

MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL

Monday 21st January 2013

The Meeting of Iron Acton Parish Council was held in North Road Primary School commencing at 7.40pm. (Late start due to key holder running late)

Present: - Councillor Bellis (Vice Chairman), Councillor Taylor, Councillor Gawler, Councillor Lomas, Councillor Blanchard, Councillor Tillotson, Donna Beal (Clerk).

Due to the absence of the chairman the meeting was chaired by the vice chair Councillor Bellis
The meeting was recorded in order to assist with the ongoing training of the clerk.

PUBLIC PARTICIPATION

2 members of the public were present.

01-01-13 APOLOGIES FOR ABSENCE

Councillor Sheppard (Chairman), Councillor Huish, Councillor Heal, Councillor Pat & Dave Hockey.

02-01-13 DECLARATIONS OF INTEREST

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

Councillor Lomas declared a non pecuniary interest on planning application PK12/4110/F

03-01-13 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 10th December 2012 had been previously circulated. Councillor Blanchard 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 Bellis gave a verbal report. This included:

Councillor's Bellis, Blanchard, Huish, Taylor and Heather Tillotson had attended the funeral of the late Howard Aplin held at St James on the 3rd January 2013, Thoughts and respects were recollected over a former serving member of the Parish council.

05-01-13 CLERK'S REPORT

The Clerk made a written report as below:

Action from Previous Meeting

11/12/12 – Phone call received from funereal director for the Late Shirley Zorab funeral request for Monday 17th December 2012, emails sent to all councillors for permission. A reply email 12/12/12 in response to request sent with permission and all relevant forms for completing.

11/12/12 – Adopted minutes from 19th November posted on website.

11/12/12 – Requested received from Councillor Heal to call a Parish Meadow Committee meeting for 17/12/12 agenda completed and posted to all members, posted on the website and notice boards.

11/12/12 – Letters for Nibley Lane allotment holders as requested at the November meeting in relation to the rubbish completed and posted.

12/12/12 – Confirmation received from Councillor Tillotson that the donated Park bench has now been collected and is being stored by Councillor Heal.

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

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

12/12/12 – 1st Draft copy of November Minutes emailed to all councillors

12/12/12 – Email sent to Planning in relation to objection for PT12/3221/F as requested for proposed size increase for the Memorial Woodland supporting Alveston Parish Council.

12/12/12 – Email sent to all councillors providing the proposed signs and a request for thoughts on wording etc. (please note the item has been added to the Feb agenda so please familiarize yourself)

12/12/12 – Email to solicitors with information requested.

12/12/12 – Following FOI request from Parishioner at December meeting I have advised via email that the request needs to be submitted in writing and will then be dealt with accordingly.

12/12/12 – Deferred agenda items added to forthcoming agendas.

17/12/12 – Parish Meadows committee meeting

19/12/12 – Letter from solicitor emailed to councillors awaiting a response in order to reply.

19/12/12 – FOI request for financial information received. I Emailed G Sinclair for advice. A response Letter sent to Parishioner 15/1/13

19/12/12 – Playground inspection report received and emailed to all councillors

19/12/12 – Email received from R Cook re Stone wall house a chase up email sent to Councillor Heal in order for me to reply.(No response received please advise)

20/12/12 – Cheque received for £88 for the reopening of grave for the late Mrs Shirley Zorab. Certificate for burial completed and sent to the named registrar.

23/12/12 – Draft minutes for December full council and Parish meadows committee sent to all councillors.

Cemetery – Funeral for the late Howard Aplin took place on 3rd January. All correspondence received and dealt with - funeral directors Woodruffs.

Internal Audit – I have received correspondence from I Selkirk in relation to the internal Audit for 2012/13 to commence May 13th/14th at the Community Centre in Wotton under Edge. Acceptance letter to be completed for confirmation.

Marshall Room Hire – Correspondence has been received in relation to an increase of the room hire charge to commence 2013 the room hire will now be £20 per evening.

Allotments – I have received a lot of phone calls/emails and letters in relation to the letter sent out in December I advised allotment holders that they should make the complaints formal and in writing. On receipt of the letters I could then take to Full Council for a decision to be made.

Budget – With thanks to Councillor Blanchard I was able to complete a detailed plan of the budget proposal/report for 2013/14 to be agreed at the meeting.

Office – My office is now complete with thanks to Councillor Heal for the office furniture and delivering it for me.

Website – The website has now been renewed for another year.

Action – Clerk to agree to dates for internal Audit with I Selkirk

08-01-13 FINANCIAL REPORT

Monies available as at 21stth January 2013:

National Westminster Bank:	Current Account	£ 9957.86
	Reserve Account	£ 160.86

09-01-13 PLANNING APPLICATIONS

PK13/0027/LB The Gables Park Street, Iron Acton – Internal works to subdivide existing dwelling to create 2 no. dwellings. Creation of new staircase

No Observations

PK12/4036/F Building adjacent to 208 North Road, Yate – Change of use from (class B1) to residential (class 3)

No Observations

PK12/3979/LB Vine Cottage Wotton Road Iron Acton – Erection of a two storey rear extension, new retaining wall and associated works

Concerns raised due to the new window will be overlooking the neighbors, Proposed By folding doors in a listed building, Modern windows not in keeping with the rest of the building. It was also noted on the fact that a previous extension has already been built on the property.

PK12/4110/F 7 Lodge Road, Yate, Bristol – Erection of a single storey rear extension and rear dormer extension to provide additional play areas

Concerns raised over the lack of off street parking and with an increase of children would mean more cars trying to park and turn around on a narrow road.

PK12/4245/F Lower Farm Latteridge Road, Iron Acton Bristol – Change of use of land from agricultural to land for keeping of horses. Erection of stable block

Concerns raised over horses being exercised along Latteridge Road

PK13/0130/F 32 Chilwood Close, Erection of a single storey rear extension to provide additional living accommodation

No Observations

Proposed Councillor Bellis, Seconded Councillor Lomas – **All Agreed (Clerk to Action)**

10-01-13 PLANNING – CONSENTS

- PK12/3376/TRE – Craig Affie Mission Road, Iron Acton – Works to fell 1no Walnut tree and crown thin by 15% Oak Tree covered by Tree Preservation order 399 dated 31st May 1989 – Approve with conditions
- PK12/3109/F - Nibley Lane, Iron Acton, Conversion of existing outbuilding to for 1no. dwelling with associated w - Approve with conditions
- PK12/3398/TRE - 250 North Road, Yate – Works to 1no. field Maple tree to reduce down to top of fence, and fell Conifer tree covered by preservation order SGTPO10/09 dated 9th September 2009 – Approve with conditions
- 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). – Approve with conditions
- PK12/3909/F – 187 North Road – Erection of a single storey side and rear extension and installation of side dormer window to provide additional living accommodation – Permit

11-01-13 PLANNING – REFUSALS/WITHDRAWALS

PK12/3644/CA – Demolition of derelict garages – Withdrawn

PK12/3624/F – Adanac High Street, Iron Acton - Erection of two storey and single storey side extensions to provide additional living accommodation – Withdrawn

PK12/3339/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 – Refusal

12-01-13 PLANNING APPEALS

None Received

13-01-13 PLANNING ENFORCEMENT

None Received

14-01-13 PARISH MEADOWS

Following a discussion in relation to the proposal from Acton Aid to installing a new footpath around the children's play area it was proposed by Councillor Bellis to agree in principal subject to the specifications being supplied by Acton Aid. Seconded Councillor Taylor – **All Agreed**
(Action Councillor Tillotson to relay information to Acton Aid to enable accurate specifications to be passed onto the clerk)

After the kind offer of a Sweet chestnut tree donation it was proposed by Councillor Bellis to delegate the Parish Meadows Committee to agree a suitable location for planting on the Parish Meadows after ensuring its suitability and having the tree checked by Chris Wright. Seconded Councillor Taylor – **All Agreed**

15-01-13 ALLOTMENTS

Following a discussion in relation to letters received from Allotment holders it was resolved that the clerk should write back answering the questions asked and if further knowledge is required Councillor Taylor would assist. It was agreed that the Parish Council do not want to uproot any existing fruit trees currently planted on the allotments as long as they are being tendered properly, this should be relayed to the allotment holders in question. Proposed Councillor Bellis, seconded Councillor Taylor – **All Agreed**
(Clerk to Action)

16-01-13 BUDGET PROPOSAL

After reviewing last year (2011/12) and the current spend for the present year 2012/13 it was proposed by Councillor Gawler that a precept of £26000.00 be requested for 2013/14. Seconded Councillor Bellis – **All Agreed**
(Clerk to action)

17-01-13 DOG BINS

Following a discussion it was agreed that this agenda item should be deferred until all relevant information is received

18-01-13 PLAYGROUND INSPECTION REPORT

Councillor Lomas proposed that the playground inspection report be delegated to the Parish Meadows Committee and dealt with accordingly. All medium and high risk jobs that need doing should be dealt with ASAP, All low risk jobs can be spread out over time. Seconded Councillor Taylor – **All Agreed**

19-01-13 MEETING DATES 2013

The clerk provided a list of proposed dates/Places for all 2013/14 meetings as follows

- 15th April - North Road Primary School
- 20th May - Marshall Rooms
- 17th June - Parish Hall
- 15th July - North Road Primary School
- August Meeting to be arranged if required
- 16th September - Marshall Rooms
- 21st October - Parish Hall
- 18th November/Budget Meeting –North Road Primary School
- 9th December - Marshall Rooms
- 20th January - Parish Hall
- 17th February - North Road Primary School
- 17th March - Marshall Rooms

Annual Parish Meeting - May 16th – Parish Hall

It was proposed by Councillor Bellis (Subject to room availability) that the dates and locations be agreed and circulated to all councillors, Seconded Councillor Lomas – **All Agreed**

(Clerk to action)

20-01-13 CONFIDENTIAL ITEM

Moved and discussed after item 21 on the agenda

21-01-13 ACCOUNTS FOR PAYMENTS

- Clerks Wages January @ 70 Hrs
- Clerks Expenses January (Broad Band/Phone/Mileage/Gas & Electric/etc)
- GAPTC – Books - £27.70
- HR Dept – Legal Advice - £360
- Viking – Stationary - £137.65
- Room Hire – Marshall 17th December 2012 - £15
- Website Renewal - £105
- South Gloucestershire Council – Dog Bins – 235.16

Proposed by Councillor Bellis, seconded by Councillor Taylor that the accounts are paid – **All Agreed**

(Clerk to Action)

20-01-13 CONFIDENTIAL ITEM

The room was cleared from all members of the public.

Following a discussion in relation to correspondence received it was proposed by Councillor Bellis that the draft letter provided by the solicitor be agreed. Seconded Councillor Taylor – **All Agreed**

(Clerk to action)

DATE OF NEXT MEETING

Parish Council Meeting on Monday 18th February at Marshall Rooms 7.30pm

There being no further business the meeting closed at 10.15pm

Signed.....

Dated.....

