

**MINUTES OF MEETING OF  
IRON ACTON PARISH COUNCIL  
Monday 16<sup>th</sup> January 2012**

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

Present: Mr. Bellis (Acting Chairman), Mr. Gawler (Parish Councillor & South Gloucestershire Councillor), Ms. Blanchard, Mr. Heal, Mr. Huish, Mr. Tillotson, Mr. Lomas, Mr. Taylor, Mr. & Mrs. Hockey (South Gloucestershire Council Representatives) and Mrs. Evans (Clerk)

**Action**

**PUBLIC PARTICIPATION**

Mr. Didcott, Mr. Keenan, Mr. Tom Sheppard from Newland Homes, Mrs. Boyce and Mr. Evans were present.

Mr. Keenan addressed the Parish Council and enquired about the current status of the Core Strategy process. This subject will be covered in detail later in the meeting.

Mr. Tom Sheppard from Newland Homes addressed the Parish Council. Newland Homes have been offered approximately two thirds of the vacant site next to the Fox public house on Broad Lane. The site had originally been granted planning permission for two office buildings however the current landowner feels that there is little opportunity to occupy those buildings should they be constructed as there is a surplus of existing offices locally. Newlands propose to develop 14 new houses on the site with access via a private drive. The houses would be a mixture of smaller two/three bedroomed homes towards the one end with semi-detached houses in the middle and detached houses at the opposite end. The houses would have generous front and rear gardens which would be screened by landscaping along Goosegreen Way. Mr. Tom Sheppard confirmed that should an application proceed then they would look at improving the visibility of the Broad Lane junction with North Road. Mr. Tom Sheppard pointed out that one other requirement of this development going ahead would be the provision of a footpath across the site frontage which would link the Fox public house into the existing footpath further along the site. Although the road is relatively safe this would provide an additional footpath. Newland Homes have spoken to residences in the vicinity of the development and have received positive feedback. As far as the remaining one third of the site is concerned, Newland Homes will be asking the landowner what their intentions are, as any later office development would need to be reduced in height. Councillor Bellis thanked Mr. Sheppard for his presentation and confirmed that the Parish Council would debate this application properly when it is formally received.

Mrs. Boyce addressed the Parish Council in connection with the proposed TMR. Mrs. Boyce had only found out about this last week and had brought along a couple of letters from neighbours objecting to the proposal. Mrs. Boyce has also written to SGC but wanted to understand the background to the subject. Councillor Bellis explained the background. Mrs. Boyce suggested that possibly a 'welcome' notice could be erected asking people to park appropriately. Mrs. Boyce also said that in the course of her work she visits schools across South Gloucestershire and always tries to avoid the school run times. **It was resolved** to bring agenda item 16 forward to be discussed immediately after agenda item 09-01-12.

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

Apologies were received from Councillor Sheppard.

**02-01-12 DECLARATIONS OF INTEREST**

Councillor Tillotson declared a personal interest in agenda item 18 as he is a member of Acton Aid.

Councillor Huish declared a personal interest in agenda item 18 as he is a member of Acton Aid. Councillor Huish also declared a personal interest in agenda item 9,

specifically planning application PK11/4060/F as his land adjoins land belonging to the Rose & Crown.

03-01-12 **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

Minutes of the meeting held on 12<sup>th</sup> December 2012 had been previously circulated.

Councillor Blanchard requested that her comment about the boundary changes be moved back into South Gloucestershire Councillors Report.

Councillor Blanchard further requested within minute 14-12-11, the first sentence of the second paragraph be amended to read "All of the undergrowth and side shoots have been cleared from the trees next to the stream after consultation with some of the Parish Councillors". Councillors Tillotson, Lomas and Taylor confirmed that they had been contacted about the works.

In connection with minute 06-12-11 Councillor Dave Hockey requested that the number of houses proposed should actually be 2,200 on the airfield site itself although further housing will be allocated beyond the runway.

Subject to these amendments the minutes were agreed and signed. Proposed Councillor Taylor and seconded Councillor Bellis. **All agreed.**

04-01-12 **VICE CHAIRMAN'S REPORT**

The Vice Chairman has had occasional contact with both the Chairman and the Clerk regarding routine Parish Council administration matters.

The Vice Chairman has viewed the Clerk's timesheets for the month and suggested that as part of the Clerk's report she provide a breakdown of her activities for the preceding month.

A number of years ago, the then Parish Councillors elected to submit their names and telephone numbers in a Focal Poyntz article in order to encourage residents to speak to their Councillors. This is the only time that the Parish Council has willingly made public Parish Council contact details other than the contact details of the Clerk. In light of recent communications the Vice Chairman would like to remind Councillors not to pass out details of private home telephone numbers or personal email addresses without first seeking permission of the Councillors involved.

05-01-12 **CLERK'S REPORT**

**Action from Previous Meeting**

Public Participation - The Clerk has spoken with Mr. Peter Hart regarding the Traffic Management Review and is further reported under agenda item 16.

08-12-11 Financial Report - The budget figures have been placed on the Parish Council web site.

08-12-11 Precept 2012/2013 - The request from SGC for notification of a precept amount has been received, completed and returned to SGC requesting £21,600.

14-12-11 Village Green - An email has been sent to Ms. Maggs regarding the Parish Council's resolutions.

15-12-11 Allotments - A letter of apology has been sent to Mr. Roach regarding damage to his allotment during the recent clearance works.

16-12-11 Parish Charter - An electronic copy of the Parish Charter was forwarded to Parish Councillors.

Green Cardboard Recycling Bags - The green cardboard recycling bags have been a great success, with only a handful remaining. The Clerk has also received half a dozen telephone calls from residents asking if it would be possible for replacement white plastic recycling bags as these appear to be disintegrating. The Clerk has spoken to SGC about the possibility of having a small supply for distribution to Parishioners, but has been informed that the best course of action is for Parishioners

to contact SGC individually to request a new bag. This information has been passed on to Parishioners via the Parishioner Information email list as well as the web site. Councillor Gawler reported that the Clerk had passed on a couple of bags that he had distributed to parishioners.

Freedom of Information Request - A Freedom of Information Request was made on the 7<sup>th</sup> December 2011 by Mrs. P. McCoy asking for details of the Clerk's timesheets. As the amount of photocopying involved was rather large (25 sheets in total), the Clerk responded to Mrs. McCoy suggesting that she may wish to visit the Clerk to inspect the timesheets in person. However Mrs. McCoy was unable to visit because of time constraints and because the 20 working day deadline was approaching, the Clerk photocopied all timesheets and hand delivered to Mrs. McCoy on 20<sup>th</sup> December 2011. This is referenced FOI/11.02 in the Parish Council's Freedom of Information Log. Councillor Bellis asked the Clerk to confirm whether a charge can be applied to photocopying. The Clerk confirmed that when the Parish Council adopted the FOI Act they agreed not to make a charge. Councillor Huish said he thought that the Clerk's timesheets were in an electronic format. The Clerk confirmed that her timesheets were in an electronic format in the form of an Excel spreadsheet, but that the recipient was not familiar with this type of spreadsheet therefore the Clerk had no alternative but to provide a paper copy.

Fly Tipping of Dog Waste, Folly Road, Latteridge - Another incident of dog waste being tipped on Folly Road was reported to SGC following the December 2011 meeting. Mr. D. Cole of SGC attended the incident to look for any evidence as to where the waste came from but unfortunately the waste was contained in dog feed bags that could readily be purchased from supermarkets. At the moment SGC are monitoring the situation and would ask residents to be vigilant to any unusual behaviour in the lane.

Donation to North Road Community Primary School - A very pleasant letter has been received from Mrs. Williams, Headteacher at North Road Community Primary School thanking the Parish Council for their recent donation of £500 towards the redecorating costs of the school following the refurbishment.

South Gloucestershire Registration Service - The Parish Council has been notified of revised opening hours for the South Gloucestershire Registration Service at Poole Court. This information has been placed on the Parish Council web site.

Yate Town Council Vacancies - The Clerk had received an email from YTC regarding two current vacancies. The first one was for a Senior Administrative Officer to cover a maternity leave and the second one was for an Education Assistant at Yate Heritage Centre. YTC has asked that these be advertised by the Parish Council in order to reach as wide an audience as possible. Therefore the Clerk has placed these on the two Parish Notice Boards and the Parish Council web site.

South Glos - ALCA Meeting - The South Gloucestershire ALCA meeting will take place on Thursday 26<sup>th</sup> January 2012 at Cromhall village hall commencing at 7.15 pm (7.30 pm start). Mr. Chris Head, Director of West of England Rural Network will be giving a presentation on the Localism Act which is now in place. If any Parish Councillors are interested in attending the Clerk will forward the agenda and minutes of the previous meeting.

Road Closure Enquiry - An email was received from Mr. Patrick Murphy who is in the process of constructing a new house next to Iron Dale on the High Street. A delivery of timber is due at the end of February and the articulate lorry will cause an obstruction. The Clerk informed Mr. Murphy that he should contact SGC and inform them as a road closure application would probably be required as it is illegal to obstruct the highway for more than 20 minutes. Mr. Murphy confirmed that he would contact SGC.

Diamond Jubilee Celebrations - An email has been received from Mr. Jason Haselhan on behalf of Acton Aid enquiring of Parish Organisations as to whether anyone would be interested in organising an event to celebrate the Diamond Jubilee in June 2012. An initial meeting is proposed for 26<sup>th</sup> January 2012 in the Lamb at 8.00pm.

Clerk's Hours - The Vice Chairman has asked the Clerk to prepare a breakdown of activities for the preceding month. This was attached for Parish Councillor's information.

06-01-12 **SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT**

In connection with the presentation given by Mr. Tom Sheppard of Newland Homes, Councillor Gawler enquired whether any of the 14 new homes would have to be 'affordable'. Councillor Pat Hockey confirmed it all depended on whether the development was considered to be rural or not. If it was considered rural then some of the houses would have to be affordable.

Councillor Gawler also reported that the application for the gypsy and traveller site in Tanhouse Lane had been refused, mainly because of access issues along the narrow country lane. The applicant now has the opportunity to go to Appeal.

Councillor Gawler reported that the Development Control Committee (East) had undertaken a site visit of the proposed office development by Hemmings on land off Armstrong Way. The only way into the site is off Stover Road as another exit off the roundabout would not be allowed. The location of the development is not the best as far as highway issues is concerned. The proposal to construct a left turn only into the site and left turn only out of the site is acceptable to Hemmings as most of their employees live in the Yate area. This application will be put before the Committee this coming Thursday 19<sup>th</sup> January 2012.

Councillor Dave Hockey reported on the gypsy and traveller application on Tanhouse Lane. This had been an extremely controversial application and it had been particularly important that the debate of the application had been properly recorded. The reason for the refusal had been on highways grounds because of the nature and use of Tanhouse Lane. There had also been the issue of the lack of a flood risk assessment. SGC had felt that on strictly planning grounds all of these points would stand up to scrutiny.

Councillor Pat Hockey stressed the importance of Iron Acton Parish Council commenting on the Core Strategy documents. From Iron Acton's point of view the document to look at is Appendix 3 - Sustainability Report. All of the proposed sites have been looked at and the document actually states that Engine Common is not sustainable. There is a response form that can be downloaded from the SGC web site. Councillor Hockey also stressed the importance of Iron Acton Parish doing a Neighbourhood Plan, particularly for that part of the parish under threat. There are some vanguard schemes currently underway (Hanham & Hanham Abbots). Councillor Heal mentioned that Tormarton had done a Plan. But it was pointed out that this was a Parish Plan and not a Neighbourhood Plan. Councillor Hockey also said that if Iron Acton did do a Parish Plan then this would lead into a Neighbourhood Plan. Councillor Bellis mentioned that at the Localism Presentation in December in Kingswood Civic Centre, a 'neighbourhood' and 'community' had not yet been defined, but it was thought that a 'community' was smaller than a 'neighbourhood'.

07-01-12 **PARISH COUNCILLOR'S REPORTS**

Councillor Taylor reported that he has spoken to Mrs. Boyce on the previous Saturday morning mainly in connection with the proposed TMR. However, Mrs. Boyce had also informed Councillor Taylor that there were a couple of issues in relation to the Station Road Allotments that needed the Parish Council's attention. The gate to the allotments needs adjusting as it is difficult to open and drags in the soil. At the other end of the footpath through the allotments, tenants have cut back

the ivy over the style but the ground level is quite uneven. **It was agreed** that the Clerk would speak to Mr. Jastrzebska and ask him to take a look at the gate and the footpath. The Clerk did inform the Parish Councillors that she thought this was an officially designated footpath and it was worth reporting to SGC PROW team. Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.**

Clerk

Councillor Blanchard reported that she had been in the cemetery on Christmas Eve and noticed that further rubbish had been placed in the recently cleared area. The rubbish consisted of plastic and grave material. Councillor Blanchard cleared away the rubbish and placed it in the rubbish bins in the cemetery. When she revisited the cemetery the area was still clear.

Councillor Blanchard submitted a written reported on behalf of the Parish Meadow Committee:-

The Parish Meadow Committee met yesterday morning (15<sup>th</sup> January). In addition to Councillors Heal, Huish, Tillotson and Blanchard, Mr. Barrie Wright and Mrs. Jo Wright were in attendance. Mrs. Wright for the first part of the meeting and Mr. Wright for its entirety.

The first thing the group did was to walk around various areas of the meadow.

We are seriously looking at providing areas of wild flower planting. Initially around the periphery of the Meadow by the goal post but also for a broader area that leads from the Park Street entrance towards the point where the Meadow broadens out by the tennis courts – the ability of vehicles to access by this route will be maintained.

The aim will be to provide areas of different usage – wild flower, tree and shrub planting to co-exist along areas for recreation whilst still enabling the annual proms and firework display to take place.

Thus there will be a requirement to revise the mowing plan for the Parish Meadow in advance of any contract being awarded.

The group is now aware of the large amount of material that will require disposal. To remove via lorry will be incredibly expensive and cause damage to the ground therefore our proposal is to take the existing bonfire area and create a circular, semi-permanent area of approximately 7 metres that would be edged with properly bedded in cobbles, or equivalent, and with a centre of coarse sand that could be either sieved or raked and for this area to be used for burning all surplus material.

Taking advice from the Wrights, it was agreed to leave all the woody material that had been removed by the Jastrzebskas within the Parish Meadow in-situ until late February/early March when it will be moved to the proposed bonfire site and burnt. The exact date will be dependant upon acceptable ground conditions. This is because the delay between removal and now has allowed wildlife to establish habitation and it would therefore not be environmentally friendly to disturb.

The intent of the committee is to engage:

- With the local community: Details of what the group is trying to do will be put into the spring edition of Focal Poyntz. An invitation to get involved with clearance, cleaning and repair work via supervised working parties will be included. This will go to every house in the parish.
- With local schools ascertain where subject/topics within the curriculum could benefit from association with the Parish Meadow and thus create a symbiotic relationship.
- With the wider community: Initially with South Gloucestershire Council but following comments made at the previous meeting, to possibly look at involving the Environment Agency and the Hawk and Owl Trust. Both Mr. and Mrs. Wright explained the wealth of knowledge that is available for us to

access.

We acknowledge this would mean moving away from a stance of isolated control towards increased community involvement and will involve a significant amount of work – but we believe that this is worth doing.

The Parish Meadow Committee would like a proposition to be put to and hopefully agreed by the Parish Council tonight. This is to agree that, with immediate effect no further work is undertaken within the confines of the Parish Meadow unless it is agreed by the Parish Meadow Committee. This would relate to any work from this point going forward even if agreed in principle at a previous parish council meeting and would also include any work by the Jastrzebskas.

The group also looked at the equipment in the children's play area and made brief notes of any issues or work required.

1. The seat around the small chestnut tree that was donated in memory of Mel by the Parent and Toddler Group has copious screws protruding around every leg. This was of considerable concern and it appears this state has existed for a significant time. Remedial work will be required as soon as possible and definitely before the spring when use of the children's area will increase.
2. Several consecutive rungs are missing from the rope ladder rendering it unusable. At least one other rung appears in a dangerous condition.
3. An entire rubber tyre swing is missing.
4. On the second rubber tyre swing there is 1 link missing from the chain on one side of the swing so it's lopsided and won't swing properly.
5. One of the tables is broken and none of the tables are chained.
6. On the wooden structure the end rungs, ie the side facing the village are unsafe.
7. All wood in the play area needs to be cleaned and then have wood preservative applied – this then needs to happen on an annual basis.
8. All areas of the safety surface are quite heavily impregnated with moss – this needs to be removed to eliminate the risk of slippage and this status maintained.
9. All metal areas need to be cleaned.

Much of the above can be achieved with a working party.

Update on item 1 – Andy went back to the meadow yesterday afternoon and has removed the protruding screws so the most urgent item has already been dealt with.

Councillor Bellis thanked the committee for their report. This will be placed on the February agenda for a formal decision to be made regarding the Committee's request.

Councillor Heal reported that he had taken the liberty of placing four large boulders on Latteridge Village Green alongside the access track to Commonwealth House. Councillor Heal had taken this action because a lorry had been attempting to find Folly Road and had used this track to reverse. The lorry had made a mess of the verge, which Councillor Heal had repaired. Councillor Bellis requested that this subject be put on the February agenda, as in all seriousness the Parish Council need to think about whether the boulders should be there or not.

Councillor Lomas reported that he had had occasion to drive along Park Street and around Iron Acton Village Green. As he approached the hammer head this was completely blocked by various vehicles including a 4x4, a horsebox and a Tesco delivery van. The Tesco delivery van was unable to navigate the road, so eventually drove over the Green. Councillor Lomas suggested that the Parish Council might like to look again at the issue of parking on Iron Acton Village Green and perhaps

this could be linked into the proposal to hold a drop in evening for parishioners to look at the TMR.

#### 08-01-12 FINANCIAL REPORT

The Clerk reported balances as at 11<sup>th</sup> January 2012 of:-

National Westminster Current Account	£4,918.14
National Westminster Reserve Account	£160.76
National Savings Accounts	£16,498.38

The Clerk had reported to Parish Councillors in September 2011 (minute 08-09-11 refers) about the possible disbanding of the Audit Commission as part of the Government cuts and potential changes to the way the annual audit is conducted. It is now apparent that although the disbanding of the Audit Commission will go ahead, audit arrangements for the 2011/2012 accounts will remain the same as in previous years. As a consequence, a letter had been received from Mr. Iain Selkirk offering his services as the Parish Council's independent auditor. The audit will take place in Wotton Civic Centre on 10<sup>th</sup> and 11<sup>th</sup> May 2012 and would cost the same as last year, £90.00. **It was resolved** to appoint Mr. Iain Selkirk as Iron Acton Parish Council's independent auditor. Proposed Councillor Bellis and seconded Councillor Gawler. **All agreed.** The Clerk was instructed to inform Mr. Selkirk accordingly. **Clerk**

The Clerk also reported that a confirmation letter had been received from SGC regarding Iron Acton Parish Council's Precept request for 2012/2013 of £21,600. This would be paid in two instalments of £10,800 on 30<sup>th</sup> April 2012 and 28<sup>th</sup> September 2012 into the Nat West current account.

#### 09-01-12 PLANNING APPLICATIONS

- PK11/4060/F - Pavilion r/o Former Rose & Crown, High Street, Iron Acton - Conversion of a disused sports pavilion to form 1 no. dwelling with access and associated works. Councillor Huish declared a personal interest in this application as his land adjoins the Rose & Crown field. Following discussions a proposal of no objections was put forward by Councillor Bellis. A vote then took place resulting in 4 votes in favour, 1 vote against and 3 abstentions. Therefore a response of **no objections** was carried by a majority vote.
- PK11/4040/F - Acton House, The Green, Iron Acton - Installation of 16 no. solar panels to roof of rear elevation of extension. **No objections.** Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.**
- PK11/4041/LB - Acton House, The Green, Iron Acton - Installation of 16 no. solar panels to roof of rear elevation of extension. **No objections.** Proposed Councillor Bellis and seconded Councillor Taylor. **All agreed.**
- PK11/3840/F - 22 Engine Common Lane, Yate - Change of use of land from agricultural to the keeping of horses. **No objections.** Proposed Councillor Bellis and seconded Councillor Lomas. **All agreed.**

#### 10-01-12 PLANNING - CONSENTS

- PK11/3223/F - 9 Broad Lane, Yate
- PK11/3393/F - Westview Cottage, 17 Engine Common Lane, Yate
- PK11/3513/F - The Hollies, High Street, Iron Acton

#### 11-01-12 PLANNING REFUSALS/WITHDRAWALS

- PK11/2801/F - Berkeley Cottage, Yate Road, Iron Acton (refusal).

#### 12-01-12 PLANNING - APPEALS

- PK11/3085/RVC - 204 North Road, Yate

#### 13-01-12 PLANNING - ENFORCEMENT

- COM/11/0544/OD - Cherry Lodge Veterinary Clinic - The Clerk reported that an email had been received from SGC Planning Enforcement dated 22<sup>nd</sup> December 2011. SGC has assessed the possible unauthorised development and

have confirmed that the single-storey side extension and rear extension are considered permitted development; the porch requires a retrospective planning application which is likely to be approved; the tennis court (although not fully completed) is sited on agricultural land and would require planning permission as it is non-agricultural use. The landowner is aware of this and it is considered unlikely that they will proceed with the construction of the tennis court. Bearing in mind the above, SGC will be closing their investigation at this stage.

- COM/11/1057/BOC - Lavenham Farm, Nibley Lane - The Clerk reported that a letter had been received from SGC Planning Enforcement dated 22<sup>nd</sup> December 2011. SGC has visited the site and acknowledge that the works to construct the four passing bays has been outstanding for several years. SGC has informed the owners that unless a schedule for these works to be carried out is agreed within one month of the date of their letter, SGC has no option but to take formal enforcement action. This may prove difficult as now the site is not owned by one person, it will be up to the individual owners of the properties to agree and organise for the works to be carried out. The SGC Planning Enforcement Officer is meeting with the owner week commencing 9<sup>th</sup> January and will update the Parish Council following that meeting.
- COM/11/1084/COU - Land opposite Wisteria Cottage & Home Close, Station Road - The Clerk reported that SGC Planning Enforcement Officer had attended the site and although did not see any 'dog training' taking place, observed that there was dog training equipment in the field. SGC are now trying to ascertain who owns the field, via Land Registry, and will write to the owner informing them that planning permission is required for non-agricultural activities to take place in the field. (Note:- it is allowable for non-agricultural activities to take place in a field for a total of 28 days in any one year without requiring planning permission).

#### 14-01-12 **STREET TRADING LICENCE RENEWAL APPLICATION**

An application had been received to renew the Street Trading Licence of Tasha's Tasties located on Dean Road, Iron Acton. **It was resolved** that no objections be raised. Proposed Councillor Bellis and seconded Councillor Blanchard. **All agreed.** The Clerk was instructed to respond to SGC accordingly.

**Clerk**

#### 15-01-12 **PARISH CHARTER**

The Clerk had circulated to all Parish Councillors via email on 6<sup>th</sup> January 2012 an electronic copy of the refreshed Parish Charter. **It was resolved** to renew Iron Acton Parish Council's commitment to the refreshed Parish Charter. Proposed Councillor Bellis and seconded Councillor Lomas. **All agreed.** However, Councillor Blanchard abstained from voting as she had not received the electronic copy as she did not have access to her emails. The Clerk was asked to respond accordingly.

**Clerk**

#### 16-01-12 **TRAFFIC MANAGEMENT REVIEW**

Following discussions, **it was resolved** that a 'drop in' event would be held in the Parish Hall committee room and an invitation produced and delivered to all parishioners in the village (High Street, Park Street, Wotton Road, Nibley Lane, Chilwood Close, Algars Drive, The Green and Station Road. It was further resolved that the drop in event would include information on the proposed development in the Engine Common area and parking issues around Iron Acton village green. Proposed Councillor Bellis and seconded Councillor Gawler. **All agreed.** The Clerk was instructed to speak with Peter Hart to arrange a convenient date, preferably before the 17<sup>th</sup> February 2012 and prepare an invitation to be copied and delivered to village parishioners. In connection with the copying of the invitation, Councillor Blanchard pointed out that Oldbury Deckers would charge 2p per photocopy.

**Clerk**

17-01-12 **SGC CORE STRATEGY**

**It was resolved** that a working party would be convened consisting of Councillors Bellis, Lomas and Gawler to look at the Core Strategy document and respond to the consultation by 17<sup>th</sup> February 2012. Mr. Mike Keenan would also be invited to join the group as a resident of North Road. Proposed by Councillor Bellis and seconded by Councillor Heal. **All agreed.** Councillor Pat Hockey recommended that the working party go onto the web site and retrieve the representation form. The Clerk will circulate the documents to the working party as well as notifying them of Mr. Keenan's email address.

Clerk

18-01-12 **ACTON AID**

**It was resolved** that a letter be sent to the out-going and in-coming Chairmen of Acton Aid thanking them for their letter of 3<sup>rd</sup> January 2012 and that the Parish Council looks forward to enjoying a working relationship with Acton Aid in the future. Proposed Councillor Bellis and seconded Councillor Heal. **All agreed.** The Clerk was instructed to respond to Acton Aid with the above information.

Clerk

19-01-12 **CLERK'S TRAINING**

The Clerk had requested permission to attend a free seminar on Thursday 19<sup>th</sup> January 2012 in Bristol concerning Town and Village Greens. The agenda for this seminar had been received and it was apparent that the content of the seminar was not as relevant as expected. Therefore the Clerk did not consider it worthwhile to proceed and withdrew the request.

20-01-12 **ACCOUNTS FOR PAYMENT**

KN Office Supplies	Toner Cartridges	£226.88
Mrs. P. Evans	Clerk's Salary, Broadband & Web Site	£814.88
HMRC	Tax & NI	£2.28

Proposed Councillor Taylor, seconded Councillor Bellis, **all agreed** that the above accounts be paid.

**DATE OF NEXT MEETING**

The Meeting of the Parish Council will take place on Monday 20<sup>th</sup> February 2012 in Iron Acton Parish Hall commencing at 7.30pm.

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

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

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