

MINUTES OF MEETING OF IRON ACTON PARISH COUNCIL Monday 16th July 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. 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

Ten members of the public were present.

Mrs Whittle raised a point relating to the wall at Holly Hill Lane outside Sunnyridge that it had been repaired however the wall has been built at a different height and poor quality. – Councillor Sheppard advised that the concerns would be passed onto the highway enforcement to look into – Councillor Gawler to action

Mrs Whittle expressed concern about Lorry's driving up Nibley Lane then reversing up Holly Hill lane and the lorry's lights shining through her window – Councillor Sheppard advised that her points would be passed onto the highway enforcement to investigate. – Clerk to action

Mrs Whittle also raised a point relating to Mr Sandy displaying 4 signs outside of his property and asked whether permission should have been obtained in order to do this. – Councillor Sheppard advised this would be passed onto the relevant authorities – Councillor Gawler to action

Mike Keanen asked if there was any update relating to the engine common development – Councillor Gawler advised there was no update at present any further development news would be passed on accordingly.

Peter Foot (chairman of Acton Aid) – Thanked the Parish Council for the use of the meadows to stage the Proms. Mr Foot apologised for the mess left in the meadows and advised that there were restrictions placed to gain access to the meadows in order to maintain minimum disruption. Mr Foot asked what could be done in order to repair any damage done to the meadow. Councillor Sheppard advised that there were several deep ruts in the ground which needs to be dealt with and that he had contacted Andrew Williams with the intention to have the ruts filled and then rolled. Councillor Gawler expressed concern that the toilets and rubbish were still in the meadows and when and how will they be removed. Peter Foot and Councillor Huish advised that all outstanding rubbish and the toilets would be removed manually if possible in order not to cause any more damage within the next 2 days.

The room was temporarily cleared of all members of the public due to having to discuss the confidential item

24 -06-12 CONFIDENTIAL ITEM

Councillor Sheppard proposed approval to ratify the statement prepared by Councillor Bellis, Councillor Heal and Councillor Gawler in accordance with the terms and conditions set out by the HR Company. **All Agreed**

The Public was invited back into the room

Councillor Sheppard announced he was to read a statement from Iron Acton Parish Council to all Parishioners in conjunction with Public Participation. Following the statement the Council would redeem the Council meeting and no further questions would be answered in relation to the statement read.

STATEMENT BY

IRON ACTON PARISH COUNCIL

TO ALL PARISHIONERS

The following statement is being made by Iron Acton Parish Council in relation to circumstances surrounding the recent resignation of Mrs. Paula Evans as Clerk and Responsible Financial Officer to the Parish Council.

It has come to our attention that certain rumours have been circulated around the Parish that Mrs. Evans 'lost' her job. It has also come to the Parish Council's attention that Mrs. Evans has been accused of being involved in a certain incident involving 'malicious communications'. The Parish Council would like to confirm that both of these allegations are incorrect.

Mrs. Evans resigned on 11th February 2012 following a number of incidents, which resulted in certain principles of trust and confidence that should exist between employee and employer being broken by the Parish Council. The Parish Council regrets that this was the case.

Iron Acton Parish Council would also like to express regret to Mrs. Evans for an apparent breach of confidentiality by a member of the Council during the course of negotiations regarding her contract of employment. This is something that should not have happened and it is acknowledged that a lack of understanding on behalf of a certain Parish Councillor caused this situation.

Additionally, as a consequence of further apparent breaches of confidentiality, Mrs. Evans received a number of ill-informed emails from parishioners which caused her a great deal of distress and anguish. The Parish Council acknowledges that certain accusations contained therein were untrue. Although the Parish Council responded to

these parishioners and certain Parish Councillors on an individual basis, we wish it to be known that Mrs. Evans' employment credentials are impeccable and her experience has done a great deal to bring the Parish Council into the twenty-first century.

Mrs. Evans has also been linked to the dissemination of certain 'malicious communications' on the 20th February 2012 whilst still an employee of the Parish Council. We recognise that following an investigation this accusation is entirely without foundation and we regret that certain parishioners may have been led to believe otherwise.

Mrs. Evans has served the community of Iron Acton faithfully since 1999 as both Parish Councillor and then as Clerk. Mrs. Evans is a well-known individual within the parish and has done a great deal to assist parishioners despite particularly difficult personal circumstances during 2011.

Iron Acton Parish Council regret the situation that lead to Mrs. Evans resignation, and acknowledge that more should have been done to support her position.

Iron Acton Parish Council offers its unanimous apology to Mrs. Evans and her family for the circumstances that led to her resignation.

Out of respect to Mrs Evans, and for ongoing confidentiality reasons, the Parish Council and its Councillors will not be making any further comment in relation to this matter.

01-07-12 APOLOGIES FOR ABSENCE

Pat and Dave Hockey

02-07-12 DECLARATIONS OF INTEREST

Councillor Huish/Councillor Tillotson – Item 14- Acton Aid Member

Councillor Heal – Item 15 – lives adjacent to Latteridge Green

Councillor Tillotson – Item 9- Algars Manor Planning application

These interests were reported as personal but not prejudicial.

03-07-12 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

1. The minutes of the meeting held on 18th June 2012 had been previously circulated.

Councillor Lomas proposed and Councillor Bellis seconded that these minutes be adopted and signed. **All Agreed**

(Action Chairman to sign)

Councillor Blanchard requested that a hard copy of the minutes be brought to the meeting by the clerk – Clerk to action

Councillor Sheppard proposed that the agenda be posted to all councillors to comply with the regulations and process of the Local Council in future and all other

correspondence to be emailed seconded by Councillor Bellis. **All Agreed**

04-07-12 CHAIRMAN'S REPORT

Councillor Sheppard gave a verbal report. This included:

Meetings with the Clerk which covered familiarization with the Parish boundaries including Rangeworthy, Nibley Lane and the proposed development in engine common and Brimsham park.

The flood which occurred in North Road due to the drains being blocked and the overgrown grass.

Communication with Mazars in respect of the overdue accounts.

Contacting Pool court in relation to the burial and cemetery books.

The accounts needing to be ratified in order to progress to sending them to Mazars.

Visiting NatWest bank to obtain the relevant mandate forms to take off the old Clerk Mrs Paula Evans and add the new Clerks details Mrs Donna Beal.

05-06-12 CLERK'S REPORT

The Clerk made a written report as below:

During my time in since the last meeting I have been busy playing catch up with all the outstanding work that needed completed.

I can confirm that I have now

- Gone through all the outstanding emails and prioritised accordingly and I am now at the stage of responding to the emails and taking action where required.
- With the help of Bob Lomas I have now updated and familiarized myself with the basic PAYE tools 2012 and can now run the system efficiently.
- At the request of Lynne Blanchard I completed the Focal Poyntz report which was required for the next addition of the magazine.
- Taken delivery of my stationary order which has helped in undertaking the tasks of which are required of me.
- Received correspondence from Gorden Moss at South Gloucestershire council requesting information regarding the councillors at the Parish in order to comply with the law and publish the registers of all Town and Parish Councils this has now been completed.
- Confirmed the quote with Chris Wright for the Tree survey this has now been accepted.
- Contacted Mazars and advised the Internal Audit has now been completed by Mr I Selkirk and ensured them that the once this has been ratified I will ensure swift delivery of all documents they require.
- Accepted the annual renewal with regards to the insurance and advised the cheque will be sent once signed of at the next Parish Council meeting.
- I have been liaising with Mr Peter Duppa after being given his contact details via Peter Sewell Mr Duppa has assisted me in locating some local courses, book and contacts for

me in order to develop my knowledge in Local Council procedure I am hoping to receive dates of the courses shortly.

- Once again I have spent a vast amount of time with R Sheppard who has been kindly assisting me in familiarizing myself with council procedure whom I thank immensely for sparing a lot of his time trying to bring me up to speed.
- I have arranged with R Sheppard to visit the Allotments in order to meet as many allotment holders as possible as I am currently working on producing bills for all allotment holders and aim to have these sent/given to all allotment holders in the next couple of weeks.

In order to gain access to the bank accounts I require signatures to change the mandate and have my name added as the recipient, I have visited the bank and have the relevant forms with me ready for signing.

I also need to seek authority to transfer money from our national savings account in order to cover the cost of the legal expenses which will be due shortly.

Again it has been a very busy month for me but I am now getting to grips with what needs doing and the knowledge that is required in order to fill the requirements of the clerk.

Councillor Lomas requested that the clerk officially contacts South Gloucestershire council and requests the drains to be cleared out properly in order to try and prevent the floods from reoccurring.

Councillor Huish requested a update as to what's been done in relation to sounding opinions regarding the proposed homes behind the white Heart it was decided that the clerk would contact One step homes and thank him for his help and invite him to the next available Parish Council meeting with his proposal. (Clerk to action)

Councillor Taylor has requested that the clerk write to all allotment holders asking permission for there details to be passed on to a 3rd party in order to find out if any allotment holders are willing to form a allotment committee.

Councillor Heal advised that he has been waiting for 3 clear days to be able to access the allotments in order to clear the rubbish Councillor Heal is hopping to have this done next week weather permitting.

Councillor Bellis requested the clerk give a brief outline of the clerk's hours for the future in order to help manage the clerk's hours and prioritize if needed.

Councillor Sheppard requested that the clerk be allowed to obtain and manage the bank accounts on line once the mandates had been updated in order to access the accounts more efficiently. **All Agreed**

06-07-12 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT

- 1) North Rd flooding – several houses were flooded when the main drain became blocked. Councillor Gawler understands that the problem was disposable nappies so was not surprised but just feel for the people involved.
- 2) The SGC Core Strategy public examination is coming to an end. Mike Keenan, Denys Leflaive and Councillor Gawler went for the Yate/Sodbury/Engine Common session. The

report should be available later in the Autumn-probably October/November however any major alterations will be announced in brief in August.

- 3) We have started reviewing the Governance changes for Parishes who have put in requests and the non parished areas. With Iron Acton that would incorporate Patch Elm Lane but exclude the requested Ward boundary review as it is tied in with the Boundary Commission Constituency review. We can do nothing on this item until that has been agreed.
- 4) Tanhouse Lane Gypsy and Traveller proposed site is going to appeal. The Council have hired a Highways Consultant to help and Councillor Gawler will be meeting him next week – July 25th. At the hearing Councillor Gawler will be up in front of the inspector along with the Planning Officer etc.

07-06-12 PARISH COUNCILLORS' REPORTS

Councillor Huish reported that a request has been made from a parishioner relating to the good job that was done of clearing the rail around the church last year and how it again has become overgrown and it should now be looked at again.

Councillor Huish reported that he had been approached from parishioner wishing to stay anonymous who stated that the land next to the WCS on Frampton end road as there seems to be a lot of activities from lorry's and there is speculation that the land is being used as a dumping ground. Councillor Sheppard advised he would contact the enforcement officer to investigate and advise accordingly.

Councillor Heal reported that by the Crossing cottage industrial estate advertising signs are being displayed on a precarious part of the road which could potentially cause a traffic incident. Councillor Sheppard advised that the concerns would be passed onto the enforcement office. (Clerk to action)

Councillor Tillotson advised on the Bus stop at Codrington Arms with regards to the situation still being monitored.

Councillor Taylor advised it has been reported by a neighbor that the bins in the cemetery are being used incorrectly and asked if we should sign the bins in the hope they will be used correctly. Councillor Sheppard agreed to empty the bins on this occasion and monitor the situation. Councillor Blanchard advised that there are signs already on the bins.

Councillor Taylor reported that since the dog bin had been repositioned in the cemetery people are still depositing bags of dog waste where the bin used to be positioned rather than walking to the repositioned dog bin at the bottom of the cemetery.

Councillor Taylor requested the clerk to check the contract for Landscape Services to see if the verge in front of the allotments in Nibley Lane is listed in the agreement.

Councillor Blanchard requested that South Gloucestershire council be contacted in relation to the special expenses of which Iron Acton is listed of receiving £3436. To enquire what the money is for? Can they tell us the specifics i.e. what we can expect/do get this money for? How is this money collected? (Councillor Gawler to action)

08-07-12 FINANCIAL REPORT

The Clerk reported balances as at:

Monies available as at 11th July 2012:

National Westminster Bank:	Current Account	£ 11,094.98
	Reserve Account	£ 160.82
National Savings Accounts:		£
TOTAL		£

Movements on the Current Account

Date	Cheque No	Details	Withdrawn	Paid In	Balance
		Balance carried forward			13063.40
07/06/12		HMRC		1507.60	14571.00
22/06/12	002341	R Sheppard	49.97		14521.03
25/06/12	002342	A Jastrzebska	209.00		14312.03
28/06/12		Bamford – Head Stone		50.00	14362.03
02/07/12	002332	Room Hire North Road school	50.00		14312.03
02/07/12	002339	Clerks Wages – May	896.59		13415.44
02/07/12	002344	Clerks Wages – June	896.59		12518.85
02/07/12	002345	Clerks Expenses – May	58.30		12460.55
05/07/12	002331	R O Williams & Son	90.00		12370.55
09/07/12	002333	Kn Office supplies	50.18		12320.37
		<u>Less Uncleared Cheques</u>			
	002334	Room Hire – IAPH	52.50		12267.87
	002336	Avon Local Councils Association	256.36		12011.51
	002337	P Huish	118.80		11892.71
	002338	Landscape Services	692.73		11199.98
	002340	Room Hire – Marshall	105.00		11094.98
AVAILABLE BALANCE					£11,094.98

Where balances were not known, this was due to the 'handover period' involving new mandates to the respective banks to include the Clerk.

Councillor Bellis proposed that the clerk transfers £10,000 from the National savings

account to the current account to cover all relevant costs due in respect of the pending bill from the solicitors. Seconded Councillor Heal. **All agreed**

09-07-12 PLANNING APPLICATIONS

PK12/2239/F 6 Engine Common lane, Yate – Erection of single storey side extension

No Comment Proposed Councillor Lomas, Seconded Councillor Bellis – All Agreed

PK12/2131/TCA Buttercup House, High Street, Iron Acton – Works to crown lift up to a 4 meters 1no. Lime tree, crown lift by 2.5 meters and thin 1no. Alder tree and remove 1no. Ash tree in the Iron Acton conservation area.

No Comment Proposed Councillor Bellis, Seconded Councillor Sheppard – All agreed

PK12/2225/LB Vine Cottage, Wotton Road, Iron Acton – External redecoration of woodwork, doors and gates.

No Comment Proposed Councillor Bellis, Seconded Councillor Tillotson – All agreed

PK12/2141/LB Acton House, The Green Iron Acton – Installation of 10no. solar water heating panels on swimming pool roof.

No Comment Proposed Councillor Bellis, Seconded Councillor Sheppard – All agreed

PK12/2290/LB Algars Manor Station Road, Iron Acton – Internal and external repairs and alterations to update bathroom facilities, reinstate some timber casement windows and reinstate/renew rendered surfaces to external walls

No Comment Proposed Councillor Bellis, Seconded Councillor Sheppard – All agreed

(Action Clerk)

10-07-12 PLANNING CONSENTS

PK12/0397/F Land south of Broad lane, Yate – Erection of 14no. Dwellings with Access, landscaping and associated works - **Approved**

PT12/0537/RVC Old Gloucester Road, Alveston, Bristol – Amend the location of The crane pad for hard standing for turbine 2 - **Approved with Conditions**

PK12/0603/RVC Building 6 Lavenham Farm Nibley lane, Iron Acton – Removal 6,7 & 8 attached to planning permission PK12/0760/F to remove the requirement to replace windows, doors, wood cladding and wicker facing in respect of the conversion of building 6 from an ancillary work / live unit to an independent dwelling with separate access - **Approved with conditions**

PK12/0602/F Building 6 Lavenham Farm Nibley Lane, Iron Acton, - Installation of 1 no window in the south elevation of the building and installation of an extraction flue. **Approved with Conditions**

PK12/0651/F 22 Engine Common lane, Yate, Bristol – Erection of stable and storage block **Approved with Conditions**

PK12/1707/F Sunnyridge Holly Hill, Iron Acton – Erection of rear conservatory, Erection of 2.2 metre max high metal gates. **Approved with conditions**

PK12/1113/R3F South Gloucestershire Depot, Engine Common lane, Yate – Erection of 1no. salt barn with parking and associated works. **Deemed Consent**

PK12/1361/CLE Certificate of Lawfulness – Park Cottage, The Green Iron Acton. **Approved**

11-07-12 PLANNING REFUSALS/WITHDRAWALS

PK12/1854/TCA Sea Harvest, High Street, Iron Acton, - Works to remove 1no.sycamore tree within Conservation area **Refused**

12-07-12 PLANNING APPEALS

PK11/3722/F – Unit 4 Great Western Business Park, Armstrong way, Yate – Change of use from B1 and B2 to class B8.

13-07-12 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)

14-07-12 PARISH MEADOWS

Councillor Heal commented on the state of the Meadows at present but was happy with the comments from Peter Foot during the public participation that the meadows will be restored to their previous condition.

Councillor Heal spoke about the flooding in the play area which occurred 10 days previous Councillor heal stated that he believes the drain under the bridge could not take the water causing it to overflow straight into the play area after examining the situation Councilor Heal believes that the problem was being caused by a tree a bit further down which was partially blocking the stream and in the bottom of the stream is a big clump of fibrous roots. Councillor Sheppard and Heal will check the stream and resolve the situation by clearing the roots with the digger when the ruts are being filled.

Councillor Heal reported that Joe Wright would be able to supply and apply chemical weed control to the nettles around the meadow fence line and play area. This would be discussed in the next Meadows subcommittee meeting.

A meeting was called for the Meadows subcommittee for Monday 23rd July at 6.30pm meeting at the meadows weather permitting. In case of bad weather the meeting will be held in the Village Hall.

15-07-12 LATTERIDGE GREEN

After reviewing the stones in Latteridge Green it was proposed by Councillor Sheppard in order to protect Latteridge Green from further erosion by lorry's the stones will remain Seconded Councillor Blanchard. **All Agreed**

16-07-12 IRON ACTON VILLAGE GREEN

Councillor Bellis proposed that Chris Write should be instructed to carry out any necessary action to manage the two large trees at the North West end of the green which are encroaching on the footpaths. Seconded Councillor Sheppard **All Agreed** (Action Clerk)

17-07-12 COUNCIL WEBSITE

To be carried forward to discuss with item 24

18-07-12 ANNUAL PLAYGROUND INSPECTION

Councillor Sheppard reported that correspondence had been received advising the Parish Council that the annual inspection is now due. The inspection will be carried out shortly and a date will be circulated once received.

(Action Clerk)

19-07-12 Mazars

Councillor Sheppard advised the annual accounts needed to be ratified. Ian Selkirk has now completed the internal audit and once the accounts had been ratified they can then be sent to Mazars. Proposed Councillor Blanchard Seconded Councillor Gawler **All Agreed**
(Action Clerk)

20-07-12 CLERKS CONTRACT

Councillor Sheppard produced the clerks contract with the minor amendments now completed the contract now reflects the model contract. The clerk (Donna Beal) formally signed the contract which was witnessed and signed by Councillor Sheppard.

21-07-12 CLERKS WAGES

Following a review of the clerks hours , 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 June and July. It was noted that in general moving forward for August, the Chairman and Vice Chairman must monitor the hours being performed by the Clerk, and that where necessary he must direct and prioritise her work within the 70 hours available.

22-07-12 REQUEST FOR FINANCIAL ASSISTANCE

A request has been received from Citizens Advice Bureau Councillor Sheppard Proposed a donation of £100 seconded Councillor Bellis **All Agreed**
(Action Clerk)

Councillor Tillotson requested that all requests for funding within the Parish be forwarded to Acton Aid in order to diversify the available funds.

Councillor Bellis proposed that the Council marshal the general requests to 4 times per year (January, April, July, October) Seconded Councillor Blanchard **All Agreed**

23-07-12 ACCOUNTS FOR PAYMENT

- Zurich – Annual Insurance - £952.86
- I Selkirk – Internal Audit fees £155
- Viking – Stationary - £294.96
- Andrew William – Man& machine for ½ day at allotments £100
- B Sheppard – Ink - £49.97
- Clerks wages – June @ 90 hours
- Clerks Wages – July @ 90 hours

- Clerks expenses - June - £190.58
- Tax / NI - £156.74
- Society of local council clerks - Minutes book - £16.95
- CAB – Request for financial assistance - £100
- Solicitors amount TBC

Proposed Councillor Bellis Seconded Councillor Taylor **All Agreed**

24-06-12 CONFIDENTIAL ITEM reported separately

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

CORRESPONDENCE RECEIVED

None Listed

DATE OF NEXT MEETING

Parish Council Meeting on Monday 17th September in Parish Hall at 7.30pm

There being no further business the meeting closed at 10.00pm

Signed.....

Dated.....

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Confidential

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Confidential