

MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL

Monday 15th October 2012

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

Present: - Councillor Sheppard (Chairman), Councillor Gawler (also SGC Councillor), Councillor Lomas, Councillor Taylor, Donna Beal (Clerk)

At the beginning of the meeting it was resolved that the meeting would be recorded in order to assist with the ongoing training of the new clerk.

PUBLIC PARTICIPATION

1 member of the public was present.

Mike Keenan asked if there was any update relating to the engine common development and if Iron Acton Parish Council was going to add any comments in relation to the 6 week consultation period. Councillor Gawler advised that he would be attending a meeting in relation to the core strategy on the 16/10/12 and further information would then be available and he would contact Mr Keenan and update accordingly. It was discussed that a letter would be drawn up on behalf of Iron Acton Parish Council and submitted within the time period required.

01-10-12 APOLOGIES FOR ABSENCE

Dave & Pat Hockey, Councillor Blanchard, Councillor Heal, Councillor Tillotson, Councillor Bellis, Councillor Huish Absent with no apology

02-10-12 DECLARATIONS OF INTEREST

None

03-10-12 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 17th September 2012 had been previously circulated. Councillor Taylor proposed and Councillor Gawler seconded that these minutes be adopted and signed. **All Agreed**
(Action Chairman to sign)

04-10-12 CHAIRMAN'S REPORT

Councillor Sheppard gave a verbal report. This included:

A complaint had been received in relation to an incident involving children painting the style and also a resident's horse was also contaminated with paint. Councillor Sheppard advised the incident had been reported to the police. Councillor Sheppard has spoken to some allotment holders who advised that produce was still being stolen from the allotments however there was an improvement. After liaising with South Gloucestershire Council the Drains have now been cleared in North Road. Councillor Sheppard advised that time has been spent assisting the clerk of areas of work that was unfamiliar and advice given.

05-10-12 CLERK'S REPORT

The Clerk made a written report as below:

Action from Previous Meeting

18/9/12 – All planning comments emailed to South Gloucestershire Council a confirmation response was received stating all comments have been received.

18/9/12 – All cheques sent as agreed in accounts for payments.

20/9/12 – After a lot of correspondence between my self and South Gloucestershire Council a reply has now been received and a ref no has been issued (189525) in relation to the drains at North Road. South Gloucestershire Council are now looking into the issue, as and when I receive further information I will advise accordingly.

24/9/12 – As agreed in the September meeting the draft minutes was posted out to all councillors. I apologise for any inconvenience caused due to not enough postage being used when I posted out the correspondence.

24/9/12 – Bows Bridge – An email was sent to street care as requested and a response has been received from Highways maintenance. – The site has been inspected and they understand the concerns. Following the assessment and the fact that there is also works from the structures section due within the next couple of years (replacement of bridge movement joint) they have advised that they will be programming the work for next summer. In the meantime any surface condition will be monitored by the routine safety inspections, to ensure that any increase in deterioration will be addressed accordingly.

24/9/12 – Allotment plans and agreement emailed to Councillor Taylor as requested. Councillor Taylor advised that he would take a look at the plans and see what he can find out and advise accordingly.

24/9/12 – Community Governance review forms was posted along with the minutes to all councillors as the item has been added to the agenda for 15th October to ensure the item is resolved within the agreed timescale.

28/9/12 – City Hall Trust – I can confirm that I have contacted Mr Kendall in relation to the Bench donation and confirmed the type and location of bench that was agreed in September's meeting. Mr Kendall has replied and advised that one the selected bench is ready it will be delivered to John Davies premises in Broad Lane and collection can be made from there.

28/9/12 – Email sent to South Gloucestershire in relation to the carriageway and footway assessments and the proposed sites agreed in the September meeting. A response has been received advising that the sites will be inspected and prioritised for the upcoming 2013/14 programme.

Room Hire – I can confirm that I have booked the room hire as previously stated up to and including March 2013. Please note Iron Acton Parish Hall was not available for the 10th December so I have instead booked the Marshall Rooms. I have updated the website and added the dates and locations.

Mazars – I can confirm that the accounts have been completed and have now been returned and signed of. The recommendations have been taken on board and will be adhered to. I have displayed the accounts and notice as required this will be displayed for the requirement of 14 days.

Nibley Lane – A complaint was received from a resident in Nibley lane in relation to heavy lorry movement in Nibley lane. I have contacted Streetcare/highways and advised of complaint they will now look into the letter of complaint.

Allotments – I have now received most payments from the allotment holders, I am still outstanding approx 5 payments. I sent a further request for payment on 5/10/12.

I have now passed on all details of the allotment holders to all Councillors (3/10/12) with the view to forming an allotment committee. I wrote to all allotment holders and asked if anyone who did not wish there details to be passed on to let me know. The details of allotment holders not wanting there details passed on have been removed from the list.

Berkeley Cottage – I have spoken to the case handler Anne Joseph (8/10/12) who has advised that the original application to the planning department was refused. Due to the work being carried out it was reported to the enforcement department. The enforcement department have advised that they will not be perusing the case due to the owners being very keen to accommodate, the materials used were accommodating, signs have been put up for the right of way and the job had been done well.

Clerks Courses – I will be attending the clerks 1 course on Thursday 11th October and clerks 2 on Thursday 18th October.

The clerk advised that the 1st course that she had attended was very informative and provided a lot of useful information.

Councillor Gawler advised that he would be contacting South Gloucestershire council in relation to the gates at Berkeley Cottage.

06-10-12 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT

Councillor Gawler reported on the Tan house Lane Gypsy and Traveller appeal has now been completed and he would also be attending a meeting in relation to the core strategy due to take place on 16/10/12. Councillor Gawler advised that a emergency planning meeting had been called resulting in a information pack being drafted a copy was handed to the clerk for Iron Acton Parish Council records.

Councillor Gawler reminded the Parish Council of the forthcoming ALCA group meeting scheduled for 25th October 2012 and that a representative should attend.

07-10-12 PARISH COUNCILLORS' REPORTS

Councillor Taylor advised that the lane closed signs in Nibley Lane had been removed.

It was resolved the clerk would contact South Gloucestershire Council Highways Department

Councillor Taylor reported that the bank in Nibley lane has now been cleared and strimmed back along with the pathway and had received good reviews.

Councillor Taylor has requested landscape services do not make the scheduled last cut in the meadows due to the bonfire event coming up.

Councillor Taylor reported that some resident were having difficulties with the changed bus service to the 222 as you are now required to contact the bus company 2 hours previous to your journey to book. **Councillor Gawler advised that he would look into the bus route and contact the relevant departments.**

Councillor Taylor also advised that concerns had been raised in relation to the proposed

changes to the conservation area.

Councillor Taylor reported that there was Ivy growing through the roof of the bus shelter situated in Station Road. **Councillor Sheppard advised that he would deal with this via our local contractors.**

Councillor Lomas reported that the bus shelter on North Road by the Fox Public house had a damaged panel. **Clerk to contact first group Bus Company and ask for it to be repaired.**

Proposed councillor Sheppard seconded Councillor Gawler – **All Agreed.**

08-10-12 FINANCIAL REPORT

The Clerk reported balances as at:

Monies available as at 8th October 2012:

National Westminster Bank:	Current Account	£ 16115.90
	Reserve Account	£ 160.82
National Savings Accounts:		£ Awaiting for books

Councillor Sheppard advised that the clerk would be obtaining a new mandate to omit changes and will be completed at the next available meeting.

(Clerk to Action)

09-10-12 PLANNING APPLICATIONS

PK12/3184/F	187 North Road – Erection of 2 storey extension to provide additional living accommodation. Erection of 2no. dormers to facilitate loft conversion. The Parish Council has raised concerns in respect of the size of the proposed extension as it will nearly double the footprint and will therefore be out of contrast with other house
PK12/3120/F	The Cottage, Dyers Lane – Erection of a 2 story side extension to form additional living accommodation No Observations
PK12/3232/TCA	2 Fairview Terrace, Latteridge Road Iron Acton – Works to fell 1no. Myrobalan Plum tree situated within Iron Acton Conservation area. No Observations
PK12/3306/R3F	South Gloucestershire Depot Broad Lane Yate – Erection of motorcycle shelter No Observations

10 -10-12 PLANNING - CONSENTS

- PK12/2531/F – Wayside Wotton Road , Iron Acton – Change of use of outbuildings (class 3) to day nursery (class D1)- Permit with conditions
- PK12/2855/TCA – Lamb Inn Wotton Road Iron Acton – Works to reduce 1 no Copper Beech tree, 1 no Horse Chestnut tree and 1 no Sycamore tree back to previous reduction points and crown thin Copper Beech tree by 20%. – No Objection
- PK12/2741/F – Eastington House, High Street – Erection of first floor rear extension to form additional living accommodation. – Approve with conditions

11-10-12 PLANNING - REFUSALS/WITHDRAWALS

- PK12/2699/TCA – The Plot Iron Dale House, High Street Iron Acton – Works to Pollard 1 no. silver birch tree all situated within Iron Acton Conversation Area.

12-10-12 PLANNING APPEALS

None Received

13-10-12 PLANNING ENFORCEMENT

None Received

14-10-12 ACTON AID PROPOSAL

It was resolved that Councillor Taylor, Sheppard and Lomas along with the clerk would review and assess the condition of the meadows 7 days prior to the bonfire event taking place in order to make a decision if the event would be able to proceed.

15-10-12 ALLOTMENTS

After a discussion it was resolved that the clerk would contact Merlin in order to request a maintenance programme.

Proposed Councillor Sheppard seconded Councillor Taylor **All Agreed**
(Clerk to Action)

16-10-12 HIGH STREET MAINTANCE

It was resolved that the Clerk would contact South Gloucestershire Council to obtain information as to whom is responsible for care on the high street in relation to the weeds.

(Clerk to Action)

17-10-12 VERGES IRON ACTON

After a debate in regards to the verges on the approach to Iron Acton it was resolved that the Clerk would contact South Gloucestershire Council and ask where the limit of responsibility as far as the maintenance is required on the verges in particular the wider verges on the bypass. The clerk will also request information as to whether Iron Acton Parish Council can arrange finance if the Parish Council were to maintain themselves.

(Clerk to Action)

18-10-12 H J JEFFERIES

It was proposed by Councillor Sheppard and seconded by Councillor Taylor that permission is granted in respect of the memorial for D W King. **All Agreed**

(Clerk to Action)

19-10-12 CODE OF CONDUCT

The Parish Council discussed adopting a new code of conduct after reviewing the information supplied by the clerk. It was proposed by Councillor Taylor and seconded by Councillor Lomas that we adopt the NALC standard model code of conduct. **All Agreed**

20-10-12 CHRISTMAS TREE DONATION

Councillor Taylor advised that the offer of a live Christmas tree donation was requested to be planted in land owned by South Gloucestershire Council and therefore he had advised

Councillor Huish that the Christmas committee would need to contact South Gloucestershire Council.

21-10-12 COMMUNITY GOVERNANCE REVIEW

The clerk had previously circulated the information required to all Councillors after a long discussion it was proposed by Councillor Gawler that the 2 houses in Patch Elm lane would go to Rangeworthy and Iron Acton Parish Council would retain the 2 Industrial Estates in order to keep the border lines the same. Seconded Councillor Sheppard **All Agreed.**
(Clerk, Councillor Gawler and Sheppard to meet and complete forms within the required time scale)

22-10-12 VIATEC GRIT BINS

It was resolved that there was no need to purchase any further Grit bins as if required Iron Acton Parish Council would contact South Gloucestershire Council.

23-10-12 REQUEST FOR FINANCIAL ASSISTANCE

- Jessie May - £100
- County Air Ambulance Trust - £100
- Royal British Legion, Poppy Appeal - £250
- Green Community Travel Limited - £150
- Victim Support - Leave for next quarter
- Yate and District Heritage Centre - Leave for next quarter

It was agreed that Councillor Sheppard would represent the Parish Council at the memorial service at St James the Less to lay the remembrance wreath. The clerk will look into the donations budget and advise accordingly Proposed Councillor Lomas, seconded Councillor Gawler **All Agreed**
(Clerk to Action)

24-10-12 ACCOUNTS FOR PAYMENT

- Wessex Water - Allotment Supply Nibley Lane - £71.35
- Landscape Services - May/August - £1550.12
- Mazars - External Audit - £162.00
- Clerks Wages October @ 70 Hrs
- Clerks Expenses October (Broad Band/Phone/Mileage/Gas & Electric)
- Clerks the Knowledge course - £85
- A Jalbbreska - Work Carried out in Parish inc bus shelter cleaning - £267.50

It was agreed that the Parish council would pay the reasonable cost of £4 per week in relation to expenses for gas and electric as the clerk's home is used as an office, this is in line with common practice from HMRC guidelines. It was proposed that this be backdated to the clerks start date.

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

Councillor Sheppard left the room; Meeting was chaired by Councillor Lomas

25-10-12 CONFIDENTIAL ITEM

After receiving legal notification the clerk advised the Parish Council of the information received. The clerk was instructed to comply with the legal procedures received from the insurance company.

Proposed Councillor Taylor Seconded Councillor Gawler **All Agreed**

CORRESPONDENCE RECEIVED

- Treecreeper Arborists brochure
- Steve Webb Contact detail cards – for notice boards
- Winterbourne/Yate travel guides
- Bus Timetables

DATE OF NEXT MEETING

Parish Council Meeting on Monday 19th November in Marshall Rooms at 7.30pm

There being no further business the meeting closed at 9.45pm

Signed.....

Dated.....

