

## **MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL Monday 10<sup>th</sup> December 2012**

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

Present: - Councillor Sheppard (Chairman), Councillor Gawler, Councillor Lomas, Councillor Blanchard, Councillor Tillotson, Donna Beal (Clerk)

The meeting was recorded in order to assist with the ongoing training of the new clerk.

### **PUBLIC PARTICIPATION**

1 member of the public was present.

A request was made for information in relation to the financial status of the Parish Council following the latest legal claim. The clerk responded stating that a freedom of information request needs to be made in writing to the clerk, once received the clerk would follow the correct procedure.

A statement was made from the member of public requesting that all councillors work and act in a cooperative way.

### **01-12-12 APOLOGIES FOR ABSENCE**

Councillor Bellis, Councillor Taylor, Councillor Huish, Councillor Heal, Councillor Pat & Dave Hockey.

### **02-12-12 DECLARATIONS OF INTEREST**

Councillor Sheppard (Chairman), Councillor Gawler, Councillor Lomas, Councillor Blanchard, Councillor Tillotson all declared a pecuniary interest in agenda item 16 The Budget.

### **03-12-12 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 19<sup>th</sup> November 2012 had been previously circulated. Councillor Tillotson proposed and Councillor Gawler seconded that these minutes be adopted and signed. **All Agreed**

(Action Chairman to sign)

### **04-12-12 CHAIRMAN'S REPORT**

Councillor Sheppard gave a verbal report. This included:

That following a review of the signs within the Parish that the signs currently being displayed are inadequate and a review was required by the Parish Council.

### **05-12-12 CLERK'S REPORT**

The Clerk made a written report as below:

#### **Action from Previous Meeting**

19/11/12 – Letter received from Mr D Stone in relation to proposed closure of Frampton End Road and 20mph speed limit – The letter will be available for reading at the meeting.

20/11/12 – Response received in relation to road closed signs in Nibley Lane advising that the signs were put up due to possible hedge cutting or cleansing being carried out and now the signs have been removed

21/11/12 – All planning comments emailed to South Gloucestershire Council. A confirmation response was received stating all comments have been received.

21/11/12 – All cheques sent as agreed in accounts for payments.

21/11/12 – Adopted minutes from 15<sup>th</sup> October posted on website

22/11/12 – Email sent to Streetcare in relation to the road surface on Bridge Road. (Reply email received 27/11/12 reference no: 219805)

22/11/12 – 1<sup>st</sup> Draft copy of November Minutes emailed to all councillors

22/11/12 – Email sent to Councillors Bellis, Sheppard and Gawler in relation to wording for objection letter for proposed size increase for the Memorial Woodlands.

22/11/12 – Letter sent to North Road Primary school advising of Parish Council decision for funding request has been declined.

28/11/12 – I meet Councillor Heal with regards to his offer for office equipment. Councillor Heal has kindly agreed to have the office furniture delivered to my home address when required.

29/11/12 – Clerks the Knowledge course completed. After completing the course I have gained a lot of useful and relevant information in regards to the clerk's role. I am now feeling a lot more confident as I begin to understand the legal and work expected from the clerk.

**Weeds High Street Iron Acton** – After numerous emails being sent a response has now been received stating: Apologies for the delay in replying to your request for information about the weeds in the High Street. I can confirm that SGC is responsible for the maintenance of weeds on the highway. We have a summer programme where all footpaths which are adjacent to the road are sprayed twice ie the channel and back of footpath. The second spraying is coming to its end. Unfortunately due to the wet conditions this year, the weed spraying programme has been slower than normal and also not as successful due to areas sprayed in dry then sharp showers later, preventing the weed killer being effective. I will obtain information when the second spray was completed in Iron Acton and forward this to you. I hope this answers your query but if you require any further information do not hesitate to contact me.

30/11/12 – After receiving a email from Mr Deller trying too locate a B Tuffy from Iron Acton Parish and receiveing communication from Councillors I responded to Mr Deller advising that no B Tuffy was on the electoral register. No further communication has been received.

**NS&I** – New mandate form received to be completed at the next Parish Council meeting

**Park Bench Donation** – Confirmation received that the park bench is ready for collection (Please advise thoughts on collection/storage/instillation)

**Minutes** – After completing the Clerks the Knowledge course it has become apparent that the minutes currently being produced contain far too much information; I have been advised that the minutes should only contain the resolutions made by the Parish Council. In future I will be shortening the minutes to contain only the relevant information required. The only report that will be minuted will be the clerks report and a summary of the financial report. If however any Parish Councillor wishes to add comments to the minutes please advise me before minutes are adopted at the Parish Council meeting.

**Budget** – Following a meeting with Councillors Sheppard, Bellis and Gawler a budget report has been prepared. This will be forwarded to all councillors prior to the next Parish Council meeting for any thoughts to be considered. The proposed budget will then be put forward to the whole Parish Council and formally agreed with any relevant changes being made.

3/12/12 – Draft minutes emailed to all councillors after change requests received and acted on.

5/12/12 – Meeting held in relation to new signs being made for Iron Acton Parish to be formally agreed at the next full Council meeting.

**FOI** – Both myself and Councillor Sheppard received a answer machine message from a lady stating she is a parishioner and would like a copy of the legal claim and financial breakdown between Mrs P Evans and Iron Acton Parish Council. After seeking advice from G Sinclair at South Gloucestershire Council I have now written to the lady (No Name given) at the address left in Kingswood advising that any FOI request needs to be made in writing with a name and address and the FOI request specified in detail. I am awaiting a response. Once I receive a further written request I will be contacting G Sinclair whom will advise of the next steps to follow.

Councillor Tillotson advised that he would collect the donated bench on 11/12/12 and arrange storage until the spring when it would be installed.

## **09-12-12 FINANCIAL REPORT**

Monies available as at 11<sup>th</sup> November 2012:

National Westminster Bank:

Current Account

£ **11444.25**

	Reserve Account	£ 160.82
National Savings Accounts:		£ Awaiting books

### 09-12-12 PLANNING APPLICATIONS

- PK12/3398/TRE      250 North Road, Yate – Works to 1no. field Maple tree to reduce down to top of fence, and fell 1no. Conifer tree covered by preservation order SGTPO10/09 dated 9<sup>th</sup> September 2009 **No Observations**
- PK12/3909/F      187 North Road, Yate, Bristol – Erection of a single storey side and rear extension and installation of side dormer window to provide additional living accommodation (Resubmission of PK12/3184/F) **No Observations**
- PK12/3786/F      Unit 3 390 North Road, Yate – Change of use from road haulage (sui generis) to vehicle repairs (class B2) as defined in Town and Country Planning (use classes) Order 1987 (as amended). **No Observations**

Proposed Councillor Sheppard, Seconded Councillor Gawler – **All Agreed**  
(Clerk to Action)

### 10-12-12 PLANNING – CONSENTS

- Green Farm Folly Road, Iron Acton – Internal and external works to outbuilding (former cow shed) including substantial reconstruction to facilitate conversion to office (B1) – Approve with conditions
- PK12/3306/R3F – Erection of motorcycle shelter – Permit
- PK12/2539/F – 235 North Road – Erection of detached garage (Re submission of PK12/0612/F) – Approve with conditions

### 11-12-12 PLANNING – REFUSALS/WITHDRAWALS

None received

### 12-12-12 PLANNING APPEALS

PK12/1751/F – Land between Iron Acton Way and North Road Engine Common Yate

### 13-12-12 PLANNING ENFORCEMENT

None Received

### 14-12-12 PARISH MEADOWS

Councillor Tillotson advised that the rubbish remaining from the bonfire had been cleared from the Parish Meadows. Councillor Blanchard advised that the signs from the recent flooding were still up, after a discussion Councillor Blanchard advised that she would keep a eye on the signs and advise when they should be removed.

### 15-12-12 ALLOTMENTS

The date of 5<sup>th</sup> – 14<sup>th</sup> January was agreed for the trailer to be used for the deposit of rubbish at Nibley Lane allotments. Councillor Sheppard proposed the clerk should now write to the allotment holders and advise with the wording proposed at the November meeting, seconded Councillor Tillotson – **All Agreed**  
(Clerk to Action)

### 16-12-12 BUDGET PROPOSAL

Following a report from Councillor Gawler it was agreed to wait until all information required is received to finalise the proposed budget and defer to the January meeting.

Councillor Sheppard requested that the councillors agree that the agreed budget for 2012/13 was a true record as discussed at November pre budget meeting and then put before the full council meeting as per the December 2011 minutes; this was clarified and agreed by all the councillors.

**17-12-12 COMMUNITY DOORSTEP CONTROL ZONES**

Following a discussion it was agreed that this agenda item should be deferred to the February meeting giving all councillors time to examine correspondence received.

**18-12-12 SIGNS FOR THE PARISH**

Councillor Sheppard advised of the meeting held with the clerk and Display and Innovation in relation to new signs required for the Parish. It was agreed the clerk should email the proposed list to all councillors for consideration and defer until the February meeting.

**19-12-12 ACCOUNTS FOR PAYMENT**

- Clerk’s Wages December @ 70 Hrs
- Clerk’s Expenses December (Broad Band/Phone/Mileage/Gas & Electric/Child Care cost to attend training course)
- Landscape Services - £364.37
- Display and Innovation – Signs Parish Meadows - £20
- Tax/NI – £74.70
- Viking – Stationary - £130.50
- Room Hire – Marshall Room – December - £15

It was agreed that Councillor Sheppard invoice the Parish Council for a Ink Cartridge for his computer.

Proposed Councillor Gawler Seconded Councillor Blanchard. **All Agreed (Clerk to Action)**

**DATE OF NEXT MEETING**

**Parish Council Meeting on Monday 21st January in North Road School Hall at 7.30pm**

There being no further business the meeting closed at 9pm

**Signed.....**

**Dated.....**

