

**MINUTES OF MEETING OF  
IRON ACTON PARISH COUNCIL  
Monday 20<sup>th</sup> February 2012**

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

Present: Mr. Bellis (Acting Chairman), Mr. Gawler, Mr. Taylor, Mr. Tillotson, Mr. Lomas, Mr. Huish and Mrs. Evans (Clerk)

**Action**

**PUBLIC PARTICIPATION**

Three members of the public were present.

Mr. Tom Sheppard of Newland Homes confirmed that an application to develop land on Broad Lane had now been submitted to SGC. Mr. Tom Sheppard confirmed that in general SGC have been supportive. The application now includes a new footpath across the frontage of the development, but primarily the design remains the same as presented to the Parish Council in January. The houses will be set approximately 23m away from the highway.

**01-02-12 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Sheppard, Pat and Dave Hockey, Blanchard and Heal.

**02-02-12 DECLARATIONS OF INTEREST**

None received.

**03-02-12 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 16<sup>th</sup> January 2012 had been previously circulated. Councillor Gawler requested that in minute 08-01-12 in the seventh and tenth line that the word "internal" be inserted so that it should read 'independent internal auditor'. Also on page 802 a correction that Mr. Keenan lives in Dyers Lane and not North Road. Subject to these amendments Councillor Gawler proposed and Councillor Tillotson seconded that these minutes be approved and signed. **All agreed.**

**04-02-12 VICE CHAIRMAN'S REPORT**

The Vice Chairman has assisted in arranging the meeting to prepare the Parish Council's response to the Core Strategy consultation. This meeting included Councillors Lomas and Gawler as well as Mr. Mike Keenan, resident of Dyers Lane. Unfortunately the Vice Chairman could not attend the meeting due to short notice work commitments, but the meeting did take place and a submission was made. The Vice Chairman would like to thank these three for their input, and particularly Mr. Keenan. This is a good example of the Parish Council working together with the community directly to serve the community better.

The Vice Chairman has kept in touch with the Clerk regarding potential arrangements for the TMR 'Drop-In' meeting. It was not possible to find a practical date with a broad consensus so this is on the February agenda to determine a date.

The Vice Chairman has also had a small amount of communication with the Clerk and the Chairman regarding the Clerk's resignation, including the offer of flexibility around the effective date to best facilitate the coverage of meetings and to consider the options for dealing with outstanding holiday entitlement. Again, this matter is on the February agenda. The Parish Council's unified response can be dealt with there, but the Vice Chairman would personally like to thank the Clerk for her dedication and commitment, as well as her hard work. Previous minutes will show that we have had our disagreements about procedure and principle on occasion, but that we overcame these and the Vice Chairman can whole-heartedly say that Mrs.

Evans has brought improvements to how the Clerk carries out the business of the organisation of the Parish Council, with a constant eye on complying with legal requirements. It is not an easy task and we will do well to find a successor with at least the same degree of capability.

#### 05-02-12 **CLERK'S REPORT**

##### **Action from Previous Meeting**

08-01-12 - Independent Internal Auditor - the Clerk has written to Mr. Selkirk on behalf of the Parish Council, confirming him as the Parish Council's independent internal auditor for the annual audit of the 2011/2012 accounts.

14-01-12 - Tasha's Tasties - the Clerk has written to SGC confirming no objections to the renewal of this street trading licence. SGC has notified the Parish Council that the licence has been renewed.

15-01-12 - Parish Charter - the Clerk has confirmed with SGC that Iron Acton Parish Council has renewed its commitment to the refreshed Parish Charter.

16-01-12 - Traffic Management Review - the suggested date of 16<sup>th</sup> February 2012 was postponed. This is on the February agenda for the Parish Council to decide a date.

17-01-12 - Core Strategy - the working party met on 31<sup>st</sup> January 2012 and composed a response that has been sent to SGC. A copy is attached for Parish Councillors information.

18-01-12 - Acton Aid - a letter was sent to Acton Aid confirming that Iron Acton Parish Council looks forward to a working relationship with Acton Aid.

19-01-12 - Emailed confirmation to Bristol City Council that the contents of the seminar on Town and Village Greens to be held on 19<sup>th</sup> January 2012 were not relevant to Iron Acton Parish, therefore the Clerk would not be attending.

Newland Homes - An email was received from Mr. Tom Sheppard of Newland Homes thanking the Parish Council for affording the time to listen to his presentation on the proposal to develop 14 new homes in Broad Lane. Subsequently Newland Homes have now submitted the planning application which is before the Parish Council for consideration.

Road Closure - May Day - An email was received from PC Simmons regarding a possible application for a road closure of Park Street for the annual May Day Celebrations. An approach had been made by the May Day Committee to investigate the possibility of closing of Park Street to vehicles without the need to make an expensive road closure application via SGC. PC Simmons confirmed that in order to ensure that all legal and health and safety aspects were adhered to, then an official road closure application should be made, as Avon and Somerset Police could not condone such an unofficial closure.

Yate Library - An email was received informing the Parish Council that the next Yate Library quarterly meeting will be held on Thursday 26<sup>th</sup> April 2012 at 7.00pm in Chipping Sodbury Library. If any of Iron Acton Parish Councillors would like to attend, they would be most welcome.

Neighbourhood Planning for Parish & Town Councils - SGC are holding a free planning event on Monday 19<sup>th</sup> March 2012 in the Council Chamber, The Civic Centre, Kingswood from 9.30am to 3.00pm. The purpose of the event is to start a dialogue with communities and provide insight and information on the new Neighbourhood Planning processes introduced by the Localism Act. There will be speakers from SGC to provide detailed information on the scope and process as well as a question and answer time. Initially SGC are offering one free place per parish.

ALCA Membership - ALCA has notified Iron Acton Parish Council that their likely subscription will be £257.32 for 2012/2013. However this figure is based on the 2011 electorate and ALCA are currently awaiting notification from SGC of the 2012 electorate in order to finalise the subscription amount.

Request for Donation – Diamond Jubilee - A letter has been received from the organising committee of the Diamond Jubilee Family Day enquiring about a possible donation. A holding letter has been sent to the committee informing them that their request will be considered at the March meeting.

High Street, Iron Acton - It was reported to the Clerk that on Tuesday 24<sup>th</sup> January 2012 at approximately 3.45pm the High Street was partially blocked for nearly 45 minutes by a delivery of concrete to the site of the new house being built next to Iron Dale House. The Ridings High School bus was stuck and unable to reverse. The driver of the 88 service saw the obstruction and reversed into the lane next to the Parish Hall and travelled back up the High Street. Some residents came out and moved their parked vehicles so that cars could squeeze past. The driver of the school bus was going to report this delay to SGC.

SSCG - The date of the next SSGC is Tuesday 6<sup>th</sup> March 2012 in Iron Acton Village Hall commencing at 7.30pm. Posters have been put on the notice boards and web site.

#### 06-02-12 **SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT**

Councillor Gawler reported that Councillors Pat and Dave Hockey would be attending the PAG meeting on Tuesday 21<sup>st</sup> February 2012 where discussions on the replies to the Core Strategy consultation will take place. This will also include discussing when the information will be made available to Parish Councils. There is also a South Gloucestershire Council budget meeting during the week. The budget proposals have already gone through Cabinet.

Councillor Gawler enquired of the Clerk whether anything further had been heard in connection with the proposed Latteridge Road speed limits. The Clerk confirmed that she had heard nothing further.

#### 07-02-12 **PARISH COUNCILLOR'S REPORTS**

Councillor Huish reported that at short notice he had attended as a Parish Council representative on the Diamond Jubilee Children's Party Committee. The intention of the committee is to meet once a month and come up with ideas to create a free children's party akin to a street party which will be held during the extended bank holiday. Councillor Huish didn't think that it created a personal or prejudicial interest.

Councillor Huish further reported that matters had come to his attention today regarding a malicious communication that had been circulated in the village. This criminal matter had now been put in the hands of the Police. Councillor Huish had emailed Councillor Bellis and informed him of the situation and was happy for Councillor Bellis to make a statement. Councillor Bellis stated that this was a despicable action and assured Councillor Huish that no Parish Councillor or the Clerk would have had any involvement in such activities. Councillor Bellis further encouraged anyone with any information to inform the Police.

Councillor Tillotson reported that a working party is being organised for 10<sup>th</sup> March 2012 to clean the mats in the play area. Councillor Tillotson has spoken to Mr. Peter Foote of Acton Aid, who are willing to lend their support. Councillor Taylor suggested testing a small peripheral area before cleaning the rest of the mats. Councillor Tillotson is also trying to source appropriate paint for the woodwork

08-02-12 **FINANCIAL REPORT**

The Clerk reported balances as at 15<sup>th</sup> February 2012 of:-

National Westminster Current Account	£3,874.10
National Westminster Reserve Account	£160.78
National Savings Accounts	£16,498.38

The Clerk reported that NS&I are proposing to change the two current National Savings Accounts into postal accounts only. **It was resolved** to amalgamate the two accounts into one, and allow the accounts to become postal. Proposed Councillor Bellis and seconded Councillor Gawler. **All agreed.** The Clerk was instructed to **Clerk** make the arrangements.

09-02-12 **PLANNING APPLICATIONS**

PK12/0096/F - Algars Mill, Frampton End Road, Iron Acton - Erection of lean-to extension to kitchen to provide additional living accommodation. Replacement casements to existing dormer windows. **No objections.** Proposed Councillor Bellis and seconded Councillor Lomas. **All agreed.**

PK12/0097/LB - Algars Mill, Frampton End Road, Iron Acton - Erection of lean-to extension to kitchen to provide additional living accommodation. Retention of two dormers and replacement of dormer windows with new casements. **No objections.** Proposed Councillor Bellis and seconded Councillor Lomas. **All agreed.**

PK12/0397/F - Land south of Broad Lane, Broad Lane, Yate - Erection of 14 no. dwellings with access, landscaping and associated works. Traffic assessments of existing use of broad lane against what would be generated. Clear reduction. Something like 200 spaces proposed for office development. BL like to see 'no waiting' along the road. Technically outside the development boundary of North Road. Would like parking restrictions considered on the road. **To support** this application, with an additional comment that the Parish Council would like 'no waiting' restrictions along both sides of the road in front of the development. Proposed Councillor Gawler and seconded Councillor Lomas. **All agreed.**

PK12/0525/TCA - Brookby House, High Street, Iron Acton - Works to remove 4 no. Conifer trees and 1 no. Spruce tree situated within the Iron Acton Conservation Area. **No objections.** Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.**

The Clerk reported that three additional planning applications had been received since the production of the agenda. One of the applications is for The Barn, Wotton Road, Iron Acton - Erection of 8 no. dwellings (outline). **It was resolved** to hold a Parish Council meeting to discuss this application together with the two other applications received on Tuesday 28<sup>th</sup> February 2012 in the Marshall Rooms commencing at 7.30pm. Proposed Councillor Bellis and seconded Councillor Gawler. **All agreed.** The Clerk was instructed to make the arrangements. **Clerk**

10-02-12 **PLANNING - CONSENTS**

None received.

11-02-12 **PLANNING REFUSALS/WITHDRAWALS**

- PK11/3359/F - 51-61 Beeches Industrial Estate, Waverley Road (refuse)

12-02-12 **PLANNING - APPEALS**

None received

13-02-1 **PLANNING - ENFORCEMENT**

- COM/11/1084/COU - Land opposite Wisteria Cottage & Home Close, Station

Road – The Clerk reported that an SGC Planning Enforcement Officer had attended the site again and met with the lessee. The lessee had stated that she jointly rents the site with a friend and only uses the site for dog exercising and training on Wednesdays through Fridays between 10.00am and 3.00pm. The rest of the week her friend uses the site recreationally for her dogs. The lessee also stated that no dogs are brought to the site by clients and the maximum number of dogs is twelve. She further stated that some sheep will be moved onto the site as she is training her own dogs for sheep herding. The SGC Planning Enforcement Officer informed the lessee that in light of the lack of any real agricultural use of the land, that planning permission would be required for a change of use and requested that an application be submitted.

14-02-12 **LATTERIDGE VILLAGE GREEN**

The Clerk reported that one letter of support and three letters of objection had been received in connection with the recently placed boulders on Latteridge Village Green. In the letter of support the parishioner thanked the Councillor Heal for his prompt action in clearing and making good the verges. In the letters of objection, the parishioners referred to the Parish Council's previous requirement for Mr. Williams to remove the raised flower bed from the entrance to Green Farm Business Park, requesting the removal of stones from outside the Hitchings and on a parcel of Village Green outside Rose Cottage. **It was resolved** to request that Councillor Heal removes the four boulders from Latteridge Village Green. Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.** The Clerk

Clerk

15-02-12 **IRON ACTON VILLAGE GREEN**

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. It was acknowledged by the Parish Council that the subject of parking and driving on the village green has been discussed on many occasions. **It was resolved** to defer action on this matter until after the TMR 'Drop-In' Event. However a pleasant letter would be sent to all residences on the village green reminding them of existing parking restrictions. Residences would include Latteridge Road along to Rose Cottage and opposite. This letter to be delivered with the invitation to attend the TMR 'Drop-In' Event. Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.** The Clerk was instructed to draft a letter for approval.

Clerk

16-02-12 **PARISH MEADOW**

The written report submitted by the Parish Meadow Committee was officially received and accepted by the Parish Council. **It was resolved** to accept the proposals by the Parish Meadow Committee to create a semi-permanent bonfire site, approximately 7m across, edged in cobbles with a surface of coarse sand. **It was resolved** to accept the proposal by the Parish Meadow Committee that no further clearance works be undertaken in the Meadow unless it is agreed by the Parish Meadow Committee. Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.**

The Clerk was asked to point out to members of the Parish Meadow Committee that as this group was designated a Committee then all meetings of the Committee should be treated in the same way as a full Parish Council meeting, eg that all meetings should be advertised giving three clear days notice; that meetings should be open and accessible to press and members of the public; that minutes should be kept; that a quorum would still consist of three members. Subject to observing these requirements **it was resolved** that the Parish Meadow Committee continue to

implement the plans and proposed works contained in their report as submitted to the Parish Council for approval. Proposed Councillor Taylor and seconded Councillor Bellis. **All agreed.**

17-02-12 **CEMETERY DOG BIN**

**It was resolved** to proceed with moving the cemetery dog bin referenced IA1 at a cost of £116.20. Proposed Councillor Gawler and seconded Councillor Taylor. **All agreed.** The Clerk was instructed to contact SGC and instruct them to proceed.

**Clerk**

18-02-12 **ANNUAL GRASSCUTTING CONTRACT**

The Clerk informed the Parish Councillors that of the six tender invitations sent out, two companies had responded - Landscape Services and D.R. Howse. The tender invitations had requested prices for a 3-year contract to be entered into. Landscape Services tender was for £4,405.78 (excluding prices for Nibley Lane bank) and D.R. Howse tender was for £2,670.00 (excluding prices of Nibley Lane bank). Regarding the tender from D.R. Howse, the Parish Council was concerned that these prices would be able to be maintained as they were so low. Therefore **it was resolved** that the tender from Landscape Services (South West) Ltd be accepted for a 3-year term. Proposed Councillor Lomas and seconded Councillor Bellis. **All agreed.** The Clerk was instructed to write to Landscape Services confirming acceptance of their tender, and to write to D.R. Howse informing them that they had been unsuccessful.

**Clerk**

19-02-12 **TRAFFIC MANAGEMENT REVIEW**

**It was resolved** to arrange the 'Drop-In' Event on either 13<sup>th</sup>, 14<sup>th</sup> or 15<sup>th</sup> March 2012 in Iron Acton Parish Hall, running from 4.30pm to 7.30pm. Proposed Councillor Bellis and seconded Councillor Huish. **All agreed.** The Clerk was instructed to ascertain from Peter Hart which date was convenient and make the appropriate arrangements.

**Clerk**

20-02-12 **ANNUAL PARISH MEETING**

**It was resolved** to hold the 2012 Annual Parish Meeting in Iron Acton Parish Hall on Thursday 10<sup>th</sup> May 2012 commencing at 8.00pm. Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.** The Clerk was instructed to book the hall and advertise this in Focal Poyntz and the Parish Council web site.

**Clerk**

21-02-12 **COMMUNITY GOVERNANCE REVIEW**

The Clerk had circulated a letter from South Gloucestershire Council dated 27<sup>th</sup> January 2012 regarding a Community Governance Review. Following discussions, it was highlighted that the boundaries between parishes and wards is not sensible as in some places neighbouring properties are in different wards and parishes. Councillor Gawler suggested that the ward boundary should be something tangible such as a road or railway. **It was resolved** to invite a representative from Democratic Services to attend a future Parish Council meeting to discuss this further. Proposed Councillor Bellis and seconded Councillor Gawler. **All agreed.** The Clerk was asked to respond to SGC accordingly.

**Clerk**

22-02-12 **CLERK - RESIGNATION**

Councillor Bellis confirmed that the Clerk's last day would be 9<sup>th</sup> March 2012, however the Clerk has thirteen days holiday accrued. **It was resolved** that the Clerk take five days holiday (5<sup>th</sup> to 9<sup>th</sup> March inclusive) and be paid the remaining eight days holiday. Proposed Councillor Bellis and seconded Councillor Tillotson. **All agreed.**

With regard to the servicing of the March meeting, and possibly the April meeting, **it was resolved** to approach Frampton Cotterell Parish Council and enquire as to the potential availability of their Parish Clerk. If this was not possible then the Parish Council would approach ALCA and seek their advice. Proposed Councillor

**Clerk**

Bellis and Seconded Councillor Lomas. **All agreed.**

**It was resolved** to convene a Recruitment Committee consisting of Councillors Sheppard, Bellis, Heal, Gawler and Huish. Ms. Rachel Weldrake, as the previous Clerk would be asked to join the Recruitment Committee in an advisory capacity. The Terms of Reference for this Recruitment Committee would be to advertise, interview and recruit a new Clerk and Responsible Finance Officer. Proposed Councillor Bellis and seconded Councillor Lomas. **All agreed.** The Clerk was instructed to contact Ms. Weldrake and enquire as to her availability. It was suggested that the vacancy could be advertised in the local press, parish notice boards, Parish Council web site, SGC vacancies and the job centre. Councillor Huish will prepare the advertisement and job description, making note that the working hours are reviewable.

**Clerk**

**PHuish**

Regarding the filing cabinets, paperwork and computer etc, Councillor Bellis asked if the Clerk would be prepared to hold on to these until her replacement was found. The Clerk confirmed that she would be happy to do this.

Finally **it was resolved** to thank the Clerk on behalf of the Parish Council for her work over the past five years. Proposed Councillor Bellis and seconded Councillor Gawler. **All agreed.**

20-02-12 **ACCOUNTS FOR PAYMENT**

Mrs. Paula Evans	Clerk's Salary	£893.34
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Proposed Councillor Bellis, seconded Councillor Lomas, **all agreed** that the above accounts be paid.

**DATE OF NEXT MEETING**

The Parish Council will hold an additional meeting on Tuesday 28<sup>th</sup> February 2012 in the Marshall Rooms, Iron Acton commencing at 7.30pm to discuss planning applications received to date.

The Meeting of the Parish Council will take place on Monday 19<sup>th</sup> March 2012 in Iron Acton Parish Hall commencing at 7.30pm.

There being no further business, the meeting closed at 9.40 pm.

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_