

MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL Monday 18th June 2012

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

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

At the beginning of the meeting it was resolved that Councillor Bellis take the Minutes.

PUBLIC PARTICIPATION

Three members of the public were present. A question was put requesting an update on the situation relating to the previous Clerk, and a statement thanking the Council for providing the financial report at the Annual Parish Meeting. The meeting was reminded that Public Participation is intended for public contribution to the matters on the agenda and so it could not enter into public debate about matters not on the agenda.

(Note that due to the later arrival of a further parishioner, this item was re-opened later in the agenda below)

01-06-12 APOLOGIES FOR ABSENCE

Mrs D Beal, Clerk, due to pre-booked holiday.

02-06-12 DECLARATIONS OF INTEREST

Councillor Huish – Item 17- Acton Aid Member
Councillor Heal – Item 18 – lives adjacent to Latteridge Green
Councillor Tillotson – Item 17- Acton Aid Member
These interests were reported as personal but not prejudicial.

03-06-12 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

1. The minutes of the meeting held on 21st May 2012 had been previously circulated. Councillor Lomas proposed and Councillor Blanchard seconded that these minutes be adopted and signed, subject to four amendments:
09-05-12 Clerk's Report – Contract of Employment: This should read: “The Clerk reported that in addition to the contract of employment given to her by the Parish Council, she had also received a different version amongst other papers, one with a month's notice and an entitlement to sick pay, and one with three month's notice.”
11-05-12 Parish Councillors' Reports – Para 2, sentence 2 should read “...between Park Street and the Green...”

17-05-12 Planning Enforcement - "Nick Howitt" should read "Neil Howat"
24-05-12 Accounts for Payment – insert "Councillor Blanchard" before "seconded".
- All agreed.

(Action Clerk to amend, Chairman to sign)

2. The minutes of the Confidential Item meeting held on 6th June 2012 had been previously circulated. Councillor Taylor proposed and Councillor Huish seconded that these minutes be adopted and signed – All agreed.

(Action Chairman to sign)

04-06-12 CHAIRMAN'S REPORT

Councillor Sheppard gave a verbal report. This included:

Meetings with the Clerk (referenced in her report also);
Meetings with allotment holders in connection with action required over vacant plots, collection of rents, and notification to prospective allotment holders when plots become vacant. Some updates may be required from the former Clerk;
Making sure in the absence of the Clerk that due notice has been properly given of meetings;
Various activity arising from parishioners dealing with flooding issues in engine common/Mission Rd due to unusually heavy rainfall;
Participating in practical meetings in the Meadows with members of the Meadows Committee, especially in relation to checking water levels in the stream;
The need to arrange the collection of all outstanding items from the previous Clerk, to be taken to the new Clerk's house now that she has been able to make provision for storage and working space, her husband is willing to assist with this;
Receiving communications from Ed Lewis of First Step Homes in connection with proposed affordable housing in the field behind the White Hart. Mr Lewis has been asked to prepare a statement and to make a presentation to the PC at the July meeting;
Dealing with various legal meetings and documents.

05-06-12 CLERK'S REPORT

The Clerk made a written report as below:

I would like to apologise firstly for not being at the meeting tonight, for Xmas I received a gift to visit my brother who lives in Prague an unfortunately my flight will not be arriving back into Bristol until 11pm tonight.

I have had several meetings with Councillor Sheppard in order for him to bring me up to date with what's been happening in my absence.

During my return from holiday I have been busy completing the below:

- Collated all the outstanding minutes and agendas these are now up to date.
- Emailed Peter Sewell explaining my position and have requested information

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regarding any clerk's courses that would be of use to me.

- Checked all post and correspondence received during my holiday and dealt with in accordingly
- Preparing and issuing the agenda for the meeting Monday 18th June
- Finalised all outstanding accounts for payment some dating back to February 12 and listed
- Contacted Zurich regarding the Insurance renewal and they are awaiting our cheque
- I have had 2 appointments booked with Iain Selkirk the internal auditor he cancelled both within minutes of being due at my home address. I am extremely disappointed at the inconvenience this has caused to both Peter Bellis, Bob Sheppard and myself as I had paid for childcare and scheduled my time around these meetings also the Parish council must be aware that this is holding us back from completing the end of year accounts.
- Received the VAT remittance back all correct.
- Completed all the financial reports dating back till May now up to date

Once I have had the Audit completed which has been rearranged for Wed 20th June I can then arrange with Mazars for the process of the next stage regarding the accounts.

I am in the process of documenting a legal folder regarding the chronology re the legal matter between the Pc and Mrs Evans. I have been instructed by B Sheppard that this must remain strictly confidential and not in the public domain.

There is still a huge back log of work to get through e.g. emails, Burial and cemetery records the list seems to be endless at the moment. I would like you all to bear in mind that as I have had no previous council experience this is all a learning curve to myself and will take some time as I am at present having to self teach myself as I go along with the help of Mr Bob Sheppard whom I thank immensely with his time and effort in helping me establish myself in this role.

06-06-12 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT

SGC Councillor Dave Hockey reported on the return to the committee system as opposed to the recent cabinet system. The committees will be balanced between the parties to reflect the makeup of the council, no overall control, and every councilor can make a difference. The examination in public of the core strategy up to 2026 has begun; Engine Common and Frampton Cotterell are at risk. Councillor Pat Hockey has details and will e-mail the PC later. Developers will be arguing in the first two days that 27,000 houses is not enough, and for development of Woodlands Farm and Engine Common which are currently areas not identified by SGC for development.. There is opportunity for the public to attend and they are welcome to observe, but must register if they wish to speak.

SGC Councillor Gawler reported that Councillor Dave Hockey is now Chairing the SGC

Budget Committee West (which does not include IA Parish). He confirmed that both he and Councillor Hockey will engage on behalf of the relevant part of IA Parish whenever necessary. The engine Common application is now in but is not yet registered. The Boundaries 'small changes' will affect IA Parish. Yate Town Council wants to incorporate all the industrial areas that are currently in IA Parish (and in Westerleigh Parish). There are currently two houses in Patch Elm Lane within IA Parish that may be recommended to be included in Rangeworthy Parish. The boundary between the two IA Wards will also be looked at. There has been no update on the Tanhouse Lane Gypsy & Traveler site, there is only two or three weeks left for them to appeal. Councillor Gawler sits on the following committees: Planning Regulatory; Licensing; Public Rights of Way (Chair).

07-06-12 PARISH COUNCILLORS' REPORTS

Councillor Huish had attended committee meetings of the Jubilee Children's Party, but not the party itself. Approximately 90 children from the parish attended the party, which included a bar and hog roast, and the party was generally held to be a success. This in conjunction with the ball raised around £900 for St. Peter's Hospice. He had received messages of support from some parishioners following the Annual Parish Meeting and believed that we should move on.

Councillor Heal reported that a plaque commemorating the Queens Diamond Jubilee had been installed in the church.

Councillor Bellis reported no update regarding a foot and cycle path between Iron Acton and Frampton Cotterell along the Bristol Road.
(Action Councillor Bellis)

08-06-12 FINANCIAL REPORT

The Clerk reported balances as at:

29th March 2012:

National Westminster Bank Current Account	£2547.10
National Westminster Bank Reserve Account	not known
National Savings Account	not known

30th April 2012:

National Westminster Bank Current Account	£13063.40
National Westminster Bank Reserve Account	£160.80
National Savings Account	not known

30th May 2012:

National Westminster Bank Current Account	£13063.40
National Westminster Bank Reserve Account	£160.82
National Savings Account	not known

18th June 2012:

National Westminster Bank Current Account	£13063.40
National Westminster Bank Reserve Account	£160.82
National Savings Account	not known

Where balances were not known, this was due to the 'handover period' involving new mandates to the respective banks to include the Clerk. It was acknowledged that it had not been possible to process all recent accounts for payment as quickly as would be liked, but that this was a temporary situation which was being managed by the Clerk and the Chairman, with communication with payees as appropriate.

09-06-12 PLANNING APPLICATIONS

PK12/1707/F Sunnyridge, Holly Hill - no observations - proposed Councillor Tillotson, seconded Councillor Taylor, all agreed.

PK12/1854/TCA Sea Harvest, High St - no observations - proposed Councillor Taylor, seconded councillor Heal, all agreed (NOTE it is understood that a Tree Preservation Order has been very recently obtained in respect of the tree covered by this application, hence the reasoning of this decision).

PK12/0627/F Hawkesworth House, Hawkesworth Rd, Great Western Business Park - note this has already been approved by SGC and so does not need to be on the agenda.

PK12/1791/F Laddenside Farm, Bristol Rd - no observations - proposed Councillor Heal, seconded Councillor Taylor, all agreed.

PK12/1913/O Land north of Brimsham Park - no comment required, however IAPC requests SGC to update us of all consultations relating to this application - proposed Councillor Sheppard, seconded Councillor Bellis, all agreed.
(Actions Clerk)

10-06-12 PLANNING CONSENTS

None received.

11-06-12 PLANNING REFUSALS/WITHDRAWALS

PK12/0554/F Walnut Tree Cottage, Chaingate Lane.

12-06-12 PLANNING APPEALS

PK12/0439/O The Barn, Wotton Rd.

13-06-12 PLANNING ENFORCEMENT

Councillor Bellis requested an update from SGC on the previous query concerning the gate at Berkeley Cottage, which was recently refused planning consent and has not been changed, which interferes with the public footpath. (Action Clerk)

14-06-12 MATTERS ARISING FROM THE ANNUAL PARISH MEETING

The matters arising were summarized as:

- To put recent events behind us and to move on;
- To take measures regarding better administration of and reduction of rubbish in, the allotments.

It was suggested that if street cleaning was an issue, IAPC should inquire of SGC exactly which roads within the Parish receive the benefit of litter-picking, and to ask what would be the implications of adding further roads.

(Action Clerk)

15-06-12 ANNUAL INSURANCE

To accept annual insurance provider as Zurich Municipal at an annual premium of £952.86 - proposed Councillor Bellis, seconded Councillor Heal, all agreed.

(Action Clerk)

16-06-12 CEMETERY

Councillors Blanchard, Heal & Taylor undertook to work together on updating the cemetery map and to provide a new copy of the updated to the Clerk for IAPC use. To approve headstone for V R Nelson - proposed Councillor Taylor, seconded Councillor Heal, all agreed. Councillor Sheppard undertook to enquire of Landscape Services about the matter of cemetery damage which may have been caused by grass-cutting.

(Actions Clerk, Chairman)

17-06-12 PARISH MEADOWS

Councillor Heal gave a verbal report following practical meetings & works carried out in the meadows.

Councillor Heal is appointed Chairman of the Meadows Committee - proposed Councillor Bellis, seconded Councillor Taylor, all agreed.

Councillor Huish gave an outline of Acton Aid's offer to make the Meadows, in particular the play area, the subject of this year's 'chairman's charity', this means they will be offering proposals and financial contributions. IAPC welcomes this financial aid and input and will send a letter of acceptance and thanks - proposed Councillor Taylor, seconded Councillor Heal, all agreed.

(Action Clerk)

18-06-12 LATTERIDGE GREEN

All Councillors are requested to visit Latteridge Green to familiarise themselves with the situation before the next meeting. This is against the background of the siting of various stones by various parties, driving on the green by heavy vehicles and other possible encroachment. This item will be on the agenda for the next meeting to decide what measures are required to best protect the green.

(Action All Councillors, Clerk)

19-06-12 TRAFFIC MANAGEMENT REVIEW OF THE HIGH STREET

The SGC revised proposal for measures arising from the Traffic management Review of the High St/Park St/The Green was considered in the form of a detailed map. The proposal was generally for white keep clear markings wherever mentioned, with no single or double yellow lines. The resolutions to be supported by IAPC were broken down as follows and were marked on the map supplied:

- Hammerhead - a reduced area, starting at the north side of the entrance to Holm Ray, towards the hammerhead itself, and around the hammerhead until just after the last curve of the hammerhead, approximately opposite Chapel Patch, on one side of the road only;
- Latteridge Road/Iron Acton By-pass junction - a reduced area, from the traffic light junction to approximately halfway towards the next housing entrance on the west side, on both sides of the road;
- Southern part of The Green from the junction with Latteridge Road - no markings;
- Park St/High St junction - renew existing lines only (note also that a replacement/renewal of the 'cul-de-sac' road sign is sought);
- Holly Hill/High St/Wotton Rd junction - as in the SGC proposal.

All these were proposed by Councillor Heal, seconded by Councillor Taylor, all agreed.
(Action Clerk)

After this item Public Participation was re-opened to allow Mrs Whittle to contribute, in recognition of her taking the trouble to attend

Mrs Whittle reported regular use of Nibley lane by Lorries that exceeded the weight limit, and requested that the obstructed signage be dealt with. She also mentioned concerns over the repair of a wall by the bungalows in Holly Hill. Councillor Sheppard undertook to contact SGC Streetcare.

(Action Chairman)

20-06-12 GREEN DOG-WALKERS SCHEME

SGC Councillor Hockey gave an update on this scheme, which originated in Falkirk. Frampton Cotterell PC has become the first parish in S Glos to adopt this scheme, which has been shown to cut unwanted dog waste by half. Alston Richards of SSGC Streetcare can come to talk to us if we wish to consider introducing the scheme in IA Parish. The essence of the scheme is encouraging responsible dog-walkers to identify themselves and to show an example to other dog-walkers. This is done through the wearing of armbands, the carrying of coloured bags for dog waste, and the distribution of leaflets. GC has paid £500 for the licence to run the scheme, initially the leaflets, bags and some armbands are provided free of charge with a charge for subsequent armbands. Councillor Hockey undertook to find out if the bags are biodegradable.

(Action SGC Councillor Hockey)

21-06-12 RAIN-WATER GULLIES– NORTH ROAD

Councillor Lomas outlined the issues involved. During the installation of a new gas pipeline to North Road School the contractors allowed spoil to enter the storm drains between the traffic lights and the school. The gullies are now full of that spoil and heavy rain only drains away very slowly causing severe ponding, pedestrians get soaked by passing vehicles and there is a flooding risk to properties. Cllr Lomas personally used the South Gloucestershire Council web based defect reporting system to report the problem. This site promised action within 10 days but after several months nothing has happened. Cllr Lomas requested that Iron Acton Parish Council support him by contacting SCC to also report the issue and request that the effected gullies are cleaned out. Proposed Councillor Lomas, seconded Councillor Bellis, all agreed.
(Action Chairman)

22-06-12 REQUEST FOR FINANCIAL ASSISTANCE

None Received

The next two items were brought forward**24-05-12 CLERK'S WAGES**

It was noted that in May the Clerk had worked 95.2 hours, and that her employment started on 9th May so this was a part month. Whilst her paid hours are intended to reflect an average over the year, it was suggested that there was a need for extra hours at this stage because of all the circumstances around becoming familiar with new procedures and practices, receiving basic instruction from Councillor Sheppard until the provision of training/gaining of experience, and the backlog of work arising from the gap in clerk cover. IAPC will pay the Clerk for 20 additional hours in May; and will pay up to 20 additional hours in June if required - proposed Councillor Gawler, seconded Councillor Bellis, all agreed. It was noted that in general, the Chairman must monitor the hours being performed by the Clerk, and that where necessary he must direct and prioritise her work within the hours available, and report back to the PC when there appears to be a need for additional hours.

(Action Chairman, Clerk)

It was also noted that due to the very short notice cancellation by Ian Selkirk of Mazars on two occasions, the Clerk had wasted two periods of paid childcare. Mention was made of her normal responsibility for childcare arrangements to carry out her duties, but that this was outside of that normal situation. IAPC will reimburse the Clerk for these costs, and will pursue this matter with the auditor when appropriate - proposed Councillor Bellis, seconded Councillor Sheppard, all agreed.

(Action Chairman, Clerk)

25-06-12 CONFIDENTIAL ITEM reported separately

The room was cleared of the public before this item was discussed

23-06-12 ACCOUNTS FOR PAYMENT

- R.O. Williams & Son Agricultural Contractors (works on coach Pool) - £90.00
- South Gloucestershire Council (hire of North Rd School) - £50.00
- KN Office Supplies - £50.18
- Iron Acton Parish Hall - £52.50
- The Marshall Rooms - £105.00
- Avon Local Councils' Association - £256.36
- P Huish (advertising) - £118.80
- Landscape Services - £692.73
- Anna Jabrezka (bus shelters, meadows) - £209.00
- Zurich Municipal - £952.86
- Mrs. D Beal - Clerk's wages for May including 20 additional hours (amount not specified in meeting)
- proposed Councillor Bellis, seconded Councillor Huish, all agreed.

CORRESPONDENCE RECEIVED

None listed

DATE OF NEXT MEETING

Parish Council Meeting on Monday 16th July in Parish Hall at 7.30pm

There being no further business the meeting closed at 10.40pm

Signed.....

Dated.....