

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
Monday 20th June 2011**

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

Present:- Mr. Sheppard (Chairman), Mr. Heal, Mr. Huish, Mr. Lomas, Mr. Tillotson, Mr. D. Hockey (South Gloucestershire Councillor) and Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

Five members of the public were present.

Representatives of CMS Consultants and Mr. David Jones, Managing Director of ER Hemming addressed the Parish Council in connection with their recently withdrawn planning application for offices and light industrial units on Armstrong Way. ER Hemming are a local company with a large number of people employed. The company already occupies office accommodation on the Great Western Business Park and is now expanding with new projects. Following consultation with SGC the application had been withdrawn as both sides were now at an impasse. The main reasons are safe access to the site and green belt issues. The green belt issue is understandably a hot topic at the moment. There may well be a realignment of the greenbelt boundary but this may not happen for 3-5 years. The Consultants pointed out that this is the only section of greenbelt boundary that does not follow a natural alignment. Following further discussion, **it was resolved** to arrange a site meeting. The Clerk was asked to liaise with CMS and the Parish Councillors.

Clerk

Mr. Collett addressed the Parish Councillors regarding the recent exchanges of correspondence between Clerk and himself that had been triggered by the change of water supply and other issues at the Nibley Lane allotments. Mr. Collett would like to arrange for a meeting to be held a couple of times a year between representatives of the allotment holders and one of the Parish Councillors. The Chairman agreed that it would be in the Parish Council's interest for allotment tenants to take an interest in the running of the allotment sites. If the allotment tenants wished to set up an allotment association then it would be up to the allotment tenants themselves to arrange it. Councillor Heal suggested that the best people to police the allotments are the allotment holders themselves. The Chairman confirmed that the Parish Council would be happy to meet, probably twice a year and have such a meeting minuted. Mr. Collett said that he would be happy to set this in motion. There may also be allotment tenants on the Station Road allotments who may be interested in joining an allotment association.

01-06-11 **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Bellis, Blanchard, Taylor, Gawler and Pat Hockey.

02-06-11 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

03-06-11 **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 16th May 2011 had been previously circulated. Proposed Councillor Heal and seconded by Councillor Huish that these minutes be accepted and signed. **All agreed.**

04-06-11 **CHAIRMAN'S REPORT**

The Chairman welcomed Andy Tillotson to the Parish Council as the new co-opted member for the East Ward.

The majority of the month has been spent dealing with the clearing works of the

stream in the Parish Meadow. It is obvious that the culvert needs a new cover as it has become corroded. The tennis courts have been swept and the boards will be creosoted when the weather permits. **It was agreed** that the Clerk would contact SGC to see if there are any grants available to help the Parish Council with the works. **It was also agreed** that a basketball hoop and backboard be purchased at a cost not exceeding £75.00. This would then be erected in the Parish Meadow, but outside the tennis court.

Clerk

The Chairman wished to thank all those involved in the recent breakfast in the Parish Hall in aid of St. Peter's Hospice. It was obvious that a great deal of hard work had gone into organising the event. Councillor Heal informed the Parish Council that in excess of £1,600 had been raised, with over 200 breakfasts being served.

Finally the Chairman informed the Parish Council that the SGC Enforcement Officer had attended 235 North Road in connection with the planning application for a replacement shed. The Parish Council had objected to this application however it appears that the foundations have been laid, but there is nothing SGC can do until building work actually commences.

05-06-11 CLERK'S REPORT

Action from May Meeting

18-05-11 - Letter sent to Mr. Tillotson informing him of his co-option onto the Parish Council. All relevant documents have been signed and returned to SGC.

19-05-11 - The Clerk has spoken with PC Simmons regarding enforcing the 'no parking' signs on the village green. PC Simmons suggested writing to residents, enclosing a copy of the byelaws and legislative information and asking them to refrain from parking on the village green. PC Simmons will also speak to SGC about the possibility of asking the Traffic Wardens to undertake a patrol of the village green.

21-05-11 - The Clerk verbally accepted the quote from Zurich for £922.77. Formal approval is required by the Parish Council and is to be addressed under agenda item 15 of the June meeting.

22-05-11 - The Clerk emailed Avon Wildlife Trust informing them that the Parish Council would not be renewing their membership.

23-05-11 - The Clerk liaised with NGC and the Parish Councillors in connection with the visit to the substation on 26th May 2011.

Contact Details:- An updated list of Iron Acton Parish Councillors together with contact details had been circulated to Councillors for their retention. An updated list will be placed on the Parish Council web site, minus addresses and telephone numbers in order that all communication was through the Clerk.

Meeting Dates - 2011:- As asked for at the May meeting, the Clerk provided a list of provisional meeting dates for the rest of 2011 as detailed below:-

Monday 18th July 2011 - Iron Acton Parish Hall

Monday 15th August 2011 - Marshall Rooms

Monday 19th September 2011 - North Road School Hall

Monday 17th October 2011 - Iron Acton Parish Hall

Monday 21st November 2011 - Iron Acton Parish Hall

Monday 12th December 2011 - North Road School Hall

These meeting dates were accepted by the Parish Council and will be advertised on the notice boards and web site.

Annual Parish Meeting:- The Clerk had prepared a draft copy of the minutes of the Annual Parish Meeting held on 23rd May 2011 and had circulated to the Parish Councillors.

Parish Meadow:- The Clerk has chased Acton Aid regarding the completion of the booking form and confirmation that a Temporary Event Notice has been applied for and approved in connection with the Proms in the Meadow event on 9th July 2011. The booking form had been returned on 19th June 2011. The Parish Council has a copy of their current public liability insurance certificate on file. The Temporary Event Notice is particularly important as ultimate liability for any accident or mishap would lie with the Parish Council as the landowners. The Parish Council would be remiss in their duty not to comply with our insurance terms if they allowed such a large event to go ahead without the correct procedures in place.

Holiday Request:- The Clerk requested approval for 6 days holiday 22nd July through to 29th July inclusive. This happens to coincide with the dates for the statutory requirement for the accounts to be available for inspection by members of the public. The Audit Commission do not really like to change these dates, therefore the Parish Council requires a Councillor's contact details to be made available for members of the public to contact in order to inspect the accounts. **It was resolved** that Councillor Sheppard's details would be advertised on the statutory notice as the person to contact to inspect the Parish Council's accounts. Proposed Councillor Sheppard and seconded Councillor Lomas. **All agreed.**

Heron Homes:- An email was received from Heron Homes informing stakeholders of further public consultations on 17th and 18th June 2011 in connection with the proposed 1,500 home development for North Yate. This email was forwarded to Parish Councillors for their attention and was also sent to parishioners on the Parishioner Information email list.

Allotments:- Five allotment rents are still outstanding and have been chased. One of the allotment tenants on Station Road approached the Clerk and asked that a couple of issues around the allotments be attended to, namely; cutting back of ivy on the wall as you climb over the stile; the entrance gate has dropped and is heavy to drag shut; and part of the dry stone wall behind allotment 9 is collapsing.

Printer:- Unfortunately the Dell AIO 926 not working properly. The paper feed is not working properly and the colour printer cartridge is not being recognised. **It was resolved** to enquire of SGC Clerk's Network to see if the printer could be repaired or replaced. If a repair or replacement was not possible through this route, then the Clerk to enquire of Mr. Millward to see if the printer was repairable. If that was not possible then a new colour printer would be purchased.

Clerk

The Clerk also informed the Parish Council that one of the three Alder trees in the Parish Meadow needs dead wooding. Mr. Chris Wright had advised. **It was resolved** that this work be carried out. Clerk to organise. Further, Mr. Wright had suggested that it would be prudent for the Parish Council to carry out a survey of all trees growing on Parish Council owned land. Mr. Wright would be happy to undertake this work as the Parish Council's consultant at a cost of approximately £400. The trees could then be numbered and checked regularly. **It was resolved** that the Parish Council would not undertake a tree survey.

Clerk

06-06-11 SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT

Councillor Dave Hockey addressed the Parish Council in connection with the recent announced closure of Filton Airfield. Mr. Mike Keenan has been encouraged to respond to SGC on behalf of the Engine Common campaign group. Should the closure of the airfield go ahead together with the suggested residential development, this should take the pressure off those sites where developers are looking to put in housing that has not been loaded into the

Core Strategy. From the point of view of Iron Acton Parish, it would be a good idea to support. **It was resolved** that the email received by the Clerk be forwarded to the Parish Councillors for their perusal and decision at the July meeting.

Councillor Dave Hockey also informed the Parish Council that the next ALCA meeting will take place on 14th July in Poole Court. Community sentencing representatives will be attending. **It was resolved** that the Clerk would remind the Councillors nearer the date.

Finally, Councillor Hockey reported that a speed advisor sign is to be installed on Nibley Lane next to the delimiter sign. There have been complaints about the speed of traffic through the lane and the increased amount of traffic using the lane. The sign will be installed one month before the main school holidays.

07-06-11 **PARISH COUNCILLOR'S REPORTS**

Councillor Heal requested that arrangements be made to formalise the Clerk's contract of employment. **It was agreed** that Councillors Heal, Huish and Sheppard would meet to discuss and agree a formal contract. The Clerk will circulate to those Councillors the standard contract of employment as provided and agreed by NALC and SLCC. **CH/PH/RS Clerk**

Councillor Huish reported that the village green may pole is in need of re-painting. **It was agreed** to ask Mrs Jastrzebska if this is something she could do. **RS**

Councillor Lomas reported that a footpath on the Great Western Business Park, running parallel to Armstrong Way is in need of attention. The footpath comes out into North Road on the north side of the railway bridge and then straight through to Dean Road. **It was agreed** that the Clerk would ask SGC PROW to have a look at it. **Clerk**

Councillor Tillotson reported that the footpath on Dyers Lane, behind the stables is obstructed. **It was agreed** that the Clerk would report this to SGC PROW. **Clerk**

08-06-11 **FINANCIAL REPORT**

The Clerk reported balances as at 15th June 2011 of:-

National Westminster Current Account	£9,358.42
National Westminster Reserve Account	£160.74
National Savings Accounts	£16,498.38

It was resolved to add Councillors Blanchard, Gawler, Heal, Huish and Tillotson as authorised signatories for the Parish Council's National Westminster Bank Accounts. Proposed Councillor Sheppard and seconded Councillor Lomas. **All agreed.**

09-06-11 **PLANNING APPLICATIONS**

PK11/1512/PNA - Field 11, Clover Field, Frome Mill Farm, Nibley Lane, Yate - Prior notification for erection of agricultural building for the use of shelter for livestock and feed storage. No observations.

PK11/1450/F - Dyers Cottage, Mission Road, Iron Acton - Alterations to rear roof to include the installation of a pitched roof. Erection of single storey side extension to provide additional living accommodation. Amendment. No objections.

10-06-11 **PLANNING - CONSENTS**

- PK11/0760/F - Barn 6, Lavenham Farm, Nibley Lane, Iron Acton
- PK11/0781/F - 16 Engine Common Lane, Yate
- PK11/1035/F - Lavenham Farm, Nibley Lane, Iron Acton
- PK11/1066/R3F - North Road School, North Road, Yate
- PK11/1068/F - Greggs, 61 Waverley Road, Yate

11-06-11 **PLANNING REFUSALS/WITHDRAWALS**

- PK11/1176/CLP - Bramble Cottage, Latteridge Road, Iron Acton (refusal)

12-06-11 **PLANNING - APPEALS**

None received.

13-06-11 **PLANNING - ENFORCEMENT**

- The Clerk updated the Parish Council regarding the planning enforcement query in connection with Cherry Lodge. SGC are investigating the issue of additional building work to the house.

14-06-11 **MATTERS ARISING FROM THE ANNUAL PARISH MEETING**

The Clerk had circulated a draft copy of the Annual Parish Meeting minutes held on 23rd May 2011. There were no matters arising. **It was resolved** that the Clerk be instructed to place a draft copy of the Parish Council web site. Proposed Councillor Sheppard and seconded Councillor Heal. **All agreed.**

Clerk

15-06-11 **ANNUAL INSURANCE**

It was resolved to accept the annual insurance premium quote of £922.77 from Zurich Insurance. Proposed Councillor Sheppard and seconded Councillor Huish. **All agreed.** The Clerk was instructed to complete all relevant documentation.

Clerk

26-06-11 **CEMETERY**

The Clerk informed the Parish Councillors of the interment within Iron Acton Cemetery of the ashes of the late Mrs. E. Moore who passed away on 5th May 2011. **It was resolved** to grant retrospective approval. Proposed Councillor Sheppard and seconded Councillor Huish. **All agreed.**

17-06-11 **BUS STOPS**

In connection with the Parish Council's recent request of SGC to investigate the possibility of moving the two bus stops on Iron Acton Way to a more accessible location on Wade Road/Dyers Lane, the Clerk reported that a response had been received. SGC (Mr. Adam Frontczak) has spoken to the SGC technical team and they have commented that there is no suitable location on the Wade Road/Dyers Lane side of the roundabout, as the bend and side roads and lack of footway on the north side make it undesirable; from a technical point of view both sets of stops are probably in as good a position as they can be given the circumstances. If there was space an additional stop to the west of the roundabout would be nice but it would be impractical to do. SGC appreciate that the stops may be a little out of the way, but they are regularly used by people from the trading estate, Badminton Road offices and the nearby houses who use this stop for the X27 to both Bristol and Yate. The Parish Council were disappointed at SGC's response. **It was agreed** that the Clerk be instructed to respond to Mrs. Dunn, the resident who initiated the request, accordingly.

Clerk

18-06-11 **TRAFFIC MANAGEMENT REVIEW OF THE HIGH STREET**

The Clerk had circulated correspondence received from Mr. Peter Hart in connection with the requested Traffic Management Review of the High Street and Village Green. **It was resolved** that the Clerk arrange a meeting with Mr. Hart to walk the area and look at the proposals in greater detail. Proposed Councillor Sheppard and seconded Councillor Heal. **All agreed.**

Clerk

19-06-11 **REQUEST FOR FINANCIAL ASSISTANCE**

A request for financial assistance had been received from South Gloucestershire Senior Citizens Forum. **It was resolved** to hold this over until the August meeting.

20-06-11 **ACCOUNTS FOR PAYMENT**

South Glos Council	Dog Bin Collection	£196.56
N.T. Sandy	Grasscutting	£584.40
Mrs. A. Jastrzebska	Works around parish	£556.50
Mrs. P. Evans	Clerk's Salary, Broadband, Telephone	£622.31

HMRC	Tax and NI	£2.28
Mr. R. Sheppard	Creosote and Fuel for Strimmer	£48.50
Zurich Insurance	Annual Insurance Premium	£922.77

Proposed Councillor Heal, seconded Councillor Huish, all agreed that the above accounts be paid.

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Monday 18th July 2011 in Iron Acton Parish Hall, commencing at 7.30pm.

There being no further business, the meeting closed at 9.10 pm.

Signed:

Dated:
