

## MINUTES OF MEETING OF MONDAY 25<sup>th</sup> FEBRUARY 2008

A meeting of Iron Acton Parish Council was held in the Marshall Rooms, Iron Acton commencing at 7.30pm.

Present: Mr. Bellis (Vice-Chairman), Mrs. Aplin, Miss. Weldrake, Mr. Taylor, Mr. Lomas, Miss. Blanchard, Mrs. Hockey (South Gloucestershire Council) and Mrs. Evans (Clerk).

Apologies: Mr. Hockey (South Gloucestershire Council), Mr. Heal and Mr. Gawler (Councillor and South Gloucestershire Council) would be joining the meeting at approximately 8.30pm.

Declarations of Interest: None.

### Action

- 01-02-08 Minutes of the Last Meeting – Copies circulated, agreed correct and signed. Proposed Councillor Bellis, seconded Councillor Weldrake.
- 02-02-08 Public Participation – Mr. Bird, an allotment holder from Nibley Lane addressed the meeting. Unfortunately Mr. Bird has been experiencing a great deal of vandalism to his allotment including the pulling up of produce, obscenities being scratched onto the walls of his shed and white-wash being painted on the shed. Although Mr. Bird has suspicions as to who the culprits are, he has no proof. The Parish Council expressed their concern and sadness at hearing this. The Clerk reported that she had spoken with PC Lee Bainbridge and PCSO Sean McKinnon about this latest incident. The Clerk had also been in touch with PC Howell David, ASB Officer for Avon and Somerset. PC Bainbridge and PCSO McKinnon would be making their presence known around the allotments and PC David had requested further details of the incident. The Parish Council thanked Mr. Bird for highlighting this situation. This subject would be discussed further, later in the meeting.

### MATTERS ARISING FROM THE MINUTES

- 03-02-08 Financial Report – The Clerk reported balances as at 25<sup>th</sup> February 2008 of:-
- (1) £5,424.98 in the Current Account.
  - (2) £10,211.38 in the Reserve Account.
  - (3) £15,275.59 in the National Savings Accounts.

The Clerk reported that a letter had been received from the Audit Commission informing the Parish Council that Mazars LLP had been appointed as our auditor for the next five years (until 2012).

Annual Return: The Clerk also reported that the Annual Return had been signed off by Mazars. Comments had been made by Mazars that all amendments to the form should be initialled by the RFO/Chairman; that advice from NALC is that Clerks should be treated as employees of the council and the council should satisfy themselves that the employment

status of the clerk is correct; and ensure that the clerks expenses are included in section 1, box 4 instead of box 6 in future. The Clerk confirmed that all amendments had been initialled. It was agreed by all present that the Clerk would continue on a self-employed basis and not become an employee of the Parish Council. The Clerk was however instructed to write to ALCA seeking advice with regard to a contract between the Clerk and the Council.

Clerk

Independent Internal Auditor: The Clerk also reported that a letter had been received from Iain Selkirk (Independent Internal Auditor) offering his services again for this year. Councillor Lomas proposed and Councillor Weldrake seconded that Mr. Selkirk should be appointed as Independent Internal Auditor. All Agreed.

Clerk

Financial Risk Assessment: The Clerk had prepared the Financial Risk Assessment for 2008/2009. The Clerk was instructed to contact our insurers regarding the value of the fixed assets, due to the recent installation of additional play equipment. It was thought that this may possibly need to be increased. All other items remain unchanged. The Financial Risk Assessment for 2008/2009 was therefore accepted (pending possible alteration to the fixed asset valuation). Proposed Councillor Bellis, Seconded Councillor Weldrake. All Agreed.

Clerk

Grasscutting Tender: The Clerk reported that tenders had been received from Instant Landscapes (£5,548.00 per annum) and Landscape Services (South West) Limited (£4,457.98 per annum). Councillor Bellis proposed and Councillor Weldrake seconded that the tender from Landscape Services (South West) Limited be accepted. All Agreed.

Clerk

04-02-08

Parish Meadows - (1) Play Equipment:- Nothing to report. (2) Tennis Courts:- The Clerk reported that the seat facing the tennis courts had been completely destroyed. Councillor Bellis mentioned that it had been agreed previously that one of the picnic benches would be located there. Clerk to arrange this as soon as practical. The Clerk also reported that a number of telephone calls had been received from people wishing to book the tennis courts. It was agreed that the court fee would be reinstated at £1.00 per hour, per court, as a trial. If a court is booked with the Clerk then the booker would take precedence. Clerk to put a laminated notice on the tennis court fence (3) Improvements to Play Area:- The Clerk reported that Councillor Heal had repaired the circular bench dedicated to Melanie Newman. A replacement tree will be planted when practicable. The Clerk reported that Councillor Heal had also taken away one of the benches in order for the anchoring work to be done. (4) General Clearing:- Nothing to report. (5) Trees:- We are still no further forward with the tree maintenance programme that was being drawn up with Chris Wright. Councillor Taylor agreed to meet again with Chris Wright, the Clerk also offered to help. (6) Repairs to Walls:- Field & Lawn (Marquees) Ltd - Nothing to report. (7) Locks:- The Clerk reported that a combination lock had been put on the Park Street gate, as suggested by Councillor Heal. It was agreed that this combination would be changed regularly following its disclosure to people requiring access to the Meadows. Clerk instructed to keep a list of who the

Clerk

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- number is given to. (8) Basketball Hoop:- Nothing to report. (9) Vandalism:- Councillor Bellis reported that we appear to be experiencing an increase in vandalism in the area that escalates during the school holidays with a group of juveniles who delight in destroying things. Councillor Bellis suggested that we organise a public presence in the area and ask Parishioners to be extra vigilant. It was agreed that Councillor Bellis would prepare an open letter to the Parish, to be published in the next edition of Focal Ponytz. (10) Proms in the Meadows:- It was noted that Acton Aid are proposing the date of 19<sup>th</sup> July 2008 for this annual event. The Clerk was instructed to give permission for this event, pointing out that the sound system should be no louder than it was in 2007. Proposed Councillor Bellis, Councillor Weldrake seconded. All Agreed. **PB**
- 05-02-08 Footpaths - (1) Use of Community Service Manpower - Nothing to report. (2) Footpath Friends:- Nothing to report. **Clerk**
- 06-02-08 Village Green - (1) Bye-Law Signs:- Clerk instructed to chase ALCA. (2) Grass Cutting:- Tender accepted from Landscape Services (South West) Ltd, see minute 03-02-08. (3) Parking:- Nothing to report. (4) May Pole:- Nothing to report. (5) General Clearing:- Nothing to report. (6) John Smalley Memorial Plaque:- Nothing to report. (7) Edging Stones:- It appears that more and more of the cobble stones are becoming dislodged around the Green because of vehicle traffic. Councillor Taylor agreed to collect up these cobbles and store them until they can be reinstated. (9) Driving on Village Green:- Nothing to report. **DT**
- 07-02-08 Signs - The Clerk confirmed that the signs had been collected from All Signs and were ready to be put up. The Clerk is in contact with Andrew Herbert and Chris Wright and this will be done. **Clerk**
- 08-02-08 Cemetery - (1) Dog Signs and Dog Bin:- Councillor Taylor is pursuing this with the dog warden. (2) Memorials:- The Clerk had received notification for the re-opening of a grave following the death of Mr. Sheppard. The funeral will take place on 26<sup>th</sup> February. (3) Rubbish:- Councillor Taylor reported that the rubbish is increasing and there is now a dismantled car at the top of the allotments. The Clerk instructed to reiterate to the Funeral Directors about taking their spoil away, and to arrange for the car to be removed. (4) Grave Edging:- Nothing to report (5) Hedge:- Nothing to report. **DT**
- 09-02-08 ALCA - Nothing to report. **Clerk**
- 10-02-08 Allotments - (1) Nibley Lane:- Following representation by Mr. Bird the Council discussed options. The Clerk was instructed to write to the allotment holders asking them to ensure that when taking children onto the allotments they are adequately supervised, and to report any problems to the Police/PCSO's and the Clerk. This request will go out with the annual rent request in March. The Clerk also reported that the bank in front of the allotments is in an overgrown state. A quote had been received from Instant Landscape for £550 to clear and remove overgrown vegetation, rake over and reseed. Rob Alvis had also been approached who stated that it would take 2-3 days, plus a spray of weedkiller. The Clerk was instructed to ascertain from Mr. Alvis what his quote would be. As long as this did not exceed £350.00 the Clerk was instructed to accept this. Proposed Councillor Taylor, seconded Councillor Blanchard. All Agreed. The Clerk was also **Clerk**

instructed to make enquiries regarding the installation of a 'Bristol' gate across the vehicular access. It was also agreed that a meeting would be held at the allotments on the following Saturday 1<sup>st</sup> March 2008 at 9.30am to discuss the problems in the vicinity. (2) Station Road:- Nothing to report.

- 11-02-08 Dyers Pond - Nothing to report.
- 12-02-08 War Memorial - (1) War Memorial - Nothing to report.
- 13-02-08 Chill Wood - (1) Gates:- Nothing to report. (2) Tree Preservation Order:- Nothing to report. (3) Fencing:- Nothing to report. (4) Area in Front of Woodlands:- The Clerk reported that the meeting on the 25<sup>th</sup> January had been well attended. Minutes had been circulated to the Parish Councillors. The Parish Councils actions were to erect signs - which is being done. The Clerk instructed to contact PC Howell David and ask when a follow-up meeting will take place, and to enquire when the bund filling scheme will be done. (5) Cave Gate:- The Clerk reported that the cave has now been cleared and an invoice has been presented for payment. **Clerk**
- 14-02-08 Public House, Broad Lane - Nothing to report.
- 15-02-08 Parish Charter Working Group - Nothing to report.
- 16-02-08 Information Technology Offer - Nothing to report.
- 17-02-08 Lorry Movements, Latteridge Road junction with By-pass - Nothing to report.
- 18-02-08 Land adjacent to 321 North Road - Nothing to report.
- 19-02-08 Exel Logistics Site - Nothing to report.
- 20-02-08 Land Opposite Station House - Nothing to report.
- 21-02-08 Bus Shelter - Nothing to report.
- 22-02-08 Library - Nothing to report.
- 23-02-08 Street Lights - Nothing to report.
- 24-02-08 Lavenham Farm - Councillor Gawler reported that the owners of Lavenham Farm had been invited to submit a planning application regarding the access track cutting diagonally across the field.
- 25-02-08 Highways - (1) Bows Bridge:- Nothing to report.
- 26-02-08 North Road Sewer Pump - Clerk instructed to contact Wessex Water to see when the work will be carried out. Wessex Water has recently carried out another patch-up, not the works stated they would do. **Clerk**
- 27-02-08 Rubbish, Locks Lane - Nothing to report.
- 28-02-08 WCS, Frampton End Lane - A planning application has been received.
- 29-02-08 Craigathy, Mission Road - Nothing to report.
- 30-02-08 Parish Hall - The Clerk has requested that a pamphlet holder be installed in the Parish Hall to hold information that is regularly sent through. The Parish Hall Committee has agreed to do this.
- 31-02-08 Acton Aid Donation (Play Equipment) - Clerk reported that a letter had been received from Acton Aid, with a donation of £1,000 towards the new play equipment. Clerk to arrange a thank you letter. **Clerk**
- 32-02-08 Lower Edge Farm Lights - Clerk to chase response. **Clerk**
- 33-02-08 Latteridge Road Bollards - Nothing to report.
- 34-02-08 Skip, Chilwood Close - Nothing to report.
- 35-02-08 Traffic Lights, Latteridge Road Junction - The Clerk had received a response from South Gloucestershire. Basically, the reason for not providing far-sided secondary signals is so that drivers waiting to turn right in the face of very heavy opposing flows emerging from Latteridge concentrate on watching for

a safe gap, rather than assuming that opposing traffic will be stopping as soon as the signals start to change. The Clerk was instructed to request a site meeting with Mr. Cruickshanks of South Gloucestershire Highways to discuss this further, copy in correspondence to Councillor Pat Hockey.

Clerk

36-02-08 National Grid Wireless - Nothing to report.

37-02-08 Joint Interest Group - Nothing to report.

38-02-08 Clarks Yard, North Road - Nothing to report.

39-02-08 Clarks Yard, Drains - Clerk to chase.

Clerk

40-02-08 Latteridge Green, Dying Tree - The Clerk has requested that Chris Wright investigate. Mr. Wright will report back to the Clerk.

41-02-08 Community Profiles - Nothing to report.

42-02-08 Lorry Movements, Wotton Road - Councillor Gawler reported that the figures for last year's count had been requested and will be investigated. Again the Parish Council reiterated that a simultaneous count needs to be carried out on Wotton Road and Latteridge Road.

43-02-08 Annual Parish Meeting - The Clerk had reported the wrong date. The Annual Parish Meeting should be on Friday 30<sup>th</sup> May 2008, followed by the Annual Meeting of the Parish Council. The Clerk instructed to amend.

Clerk

44-02-08 Charities Committee - Nothing to report. It should be pointed out that the Charities Committee is not the responsibility of the Parish Council.

#### ANY OTHER BUSINESS

45-02-08 Councillor Bellis enquired on the current status of the rail crossing on Latteridge Road. The Clerk reported that it has been extremely difficult to communicate with the responsible Railtrack department. The Clerk is chasing.

Clerk

46-02-08 Councillor Blanchard reported that there had been a number of people surveying the Latteridge Road in the proximity of Acton Court. There had also been reports that Lafarge had been drilling at Home Farm. There was suspicion that these activities may be linked to quarrying in the area. Councillor Pat Hockey told the meeting that a private company had been carrying out a count. Situation to be monitored.

47-02-08 Councillor Weldrake reported that a letter had been received from Iron Acton PCC regarding the development of a village web site and calendar. The Clerk reported that she had bought the domain name ironacton.org.uk, with the intention of developing this as the Parish Council Web site, so that minutes and agenda etc could be posted. This is a work in progress. It was agreed that the Clerk would write to John Aries confirming the Parish Council's interest.

Clerk

48-02-08 Councillor Lomas reported that the ditches in the vicinity of Sunnyside Farm on Mission Road appear to be blocked. The Clerk was instructed to contact South Gloucestershire Streetcare to ascertain responsibility for clearing.

Clerk

49-02-08 Councillor Taylor reported that parking along Iron Acton High Street, in particular where the road narrows by Charlcombe, is causing visual obstruction. A recent incident where a resident was attempting to exit from the side road, nearly caused an accident. The Clerk was instructed to contact Mark Parry from South Gloucestershire Highways department and suggest a site meeting.

Clerk

50-02-08 Councillor Bellis reported that he believed the white lines that had recently

been painted on the road at the junction of Nibley Lane and the High Street, were not long enough, and were approximately 10m short. The Parish Council had a great deal of input into the School Travel Plan and had felt that South Gloucestershire Council had not gone far enough in implementing the Parish Council's suggestions. The Clerk was instructed to contact South Gloucestershire Council and enquire why the white lines did not go right up to the junction markings.

Clerk

- 51-02-08 The Clerk reported that a request for a donation had been received from St. James the Less Mother and Toddler group. It was agreed that a donation of £100 be made. Councillor Aplin proposed, Councillor Bellis seconded. All agreed.
- 52-02-08 Councillor Taylor reported that Mrs. Naish from Algars Manor had reported to the Police that vandals were trying to use freshly cut logs from her property to dam up the river. Mrs. Naish said that the Police had inferred that they were just children and what could the Police do about it. The Clerk reported that she had mentioned this to PC Lee Bainbridge, who had visited Mrs. Naish to obtain further information.
- 53-02-08 The Clerk reported that a consultation report had been received from South Gloucestershire Council regarding the provision of gipsy and traveller pitches. Councillor Bellis will take this away to prepare a response.

PB

### CORRESPONDENCE RECEIVED

- 54-02-08 Planning Consents
- (1) Land Opposite Green Farm Business Park PK07/3595/F (minute 50-12-07)
  - (2) Land Opposite Green Farm Business Park PK07/3166/F (minute 62-01-08)
  - (3) Building 3, Lavenham Farm, Nibley Lane (minute 62-01-08)
  - (4) 200 North Road, Yate (minute 62-01-08)
- 55-02-08 Consent of Certificate of Lawfulness
- (1) Field No 3549, Latteridge Road, Iron Acton (minute 51-12-07)
  - (2) Dyers Cottage, Mission Road, Iron Acton (minute 51-12-07)
- 56-02-08 Planning Refusal
- (1) Site Adjacent to the White Hart Inn PK07/3604/CA (minute 50-12-07)
  - (2) Site Adjacent to the White Hart Inn PK07/3580/F (minute 50-12-07)
  - (3) 353 North Road, Yate (minute 62-01-08)
  - (4) Beech House, Yate Road, Iron Acton (minute 50-12-07)
- 57-02-08 Notice of Appeal Against Enforcement
- Land off Folly Road, Latteridge, Iron Acton – The unauthorised erection of a stable block, store room, tack room and fee & hay store – this has now changed from a written representation to a Hearing.
- 58-02-08 Notice of Appeal - Dismissal
- The Bungalow, Bridge Road, Yate (minute 42-07-07)
- 59-02-08 Planning Applications
- (1) Land at Units 45-48 Waverley Road, Yate – Erection of 2 no. buildings for industrial use (Classes B1(c), B2 and B8) as defined in the Town & Country Planning (Use Classes) Order 1987 (as amended) with ancillary office space, car parking and landscaping. No objections.
  - (2) Site adjacent to the White Hart Inn, High Street, Iron Acton – Erection of 1 no. detached dwelling with detached store, associated parking and works (resubmission of PK07/3580/F). To comment that the Parish Council do not object to the house in principal, however on the east elevation, the height of the

wall should be the same height as the rest of the walls around the Village Green, to blend in; the store to the front of the house is inappropriate for a Village Green setting; the exterior should be in keeping with existing properties on the Village Green; no gates are shown on the plan, however the Parish Council would like to be informed of what gates are intended to be installed to ensure that they are in keeping with a Village Green setting.

- (3) Home Close Stables, Home Close, Station Road, Iron Acton – Erection of single storey building for B1 office use (retrospective). No objections, but to comment, the Parish Council note the plans show an increase of 2 parking spaces, however residents have noticed an increase in WCS vans parking on the highway.
- (4) 5 Chilwood Close, Iron Acton – Erection of two storey side extension incorporating integral garage, erection of single storey rear extension to provide additional living accommodation. No objections.
- (5) 3.48 Acre Field, Larks Lane, Latteridge – Change of use of land from agricultural land to equine use. Erection of 3 no. stables with hay store and feed room. To object. The proposed development is an intrusion and loss of green belt land; considered to be over development of green belt land; an increase of traffic movements on an already unsuitable country land.

60-02-08 Tree Works Applications

- (1) The Coach House, High Street, Iron Acton – Works to reduce crown of 1 no. Ash tree by 20%, thin by 15% and remove deadwood of 1 no. Holm Oak tree and fell 1 no. Ash tree all situated within Iron Acton Conservation Area. No objections.
- (2) The Old Rectory, High Street, Iron Acton – Works to crown reduce by 20% and reshape 4 no. Holm Oak trees covered by South Glos Council TPO350 dated 15 June 1983. No objections.

61-02-08 Prior Notification

- (1) Latteridge Green Farm, Latteridge Green, Iron Acton – Prior notification of the intention to erect an agricultural building for the storage of grain. No objections.

62-02-08 Application for Certificate of Lawfulness

- (1) Coach House, Avenue House, High Street, Iron Acton – Application for Certificate of Lawfulness for the proposed use of the Coach House for ancillary residential purposes. No objections.

ACCOUNTS FOR PAYMENT

63-02-08	Citizens Advice Bureau	Donation	£250.00
	South Gloucestershire Council	North Road Room Hire x 2	£50.00
	South Gloucestershire Council	Cleaning of Cave Chilwood	£40.49
	BWBSL	Nibley Lane Allotments	£150.53
	Mazars	Audit Fee	£358.38
	All Signs	Signage around Parish	£663.88
	Community Action	Membership Renewal	£20.00
	Mrs. Paula Evans	Telephone charges and paper	£83.24
	Iron Acton PCC	Room Hire x 1	£15.00
	St. James the Less Mother & Toddler	Donation	£100.00
		TOTAL	£1,731.52

Councillor Bellis proposed and Councillor Weldrake seconded and all agreed that these accounts be paid.

Date of Next meeting - Monday 17<sup>th</sup> March 2008 in the Marshall Rooms, Iron Acton commencing at 7.30pm.

There being no other business the meeting was closed at 10.15pm

Signed:

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Dated:

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