

Iron Acton Parish Council

MINUTES OF
IRON ACTON ANNUAL MEETING OF THE PARISH COUNCIL
Wednesday 16th May 2018

Present: - Robert Lomas (RL), Bob Sheppard (BS), Richard Hunter (RH), Lynn Noble (LN), Brian Hackland (BH), Paul Chapman (PC), John Wright (JW)

Donna Ford (Clerk)

Fire Safety - Evacuation Procedure / Recording Protocol

The Committee is requested to note the fire safety procedure and the Parish Council's recording protocol.

7.30pm

Welcome

Public Question Time

7 members of the public was present and concerns were raised on the below points:

- Police discretionary powers regarding the travellers and the failure to remove
- Consideration to restricting access to the green for the future
- Threatening behaviour from travellers

The comments were noted and responded to, the members of the public was supplied a report repaired by the clerk regarding the travellers and the procedures taken.

01.05.18	<u>Election of Chairman</u> Resolved to elect a Chairman of the Council for the Municipal Year 2018/2019 - Robert Lomas - All Agreed (Following election, the Chairman was invited to complete the formal statutory Declaration of Acceptance of Office).
02.05.18	<u>Election of Vice Chairman</u> Resolved to elect a Vice chairman for the Municipal Year 2018/2019 - Lynn Noble - All Agreed.
03.05.18	<u>Apologies for absence and to consider the reasons given</u> Council to receive apologies for absence from Denise Smith and resolved to approve the reasons given.
04.05.18	<u>Declarations of interest</u> Bob Sheppard declared a pecuniary interest in agenda item 9 due to owning

	a house on the green in accordance with the requirements of the Council's Code of Conduct.
05.05.18	<p><u>Exclusion of the Press and Public</u></p> <p>Resolved to agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 1.C.</p>
06.05.18	<p><u>Minutes</u></p> <p>Resolved to confirm and sign as a correct record the minutes of the Iron Acton Parish Council Meeting held on 16th April 2018.</p>
07.05.18	<p><u>To Review and Appoint Members to serve on Working Parties</u></p> <p>a. Planning Working Party - BL/LN/RH/BH b. Operations Working Party - PC/JW/BS c. Allotment Working Party - BS/DS d. Finance Working Party - BL/LN e. Personnel Working Party - BL/LN/BS f. Cemetery Working Party - BS/PC</p>
08.05.18	<p><u>Chairman's Announcements</u></p> <p>Verbal update by the clerk on outstanding actions</p>
09.05.18	<p><u>Village Green</u></p> <p>In the light of the recent 5-day trespass on the Iron Acton Village Green the Council Resolved to:</p> <p>a) investigate options and costs of physical barriers to prevent unauthorised vehicular access to the greens in Iron Acton Village and Latteridge; b) put the preferred barriers in place as a matter of urgency (while allowing means of authorised vehicular access) subject to consultation of neighbouring householders and the availability of funds - ; c) write to South Gloucestershire Council requesting details of the whereabouts and availability of pitches on transit sites for Gypsies and Travellers in South Gloucestershire."</p> <p>Cllr's PC / BH /RL to forma working group to sanction actions.</p> <p>Letters of thanks to be sent to the volunteers who helped clear the green</p>
10.05.18	<p><u>To hear Reports from Councillors attending Meetings of Outside Bodies</u></p> <p>No Reports</p>

11.05.18	<p><u>Accounts for Payment</u></p> <p>Members reviewed the Schedule of Accounts for Payment and authorised the payments – Resolved to pay – All Agreed</p> <p>Noted – The Internal Audit has been completed, praise given to the clerk for accuracy and detail from the Internal Auditor.</p>
12.05.18	<p><u>Planning Applications for Consideration</u></p> <p>To consider a schedule of applications submitted for consultation:</p> <p>PK18/1740/F Erection of an agricultural building for the housing of livestock and storage of feed, bedding and farm machinery. Formation of new access track. Land At Iron Acton Orchard Farm Iron Acton Bristol South Gloucestershire BS37 9UG – Unable to comment, awaiting requested information to be able to form a view</p> <p>PK18/2154/CLP Erection of two storey extension. 23 Engine Common Lane Yate Bristol South Gloucestershire BS37 7PX – No Observations</p> <p>PK18/2156/CLP Erection of a single storey extension. 23 Engine Common Lane Yate Bristol South Gloucestershire BS37 7PX – No Observations</p> <p>PK18/2153/CLP Erection of garage. 23 Engine Common Lane Yate Bristol South Gloucestershire BS37 7PX – No Observations</p> <p><u>Resolved – Agreed by All</u></p>
13.05.18	<p><u>General Data Protection Regulation – New Data Protection Laws</u></p> <p><u>Subject to proposed changes by BH it was Resolved to adopt the below:</u></p> <ul style="list-style-type: none"> • Management of Transferable Data Policy • Social Media & Electronic Communication Policy • Information & Data Protection Policy • Retention & Disposal Policy • Appendix A: A List of Documents for Retention or Disposal • Data Security Breach Policy • Privacy Notice • General Data Protection Regulations Allotment Tenants Privacy

	<p>Notice</p> <ul style="list-style-type: none"> • Email Contact Privacy Notice • Councillor Privacy Notice • Purchase of Exclusive Rights Privacy Notice • General Data Protection Regulations (Service) Consent to hold Contact Information • Subject Access Request Form <p>Resolved - Agreed by All</p>
14.05.18	<p><u>Press and Media Policy</u></p> <p>Consider a draft Press and Media policy for formal adoption. – Resolved to review at a later date.</p>
	<p>In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item 5 above refers)</p>
15.05.18	<p>Clerks Salary and Contract</p> <p>Resolved to mandate the Personnel working party to adapt the proposed contract to reflect the changes agreed.</p>

There being no further business the meeting closed at 21:34pm

Date of next meeting - 18th June 2018

Signed:

Date: