

MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL

Monday 19th November 2012

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

Present: - Councillor Sheppard (Chairman), Councillor Bellis (Vice Chairman), Councillor Gawler, Councillor Hockey (also SGC Councillors), Councillor Lomas, Councillor Taylor, Councillor Blanchard, Councillor Heal, Councillor Tillotson, Councillor Huish, 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

2 members of the public were present.

Roger Loud advised the Parish Council and provided supporting documents over the proposal to increase the size of the cemetery and memorial woodland at Itchington/Earthcott. Concerns were expressed in relation to the extra traffic this would entail through Iron Acton and also that there was not the need to increase the size of the existing cemetery.

Councillor Sheppard advised that this would be discussed within the planning application section of the agenda.

01-11-12 APOLOGIES FOR ABSENCE

All present

02-11-12 DECLARATIONS OF INTEREST

Councillor Tillotson – Non Pecuniary interest in Acton Aid Proposal

Councillor Huish – Non Pecuniary interest in Acton Aid Proposal / Pecuniary interest in agenda item 24

Councillor Gawler – Non Pecuniary interest in agenda item 22 request for financial assistance North Road School

03-11-12 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 15th October 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)

04-11-12 CHAIRMAN'S REPORT

Councillor Sheppard gave a verbal report. This included:

Time and responses made in relation to the ongoing legal items. Damage made to the Village Green in relation to excessive use of heavy vehicles. Councillor Sheppard expressed concern in relation to the use of the Parish Meadows and feels that more control is needed in allowing when and what it is used for in the future. Reference was made to the bonfire rubbish still being present in the meadows.

Councillor Tillotson advised that this would be cleared on Saturday 24th November. A report had been passed onto the clerk due to the road surface on Station road from the bus shelter up to the White Hart; Councillor Sheppard advised that the clerk had already contacted South Gloucestershire council in relation to Station road and the village green. Councillor Sheppard advised that the bus shelter has now been cleared of the ivy and was looking a lot better.

05-11-12 CLERK'S REPORT

The Clerk made a written report as below:

Action from Previous Meeting

16/10/12 – All planning comments emailed to South Gloucestershire Council a confirmation response was received stating all comments have been received.

16/10/12 – All cheques sent as agreed in accounts for payments.

16/10/12 – All donations sent along with covering letters, Thank you letters have been received from Jessie May Trust and Green Community Travel

16/10/12 – Email sent to Streetcare in relation to the Lane closed sign in Nibley Lane as requested no response received a follow up email sent 15/11/12

16/10/12 – Letter sent to First Group Bus Company in relation to the bus stop on North Road a response was received on 24/10/12 stating that they can confirm that the bus stops are the responsibility of the Local Authority. They therefore sent a copy of my letter to Roy Steele at South Gloucestershire Council on 18th October. No response received as of yet from Roy Steele chase up email sent 15/11/12.

16/10/12 – Letter sent to NSI requesting mandates, now received to be completed at meeting.

16/10/12 – Email sent to Merlin requesting a maintenance programme to be set up. They have requested further information regarding the property addresses for us to chase any outstanding issues correctly. (All Councillors advise of details if known please)

16/10/12 – Email sent to South Gloucestershire Council to obtain information regarding the verges as agreed in the last meeting a response has been received 17/10/12 it read The rural verges in this area are classed as adopted highway and as such the maintenance regime should technically be two rough cuts a year (but only one swath width from the kerb face). In addition, the visibility splays should be cut to ensure a safe line of sight. We are currently looking at the maintenance regimes Streetcare carry out on grassed areas and will be rolling out options to parish councils. Unfortunately this is tied into localism and any possible savings that can be made. Can I suggest this may be the opportunity to look into the possibilities of how, who and what gets maintained to what level. (Councillors please advise on next steps required)

16/10/12 – Letter sent to H J Jefferies in relation to D W King memorial giving permission and cheque banked.

16/10/12 – Email sent to all councillors as requested in relation to the budget for donations.

Code of Conduct

The new code of conduct (NALC Model Code) was adopted at the last Parish Council meeting, all register of member's interests forms have now been completed and taken to the Thornbury Office within the time scale required an email has also been sent to Gill Sinclair to advise her of the Code of Conduct adopted.

Community Governance Review

Following a meeting with Councillor Gawler and Sheppard on 9/11/12 the forms were completed online to comply with the agreed decisions made in the last Parish Council Meeting and submitted on time.

Engine Common Development

The letter from the Parish Council has now been formally submitted to South Gloucestershire Council a copy was forwarded to all Councillors on 15/11/12

16/11/12 – I received confirmation from Tom Kendall that the new park bench is ready for collection which now needs to be arranged and the bench installed in the agreed location.

Clerks Courses – I have now attended the clerks 1 course on Thursday 11th October and clerks 2 on Thursday 18th October. I found these very useful and provided me a great deal of knowledge. I am also booked into Clerks course the Knowledge course on 29/11/12.

New Contact Details – My new contact details have been forwarded on to all Councillors and all email contacts and the website updated.

9/11/12

Village Green – After a report from Councillor Sheppard and assessing the situation I have contacted street care regarding the damage to the cobble stones around the village green. This has possibly been caused by Lorries driving over the cobbles causing them to be broken and in need of replacing. I am awaiting a response.

I have also contacted Streetcare in relation to Station Road in Iron Acton from the White Heart up to the bend is in a poor state due to the surface water from the flooding there is several pot holes and in a general bad state and in need of resurfacing. I am awaiting a response.

Councillor Lomas made comments in relation to the bus shelter on North Road. Councillor Sheppard proposed that he would contact A Jastrzebska and request the bus shelter to be cleaned. Councillor Sheppard will also enquire into prices to replace the broken panel, seconded Councillor Bellis – **All Agreed**
(Councillor Sheppard to action)

06-11-12 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT

Councillor Gawler reported on the press release issued from South Gloucestershire Council in relation to the core strategy. It was also reported that the new homes bonus scheme coming into South Gloucestershire was now in its second year and more information would follow shortly. Councillor Hockey also reported on the HGV ban at night on Latteridge road had today been published and would be going into the 6 week consultation period where comments could be given.

07-11-12 PARISH COUNCILLORS' REPORTS

Councillor Lomas advised that the road surface of Bridge road from Yate road to Hope road was in need of repair.

It was resolved the clerk would contact South Gloucestershire Council Streetcare Department.

08-11-12 FINANCIAL REPORT

The Clerk reported balances as at:

Monies available as at 8th October 2012:

| | | |
|----------------------------|-----------------|------------|
| National Westminster Bank: | Current Account | £ 12607.04 |
| | Reserve Account | £ 160.82 |

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)

09-11-12 PLANNING APPLICATIONS

- PK12/3109/F Nibley Lane, Iron Acton, Conversion of existing outbuilding to for 1no. dwelling with associated works -**No Observations**
- PK12/33339/TRE 21 Brookside Cottage, Engine common Lane – Works to reduce crown of 3 no Ash trees by 20% and felling of 1 no. Ash tree covered by SGTPO 10/09 dated 09 September 2009 - **No Observations**
- PK12/3376/TRE Craig Affie Mission Road, Iron Acton – Works to fell 1no Walnut tree and crown thin by 15% 1 no. Oak Tree covered by Tree Preservation order 399 dated 31st May 1989 - **No Observations**
- PK12/3624/F Adanac High Street, Iron Acton, Erection of a 2 storey and single storey rear extensions to provide additional living accommodation and garage block -**No Observations**

Proposed Councillor Bellis, Seconded Councillor Gawler – **All Agreed**

(Clerk to Action)

PT12/3221/F

Cemetery Plan application – After a discussion and listening to the thoughts in public participation is proposed by Councillor Bellis to support the objection for the proposed plans on the grounds of extra traffic through Iron Acton and the size increase not being needed. Councillor Bellis requested the clerk submit an objection with advice on the wording from the Parish Council. Seconded Councillor Sheppard – **All Agreed**

(Clerk to Action)

10 -11-12 PLANNING – CONSENTS

- *PK12/3232/TCA – 2 Fairview Terrace Latteridge Road, Iron Acton – Works to fell 1no. Myrobalan plum tree situated within Iron Acton Conservation area – No Objections*
- *PK12/3000/F – Green Farm Folly Road Iron Acton – Change of use of outbuilding (former cow shed) to office (class B1) as defined in Town and Country Planning (use Classes order) 1987 (as amended)*
- *PK12/3120/F – The Cottage Dyers Lane, Iron Acton – Erection of a 2 storey extension to form additional living space – Approve with conditions.*

11-11-12 PLANNING – REFUSALS/WITHDRAWALS

- PK12/0745/F – Canary Cottage Wotton Road Iron Acton – Erection of 2 storey side extension to form additional living accommodation. (resubmission of PK11/1380/F) – Refusal
- PK12/3184/F – 187 North Road Yate, - Erection of 2 storey side extension to provide additional living accommodation. Erection of 2no. rear dormers to facilitate loft conversion – Withdrawn

12-11-12 PLANNING APPEALS

None Received

13-11-12 PLANNING ENFORCEMENT

None Received

14-11-12 Letter received Tony Pullen

The letter received from Parish resident Tony Pullen was discussed in relation to the boundary fencing belong IAPC need replacing. It was resolved and proposed that Councillor Heal would obtain prices to replace the fencing, seconded Councillor Sheppard – **All Agreed**

(Councillor Heal to action)

15-11-12 ALLOTMENTS

Following a report from the clerk in relation to unpaid allotment bills after 2nd notices being issued it was proposed by Councillor Sheppard that the clerk write to the allotment holders in question and give them a 14 days notice period to pay or a termination of their contract would be put in force.

Councillor Taylor advised that there was a collection of materials within the allotments that was not for allotment purposes it was proposed by Councillor Lomas that the clerk write to all allotment holders advising them that the materials need to be disposed of, Councillor Heal agreed to supply a trailer for the materials to be disposed of over a 2 weekend period (Dates to be confirmed) this would be included within the letter. Seconded Councillor Huish – **All Agreed**

(Clerk to Action)

16-11-12 ACTON AID PROPOSAL

Following a report from Councillor Sheppard of a offer made to him by a Acton Aid member to complete the maintenance for the approach to the bridge in the Parish Meadows, Councillor Huish advised that no formal offer had been proposed within Acton Aid. It was agreed to wait until a formal proposal has been received to IAPC from Acton Aid.

17-11-12 BUS ROUTE 222 RING AND RIDE SERVICE

Councillor Taylor advised that he had received 2 further complaints from Parishioners in relation to the inadequate run bus service now in place. It was proposed by Councillor Taylor that the clerk contact the transport department and make a formal complaint in relation to the service, seconded Councillor Sheppard – **All Agreed**

(Clerk to Action)

18-11-12 NIBLEY LANE SPEED LIMIT

Councillor Taylor gave recommendation that the Nibley Lane speed limit should be extended for the road, following a discussion it was resolved that Councillor Gawler would make the relevant enquires and report back.

19-11-12 ENGINE COMMON DEVELOPMENT

Nothing to report as reported within South Gloucestershire representative report.

20-11-12 FORMULATING VILLAGE PLAN

After a discussion it was resolved that the clerk would contact neighbouring village clerks within the same scale as Iron Acton and ask for advice and recommendations in formulating a village plan.

(Clerk to Action)

21-11-12 PARISH MEADOWS COMMITTEE

Following a lengthy and heated debate in relation to the Parish Meadow committee it was resolved that the Parish Meadows committee would remain with redefined outlines in terms of reference.

- Take decisions and carry out the maintenance and repairs of the existing infrastructure of the Parish Meadows, Play area and Tennis courts without the need to bring to the whole Parish Council.
- Seek Grant and funding projects.
- Consider and discuss new projects within the Parish Meadows and make recommendations to the whole Parish Council.
- Bring adopted minutes to the next available Parish Council meeting.

Proposed Councillor Bellis, Seconded Councillor Sheppard – **The proposal was carried on the majority verdict, Councillor Heal Abstained.**

Report made from Councillor Heal as chairman of the Parish Meadows

Members of the P.M. Committee met on Friday 2nd November in the Parish Meadows.

The committee discussed the proposal received from Acton Aid to lay a bark foot-path around the perimeter of the play area.

This proposal was accepted and agreed.

Mr and Mrs Pullen and Mr and Mrs Tovey were also in attendance at the meeting with Cllrs. Bellis and Lomas.

All present were happy with the proposal set out above.

Mr Pullen requested that we might consider some repair work to the boundary fence between his garden and the play area. This was thought to be outside the remit of the committee. It was suggested to Mr Pullen that he should approach the council with his request via the clerk. The committee will meet again in December to sign off the Minutes of the November meeting and to discuss planning for next year (i.e. a schedule of meeting dates and an overall strategy for 2013). Before we leave this evening I would like to organise a date for the meeting with those members of the Meadows Committee who are present.

Councillor Sheppard stressed again that it is very important for the Meadows meetings to be treated in the same way as a normal PC meeting where agenda's are issued and minutes taken and distributed to committee members asap then submitted to the full council as accurate record of the meeting

COUNCILLOR BELLIS LEFT THE MEETING WITH THE PERMISSION OF THE CHAIRMAN

22-11-12 REQUEST FOR FINANCIAL ASSISTANCE

Following a letter received from North Road Primary school requesting financial assistance it was decided that the Parish Council was not able to assist financially at this present time and agreed the responsibility lies with south Gloucestershire Council. It was proposed by Councillor Taylor that the clerk write to North Road School and advise that no assistance can be given, seconded Councillor Sheppard –**All Agreed**

(Clerk to Action)

23-11-12 ACCOUNTS FOR PAYMENT

- Wessex Water – Allotment Supply Station Road - £37.45
- Room Hire – Marshall – 22nd August / 19th November - £30
- HR Dept – Advice on COT3 agreement - £60
- Room Hire – North Road Primary School – 15th October - £25
- Clerks Wages November @ 70 Hrs
- Clerks Expenses November (Broad Band/Phone/Mileage/Gas & Electric)
- A Jastrzebska – Work Carried out in Parish - £152

It was agreed that the Parish council would pay the Child care costs sustained in order for the Clerk to complete the courses required for the role as they are not within the normal working hours/days.

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

(Clerk to Action)

Councillor Huish left the room

24-11-12 CONFIDENTIAL ITEM

After receiving legal notification the clerk advised the Parish Council of the information received and the information forwarded to the solicitors.

CORRESPONDENCE RECEIVED

- Clerks and Councils Direct November issue
- Jessie May Newsletter
- Western Power Distribution – WPD’s Future investment plans
- Over 50 Forum Autumn newsletters
- Friendship Clubs for older people flyer
- Winterbourne/Yate travel guides
- Bus Timetables

DATE OF NEXT MEETING

Parish Council Meeting on Monday 10th December in Marshall Rooms at 7.30pm

There being no further business the meeting closed at 10.00pm

Signed.....

Dated.....

