconded Councillor Tillotson – **All Agreed**
(Clerk to Action)

16-12-12 BUDGET PROPOSAL

Following a report from Councillor Gawler it was agreed to wait until all information required is received to finalise the proposed budget and defer to the January meeting.

Councillor Sheppard requested that the councillors agree that the agreed budget for 2012/13 was a true record as discussed at November pre budget meeting and then put before the full council meeting as per the December 2011 minutes; this was clarified and agreed by all the councillors.

17-12-12 COMMUNITY DOORSTEP CONTROL ZONES

Following a discussion it was agreed that this agenda item should be deferred to the February meeting giving all councillors time to examine correspondence received.

18-12-12 SIGNS FOR THE PARISH

Councillor Sheppard advised of the meeting held with the clerk and Display and Innovation in relation to new signs required for the Parish. It was agreed the clerk should email the proposed list to all councillors for consideration and defer until the February meeting.

19-12-12 ACCOUNTS FOR PAYMENT

- Clerk's Wages December @ 70 Hrs
- Clerk's Expenses December (Broad Band/Phone/Mileage/Gas & Electric/Child Care cost to attend training course)
- Landscape Services - £364.37
- Display and Innovation – Signs Parish Meadows - £20
- Tax/Ni – £74.70
- Viking – Stationary - £130.50
- Room Hire – Marshall Room – December - £15

It was agreed that Councillor Sheppard invoice the Parish Council for a Ink Cartridge for his computer.

Proposed Councillor Gawler Seconded Councillor Blanchard. **All Agreed**
(Clerk to Action)

DATE OF NEXT MEETING

Parish Council Meeting on Monday 21st January in North Road School Hall at 7.30pm

There being no further business the meeting closed at 9pm

Signed.....

Dated.....

MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL

Monday 17th December 2012

The Meeting of Parish Meadows Committee was held in Marshall Rooms commencing at 7.00pm.

Present: - Councillor Heal (Chairman), Councillor Blanchard, Councillor Tillotson, Councillor Huish, Donna Beal (Clerk)

PUBLIC PARTICIPATION

No Members of the public were present

01-12-12 APOLOGIES FOR ABSENCE

Councillor Sheppard & Joe Wright

02-12-12 DECLARATIONS OF INTEREST

Councillor Tillotson & Councillor Huish declared a non pecuniary interest in agenda item 4 as Acton aid members.

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

The minutes of the meeting held on 2nd November 2012 were circulated. Councillor Tillotson proposed and Councillor Huish seconded that these minutes be adopted and signed. **All Agreed** (Action Chairman to sign)

04-12-12 ACTON AID PROPOSAL

On receipt of a letter on behalf of Acton Aid proposing the instillation of a footpath around the children's play area at Acton Aid expense and following the new term of reference in relation to new development work the proposal would have to be taken to full council for a decision to be made. (Clerk to add to January agenda for full Parish Council meeting)

05-12-12 PLANNING FOR 2013

It was proposed by Councillor Blanchard that the Parish Meadows committee would meet on the 1st Monday of every month starting in February during the winter months the meetings would be held in the Marshall rooms and during the summer in the Meadows. It was also proposed that the clerk contact the secretary of the Marshall rooms and agree an hourly rate. Seconded Councillor Heal **All Agreed** (Clerk to action)

06-12-12 COMMITTEE MEMBERS REPORTS

Councillor heal suggested for future meetings that Committee members reports be added to the agenda, giving the opportunity for updates, proposals and thoughts to be expressed and updated accordingly.

07-12-12 ELECTION OF A VICE CHAIRMAN

Councillor Heal proposed that Councillor Huish becomes Vice Chairman, Seconded Councillor Tillotson **All Agreed**

DATE OF NEXT MEETING

Parish Meadows Committee Meeting on Monday 4th February in Marshall Rooms at 7.00pm

There being no further business the meeting closed at 7.30pm

Signed.....

Dated.....

MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL

Monday 21st January 2013

The Meeting of Iron Acton Parish Council was held in North Road Primary School commencing at 7.40pm. (Late start due to key holder running late)

Present: - Councillor Bellis (Vice Chairman), Councillor Taylor, Councillor Gawler, Councillor Lomas, Councillor Blanchard, Councillor Tillotson, Donna Beal (Clerk).

Due to the absence of the chairman the meeting was chaired by the vice chair Councillor Bellis
The meeting was recorded in order to assist with the ongoing training of the clerk.

PUBLIC PARTICIPATION

2 members of the public were present.

01-01-13 APOLOGIES FOR ABSENCE

Councillor Sheppard (Chairman), Councillor Huish, Councillor Heal, Councillor Pat & Dave Hockey.

02-01-13 DECLARATIONS OF INTEREST

Councillor Bellis (Vice Chairman), Councillor Taylor, Councillor Gawler, Councillor Lomas, Councillor Blanchard, Councillor Tillotson all declared a pecuniary interest in agenda item 16 The Budget.

Councillor Lomas declared a non pecuniary interest on planning application PK12/4110/F

03-01-13 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 10th December 2012 had been previously circulated. Councillor Blanchard proposed and Councillor Gawler seconded that these minutes be adopted and signed. **All Agreed**

(Action Chairman to sign)

04-12-12 CHAIRMAN'S REPORT

Councillor Bellis gave a verbal report. This included:

Councillor's Bellis, Blanchard, Huish, Taylor and Heather Tillotson had attended the funeral of the late Howard Aplin held at St James on the 3rd January 2013, Thoughts and respects were recollected over a former serving member of the Parish council.

05-01-13 CLERK'S REPORT

The Clerk made a written report as below:

Action from Previous Meeting

11/12/12 – Phone call received from funereal director for the Late Shirley Zorab funeral request for Monday 17th December 2012, emails sent to all councillors for permission. A reply email 12/12/12 in response to request sent with permission and all relevant forms for completing.

11/12/12 – Adopted minutes from 19th November posted on website.

11/12/12 – Requested received from Councillor Heal to call a Parish Meadow Committee meeting for 17/12/12 agenda completed and posted to all members, posted on the website and notice boards.

11/12/12 – Letters for Nibley Lane allotment holders as requested at the November meeting in relation to the rubbish completed and posted.

12/12/12 – Confirmation received from Councillor Tillotson that the donated Park bench has now been collected and is being stored by Councillor Heal.

12/12/12 – All planning comments emailed to South Gloucestershire Council a confirmation response was received stating all comments have been received.

12/12/12 – All cheques sent as agreed in accounts for payments.

12/12/12 – 1st Draft copy of November Minutes emailed to all councillors

12/12/12 – Email sent to Planning in relation to objection for PT12/3221/F as requested for proposed size increase for the Memorial Woodland supporting Alveston Parish Council.

12/12/12 – Email sent to all councillors providing the proposed signs and a request for thoughts on wording etc. (please note the item has been added to the Feb agenda so please familiarize yourself)

12/12/12 – Email to solicitors with information requested.

12/12/12 – Following FOI request from Parishioner at December meeting I have advised via email that the request needs to be submitted in writing and will then be dealt with accordingly.

12/12/12 – Deferred agenda items added to forthcoming agendas.

17/12/12 – Parish Meadows committee meeting

19/12/12 – Letter from solicitor emailed to councillors awaiting a response in order to reply.

19/12/12 – FOI request for financial information received. I Emailed G Sinclair for advice. A response Letter sent to Parishioner 15/1/13

19/12/12 – Playground inspection report received and emailed to all councillors

19/12/12 – Email received from R Cook re Stone wall house a chase up email sent to Councillor Heal in order for me to reply.(No response received please advise)

20/12/12 – Cheque received for £88 for the reopening of grave for the late Mrs Shirley Zorab. Certificate for burial completed and sent to the named registrar.

23/12/12 – Draft minutes for December full council and Parish meadows committee sent to all councillors.

Cemetery – Funeral for the late Howard Aplin took place on 3rd January. All correspondence received and dealt with - funeral directors Woodruffs.

Internal Audit – I have received correspondence from I Selkirk in relation to the internal Audit for 2012/13 to commence May 13th/14th at the Community Centre in Wotton under Edge. Acceptance letter to be completed for confirmation.

Marshall Room Hire – Correspondence has been received in relation to an increase of the room hire charge to commence 2013 the room hire will now be £20 per evening.

Allotments – I have received a lot of phone calls/emails and letters in relation to the letter sent out in December I advised allotment holders that they should make the complaints formal and in writing. On receipt of the letters I could then take to Full Council for a decision to be made.

Budget – With thanks to Councillor Blanchard I was able to complete a detailed plan of the budget proposal/report for 2013/14 to be agreed at the meeting.

Office – My office is now complete with thanks to Councillor Heal for the office furniture and delivering it for me.

Website – The website has now been renewed for another year.

Action – Clerk to agree to dates for internal Audit with I Selkirk

08-01-13 FINANCIAL REPORT

Monies available as at 21stth January 2013:

National Westminster Bank:	Current Account	£ 9957.86
	Reserve Account	£ 160.86

09-01-13 PLANNING APPLICATIONS

PK13/0027/LB The Gables Park Street, Iron Acton – Internal works to subdivide existing dwelling to create 2 no. dwellings. Creation of new staircase

PK12/4036/F **No Observations**
Building adjacent to 208 North Road, Yate – Change of use from (class B1) to residential (class 3)

PK12/3979/LB **No Observations**
Vine Cottage Wotton Road Iron Acton – Erection of a two storey rear extension, new retaining wall and associated works

PK12/4110/F **Concerns raised due to the new window will be overlooking the neighbors, Proposed By folding doors in a listed building, Modern windows not in keeping with the rest of the building. It was also noted on the fact that a previous extension has already been built on the property.**
7 Lodge Road, Yate, Bristol – Erection of a single storey rear extension and rear dormer extension to provide additional play areas

PK12/4245/F **Concerns raised over the lack of off street parking and with a increase of children would mean more cars trying to park and turn around on a narrow road.**
Lower Farm Latteridge Road, Iron Acton Bristol – Change of use of land from agricultural to land for keeping of horses. Erection of stable block

PK13/0130/F **Concerns raised over horses being exercised along Latteridge Road**
32 Chilwood Close, Erection of a single storey rear extension to provide additional living accommodation
No Observations

Proposed Councillor Bellis, Seconded Councillor Lomas – **All Agreed (Clerk to Action)**

10-01-13 PLANNING – CONSENTS

- PK12/3376/TRE – Craig Affie Mission Road, Iron Acton – Works to fell 1no Walnut tree and crown thin by 15% Oak Tree covered by Tree Preservation order 399 dated 31st May 1989 – Approve with conditions
- PK12/3109/F - Nibley Lane, Iron Acton, Conversion of existing outbuilding to for 1no. dwelling with associated w - Approve with conditions
- PK12/3398/TRE - 250 North Road, Yate – Works to 1no. field Maple tree to reduce down to top of fence, and fell Conifer tree covered by preservation order SGTPO10/09 dated 9th September 2009 – Approve with conditions
- PK12/3786/F - Unit 3 390 North Road, Yate – Change of use from road haulage (sui generis) to vehicle repairs (class B2) as defined in Town and Country Planning (use classes) Order 1987 (as amended). – Approve with conditions
- PK12/3909/F – 187 North Road – Erection of a single storey side and rear extension and installation of side dormer window to provide additional living accommodation – Permit

11-01-13 PLANNING – REFUSALS/WITHDRAWALS

PK12/3644/CA – Demolition of derelict garages – Withdrawn

PK12/3624/F – Adanac High Street, Iron Acton - Erection of two storey and single storey side extensions to provide additional living accommodation – Withdrawn

PK12/3339/TRE - 21 Brookside Cottage, Engine common Lane – Works to reduce crown of 3 no Ash trees by 20% and felling of 1 no. Ash tree covered by SGTPO 10/09 dated 09 September 2009 – Refusal

12-01-13 PLANNING APPEALS

None Received

13-01-13 PLANNING ENFORCEMENT

None Received

14-01-13 PARISH MEADOWS

Following a discussion in relation to the proposal from Acton Aid to installing a new footpath around the children's play area it was proposed by Councillor Bellis to agree in principal subject to the specifications being supplied by Acton Aid. Seconded Councillor Taylor – **All Agreed**
(Action Councillor Tillotson to relay information to Acton Aid to enable accurate specifications to be passed onto the clerk)

After the kind offer of a Sweet chestnut tree donation it was proposed by Councillor Bellis to delegate the Parish Meadows Committee to agree a suitable location for planting on the Parish Meadows after ensuring its suitability and having the tree checked by Chris Wright. Seconded Councillor Taylor – **All Agreed**

15-01-13 ALLOTMENTS

Following a discussion in relation to letters received from Allotment holders it was resolved that the clerk should write back answering the questions asked and if further knowledge is required Councillor Taylor would assist. It was agreed that the Parish Council do not want to uproot any existing fruit trees currently planted on the allotments as long as they are being tendered properly, this should be relayed to the allotment holders in question. Proposed Councillor Bellis, seconded Councillor Taylor – **All Agreed**
(Clerk to Action)

16-01-13 BUDGET PROPOSAL

After reviewing last year (2011/12) and the current spend for the present year 2012/13 it was proposed by Councillor Gawler that a precept of £26000.00 be requested for 2013/14. Seconded Councillor Bellis – **All Agreed**
(Clerk to action)

17-01-13 DOG BINS

Following a discussion it was agreed that this agenda item should be deferred until all relevant information is received

18-01-13 PLAYGROUND INSPECTION REPORT

Councillor Lomas proposed that the playground inspection report be delegated to the Parish Meadows Committee and dealt with accordingly. All medium and high risk jobs that need doing should be dealt with ASAP, All low risk jobs can be spread out over time. Seconded Councillor Taylor – **All Agreed**

19-01-13 MEETING DATES 2013

The clerk provided a list of proposed dates/Places for all 2013/14 meetings as follows

15th April - North Road Primary School

20th May - Marshall Rooms

17th June - Parish Hall

15th July - North Road Primary School

August Meeting to be arranged if required

16th September - Marshall Rooms

21st October - Parish Hall

18th November/Budget Meeting –North Road Primary School

9th December - Marshall Rooms

20th January - Parish Hall

17th February - North Road Primary School

17th March - Marshall Rooms

Annual Parish Meeting - May 16th – Parish Hall

It was proposed by Councillor Bellis (Subject to room availability) that the dates and locations be agreed and circulated to all councillors, Seconded Councillor Lomas – **All Agreed**
(Clerk to action)

20-01-13 CONFIDENTIAL ITEM

Moved and discussed after item 21 on the agenda

21-01-13 ACCOUNTS FOR PAYMENTS

- Clerks Wages January @ 70 Hrs
- Clerks Expenses January (Broad Band/Phone/Mileage/Gas & Electric/etc)
- GAPTC – Books - £27.70
- HR Dept – Legal Advice - £360
- Viking – Stationary - £137.65
- Room Hire – Marshall 17th December 2012 - £15
- Website Renewal - £105
- South Gloucestershire Council – Dog Bins – 235.16

Proposed by Councillor Bellis, seconded by Councillor Taylor that the accounts are paid – **All Agreed**

(Clerk to Action)

20-01-13 CONFIDENTIAL ITEM

The room was cleared from all members of the public.

Following a discussion in relation to correspondence received it was proposed by Councillor Bellis that the draft letter provided by the solicitor be agreed. Seconded Councillor Taylor – **All Agreed**
(Clerk to action)

DATE OF NEXT MEETING

Parish Council Meeting on Monday 18th February at Marshall Rooms 7.30pm

There being no further business the meeting closed at 10.15pm

Signed.....

Dated.....

MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL

Monday 18th February 2013

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

Present: - Councillor Bellis (Vice Chairman), Councillor Taylor, Councillor Gawler, Councillor Huish, Councillor Heal, Councillor Blanchard, Councillor Tillotson and Donna Beal (Clerk).
Due to the absence of the chairman the meeting was chaired by the vice chair Councillor Bellis

PUBLIC PARTICIPATION

13 members of the public were present.

01-02-13 APOLOGIES FOR ABSENCE

Councillor Sheppard (Chairman), Councillor Lomas, Councillor Pat & Dave Hockey.

02-02-13 DECLARATIONS OF INTEREST

Councillor Tillotson and Huish declared a non pecuniary interest in agenda item 15 as Acton Aid members

03-02-13 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 21st January 2013 had been previously circulated. Councillor Taylor proposed and Councillor Gawler seconded that these minutes be adopted and signed. **All Agreed**
(Action Chairman to sign)

05-02-13 CLERK'S REPORT

The Clerk made a written report as below:

Action from Previous Meeting

22/01/13 – Adopted minutes from 10th December posted on website.

22/01/13 – All planning comments emailed to South Gloucestershire Council a confirmation response was received 23/01/13 stating all comments have been received and passed on to relevant officers.

22/01/13 – All cheques sent as agreed in accounts for payments.

22/01/13 – 1st Draft copy of January Minutes emailed to all councillors

22/01/13 – Repeat Email sent to all councillors providing the proposed signs and a request for thoughts on wording etc. (please note the item has been added to the Feb agenda so please familiarize yourself)

22/01/13 – Email sent to solicitors confirming agreement of response letter

22/01/13 – Emailed meeting dates to all councillors

23/01/13 – Email sent to North Road School in relation to key holder not turning up for meeting on 21/1/13

23/01/13 – Email sent in relation to bark donation details kept for future reference. (Path in Parish Meadows)

23/01/13 – Email sent to all councillors with Chris Wright tree survey attached as requested.

23/01/13 – Budget completed emailed to councillors, Precept form completed and posted to South Glos

23/01/13 – Agenda prepared for Parish Meadows meeting to be held 04/2/13

23/01/13 – Agreement letter sent to I Selkirk confirming Internal Audit for May 13/14th 2013

23/01/13 – Email sent to Mr Bates asking for confirmation of what exactly he is requesting from the Parish Council.

25/01/13 – Response email from Mr Bates circulated to all Councillors.

25/01/13 – Confirmation received from Marshall Rooms/Parish Hall and North road school for room bookings 2013/14

26/01/13 – Correspondence received from South Gloucestershire council in relation to the proposal to improve the temporary access (constructed by Wessex water) to a permanent multi – user path from B4058 Bristol/Station Road junction to Hoovers lane Iron Acton. The work will be carried out in the next couple of months.

28/01/13 – Agenda for PMC posted and put up on notice boards

30/01/13 – Confirmation acknowledgement letter received of precept request of £26,000.00 to be paid in 2 equal instalments on 30/4/13 & 30/9/13.

4/2/13 – PMC meeting

5/2/13 – Draft minutes emailed to PMC members

5/2/13 – Brief catch up with PC Simmons meeting scheduled for Feb 27th 2013

5/2/13 – Letter sent to Acton Aid accepting the proposal of a footpath around the play area.

5/2/13 – Email sent accepting the proposal of the sweet chestnut tree donation.

5/2/12 – PMC Minutes 17th December 2012 posted on website

5/2/13 – Email to all councillors proposed speed limit information

5/2/12 – Email to All councillors re Mr Bate

6/2/13 – Correspondence received for South Glos in relation to planning application PK12/1751/F – Engine common development stating that the public enquiry for the appeal will take place on 5th March 10.00 @ the Ship Inn, Thornbury Road, Alveston.

6&7/2/13 – Allotment letters drafted/sent. All letters in relation to allotment queries responded to. Vacant allotments created and filled from waiting list.

11/2/13 Email received re Sweet chestnut tree forwarded on to all councillors 12/2/13

12/2/13 – Allotment meetings arranged letters/emails sent with new plans meeting to take place Friday 22/2/13

08-02-12 PARISH MEADOWS COMMITTEE REPORT/MINIUTES

The adopted minutes of the meeting held on 17th December 2012 had been previously circulated to full council. The draft minutes of the meeting held on 4th February 2013 had been previously circulated Councillor Blanchard proposed and Councillor Huish seconded that these minutes be adopted and signed. **All Agreed**

(Action Chairman to sign)

09-02-13 FINANCIAL REPORT

Monies available as at 18th February 2013:

National Westminster Bank:	Current Account	£ 8593.82
	Reserve Account	£ 160.86

10-01-13 PLANNING APPLICATIONS

PK13/0206/F Lavenham Farm, Nibley Lane, Iron Acton – Conversion of summerhouse to form 1no. holiday let with associated works

Object - Over development of site, Do not believe it was historically a summer house, Peace-mill development.

The Council also stated that if the development is approved should seek controls to ensure holiday let is set to a limited letting period.

PK13/0237/TRE Brookside Cottage, Engine Common, Yate – Works to fell 2no. Ash trees reduce by 1no. Ash tree by 20% and remove oversized bough of 1no. Ash tree all covered by tree Preservation order SGTPO 10/09 dated September 2009

No Observations

PK13/0098/LB The Barn, Algars Manor, Station Road, Iron Acton – External alterations to replace guttering and downpipes

No Observations

PK13/0026/CLE The Gables, Park Street, Iron Acton, Bristol – Application for certificate of Lawfulness for existing use of dwelling as 2no. separate dwellings

No Observations

PK13/0264/TCA The Coach House, Iron Acton – Works to 1no. False Accacia to crown reduce by 30% situated within Iron Acton Conservation area

No Observations

Proposed Councillor Bellis, Seconded Councillor Gawler – **All Agreed**
(Clerk to Action)

11-02-13 PLANNING – CONSENTS

- PK12/3979/LB - Vine Cottage Wotton Road Iron Acton – Erection of a two storey rear extension, new retaining wall and associated works – Approve with conditions
- PK12/4110/F - 7 Lodge Road, Yate, Bristol – Erection of a single storey rear extension and rear dormer extension to provide additional play areas – Permit

12-02-13 PLANNING – REFUSALS/WITHDRAWALS

PK12/4036/F - Building adjacent to 208 North Road, Yate – Change of use from (class B1) to residential (class B2) – Withdrawn

13-02-13 PLANNING APPEALS

PK12/1751/F Engine Common Development

PK12/0745/F Canary Cottage, Wotton Road, Iron Acton - Erection of a 2 storey side extension to form additional living accommodation (Resubmission of PK11/1380/F)

14-02-13 PLANNING ENFORCEMENT

None Received

15-02-13 PARISH MEADOWS

Following a lengthy discussion on the application received to hold the Proms in the meadows over a 2 night period on the 12/13th July 2013. The Council reviewed all correspondence received from both the applicant and also a letter from a parishioner voicing concerns. It was resolved to grant permission for Acton Aid to stage the event on the dates specified subject to obtaining satisfactory Licensing. Acton Aid will also need to show Iron Acton Parish council the proposal for controlled marshalling at the event, litter collection to include the resident's lane and controlled measures to avoiding vehicle parking in the private lane. Iron Acton Parish Council stressed that Acton Aid must manage and comply with their entertainment licence. Proposed Councillor Bellis Seconded Councillor Heal. **All Agreed**

Councillor Gawler requested to view a copy of the accounts from Acton Aid

16-02-13 ALLOTMENTS

Following a discussion in relation to a formation of an allotments association it was proposed by Councillor Bellis that a working party is formed to arrange and set up an allotment association the working party will consist of Councillor Taylor, Gawler, Huish and Heal. The working party will meet with allotment holders to set up the association and verify all details. Seconded Councillor Huish **All Agreed.**

17-02-13 CEMETERY

Permission granted for work on a memorial as specified on application for I & W Miles – HJ Jefferies Request to purchase an earthen grave at Iron Acton Cemetery – Tracey Moore – F Woodruff was granted

Proposed Councillor Blanchard seconded Councillor Heal **All Agreed**

(Clerk to Action)**18-02-13 TREE SURVEY**

Deferred to March meeting

19-02-13 DAVE BATE PROPOSAL

The Parish Council looked at the benefits of CIL as supplied by Mr Bates but will not consider the proposal made by Mr Bates. Councillor Gawler advised that he had looked at the trees in question but they are not owned by the Parish Council. Proposed Councillor Taylor, seconded Councillor Tillotson **All Agreed**

20-02-13 SIGNS FOR THE PARISH

It was agreed that the clerk would look into the byelaws and pass information back at the March meeting for a resolution to be made.

(Clerk to action)

21-02-13 PROPOSALS TO CONVERT STREET LIGHTS TO PART NIGHT OPERATION

After reviewing the information received it was agreed that no comments will be submitted.

22-02-13 PROPOSED SPEED LIMIT CHANGES

It was proposed by Councillor Gawler that the Parish Council support the 20mph speed limit for both Chilwood Close and Algars Drive only. Seconded Councillor Bellis **All Agreed**

(Clerk to Action)

23-02-13 ACCOUNTS FOR PAYMENT

- Clerks Wages February @ 70 Hrs
- Clerks Expenses February (Broad Band/Phone/Mileage/Gas & Electric/) - £115.67
- Room Hire – North Road School - £25
- Room Hire – Marshall Rooms - £15/£15 =£30
- G.B Sport & Leisure – Annual Playground Inspection - £90
- Viking – Stamps/Stationary – £132.14
- Land care - Tree Parish Meadows - £51.60

Proposed Councillor Bellis, seconded Councillor Gawler **All Agreed**

(Clerk to Action)

DATE OF NEXT MEETING

Parish Council Meeting on Monday 18th March at Parish Hall 7.30pm

There being no further business the meeting closed at 9.40pm

Signed.....

Dated.....

MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL

Monday 18th March 2013

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

Present: - Councillor Sheppard (Chairman), Councillor Bellis (Vice Chairman), Councillor Taylor, Councillor Gawler, Councillor Huish, Councillor Heal, Councillor Blanchard, Councillor Tillotson and Donna Beal (Clerk).

PUBLIC PARTICIPATION

4 members of the public were present.

01-03-13 APOLOGIES FOR ABSENCE

Councillor Lomas & South Gloucestershire Councillors Pat & Dave Hockey.

02-03-13 DECLARATIONS OF INTEREST

Councillor Tillotson declared a non pecuniary interest in agenda item 10 - PK13/0540/F

Councillor Huish declared a non pecuniary interest in agenda item 10 – PK13/0555/F

03-03-13 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 18th February 2013 had been previously circulated. Councillor Heal proposed and Councillor Tillotson seconded that these minutes be adopted and signed. **All Agreed**

(Action Chairman to sign)

05-03-13 CLERK'S REPORT

The Clerk made a written report as below:

Action from Previous Meeting

19/02/13 – Adopted minutes from 21st January 2013 posted on website.

19/02/13 – All planning comments emailed to South Gloucestershire Council. A confirmation response was received 20/2/13 stating all comments have been received and passed on to relevant officers.

19/02/13 – All cheques sent as agreed in accounts for payments.

19/02/13 – Email sent to Mike Collett with allotment association details, Confirmation email sent to DT/CH/PH/HG for the confirmed date of 4/3/13 for Allotment meeting.

19/02/13– 1st Draft copy of February Minutes emailed to all councillors

19/02/13 – Email received from Councillor Gawler in relation to Footpath re the resident's lane this was sent to Acton Aid

20/2/13 – Email sent re Sweet Chestnut tree

20/2/13 – Budget details for PM calculated and sent to CH.

20/2/13 – Comments submitted to SGC for speed reviews

20/2/13 – Article for Focal Poyntz completed and sent to Barrie Wright

20/2/13 – Response letter sent Miles inscription

20/2/13 – Email sent to F Woodruffs granting permission for T Moore Earth Grave space

20/2/13 – Email sent South Glos re byelaw information

20/2/13 – Info request emailed to LB

22/2/13 – Meeting at allotments with new tenants DT present

26/2/13 – Agenda out/website PMC meeting for 4/3/13

26/2/13 – Email sent all councillors re Scoff the lot

26/2/13 – Email C Wright re invasive weeds. Response received stating that Chris Wright would look into it and advice further

27/2/13 – All allotment bills completed and posted. Agreements sent to new tenants

29/2/13 – Meeting with Finbar Simmons community police officer
 28/2/13 Email sent South Glos in relation to application for renewal for Scoff-the-Lot. Further email sent 5/3/13
 04/3/13 PMC Meeting and Allotment Association meeting
 05/3/13 Draft minutes sent out for PMC meeting
 05/3/13 Email forwarded to South Glos for speed limits
 05/3/13 Information passed on to Allotment Association
 05/3/13 Email sent South Glos requesting a breakdown for special expenses
 05/3/13 Email sent Allotment working party link for new tenancy agreement for ALCA
 6/3/13 Play Area report received from C Heal and passed on to B Sheppard as requested
 8/3/13 – FOI Request received from Mr M Evans holding email sent
 12/3/12 Email sent from ALCA to all councillors Quality Town & Parish Scheme
 12/3/13 Email received from Chris Wright in relation to weeds and planning application forwarded to all councillors
 12/3/13 Spoke to ALCA in relation to Bylaw queries awaiting a response
 12/3/13 Email from ALCA re conference in Bristol forwarded to all councillors

Clerk's Holiday

I will be away from my office on annual leave for the week commencing 25/3/13.
 I have also booked my summer holiday for 30th May 2013 for 2 weeks. I ensured when booking that this does not coincide with any meetings and have also scheduled the AGM around this date.

Clerk's Wages

Need to be assessed due to coming up to one year's service and completion of courses ready for the new tax year. Provisions were included in the budget to allow for this.

Allotment Bills

All bills have now been sent out and some payments have now been received however will not be banked until the new tax year. As it stands all allotments have now been let.

Accounts

I will shortly be preparing the annual accounts and will have to prioritise work to allow for me to complete ready for the internal audit, as many of you are aware this is a very busy time for the clerk.

It was **noted** that the employment committee would arrange to meet to review the clerk's wages and the outcome would be brought to the next Parish Council meeting

08-03-13 PARISH MEADOW'S COMMITTEE REPORT/MINIUTES

Draft minutes for 4th March 2013 PMC will be approved at the next meeting 15/4/13

09-03-13 FINANCIAL REPORT

Monies available as at 18th March 2013:

National Westminster Bank:	Current Account	£ 7435.15
	Reserve Account	£ 160.86

10-03-13 PLANNING APPLICATIONS

PK13/0549/RVC	Cherry Tree Day Nursery, 7 Lodge Road, Iron Acton – Variation of condition 4 attached to planning permission PK03/0990/F to allow no more than 44no. Children to be present at the day nursery at any time. NO OBJECTIONS
PK13/0540/F	Land to the rear of the bungalow Bridge Road, Yate, - Creation of vehicle access track and erection of agricultural shed NO OBJECTIONS

- PK13/0555/F Sports pavilion R/o Former Rose and Crown, High Street, Iron Acton
- Conversion of disused sports pavilion to form 1no. dwelling with access and associated works (Resubmission of PK11/4067/F)
NO OBJECTIONS
- PK13/0656/F Dyers Cottage, Mission Road, Iron Acton Bristol – Erection of first floor rear extension to include Juliet balcony to form additional living accommodation
NO OBJECTIONS
- PK13/0522/TRE 10 High Street, Iron Acton, Works to 1no. Silver birch tree to crown lift and crown thin by 30% tree covered by South Gloucestershire Council tree preservation order 773(the plot Irondale House, Iron Acton) dated 5th Sept 2012
NO OBJECTIONS

Proposed Councillor Bellis, Seconded Councillor Sheppard – **All Agreed**
(Clerk to Action)

11-03-13 PLANNING – CONSENTS

- PK12/4245/F - Lower Farm Latteridge Road, Iron Acton Bristol – Change of use of land from agricultural to land for keeping of horses. Erection of stable block – Approve with conditions
- PK13/0098/LB - The Barn Algars Manor Station Road, Iron Acton Bristol, - External alterations to replace guttering and downpipes – Approve with conditions
- PK13/0237/TRE - Brookside Cottage Engine Common Lane, Yate – Works to fell 2no. Ash trees reduce 1no. Ash tree by 20% and remove oversized bough of 1no. Ash tree all covered by tree preservation order SGTPO 10/09 dated 09 September 2009 – Approve with conditions
- PK13/0130/F - 32 Chilwood Close, Iron Acton – Erection of a single story rear extension to provide additional living accommodation – Approve with conditions

12-03-13 PLANNING – REFUSALS/WITHDRAWALS

None Received

13-03-13 PLANNING APPEALS

None Received

14-03-13 PLANNING ENFORCEMENT

None Received

15-03-13 PARISH MEADOWS

After reviewing correspondence from the company that undertook the 2012 playground inspection it was agreed that no further action is needed until late summer when a decision will have to be reached regarding which company is asked to undertake the 2013 playground inspection.

(Councillor Blanchard to contact several other parish councils and obtain details of the organisations that undertake inspections of their similar play equipment)

16-03-13 ALLOTMENTS

Following a discussion in relation to a formation of an allotments association it was proposed by Councillor Heal to support the formation of an Allotment Association, seconded Councillor Bellis
All Agreed

It was **noted** that an agenda item for April 2013 under Allotments will include Discuss and resolve any further action required including articles and financial.

(Clerk to Action)

Councillor Taylor thanked Councillor Heal for the donation of 2 trailers at the allotments to

Clear the rubbish.

17-03-13 CEMETERY

Permission granted for the memorial application for Mrs J A Dickes that had been received from Summers.

It was agreed to grant permission for Mrs Barbra Evans to have the ashes of her late brother interred in the grave of Mr and Mrs Davis. Proposed Councillor Blanchard seconded Councillor Heal **All Agreed.**

(Clerk to Action)

18-03-13 PARISH

Councillor Taylor proposed that A Jastrzebska (on receipt of satisfactory insurance documents being received) remove and clear the moss on the path across the village green, seconded Councillor Bellis.

All Agreed

(Councillor Sheppard to action)

It was agreed that Councillors Bellis, Sheppard and Heal would arrange to meet to discuss work required within the Parish. A scheduled report would then be brought to April 2013 meeting for a resolution to be made for work required.

It was resolved that the road closure application received for the closure of Park Street – From High Street to the Green and The Green – from Park Street to Latteridge Road on Monday 6th May between 1030 hours and 1730 hours be agreed. Proposed Councillor Blanchard seconded Councillor Heal. **All Agreed**

(Clerk to Action)

19-03-13 SIGNS FOR THE PARISH

It was proposed by Councillor Bellis that the current Byelaws held be kept the same and 2 byelaw signs are purchased for Latteridge Green and the Village Green, Seconded Councillor Sheppard. **All Agreed**

(Councillor Sheppard to Action)

20-03-13 RENEWAL OF STREET TRADING CONSENT

It was **noted** that the Clerk and Councillor Blanchard submitted comments direct.

21-03-13 ACCOUNTS FOR PAYMENT

- Clerk's Wages February @ 70 Hrs
- Clerk's Expenses February (Broad Band/Phone £25.38, Mileage £35.20, Gas & Electric £16.00) Total £76.58
- ALCA Annual Subscription - £223.02
- Marshall Room Hire - £15.00
- Wessex Water – Allotments Station Road - £21.11
- All signs – Parish Meadow- £150
- Ground Trax – Gridding Parish Meadows - £434.88

Proposed Councillor Bellis, seconded Councillor Gawler **All Agreed**
(Clerk to Action)

22-03-13 CONFIDENTIAL ITEM

Deferred to April 2013 meeting

DATE OF NEXT MEETING

Parish Council Meeting on Monday 15th March at North Road Primary School 7.30pm

There being no further business the meeting closed at 9.45pm

Signed.....

Dated.....

MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL

Monday 15th April 2013

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

Present: - Councillor Sheppard (Chairman), Councillor Bellis (Vice Chairman), Councillor Taylor, Councillor Gawler, Councillor Lomas, Councillor Blanchard, and Donna Beal (Clerk).

PUBLIC PARTICIPATION

6 members of the public were present.

01-04-13 APOLOGIES FOR ABSENCE

Councillor Huish, Councillor Heal, Councillor Tillotson & South Gloucestershire Councillors Pat & Dave Hockey.

02-04-13 DECLARATIONS OF INTEREST

Councillor Blanchard declared a pecuniary interest in agenda item 18

03-04-13 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 18th March 2013 had been previously circulated. Councillor Gawler proposed and Councillor Blanchard seconded that these minutes be adopted and signed. **All Agreed**

(Action Chairman to sign)

05-04-13 CLERK'S REPORT

The Clerk made a written report as below:

Action from Previous Meeting

19/03/13 – Adopted minutes from 21st January 2013 posted on website.

9/03/13 – All planning comments emailed to South Gloucestershire Council. A confirmation response was received 19/3/13 stating all comments have been received and passed on to relevant officers. A request was also submitted for an extension on planning application nos: PK13/0839/0 & PK13/0863/TCA

19/3/13 Email sent to enforcement in relation to an email received about concerns over the Gazeley Clinic being extended.

19/03/13 – All cheques sent as agreed in accounts for payments.

19/03/13– 1st Draft copy of March Minutes emailed to all councillors

19/03/13 – Planning enforcement survey and Info re good councillor course emailed to all councillors.

19/03/13 – Reminder email sent to Councillor Sheppard in relation to visiting cemetery re head stones slanting.

22/3/13 - Agenda sent for extra-ordinary planning application

25/3/13 – Annual leave for 1 week

03/4/13 - FOI request sent to Mr M Evans

03/4/13 – Site inspection sub committee visit letter received in relation to Sports Pavilion R/o Former Rose and Crown High Street Iron Acton to take place 12th April 2013 @ 09.50am

04/4/13 – Email sent to all councillors in relation to Mr Bates planning application

04/4/13 – Emails from J Furze circulated.

04/4/13 – Draft letter from Allotment Association circulated to all councillors and up to date list of allotment holders sent to Mike Collett

04/4/13 – Email circulated in relation to meeting on 17th April for proposed speed limit changes

04/4/13 – Outstanding invoice request received from Landscape Services

04/4/13 – Email request sent to P Foote again requesting a copy of last 3 years accounts as no response received from last request.

04/4/13 – Email sent to enforcement with full postal address for Gazeley Clinic

05/4/13 – Letter received in relation to investigation for Gazeley Clinic

09/4/13 – Report on National Council Meeting email forwarded on to all councillors

09/4/13 – Email sent to J Haselhan new chair of Acton Aid for request of copy of accounts

10/4/13 – Email sent to Solicitors in relation to deformation claim

10/4/13 – Passbook for National Savings accounts sent for updating.

11/4/13 – Email received from SGC in relation to price increase to £4.59 per dog bin empty.

ACCOUNTS

The accounts pack has now been received from Grant Thornton to be completed along with the notice of appointment of date for the exercise of elector's rights that needs to be displayed on the notice boards by 18th April. This is now completed and displayed on both notice boards.

08-04-13 PARISH MEADOW'S COMMITTEE REPORT/MINIUTES

Draft minutes for 4th March 2013 PMC will be approved at the next Parish Meadow's Committee meeting on 22 April 2013.

09-04-13 FINANCIAL REPORT

Monies available as at 18th March 2013:

National Westminster Bank:	Current Account	£ 5873.30
	Reserve Account	£ 160.86

10-04-13 PLANNING APPLICATIONS

PK13/0722/F	Unit 26 Beeches Trading Estate, Lavenham Road, Yate – Installation of Nitrogen tank and enclosure No Observations
PK13/1087/PNA	Grange Farm Latteridge Road Iron Acton – Prior notification of the intention to erect an agricultural building for the storage of fodder and machinery. No Observations
PK13/1126/F	27 The British, Yate – Erection of a replacement rear conservatory No Observations
PT13/1082/F	Says Court Farm, Badminton Road, Coalpit Heath – Construction of 17.28MWp solar farm, including substation, transformer stations, access roads and 2.0m high perimeter fence and associated works. No Comments

Proposed Councillor Bellis, Seconded Councillor Sheppard – **All Agreed**
(Clerk to Action)

11-04-13 PLANNING – CONSENTS

PK13/0206/F	Lavenham Farm, Nibley Lane, Iron Acton – Conversion of summerhouse to form 1no. holiday let with associated works
PK13/0540/F	Land to the rear of the bungalow Bridge Road, Yate, - Creation of vehicle access track and erection of agricultural shed
PK13/0549/RVC	Cherry Tree Day Nursery 7 Lodge road, Iron Acton – Variation of condition 4 attached to planning permission PK03/0990/F to allow no

more than 44no. children to be present at the day nursery at any time.

12-04-13 PLANNING – REFUSALS/WITHDRAWALS

APP/PO119/A/12/2186546 – Land between Iron Acton Way and North Road, Engine Common, Yate – Appeal Dismissed and planning permission refused.

13-04-13 PLANNING APPEALS

None Received

14-04-13 PLANNING ENFORCEMENT

None Received

15-04-13 PARISH MEADOWS

Parish Meadow's Committee to meet on Monday 22nd April 2013 at 7pm in the Parish Meadow.

16-04-13 ALLOTMENTS

Following a discussion in relation to the formation of an allotment association it was proposed by Councillor Taylor that Iron Acton Parish Council welcome the formation of the allotment association and delegate operational matters to the allotment association and set aside the rental income of inclusive allotment rent for use within the allotments. Seconded Councillor Sheppard **All Agreed.**

Following receipt of a letter received from an allotment holder at Station Road in relation to a damaged wall at the allotments in Station Road it was resolved that Councillor Taylor and Councillor Sheppard would visit the site and be given executive authority to make any decisions required for health and safety reasons. **All Agreed**

(Councillor Taylor and Councillor Sheppard to Action)

Following a request from a new allotment tenant at Nibley Road requesting to change their allocated allotment to plot 3B; Councillor Sheppard proposed that the request be declined on the basis that an allotment plot has already been allocated and that plot no 3b be split in half and allocated to the next 2 people on the waiting list. Seconded Councillor Taylor **All Agreed.**

(Clerk to Action)

It was proposed by Councillor Taylor that the clerk would write and terminate as from today the allotment agreement for Mr Gedge (Nibley Lane 13b) due to failure to pay 2012/13 rental income despite several reminders. The letter is to be sent recorded delivery.

The Clerk would also issue formal letters to all allotment holders who are failing to adhere to the tenancy agreement and non cultivation of the allotments. Seconded Councillor Sheppard **All Agreed.**

(Clerk to Action)

It was **noted** that a pile of stones had accumulated by the wall at Nibley Lane allotments near to the cemetery. Councillor Blanchard suggested that the funeral directors need to be advised that stones are being left on graves by the grave diggers and therefore believe this is the issue relating to the accumulation of stones by the wall.

17-04-13 CEMETERY

Councillor Bellis proposed that permission is granted for the memorial application for Alfred and Elaine Moore that had been received from H J Jefferies. Seconded Councillor Blanchard **All Agreed**

(Clerk to Action)

18-04-13 PARISH

Following a discussion in relation to work required within the Parish Councillor Taylor proposed that the following work is carried out: The stones in the allotment are removed, Nibley Bank is strimmed

and cleared and the cobbles missing around the village green outside Chapel Patch are replaced. Seconded Councillor Lomas **All Agreed.**

(Councillor Sheppard to action)

Cllr Blanchard explained to the meeting that she did not feel she should attend the proposed meeting regarding the issue raised by Cllrs Sheppard and Bellis at the March meeting regarding Rose Cottage. There was a conflict of interest between private individual/parish councillors. She felt the right course of action was that as Cllr Bellis had made Cllr Sheppard aware of his views the proposed meeting should only involve Cllrs Sheppard, Heal and Taylor. Following this meeting she requested that a letter be written, which was to be signed by the Chairman, and forwarded to her for presentation and advice from her solicitor. There was no dissent to this request from the Councillors present. A written copy of her comments was given to the Clerk, Cllr Taylor and Cllr Sheppard. This contained details regarding letter content.

19-04-13 CLERKS PERFORMANCE APPRAISAL AND THE ANNUAL REVIEW OF HOURS

Deferred to May meeting.

20-04-13 PLANNING COMMITTEE

Councillor Bellis proposed that a planning committee should be formed consisting of all parish councillors and the chairman remain the same as the parish council and a quorum requirement of 3 members. A planning committee meeting should be scheduled for 2/3 Mondays after the parish council meeting with planning as the only agenda item. The scheduled meeting should only take place if the dates required for submission of comments fall out of the normal time scale. Seconded Councillor Sheppard **All Agreed.**

21-04-13 REQUEST FOR INFORMATION

Following a request for information from a parishioner in relation to the precept it was agreed that Councillor Bellis and Councillor Sheppard would assist the clerk with the text required for a suitable response.

22-04-13 ANNUAL PARISH MEETING

It was agreed that an invitation should be sent to PC Simmons inviting him to the Annual Parish Meeting to take place on the 16th May 2013

(Clerk to Action)

23-04-13 DEFAMATION CLAIM AGAINST THE PARISH COUNCIL

Councillor Bellis requested the clerk to contact the insurance company in relation to a solicitor's letter received and report back the findings at the next meeting.

(Clerk to Action)

24-04-13 ACCOUNTS FOR PAYMENTS

- Clerk's Wages February @ 70 Hrs
- Clerk's Expenses February (Broad Band/Phone/Mileage/Heating/Lighting) £92.02
- SLCC – Local Council Administration (CAB) - £84.00
- Viking – 1st Class stamps, 2nd Class stamps, 1x Ink pack - £153.74
- Landscape Services – Ground Maintenance carried out - £364.37
- HMRC – Tax/Ni - £75.20
- Room Hire – North Road - £25.00

DATE OF NEXT MEETING

Parish Council Meeting on Monday 20th April Village Hall at 7.30pm

There being no further business the meeting closed at 10pm

Signed.....

Dated.....

MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL

Monday 22nd April 2013

The Meeting of the Parish Meadow's Committee was held in the Parish Meadows commencing at 7.00pm.

Present: - Councillor Heal (Chairman), Councillor Blanchard, Councillor Huish, Councillor Tillotson, Councillor Sheppard, Councillor Bellis, Mrs Jo Wright & Donna Beal (Clerk)

PUBLIC PARTICIPATION

4 members of the public were present

01-04-13 APOLOGIES FOR ABSENCE

All Present

02-04-13 DECLARATIONS OF INTEREST

None

03-04-13 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 4th March 2013 had been previously circulated. Councillor Sheppard proposed and Councillor Huish seconded that these minutes be adopted and signed. **All Agreed**

(Action Chairman to sign)

04-04-13 MAINTANANCE WITHIN THE MEADOWS

After walking around the Parish Meadows and looking at work required it was proposed by Councillor Heal that the nettles by the stream be sprayed and the stone wall that had collapsed into the river and the dead tree be removed and left on the side of the bank to allow a clear flow of water. Councillor Heal advised that Jo Wright be instructed to spray and manage the nettles around the meadow back to the original border. The canopies cut back in order to encourage the mowers to keep in line and be cut back to the borders to stop the nettles encroaching any closer on the meadows and any dead wood to be taken away. Whilst the tractor was present in the meadows it was agreed that this be used to carry out any work that will be started now in order to keep costs down as the only charge would be the labour only. Seconded Councillor Sheppard **All Agreed**

Councillor Heal proposed that an honesty box should be installed at the entrance of the tennis court. Mrs Jo Wright agreed to empty the box regularly. Seconded Councillor Sheppard **All Agreed**.

It was proposed that the lower undergrowth by the children's playground should be taken back for the children's safety.

Following a discussion in relation to the minor tree works i.e. the ivy and thin branches be removed and a working party notice be out up in the hope for volunteers to join in to get the work done. Dates and times to be agreed and a notice will be displayed on the Parish Meadows notice board.

(Councillor Heal to Action)

DATE OF NEXT MEETING

Parish Meadows Committee Meeting on Monday 3rd June in the Parish Meadows at 7.00pm

There being no further business the meeting closed at 8.00pm

Signed.....

Dated.....