

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
MONDAY 20th May 2013**

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

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

PUBLIC PARTICIPATION

4 Members of the public were present

Action

01-05-13 ELECTION OF CHAIRMAN

Councillor Sheppard proposed, and Councillor Gawler seconded and **all agreed** that Councillor Bellis be Chairman. Councillor Bellis was duly elected.

Councillor Bellis thanked Councillor Sheppard for his time served as the Chairman over previous years.

02-05-13 ELECTION OF VICE CHAIRMAN

Councillor Tillotson proposed that Councillor Heal be Vice Chairman seconded by Councillor Taylor

Councillor Bellis proposed that Councillor Sheppard be Vice Chairman seconded by Councillor Gawler.

A vote was then called for Councillor Tillotson proposal that Councillor Heal be Vice Chairman was carried after a vote of 5/ 4 in favour of Councillor Heal was reached. Councillor Heal was duly elected

03-05-13 APPOINTMENT OF PARISH HALL REPRESENTATIVE

On behalf of the Parish Council, Councillor Bellis thanked Councillor Heal for his time and effort undertaking this role during the previous year. Councillor Heal confirmed he was happy to continue as Parish Council representative on the Parish Hall Committee. Councillor Bellis proposed and Councillor Sheppard seconded and all agreed that Councillor Heal continue. **All agreed.**

Councillor Sheppard proposed and Councillor Bellis seconded and all agreed that the Parish Meadow committee continue under the same remit and Councillor Heal remain as the Chairman and Councillor Huish as the Vice Chairman. Members Councillor Sheppard, Councillor Blanchard, Councillor Tillotson and Jo Wright remain as members. **All agreed.**

04-05-13 APOLOGIES FOR ABSENCE

Apologies were received from Pat and Dave Hockey

05-05-13 DECLARATIONS OF INTEREST - Pecuniary/ and or Non Pecuniary

None received.

06-05-13 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 15th April 2013 had been circulated. Councillor Sheppard proposed and Councillor Taylor seconded that these minutes be adopted and signed as a true record. **All agreed.**

07-05-13 CHAIRMAN'S REPORT

Both Councillor Sheppard and Councillor Bellis gave a verbal report

08-05-13 **CLERK'S REPORT****Action from Previous Meeting**

15/4/13 – Payroll end of year completed P14 issued
 16/04/13 – Adopted minutes from 18th March 2013 posted on website.
 16/04/13 – All planning comments emailed to South Gloucestershire Council a confirmation response was received 17/4/13 stating all comments have been received and passed on to relevant officers. 19/3/13
 16/04/13 – All cheques sent as agreed in accounts for payments.
 24/04/13– 1st Draft copy of March Minutes emailed to all councillors
 17/4/13 – Agenda for PMC 22/4/13 circulated
 18/4/13 – Mr Elson notified of outcome in relation to request for change of allotment.
 18/4/13 – Email sent to Mr M Evans inviting to Parish Council office in relation to concerns raised
 18/4/13 – Letter sent to Mr & Mrs Perry in relation to concerns over the wall at Station Road allotments.
 18/4/13 – Termination letter sent to Allotment holder Gedge 13B terminating tenancy
 18/4/13 – Email sent to Mike Collett in relation to information required for Allotment Association
 18/4/13 – Email sent to Dave Taylor requesting a list of allotment holders whom require warning letters and reasons.
 18/4/13 – Letter sent H J Jefferies – A & E Moore memorial.
 18/4/13 – Email response sent to Acton Aid
 19/4/13 – Visited several areas of the village including Nibley Lane and Station Road Allotments, The Forge, Village Green to inspect missing cobble stones. Looked at the land in respect of the boundary of rose cottage and the area designated as village green. Spoke to Ann Mora in relation to Park Cottage the Green building works email sent to all councillors
 24/4/13
 21/4/13 – Phone call received from a new allotment tenant in relation to the key to the shed on the allotment. After speaking with Councillor Taylor it was decided to cut the lock of in order for the new tenant to gain access. Both I and Councillor Taylor will meet on 24/4/13 to remove the lock.
 22/4/13 – Emailed all councillors for a request to change the date of the Annual Parish meeting to the 15/5/13 instead due to South Glos representatives being unable to attend on the scheduled date of the 16th.
 22//4/13 – Phone call received from Mr. Gedge in respect of his termination letter a request was made to pay in order to keep the allotment. I spoke to Councillor Taylor whom subsequently spoke to the allotment association and it was agreed the termination should still remain, Mr Gedge was then advised. He later turned up at my house with a cheque again he was informed that the termination stands.
 24/4/13 – NSI form sent
 24/4/13 – Warning letters sent to allotment holders giving 30 days notice to cultivate and clear up for re inspection.
 24/4/13 – Email to PC Simmons in respect of APM
 25/4/13 – Formal invites sent for the Annual Parish Meeting
 25/4/13 – Allotment 3 b Nibley Lane split into 2 and re let
 25/4/13 – Minutes from PMC 22.4.13 emailed to CH
 26/4/13 – Plot 13b split into 2 half's and re let
 26/4/13 – Meeting with Mr Evans and Councillor Sheppard in relation to FOI request all information supplied and all queries answered.
 26/4/13 – All allotment rent received to date banked
 29/4/13- Correspondence received from Mr Stenner for a request for grave space, Confirmation received from Councillor Gawler, Bellis, Lomas and Sheppard letter of approval sent 30/4/13

30/4/13 – Information request from Mrs Hussy in respect of burial plots for family members answered and information sent.

30/4/13 – PMC minutes emailed to committee members.

1/5/13 – Real Time Payroll information sent

1/5/13 – Request made for Tax/NI payment books

1/5/13 – Chase up outstanding invoices for 2012/13

1/5/13 – Chase up Wayleave payments as not received 2013-05-01

1/5/13 – Zurich Insurance policy information updated

1/5/13 – Solicitor update requested

1/5/13 – Phone call made to NSI to chase up saving books

1/5/13 – Contact made with S Aries in relation to disabled access a statement will be made and sent to me via email once confirmation has been received.

3/5/13 – Phone call received from Councillor Huish requesting a invite to be sent to the church and the cinema society for the APM. Invites then sent.

4/5/13 – Phone call received from a parishioner reporting graffiti on play equipment in the parish meadows. I reported to Councillor Heal who then arranged for Councillor Tillotson to clear before Mayday.

4/5/13 – Communication received via a phone message from the insurance company

5/5/13 – Cheque received from wayleave payment.

7/5/13 – Communication made to Mr Selkirk for arrangements for internal audit.

8/5/13 – Planning agenda issued and posted on website

8/5/13 – Agenda for APM posted to all councillors and added to the website.

9/5/13 – VAT return completed and posted a reclaim of £2822.75 has been requested.

9/5/13 – Request made to NatWest for up to date statements and a new cheque book.

9/5/13 – Email received from S Aries in relation to disabled access at the Marshall rooms.

9/5/13 – Highway and street scene consultation email sent to all councillors.

10/5/13 – Meeting with F Simmons

13/5/13 – Accounts taken to I Selkirk for internal Audit.

13/5/13 – Agenda posted for AGM to councillors and added to the website

13/5/13 – Reply email sent to Mrs Mora in relation to access to village green during building works

13/5/13 – Planning meeting

13/5/13 – Comments emailed to south glos for planning applications

13/5/13 – Draft minutes sent to all councillors for planning meeting.

14/5/13 – 2nd requests for payments for outstanding allotment rent sent.

15/5/13 – Final preparations for APM

15/5/13 – Phone call received from internal auditor confirming accounts and been audited and signed of. Email received and forwarded on to all councillors

16/3/13 – Annual Parish meeting

17/3/13 – Draft minutes completed for APM

17/3/13 – Phone call made to Woodruffs in relation to the pile of stones and soil left on the gravestone of King advised that it was there responsibility to move. Was assured this would be done

17/3/13 – Clerks report, financial report draft minutes from Monday 15th April & 22nd April emailed to all councillors

Notice Boards

After talks with Derrick Hurley in relation to the Parish notice boards Mr Hurley has willingly agreed to look and take out any necessary repairs to the notice boards. It was noted at the APM that parishioners were finding it hard to read documents due to the condensation and I have also struggled opening them when the weather has been bad.

Accounts

The accounts have had the internal audit completed and the figures have been signed of and were all present and correct. The accounts need to be ratified at Monday's meeting and on the 2nd June they will need to be sent to the external auditors Grant Thornton. Councillor

Sheppard has agreed to post for me as I will be away on holiday and have to be posted on the 2nd June after the notice period finishes. (Please note I am still waiting for all the books documents etc back)

Agenda

I have completed the agenda for the Parish Meadows meeting on Monday 3rd June as well as the draft agenda for a planning meeting if required. I will add any planning that comes in between now and the 29th May 2013. I will be putting the agendas up on the notice board and posting on the website before I go away. Councillor Blanchard has agreed to take the minutes for the meadows committee. I will supply a draft minutes to Councillor Bellis for the planning meeting if required to be completed and the email address for the comments to be sent.

The June agenda will also need to be sent out and displayed before I return from my holiday so I will ensure this is done before I go. (Please note any agenda items will need to be with me by Friday 21st May)

Councillor Sheppard proposed to ratify the accounts for 2012/13 seconded Councillor Bellis **All Agreed.**

**Chair
Clerk**

09-05-13 **SOUTH GLOUCESTERSHIRE REPRESENTATIVE REPORT**

Councillor Gawler gave a verbal report

10-05-13 **PARISH COUNCILLOR'S REPORTS**

Councillor Huish and Councillor Gawler gave a verbal report

11-05-13 **PARISH MEADOWS COMMITTEE REPORT/MINUTES**

Councillor Heal gave a verbal report.

The minutes of the previous meeting of the Parish Meadows Committee held on 22nd April 2013 had been circulated. Councillor Heal proposed and Councillor Huish seconded that these minutes be adopted and signed as a true record. **All agreed.**

12-05-13 **FINANCIAL REPORT**

Monies available as at 15th May 2013:

National Westminster Bank:	Current Account	£ 19,439.27
	Reserve Account	£ 160.90
National Savings Accounts:		£ Awaiting for books

The clerk advised that all the bank statements/cheque books / invoices etc were still with the auditor. The clerk had only been able to produce a financial report going from a bank statement which was collected from the bank. The clerk does not hold any more information to be able to complete the balances fully. The balance stated does not reflect any outstanding cheques etc

13-05-13 **PLANNING APPLICATIONS/PRIOR NOTIFICATIONS/TREE WORKS**

PK13/1483/TRE Greystones 1A Broad lane Yate – Works to 1no. Oak tree to cut back overgrowth to allow 1.5m clearance around streetlight, covered by Tree Preservation Order 02/06 dated 9th June 2006. **No Objections**

14-05-13 **PLANNING CONSENTS**

PK13/0555/F – Conversion of disused sports pavilion to form 1no. dwelling with access and associated works (Resubmission of PK11/4067/F) – Permit
PK13/0656/F – Dyers Cottage Mission Road Iron Acton – Erection of a 1st floor rear extension to include Juliet balcony to form additional living accommodation and raising of height of original dwelling house – Approve with conditions

PK13/0522/TRE – 10 High Street Iron Acton – Works to 1no. Silver Birch tree to crown thin by 30% tree covered by SGC TPO 773 dated 5th September 2012

PK13/0863/TCA – The Parish Meadows Park Street Iron Acton – Works to fell 28no. trees and replanting of trees in the Iron Acton conservation area – No Objection

15-05-13 **PLANNING REFUSALS/WITHDRAWALS/APPEALS**

None received.

16-05-13 **PLANNING APPEALS**

None received.

17-05-13 **PLANNING ENFORCEMENT**

None received.

18-05-13 **CLERKS PERFORMANCE APPRAISAL AND THE ANNUAL REVIEW OF HOURS**

The clerk requested this agenda item be moved to the end of the agenda and be discussed as a confidential item due to it being a personal issue relating to the clerks employment.

19-05-13 **PUBLIC RIGHT OF WAY FOOTPATHS**

Following a verbal report from Councillor Lomas relating to difficulties using footpaths Councillor Bellis, Heal and Gawler advised that Councillor's along with any member of the public can report issues affecting the use of footpaths direct to South Gloucestershire Council.

20-05-13 **WHITE LINING AND KEEP CLEAR AREAS IN CENTRE OF VILLAGE**

Following a review of all the white lining and keep clear areas in the village prior to inclusion in South Gloucestershire Council work programme for this year. Councillor Bellis and seconded by Councillor Sheppard proposed that the scheme be approved and approval given to South Gloucestershire Council. **All Agreed**

Clerk

21-05-13 **BUS SHELTERS**

Following a report from Councillor Lomas that the transparent panel in the bus shelter situated outside the Fox pub had still not been repaired Councillor Bellis advised that Councillor Sheppard and the clerk would arrange for it to be fixed. It was also agreed to arrange for the bus shelter to be cleaned.

**Chair
Clerk**

22-05-13 **LITTER FROM THE WASTE AMENITY SITE / SITA (SUEZ) DEPOT (COLLET WAY, GREAT WESTERN BUSINESS PARK)**

Following a report from Councillor Lomas in relation to large amounts of litter that had been allowed to spill outside the Sita site. Following advice and recommendations from Councillor Gawler it was noted that Councillor Gawler would investigate and advise at the next Parish Council meeting.

HG

23-05-13 **LANDSCAPPING AROUND THE INDUSTRIAL BUILDING AT THE CORNER OF NORTH ROAD/ARMSTRONG WAY GREAT WESTERN BUSINESS PARK**

Following a report from Councillor Lomas advising that a potential breach of conditions may be an issue in relation to the landscaping around the industrial building at the corner of North road/ Armstrong way Great western business park. Councillor Lomas proposed seconded by Councillor Taylor that the clerk contact planning enforcement on behalf of the Parish Council and report a potential breach and request that it is brought back in line.

Clerk

24-05-13 **NIBLEY LANE OAP BUNGALOWS & STREET LIGHTS**

Following correspondence received in relation to street lights being turned off at the end of Nibley Lane it was noted the clerk would contact South Gloucestershire Council and peruse on behalf of the Parish Council that the lights had been turned off in error and report back at the next Parish meeting.

Clerk

25-05-13 **FINANCIAL RISK ASSESMENT 2013/14 / FIXED ASSET REGISTER**

After reviewing both the Financial risk assessment and the Fixed asset register prepared by the clerk Councillor Heal proposed Seconded by Councillor Huish that both are agreed and adopted **All Agreed**

Chair
Clerk26-05-13 **ACCOUNTS FOR PAYMENT**

- Clerks Wages
- Clerks Expenses Heating/Lighting/Millage = £64.00
- TalkTalk - Phone & Broadband - £51.48/£19.08 = £70.56
- Room Hire - IAPH - x2 @ £19.00 = £38.00
- South Gloucestershire Council - Empty of dog bins - 2x invoices = £122.69
- J Hollisters - Materials Parish Meadows - £297.90
- R Spiller - Fencing contractor Parish meadows - £250.00
- Wessex Water - Nibley Lane Allotments - £33.85
- Landscape Services - Grass cutting - £728.73
- South Gloucestershire Council - Business Rates Burial ground - £147.84
- Zurich Insurance renewal - £971.77
- Raycox Turf - Topsoil Parish Meadows - £168.00
- Room Hire - Marshall - £20.00

Councillor Heal proposed seconded Councillor Huish that these payments be agreed and paid in full. **All Agreed**

Clerk

The public was cleared from the room. Councillor Heal was excused and left the meeting

18-05-13 **CLERKS PERFORMANCE APPRAISAL AND THE ANNUAL REVIEW OF HOURS**

Following a verbal report from Councillor Bellis it was noted that the agenda item be deferred to the next Parish Council meeting

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on **Monday 17th June 2013** in the Parish Hall, Iron Acton, commencing at 7.30pm

There being no further business, the meeting closed at 8.42 pm.

Signed:**Dated:**
