

**MINUTES OF
IRON ACTON PARISH COUNCIL
Tuesday 22nd March 2016**

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

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

PUBLIC PARTICIPATION

8 members of the public were present

Mike Keenan requested a update into the land ranking system for Engine Common, Councillor Hockey advised that a meeting was being held with South Gloucestershire Council and any updates would be received shortly.

Acton Aid Representatives made verbal representations in order to achieve a viable proposal to enable the required work for Gloria Jean achievable. It was noted that Acton Aid would be happy to match funds with the Parish Council up to £1000 each.

01-03-16 APOLOGIES FOR ABSENCE

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

Chairman Councillor Bellis made a clarification statement following the receipt of an email from Councillor Evans and verbal communication with Councillor Sheppard in respect of minute 11-02-16:

Following questions and debate raised from members who were not present during the meeting when the decision was made, Councillor Bellis clarified how the decision was reached during the meeting and advised on the legal standing after seeking advice. It has however been noted that for best practice for future resolutions, these would be broken down to show each decision made and not shown as one resolution. Councillor Bellis advised that the information supplied during the meeting was adequate and gave enough detail required in order for the council to make its decision, which was resolved on an all agreed basis.

02-03-16 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.

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

The minutes of the meeting held on 15th February 2016 had been previously circulated. Proposed Councillor Bellis and seconded by Councillor Hackland that these minutes be adopted and signed as a true record. **Resolved - Majority** and signed by the Chairman.

04-03-16 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORTS

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

- South Gloucestershire Council Tax had increased by 2%.
- South Gloucestershire Council had balanced the budget for the financial year.
- Area Forum had now finished and merged and is now called Community Engagement Forums.
- Fly tipping - 17 prosecutions made in the last year.
- Increased investment for mental health.
- North Road School speed reminder has been repositioned further down North Road.
- Funding for a crossing point in front of Iron Acton Primary School has been secured.

South Gloucestershire Councillor Dave Hockey advised that he was pleased that a recent

planning application has now been approved after overturning the original decision for Mr & Mrs Hunt

05-03-16 **PARISH MEADOWS**

No Action Required

06-03-16 **OUTSTANDING ACTIONS**

- Parish Meadows – Play Equipment – Teenage Equipment now installed and available to use, awaiting the skip to be removed and the roof on the shelter to be corrected. It was noted that Councillor Sheppard would arrange and cover the costs of a new path to be installed to enable better access for the disabled, further details will follow.
- 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 – Noted a new planning application has been submitted awaiting approval.
- Chill Wood – Noted, a planning application has now been submitted regarding the management plan received for required works.

07-03-16 **FINANCIAL REPORT**

Monies available as at - 1st March 2016

National Westminster Bank

Current Account £26,486.19

Reserve Account £16,869.82

Noted – No Issues arising

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

LOCATION: Stone Barn Off Dyers Lane Iron Acton Bristol South Gloucestershire BS37 9XW

DESCRIPTION: Installation of 4no conservation rooflights and changes to fenestration. (Amendment to previously approved scheme PK14/4213/F)

REFERENCE NO: PK16/1128/PDR - **No Observations**

LOCATION: West View The Green Iron Acton South Gloucestershire BS37 9TQ

DESCRIPTION: Erection of 1 no. detached garage

REFERENCE NO: PK16/1006/F - **No Observations**

LOCATION: Land To The North Of Randolph Drive And Eastfield Drive Brimsham Green North Yate South Gloucestershire BS37 7LB

DESCRIPTION: Works to various trees covered by SG Tree Preservation Order 08/09 dated 22/09/2009 to lift crowns to a height of 3 meters.

REFERENCE NO: PK16/0708/TRE - **No Observations**

LOCATION: Virginia Cottage Yate Road Iron Acton Bristol South Gloucestershire

DESCRIPTION: Demolition of existing single and two storey rear extensions and erection of two storey rear extension to provide additional living accommodation, part demolition of existing garage and erection of new detached garage.

REFERENCE NO: PK16/0743/F- **No Observations**

LOCATION: 3 Engine Common Lane Yate Bristol South Gloucestershire BS37 7PU

DESCRIPTION: Installation of French doors to the west gable side elevation and erection of balustrading to form balcony.

REFERENCE NO: PK16/1053/F- **No Observations**

LOCATION: The Green Iron Acton Bristol South Gloucestershire BS37 9UG

DESCRIPTION: Works to crown reduce to 5m 1no. Maple tree, re pollard 1no. Maple tree, crown lift to 2.5m 2no Lime, 2no Cherry and 2no Alder trees all situated within the Iron Acton Conservation

Area

REFERENCE NO: PK16/1278/TCA- **No Observations**

Resolved - All Agreed

09-03-16

POLICY DOCUMENTS

Following circulation of the below documents and discussions held, it was resolved to approve the revisions and additions, and adopt the policies and procedures set out in the documents entitled:

- Freedom of Information and Publication Procedures
- Data Protection and Information Security Policy
- Retention of Records and Documents Policy
- Disciplinary Procedures
- Health and Safety Policy

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

The Council further adopts the policies and procedures set out in the documents entitled:

- Grievance and Whistleblowing Procedures
- Complaints Procedures
- Harassment and Bullying Procedures

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

Noted - The policies would be available on the Parish Council Website, thanks was given to Councillor Hackland for the time spent on the preparation of the new policies.

10-03-16

STANDING ORDERS

The Parish Council resolves to delete paragraph 1.j) of its Standing Orders in line with it's duty to allow photographing, recording, broadcasting or transmitting of the proceedings of meetings.

The Parish Council resolves to amend paragraphs 28.a) and 28.b) of its Standing Orders on 'Relations with the Press/Media' to read

28.a) "All requests from the press or other media for an oral or written statement or comment from the Council shall be referred to the Chairman or, in his absence, the Vice-Chairman of the Council who shall respond to them on behalf of the Council."

28.b) "Councillors, other than the Chairman or Vice-Chairman, shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

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

11-03-16

CHILL WOOD

Deferred

12-03-16

GLORIA JEAN

Following discussions and a working meeting held previously with Acton Aid in relation to the required work for Gloria Jean it was proposed by Councillor Lewis, Seconded by Councillor Bellis that:

Iron Acton Parish Council agrees in principle the cost of the proposed repairs to Gloria Jean for the erection of a pitched roof and installation of the safety matting required for a 50/50 split up to a maximum of £1000 for both Iron Acton Parish Council and Acton Aid, subject to consideration at the next meeting on receipt of final costing.

Resolved - All Agreed

13-03-16

CLERK - CONFIDENTIAL ITEM

The Clerk left the room for the discussion.

- Resolved to adopt the NEST scheme as the Parish Council's preferred Pension Scheme
- Resolved Councillor Marian Lewis as primary and the Chairman as delegated contacts for the Scheme
- Resolved the level of Qualifying Earnings as the Gross Salary
- Resolved to appoint a payroll bureau to administer the Parish Council's payroll (Provider to be agreed appointed)
- Resolved to permit the primary contact to authorise monthly pension contribution payments

Resolved - All Agreed

The Clerk returned to the meeting and informed of the decisions made.

14-03-16 PARISH HALL DONATION

Deferred - Invite representation from the Parish Hall to supply evidence for the costing of the project.

Noted - The clerk to contact the Parish Hall and advise that the Parish Council intend to honour the commitment to donate a further £2500 under the same conditions as the first instalment, request them to demonstrate the financial state of the project.

15-03-16 **ACCOUNTS FOR PAYMENT**

- Clerks Wages March @ 70 Hrs + 10 hours
- Clerks Expenses March (Mileage/Heating & Lighting)
- Talk Talk - Phone & Broad band March - £42.06
- GAPTC - Clerks Knowledge 2 Course - £35.00
- Wessex Water - Nibley Lane - £44.17
- Wessex Water - Station Road - £25.23
- ALCA Subscription - £234.42
- South Gloucestershire Council - Rate Demand - £154.88
- Allotment Association - Subscriptions - £144
- SLCC - CiLCA - £250
- HMRC - Tax / NI - £325.42
- Room Hire - Parish Hall - £20
- Room Hire Marshall Rooms - £20

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

Resolved - All Agreed

16-03-16 **FORTHCOMING BUSINESS**

- Meeting Dates 2016/17 - Proposed Annual meeting of the Parish
- Appointment of Internal Auditor

DATE OF NEXT MEETING

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

There being no further business, the meeting closed at 21.49 pm.

Signed: _____

Dated: _____