

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
Monday 18th July 2011**

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

Present:- Mr. Sheppard (Chairman), Mr. Bellis (Vice-Chairman), Mr. Heal, Mr. Taylor, Mr. Lomas, Mr. Gawler (Councillor & South Gloucestershire Councillor), Miss. Blanchard, Mr. Huish, Mr. D. Hockey (South Gloucestershire Councillor) and Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

One member of the public was present. Mr. Keenan addressed the Parish Council in connection with Engine Common and the possibility that over the summer a planning application might slip through the net. Councillor Gawler said that it was not possible for such a major planning development to slip through the net as it would have to be advertised and follow due planning process. The Chairman said that he had previously contacted Mr. Freed and invited him to attend a Parish Council meeting, but no response had been received. Councillor Dave Hockey reported that a report had been completed by SGC planners regarding the implications of the closure of Filton Airfield and the options for it in relation to major housing developments. Councillor Pat Hockey had attended the recent inspectors meeting and would ask her to contact Mr. Keenan. Councillor Dave Hockey advised the Parish Council to keep an eye on the SGC planning website as the danger zone would be the month of August when lots of people are away on holiday. If development at Filton airfield went ahead this would potentially take the pressure off Brimsham Park. When the Core Strategy document had been written, the closure of Filton airfield hadn't been on the table.

The Chairman then addressed the Parish Council in connection with planning application PK11/2000/F to be discussed later in the meeting. The application is for the property owned by Mr. and Mrs. Sheppard next door to his usual place of residence. In brief the proposed new dwelling will be bigger than the cottage that is already there and will be 'eco-friendly' in that a rainwater storage system will be installed together with solar panels and an up to date heat sink system. The plans have been drawn up in consultation with SGC building inspectors. On either side of the proposed new dwelling there are currently 4/5 bedroom houses. So far there have been four letters of support from local residents.

01-07-11 **APOLOGIES FOR ABSENCE**

Apologies from Councillors Tillotson and Pat Hockey.

02-07-11 **DECLARATIONS OF INTEREST**

Councillor Blanchard wished to declare an interest in agenda item 19, as she is an employee of Airbus working out of Filton Airfield.

Councillor Sheppard wished to declare an interest in agenda item 9 and in particular planning application PK11/2000/F.

03-07-11 **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 20th June 2011 had been previously circulated. Proposed Councillor Heal and seconded by Councillor Huish that these minutes be accepted and signed. **All agreed.**

04-07-11 **CHAIRMAN'S REPORT**

The past month has been quite busy with a great deal of time spent in the Parish Meadow clearing the area behind the tennis courts including pulling out debris from the stream. The cemetery access track from Nibley Lane has also been cleared and strimmed.

Whilst in the Parish Meadow, the Chairman and Clerk were approached by a local child-minder and group of children who were using the play equipment. The child-minder frequently uses the play area for outdoor activities and said that she felt the equipment was looking shabby and in need of refreshing. The child-minder also felt that the playhouse and climbing net was dangerous because there wasn't anything to stop children from falling out of the house once they have climbed to the top. The Clerk confirmed that the playhouse conformed to health and safety regulations and had been advised by the play consultant at the time the net was installed, that to put a 'tumble bar' across the front of the playhouse would in fact be quite dangerous as children using the equipment could potentially lean against the bar and topple over.

Councillors Sheppard, Lomas, Gawler and the Clerk attended the site meeting with representatives of ER Hemming on 14th July 2011. The entrance to the proposed development of office blocks and light industrial units is on the Stover Road which is a busy road with approximately 3000 traffic movements/day. ER Hemming's consultants have drawn up some new plans to present to SGC, and it was the opinion of the Parish Councillors present that if anything was going to be approved it would be a no right turn in or out of the site. SGC would not entertain another exit off the roundabout.

05-07-11 **CLERK'S REPORT**

Action from June Meeting

Public Participation - A site meeting was arranged for Thursday 14th July 2011 to look at the ER Hemming planning application for offices and light industrial units on Armstrong Way.

04-06-11 - The Clerk has spoken with SGC Environment section regarding grants for works to the Parish Meadow. SGC are happy to meet with members of the Parish Council to discuss plans.

05-06-11 - Following enquiries, the Dell AIO printer was not worth repairing. Therefore a new Brother Colour copier was purchased at a cost of £150 plus VAT. The new copier includes fax and scan facilities and does A4 and A3 copies.

05-06-11 - The Alder tree in the Parish Meadow has been dead wooded at a cost of £200. The Clerk has also informed Mr. Wright that the Parish Council will not be undertaking a survey of the trees.

06-06-11 - Regarding the proposed closure of Filton Airfield, the Clerk emailed the link to Parish Councillors. The Clerk also emailed Councillors reminding them of the ALCA meeting on 14th July 2011.

07-06-11 - The Clerk emailed a copy of the standard employment contract, job description, disciplinary procedure and grievance procedure to Councillors Sheppard, Heal and Huish for their attention.

07-06-11 - The Clerk has spoken to SGC PROW about the two footpaths.

14-06-11 - The Clerk has put a copy of the draft minutes of the Annual Parish Meeting on the web site.

15-06-11 - The Clerk has completed and sent off all the documentation relation to the Parish Council's annual insurance renewal.

17-06-11 - The Clerk has emailed Mrs. Dunn with SGC's response to the request to investigate the possibility of re-siting the bus stops on Iron Acton Way. Mrs. Dunn has responded refuting SGC reasons not to re-site the stops. Mrs. Dunn's email has been forwarded to SGC for their comment.

18-06-11 - A meeting was arranged with Peter Hart to discuss the Traffic Management Review proposals on Tuesday 12th July 2011.

Work Experience Week:- Mike Evans spent the week with the Clerk and produced a report about how certain areas of land came into the Parish Council's custodianship/ownership. Mike looked at old maps and plans held by the Parish Council, visited St. Nicholas Market and purchased some old photographs, read through archived correspondence, bought old maps on the internet dating from 1881, 1903 and 1920. He then photocopied the maps onto OHP film and overlaid them in order to discover how the village evolved over a 40 year period. Basically the only change in that period was the marking out of the cemetery. Mike also took photographs of the village at the same location as the old photographs purchased from St. Nicholas Market. Councillor Bellis requested that the Parish Council's thanks be passed on to Mike Evans.

Electronic Invoicing:- SGC has written to the Parish Council asking them to sign up to electronic invoicing as this is a much more cost effective method. The Clerk has asked SGC to forward future invoices to clerk@ironactonparishcouncil.com.

Parish Meadow:- Following comments received from a user of the play area about the 'tiredness' of some of the play equipment, the Clerk cleaned the two springies as they were covered in algae.

Both the tennis courts have been booked by parishioners for Saturday morning 16th and 23rd July 2011. Both courts have also been booked for Monday evenings through to September, again by parishioners.

Village Green:- The Clerk has had a couple of informal meetings with PC Simmons regarding parking around the Village Green. The current penalty for contravening any of the bylaws is a maximum of £2 and is therefore not worthwhile pursuing. The Clerk has emailed SGC Legal Department to enquire how the Parish Council can go about increasing the penalty. A response is awaited.

06-07-11

SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT

Councillor Gawler reported that a permanent flashing 'smiley face' sign will be installed outside North Road Primary School. There is to be a demonstration of the sign at the SGC Badminton Road offices some time in early August. Councillor Gawler will inform the Parish Councillors of the date.

Councillor Gawler also informed the Parish Councillors that there may well be another planning application for a gypsy and traveller site off Tanhouse Lane. The site, for around 12 pitches, is in Rangeworthy Parish, but adjoins Iron Acton Parish. The original application had not proceeded as Railtrack had objected because of the sites close proximity to the railway line. If the application was approved, traffic would be going in and out through Iron Acton Parish. **It was resolved** that the Clerk would keep an eye on the SGC planning portal and notify Parish Councillors if anything was forthcoming. Proposed Councillor Gawler and seconded Councillor Sheppard. **All agreed.**

Clerk

Councillor Hockey reported that the lime green coloured plastic recycling bags will be available soon. **It was resolved** that the Clerk should contact SGC and request that bags for East Ward should be kept at Broad Lane depot for collection by parishioners and bags for Iron Acton Ward should be delivered to the Clerk's home address for collection by parishioners. Proposed Councillor Sheppard and seconded Councillor Gawler. **All agreed.**

Clerk

Councillor Hockey also reported that the results of the Speedvisor sign recently erected on Nibley Lane had been forwarded to Councillor Taylor and Mr. Steve Abrahams, Chairman of the Residents Association. The results showed actual volume of approximately 700 vehicle movements a day. Councillor Taylor pointed out that when the planning application for the Badminton Road offices had been before the Parish Council, the Parish Council had said that Nibley Lane should not be used as a 'rat run'. It was obvious from the new results that there has been a

significant increase in the volume of traffic using the Lane. However it was difficult to compare the new results against previous traffic counts as none were available and it was difficult to state whether the increase was due to SGC staff or school run vehicles. In relation to the speed of traffic, Councillor Hockey said that the results showed that a handful of drivers were travelling in excess of 50mph. The Clerk asked for a copy of the new results and she would then speak to PC Simmons. Also the Clerk recalled that she may have a copy of a traffic count from 2009 on the Parish Council files and would check. If a 2009 count was available the Clerk will forward this information to the Parish Councillors.

Clerk

Councillor Dave Hockey reminded the Parish Council that Councillors Pat Hockey and Gawler had put a motion to SGC regarding the lorry movements in and out of the Morrisons Depot. The report had been prepared and would be available as from Wednesday 20th July. SGC officers are saying that they do not recommend restricting the use of the Morrisons site when the company moves out due to cost of buying out the permission. Unless it can be proved that the permission granted was grossly wrong it will not be changed. The number of lorry movements will probably diminish in places such as Yate as developers are targeting places like Avonmouth.

07-07-11 PARISH COUNCILLOR'S REPORTS

Councillor Lomas confirmed LYA 62/10 as the North Road footpath the Clerk was asked to report to SGC PROW.

Councillor Taylor asked that the Clerk chase SGC Planning Enforcement in connection with the passing bays on Nibley Lane.

Councillor Huish reported on behalf of the sub-committee tasked to look at the Clerk's contract of employment and associated procedures. Advice has been taken and the sub-committee have now agreed a document that they wished the Clerk to peruse and agree. The Clerk was asked to read the document and pass her comments to the sub-committee.

Councillor Bellis thanked the Parish Councillors for properly using this agenda item to report on activities they have undertaken during the month.

08-07-11 FINANCIAL REPORT

The Clerk reported balances as at 13th July 2011 of:-

National Westminster Current Account	£7,549.20
National Westminster Reserve Account	£160.74
National Savings Accounts	£16,498.38

It was resolved that a Financial Sub-Committee would be convened to look into the possibility of investing money held in the National Savings Accounts into alternative, higher yielding investments. The members of this Financial Sub-Committee would be Councillors Sheppard, Lomas, Gawler and Bellis. Any proposals made by the Financial Sub-Committee would have to be ratified by all members of the Parish Council at a full Parish Council meeting. Proposed Councillor Sheppard and seconded Councillor Lomas. **All agreed.**

It was resolved that the Clerk would investigate the minimum amount of money that must be held in reserve by the Parish Council. Proposed Councillor Bellis and seconded Councillor Sheppard.

09-07-11 PLANNING APPLICATIONS

PK11/1884/F - Coronation Villa, 276 North Road, Yate – Erection of a two storey side extension to provide additional living accommodation and garage. (Consent to extend time limit implementation for PK08/1976/F). No objections.

PK11/2000/F - 204 North Road, Yate – Demolition of existing dwelling to facilitate the erection of replacement dwelling with detached double garage and associated works. Councillor Sheppard left the meeting room and too

no part in the discussions. Councillor Bellis took the chair. No objections.

PK11/2135/CLP - Pool Farm, Dyers Lane - Application for Certificate of Lawfulness for the proposed erection of a rear single storey extension. No objections.

10-07-11 **PLANNING - CONSENTS**

- PK11/1206/F - Land off Mission Road, Mission Road, Iron Acton
- PK11/1512/F - Field 11, Clover Field, Frome Mill Farm, Nibley Lane
- PK11/1265/F - Lot 2, Mill Farm, Nibley Lane
- PK11/1023/F - Iron Acton Sub Station, Larks Lane, Iron Acton
- PK11/1370/F - One Pool Farm, Dyers Lane, Iron Acton
- PK11/1450/F - Dyers Cottage, Mission Road, Iron Acton

11-07-11 **PLANNING REFUSALS/WITHDRAWALS**

- PK11/1380/F - Canary Cottage, Wotton Road, Iron Acton (refuse)
- PK11/1931/F - 22 Engine Common Lane, Yate (withdrawn)

12-07-11 **PLANNING - APPEALS**

None received.

13-07-11 **PLANNING - ENFORCEMENT**

- COM/11/0544/OD - Cherry Lodge Veterinary Clinic, Bristol Road. The Clerk had previously circulated a copy of a letter received from SGC dated 29th June 2011 to all Parish Councillors. The letter addressed concerns raised by the Parish Council over additional development at the location. In brief, following a visit by an SGC officer there have been several amendments to the approved plans attached to planning permission PK08/1752/F. These were:-
 - Insertion of two double doors in first floor (front elevation) - plans indicate two small windows.
 - Insertion of two double doors in first floor (rear elevation) - plans indicate two small windows.
 - Insertion of two double doors in ground floor (rear elevation) - only one set of patio doors is illustrated.
 - Insertion of a window in ground floor (front elevation) the plans show a front door.
 - Erection of chimney/flue on the front elevation - should have been erected on the rear elevation.
 - Insertion of a third roof light - only two roof lights are shown on the plans.

The planning officer Mr. Hemming did not consider that the change in the size of the windows to double doors is only a design issue and there would be no resulting negative impact on the amenity of the locality.

In addition it has been noted that three extensions to the property have occurred, none of which benefit from planning permission:-

1. Erection of porch (front elevation)
2. Erection of side extension (south elevation)
3. Erection of rear extension

There are three remedial options available to the landowner:-

1. Remove the three unauthorised extensions within a reasonable timescale.
2. Submit a retrospective planning application to retain the three extensions. It is considered unlikely that planning permission would be approved for all three extensions but remedial measures to reduce the number/size of the extensions would be recommended. Depending on the outcome of a retrospective planning application this would inform whether SGC close their investigation or pursue formal enforcement action.
3. Do nothing and risk the issue of formal enforcement action against the

development. It is likely that such a notice would require the removal of the unauthorised extensions. Failure to comply with the requirement of formal enforcement action is payable via prosecution proceedings in court.

SGC have advised the landowner that if they wish to submit a retrospective planning application to SGC for consideration they should submit this within the next 6 weeks. SGC have also requested the owner to contact them to discuss the matter further within 21 days. SGC will keep the Parish Council informed.

14-07-11 **CEMETERY**

The Clerk informed the Parish Councillors of a request received to erect a new headstone and kerb surround with foot posts and recumbent foot plaque in relation to the late Mr. D. Cook (brick lined plot at the churchyard end of the cemetery). **It was resolved** to grant permission and the Clerk was instructed to respond to the memorial masons accordingly. Proposed Councillor Sheppard and seconded Councillor Heal. **All agreed.** Additionally Councillor Blanchard requested that the Clerk ensure that the installation of this headstone be supervised by the Clerk to ensure that it is correctly positioned.

Clerk

15-07-11 **ALLOTMENTS**

The Clerk informed the Parish Councillors that an email had been received from Mr. Collett following last months Parish Council meeting. At the June meeting the Parish Council had encouraged Mr. Collett's plans to set up an allotment association, but that it was for the allotment tenants to organise and not the Parish Council. Mr. Collett was now asking for the Parish Council to send letters to all allotment tenants announcing the formation of the allotment association. **It was resolved** that the Clerk contact Mr. Collett stating that the Parish Council would be happy to send out a letter to all allotment tenants regarding the formation of an allotment association and that all interested tenants should contact Mr. Collett. Approval of Mr. Collett's address being included in the letter should first be sought and agreed. Proposed Councillor Sheppard and seconded Councillor Lomas. **All agreed.**

Clerk

The Clerk also informed the Parish Councillors that Mr. Collett was asking for the Parish Council to erect a notice board at both the Nibley Lane and Station Road allotments to aid future communication. **It was resolved** that the Parish Council would not pay for notice boards at the allotment sites. However if the newly formed allotment association wish to pay for and erect notice boards the Parish Council would give permission for this to be done. Proposed Councillor Sheppard and seconded Councillor Bellis. **All agreed.**

The Clerk also reported that she had been contacted by a couple of allotment tenants on Nibley Lane complaining that they had been deprived of water as another allotment tenant had clamped their hosepipe to the standpipe. Councillor Taylor had been monitoring the allotments but had to date not discovered any further abuse. **It was resolved** that the letter being sent to tenants regarding the formation of the allotment association, the Clerk will also include a paragraph informing the tenants that if further abuse of the water supply is discovered the supply will be withdrawn. The Clerk was also asked to inform the allotment tenants that the water will be turned off at the end of October and turned back on in March of each year. Proposed Councillor Sheppard and seconded Councillor Taylor. **All agreed.** Councillor Blanchard queried whether the turning off of the water supply would affect the cemetery supply. Councillor Taylor confirmed that the cemetery supply has a different stopcock.

Clerk

Councillor Taylor requested that the Parish Council formally agree to a schedule in order to, once and for all clear the rubbish and access track at the top of the Nibley Lane allotments. There is now a considerable pile of rubbish making the area

unsightly, which is just being added to. Councillor Taylor proposed clearing the track, finding a suitable membrane and then putting on a shingle topping. **It was resolved** that Councillors Sheppard, Taylor, Blanchard and Heal meet on Friday 22nd July 2011 at 5.30pm at the Nibley Lane allotments in order to discuss and put together a schedule of works. Proposed Councillor Taylor and seconded Councillor Sheppard. **All agreed.**

Councillor Taylor also reported that there is a large pile of stones on the allotment approximately 6 ft by 7 ft. This pile of stones will be investigated at the above mentioned meeting.

16-07-11 **VILLAGE GREEN**

The Clerk reported that she had emailed Lynne Tucker, Legal Executive at SGC in relation to updating the current bylaws. The current penalty of £2.00 for contravening any of the bylaws is not realistically worth enforcing. Unfortunately no further information had been received. **It was resolved** to postpone this agenda item until the September 2011 meeting; that the Clerk would circulate copies of the bylaws for the Parish Meadow in order that both the Village Green and Parish Meadow bylaws can be updated; the Clerk to investigate the cost of erecting a sign on the Village Green stating the bylaws. Proposed Councillor Blanchard and seconded Councillor Bellis. **All agreed.**

Clerk

It was resolved that Mrs. Jastrzebska would be asked to paint the maypole. Proposed Councillor Sheppard and seconded Councillor Bellis. **All agreed.**

17-07-11 **PARISH MEADOW**

It was resolved that the Parish Council would refresh the climbing net playhouse with appropriate (health & safety approved) coloured wood stain. Mrs. Jastrzebska would be asked to undertake this work. **It was also resolved** that the Clerk would organise for the climbing frame ladder to be repaired and investigate some form of funding in order to install a slide. Proposed Councillor Sheppard and seconded Councillor Gawler. **All agreed.**

Clerk

Further Councillor Blanchard proposed, and **it was resolved** that the Parish Council look into the possibility of doing something tangible in recognition of the Queen's Diamond Jubilee in 2012. Proposed Councillor Blanchard and seconded Councillor Sheppard. **All agreed.**

All

Councillor Taylor highlighted the fact that the Parish Council has not properly maintained the borders of the Parish Meadow despite spending money to get these cleared a couple of years ago. Mr. and Mrs. Jastrzebska, who are currently carrying out clearance works in the Meadow, will continue to gradually work their way around the area. The Clerk has contacted SGC Environmental Officers who are happy to come out and have a look at the work the Parish Council wish to undertake in order to ascertain whether grant money is available. Councillor Blanchard asked that the Parish Councillors take a look at one of the verges as you approach Thornbury as this would be an ideal scenario for the Parish Meadow.

18-07-11 **TRAFFIC MANAGEMENT REVIEW**

Following the site meeting on 12th July 2011 with Peter Hart and Tracey Hamblett of SGC and the draft suggested proposals put forward by SGC, **it was resolved** that the Parish Council would ask for the following to be items to be adopted:-

- No Waiting white lines to be painted on the inside of the bend opposite the Nibley Lane junction.
- Extend the white lines to the 'give way' markings on the Nibley Lane junction (where the School Crossing Patrol is located).
- Investigate the possibility of raising the kerb between Dean Lodge and the Village Hall to a normal kerb height.
- New 'No Through Road' sign at the entrance to Park Street.

- New No Waiting white or pale yellow lines on either side of Park Street from the junction with the High Street extending approximately 10m in length (as far as, and including Puddle Cottage).
- New No Waiting pale yellow lines to cover the hammer head on the Village Green extending to the entrance of Acton House.
- New No Waiting pale yellow lines on the inside of the bend opposite the hammer head on the Village Green.
- Renew the white lines on the High Street junction opposite the White Hart.
- New No Waiting pale yellow lines on the Village Green from the junction with Latteridge Road extending up to and including the length of Bruin Cottage. (The resident of Bruin Cottage has asked for these restrictions as when cars are parked opposite his property there is a very narrow gap between the car and his house and his property is frequently being damaged).
- New No Waiting white or pale yellow lines at the Latteridge Road traffic lights.

The above were proposed by Councillor Sheppard and seconded by Councillor Gawler. **All agreed.**

19-07-11 CORE STRATEGY - OPTIONS FOR FILTON AIRFIELD

The Clerk had circulated the email from SGC concerning the recently announced closure of Filton Airfield and the implications for the Core Strategy document. The Parish Council had been asked to complete five questions:-

Question 1:- Do you agree that the Core Strategy should take account of the impending closure of Filton Airfield. If not, why not? The Parish Council's response - Yes.

Question 2:- Which of the three options do you consider is the correct approach to take in the Core Strategy? If not of the options, what approach do you consider should be followed instead? Parish Council's response - Option 3.

Question 3:- With Option 3, do you agree that the detail of any development proposals should be set out in subsequent plans - namely the Sites, Policies and Places Development Plan Document and supporting Supplementary Planning Document - providing a further and more detailed opportunity for extensive community involvement in their preparation? If not, what approach do you consider should be followed instead? Parish Council's response - Yes.

Question 4:- Do you have any comments on the suggested policy and text wording and figure changes to the Core Strategy set out in Appendix 1? Parish Council's response - No.

Question 5:- Would you like to request to appear at the Examination in relation to any comments you submit on the Position Statement? Parish Council's response - No.

It was resolved that the Clerk submit the above answers to SGC accordingly. **Clerk** Proposed Councillor Sheppard and seconded Councillor Lomas. **All agreed.**

20-07-11 TRAFFIC WAITING RESTRICTIONS

The Clerk had circulated correspondence received from SGC concerning variations of the waiting restrictions in roads surrounding the SGC Badminton Road offices. **It was resolved** that as none of the roads were within Iron Acton Parish, the Parish Council would make no observations. Proposed Councillor Sheppard and seconded Councillor Gawler. **All agreed.**

21-07-11 ACCOUNTS FOR PAYMENT

Landscape Services	Grasscutting	£1,822.98
SGC	Uncontested Election Fee	£350.00
Ross Office Supplies	Stationery	£109.45
Tremendous Gardens	Deadwooding Alder - Parish Meadow	£200.00

Mr. R. Sheppard	Materials for Works in Parish	£112.90
Mrs. P. Evans	Clerks Salary, Stamps, Mileage, Broadband	£670.50
Mrs. A. Jastrzebska	Works in Parish, Bus Shelter Cleaning	£505.60

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 15th August 2011 in the Marshall Rooms commencing at 7.30pm.

There being no further business, the meeting closed at 9.45 pm.

Signed:

Dated:
