

**MINUTES OF IRON ACTON PARISH COUNCIL ANNUAL MEETING
Monday 21st May 2012**

The Annual 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 Heal, Councillor. Huish, Councillor Lomas, Councillor Blanchard, Councillor Taylor, Mrs. Roylance (taking Minutes) and Mrs. Beal (Clerk).

At the beginning of the meeting it was resolved that Mrs Roylance take the Minutes.

PUBLIC PARTICIPATION

Three members of the public were present. Mr. Chris Wright addressed the Parish Councillors in connection with the quote for a base line survey for all the trees in the Parish Council's care (excluding Chillwood). The quote covered two different levels of survey, plotting of each tree and tagging or a hazard assessment, the former being the most comprehensive.

Mr. Wright stated that Chillwood is a separate issue and a management plan will be required to take any action forward. Councillor Taylor requested this should be an agenda item for the next meeting.

Mrs. Geraldine Whittle enquired as to how the new Clerk's hours would be allocated with regard to people wishing to contact her. She was advised that the principle was that periods when the public could expect a response would be agreed between the Parish Council and the Clerk and then made public, the example being that for the previous Clerk this has been Mon, Weds & Fri from 0930-1300. It was requested that at the next meeting the provision of a dedicated phone number and answer phone for the Clerk would be discussed. Councillor Huish advised he could amend the new Clerk details and remove the Clerk's job advert from the website

01-05-12 CHRIS WRIGHT

Councillor Sheppard proposed and Councillor Bellis seconded that the comprehensive survey be undertaken. Councillor Sheppard will confirm the area to be surveyed with Mr. Wright.

02-05-12 ELECTION OF CHAIRMAN

Councillor Heal proposed and Councillor Bellis seconded that Councillor Sheppard be elected for the forthcoming year. **All agreed.**

Councillor Sheppard thanked the Councillors for their support in the past year and indicated that this coming year should be treated as his last year as Chairman. He stated that he would give his full support to the Vice Chairman in the coming year.

03-05-12 ELECTION OF VICE CHAIRMAN

Councillor Sheppard proposed and Councillor Lomas seconded that Councillor Bellis be elected as Vice – Chairman. Councillor Blanchard proposed and Councillor Huish seconded that Councillor Heal be elected as Vice-Chairman. This was put to a vote with Councillor Bellis being elected by a majority vote.

04-05-12 ELECTION OF PARISH HALL REPRESENTATIVE

Councillor Taylor stated he did not wish to stand as the Parish Hall representative. Councillor Heal confirmed he was happy to stand as the representative. Proposed by Councillor Sheppard and seconded by Councillor Taylor. **All agreed.**

05-05-12 APOLOGIES FOR ABSENCE

Councillor Gawler and Councillor Tillotson.

06-05-12 DECLARATIONS OF INTEREST

Councillor Heal wished to declare a personal but not prejudicial interest in agenda item 13, in particular the Certificate of Lawfulness; Application PK12/1338/CLE - Green Farm, Latteridge, Iron Acton. Councillor Heal is a neighbour of the farm.

07-05-12 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 23rd April 2012 had been previously circulated. Councillor Heal proposed and Councillor Lomas seconded that these minutes be adopted and signed. **All agreed.**

08-05-12 CHAIRMAN'S REPORT

Councillor Sheppard gave a verbal report. The main activity had been the undertaking of the changeover between the previous Clerk, Mrs. Evans and the new Clerk, Mrs. Beal. The handover has almost been completed however there is still a backlog of administrative work that needs to be completed. He reported that there had been some confusion over the Clerk's contract with clauses relating to the notice and sick pay being different in two versions of the contract. This issue would be discussed further in the Clerk's report.

09-05-12 CLERK'S REPORT

The Clerk reported that she had started work on 9th May, since then she has been working with Councillor Sheppard on the handover of duties. The Clerk thanked Councillor Sheppard for his help.

Hours to date.

The Clerk has recorded 95.25 hours to date. The Clerk is on holiday from 22nd May to 5th June. On her return she will endeavour to clear the outstanding e-mails (300) and the outstanding financial matters.

Contract of Employment

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 months notice and an entitlement to sick pay, and one with three months notice

Induction Programme

The Clerk enquired as to whether an induction programme had been devised or whether a specific Clerk's training course would be provided.

Councillor Huish welcomed the Clerk and said the ALCA website had a list of courses, online resources and support. The Clerk was advised her that she may research what courses are available and ask the Councillors permission to attend.

Laptop

The Clerk reported she had spent three hours changing the settings on the laptop; she requested the purchase of a dongle to enable her to log onto the internet during future meetings. If the previous Clerk does not have a dongle to pass on it was agreed a dongle should be purchased. Proposed by Councillor Bellis and seconded by Councillor Sheppard. **All agreed**

Finances

The VAT return was sent on 21 May. The annual accounts have been completed with a view to Mr. Selkirk reviewing them on 11th June. A year end audit date has been agreed with Mazars.

The bank mandates have been collected from the bank and are in the possession of Mr. Sheppard.

Councillor Sheppard thanked the Clerk for the report.

10-05-12 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT

None.

11-05-12 PARISH COUNCILLOR'S REPORTS

Councillor Bellis reported he had not progressed with contacting SGC regarding a foot

and cycle path between Iron Acton and Frampton Cotterell along the Bristol Road. The contact being Peter Hart.

Councillor Bellis reported that there is minor subsidence between the curb and road on Fairview Terrace, Councillor Sheppard reported this has been logged with Streetcare and they are due to visit in the week commencing 21st May.

Councillor Taylor reported there had been vandalism in the Nibley Lane allotments. Councillor Taylor also reported that the footpath between Park Street and the Green needs clearing.

Councillor Sheppard stated this has been reported to Streetcare and they will be dealing with it.

Councillor Heal enquired what the cameras on the traffic lights at the junctions of Latteridge Road and Wootton Road with the Iron Acton by-pass are for. Councillor Sheppard will ask the Highways Department.

12-05-12 FINANCIAL REPORT

No report was available.

The HMRC returns have been submitted on time.

The internal auditor knows the accounts will be late. Mazars have extended the deadline for the year end accounts.

13-05-12 PLANNING APPLICATIONS

PK/12/1361/CLE no comment. Proposed by Councillor Bellis, seconded by Councillor Sheppard. **All agreed.**

PK12/1338/CLE no comment. Proposed by Councillor Bellis, seconded by Councillor Sheppard. **All agreed.**

14-05-12 PLANNING CONSENTS

None received.

15-05-12 PLANNING REFUSALS/WITHDRAWALS

None received.

16-05-12 PLANNING APPEALS

None received.

17-05-12 PLANNING ENFORCEMENT

None received. Councillor Bellis noted that the gate at Berkeley Cottage, which was recently refused planning consent, has not been changed and that this interferes with the public footpath, and requested that this be brought to the attention of South

Gloucestershire Planning Enforcement. Councillor Sheppard stated he would speak to Neil Howat in Enforcement to see what was happening.

18-05-12 CLERK'S STATIONERY

Councillor Sheppard stated that when the Clerk returns from holiday the stationery requirement will be reviewed and any remaining stationery will be collected from the previous Clerk. No decision was needed. Therefore no agreement required.

Councillor Taylor proposed and Councillor Bellis seconded that the Clerk be given approval to open an account with Viking, the stationary suppliers. **All agreed.**

19-05-12 CLERKS HOURS

Councillor Sheppard provided the Councillors with a hard copy breakdown of the Clerk's hours to date. The Clerk was reminded that the 70 hours per month is intended to be an average. She was asked if she remained content that although the hours so far were in excess of 90 in one month, she would consider the average hours over a longer period, which she indicated was the case.

20-05-12 CLERK'S OUTSTANDING WORKS.

In addition to matter already discussed the burial records for the year need to be reconciled and registered. Councillor Sheppard offered to assist with this.

21-05-12 CLERK'S CONTRACT

Councillor Sheppard has spoken to Peter Sewell at SGC regarding the notice period. He advised that three months is moving away from the standard National Contract that states one month.

Councillor Bellis proposed and Councillor Huish seconded that Standing Orders be over-ruled for the following motion concerning a decision reached within the previous 6 months. **All agreed.** Councillor Bellis then proposed and Councillor Huish seconded that the Clerk's Contract of Employment would have one month's notice. **All agreed.** It was pointed out that both versions of the contract included provision for sick pay, and it was confirmed that it was the intention of the Parish Council to provide sick pay. The Clerk was given a draft to review. Two final copies will be bought to the next meeting and signed.

22-05-12 PARISH MEADOWS

Mrs. Tovey has reported that the wall from Sea Harvest to the stream is falling down. Councillor Bellis proposed and Councillor Taylor seconded that the Parish Meadow Committee be given a renewed mandate for this financial year to make decisions concerning the Parish Meadows and to be given the power to spend up to the allocated budget for the Parish Meadows without further reference to the full parish Council. **All agreed.**

23-05-12 ALLOTMENTS – NIBLEY LANE AND STATION ROAD

Councillor Taylor advised that there was still some clearing required, Councillor Heal advised he could arrange this within the next few weeks. Permission to clear the relevant area was proposed by Councillor Taylor and seconded by Councillor Blanchard. **All agreed.**

Mrs. Boyce had reported that ivy from the adjoining field by the stile was growing over into the allotment in Station Road. Councillor Heal suggested this be left for a couple of months while birds are nesting and then this be cut back from the field.

The Clerk is to write to al allotment holders regarding their rents.

It was suggested that after the Clerk's return from holiday, the list of allotment holders against specific allotments should be updated.

The cracks on the left hand side of the wall along the path behind the church are worsening. Councillor Huish agreed to have a look at them. Councillor Sheppard advised that the Council footpath officer and structural Engineer would look at them and report back to the Parish Council.

24-05-12 ACCOUNTS FOR PAYMENT

There were no accounts for payment.

Councillor Huish advised that he would be submitting an invoice for the Clerk's job advert.

Councillor Sheppard proposed and Councillor Blanchard seconded that the account held with Hollister's, with Councillor Heal as the drawer, should continue. **All agreed.**

25-05-12 CORRESPONDENCE RECEIVED

South Gloucestershire Senior Citizens Forum Newspaper and CPRE Annual Report 2010.

DATE OF NEXT MEETING

The Annual Parish Meeting to be held on Thursday 31st May in the Parish Hall at 8pm.
Parish Council Meeting on Monday 18th June in at 7.30pm

There being no further business the meeting closed at 9pm

Signed.....

Dated.....

