

**MINUTES OF  
IRON ACTON PARISH COUNCIL  
Monday 18<sup>th</sup> April 2016**

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

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

**PUBLIC PARTICIPATION**

8 members of the public were present.

Councillor Bellis made a clarification statement:

It is necessary to add to the clarification statement made in the March meeting concerning item 11-02-16. Nothing is incorrect in that statement, we have since received advice that it would have been preferable for the Clerk not to be present as it affected her remuneration, we have also received separate advice that that it was good practice to have the Clerk present to provide information and answer questions. It remains the case that the process and the decision was valid. For those considering requesting an extraordinary meeting to revisit the decision, I would like to point out that further advice received today warns against revisiting decisions unless substantial new information has come to light. The advice states that this brings the council into disrepute as it undermines legitimately arrived at decisions.

"I have a separate clarification statement regarding tonight's agenda items, as all Councillors are aware a query has been raised about the legitimacy of our agenda. After careful scrutiny and further seeking of advice, I can report that all our agenda items and proposed resolutions are valid. Our budget is a plan, a guide, not a constraint; we are entitled to vire monies and move funds from our reserves; and we are supplied with sufficient financial reporting in the documents provided each month by the Clerk.

"Finally, I have to point out that extra research carried out by the Clerk in response to these queries is absorbing a large amount of time, which is not in our plan of how the Clerk's time is to be used. We only have the Clerk for not even 17 hours per week on average, we expect her to be available 3 afternoons a week and to attend evening meetings but at present she is having to carry out work nearly every day. Our advisers express criticism of the repeated querying of nearly everything we do, which is a negative force against our attempts to be constructive and achieve things for our parishioners. The Clerk is feeling undermined, when in fact the advice she is giving us in the first instance is shown to be good. We are happy to look for improvements where desirable, such as in more explicit agenda items, but there is no need to seek such improvements by seeking to stop or query constructive decisions already taken."

**01-04-16 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Taylor & South Gloucestershire Councillor Pat Hockey.

Councillor Bellis informed Iron Acton Parish Council that Councillor Mark Evans had sent an email which was received on 03 April 2016 in which he tendered his resignation. Councillor Bellis advised that the resignation takes effect upon receipt by the Chairman, this has been acknowledged to Councillor Mark Evans with regret, and thanks given for the work he had done.

**02-04-16 DECLARATIONS OF INTEREST Pecuniary/ and or Non Pecuniary**

Councillor Hackland declared a Non Pecuniary interest in agenda item 6 & 12 due to a shared boundary.

Councillor Sheppard declared a Pecuniary interest in planning application PK16/0709/F  
Councillor Noble declared a Non Pecuniary interest in planning application PK16/0709/F

03-04-16 **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 22<sup>nd</sup> March 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.

04-04-16 **SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORTS**

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

- Thornbury planning exhibition held in relation to a large development proposed on NE side of Thornbury consisting of 150 - 200 homes.
- Litter picks in Rangeworthy & Wickwar.
- Litter in Dyers lane.
- Fly tipping in Watery Lane - no evidence as yet. 18 convictions so far this year.
- Fly tipping in Engine common Lane.
- Codrington Arms have received approval to open up a post office, the contract has now been signed.

South Gloucestershire Councillor Dave Hockey gave praise to the wildflowers in Chill Wood.

05-04-16 **PARISH HALL DONATION**

Agree and resolve second donation of £2,500 for Iron Acton Parish Hall Improvements. Following a verbal report from Tony Pullen in respect of the finances and costings for the project Councillor Bellis proposed, seconded by Councillor to make the second donation of £2500 - **Resolved and Carried on Majority Vote.**

"Pursuant to the motion above, Parish Hall Donation, Iron Acton Parish Council resolves to vire from its Reserves £2000 to Budget Item 'Grants/Donations(s.137)' to cover the cost of the donation." - Proposed Councillor Bellis, Seconded Councillor Lewis - **Resolved - All Agreed.**

06-04-16 **PARISH MEADOWS**

Proposed Councillor Bellis, Seconded Councillor Lewis - **Resolved** - Permission to stage an event at Iron Acton Parish Meadows for traditional May Day celebration with fly ball set up in the meadows for dog agility on Monday May 2<sup>nd</sup> 2016, 9am - 5pm. **All Agreed**

07-04-16 **OUTSTANDING ACTIONS**

Parish Meadows - Play Equipment - Clerk Report - As you are aware the new equipment has now been installed, however on inspection a concern was raised in respect of the teenage shelter and the positioning of the benches and roof. On receipt of this I contacted the contracts manager who met with me on site a few weeks ago and we spoke through the issues and came to a conclusion - The shelter has not been installed correctly and as a result you would not stay dry whilst being sat on the benches this was tested with a water test. It was agreed that the contracts manager would liaise with the installation team and rectify the issue. I have received the invoice on a few occasions from Hags SMP and in turn advised that no payment would be made until the issues were rectified in full.

I have today received a phone call from the contract manager despite several phone calls and emails being sent but until today no response had been made. I was advised that the contract manager had been on annual leave for 2 weeks over the Easter period and was due to return back on Monday 4<sup>th</sup> April, however was involved in an accident and hospitalised until Monday 11<sup>th</sup> and only returned back to work today. Following on I have been advised that the installation team would be returning to site by the end of this week or early next week to reposition the benches under the shelter to ensure whilst sitting you would remain dry.

I have negotiated with the contracts manager that they will supply and install some extra grass mats to be positioned either end of the table tennis and in the centre of the

shelter at no charge due to the inconvenience caused.

Seek Grant Funding- It was noted that due to the constraints on the selected Councillors that are currently working with the clerk to apply for Grant Funding it was agreed that any councillors who were able to participate would be welcome.

Tree Works – Village Green – Agenda Item 10

Chill Wood – Agenda Item 13

Gloria Jean – Agenda Item 12

08-04-16 **FINANCIAL REPORT**

|                          |                |
|--------------------------|----------------|
| Monies available as at - | 1st April 2016 |
| Current Account          | £ 24,843.80    |
| Reserve Account          | £16,870.54     |

**Noted – No Issues Arising**

09-04-16 **PLANNING- NEW APPLICATIONS / PRIOR NOTIFICATIONS / TREE WORKS**

LOCATION: School House The British Yate Bristol South Gloucestershire  
 DESCRIPTION: Erection of 1no. detached dwelling with access and associated works.  
 REFERENCE NO: PK16/1490/F - **Comment** - Substandard access into the British and the increased traffic that the proposed dwelling will generate.  
 Adjacent to a primary school and primary school playing field  
 LOCATION: Land Rear Of 314 North Road Yate Bristol South Gloucestershire BS37 7LL  
 DESCRIPTION: Erection of 1no. detached dwelling with associated works.  
 REFERENCE NO: PK16/1452/F - **No Observations**  
 LOCATION: Chill Wood Ancient Forest Near Algars Manor Station Road Iron Acton Bristol  
 DESCRIPTION: Works to various trees as stated in the tree report all trees covered by SGTPO 02/07 dated 31st August 2007  
 REFERENCE NO: PK16/1408/TRE -**No Comment**  
 LOCATION: 21 The British Yate Bristol South Gloucestershire BS37 7LH  
 DESCRIPTION: Erection of two storey side and rear extensions and 1no front dormer window to provide additional living accommodation.  
 REFERENCE NO: PK16/1163/F - **Comment** - Potential increased traffic that the proposed dwelling will generate.  
 LOCATION: The Stables Lavenham Farm Nibley Lane Iron Acton Bristol South Gloucestershire  
 DESCRIPTION: Erection of detached garage and store  
 REFERENCE NO: PK16/1309/F - **Object** - Appears to be a mechanism to build a house where permission would not be granted. The proposed building has roof lights which implies intent to inhabit. The proposed garage is situated well away from the property intended to serve.  
 LOCATION: Pool Farm Dyers Lane Iron Acton Bristol South Gloucestershire  
 DESCRIPTION: Erection of single storey rear extension which would extend beyond the wall of the original house by 8 metres, for which the maximum height would be 4 metres and for which the height of the eaves would be 2.47 metres.  
 REFERENCE NO: PK16/1336/PNH - **No Observations**  
 LOCATION: Shale Cottage Wotton Road Iron Acton Bristol South Gloucestershire  
 DESCRIPTION: Creation of new vehicular access onto Wotton Road and erection of new entrance gates no more than 1.5 meters high.  
 REFERENCE NO: PK16/0436/F - Support Application - Subject to adequate visibility slays  
 LOCATION: 397 North Road Yate Bristol South Gloucestershire BS37 7LN  
 DESCRIPTION: Erection of a single storey rear extension to form additional living accommodation. Erection of triple car port.  
 REFERENCE NO: PK16/1203/F - **No Observations**

LOCATION: Land At Armstong Way Yate Bristol South Gloucestershire BS37 5NG  
 DESCRIPTION: Erection of industrial redevelopment comprising B2 and B8 units. (Outline) with access to be determined. All other matters reserved.

REFERENCE NO: PK16/1663/O - **No Observations**

SITE: Land Between 199 And 201 North Road Yate Bristol South Gloucestershire BS37 7LG

DESCRIPTION: Erection of 2no. dwellings and 2no. garages with new access, parking and associated works (amendment to previously approved scheme PK14/3894/F)

APPLICATION NO: PK16/0709/F - **No Observations**

LOCATION: Crispins Cottage Park Street Iron Acton Bristol South Gloucestershire BS37 9UJ

DESCRIPTION: Demolition of brick and block wall and gate to the East elevation garden area, replace with local red pennant stone wall to a height of 1.45m and reposition gate within the Iron Acton Conservation Area

REFERENCE NO: PK16/1513/F - **No Observations** - Support Application

10-04-16 **TREE WORKS VILLAGE GREEN**

- To reduce 1 Norway Maple to the front of Park Cottage, by approximately 5m to leave an even crown structure.
- To re-pollard and remove the deadwood from a Norway Maple to the front of Chapel Patch.
- To crown lift two Limes either side of the footpath to 2.5m.
- To crown lift to 2.5m one Cherry and one Elder adjacent to Park Road.
- Note - Because of the trees proximity to power lines, a cut off will need to be arranged.

Proposed Councillor Bellis, Seconded Councillor Sheppard - **Resolved** - Acceptance of the revised quotation from West Country Forestry for £813.60 inclusive for the agreed tree works and instruct completion upon receipt of the approved planning permission. **All Agreed**

11-04-16 **AGREE MEETING DATES FOR 2016**

Discussed and Resolved provisional meeting dates and locations for the forthcoming year.

ANNUAL PARISH MEETING - 12<sup>th</sup> May 2016 - Parish Hall

ANNUAL MEETING OF THE PARISH COUNCIL - 16<sup>th</sup> May 2016 - North Road School

Provisional meeting dates for Iron Acton Parish Council:

20<sup>th</sup> June 2016 - Parish Hall

18<sup>th</sup> July 2016 - Parish Hall

15<sup>th</sup> August 2016 - Parish Hall

19<sup>th</sup> September 2016 - Parish Hall

17<sup>th</sup> October 2016 - Parish Hall

21<sup>st</sup> November 2016 - North Road School

12<sup>th</sup> December 2016 - North Road School

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

12-04-16 **INDEPENDENT AUDITOR**

Proposed Councillor Bellis, Seconded Councillor Lomas - Appointment of the Independent Auditor Mr I Selkirk for 2015 / 16 accounts at a cost of £95.00 - **Resolved - All Agreed**

13-04-16 **CiLCA TRAINING**

Pursuant to the Council's decision at minute 11.02.16:

"CiLCA - Following information supplied and after consideration it was agreed that the Parish Council would engage the Clerk in the CiLCA Qualification. It was agreed that the Parish Council would meet the cost of training, including travel expenses, the portfolio submission and registration costs. It was also agreed to authorise and pay the clerk up to 240 additional hours for the year paid monthly in order to complete the course"

Resolve to vire from Reserves £650 to Budget Item 'Clerk Expenses' to cover the cost of

training (including travel expenses, the portfolio submission and registration costs), and £1350 to Budget Item 'Clerk's Salary' to cover an additional 100 hours.

Proposed Councillor Bellis, Seconded Councillor Lewis – 5 votes for, 2 Against (Councillor Noble & Sheppard) - **Resolved and Carried on Majority**

14-04-16 **GLORIA JEAN**

Discussed and resolved required work for Gloria Jean with a financial contribution to be split 50/50 with Acton Aid:

1. Erection of a pitched roof on top of the cabin – Proposed Councillor Bellis, Seconded Councillor Lewis - **Resolved - All Agreed.**
2. Amendment to motion proposed Councillor Bellis – The well deck of the boat to be made of 1 level by means of a marine ply surface.  
The surrounding area of Gloria Jean to be made up of loose soil and grass surface to appropriate height from the gunwale with regard to fall height, seconded Councillor Lewis - **Resolved - All Agreed.**
3. To match funds on a 50/50 basis with Acton Aid for the cost of the required works up to £1000 each – Proposed Councillor Bellis, Seconded Councillor Lewis - **Resolved - All Agreed.**

**Noted** – Gloria Jean is a bespoke item and not manufactured play equipment therefore will not fully comply with play equipment regulations.

15-04-16 **CHILL WOOD**

Further to the in principle decision to manage Chill Wood, discuss and resolve detailed actions and costing required in accordance with the management plan on receipt of the approved planning application.

- Action Required.
- Agree Budget to be spent on required work for the 2016 financial year.

**Deferred** – Awaiting Planning Permission

16-04-16 **ACCOUNTS FOR PAYMENT**

- Clerks Wages April @ 70 Hrs
- Clerks Expenses April (Mileage/Heating & Lighting) - £28.80
- Talk Talk – Phone & Broad band April - £45.80
- Quality First – Bus Shelter Clean - £30.00
- Iron Acton Parish Hall Donation - £2500

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

**Resolved – All Agreed**

17-04-16 **FORTHCOMING BUSINESS**

Nothing to Report

**DATE OF NEXT MEETING**

The Meeting of the Parish Council will take place on Monday 16<sup>th</sup> May 2016 in North Road School, commencing at 7.30pm.

There being no further business, the meeting closed at 10.12 pm.

**Signed:**

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**Dated:**

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