

MINUTES OF IRON ACTON PARISH COUNCIL

Monday 16th May 2016

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

Present:- Councillor Bellis (Chairman), Councillor Noble, Councillor Taylor, Councillor Lewis, Councillor Smith, Councillor Lomas & Donna Beal (Clerk).

PUBLIC PARTICIPATION

2 members of the public were present.

Mike Keenan spoke in relation to concerns over the speed limits to Dyers Lane and Mission Road, he advised that he had been in contact with South Gloucestershire Councillors Dave Hockey and Marian Lewis. Mr Keenan advised the Parish Council that he was seeking to gain views of parishioners by means of a leaflet drop to gauge the thoughts of appropriate speed limits. On receipt of the information collated, Mike Keenan would approach the Parish Council with the results and look for support if it is the wishes of the parishioners to lower the speed limits currently imposed.

Geraldine Whittle voiced concerns over the speed limit in Nibley Lane and would like to see some speed calming measures put in place or a permanent road closure, the concerns were noted by the Parish Council.

01-05-16 ELECTION OF CHAIRMAN

Councillor Lomas proposed and Councillor Taylor seconded that Councillor Bellis be Elected Chairman for the forthcoming year, this was accepted by Councillor Bellis – **Resolved, All Agreed.**

Noted – Councillor Bellis advised that it was his intention to make this the last year acting as chairman for Iron Acton Parish Council.

02-05-16 Councillor Bellis proposed and Councillor Lewis seconded that Councillor Lomas be Elected as Vice-Chairman for the forthcoming year, this was accepted by Councillor Lomas –Resolved, All Agreed.

03-05-16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hackland, Councillor Sheppard & South Gloucestershire Councillors Pat & Dave Hockey.

04-05-16 DECLARATIONS OF INTEREST Pecuniary/ and or Non Pecuniary

None Declared

05-05-16 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 18th April 2016 had been previously circulated. Proposed Councillor Bellis and seconded by Councillor Lewis that these minutes be adopted and signed as a true record. **Resolved – All Agreed** and signed by the Chairman.

06-05-16 SOUTH GLOUCESTERSHIRE REPRESENTATIVE'S REPORTS

South Gloucestershire Councillor Marian Lewis gave a verbal report and advised:

- Enforcement Team at South Gloucestershire Council had been contacted regarding the building in Dyers Lane, for which there appeared to be no planning permission.

South Gloucestershire Councillors Dave & Pat Hockey provided a written report which was intended for the Annual Meeting of the Parish.

The Local Government Elections in May brought about a change in Political balance. This means that the Conservative Group has overall control of the Council. Dave, therefore no longer Chairs the Planning Committee, although remaining a Lead Member and Pat has continued as a lead Member for Planning Transport and Strategic Environment but without the advantage of being involved in routine briefings. At its Annual Meeting on

May 18th the Council will be reducing the number of service committees and the Environment and Communities Committee will take over the work of the Communities and Planning, Transport and Strategic Environment Committees.

The national housing crisis has led to a significant change in the local Planning situation. Having at last got our Planning Blueprint, the Core Strategy, accepted by a Government Inspector, and adopted by the Council, a Government Inspector has decided that there was no longer any likelihood of the development sites identified in the Core Strategy being built in time in the coming 5 years to meet the housing needs. Until this is rectified any planning applications in places which could be considered "sustainable" will be granted regardless of whether the land has been earmarked for development. Planning Officers decided to overcome the problem by putting forward new sites for development in the Policies Sites and Places planning document and published a request for suggestions. It became clear that this was not going to deal with the problem in a satisfactory way so work is being done to finalise the policies in the draft document without the extra sites, taking into consideration all the responses that were made in the course of the consultation that took place at the end of last year. This document will go to the meeting of South Gloucestershire Council on 29th June for decision on whether it should be submitted for consideration by a Government Inspector along with any comments coming from a further round of public consultation.

There has to be a new Local Plan (Core Strategy + Policy Sites & Places DPD + Waste Strategy) for South Gloucestershire in place by the end of 2018. Further development sites will be identified in this document. Consultation will start in the late summer. The amount of extra housing and its broad locations will have been identified in the Joint Spatial Plan which will cover the 4 Unitary Authorities known as the West of England. Meanwhile there could be some unexpected developments granted as has already happened in Thornbury and Charfield.

South Gloucestershire Council continues to be required to make huge cuts in its expenditure because of Government funding cuts. There many reductions in staff. Other considerations include reductions in library services, One Stop Shops and changes to waste services. More and more reliance is being placed on Parish Councils and local volunteers to meet local needs. Decisions made on the budget for the coming financial year mean that there will no longer be Area Forums with delegated budgets for local traffic management schemes and grants.

The Council has continued with its commitment to carbon reduction. Electric vehicles are being added to its fleet. The solar farm on its land adjacent to the Badminton Road Offices is well on its way to completion. The 3 approved Ecotricity wind turbines off the Old Glos. Road on the Alveston and Frampton Cotterell Parish boundary are expected to be up and running by April 2017.

In the course of the year the Government offered the opportunity to the Leaders of the 4 Unitary Authorities to put in a bid for devolved funding for infrastructure and new powers. The price for this is agreeing to hand over strategic decisions to a "combined authority" lead by a directly elected Mayor. Details are apparently still being negotiated with decisions being made by each Unitary Authority by the end of June as to whether they consider the deal acceptable. In South Gloucestershire this will be at a Council meeting on June 29th. The public will be consulted **after** the Councils have made their decision.

07-05-16 **MATTERS ARISING FROM THE ANNUAL PARISH MEETING**

- Councillor Marian Lewis to check on the Community and Infrastructure Levy process.
- Grass Cutting along Verges – To be looked into for the next financial year.
- Employment / Subcontractor for a handy person for required work within the Parish.
- Requests for new welcome signs into the Parish of Iron Acton.

08-05-15 **PARISH MEADOWS**

Nothing to Report

09-05-16 **OUTSTANDING ACTIONS**

Seek Grant Funding – Councillor Smith advised that the clerk had recently sent a list of grants available for consideration; this list would be looked at shortly and recommendations reported back to the Parish Council.

Tree Works – Village Green – Completed 9th May.

Gloria Jean – A working Party was on site today to start the required work requested by Iron Acton Parish Council, in order to implement recommendations made to address the issues raised in the annual play inspection report.

10-05-16 **FINANCIAL REPORT**

Monies available as at - 1st May 2016

National Westminster Bank

Current Account £ 33,833.69

Reserve Account £ 16,871.21

Noted – The Monthly Financial Report, Working Budget Report and Bank Reconciliation had previously been circulated - No Issues Arising – Signed by the Chairman.

11-05-16 **PLANNING- NEW APPLICATIONS / PRIOR NOTIFICATIONS / TREE WORKS**

LOCATION: Bulking Yard Collett Way Great Western Business Park Yate Bristol

DESCRIPTION: Re-development of existing waste management facility to a single level facility with covered bays for recyclable materials, HGV parking, vehicle wash down area, fuel tank, weighbridge and office, storage areas, landscaping and associated works.

REFERENCE NO: PK16/2417/F – **No Observations**

LOCATION: West Technology Systems Ltd Great Western Business Park Armstrong Way Yate South Gloucestershire

DESCRIPTION: External refurbishment works to include replacement cladding, replacement windows and doors and installation of entrance canopy.

REFERENCE NO: PK16/2034/F – **No Observations**

LOCATION: Armstrong Court Armstrong Way Yate Bristol South Gloucestershire

DESCRIPTION: Variation of condition no.6 attached to PK14/1646/F to replace existing plans KB 1 to 7 with plans KB 8 to 15

REFERENCE NO: PK16/1696/RVC – **No Observations**

Resolved – All Agreed

12-05-16 **CHILL WOOD**

Further to the in principle decision to manage Chill Wood in accordance with the management plan and on receipt of the approved planning application, it was **Resolved -**

- Commence work in accordance with the management plan, with the first part being clearing the path over the top of the hill and second being the path towards the Eastern boundary.
- Engage Chris Wright and Neil Gazzard on a fixed day rate for 2 days to commence the work covered by the motion.

Noted – Remaining budget allocated for Tree Work / Chill Wood - £1,186.40

Councillors would have the opportunity to review works completed before the June meeting and revisit - **All Agreed**

13-05-16 **FINANCIAL RISK ASSESMENT 2016/17**

Discussed and **Resolved** acceptance of the Financial Risk Assessment for 2016/17 prepared by the Clerk and Councillor Hackland – **All Agreed**

14-05-16 **ANNUAL GOVERNANCE STATEMENT**

- Approve The Annual Governance Statement for 2015/16 - **Resolved - All Agreed**
- Approve The Annual Return Accounting Statements for 2015/16 - **Resolved - All Agreed**

Noted - The Clerk reported that the Parish Council accounts and books had been independently audited by Mr. Iain Selkirk and signed off as complying with the requirements stipulated.

15-05-16 **PAYROLL BUREAU**

Discussed and **Resolved** recommendation from Councillor Bellis / Lewis to use payroll provider Shipton Bookkeeping & Payroll LTD at a cost of £20pcm, with an initial set up fee of £20 to complete the monthly payroll - **All Agreed**

Noted - Salary paid monthly on the 21st of the month, overtime to be paid monthly in arrears.

Noted - Clerk to set up Internet banking in compliance with the financial regulations.

16-05-16 **EMPLOYMENT OF PARISH COUNCIL HANDY PERSON**

Discuss and resolve terms of employment for a handyperson for the Parish Council

- Employment Status
- Hours Required
- Rate of Pay
- Terms of Engagement

Deferred

17-05-16 **INSURANCE RENEWAL**

Discussed and **Resolved** acceptance of Zurich Annual Insurance Renewal 2016/17 - £1075.98 - **All Agreed**

18-05-16 **ACCOUNTS FOR PAYMENT**

- Clerks Wages May @ 70 Hrs
- Clerks Expenses May (Mileage/Heating & Lighting) - £77.92
- Talk Talk - Phone & Broad band May - £50.27
- West Country Forestry - £813.60
- Unicorn Stationary - £118.44
- Landscape Services - £744.00 + £486.00
- Hags SMP - Teenage Recreational Equipment - £23,279.60

Proposed Councillor Bellis, seconded Councillor Lomas that the above accounts are paid.

Resolved - All Agreed

Noted - The Clerk had negotiated and reduced the original invoice from Hags SMP from £24,133.64 creating a saving of £854.04

19-05-16 **FORTHCOMING BUSINESS**

Forthcoming Election - **Noted** - No polling cards will be requested from South Gloucestershire Council, to keep the cost of an election at a minimum.

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 20th June 2016 in Iron Acton Parish Hall, commencing at 7.30pm.

There being no further business, the meeting closed at 9.50 pm.

Signed:

Dated:

**MINUTES OF
IRON ACTON PARISH COUNCIL
Monday 20th June 2016**

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

Present:- Councillor Noble, Councillor Hackland, Councillor Sheppard, South Gloucestershire Councillor Lewis, Councillor Smith, Councillor Lomas (Acting Chairman), South Gloucestershire Councillor Pat Hockey & Donna Beal (Clerk).

PUBLIC PARTICIPATION

1 member of the public was present

01-06-16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Bellis, Councillor Taylor & South Gloucestershire Councillor Dave Hockey.

Councillor Lomas informed Iron Acton Parish Council that Councillor Marian Lewis had sent an email which was received on 18th May 2016 in which she tendered her resignation. Councillor Lomas advised that the resignation takes effect upon receipt by the Chairman, this has been acknowledged to Councillor Marian Lewis with regret, and thanks given for the work she had done.

Councillor Lomas informed Iron Acton Parish Council that Chairman Councillor Bellis had sent an email which was received on 17th June 2016 in which he tendered her resignation as Chairman; Councillor Bellis will still remain a Councillor. Councillor Lomas advised that the resignation takes effect upon receipt of all Councillors; this has been acknowledged to Councillor Bellis with regret, and thanks given for all the hard work, time and dedication given as Chairman.

It was noted that Vice Chairman Councillor Lomas will be Acting Chairman until a new Chairman is elected.

02-06-16 DECLARATIONS OF INTEREST Pecuniary/ and or Non Pecuniary

Councillor Hackland declared a Non Pecuniary interest in the Parish Meadows due to shared boundary.

03-06-16 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 16th May 2016 had been previously circulated. Proposed Councillor Sheppard and seconded by Councillor Noble that these minutes be adopted and signed as a true record. **Resolved - All Agreed** and signed by the Acting Chairman.

04-06-16 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORTS

South Gloucestershire Councillor Marian Lewis provided the following report:

West of England Devolution Agreement. On offer seems to be the best deal in the country: over £1bn over 30 years for transport, adult education and development of skills for local industries, and also including £3.1M to increase highways maintenance funding. N Somerset has voted not to take part in the W of E Devolution Agreement, but the amount of funding has not been reduced. The other three authorities will be making their final decisions on the plan in the next few weeks.

Waste and Recycling: Final proposals for reorganising collections to be put to the Committee in July.

Closure of Kingswood Civic Centre – it seems that a large organisation has expressed interest in renting a large part of the KCC – which would mean that re-location of staff to Badminton Rd could still happen, but Training rooms, council chamber and OSS could remain. The rent would cover a good part of the loss being incurred by having unused space in both buildings.

Online consultation – IA school – keep clear signs, markings, and dropped kerb crossing place. Sign will read ‘No stopping Mon-Fri 8AM – 5PM on entrance markings.

North Road getting ready for complete surface dressing. Next week. Weather dependant!
South Gloucestershire Councillor Pat Hockey gave a verbal report covering:

- Devolution
- Latteridge Road closure scheduled for later in the summer for resurfacing
- PSPP Update

05-06-16 **PARISH MEADOWS**

Nothing to Report

06-06-16 **OUTSTANDING ACTIONS**

Grant Funding – Councillor Smith reported that 1 application was being looked at and will be completed if viable.

Chill Wood – It was noted that 2 days work has now been completed as agreed, Clerk to arrange a meeting at Chill Wood with the contractors.

Gloria Jean – It was reported that the soil level had been raised around the boat, Clerk to make a formal request to Acton Aid for schedule of works.

07-06-16 **FINANCIAL REPORT**

Money Available as of 1st June 2016

National Westminster Bank

Current Account - £12,747.84

Reserve Account - £12,871.87

Noted – No Issues Arising

The Clerk provided a budget report and bank reconciliation for the 1st June 2016, it was noted that the clerk would revise the budget with Councillor Hackland and Lomas.

Noted – The Annual Return 2015/16 has been submitted for an Intermediate External Audit.

08-06-16 **PLANNING- NEW APPLICATIONS / PRIOR NOTIFICATIONS / TREE WORKS**

PK16/3296/TCA – Algars Manor Station Road, Iron Acton Bristol – Works to fell 1no. Yew Tree situated within Iron Acton Conservation Area – No Observations

PK16/3114/F – Land at Holly Hill, Holly Hill Iron Acton – erection of 1no.dwelling with access and associated works – Support - In view of the nature of site it would appear to be a suitable infill with an appropriately designed dwelling which would complement the street scene.

Resolved – All Agreed

09-06-16 **EMPLOYMENT OF PARISH COUNCIL HANDYPERSON**

Deferred - Pending reports / costing

10-06-16 **FIXED ASSET REGISTER**

The clerk had provided an up to date Asset Register, it was Resolved to Accept the Asset Register as amended. Agreed by All

11-06-16 **OFFICE EQUIPMENT**

Discussed and Resolved to purchase new office equipment for the Clerk, Proposed Councillor Hackland, Seconded Councillor Sheppard due to the breakdown of the Laptop and the need for a new printer. The clerk provided a quotation for £888.50 inclusive dated May 27th 2016 which included:

- Laptop
- Multifunction Printer
- Wireless Mouse / Keyboard
- Microsoft Office Home and Business 2016

It was noted that the quotation may fluctuate due to on the day prices supplied and availability of equipment; it was Agreed by All to purchase the necessary equipment.

12-06-16 **ACCOUNTS FOR PAYMENT**

- Clerks Wages June @ 70 Hrs

- Clerks Expenses June (Mileage/Heating & Lighting) - £39.20
- Talk Talk – Phone & Broad band June – £45.04
- Room Hire – North Road School - £30.00
- Room Hire – Parish Hall x 2 - £40.00
- Landscape Services - £486.00
- GM Computing - £20.00
- Silverback Arboriculture Consultancy - £1,200.00
- Bus Shelter Clean - £30.00
- South Gloucestershire Council – 2 X Green bin subscription - £60.00

Proposed Councillor Lomas, Seconded Councillor Sheppard that the above accounts are paid.

Resolved – All Agreed

13-06-16 **FORTHCOMING BUSINESS**
Clerks Annual Appraisal

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 18th July 2016 in Parish Hall, commencing at 7.30pm.

There being no further business, the meeting closed at 9pm.

Signed:

Dated:

**MINUTES OF
IRON ACTON PARISH COUNCIL
Monday 18th July 2016**

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

Present:- Councillor Noble, Councillor Hackland, , Councillor Bellis, South Gloucestershire Councillor Lewis, Councillor Lomas (Acting Chairman) & Donna Beal (Clerk).

PUBLIC PARTICIPATION

2 members of the public was present

01-07-16 APOLOGIES FOR ABSENCE

Apologies for absence were received from, Councillor Taylor, Councillor Sheppard, Councillor Smith & South Gloucestershire Councillor's Dave & Pat Hockey.

It was noted that Vice Chairman Councillor Lomas will be Acting Chairman until a new Chairman is elected.

02-07-16 DECLARATIONS OF INTEREST Pecuniary/ and or Non Pecuniary

Councillor Hackland declared a Non Pecuniary interest in the Parish Meadows due to shared boundary.

03-07-16 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 20th June 2016 had been previously circulated. Proposed Councillor Noble and seconded by Councillor Hackland that these minutes be adopted and signed as a true record. **Resolved - All Agreed** and signed by the Acting Chairman.

04-07-16 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORTS

Report Marian Lewis

West of England Devolution Agreement is on track to go ahead. Of the 4 authorities originally planned, N Somerset has voted not to take part but the amount of funding (£1bn) remains the same. Bristol, Bath and NE Somerset, and S Glos have now made their final decisions on the plan, and have decided in favour. So the whole project is now out for consultation until 15 August 2016 in all three councils – meaning residents from all three geographic areas are invited to take part. The consultation results will then go to the Secretary of State for Communities and Local Government who will decide whether the West of England devolution deal should go ahead. If it goes ahead, it will be set up in early 2017, with elections for the position of West of England Mayor to take place across all three local government areas in May 2017.

North Road has been resurfaced – at last! Very efficient job. Thanks to South Glos.

North Road Post Office. Post Office still delaying.....now looking at early September!

The building where the PO will be housed is being cleared out in preparation.

Waste and Recycling: Final proposals for reorganising collections were put to the committee in July and they have been accepted. Main results from consultation

- that fortnightly black bin collections are important
- residents find the current recycling service confusing
- the numbers of containers for recycling makes storage difficult

All residents will be informed as the new system rolls out, and the new smaller black bins are distributed.

05-07-16 PARISH MEADOWS

Councillor Lomas reported that he had carried out a visual playground inspection. It was noted that extra soil is required at the top of the slide.

06-07-16 OUTSTANDING ACTIONS

Grant Funding – Councillor Smith reported a meeting had taken place with the clerk and t 1 application was being looked at and will be completed in due course.

Chill Wood – It was noted that 2 days work has now been completed as agreed.

Gloria Jean – It was reported that the soil level had been raised around the boat, Clerk to make a formal request to Acton Aid for schedule of works, a response had been received stating that they were aware of the required work and this would hopefully be completed in the next few weeks.

07-07-16 **FINANCIAL REPORT**

Monies available as at 01/07/2016

National Westminster Bank

Current Account £8,938.41

Reserve Account £12,872.40

Noted – No Issues Arising

The Clerk provided a budget report and bank reconciliation for the 1st July 2016, it was noted that the clerk would revise the budget with Councillor Hackland and Lomas.

Noted – The Annual Return 2015/16 has been submitted for an Intermediate External Audit and no update had been received to date.

Councillor Bellis left the meeting.

08-07-16 **PLANNING- NEW APPLICATIONS / PRIOR NOTIFICATIONS / TREE WORKS**

PK16/2429/F – To the rear of 218 North Road, Yate, BS37 7LQ - Object - The proposed site is only accessible via the sub-standard narrow lane "The British". Vehicular access to this lane from North Road is by driving over the pedestrian pavement of North Road. The British is sandwiched directly between 218 North Road and North Road community primary school. The North Road pavement which crosses the access to The British is used by pupils going to and from school. The lane cannot allow vehicular passing as it is only 3.05 meters wide at its entrance from North Road and is narrow throughout. There is no vision splay at its junction with North Road. Vehicles exiting have to drive over the footpath to gain vision and cannot see pedestrians using the footpath until they do so. Vehicles entering The British from the North have to swing out into the opposite carriageway of North Road to be able to turn into The British to avoid hitting the perimeter wall of the school and the wall of 218 North Road. School children also have to use the British for access from the school to the school playing field.

For the reason above Iron Acton Parish Council contends that no more residential development should be permitted that requires additional vehicular access from The British

Resolved – All Agreed

09-07-16 **EMPLOYMENT OF PARISH COUNCIL HANDYPERSON**

Deferred - Pending reports / costing

10-07-16 **PENSIONS REGULATOR**

Resolved that the primary and delegated contacts for the Nest Pension Scheme would be Councillor Lomas as primary contact and Councillor Bellis would remain the second contact. **All Agreed**

11-07-16 **CHILL WOOD**

Report - Councillor Hackland - I met Chris and Neil at Chill Wood on Saturday morning on behalf of IAPC and we had a useful and informative tour of their work. They have cleared a beautiful "glade" at the heart of the wood along with the main paths, have chipped the branches and made piles of the heavier timber. They have dropped a large oak limb that was "hung" to make it safe and ringed one section so that it lies as a safe and fun log for children to sit on or scramble over. The piles of chippings are next to the paths waiting for Friends of Chill Wood to spread. Overall it looks lovely and one can see

through the wood, now, where they have worked, with the sun reaching the ground between the trunks of the oaks.

Following the report, it was Discussed and Resolved commissioning further work as per the agreed management plan at £1,200.

"Pursuant to the motion above, Chill Wood, Iron Acton Parish Council resolved to vire from its Reserves £1,200 to Budget Item 'Trees / Chill Wood' to cover the cost of the additional work."

All Agreed

12-07-16 **ACCOUNTS FOR PAYMENT**

- Clerks Wages July @ 70 Hrs
- Clerks Expenses July (Mileage/Heating & Lighting) £39.20
- Talk Talk – Phone & Broad band July – £42.06
- Shipton Book Keeping - £60.00
- Landscape Services - £258.00
- Quality First - £30.00
- Allotment Association – Liability Insurance - £92.19
- GM Computing - £30.00
- SLCC Subscription - £149.00

Proposed Councillor Lomas, Seconded Councillor Sheppard that the above accounts are paid.

Resolved – All Agreed

13-07-16 **FORTHCOMING BUSINESS**

Clerks Annual Appraisal

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 15th August 2016 in Parish Hall, commencing at 7.30pm.

There being no further business, the meeting closed at 8.18pm.

Signed:

Dated:

**MINUTES OF
IRON ACTON PARISH COUNCIL
Monday 15th August 2016**

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

Present:- Councillor Noble, Councillor Hackland, , Councillor Bellis, Councillor Sheppard ,
Councillor Lomas (Acting Chairman)

It was noted that Vice Chairman Councillor Lomas will be Acting Chairman until a new Chair is elected.

The Vice Chairman took notes of the meeting in the absence of the Parish Clerk who was on authorised holiday.

PUBLIC PARTICIPATION

0 members of the public was present

01-08-16 APOLOGIES FOR ABSENCE

Apologies for absence were received from, Councillor Taylor, South Gloucestershire Councillor Lewis, Councillor Smith & South Gloucestershire Councillor's Dave & Pat Hockey.

02-08-16 DECLARATIONS OF INTEREST Pecuniary/ and or Non Pecuniary

None Declared

03-08-16 PLANNING- NEW APPLICATIONS / PRIOR NOTIFICATIONS / TREE WORKS

PK16/4237/CLE - Stock Hill Cottage. Earthcott Green. - All Agreed the Parish Council has no observations.

PK14/4126/F - Northend Farm, Wotton Road - All Agreed the Parish Council has no observations.

Resolved - All Agreed

04-08-16 POLICIES, SITES AND PLACES PLAN

South Gloucestershire Policies, Sites and Places Plan, consultation: With regard to designation of Local Open Spaces within the Parish. It was noted that some of the Parish Council's suggestions are being proposed for acceptance for designation and some are not. Of those that are being proposed to be rejected as not suitable for designation, disappointment was expressed at the suggestion that "The Avenue" should not be designated due to one landowner objection.

It was proposed and unanimously agreed that the Parish Council should communicate comment during the consultation that: Iron Acton Parish Council believes that "The Avenue" should be given designation as Local Open Space due to its historical importance. The Avenue is a feature hundreds of years old, being constructed to provide an avenue to travel from Acton Lodge to the Parish Church (St. James The Less) and is of similar age to Acton Court which is regarded as of huge historical importance.

Resolved - All Agreed

There being no further business, the meeting closed at 19.45pm.

Signed: _____

Dated: _____

**MINUTES OF
IRON ACTON PARISH COUNCIL
Monday 19th September 2016**

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

Present: - Robert Lomas (Acting Chair), Denise Smith, Lynn Noble (Acting Clerk), Robert Sheppard, Brian Hackland and South Gloucestershire Councillor Marian Lewis.

PUBLIC PARTICIPATION

2 members of the public were present plus councillor Sheppard sat in the public area to read out a letter from North Road School Head Teacher.

01-09-16 APOLOGIES FOR ABSENCE

Donna Ford (Clerk/Holiday) and Councillor Peter Bellis (unwell) Acting Chair Lomas reported that Councillor Dave Taylor had resigned due to health reasons which has been accepted, Councillor Smith asked that the Parish Council send Councillor Taylor a letter thanking him for all his work and efforts, this was AGREED BY ALL to ask the clerk to send the letter.

02-09-16 DECLARATIONS OF INTEREST Pecuniary/ and or Non Pecuniary

Councillor Hackland declared a Non Pecuniary interest in the Parish Meadows due to shared boundary.

Councillor Sheppard declared a Pecuniary interest due his carrying out work in the Parish Meadows.

03-09-16 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

Minutes of 18th July 2016-- Proposed by Councillor Noble seconded by Councillor Lomas

Minutes of 15th August 2016 – Proposed by Councillor Noble seconded by Councillor Lomas

Resolved – All Agreed and signed by the Acting Chairman.

**04-09-16 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORTS
Report Marian Lewis**

West of England Devolution Agreement is still on track to go ahead. The consultation results and the combined plans for the region have now gone to the Secretary of State for Communities and Local Government for final decision. Regional Mayor elections expected May 2017.

Libraries

Councillors have just had a demonstration of a possible new library opening scheme – Open Plus technology. This new scheme should enable library members to access the libraries for extended hours, even when not manned by library staff. Out for consultation soon. Much favoured by officers and councillors.

Public Payphones

BT is planning the removal of some public payphones in places where they are rarely used and where they are considered non-essential. List of boxes to be considered for closure will be published soon, followed by a public consultation period.

GCSE Results

57% of students have achieved 5 GCSEs at A*-C grades. 4% improvement. Eight schools have achieved over 10% improvement on last year's results. This is excellent news for S Gos.

Syrian Refugees

S Gos is committed to taking 84 Syrian refugees over the next 4 years. A project team is in place to ensure that all of their needs are met. 2 properties are already made available and two families will move in this month.

Storage/Distribution site at Armstrong Way

Planning application PK16/1663/O Armstrong Way. Clearly contentious, as there will be an increase in the heavy vehicle traffic along the Latteridge Road and the Wotton Road. The application comes before the Planning committee on Thursday 22 September.

05-09-16 PARISH MEADOWS

AC Lomas said that the council should engage someone to clear and tidy the area of meadow land between the brook and the garden boundary of "Sea Harvest" as the brambles and weeds on our land is now growing through to the garden of the house "Sea Harvest" the Parish has money in the general maintenance budget, Councillor Sheppard said he would ask Landscaping Services to look at doing this it was agreed by all to let him go ahead with this up to the sum of £ 200.00. Proposed by Councillor Noble Seconded by Councillor Lomas- ALL AGREED

Councillor Sheppard reported that the contractor we agreed to have the small jobs in the play area and tennis courts has been busy over the last 6 weeks he has replaced all the boards in the tennis courts, cleared the brambles from the outside edge of the tennis courts, replaced the roof, and the broken step of the small play house also the stream has been cleared of stones, rubbish, and weeds.

Councillor Sheppard also reported that more work needs to be done as the slide needs building up around its supports he still has the ground cover supports that the Parish Council bought last year for this type of job in the playground area plus the covert still needs clearing at the grate this needs to be done soon as it will affect the rise in the water levels in the winter, also there is a fallen tree that needs to be sorted and cut back this can then be placed ready for the Bonfire, and that the non-slip matting needs steam cleaning he can get this done

Councillor Sheppard advised that we need a rubbish bin in the tennis court area as people are just throwing their rubbish on to the grass, it was agreed that the clerk would approach South Gos Council to provide one and to empty it as they already empty the one in the playground area

In the meantime, Councillor Sheppard will provide one and empty it. We will endeavour to get all these jobs done before end of October.

06-09-16 OUTSTANDING ACTIONS

Gloria Jean update, - Nobody from Acton Aid has been in touch with Parish Council, Councillor Hackland reported that the boat has since been vandalised and personally thinks it is currently unsafe. Councillor Lomas will ring Simon Cross (Acton Aid) and ask what / when they intend to finish the work – ALL AGREED

FINANCIAL REPORT

Monies available as at 1st September 2016
National Westminster Bank
Current Account £6,601.56
Reserve Account £12,873.49

Noted – No Issues Arising

The Clerk provided a budget report and bank reconciliation for the 1st September 2016.

Noted – The Annual Return 2015/16 has been submitted for an Intermediate External Audit and no update had been received to date.

08-09-16 **PLANNING- NEW APPLICATIONS / PRIOR NOTIFICATIONS / TREE WORKS**

PK16/5071/PNGR-Old Milking Parlour Folly Road Iron Acton,

Prior notification of change of use from Agricultural Building to Single residential dwelling (class C)

ALL Agreed the Parish Council has No Observations.

PK16/4890/O- Land to rear of Holmelea House Tanhouse Lane Yate

Erection of 7 detached dwellings (outline) with access and layout to be determined,

Parish Council Object for the following reasons

This would be outside the settlement Boundary, a lack of local amenities, with the two local schools being North Road Primary-at least 1 ½ miles away along a very busy road and Brimsham Park Secondary School being at least 2 miles away there is no public footpath and no room to make one, in an isolated position down a narrow lane, infrequent bus services and Tanhouse Lane is part of the Avon Cycle way and these are not affordable housing for local people. All Agreed the Parish Council OBJECTS to this application

PK16/4722/F – 9 Engine Common Lane Erection of first floor extension –All agreed the parish Council has no observations

PK16/4747/F – Land off Larks Lane Iron Acton Erection of power generation compound.

Parish Council would like to be kept up to date with plans, and would like to know more about noise levels. But at this time All agreed the Parish Council has no other Observations.

PK16/4660/F Turnpike House Station Road Iron Acton –Demolition of existing extension & Erection of single storey extension

Parish Council still concerned about size addition to what was a small cottage and now seems to be in excess of permitted percentage. All agreed the Parish Council has this observation.

PK16/5182/TRE5 Chestnut springs mission Road Iron Acton works to 1 Oak Tree covered by TPO thin by 20% and lift crown – All agreed the Parish Council has no observations.

09-09-16 **ANNUAL EMPLOYEE ASSESSMENT (CONFIDENTIAL ITEM)**

Councillor Lomas reported that he had with assistance of Councillor Noble carried out a staff appraisal interview with the Council Clerk.

He reported in confidence on that discussion.

Arising from that discussion, it became apparent that the present salary payment system

was a source of payment delay, and that the Council would normally have honoured the NJC agreed "cost of living" salary adjustment which is effective from 1st April 2016. Consequently it was proposed by Councillor Lomas, seconded by Councillor Noble that: The Council should set up a monthly standing order at the bank to pay the Clerk's basic 70 hrs salary. Any additions needing to be paid would continue to be via cheque. On the vote: Agreed unanimously.

It was also proposed by Councillor Lomas, seconded by Councillor Noble that: The NJC salary agreement (2016-2018) be honoured by Iron Acton Parish Council. Consequently, any back pay require should be paid as soon as practicable. On the vote: Agreed unanimously.

Councillor Lomas agreed to liaise with Shipton Bookkeeping to facilitate the salary payment changes.

10-09-16 **ACCOUNTS FOR PAYMENT**

- Clerks Wages August & September @ 70 Hrs Per Month
- Clerks Expenses August & September (Mileage/Heating & Lighting) £52.00
- Talk Talk – Phone & Broad band August / September – £42.59 & £42.06
- Shipton Book Keeping - £80.00
- Landscape Services - £882.00, £510.00 & £978.00 = £2370.00
- Quality First - £30.00
- Wessex Water – £30.39 & £90.94
- Nest – July -£17.42 August £17.42
- Westwood Property Developments – Parish Meadows Work - £720.00

Councillor Lomas went through accounts to be paid and asked councillor Sheppard to leave the room whilst we discussed the bill for the work he has done in the meadows the council agreed to pay for all the work and materials he had to buy he was then called back in and all the accounts were agreed to be paid – ALL AGREED

Resolved – All Agreed

11-09-16 **FORTHCOMING BUSINESS**

Nothing to report

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 17th October 2016 in Parish Hall, commencing at 7.30pm.

There being no further business, the meeting closed at 21:50pm.

Signed:

Dated:

**MINUTES OF
IRON ACTON PARISH COUNCIL
Monday 17th October 2016**

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

Present: - Robert Lomas (Acting Chair), Denise Smith, Robert Sheppard, Brian Hackland, Peter Bellis, South Gloucestershire Councillor Marian Lewis, South Gloucestershire Councillor Pat Hockey and Donna Ford (Clerk)

PUBLIC PARTICIPATION

21 members of the public were present.

Sydney Freed Holdings gave a presentation for residential development for the land at Engine Common.

01-10-16 APOLOGIES FOR ABSENCE

Councillor Noble

02-10-16 DECLARATIONS OF INTEREST Pecuniary/ and or Non Pecuniary

Councillor Hackland declared a Non Pecuniary interest in the Parish Meadows due to a shared boundary.

Councillor Sheppard declared a Pecuniary interest due to carrying out work in the Parish Meadows.

03-10-16 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

Minutes of 19th September 2016- Proposed by Councillor Sheppard, Seconded by Councillor Hackland

Resolved – All Agreed and signed by the Acting Chairman.

04-10-16 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORTS

Report Marian Lewis

West of England Devolution Agreement

Nothing further to announce. Regional Mayor elections still expected May 2017.

Libraries Phase 2 consultation

Open Plus technology is being suggested. This new scheme should enable library members to access the libraries for extended hours, even when not manned by library staff. Out for consultation.

Public Payphones

BT is planning the removal of some public payphones in places where they are rarely used and where they are considered non-essential. High Street Iron Acton is on the list. Only 4 calls made last year. North Road 0 calls made last year. Consultation is online if you want to object.

Planning

School House, The British. PK16/1490/F Officers recommend refusal. Called in for consideration by the DC East Committee. Site meeting 4th November, Committee 17th November.

Storage/Distribution site at Armstrong Way: Planning application PK16/1663/O Armstrong Way. Planning Committee approved this, despite strong representations against it.

Joint Spatial Plan

A long document is to be published on 6 November presenting Housing and Jobs targets and potential locations. Also the second stage of the Joint Transport Survey. This will give the transport vision to tackle the current challenges to the network and take account of the impact of the proposed new developments.

Current evidence shows need for 102,200 homes up to 2036, covering all 4 authorities. It is

recognised that we need more affordable houses, and the current planning system does not allow for enough. Significant change in the system will be required to produce enough affordable housing.

The Transport vision naturally concentrates on main roads, public transport, Park and Rides, and the Metrobus and rail systems. It does not mention the very difficult HGV situation currently being experienced in the villages north of Yate (too insignificant?) We need Park and Ride facilities in Yate and immediate action on routes through Latteridge, Rangeworthy and Wickwar. Traffic count shows 500 HGVs go through Rangeworthy and Latteridge every day.

Member Awarded Funding

Ward councillors are now to be given £3,000 annually to award to eligible local community projects. Any group interested, should go to www.southglos.gov.uk/MAF for more information.

05-10-16 **PARISH MEADOWS**

PERMISSION TO STAGE AN EVENT

Discussed and Resolved permission to stage the below events following an application received from Acton Aid.

14th July 2017 – Mash in the Meadows

15th July 2017 – Proms in the Meadow

4th November 2017 – Guy Fawkes Night

Resolved - All Agreed

06-10-16 **OUTSTANDING ACTIONS**

Gloria Jean update – Simon Cross representing Acton Aid gave a verbal report on the work carried out on Gloria Jean as requested by the Parish Council.

- Solid pitched roof constructed
- Raised deck in the well
- All sharp metal work removed
- Replaced the windows with perspex
- Replaced the inside seating area
- Filled all holes

Advised - Acton Aid intend to paint Gloria Jean in due course and all debris will be removed from the play area.

Noted – Acton Aid would like to be present when the play inspection is carried out.

Chill Wood – Awaiting date from Neil Gazzard for the agreed scheduled work to be completed.

Councillor Sheppard advised that access would be gained for the stone wall repair at the same time as the work is completed by Neil Gazzard.

Sea Harvest – Clearance of overgrowth quote of £275.00 agreed and accepted by all, noted a donation of £75.00 would be received towards the cost of the work.

Shipton Bookkeeping – Councillor Lomas advised that he would be setting up a standing order up for the contracted clerks salary.

07-10-16 **FINANCIAL REPORT**

Monies available as at - 1st October 2016

National Westminster Bank

Current Account £14,670.38

Reserve Account £12,874.02

Noted – No Issues Arising

The Clerk provided a budget report and bank reconciliation for the 1st October 2016.

Donation – Royal British Legion – Resolved to make a donation of £250.00, Agreed by All.

08-10-16 PLANNING- NEW APPLICATIONS / PRIOR NOTIFICATIONS / TREE WORKS

PK16/5067/F - Land at North Road Yate Bristol South Gloucestershire BS37 7LQ
Change of use of land from agricultural to 7no. plot Travelling Show people yard with landscaping, access and associated works – Object – Outside development boundary, Traffic /Noise concerns, Detrimental impact on local amenities, No specific proposal to deal with foul sewerage.

PK16/5518/F - The Game Farm Latteridge Iron Acton Bristol South Gloucestershire
Erection of open fronted storage shelter – No Observations

PK16/5434/TCA - The Old Rectory High Street Iron Acton Bristol South Gloucestershire
Works to reduce crown of holmoak (T5-T7) by 10% and crown lift by 4 metres situated within Iron Acton conservation area– No Observations

PK16/5493/TCA - Rannock Lodge Nibley Lane Iron Acton Bristol South Gloucestershire
Works to fell 8no. leylandii conifer trees situated within a conservation area– No Observations

PK16/5240/F - Beech House Yate Road Iron Acton Bristol South Gloucestershire –
Change of use of residential (Class C3) to Bed and Breakfast (Class C1)
(retrospective) as defined in the Town and Country Planning (Use Classes Order)
1987 (as amended). Conversion of outbuildings to form additional bedroom units
- No Observations

Resolved – Agreed by All

09-10-16 AUDITED ACCOUNTS 2015/16

Following discussions and reviewing the report received following the intermediate external audit carried out by Grant Thornton for the 2015/16 accounts it was resolved to:

- Prepare a new System of Internal Financial Controls Policy
- Revise the Financial Regulations
- Revise the Standing Orders
- Write to the Appointed Internal Auditor regarding the internal audit and ask him to make comment in respect of comments made by Grant Thornton.

Noted – The clerk advised that the Notice of Conclusion of Audit for the accounts for year ending 31st March 2016 has been displayed in line with The Accounts and Audit Regulation 2015 (SI 2015 No.234) The Local Audit and Accountability Act 2014.

10-10-16 ELECTION

Discussed and Resolved action to be taken to fill the 1 vacancy by election and the remaining Co Option vacancies, Agreed by All.

- Leaflet every household within The Parish advising that we need to Elect a Councillor before we are able to Co Opt the remaining vacancies as advised by South Gloucestershire Elections Team

Noted – The Clerk would prepare a leaflet to be distributed with the agreed wording proposed by Councillor Bellis.

11-10-16 20 MPH EXTENSION NORTH ROAD SCHOOL ENTRANCE

Discussed and Resolved request from North Road School to support the extension of the beacons 20mph zone in front of the school entrance in order to enhance the safety of families – All Agreed.

12-10-16 ACCOUNTS FOR PAYMENT

- Clerks Wages October @ 70 Hrs Per Month
- Clerks Expenses October (Mileage/Heating & Lighting) £27.00
- Talk Talk – Phone & Broad band - October – £44.16
- HMRC Contributions – Employee - £69.57 + Employer –£43.94
- Landscape Services - £744.00 – Invoice Number 37582
- Shipton Bookkeeping - £20.00 – Invoice Number 100422
- Nest – S/O - £17.42
- Grant Thornton – External Audit - £240.00

Resolved – All Agreed

Noted – Councillor Lomas will set up a standing order for the Clerks basic salary

13-10-16

FORTHCOMING BUSINESS

Budget Meeting – Working party to be held at 7pm on Monday 14th November 2016

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 21st November 2016 in North Road School, commencing at 7.30pm.

There being no further business, the meeting closed at 21:42pm.

Signed:

Dated:

**MINUTES OF
IRON ACTON PARISH COUNCIL
Monday 21st November 2016**

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

Present: - Robert Lomas (Acting Chair), Lynn Noble, Robert Sheppard, Brian Hackland, Peter Bellis, South Gloucestershire Councillor Dave Hockey and Donna Ford (Clerk)

PUBLIC PARTICIPATION

0 members of the public were present.

01-11-16 APOLOGIES FOR ABSENCE

Councillor Smith, South Gloucestershire Councillor Marian Lewis and Pat Hockey

02-11-16 DECLARATIONS OF INTEREST Pecuniary/ and or Non Pecuniary

Councillor Hackland declared a Non Pecuniary interest in the Parish Meadows due to a shared boundary.

03-11-16 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

Minutes of 17th October 2016- Proposed by Councillor Bellis, Seconded by Councillor Lomas

Resolved – All Agreed and signed by the Acting Chairman.

04-11-16 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORTS

Report Marian Lewis

Devolution

The whole plan is now going ahead. BaNES and Bristol and South Glos Councils have all voted in favour of the Devolution Deal, and we shall be electing a Regional Mayor in May.

Merlin Housing

Facing constraints over Right to Buy, Universal Credit, 1% rent reduction. Forecast that they will not be able to provide 1 new house for each property sold on 'right to buy' scheme.

Post Office in North Road went live on 17th and there was a Grand Opening on Sat 22 at 1100. Luke Hall was there and a representative from 'pub is the hub' a support organisation which has provided some funding to see this project start. Since then trade has been brisk, both for the shop and the Post Office.

BT payphones:

Proposal to remove 93 in S Glos. Many public payphones no longer or very rarely used, so clearly not sustainable. Understand there is a move to take over responsibility for the old phonebox in Iron Acton?

Libraries:

Open Plus is being trialled at Bradley Stoke Library. Community Libraries would be staffed by volunteers and supported by SGC IT and a book supply/exchange service.

Member Awarded Funding.

This replaces the Community Grant Scheme. Each member has £3000 pa to give to projects locally. Greatest snag is that members cannot fund any organisation for which they work! So for me that cuts out Rangeworthy Parish Hall, Rangeworthy Parish Council, North Road School, Green Community Travel! Application forms are on the website as well as advice on who may apply and what type of project would be considered. Meantime I have £3000 to spend before March 31st. Please help me to identify groups who could benefit from a small grant.

Consultation on the Budget for 2017/18

S Glos anticipates spending £514m in the next financial year. During the last 6 years S Glos has reduced spending by £63m through efficiencies. A further saving of £14m is identified up to 2019/20. Last year council tax went up by 3.99%. The proposal is to repeat this next year. Please make your views known on the Consultations page of the S Glos website.

05-11-16 **PARISH MEADOWS**
Nothing to report

06-11-16 **OUTSTANDING ACTIONS**

Gloria Jean update – Awaiting 2016 playground inspection.

Chill Wood – Awaiting date from Neil Gazzard for the agreed scheduled work to be completed.

Councillor Sheppard advised that access would be gained for the stone wall repair at the same time as the work is completed by Neil Gazzard.

Sea Harvest – Completed

Shipton Bookkeeping – S/O Set up for clerk's wages

Grant Funding – Clerk has prepared and submitted an application to the lottery for the awards for all for £10,000.00. This application has been sent back twice requesting further details including 3 separate quotes for play equipment specified in the application, which was obtained by other play equipment providers. The clerk chose equipment from the designs that were drawn up and went with the most popular items for the budget for the grant, which include a basket swing, merry go roundabout, apex climbing frame, monkey bars and a rope tunnel. The clerk has received an email confirmation confirming they have all the information required and it's a case of wait and see, A lot of time has been put into the application and thanks goes to Denise Smith for help with the initial application, hopefully the time spent will pay off if the grant gets accepted.

The clerk has also spoken with a lady in regards to a further grant in relation to Tesco, the application has been completed and returned, now pending a decision.

The clerk has also received the application forms from Marian Lewis in regards to applying for the member awarded funding of with there is a potential to raise further funds if our project is accepted, this application has also been completed.

07-11-16 **FINANCIAL REPORT**

Monies available as at - 1st November 2016

National Westminster Bank

Current Account £12,360.84

Reserve Account £12,874.02

Noted – No Issues Arising

The Clerk provided a budget report and bank reconciliation for the 1st November 2016.

08-11-16 **PLANNING- NEW APPLICATIONS / PRIOR NOTIFICATIONS / TREE WORKS**

LOCATION: Little Orchard The British Yate Bristol South Gloucestershire

DESCRIPTION: Conversion of double detached garage and erection of side extension to form self-contained holiday let accommodation

REFERENCE NO: PK16/5472/F- **No Observations**

LOCATION: Algars Mill Frampton End Road Iron Acton Bristol South Gloucestershire

DESCRIPTION: Works to various trees as stated on description of works schedule on application form all trees situated within the Iron Acton Conservation Area

REFERENCE NO: PK16/5995/TCA - **No Observations**

LOCATION: 10 High Street Iron Acton Bristol South Gloucestershire BS37 9UG

- DESCRIPTION: Works to crown reduce 1no. Silver Birch tree back to previous points covered by Tree Preservation Order TPO0773 dated 5th September 2012
- REFERENCE NO: PK16/5565/TRE - **No Observations**
- LOCATION: Unit 58 And 59 Beaches Industrial Estate Waverley Road Yate South Gloucestershire
- DESCRIPTION: Display of 5no. non illuminated fascia signs.
- REFERENCE NO: PK16/5966/ADV - **No Observations**
- LOCATION: Holly Hill Farm Holly Hill Iron Acton Bristol South Gloucestershire
- DESCRIPTION: Prior notification of the intention to erect an agricultural building for the storage of fodder and machinery.
- REFERENCE NO: PK16/5617/PNA - **No Observations**

09-11-16 **SYSTEM OF INTERNAL CONTROLS**

Resolved to Adopt System of Internal Controls Policy November 2016 as recommended by Grant Thornton, External Auditors

Pursuant to the above motion, **Resolved** to Adopt the Revised documents in line with NALC Recommendations for 2016:

- Financial Regulations November 2016
- Standing Orders November 2016

All Agreed

10-11-16 **WEST OF ENGLAND JOINT STRATEGIC PLAN**

Following discussion and the information received it was **Agreed by All** that councillor Lomas and Hackland would hold a working party to comply a response for the consultation to be agreed at the December meeting.

11-11-16 **CHAIRMAN'S CHAIN OF OFFICE**

Resolved the engraving onto the chain the names of past Chairmen and authorise the required expenditure, estimated to be approximately £3 per name, vote carried on majority verdict of 4/5 for.

12-11-16 **TELEPHONE BOX IN IRON ACTON VILLAGE**

The Parish Council notes with regret BT's decision to withdraw services from its public telephone call box in Iron Acton village; Resolved to support and endorses plans to "adopt" the telephone box and retain it for alternative use – All Agreed

13-11-16 **NIBLEY LANE/HOPE ROAD JUNCTION**

Discussed and Resolved proposals T418-155-01 to introduce lengths of 10m of advisory keep clear markings on each approach to the junction to deter parking and to comply with Rule 243 of the Highway Code which states that vehicles 'DO NOT' stop or park: Opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space providing they include the opposite side of the road also – All Agreed

PRECEPT 2017/18

- 14-11-16 Following the working party held to agree the budget for the forth coming financial year it is resolved to precept £44,000.00 for 2017/18 – Resolved, All Agreed

Note – The precept request is higher than previous years due to a capital project plan of £10,000 for the children's playground and £4,000 for the ongoing management plan for Chill Wood. Iron Acton Parish Council has used funds from the reserves held over the previous years to keep the precept down, but is unable to do so this year.

IRON ACTON CEMETERY

- REQUEST FOR EXCLUSIVE RIGHTS OF BURIAL

15-11-16 "Mr & Mrs Arthur John Seymour – Purchase a grave space within Iron Acton Cemetery with exclusive burial rights for 75 years." – Resolved, All Agreed

- MEMORIAL REQUEST

Lawrence & Jamie Maciver Memorial permission to replace an existing memorial within the cemetery – Resolved, All Agreed

ACCOUNTS FOR PAYMENT

- Clerks Wages November @ 70 Hrs Per Month
- 16-11-16 • Clerks Expenses November (Mileage/Heating & Lighting) - £51.20
- Talk Talk – Phone & Broad band - November – £39.02
- Nest – S/O - £20.36
- Landscape Services – Invoice No: 37869 - £330.00
- Shipton Bookkeeping and Payroll LTD – Invoice No- 100423- £33.50
- Landscape Services – Invoice No: 37755 - £276.00
- Quality First – Invoice No 340 - £30.00
- Unicorn Office Supplies – Stationary/Stamps - £352.44
- HMRC – Tax / NI - £266.37
- Room Hire - £30.00

Resolved – All Agreed

Note: Request to set up a direct debit for payment for the Talk Talk Business Account payment / Standing Order for Shipton Bookkeeping monthly charge – Resolved, All Agreed

17-11-16 **FORTHCOMING BUSINESS**
Annual Review of Internal Policies / Procedures

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 12th December 2016 in North Road School, commencing at 7.00pm.

There being no further business, the meeting closed at 21:22pm.

Signed: _____

Dated: _____

**MINUTES OF
IRON ACTON PARISH COUNCIL
Monday 12th December 2016**

The Meeting of Iron Acton Parish Council was held in North Road School commencing at 7.00pm.

Present: - Robert Lomas (Acting Chair), Lynn Noble, Robert Sheppard, Brian Hackland, Peter Bellis, Councillor Smith and Donna Ford (Clerk)

PUBLIC PARTICIPATION

0 members of the public were present.

01-12-16 APOLOGIES FOR ABSENCE

South Gloucestershire Councillor Marian Lewis and Pat and Dave Hockey

02-12-16 DECLARATIONS OF INTEREST Pecuniary/ and or Non Pecuniary

Councillor Hackland declared a Non-Pecuniary interest in the Parish Meadows due to a shared boundary.

Councillor Bellis declared a Non-Pecuniary interest in agenda item 11 due to being a Acton Aid member.

03-12-16 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

- Minutes of 21st November 201- Proposed by Councillor Bellis, Seconded by Councillor Smith

Resolved – All Agreed and signed by the Acting Chairman.

04-12-16 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORTS

None

05-12-16 OUTSTANDING ACTIONS

Chill Wood – Awaiting date from Neil Gazzard for the agreed scheduled work to be completed.

Councillor Sheppard advised that access would be gained for the stone wall repair at the same time as the work is completed by Neil Gazzard.

Grant Funding – Clerk has prepared and submitted an application to the lottery for the awards for all for £10,000.00. This application has been sent back twice requesting further details including 3 separate quotes for play equipment specified in the application, which was obtained by other play equipment providers. The clerk chose equipment from the designs that were drawn up and went with the most popular items for the budget for the grant, which include a basket swing, merry go roundabout, apex climbing frame, monkey bars and a rope tunnel. The clerk has received an email confirmation confirming they have all the information required and the application has now been approved awaiting written confirmation of approval.

06-12-16 FINANCIAL REPORT

- Working Budget Report
- Monthly Financial Report
- Bank Reconciliation Report

"In the light of the early date of the meeting to consider the 1st December financial reports at the January 2017 meeting" All Agreed

07-12-16 PLANNING- NEW APPLICATIONS / PRIOR NOTIFICATIONS / TREE WORKS

LOCATION: Game Farm Game Farm House Latteridge Lane Iron Acton South Gloucestershire

DESCRIPTION: Change of use of storage area to customer cafe (Class A3) as defined in Town and Country Planning (Use Classes) Order 1987 (as amended).

REFERENCE NO: PK16/6373/F - **No Observations - All Agreed**

LOCATION: Grange Farm Latteridge Road Iron Acton Bristol South Gloucestershire
DESCRIPTION: Prior notification of the intention to erect an agricultural building for machinery

REFERENCE NO: PK16/6377/PNA - **No Observations - All Agreed**

08-12-16 **WEST OF ENGLAND JOINT STRATEGIC PLAN**

Respond to the consultation in line with the draft as agreed by the meeting – All Agreed (Appendix A)

09-12-16 **CONSULTATION ON AVON FIRE AUTHORITY'S DRAFT INTEGRATED RISK MANAGEMENT PLAN 2016-2020**

Proposed response from Councillor Lomas:

Iron Acton Parish Council, with respect to the draft Integrated Risk Management Plan produce by Avon Fire Authority resolves to make the following consultation response:

This Council opposes the proposal to return night-time cover at Yate Fire Station to on-call cover only.

The IRMP document statistical graph indicates that domestic fire incidents have reduced historically but this has now levelled off. The first response areas served by Yate Station, including Iron Acton Parish, is to see a large growth in housing. Therefore, we believe that the incidence of domestic house fires are not likely to further reduce and may well increase.

The proposal envisages a night-time manning regime that is bound to lengthen response times at night just when most house fire deaths occur. This time would be when sleeping people are most at risk of being overcome and die. Therefore, this is not the time to propose manning changes that are bound to make response times increase, particularly in an area where the number of houses to be protected will grow significantly during the plan period.

We submit that the plan proposals in respect of Yate Station night cover is perverse in light of that being when people need the swiftest response and the area is becoming more populous.

All Agreed

10-12-16 **GLORIA JEAN**

Formally accept ownership of Gloria Jean following the play area safety inspection report 2016 – Vote carried with 5 for and 1 against.

11-12-16 **ACCOUNTS FOR PAYMENT**

- Clerks Wages December @ 70 Hrs Per Month
- Clerks Expenses December (Mileage/Heating & Lighting) £26.40
- Talk Talk – Phone & Broad band - December – 43.26
- Nest – D/D - £20.36
- Shipton Bookkeeping and Payroll LTD – £20.00 S/O
- North Road School – Room Hire - £30.00

Resolved – All Agreed

Note: Request to set up a direct debit for payment for the Talk Talk Business Account payment / Standing Order for Shipton Bookkeeping monthly charge – Resolved, All Agreed

12-12-16 **FORTHCOMING BUSINESS**

Annual Review of Internal Policies / Procedures

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 16th January 2017 in Iron Acton Parish Hall, commencing at 7.30pm.

There being no further business, the meeting closed at 19:21pm.

Signed: _____

Dated: _____

Appendix A

West of England Joint Spatial Plan: Towards the Emerging Spatial Strategy**Joint Spatial Plan: Emerging Spatial Strategy****Consultation Question 1**

Does the proposed strategy make adequate provision to address the housing needs of the West of England?

The Emerging Spatial Strategy assesses the number of new homes needed in broad locations, but it fails to specify development sites. It lists sites proposed by landowners and others which would be inappropriate and inconsistent with its objectives, and in doing so stokes local anxiety and opposition. The plan should make clear exactly where housing development would be acceptable. Specifically, within Iron Acton Parish, it should rule out proposals for incoherent and piecemeal development off North Road, including the erosion of Engine Common, a local heritage and amenity area. The existing settlement in North Road should be consolidated and kept separate from Yate. New build in Yate should be contiguous with its existing housing. To maintain the character of Iron Acton village, there should be no significant extension of its footprint and future development within the Iron Acton Conservation Area should be limited to meeting the housing needs of existing residents.

Consultation Question 2

How can we increase the delivery of homes, in particular much needed affordable homes in the West of England?

Delivery of homes could be increased by providing incentives for housebuilders to speed build rates on existing and consented sites. In addition, the plan should specify sites on which future development would be encouraged. Incentives could include a commitment to fast-track planning determinations for such sites. The JSP should facilitate partnerships of private, public sector and not-for-profit providers to maximise numbers of affordable homes. It should require all new development to include a proportion of affordable homes in line with assessed need. Where affordability is a particular problem, the JSP process should be used to explore restricting occupancy of some new properties to existing residents with demonstrable needs (e.g., families with children needing more space; or elderly people needing more accessible properties). In these and other ways, the JSP should strengthen incentives to local communities to accept appropriate development in their areas.

Consultation Question 3

Does the proposed strategy make adequate provision to address the economic and employment needs of the West of England?

The Emerging Spatial Strategy should be more precise on how it would deliver its economic and employment objectives. While the Joint Transport Study includes positive proposals to support development, it appears more focussed on commuting into Bristol than truly sustainable local economic development. To be sustainable, economic and employment provision should be local and linked to new housing development. Uncertainties on funding, timing and transport capacity undermine confidence that the objectives are deliverable.

Consultation Question 4

Does the Preferred Spatial Strategy and the locations identified meet the plan's strategic priorities and vision?

The Preferred Spatial Strategy lacks the detail necessary to judge whether its strategic priorities and vision will be met. It needs to be tied more specifically into the spatial strategies of the four partner local authorities. It should set out how it will strengthen these and take forward the development proposals they contain, as well as setting out the strategic direction and geography of development in the longer term. By removing the uncertainty caused by piecemeal development proposals it will reassure local communities and increase buy-in. Development should be focussed on brownfield sites. Erosion of the green belt should be avoided. Where green belt land is lost it should be replaced like for like through new designations.

Consultation Question 5

Are there any reasons why this strategy or identified locations could not be delivered?

The three biggest threats to delivery are: inadequate resourcing and incentivising of affordable home provision; doubts over delivery of supporting infrastructure and facilities; and inflaming of local, popular and political opposition through the proliferation of inappropriate proposals for development. Identification and combining of resources; upfront provision of infrastructure and facilities; certainty on development sites; and a clear delivery timetable and prioritisation or would mitigate these.

Consultation Question 6

Is the Preferred Spatial Strategy the most appropriate strategy, when considered against the reasonable alternatives?

The Preferred Spatial Strategy moves thinking in the right direction. It needs to be refined to increase its credibility and allay local concerns. It needs to set out clearly its relationship with other spatial strategies for the West of England. A failure to convince developers and communities that there is a shared strategic vision with the means to deliver it will result in more piecemeal development proposals coming forward, stoking opposition. The result will be slower delivery and development that is less sustainable.

**MINUTES OF
IRON ACTON PARISH COUNCIL
Monday 16th January 2017**

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

Present: - Robert Lomas (Acting Chair), Lynn Noble, Brian Hackland, Peter Bellis, Councillor Smith, John Wright, South Gloucestershire Councillor Dave Hockey and Donna Ford (Clerk)

PUBLIC PARTICIPATION

1 members of the public was present and talked in respect of planning application PK16/6849/F

01-01-17 APOLOGIES FOR ABSENCE

Councillor Robert Sheppard, South Gloucestershire Councillor Marian Lewis and Pat Hockey

02-01-17 DECLARATIONS OF INTEREST Pecuniary/ and or Non-Pecuniary

Councillor Hackland declared a Non-Pecuniary interest in the Parish Meadows due to a shared boundary and planning application PK16/6841/TCA

03-01-17 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

- Minutes of 12th December 2016 - Proposed by Councillor Bellis, Seconded by Councillor Noble

Resolved - All Agreed and signed by the Acting Chairman.

04-04-17 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORTS

South Gloucestershire Councillor Dave Hockey advised that the street light control unit were costing too much and it has been decided that a lower cost version would be used and the lights would be left on dim throughout the night.

05-01-17 OUTSTANDING ACTIONS

Chill Wood - Awaiting date from Neil Gazzard for the agreed scheduled work to be completed.

Councillor Lomas advised that the wall repair needed to be completed, Councillor Noble would speak to Councillor Sheppard in regards to the contractor completing the work. It was also noted that the unauthorised constructed work that had been done would be removed, and notices would be prepared in conjunction with the signs within Chill Wood Grant Funding - The Clerk advised the lottery grant had been paid into the bank account. The application to Tesco had been sent but still awaiting a response. An application had also been put forward to the South Gloucestershire Councillors in anticipation for funding.

06-12-16 FINANCIAL REPORT

- Working Budget Report
- Monthly Financial Report
- Bank Reconciliation Report

The clerk had previously circulated the financial reports - Noted - No Issues arising.

07-12-16 PLANNING- NEW APPLICATIONS / PRIOR NOTIFICATIONS / TREE WORKS

LOCATION: The Old Forge Yate Road Yate South Gloucestershire BS37 5JL
DESCRIPTION: Demolition of existing conservatory. Erection of a two-storey rear extension to provide additional living accommodation. Erection of rear porch.

REFERENCE NO: PK16/6844/F - **No Observations**

LOCATION: Between Frampton Cotterell And Bradley Stoke Bristol South Gloucestershire BS36 2AY

DESCRIPTION: Removal of 535m of hedgerow in 23no. sections to facilitate installation of new sewer.

REFERENCE NO: PT16/6903/HED- **No Observations**

LOCATION: Land At Holly Hill Iron Acton South Gloucestershire BS37 9XZ

DESCRIPTION: Erection of 1no detached dwelling with access and associated works. (Re submission of PK16/3114/F)

REFERENCE NO: PK16/6849/F - **Repeat previous comments** (Support - In view of the nature of site it would appear to be a suitable infill with an appropriately designed dwelling which would complement the street scene)

LOCATION: The Gables Park Street Iron Acton Bristol South Gloucestershire

DESCRIPTION: Works to fell 2 no Poplar trees. Situated in the Iron Acton Conservation Area.

REFERENCE NO: PK16/6841/TCA- **No Observations - Councillor Hackland left the room and took no part in the discussion or decision**

LOCATION: Iron Acton Sub Station Larks Lane Iron Acton Bristol South Gloucestershire

DESCRIPTION: Erection of 1no. single storey modular building to form office (Class B1a) with associated works.

REFERENCE NO: PK16/6741/F- **No Observations**

LOCATION: Barton Cottages Chaingate Lane Iron Acton Bristol South Gloucestershire

DESCRIPTION: Change of use of motorcycle engineering workshop to General Industrial workshop (Class B2) as defined in Town and Country Planning (1987 (as amended) to facilitate subdivision of existing unit into 2no. units.

REFERENCE NO: PK16/6629/F- **No Observations**

LOCATION: Units 7 To 10 Waverley Road Yate South Gloucestershire BS37 5FF

DESCRIPTION: Creation of 2 no. new access, alteration to parking layout and associated works

REFERENCE NO: PK16/6597/F- **No Observations**

LOCATION: Rear Of 218 North Road Yate South Gloucestershire BS37 7LQ

DESCRIPTION: Demolition of existing buildings and erection of 2no detached dwellings and associated works. (re-submission of PK16/2429/F).

REFERENCE NO: PK16/6886/F - **Repeat previous comments (Object** - The proposed site is only accessible via the sub-standard narrow lane "The British". Vehicular access to this lane from North Road is by driving over the pedestrian pavement of North Road. The British is sandwiched directly between 218 North Road and North Road Community Primary school pavement which crosses the access to The British is used by pupils going to and from school. The lane cannot allow vehicular passing as it is only 3.05 meters wide at its entrance from North Road and is narrow throughout. There is no vision splay at its junction with North Road.

have to drive over the footpath to gain vision and cannot see pedestrians using the footpath until they do so. Vehicles entering The British from the North have to swing out into the opposite carriageway of North Road to be able to turn into The British to avoid hitting the perimeter wall of the school and the wall of 218 North Road. School children also have to use the British for access from the school to the school playing field. For the reason above Iron Acton Parish Council contends that no more residential development should be permitted (as the proposed development requires additional vehicular access from The British)

08-01-17 **CO-OPTION - IRON ACTON WARD - EAST WARD**

Discussed and resolved co-option for two remaining Parish Councillor Vacancies – 1 x Iron Acton Ward, 1 X East Ward.

Mark Kavanagh – Co Opted for Iron Acton Ward

Richard Hunter – Co Opted for East Ward

Proposed Councillor Bellis, Seconded Councillor Hackland - **Resolved - All Agreed**

09-01-17 **ANNUAL REVIEW OF INTERNAL POLICIES / PROCEDURES**

- Fixed Asset Register 2017
- Financial Risk Assessment 2017
- Iron Acton Parish Council Complaints Procedures 2017
- Health and Safety Policy 2017
- Data Protection and Information Security Policy 2017
- Harassment and Bullying Procedures 2017
- Retention of Records and Documents Policy 2017
- Disciplinary Procedures 2017
- Freedom of Information and Publication Procedures 2017
- Equality and Diversity Policy 2017
- Safeguarding Children and Young People and Vulnerable Adults Policy 2017

The clerk had circulated the updated Policies / Procedures to all Councillors it was **Resolved and Agreed by All** to Adopt them all following a few minor amendments.

10-01-17 **ANNUAL PLAY AREA SAFETY INSPECTION REPORT**

Discussed and resolved that no immediate work is required as a result from the annual play inspection.

Noted – To erect a sign as per the recommendation in respect of the basketball hoop.

Resolved - All Agreed

11-01-17 **ACCOUNTS FOR PAYMENT**

- Clerks Wages January @ 70 Hrs Per Month
- Clerks Expenses January (Mileage/Heating & Lighting) £33.60
- Talk Talk – Phone & Broad band – December / January – £35.96
- Nest – S/O - £20.36
- Shipton Bookkeeping and Payroll LTD – £20.00
- Room Hire – Parish Hall – June, July, August, September, October = £100
- G.B Sport and Leisure – Playground Inspection - £90 (16-1993-MR)
- Mr Site – Website Renewal - £105.00

Resolved – All Agreed

Note: The clerk had negotiated a new contract with EE for the Telephone and Broadband services which is on a cheaper rate that was currently being charged by Talk Talk, The clerk has cancelled Talk Talks services and advised them that she was unhappy with the

service they had provided, a direct debit had been set up to make all future payments to EE – Resolved, All Agreed

12-01-17 **FORTHCOMING BUSINESS**

- Risk Register
- Election Chair / Vice Chair
- Iron Acton Phone Box
- Meeting Room Hire

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 20th February 2017 in Iron Acton Parish Hall, commencing at 7.30pm.

There being no further business, the meeting closed at 20:57pm.

Signed:

Dated:

Appendix A

West of England Joint Spatial Plan: Towards the Emerging Spatial Strategy**Joint Spatial Plan: Emerging Spatial Strategy****Consultation Question 1**

Does the proposed strategy make adequate provision to address the housing needs of the West of England?

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Consultation Question 2

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Consultation Question 5

Are there any reasons why this strategy or identified locations could not be delivered?

The three biggest threats to delivery are: inadequate resourcing and incentivising of affordable home provision; doubts over delivery of supporting infrastructure and facilities; and inflaming of local, popular and political opposition through the proliferation of inappropriate proposals for development. Identification and combining of resources; upfront provision of infrastructure and facilities; certainty on development sites; and a clear delivery timetable and prioritisation or would mitigate these.

Consultation Question 6

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Iron Acton Parish Council
33 Hatherley, Yate, Bristol, BS374LT
Tel: 01454 501134 Email: clerk@ironacatonparishcouncil.com
Chairman: Cllr Robert Lomas Clerk: Donna Ford
Minutes of the Meeting of the Council held in Iron Acton Village Hall
on Monday 18th February 2019 Commencing at 7.30pm

Present: Chairman: Councillor R Lomas (RL)
Councillors: Councillor L Noble (LN)
Councillor B Hackland (BH)
Councillor J Wright (JW)
Councillor A Edmonds (AE)
Councillor R Hunter (RH)
Councillor D Smith (DS)
Councillor P Chapman (PC)

Also Present: 13 members of the public.
South Gloucestershire Councillors D Hockey (DH) & M Gilpin

In Attendance: Due to the Clerks leave Councillor L Noble will be minute taker.

Fire Safety – Evacuation Procedure / Recording Protocol

The Officer present explained the fire evacuation procedure and the Parish Council's recording protocol.

01.02.19	<u>Apologies for absence and to consider the reasons given</u> • Councillor B Sheppard (BS) Resolved: To accept the apologies for absence and the reasons provided. Noted: Clerks Annual Leave
02.02.19	<u>Declarations of interest</u> • No declarations received.
03.02.19	<u>Minutes</u> The Minutes of the Meeting of the Council held on Monday 21st January 2019 had been circulated with the Agenda. Noted: Minutes of January meeting read and JW pointed out that item 6 that it says JW to pass on advice and recommendations received to additional solicitors it should read to Catherine Spielly not additional solicitors all agreed this would be amended.

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	Resolved: That the Minutes of the Meeting of the Council held on Monday 21st January 2019 be signed and adopted as a correct record. The Chairman subsequently signed the minutes.
04.02.19	<u>Chairman's Announcements</u> Nothing to report.
05.02.19	<u>Clerks Report</u> Members received a report from the clerk reporting on the councils business. Resolved: That the report be noted.
06.02.19	<u>Village Green</u> • Discuss and resolve recommendations from the working party regarding action required for protection of the village greens. • Members to discuss and consider any action required on the village green boundary following a working group meeting held with RL/BS/LN. Parish Councillors not impressed by the response from Gill Sinclair DH suggested perhaps clerk should write to her boss stating we have asked for advice and siting the response , We want help and if the injunction is there the police have the power to move people along straight away, clerk to write to SG saying that we want a meeting with SG and PC expect help with this, other councils have done this. DH and MG said that the clerk could ask ALCA how other PC's have dealt with this type of problem. Clerk to write to both the Lamb and the White Heart asking if they still happy to donate planters for Village green and PC to enquire about some big rocks from the quarry will report back at next meeting. Chair reported that we still have not got a map with the definitive border of the Village Green on it, clerk to enquire at land registry DH also said she should ask SG public rights of way officer as he should have maps of Iron Acton with the Village Green border on them may be easier than Land Registry.
07.02.19	<u>To hear Reports from Councillors attending Meetings of Outside Bodies</u>

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	BH had nothing to report from Parish Hall committee, but would get them to check the defib battery was ok and make sure the box is in good order with clear instructions. DH reported that PC's either are or will be asked very soon on the latest planning scheme as site visits are now nearly impossible to get, and PC's are being left out even more as this is another new scheme. He suggested that the clerk writes to SC planning saying that we are not happy at being left out of things that affect our Parish. DH also said that the next stage for the Metro Bus is due to start soon and although not in our Parish to be aware that it will cause disruption for a long while at Gypsy Patch Lane, at the rail bridgework starts 27th Feb and in June they will be closing the road for some time as they are dropping the road and widening it at the same time so that it can take the metro bus, Resolved: To note the reports.
08.02.19	<u>Outstanding Actions</u> Website, AE asked is new website up and running fully yet, if so could we put some old map pics on it as well and some new pics as well, there is no redirection from the old website to the new one could the clerk make Goggle, Wikipedia, Facebook, and Local Poyntz aware of the new one please. DS formally proposed that we publish public comments on the website, Local Poyntz and notice boards, LN seconded carried by all Parish Meadows Vehicular and track access. LN reported that nothing had been done to date as waiting for BS to return from holiday but will meet with him and AE asap when BS returns 1st April as this has been dragging on. Bus Stop RH reported that he has had a reply from SG collage who still want to go ahead but still dragging their feet. RH said that even when they come up with the design and quote we still then have to apply for planning. AE asked who owned the walkway on the uphill path to church as had rail is broken DH said SG highways dept we should report it and they will come down. St James the Less

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	DS reported that the church had sent clerk an email but nothing heard (Clerk away) deferred until next meeting. Resolved: To Note the reports.
09.02.19	<u>Accounts for Payment</u> Members reviewed the 'Schedule of Accounts for Payment' Resolved: That the 'Schedule of Accounts for Payment' be approved and payed.
10.02.19	<u>Planning Applications for Consideration</u> P19/1184/F Erection of a single storey front extension, a two storey rear extension and installation of 1no rear dormer to form additional living accommodation. Heartwood Lavenham Farm Nibley Lane Iron Acton South Gloucestershire BS37 9UR – No Observations P19/1197/CLE Application for the continuation of mixed use commercial premises (Class B8 and B2) Grange Farm Latteridge Road Iron Acton Bristol South Gloucestershire BS37 9TP – No Observations Resolved: To submit the comments agreed.
11.02.19	<u>Parish Meadows</u> • Members to consider any work required following the Annual Play Inspection 2018 – Update on cost from BS - Deferred • Members to consider any associated work required for the track around the children's play area. - Track in small play area, nature seems to be doing the work for us, leave well alone.
12.02.19	<u>Community Buildings</u> Members to consider the protection of community buildings. RL reported no action taken but PC & AE both said we should look into taking action now in case something happens to either or both the Lamb and the White Heart in the future clerk to find out from SG how we go about this.

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13.02.19	<u>Grant Application</u> Members to consider a grant application received from SG23 Ltd It was felt that the owner of Backfield Farm and all of the units could raise the sum they need between them and as stated earlier if they still need help after the May elections, they can go to the new SG Councillor As DH suggested. Clerk to write to applicant with answer.
14.02.19	<u>Station Road Allotments</u> • Report Update BH As stated in Public Questions Gill Miller came and pointed out a few things i.e, the wall our clerk will try to find out who owns it may be a man named Martin Gill miller may know his full name, Re the mower clerk to ask our gardening co to quote or a straight up and down cut. Gill also reported that the conifer trees are nearly touching the overhead electric cables, BH to go and look at this and report back to clerk in case she needs to write and ask them to cut the trees back, also reported that there is a greenhouse on plot2 is this allowed clerk to check the deeds please put on agenda for next meeting
15.02.19	<u>Nibley Road Allotments</u> Members to consider any action required in regards to the Allotment Association Agreement. Deferred to next meeting as clerk absent.
16.02.19	<u>Internal Auditor</u> Members to consider the appointment of the internal auditor Mr I Selkirk at a cost of £100. All agreed to the appointment of Mr I Selkirk.
17.02.19	<u>Permission to Stage an Event</u> Members to consider a request from the May Day Committee for the usage of the Village Green and Parish Meadows for the May Day Celebrations on Monday 6th May 2019

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	Resolved - Permission to hold events.
18.02.19	<u>Draft Joint Local Transport Plan Consultation</u> Members to consider a response for the Draft Joint Local Transport Plan Consultation. BH to draft response on our behalf.
19.02.19	<u>Green near Station Road</u> Members to consider if any action is required for the small triangular green. This is not ours it belongs to SG , but DH said they don't have the money for things like this so clerk to write to Highways dept to ask if they mind us putting 3 rocks (1 on each corner) to stop cars parking and lorries cutting the corners and ruining the green we would paint the rocks white so that they are visible to people, i SG agree then PC said he would sort out and carry the work out

Meeting closed at 22.30 pm

Signed:(Chairman)

Dated:

**MINUTES OF
IRON ACTON PARISH COUNCIL
Monday 20th March 2017**

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

Present: - Robert Lomas - Chairman, Lynn Noble, Brian Hackland, John Wright, South Gloucestershire Councillor Pat Hockey and Donna Ford (Clerk)

PUBLIC PARTICIPATION

37 members of the public were present in relation to planning application PK17/06/8/O

01-03-17 APOLOGIES FOR ABSENCE

Councillor Robert Sheppard, Richard Hunter, Mark Kavanagh, Peter Bellis, Denise Smith, South Gloucestershire Councillor Marian Lewis and Dave Hockey

02-03-17 DECLARATIONS OF INTEREST Pecuniary/ and or Non-Pecuniary
None Declared

03-03-17 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

- Minutes of 20th February 2017 - Proposed by Councillor Noble, Seconded by Councillor Hackland

Resolved – All Agreed and signed by the Acting Chairman.

04-03-17 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORTS

South Gloucestershire Councillor Pat Hockey reported on the following points.

- Joint Spaces Plan
- Land Bank
- West of England Combined Authority

05-03-17 OUTSTANDING ACTIONS

Clerks Report

Stone Wall - No successful contact with the builder recommended by Councillor Sheppard despite several attempts and yesterday notification was received that he does not want the job so unfortunately a lot of time wasted on this so far. I have contacted Brian Hackland and he is providing me details for the contractor that was used to rebuild the wall on his property but unfortunately, he has advised that he does not have any public liability so unable to do the job. I will try and contact Mr Herbert to see if he is available.

Tree work -Work now completed

Signs - I did receive a price for the signs and fitting but it seems expensive and the signs are too big, I had asked for signs the same size as we have at the moment hence the high price as this was what was mentioned when we agreed to purchase new signs. I have liaised with Councillor Lomas and I have now gone back to the company for a new price for smaller signs.

Grant Funding - I have received communication from Tesco that the vote for the application was being held over several stores in the area during the month of February. I called them today for an update and was advised that we had been awarded £1000. No communication has been received in relation to the members funding (south Glos Councillors) applications I submitted earlier in the year. I am due to meet with Councillor Smith this month to look at any other grants we may be entitled too. I have submitted a funding request email to Waitrose, awaiting a response. No communication received from the rotary clubs to date, the information they requested after I emailed them has all been sent to them.

Phone Box - Nothing received as of yet except generated emails advising they are experiencing delays in responding and will be in contact in due course.

FOI - As requested I added a section to the Local Points magazine requesting any available information.

Play Park – I have met with Hags in regards to the play park design and advised what it is I have requested in the grant application they will now complete a new design and send for approval along with the updated quotation.

06-03-17 **FINANCIAL REPORT**

- Working Budget Report
- Monthly Financial Report
- Bank Reconciliation Report

The clerk had previously circulated the financial reports – Noted - No Issues arising.
Noted – VAT Refund received from the teenage play equipment

07-03-17 **PLANNING- NEW APPLICATIONS / PRIOR NOTIFICATIONS / TREE WORKS**

LOCATION:	Land at Engine Common North Road Engine Common Yate Bristol
DESCRIPTION:	Outline application for the erection of up to 90 no. dwellings with associated access, open space, landscaping and drainage infrastructure. (Access for consideration with all other matters reserved).
REFERENCE NO:	PK17/0608/O – OBJECT – See Appendix 1
LOCATION:	Cherry Lodge Bristol Road Iron Acton South Gloucestershire BS37 9TG
DESCRIPTION:	Removal of condition (d) attached to planning permission N7649 relating to agricultural occupancy of the dwelling.
REFERENCE NO:	PK17/0278/RVC – No Observations
LOCATION:	Yate Sort It Centre (Waste Transfer Station And Household Recycling Centre) Collett Way Great Western Business Park Yate South Gloucestershire
DESCRIPTION:	Variation of condition 5(b) attached to planning permission PK01/2516/RM to allow operations between the hours of 0800 and 2000. (Retrospective).
REFERENCE NO:	PK17/0699/MW – Welcome
LOCATION:	Three Acres 370 North Road Yate Bristol South Gloucestershire BS37 7LL
DESCRIPTION:	Erection of 14no dwellings (outline) with access to be determined. other matters reserved.
REFERENCE:	PK17/1016/O – Object See Appendix 1
	Resolved – All Agreed

08-03-17 **APPLICATION FOR INTERMENT**

Discuss and resolve request received for the interment of the Late Brenda Wintle
Resolved – All Agreed

09-03-17 **INTERNAL AUDIT**

Discuss and resolve acceptance from Ian Selkirk for internal audit 2016/17 at a cost of £95 -
Resolved – All Agreed

10-03-17 **ACCOUNTS FOR PAYMENTS**

- Clerks Wages March @ 70 Hrs Per Month
- Clerks Expenses March (Mileage/Heating & Lighting) £29.60
- EE – Telephone/Braoadband -DD

- Nest - S/O - DD
- Shipton Bookkeeping and Payroll LTD - £20.00 DD
- Room Hire - Parish Hall - February - £22.00
- ALCA / NALC Subscription - £237.09
- Water 2 Business - £60.31

Resolved - All Agreed

There being no further business, the meeting closed at 21.27pm.

Signed:

Dated:

Appendix 1

Comments on planning application PK17/0608/O 90 dwellings Engine Common.

Planning. The development is contrary to the current South Gloucestershire Core Strategy. This land is not allocated as land suitable for development in the Plan. Twice similar development proposals have been refused on appeal on the grounds that the detriment to the existing community outweighs any benefit. If this development goes ahead it will open the entire area to like for like development completely at odds with planning policy.

The development is not complimentary to the existing infrastructure of North Road. The developments seems to have been designed to match only the Developer's control of land with no design to fit in with existing development. The scale of development would more than double the size of the North Road Community yet is isolated from it. The development will spoil the rural aspect of Engine Common. The developer has suggested the low roof line of dwellings will reduce the visual damage. However the plan is to raise the land by 1.6 metres so the whole housing area will be raised up and dominate.

Drainage. The plan devotes much effort to explaining how storm water will be drained off the housing area, however Iron Acton Parish Council very much doubts that the surrounding drainage waterways could cope to take that away. These waterways are just hedgerow and roadside ditches, many are in part small bore culverted, many poorly maintained and some cases filled in. This area of land is low lying, heavy clay subsoil and slow to drain. We are concerned at increased flood risk to existing properties. The developers own flood risk survey stated that it was found that the site was "very soft underfoot and generally waterlogged.....is indicative of permanently wet ground". Elevating the sit may solve the problem for that site but will make flood risk greater for the surrounding land and existing properties.

Road infrastructure. North Road is basically an unclassified lane much used as a short cut from the M5 to Yate. Even now at busy times traffic queues trying to get out of Broad Lane and out of North Road onto the B4058. This development is bound to make this worse. In that case there will be greater temptation on drivers to use Dyers Lane/Chaingate Lane and Engine Common Lane/Waterly Lane all narrow single track roads, as rat runs to avoid this congestion. Waterly Lane passes traffic to part of Broad Lane next to the entrance to Brimsham Green School adding to the danger to the school students.

Currently there is traffic hazard affecting North Road Community Primary School. Additional movements to and from the proposed development is bound to make that worse. The proposal to access the new estate via a mini roundabout adjacent to the Codrington Arms Pub/Post Office we believe is not suitable.

Comment on planning application PK17/1016/O 14 Houses behind 370 North Road

The proposed development is outside the development boundary of the North Road Settlement area of Iron Acton.

The access into the development from North Road as indicated appears to be totally unsuitable to serve 14 by 4 bed houses.

The development lies behind existing dwellings and is in effect back land development.

Development on this scale will add to the storm water drainage burden of the field ditches that will serve the area leading to an increased risk of flooding of existing properties. The proposal is silent on how storm water run-off is going to be dealt with.

**MINUTES OF
IRON ACTON PARISH COUNCIL
Monday 10th April 2017**

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

Present: - Robert Lomas - Chairman, Lynn Noble, Brian Hackland, John Wright, Robert Sheppard, Mark Kavanagh, Richard Hunter South Gloucestershire Councillor Dave Hockey and Donna Ford (Clerk)

PUBLIC PARTICIPATION

0 members of the public were present.

01-04-17 APOLOGIES FOR ABSENCE

Councillor Peter Bellis, Denise Smith, South Gloucestershire Councillor Marian Lewis and Pat Hockey

02-04-17 DECLARATIONS OF INTEREST Pecuniary/ and or Non-Pecuniary

Councillor Hackland – Non-Pecuniary – Agenda item 8 – Shared Boundary

03-04-17 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

- Minutes of 20th March 2017 - Proposed by Councillor Lomas, Seconded by Councillor Noble
Resolved – All Agreed and signed by the Acting Chairman.

04-04-17 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORTS

South Gloucestershire Councillor Dave Hockey reported on the following points.

- Kingswood civic centre being closed down for South Gloucestershire council staff
- Member awarding funding
- Donations made to Iron Acton primary school and Floral friends

05-04-17 OUTSTANDING ACTIONS

Chill Wood – Stone Wall – Councillor Sheppard to meet with A Herbert
Phone Box Adoption – Nothing to report.

06-04-17 FINANCIAL REPORT

- Working Budget Report
- Monthly Financial Report
- Bank Reconciliation Report

The clerk had previously circulated the financial reports – **Noted - No Issues arising.**

The clerk advised that there were still outstanding invoices due for 2016/17 financial year.

07-04-17 PLANNING- NEW APPLICATIONS / PRIOR NOTIFICATIONS / TREE WORKS

LOCATION:	Land To The Rear Of Holmelea House Tanhouse Lane Yate Bristol South Gloucestershire
DESCRIPTION:	Erection of 7no dwellings (outline) with access and layout to be determined. All other matters reserved. (re-submission of PK16/4890/O).
REFERENCE NO:	PK17/1226/O – Object – See Appendix A
LOCATION:	7 Manor Road Rangeworthy Bristol South Gloucestershire BS37 7LR
DESCRIPTION:	Demolition of existing shed. Erection of single storey residential annexe ancillary to main dwelling.
REFERENCE NO:	PT17/1193/F – No Comment
LOCATION:	444 North Road Yate Bristol South Gloucestershire BS37 7LW
DESCRIPTION:	Erection of 1no new dwelling (outline) with all matters reserved.

REFERENCE NO: PK17/1413/O – No Observations

Resolved – All Agreed

08-04-17 **PARISH MEADOWS**

Proposed Councillor Lomas, Seconded Councillor Wright:

"To authorise the Clerk to accept, on the Council's behalf, the revised quote of £27,936.74 by HAGS-SMP for the supply and installation of children's play equipment in the Meadows playground;

To note with thanks the donations by the National Lottery (£10,000), Acton Aid (£5,000 and removal of outdated equipment), Tesco (£1,000), and South Gloucestershire Council's Members' Fund (£580);

To authorise the expenditure of £11,356.74 from Council resources, including the transfer of £1,356.74 from reserves, to cover the balance of the cost.

To authorise payment of £5,587.35 VAT cost and reclaim within the same financial year"

Resolved – All Agreed

09-04-17 **ACCOUNTS FOR PAYMENTS**

- Clerks Wages April @ 70 Hrs Per Month
- Clerks Expenses April (Mileage/Heating & Lighting) £32.80
- EE – Telephone/Braoadband - £35.27
- Nest – S/O - £17.84
- Shipton Bookkeeping and Payroll LTD – £20.00 DD
- Quality First - £30.00
- Landscape Services - £372.00
- Silverback Arboricultural - £1150.00
- HMRC – Tax/Ni - £353.48

Resolved – All Agreed

There being no further business, the meeting closed at 20:45pm.

Signed:

Dated:

Appendix A

Iron Acton Parish Council at its meeting held on 10 April 2017 resolved to notify South Gloucestershire Council that it wishes to object to the proposed housing development of “Erection of 7 Dwellings” on “Land to the rear of Homelea House Tanhouse Lane: PK17/1226/O

The Parish Council is concerned that this is an isolated development outside the settlement boundary of and not connected to the existing North Road community. There is a lack of local amenities. The proposed development is approached via Tanhouse Lane, which is a country lane with no pedestrian footpath. The nearest primary school is approximately a mile and a half away. Any children walking to local primary schools either North Road Community Primary School or Rangeworthy Primary School would have to walk along Tanhouse Lane to North Road/Manor Road without the benefit of a pedestrian pavement. Children walking two miles to the nearest Secondary School will similarly have to walk along Tanhouse Lane then along Engine Common Lane/Watery Lane, all country lanes with no pedestrian footpath. If this development was to go ahead it should be conditional on the provision of a pedestrian footpath from the Engine Common Lane junction with Tanhouse Lane, to the Junction of Tanhouse Lane with North Road.

The development would add to traffic on Tanhouse Lane which is part of the Avon Cycleway (Route 410).

The submitted transport survey should be challenged. The proposal site is not in a “village”, nor is the location “Rangeworthy”. The one and only bus service from a stop a claimed 520 metres away is not frequent at 1^{1/2} hour intervals and the timetabling is not suitable for school times or normal day- work hours. Residents occupying the development would inevitably be forced to use cars for all transport.