

MINUTES OF MEETING OF MONDAY 19th MAY 2008

A meeting of Iron Acton Parish Council was held in North Road School Hall, North Road, Iron Acton commencing at 7.40pm.

Present: Mr. Sheppard (Chairman), Mr. Bellis (Vice-Chairman), Mr. Taylor, Mr. Lomas, Miss. Blanchard, Mrs. Aplin and Mrs. Evans (Clerk).

Apologies: Miss. Weldrake, Mr. Heal, Mr. Gawler (Councillor and South Gloucestershire Council) would be joining the meeting later, Mr. Hockey (South Gloucestershire Council)

Declarations of Interest: None.

Action

- 01-05-08 Election of Chairman - The Clerk had received an email from Councillor Weldrake dated 4th May 2008 proposing Councillor Sheppard as Chairman. Councillor Blanchard then handed the Clerk a letter dated 14th May 2008 from Councillor Heal proposing Councillor Bellis as Chairman, and giving Councillor Bellis his vote. However protocol dictates that as Councillor Heal was absent, he could propose but not vote for Councillor Bellis. A vote then took place resulting in three votes for Councillor Sheppard and three votes for Councillor Bellis. According to protocol, the Chairman has the casting vote. However, Councillor Bellis withdrew from the election. Therefore Councillor Sheppard was elected Chairman.
- 02-05-08 Election of Vice Chairman - The Clerk had received an email from Councillor Weldrake proposing Councillor Bellis as Vice-Chairman. Councillor Blanchard then handed the Clerk a letter dated 14th May 2008 from Councillor Heal stating that should there be a proposer and seconder for Councillor Heal to stand as Vice-Chairman he would be prepared to stand. However, there was no proposer for this. Councillor Aplin seconded Councillor Weldrake's proposal. Therefore Councillor Bellis was elected Vice-Chairman.
- 03-05-08 Appointment of Parish Hall Representative - Councillor Sheppard proposed and Councillor Aplin seconded and all agreed that Councillor Taylor continue in this role.
- 04-05-08 Declarations of Acceptance of Office - These were signed by the Councillors present, and arrangements were made for those Councillors not present to sign.
- 05-05-08 Minutes of the Last Meeting - Copies had been circulated. Councillor Blanchard requested that item 50-04-08 should read Webb's, Cog Mill, for clarification. Following this amendment, Councillor Bellis proposed, Councillor Taylor seconded, all agreed, and the minutes were signed.
- 06-05-08 Public Participation - Three members of the public were present, Messrs Davis, Kendall and Washbourne in relation to South Gloucestershire's proposal to develop new houses within the parish. Councillor Sheppard will be attending the workshop organised by South Gloucestershire on 20th May 2008 in Chipping Sodbury.

- 07-05-08 Matters Arising from the Annual Parish Meeting - Comment was made about the lack of attendance at the Annual Parish Meeting. The meeting had been adequately advertised on the notice boards around the parish and in the local newspaper. **It was resolved** that the 2009 Annual Parish Meeting would be held in North Road School.

MATTERS ARISING FROM THE MINUTES

- 08-05-08 Financial Report - The Clerk reported balances as at 19th May 2008 of:-

- (1) £9,568.32 in the Current Account.
- (2) £10,211.38 in the Reserve Account.
- (3) £15,982.87 in the National Savings Accounts.

The Clerk reported that the accounts had been audited and all was in order. The Statement of Assurance in the Annual Return for year ended 31st March 2008 was approved by the Council.

The Clerk also reported that the amount of hours being worked had increased significantly. The Clerk had spent some 25 hours during the previous week preparing the accounts for audit, along with normal Parish Clerk duties. Councillor Bellis suggested that the Clerk should contact ALCA regarding this.

Clerk

- 09-05-08 Parish Meadows - (1) Play Equipment:- Nothing to report. (2) Tennis Courts:- Nothing to report. (3) Improvements to Play Area:- Nothing to report. (4) General Clearing:- **It was resolved** that the Councillors would meet on 7th June at 10.00am in the Meadows to discuss this. Councillor Bellis to contact Chris Wright to see if he can make this date. The Clerk was instructed to send out a reminder nearer the date. (5) Trees:- Nothing to report. (6) Repairs to Walls:- Field & Lawn (Marquees) Ltd - Nothing to report. (7) Locks:- Nothing to report. (8) Basketball Hoop:- Nothing to report. (9) Vandalism:- Nothing to report. (10) Proms in the Meadows:- Nothing to report. (11) Entrance Bridge:- Nothing to report. (12) Dog Fouling:- Nothing to report.

**All/
PB/
Clerk**

- 10-05-08 Footpaths - (1) Use of Community Service Manpower - Nothing to report. (2) Footpath Friends:- Nothing to report. (3) LIA 23 - The Clerk reported that she had spoken with South Gloucestershire who confirmed that as long as the gate is not locked and passable, this does not constitute a problem. The only thing that South Gloucestershire could do would be to write to the resident asking permission to put a footpath sign on the field side. **It was resolved** that Councillor Bellis would walk this footpath to ensure this is the case. (4) Councillor Taylor reported that the owners of 21 Chilwood Close were developing their rear garden, and had taken out the existing fence. **It was resolved** that Councillor Taylor would monitor this to ensure that the residents reinstate the fence in the correct place.

PB

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- 11-05-08 Village Green - (1) Bye-Law Signs:- Nothing to report. (2) Grass Cutting:- Nothing to report. (3) Parking:- The Clerk reported that she had spent a great many hours attempting to ascertain advice on this matter. **It was resolved** that the Parish Council would organise a meeting to inform residents of the Village Green of what the Parish Council intend to do about the problem with parking and the access road, when all information is to

Clerk

- hand. The Clerk also reported that to gain access to the deeds held at the bank, a letter of authority was required, which needed to be signed by the Chairman and Vice Chairman allowing this. The Clerk had prepared a letter, which was signed. **It was resolved** that the Clerk would visit the bank to ascertain information regarding boundaries, before the next meeting. (4) May Pole:- Nothing to report. (5) General Clearing:- Nothing to report. (6) John Smalley Memorial Plaque:- Nothing to report. (7) Edging Stones:- Nothing to report. (9) Driving on Village Green:- Nothing to report. **Clerk**
- 12-05-08 Signs - All signs have been erected.
- 13-05-08 Cemetery - (1) Dog Signs and Dog Bin:- Councillor Taylor has been unable to contact the dog warden. **It was resolved** that the Clerk would take on this action. (2) Memorials:- Nothing to report. (3) Rubbish:- Nothing to report. (4) Grave Edging:- Nothing to report (5) Hedge:- Nothing to report. **Clerk**
- 14-05-08 ALCA - Nothing to report.
- 15-05-08 Allotments - (1) Nibley Lane:- Councillor Taylor reported that complains had been received from allotment holders and surrounding residents that bonfires had been lit on allotment 10B (Mrs. Jones). **It was resolved** that the Clerk would write to the allotment holder requesting that this activity be stopped as it is causing a nuisance. (2) Station Road:- Councillor Taylor reported that some of the stones on the stile to the Station Road allotments are loose. **It was resolved** that Councillor Sheppard will contact Andrew Herbert to get this repaired. **Clerk**
- 16-05-08 Dyers Pond - Nothing to report.
- 17-05-08 War Memorial - (1) War Memorial - Nothing to report.
- 18-05-08 Chill Wood - (1) Gates:- The Clerk reported that the EA had installed the new gates on 2nd May. The last of the signs had been erected on the same day. Unfortunately despite our efforts a rave had taken place on the bank holiday weekend. However the Police had been able to disburse those present. No further raves have been reported to the Clerk. (2) Tree Preservation Order:- Nothing to report. (3) Fencing:- Nothing to report. (4) Area in Front of Woodlands:- Nothing to report. (5) Cave Gate:- Nothing to report. **RS**
- 19-05-07 Public House, Broad Lane - Nothing to report.
- 20-05-08 Parish Charter Working Group - Nothing to report.
- 21-05-08 Information Technology Offer - Nothing to report.
- 22-05-08 Lorry Movements, Latteridge Road junction with By-pass - Nothing to report.
- 23-05-08 Land adjacent to 321 North Road - Nothing to report.
- 24-05-08 Exel Logistics Site - Nothing to report.
- 25-05-08 Land Opposite Station House - Nothing to report.
- 26-05-08 Bus Shelter - Nothing to report.
- 27-05-08 Library - Nothing to report.
- 28-05-08 Street Lights - Nothing to report.
- 29-05-08 Lavenham Farm - Acknowledgement had been received from South Gloucestershire Planning regarding the differing tiles. A visit had been made to the site, and it was considered that the tiles would 'weather in' over time.
- 30-05-08 Highways - (1) Bows Bridge:- Nothing to report. (2) The Clerk reported that she had received an email from South Gloucestershire notifying the

Parish Council of the Works Programme for 2008/2009. In this report Frampton End Road and Station Road will be included in the 10mm surface dressing programme.

- 31-05-08 North Road Sewer Pump - Works still ongoing.
- 32-05-08 Rubbish, Locks Lane - Nothing to report.
- 33-05-08 WCS, Frampton End Lane - Nothing to report.
- 34-05-08 Craig Affie, Mission Road - The Clerk reported that a letter had been received from the applicants requesting that the Parish Council reconsider their objection. **It was resolved** that the Clerk would acknowledge the applicants letter. This matter is now the subject of a Development Control Committee site meeting on Friday 23rd May 2008 at 9.50am. **Clerk**
- 35-05-08 Parish Hall - The Clerk had contacted ALCA regarding the protocol should the application to extend the parish hall be sponsored by the Parish Council. The Parish Council would have to advertise the fact that the application was to be discussed at the next meeting. The Parish Council would have to receive comments from members of the public. At the meeting, all Councillors would have to declare their interest in the application. The Parish Council would be unable to debate/discuss the application. The Clerk would then write to South Gloucestershire Planning Department stating the Parish Council's interest, and pass on any comments that had been received from members of the public. **It was resolved** that this matter be put on hold until an official request is received from the Parish Hall Committee.
- 36-05-08 Acton Aid Donation (Play Equipment) - Nothing to report.
- 37-05-08 Lower Farm Lights - The Clerk has still not received a response from Liz Francis. **It was resolved** that the Clerk would continue to chase this matter. **Clerk**
- 38-05-08 Latteridge Road Bollards - Nothing to report.
- 39-05-08 Skip, Chilwood Close - Nothing to report.
- 40-05-08 Traffic Lights, Latteridge Road Junction - The Clerk had requested a meeting. Awaiting a response. Clerk to chase. **Clerk**
- 41-05-08 National Grid Wireless - Nothing to report.
- 42-05-08 Joint Interest Group - Nothing to report.
- 43-05-08 Clarks Yard, North Road - Nothing to report.
- 44-05-08 Clarks Yard, Drains - Nothing to report
- 45-05-08 Latteridge Green, Dying Tree - Nothing to report.
- 46-05-08 Community Profiles - Nothing to report.
- 47-05-08 Lorry Movements, Wotton Road - Nothing to report.
- 48-05-08 Annual Parish Meeting - See item 07-05-08.
- 49-05-08 Charities Committee - The Chairman reported that Bridget Thompson had agreed to take on the role of Secretary to the Charities Committee. A meeting is being arranged. Councillor Bellis reported that he has some papers relating to the Charities Committee. **It was resolved** that Councillor Bellis would deliver the papers to the Clerk, who would pass them on to Ms. Thompson. **PB/
Clerk**
- 50-05-08 Latteridge Road Rail Crossing - Nothing to report.
- 51-05-08 Village Website - The Clerk had looked at a large amount of village and parish council website. In the majority of cases only the names of the Parish Councillors were posted. Only the Clerk's telephone number was present. **It was resolved** that the Clerk would inform the village website organisers of **Clerk**

these details.

- 52-05-08 Ditches – Mission Road – Nothing to report.
- 53-05-08 Parking – Iron Acton High Street – The Clerk reported that a response had been sent, as well as requesting a meeting.
- 54-05-08 Junction Nibley Lane/High Street White Lines – Nothing to report.
- 55-05-08 Porch Development – Webbs, Cog Mill – Nothing to report.
- 56-05-08 Acton Aid Christmas Lights – Nothing to report.
- 57-05-08 North Road Bridge – Nothing to report.
- 58-05-08 Chaingate Lane Ditches – Nothing to report.
- 59-05-08 Traffic Counts Latteridge Road – The Clerk had requested up to date counts.
- 60-05-08 South West Storage Unit – South Gloucestershire Council have written to the owners requesting that they do not allow materials outside their boundary and all materials are contained on their land.
- 61-05-08 Caravan Lodge Road – The Clerk had reported this to South Gloucestershire Council.
- 62-05-08 HGV Vehicles North Road – The Clerk had reported this to the Police.
- 63-05-08 Determining Planning Applications – The Clerk had written to Brian Glasson with the Parish Council's comments. However the Clerk had received an email stating that email had been deleted without being read. **It was resolved that** the Clerk resend the email to Mr. Glasson. **Clerk**

ANY OTHER BUSINESS

- 64-05-08 Councillor Bellis reported that a tree had been cut down within the garden of the Lamb Inn following a verbal sanction from the tree officer. Now the tree had been cut down, it had highlighted the fact that further tree works had taken place within the grounds Elm Croft, the house behind the Lamb, **It was resolved** that the Clerk would contact South Gloucestershire asking them to look into this matter. **Clerk**
- 65-05-08 The Clerk reported that she had received a request from a lady called Ness Hennigan asking whether it would be possible to hire the May Pole for a private family birthday party in late September. **It was resolved** for the Clerk to arrange a meeting with Ms. Hennigan and a quorum of the Councillors to discuss this further. **Clerk**
- 66-05-08 The Clerk reported that she had received a letter from Mrs. Teresa Dunn of Bramley House, Yate Road, requesting that signage be erected off the existing Yate Road, highlighting the old Yate Road. This lack of signage has caused the residents a number of problems with deliveries etc, as people are unable to find the houses. **It was resolved** that the Clerk should write to South Gloucestershire Highways Department **Clerk**
- 67-05-08 The Clerk reported that she had received a letter from South Gloucestershire NHS Trust, inviting the Councillors to take part in a Stakeholder Workshop on 2nd June 2008, 9.30am to 4.00pm, concerning the facilities to be transferred from Frenchay Hospital to Southmead Hospital in 2013. Unfortunately no Councillors were available to attend.
- 68-05-08 The Clerk reported that she had received a letter from First Bus concerning the alteration of the service through the village. First propose to run just the 328 service along Station Road, turning right at the traffic lights, rather than go through the High Street, primarily due to inconsiderate parking in the High Street. The Councillors felt that this would cause great inconvenience

to residents, and highlight the fact that the Parish Council are actively trying to seek a positive solution to the parking problem in conjunction with South Gloucestershire Council. **It was resolved** that the Clerk write to First Clerk highlighting the concerns of the Parish Council.

69-05-08 The Clerk had received a letter from the Open Spaces Society requesting a donation towards their Green Alert! campaign to raise awareness of common land inside local planning offices. **It was resolved** that the Parish Council would decline to donate on this occasion as the Parish Council already contribute towards the Open Spaces Society through our membership.

CORRESPONDENCE RECEIVED

70-05-08 Planning Consents

- (1) Chapel Patch, The Green, Iron Acton (minute 66-04-08)
- (2) Home Close Stables, Home Close, Station Road, Iron Acton (minute 59-02-08)
- (3) Buildings 5 & 6, Lavenham Farm, Nibley Lane, Iron Acton (minute 67-03-08)
- (4) Dyers Cottage, Mission Road, Iron Acton (minute 66-04-08)
- (5) 5 Broad Lane, Yate (minute 66-04-08)

71-05-08 Tree Works Refusals

- (1) 330 North Road, Yate (minute 68-03-08)

72-05-08 Planning Appeals

- (1) 6 Chestnut Springs, Mission Road, Iron Acton
- (2) Little Acre, Dyers Lane, Iron Acton

73-05-08 Planning Applications

- (1) 292 Oak View, North Road, Yate - Erection of detached garage. No objections.
- (2) Westview Cottage, 18 Engine Common Lane, Yate - Erection of two storey side and rear extensions with front and side porches to provide additional living accommodation (amendment to previously approved scheme PK06/3141/F). No objections.
- (3) Coronation Villa, 276 North Road, Yate - Erection of two storey side extension to provide additional living accommodation and garage. No objections.
- (4) 2 Prospect Cottages, High Street, Iron Acton - Erection of single storey rear extension to provide additional living accommodation. Erection of detached double garage. To object; (1) Proposed garage is out of keeping with current aspect; (2) development situated in prominent part of village and siting the garage in front of the building line would have a massive impact on the visual aspect of this part of the High Street and Conservation Area. Being able to see the roof of the garage would alter the character of the High Street; (3) object to removal of the stone wall to allow access to garage as the wall is part of the character of the High Street; (4) would suggest that no part of the garage should be visible above the height of the existing wall to the High Street; (5) photographs contained in D&A Statement from architects does not relate to 2 Prospect Cottages.

74-05-08 Prior Notification

- (1) Kimberley Cottage, Hope Road, Yate - Prior notification of the intention to erect an agricultural building for the storage of agricultural machinery and fodder. No objections.

75-05-08 Tree Works Application

- (1) Mulberry House, High Street, Iron Acton - Works to reduce and reshape by 20% and remove deadwood to 1 no. Lime Tree. Deadwood and reshape by 5% to

rebalance 2 no. Yew Trees and fell 1 no. Portugal Laurel all situated within Iron Acton Conservation Area - No objections.

ACCOUNTS FOR PAYMENT

76-05-08	Landscape Services	Grasscutting around Parish	£1,372.68
	BWBSL	Water Rates - Station Road Allotments	£16.91
	ALCA	Training - Cemetery	£35.00
	Mrs. P. Evans	Clerks Expenses - telephone, mileage	£133.76
	Mr. Iain Selkirk	Internal Audit Fees	£85.00
	Mr. Andrew Herbert	Erecting Signage/Materials around Parish	£215.00
		TOTAL	£1,858.35

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

Date of Next meeting - Monday 16th June 2008 in the Marshall Rooms, Iron Acton commencing at 7.30pm.

There being no other business the meeting was closed at 10.00pm

Signed:

Dated:
