

**MINUTES OF  
IRON ACTON PARISH COUNCIL  
Monday 19<sup>th</sup> March 2018**

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

Present: - Robert Lomas - Chairman, Peter Bellis – Vice Chair, John Wright, Lynn Noble, Denise Smith, Brian Hackland and Donna Ford (Clerk)

**PUBLIC PARTICIPATION**

1 member of the public was present

Councillor Hackland reported that the Big Spring Clean had taken place and raised thanks to Wendy Dowding for organising.

The Clerk reported that she had completed the CiLCA course and was officially a Qualified Officer, the certificate should arrive within 4 weeks and a copy will be placed on her personnel file.

01-03-18 **APOLOGIES FOR ABSENCE**

Councillor Robert Sheppard, Richard Hunter and South Gloucestershire Councillor's Dave Hockey and Marian Lewis.

02-03-18 **DECLARATIONS OF INTEREST**

None received

03-03-18 **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

- Minutes of 19<sup>th</sup> February 2018

**Resolved – All Agreed**, signed by the Chairman.

04-03-18 **SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORTS –**

Verbal Report Received PH, points raised

- Local Plan Consultation

05-03-18 **OUTSTANDING ACTIONS**

- Foot Bridge – Parish Meadows – Work Completed
- Bus Shelter – White Hart – Work Completed
- Parish Maintenance – Work completed in regards to the actions required as a result of the Play Area Inspection
- Overhanging trees in the cemetery – Planning application submitted
- Chill Wood – Awaiting commencement date for scheduled work

06-03-18 **FINANCIAL REPORT**

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

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

07-03-18 **PLANNING - NEW APPLICATIONS /PRIOR NOTIFICATIONS / TREE WORKS**

PK18/0550/F | Subdivision of existing dwelling to create 2no. dwellings with new access and associated works. | Two Pools Farm Wotton Road Iron Acton Bristol South Gloucestershire BS37 9XD – Comment – IAPC believe it is possible that there is an agricultural tie on the single property and would recommend that this would apply to both dwellings as the applicant states.

PK18/0835/CLE | Application for the continued use of land as residential (Use Class C3). | Sunnyside Farm Dyers Lane Iron Acton Bristol South Gloucestershire BS37 9XW – No Observations

PK18/0761/F | Erection of a single storey side extension to form additional living accommodation. Conversion of existing detached garage to form utility room and store. | The Hollies High Street Iron Acton Bristol South Gloucestershire BS37 9UQ – No Observations

**Resolved and Agreed by All** – Clerk to submit comments

08-03-18 **LOCAL PLAN**

**Resolved** and All Agreed to submit the completed response prepared by BH with the required amendments as agreed.

**Noted**

- Clerk to write to South Glos and request a meeting with the planning officer
- Clerk to write to Tim Bowles the Metro Mayor and request a meeting
- Consult with Yate and Westerleigh Council and invite them to join the IAPC in the meetings to be arranged

09-03-18

**POLICIES**

- Resolved to adopt the Grant and Donation Policy prepared by the Clerk.
- Resolved to adopt a Training Policy prepared by the Clerk.

10-03-18

**CO-OPTION**

- Discussed and **Resolved** by All the co-option of Paul Chapman for the remaining vacancy on Iron Acton Ward.

Mr. Chapman was welcomed to the Parish Council and advised that all paperwork would follow in due course.

11-03-18

**GRASS CUTTING TENDER**

- Discussed and Resolved by All to accept the grass tender contract for 3 years supplied by Landscape Services.

IAPC noted that they had been happy with the service provided over the last 3 years

12-03-18

**INTERNAL AUDITOR**

- Discussed and **Resolved** the appointment of the Internal Auditor I Selkirk at a cost of £95.00

13-03-18

**PARISH PLAN**

- The Clerk had circulated the proposal of implementing a Parish Plan for the financial year 2018/19, it was agreed the Councilors would all look at the proposed plan and circulate ideas for the plan which will be agreed at the April meeting.

14-03-18

**BANK ACCOUNTS**

- Discussed and Resolved to open up a current and savings account with Unity Trust to enable on line banking.
- Pursuant to the motion above **Resolved** to close the existing NatWest current and savings accounts.

Noted All councilors except Cllr BH and JW will be added as signatories.

15-03-18

**ACCOUNTS FOR PAYMENTS**

- Clerks Wages March @ 70 Hrs Per Month
- Clerks Expenses March (Mileage/Heating & Lighting) £23.20
- Clerks overtime hours 86

- EE - Telephone/Broadband DD
- Codex Absolute LTD - £24.00
- Nest - £18.06
- ALCA - £242.19
- SLCC - Job Evaluation- £218.10
- Unicorn Office Products - £70.00
- Bradley Stoke TC - GDPR Training - £25.00
- South Glos - Business Rates - £183.67
- C&P Maintenance - Bridge - £2800
- C&P Maintenance - Bus Shelter Seat - £390.00
- C&P Maintenance - Required Parish Maintenance Work - £285.00

**FORTHCOMING BUSINESS**

- GDPR

Noted

Date of next meeting - 16/04/2018

There being no further business, the meeting closed at 20.47

**Signed:**

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**Dated:**

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