

## **MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL Monday 17<sup>th</sup> September 2012**

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

Present: - Councillor Sheppard (Chairman), Councillor Bellis (Vice Chairman), Councillor Gawler (also SGC Councillor), Councillor Heal, Councillor Lomas, Councillor Taylor, Councillor Tillotson, SGC Pat Hockey, 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**

Eight members of the public were present.

Mike Keenan asked if there was any update relating to the engine common development and core strategy Mr Keenan asked if the Parish Council would be contacting South Gloucestershire Council to talk to the developers in relation to the sites that have been chosen and see if it is possible to bring times forward or increase the numbers to help release the pressure of the Engine Common development.

South Gloucestershire Councillor Pat Hockey gave an update relating to the Engine Common Development and core strategy Councillor Hockey advised that the inspector has now given the preliminary report to South Gloucestershire Council which is believed to be on the website for anyone to access. Councillor Hockey advised that it is anticipated that it will progress after South Gloucestershire has responded to the issues that has been raised with the certain modifications that has been requested. In the modifications there is no mention of the sites which the developers tried to persuade the inspector to be included in the core strategy which includes the Engine Common Development. The inspector has asked South Gloucestershire to deal with the 5 year land bank and a meeting will be scheduled in the coming weeks to address the situation. The proposal that the inspector has put forward will go for public consultation in the 2<sup>nd</sup> week of October for 6 weeks. Councillor Hockey advised that a response should be made at the consultation and to ensure the planning application is dealt with efficiently.

Councillor Heal suggested that a housing needs survey may be required in order to plan for the future developments in order to assist in the need for extra housing. Councillor Sheppard advised that a survey was done a few years ago and the clerk would locate it and then move forward once the information is available. Mr Keenan asked if the houses are defiantly required or if they are only needed if something was to go wrong somewhere else. Councillor Hockey advised that the 5 year land bank is a contingency and the overall total has now been accepted at the total of 28355 new houses up until 2027.

Mr Leplay commented that he and his wife had made representations regarding the core strategy and that he had put in a strong objection to the planning application. Mr Leplay stated that the response received from Councillor Hockey had covered the concerns they had. Councillor Sheppard advised the public that all information received will be passed on and Councillor Gawler and Hockey would be keeping the Parish Council well informed.

A resident from Nibley Lane was angered by the proposal to demolish houses and garages within the area as it was concerned that it would de value the houses within the area.

Councillor Hockey advised that Councillor Dave Hockey has been in touch with Merlin and advised that the formal consultation includes a meeting with residents whom live in the house affected is due to take place before Christmas. Councillor Hockey advised that a housing

officer was not in place yet and therefore no date has yet been agreed. Councillor Sheppard advised that the clerk will write to the new projects officer in order to keep the Parish Council informed and once a definite response is received to what is going to happen the Parish Council will then act.

#### **01-09-12 APOLOGIES FOR ABSENCE**

Dave Hockey, Councillor Huish, Councillor Blanchard Absent with no apology

#### **02-09-12 DECLARATIONS OF INTEREST**

Councillor Tillotson – Item 14- Acton Aid Member

This interest were reported as personal but not prejudicial.

Councillor Sheppard – Item 13 – COM/12/0382/OD – Owner of the property

This interest was reported as both personal and prejudicial.

#### **03-09-12 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

1. The minutes of the meeting held on 16th July 2012 and 22<sup>nd</sup> August 2012 had been previously circulated. Councillor Heal proposed and Councillor Sheppard seconded that these minutes be adopted and signed. **All Agreed**

(Action Chairman to sign)

It was proposed by Councillor Sheppard that the clerk will post the minutes to all the councillors once completed to ensure all councillors receive them. Seconded by Councillor Taylor. **All Agreed**

(Action Clerk)

Councillor Bellis asked if the council look back at previous minutes and in retrospect part of the minute should have been dealt with under a confidential minute originally is it appropriate to revisit under this heading and judge it as such or leave it as it was.

Councillor Sheppard advised that under the Council government act of 1972 forbids the Parish Council to do that.

#### **04-09-12 CHAIRMAN'S REPORT**

Councillor Sheppard gave a verbal report. This included:

Various time spent dealing and aiding the clerk with various aspects in relation to the village and the website. Councillor Sheppard advised that the roadwork's have now been finished on North Road however they still need to return due to some of the work not being satisfactory. Councillor Sheppard has contacted Daniels in relation to this. An inspection carried out by South Gloucestershire council who also advised due to the state of repairs needed to be redone. Councillor Sheppard advised he had followed up on the flooding on North Road and the problem with Engine Common Lane. It was advised that Councillor Sheppard with the help of the clerk and other information gained would be trying to contact farmers on land on Engine Common Lane to try and resolve the water issue by asking the land owners to clean the ditches out. It was also advised that Councillor Sheppard was dealing with Chris Wright in relation to the various trees that need attention around the parish and Chris Wright along with the clerk would visit and look at the trees in question.

#### **05-09-12 CLERK'S REPORT**

The Clerk made a written report as below:

**Public Participation** – Councillor Gawler and I have passed on the concerns raised by Mrs Whittle to the highways enforcement officer a response has been received to advise this is now being investigated.

Confidential Item – The website was updated and included the apology for Mrs Evans within the proposed time scale and for the duration of which was required. The money was transferred at the sum of £10,000.00 from the national savings account and the solicitor's bill has now been paid. An apology was given to Mrs Paula Evans in relation to the confidential minutes being displayed on the website (wording agreed at August meeting) I can confirm Mrs Evans was happy with the apology received.

Planning – All responses have been sent in relation to all planning applications received during the months of July/August a email has confirmed that the responses have been received and are being dealt with accordingly.

Parish Meadows – A subcommittee meeting date is still to be confirmed after discussions if was resolved that a meeting will be arranged after the main holiday period ensuring the members of the subcommittee would be able to attend.

I have contacted Landscape services and asked if the verge in front of the allotments in Nibley Lane is listed in the agreement they have advised this is charged at the rate of £50 and is only cut on request.

Annual Playground inspection – An email has been sent requesting the inspection to take place a confirmation email was received advising that a date would be advised in due course. A subsequent email has now been sent as still no date has been advised.

Annual Accounts – The accounts have been sent to Mazar for completion of the Audit, I have received notification of receipt and have responded to the queries raised. I am now awaiting confirmation of completion on accounts.

Chris Wright has now been instructed to carry out any necessary action required to manage the 2 large trees at the North West end of the village Green, I am awaiting confirmation of this being done.

Floods in North Road – I have emailed south Gloucestershire council and officially requested the drains to be cleared any further information will be passed on accordingly.

Financial Assistance – A letter was received from the CAB thanking the Parish council for the donation of £100.

Accounts for Payment – All cheques have been sent and the accounts have been updated for the Months of July and August.

Planning Enforcement – A request has been made for information in relation to the Gate at Berkeley Cottage as requested by councillor Bellis no response has been received this will again be chased up and any information received will be passed on as requested.

Allotments – All allotment holders have now been sent bills for 2012 and a majority have now sent payment in which receipts have been issued. I also requested permission to all allotment holders for there details to be passed on to a 3<sup>rd</sup> party in order to establish if any allotment holders would be willing to form an allotment committee. I have received some response and will populate a list in due course on receipt of confirmation from all allotment holders.

Website – I am now in receipt of the website details and have spent some considerable time familiarizing with the website and how it is managed in order for me to be able to maintain and update as required.

ALCA AGM – Notification has been received and a date has been confirmed for the ALCA AGM meeting this will take place on Saturday 6<sup>th</sup> October all details have been passed on to all councillors via email.

Declaration of Acceptance – An email has advised that the office form dc1 has been changed and will be used in future

Tree Preservation orders have been received for Sea harvest, High Street, Iron Acton and The Plot Iron Dale House, Iron Acton.

Weed Spraying – An email was received giving an update to the position regarding weed spraying in the area. It advised that due to the adverse weather conditions this would normally have taken place in May early June but had not been able to take place. They advised that there needed to be a suitable window in the weather for this to go ahead and asked the Parish Council and the residents to bear with them and accept that control of weed growth wont be as good as previous years but that (weather permitting) they would regain there standards as soon as they can.

National Grid - Correspondence has been received advising of refurbishment work of the overhead electrical line that runs between the substations in Iron Acton and Melksham. The work is due to be completed by the end of the year.

Meetings – It was brought to my attention that a list had been arranged previously as to the locations of all forthcoming Parish Council Meetings in order to use the 3 locations equally for the remaining year. Due to the list not being adhered to I have devised a new program the dates and locations are:

September 17<sup>th</sup> – Parish Hall

October 15<sup>th</sup> – North Road Primary School

November 19<sup>th</sup> – Marshall Rooms

December 10<sup>th</sup> – Parish Hall

January 21<sup>st</sup> - North Road Primary School

February 18<sup>th</sup> - Marshall Rooms

March 18<sup>th</sup> – Parish Hall.

Please advise of any concerns / objections to the proposed schedule as I will endeavour to book the rooms for the dates and locations stated in due course.

Clerks Courses – I have now received confirmation of the next available clerks courses these will be taking place in October over 2 separate days. I have emailed to book a place on the 2 courses and I am awaiting confirmation.

Affordable Housing Iron Acton – I have replied to the email received relating to affordable housing in Iron Acton on the land behind the White Heart. I invited first step homes to attend a parish council meeting where they could form part of the public participation. I advised the date of our next meeting with the relevant information and also advised of the website where they can also find information relating to dates and times of future meetings.

Councillor Lomas requested confirmation the website was now in control of the clerk the clerk responded stating that full control was now in the hands of the clerk.

Councillor Bellis suggested that in relation to the Parish meadows it should not be referred to as a sub committee but a committee as that is what was set up.

Councillor Gawler asked if there was any further news on the gates at Berkley Cottage. Councillor Sheppard advised that he had visited the site but no one was present and was unable to talk to the land owner. It was resolved that Councillor Sheppard and the clerk will again visit the site and report back accordingly.

Councillor Lomas stated the drains in North road had still not been cleared. The Clerk advised that she is in communication with the Council and that more information had been requested as to the location of the blocked drains and the information has now been relayed back to South Gloucestershire council and the clerk now awaits a further response.

(Clerk to action)

## **06-09-12 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT**

Councillor Gawler has requested that the pot holes are repaired between the post office and the corner before the term starts to maintain the children's safety. Councillor Gawler will chase this up as he had previously spoken to Keith Falconer but as of yet it does not appear to have been done.

Councillor Gawler reported on the Tan house Lane Gypsy and Traveller appeal in which the meeting is scheduled for a fortnight's time.

Councillor Hockey advised that the core strategy has not helped with the situation relating to the Gypsy and traveller site.

Councillor Hockey advised that the clerk has received correspondence relating to the ALCA South Gloucestershire group meeting scheduled for October 25<sup>th</sup> as it would be in the interest to send along a representative. The Clerk advised the all the correspondence has been forwarded to the Councillors.

Councillor Hockey reported that the speed limit along Latteridge road had gone and due to a restructure in the department it had not progressed as it should have done however it will be going to a consultation shortly.

Frampton End road consultation documents regarding possible closure to improve safety is currently being processed and should materialise before Christmas containing the options put forward. This is also running parallel to the speed limit request for Nibley Lane.

Part of the highways maintenance budget is being delegated to the area of forums to make a decision on what the priority's are and any bids for Iron Acton should be put in and the meeting is due to take place on the 20<sup>th</sup> September at Shireway at 7pm.

In reference to the Youth service South Gloucestershire council has decided in view of the problems with finances that only a limited number of youth services will be retained in priority neighbourhoods.

Councillor Bellis advised that in relation to the options for Frampton End Road there was not enough, he advised that the Parish Council thoughts had already been given and have not been included in the options. Councillor Hockey advised that the other options put forward were not feasible and advised that they could be said again and to also talk about it when consultation papers are received.

## **07-09-12 PARISH COUNCILLORS' REPORTS**

Councillor Taylor advised that 2 residents up on Nibley Lane spent some time clearing verges that belong to Merlin. Councillor Taylor has requested the Parish Council contact Merlin and asks for a maintenance program is set up in order to maintain the verges to stop it encroaching on residents gardens. It was resolved the Clerk would write to Merlin

(Clerk to action)

Councillor Heal reported that Bows Bridge has still got a very bad drop in it had previously been marked up approx 2 years ago but nothing had been done after that. It was requested the Parish Council go back to South Gloucestershire and have this relooked at.

(Clerk to action)

Councillor Heal stated that the verges on the drive into Iron Acton from the bypass looks awful in comparison to Alveston, he stated that it could be cut and cleared up to make the approach into Iron Acton look better. It was resolved that the councillors would think about ways and means to improve and it would be added to the agenda for next month.

(Clerk to action)

### 08-09-12 FINANCIAL REPORT

The Clerk reported balances as at:

#### Monies available as at 17 September 2012:

National Westminster Bank:	Current Account	£ 8850.45
	Reserve Account	£ 160.82
National Savings Accounts:		£ Awaiting for
	books	
TOTAL		£

#### Movements on the Current Account

Date	Cheque No	Details	Withdrawn	Paid In	Balance
		Balance carried forward			12320.37
12/7/12	2338	Landscape Services	692.73		11627.64
19/7/12	2340	Room Hire – Marshall	105.00		
	2351	D Beal – Clerks Expenses	190.58		
	2354	D Beal – Clerks wages	932.40		10,399.66
24/7/12	2336	ALCA	256.36		10,143.30
25/7/12	2334	Room Hire – IAPC	52.50		
	2346	Zurich Insurance Renewal	952.86		
	2348	Viking – Stationary	294.96		8842.98
30/7/12	2353	SOLCC – Stationary	16.95		8826.03
31/7/12	2352	HM Revenue – Tax/NI	156.74		8669.29
01/8/12	2355	CAB – Donation	100.00		8569.29
14/8/12	2347	I Selkirk – Internal Audit	155.00		8414.29
24/8/12		Bank Transfer – Savings Acc		10000.00	18414.29
28/8/12	2356	D Beal – Clerks Wages	714.26		
	2357	D Beal – Clerks Expenses	74.78		17,625.25
		<b>Less Uncleared Cheques</b>			
	2349	Andrew Williams	100.00		17525.25
	2358	Solicitors – P Evans	8556.00		8969.25
	002337	P Huish	118.80		8850.45

<b>AVAILABLE BALANCE</b>					<b>£8850.45</b>

**I have been advised by the Audit commission on the appointment of Grant Thornton UK LLP whom will be auditing the accounts for IAPC for 5 years commencing from 2012/13. The appointment will commence from 1<sup>st</sup> September 2012.**

#### **09-09-12 PLANNING APPLICATIONS**

PK12/2734/F	Land at Armstrong Way Iron Acton – Erection of office building and business units (class B1(a)) office and (class B1(c)) Light industrial as defined in the town and country planning(use classes) order 1987 (as amended) with access, parking, landscaping and associated works. (resubmission of PK11/2758/F) No Observations - However there are concerns regarding the pedestrian access over the footbridge as the path is very narrow and not suitable for pedestrians.
PK12/2837/R3F	Broad Lane Depot, Broad Lane Yate – Erection of 1no storage building, 1no. HGV MOT test bay, 1no. gritter vehicle store and re-location of tractor storage shed. Re- arrangement of road and parking layout within site and associated works. No Observations
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%. All trees situated within Iron Acton Conservation Area.  No Observations
PK10/3300/CLE	Backfield farm, Wotton road Iron Acton – Application for certificate of lawfulness for the existing use of site with no restriction on hours of working and outside storage on site. (breach of conditions 5 & 8 attached to planning permission P95/2684) Object - previous concerns submitted regarding neighbours concerns and highway concern
PK12/2531/F	Wayside, Wotton Road day nursery proposal Object - Concerns on traffic & safety grounds concerns over parking on the road and children being taken in and out of cars on a busy road
PK12/2998/F	Land adj to 328 North Road, Yate – Erection of 5 no detached dwellings with associated works  No Observations
PK12/3003/PK12/3000/F/	Green Farm Folly Road, Iron Acton – Internal and external works to

outbuilding (former cow shed) including substantial reconstruction to facilitate conversion to office (B1)  
 Object - Overdevelopment on site, concerns relating to lack of parking  
 This will lead to illegal parking and damage on the village green.

Proposed Councillor Sheppard, Seconded Councillor Gawler - **All Agreed**  
 (Clerk to action)

### **10-09-12 PLANNING CONSENTS**

PK12/2140/F - Installation of 10 no solar water heating panels on swimming pool roof -  
 Approve with conditions

PK12/2225/LB - Vine Cottage - External redecoration of woodwork, doors and gate -  
 Approve with conditions

PK12/2131/TCA - Buttercup house - Works to crown lift by up to 3 meters 1 no lime tree,  
 crown lift by 2.5 meters and thin 1no Alder tree and remove 1 no Ash Tree - No Objections

PK12/2342/F - Algars Manor - Conversion of existing barn to form residential annexe  
 ancillary to main dwelling - Approve with conditions

PK12/2344/LB - Algars Manor - Internal and external works to facilitate the conversion of  
 existing barn to residential annexe

### **11-09-12 PLANNING REFUSALS/WITHDRAWALS**

None Received

### **12-09-12 PLANNING APPEALS**

PT11/2001/F - Land of Tanhouse lane to north of Leechpool Farm Yate - Change of use  
 from dairy farm to the use of land for 12 no residential gypsy caravan pitches, with  
 associated hard standings, landscaping, access and works. Erection of 12no associated  
 utility/day rooms. Provision of 2 no transit pitches and erection of 2 no transit shower  
 rooms. Erection of site manager's office. Retention of buildings for agricultural use.

### **13-09-12 PLANNING ENFORCEMENT**

*Councillor Sheppard left the room as an interest had already been registered*

COM/12/0382/OD - Chapel Patch the Green Iron Acton - An area outside of Chapel Patch  
 has been tarmaced over without planning permission

COM/12/0387/OD - Penny Farthing Cottage - An area of village green has been cobbled  
 over without planning permission.

The Clerk had prepared an information document from research found relating to both of  
 the above the document was for information purposes only and stated:

The above two pieces of correspondence were forwarded to me as Clerk by Mr  
 Patrick Murphy who is also currently a resident of the Village Green. No request by  
 Mr Murphy to include this as an agenda item was made, so I have included the  
 correspondence for Parish Councillors information.

The clerk advised that she had looked into this matter and have found out the  
 following.

**COM/12/0387/OD** - Penny Farthing Cottage - An area of village green has been cobbled over without planning permission.

This complaint relates to the cobbles to the front of Penny Farthing Cottage. Emails were exchanged between Emma Maggs (the current owner of the property) and the Parish Council in November 2011 following the redevelopment of Two Wheels into two separate properties. Emma Maggs builder cobbled over the area in front of what was the old garage. Originally this area had been covered by concrete. The Parish Council wrote to Ms Maggs and asked her to observe the fact that the area was village green and even though it had been cobbled over, no cars were to be parked on the area. The Parish Council in effect gave its permission for the cobbles to remain.

**COM/12/0382/OD** - Chapel Patch, The Green, Iron Acton - An area outside of Chapel Patch has been tarmacked over without planning permission.

1. Mr Murphy originally emailed the previous clerk in October 2009 regarding the land to the front of the newly built Chapel Patch. Mr Murphy was concerned that this land was designated common land and had been 'asphalted over'. The previous clerk informed Mr Murphy that the land in question was village green, not common land and she was in contact with South Gloucestershire Council over the piece of land in question and was awaiting the outcome of various searches. This was reported in the November 2009 minutes.

From the file I have found that the previous clerk did a lot of research and it was clear that the recently tarmacked piece of land was not village green and the owner of the property had simply made good the tarmac following the building works. This reinstatement was reported to the Parish Council under minute 04-10-09. No comments adverse or otherwise were made by Parish Councillors. I also understand that the owner of the property invited Parish Councillors to have a look at the reinstatement works before they were undertaken.

Further a photograph taken in 2007 had been provided by the property owner showing the original corrugated iron double garage, with a tarmac approach. (Copy attached).

Mr Murphy was informed of this.

2. Again in October 2010 Mr Murphy contacted the previous clerk regarding the piece of land to the front of Chapel Patch. The previous clerk reiterated to Mr Murphy that the land in question was not registered village green, nothing inappropriate had occurred and a recently received Land Registry map confirmed this. A copy of the map was forwarded to Mr Murphy for his information, together with a copy of the photograph. I have looked at numerous emails between the previous clerk and Mr Murphy who was informed of this.

3. In February 2012 a series of emails was exchanged between Peter Huish and the previous clerk regarding some photographs of cars parking outside properties on the village green. The previous clerk asked Peter Huish to provide the photographs prior to the meeting but this did not happen. At the February 2012 meeting minute 15-02-12 states *“Councillor Huish had requested that the issue of parking on the village green be debated following a vocal complaint from a parishioner. However Councillor Huish reported that in light of other things, the parishioner had asked for the complaint to be withdrawn.”*

From further reading of the village green file I understand that if there isn't something called a “Schedule of Maintenance” in place, then when the village green needs to be repaired, as long as the area in question is “reinstated with what was already there” no offence has occurred. This is how the access track to the rear of Fairview Terrace was able to be repaired without applying to the Secretary of State for permission.

It does appear that this is a reoccurring complaint, despite evidence being provided to show that the area in question is not village green and neither does it need planning permission to reinstate what was already there.

I can confirm that South Gloucestershire Council are not interested in these two matters as the land does not belong to them and this do not breach planning rules. Therefore SGC are closing the files on them.

There is no formal resolution proposed, this is for information purposes only.

*In light of the information supplied by the clerk it was proposed by Councillor Bellis that no further action is required and any responses needed to any forthcoming enquires should be kept to a minimum as the issue had already been dealt with and advised on numerous occasions previously. Seconded Councillor Heal – **All Agreed***

### **Councillor Sheppard was invited back into the meeting**

#### **14-09-12 ACTON AID PROPOSAL**

It was agreed that this item will be added to next months agenda in order to allow time for ideas and background information to be proposed.

(Clerk to action)

#### **15-09-12 ALLOTMENTS**

After reviewing the correspondence received by the clerk it was agreed that Councillor Sheppard would go through all enquires raised with the clerk and advise accordingly.

Councillor Sheppard proposed that he would contact Landscape services with the proposed fee of £50 for cutting the verge and come to a agreement for a regular maintenance and a price to reflect this. Seconded Councillor Taylor **All Agreed**

(Clerk & Councillor Sheppard to action)

Councillor Taylor requested a copy of the allotment agreement as it has been brought to his attention that some allotments are not being tendered to and that there are also available

allotments which could be filled from the waiting list. Councillor Sheppard advised that in the forthcoming weeks it was the intention to mark out and number plots making it easier to distinguish any available spaces and whom plots belong to if any action is required.

(Clerk to action)

### **16-09-12 HIGH STREET MAINTANCE**

Councillor Sheppard and Councillor Heal have agreed to look at what would be required in order to tidy up the high street and there findings will be advised in next months meeting.

(Action Councillor Sheppard and Heal)

To form an agenda item for next meeting.

(Clerk to action)

### **17-09-12 CITY HALL TRUST**

Councillor Bellis Thanked the Plymouth Brethren Brothers from the Christian Church for the kind donation of a bench it was agreed out of the 3 types of benches offered the Parish Council would like the black metal bench and it would be situated on the designated concrete plinth next to the style between the Green and Thomas Field as this was a ideal location. Proposed Councillor Bellis seconded Councillor Taylor **All Agreed**

(Clerk to action)

### **18-09-12 PARISH MEADOW**

Councillor Sheppard advised that he had visited Stone Wall House in relation to the complaint received and advised that the overhanging trees was in fact causing a problem for the occupier of the property. Councillor Sheppard has been in contact with Chris Wright and it was resolved that any necessary action required to maintain the trees from encroaching on the property will be done so by Chris Wright. Proposed Councillor Sheppard seconded Councillor Bellis. **All Agreed**

(Clerk to action)

Councillor Heal advised that due to the weather nothing had been done in relation to the nettles and as it is now drying out. Councillor Heal proposed that he takes a hedge cutter down and cuts them all back and in the spring spray them all of, Seconded Councillor Sheppard. **All Agreed**

(Councillor Heal to action)

Councillor Sheppard advised of the bush growing on the corner of Fair View cottages needed to be taken back down to the ground as it has now been growing over the last 3 years and was knocking on cars when driving in and out. It was proposed by Councillor Sheppard that the weed be taken out and the roots killed. Councillor Sheppard advised also of the raised kerb that needs to be levelled out to stop cars backing out does not hit the kerb. Councillor Sheppard proposed having the necessary work carried out, Seconded Councillor Bellis. **All agreed**

(Councillor Sheppard to action)

### **19-09-12 TREE SURVEY**

The Parish Council discussed the tree survey which had been carried out by Chris Wright. It was agreed that Councillor Sheppard, Bellis and Heal will meet with Chris Wright to discuss

the survey and any action required and the outcome of the meeting will be discussed at the next Parish Council meeting.

(Councillor Sheppard to action)

### **20-09-12 REGISTER OF MEMBERS INTERESTS**

Councillor Sheppard proposed that the forms which have previously been emailed by the clerk to all Councillors will be posted out for all Councillors to complete and return back to the clerk in order for them to be returned within the dates permitted. Seconded Councillor Gawler. **All Agreed**

(Clerk to action)

### **21-09-12 COMMUNITY GOVERNANCE REVIEW**

It was agreed that all the necessary paperwork will be distributed to all councillors and will be resolved at the next meeting and form another agenda item as this will still comply with the timescale agreed.

(Clerk to action)

### **22-09-12 CPRE RENEWAL**

Councillor Sheppard advised the Parish Council that the renewal is automatically renewed.

### **23-09-12 CARRIAGEWAY AND FOOTWAYS ASSESSMENTS**

After discussing the correspondence received relating to the need of resurfacing carriage and footways it was proposed by Councillor Bellis that a request for the following areas be requested:

The whole of North Road, Bristol Road from Cogmill up to and inclusive of Latteridge road traffic lights, Fairview Cottages entrance road, Chaingate lane footpath, Footpath between the village hall and Dean Close needs levelling and Bows Bridge also needs levelling, Chillwood Close and Algars Drive and also areas of the high street including outside of Vine Cottage and The British. Seconded Councillor Sheppard. **All Agreed**

(Clerk to action)

### **24-09-12 ACCOUNTS FOR PAYMENT**

- Landscape Services (April, June, July) - Ground Maintenance -£2078.19
- Silverback - Tree survey - £600
- Viking - Stationary - £184.32
- Marshall Rooms - Room Hire 16<sup>th</sup> July - £15
- South Gloucestershire Council - Weekly empty of 2no dog bins - £173.81
- John Hollisters - Repairs children's play areas - £158.45
- Clerk Wages - August @70 hrs - £714.26
- Clerks Expenses August- £64.35
- HMRC - Tax & NI - £128.17
- C Heal - Allotments - £288.00

Proposed Councillor Lomas Seconded Councillor Gawler. **All Agreed**

**CORRESPONDENCE RECEIVED**

Society of Local Council Clerks  
Planning Application Process  
Over 50 Forum newsletters summer 2012  
Clerks & Council Direct Magazine  
Swarco - Mobile vehicle activated signs

**DATE OF NEXT MEETING**

**Parish Council Meeting on Monday 15th October in North Road School Hall at 7.30pm**

There being no further business the meeting closed at 10.05pm

**Signed.....**

**Dated.....**

