

**MINUTES OF MEETING OF
IRON ACTON PARISH COUNCIL
MONDAY 26th July 2010**

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. Lomas, Miss. Weldrake, Mrs. Aplin, Mr. Heal, and Mrs. Evans (Clerk)

Action

PUBLIC PARTICIPATION

Seven members of the public were present.

Mr. Huish addressed the Parish Council. Mr. Huish had attended the Parish Council meeting in July 2009 where he had requested that copies of Parish Council minutes be made available on the Parish Council web site and on the Parish notice boards. Mr. Huish was pleased to see that at the April 2010 Parish Council meeting the Parish Council had acknowledged that the web site was the best forum to publish the minutes. Mr. Huish requested that the Parish Council implement a timeframe in which minutes are posted to the web site. Mr. Huish had made investigations with other public bodies and in his opinion a timeframe of three days between meeting and posting the minutes to a web site was not unrealistic. Mr. Huish had copies of documents relating to this and offered them to the Clerk, however this was declined. Mr. Huish further requested that the Parish Council consider his request for such a policy to be adopted and made available on the web site. The Chairman thanked Mr. Huish for his comments which had been noted and agreed that this was not an unreasonable request. The Chairman also pointed out to Mr. Huish that not all residents of Iron Acton Parish have access to the internet and that the minutes of a Parish Council meeting only become a public and legal document when they have been approved and signed by the Chairman. Further, the Chairman said that the Parish Council's updated standing orders and policies would be discussed and adopted later in the meeting.

Messrs Rob Taylor, Jon Aries and Tony Harris addressed the Parish Council in connection with the Acton Aid proposal to construct a multi-functional open structure on the Parish Meadow. Mr. Taylor gave a brief outline on what had been happening since the February 2010 meeting. This project may have been thought up by Acton Aid but other parish organisations have now joined in. The Working Group formed between Acton Aid and the Parish Council has met in order to flush things out and move forward. The Working Group has met with an SGC Conservation Officer who commented that she felt it would blend in with the Parish Meadow surroundings and would not cause an impact on the site, which was quite a surprise to the Working Group as this differed considerably from comments that the Parish Council had received from another SGC Conservation Officer. The Working Group had then sought pre-planning application advice from SGC who had responded stating two reservations in that the structure was contrary to Green Belt Policy GB 1 in that the structure may not be classed as 'essential' and also that the proposed height of 4.5m may have an impact on the openness of the Green Belt. However the Working Party felt that these comments were the opinion of an individual and didn't actually say very much. Mr. Taylor went on to say that there are existing precedents for similar structures within South Gloucestershire. Acton Aid had also petitioned some residents and had obtained 140 signatures of support for this proposal. Acton Aid also informed the Parish Council that Organic Blooms had expressed an interest in using the structure. The Chairman commented that when he had asked residents on North Road what they thought about the proposal the residents didn't know anything about it. Mr. Taylor said he would look into this. The Clerk informed the meeting that three letters of objection to this proposal had been received from residents whose properties are close to, or border with the Parish

Meadow. These residents Mr. Pullen, Mr. Tovey and Mr. Evans were present at the meeting. The residents enquired of Acton Aid why the petition had not been circulated to them, or why they had not been contacted by Acton Aid. Acton Aid responded saying that they had assumed that the residents would object. Mr. Aries said that he was surprised to find that this subject had not been included on the Parish Council agenda despite his request via email to the Clerk that it should be. The Clerk informed Mr. Aries that she had responded to his email requesting that all documentation in connection with this proposal be submitted to the Clerk by the 19th July in order for the Parish Council to make an informed decision. However no documents had been forthcoming, and following consultation with the Chairman, it had not been included on the agenda. Mr. Aries said that he had not received the email and was therefore not aware of this deadline. The Clerk said that an electronic delivery receipt had been generated in connection with her email to Mr. Aries. Acton Aid was then asked whether the Police had been contacted for their opinion on the proposed structure. Mr. Harris confirmed that they had. The Clerk then informed the meeting that PC Peter Wozniak who is the Crime Prevention Design Advisor for Avon and Somerset Police had attended the parish meadow and provided a report stating that the Police would object to the proposal in its current form. The Clerk then proceeded to read the report which stated that the Police have concerns with the possible implications of anti-social behaviour, criminal damage and personal safety due to the lack of natural surveillance over the structure. However Mr. Aries said that he did not feel that this was the appropriate time to be discussing this report in detail. The Chairman thanked the representatives of Acton Aid for attending. **It was agreed** that the Clerk would circulate the Acton Aid proposal dated 26th July 2010 to all Councillors for their consideration prior to the next meeting.

01-07-10 **APOLOGIES FOR ABSENCE**

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

02-07-10 **DECLARATIONS OF INTEREST - Personal and/or Prejudicial**

Councillor Aplin wished to declare an interest in agenda item 12, in particular planning application number PK10/1760/F, as Councillor Aplin lives opposite the address of this planning application.

03-07-10 **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

Copies of the minutes of the meeting held on 21st June 2010 had been circulated. Councillor Bellis proposed and Councillor Heal seconded that these minutes be approved and signed. **All agreed.**

04-07-10 **CHAIRMAN'S REPORT**

The Chairman reported that he had received a number of complaints in connection with a 'for rent' hoarding that had been erected by Voyce Pullen on the small strip of land to the side of Latteridge village green. The Chairman had contacted Voyce Pullen and informed them that the hoarding was actually on village green and requested that they remove it. Voyce Pullen had confirmed that they would. The Chairman had also asked for contact details of the owner of Green Farm Business Park as two raised flower beds were being constructed on either side of the entrance gates, which is designated village green, and a number of complaints had been received. The Chairman had made contact with Mr. Williams of Westfield Farm, Coaley, Gloucestershire GL11 5DU and informed him that these raised beds were on village green and needed to be removed. Mr. Williams felt that the Parish Council were being 'petty' in their request. **It was agreed** that the Clerk would send a letter to Mr. Williams requesting that the beds be removed within 14 days of the date of the letter. If this was not complied with then the Parish Council would carry out the work and seek reimbursement of costs from Mr. Williams. Proposed Councillor

Clerk

Bellis and seconded Councillor Weldrake. **All agreed.**

The Chairman also reported that residents on Engine Common Lane had complained about noise which appeared to be emanating from the SGC yard. Mr. Chris Gillette of SGC had visited the area but could find no evidence that the SGC yard is responsible. Residents have been given log books to keep, and SGC will monitor.

Regarding 208 North Road (Rubry's Yard), the Chairman commented that there may well be environmental issues at this site, with the new vehicle spraying operation. This will be monitored by the Chairman.

In connection with Fairview Terrace and the reinstatement works, Mr. John Fletcher who lives at number 3 was concerned about the drainage along the access track. **It was agreed** that Councillors Sheppard, Heal and Bellis would meet on site to discuss.

RS/CH/
PB

The Chairman also reported that he had received a number of telephone calls from parishioners both from the village and North Road in connection with the Acton Aid proposal for a structure on the Parish Meadow. These residents had voiced concerns about the proposal.

The Chairman finally reported that he had attended the recent Core Strategy event in Chipping Sodbury.

05-07-10

CLERK'S REPORT

Action from June Meeting

05-06-10 - The Clerk has delivered a letter to the residents of Fairview Cottages confirming that the Parish Council will undertake the works to remedy the potholes during the course of the summer.

06-06-10 - The Clerk has circulated the CCTV assessment data with the meeting papers.

14-06-10 - A notice has been placed on the tennis courts asking users to limit their games to one hour and have consideration for people waiting.

15-06-10 - A request had been sent to SGC for a flashing speed sign to be placed along North Road.

16-06-10 - An email has been sent to Mr. Huish in connection with the flyposting issue.

17-06-10 - The Standing Orders have been prepared and are put before the Parish Council for approval under agenda item 21 of the July meeting.

18-06-10 - The Clerk has circulated the papers from SGC on the Core Strategy.

19-06-10 - The Clerk has sent a response to SGC.

21-06-10 - An email has been sent to SGC requesting that Bow Bridge be considered for resurfacing during the forthcoming works on Latteridge Hill.

Merlin Walkabout - 04.06.10 - Following on from the Merlin 'Walkabout' held on the 4th June 2010, the residents of Chilwood Close and Algars Drive requested that a 'Children Playing' sign be erected at the Chilwood Close/Nibley Lane entrance. Merlin has investigated this possibility and has emailed the Clerk with a response. SGC consider that as the green on Chilwood Close is not considered an official playground and that Chilwood Close and Algars Drive are a cul-de-sac and not carrying through traffic, then a sign cannot be erected. SGC cite the Department of Transport's Traffic Signs Manual which says that sign 545 (Children Playing) 'is used to warn of the likelihood of encountering children in the road ahead, going to school or playground. It must be used in combination with one of the supplementary plates, ie School or Playground'.

Legal Deposit Libraries Act 2003 - The Parish Council have received a Legal Briefing from NALC regarding the above. Basically this Act, which received royal assent on 30th October 2003 and came into force on 1st February 2004 requires that all councils in England and Wales, deposit with the British Library Board any work published in print. This includes a book (including a pamphlet, magazine or newspaper), a sheet of letterpress or music, a map, plan, chart or table and a part of any such work. Iron Acton Parish Council does not produce any of the aforementioned articles. However, if the Parish Council were to reprint Iron Acton Parish with a Heart of Oak, then this would be required to be deposited with the British Library.

Parish Meadow - The Clerk has investigated a number of options in connection with the broken slide, and kept the Councillors informed during the course of the month. The Clerk believes the most appropriate solution would be to replace the slide (as it is facing in the wrong direction and catches the sun for most of the day) with a climbing net. GB Sport & Leisure of Weston-Super-Mare have been asked to provide a price for this work and the Clerk has been informally told that it will cost somewhere in the region of £800, plus VAT. GB Sport & Leisure are able to deliver relatively quickly. A quote should be available by the 26th July 2010.

On 3rd July, the Clerk, her husband and Mr. Paul Tucker spent two and a half hours on the tennis courts replacing the tennis net.

The Clerk liaised with Acton Aid in connection with the Proms event on 10th July 2010. The Danco delivery truck was unable to gain access to the meadow through the Park Street entrance due to its size. The Clerk attended the meadow on Monday 12th July to check the Park Street gate and play area and found a number of jackets, blankets, shoes, crockery and a serrated knife had been gathered up and left by the bridge.

The Clerk has received letters from residents whose properties border the Meadow detailing their objections to the proposed structure on the Parish Meadow. The Clerk has also been approached by users of the Meadow stating their dismay that such a structure is being considered. An email was received from the Chairman of Acton Aid asking for this subject to be placed on the agenda for the July meeting. The Clerk responded requesting that all documentation in relation to this project be sent to the Clerk by the 19th July in order for it to be distributed to the Councillors for them to consider prior to the meeting. However, nothing was received from Acton Aid by the due deadline, and therefore it was not placed on the agenda.

VILLAGE GREEN - The flag has been removed from the maypole. It has also been reported to the Clerk that the litter bin on the far side of the green next to the stile into the field has disappeared. The Clerk has reported this to SGC.

NIBLEY LANE - A planning application has been received in connection with one of the dwellings on Lavenham Farm. The Clerk has emailed SGC, forwarding previous emails in connection with the passing-bays along Nibley Lane which should have been created 'prior to first occupation'.

CEMETERY - DOG BIN - The Clerk has again chased SGC StreetCare in connection with the relocation of the dog bin within the cemetery.

06-07-10 **SOUTH GLOUCESTERSHIRE REPRESENTATIVE REPORT**

Councillors Gawler, Pat and Dave Hockey had sent their apologies, therefore no report was presented.

07-07-10 **FINANCIAL REPORT**

The Clerk reported available balances as at 15th July 2010 of:-

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|--------------------------------------|-----------|
| National Westminster Current Account | £5,700.16 |
|--------------------------------------|-----------|

| | |
|--------------------------------------|------------|
| National Westminster Reserve Account | £160.66 |
| National Savings Accounts | £16,418.35 |

The Clerk also reported that cheque no. 2180 payable to Aon Ltd had been returned because it was damaged. This cheque had been cancelled and a new one written, which was presented for payment under agenda item 24.

08-07-10 **PLANNING APPLICATIONS/PRIOR NOTIFICATIONS/TREE WORKS**

- PK10/1525/F Garborne, Chaingate Lane, Iron Acton – Erection of two storey side and rear extensions and alterations to roofline to form additional living accommodation. Erection of side porch. No objections.
- PK10/1582/F Barn 6 Lavenham Farm, Nibley Lane, Iron Acton – Erection of single storey extension to provide ancillary live/work office accommodation in association with building 5. Call in
- PK10/1709/F Unit 26 Northavon Business Centre, Dean Road – Change of use from Café (Class A3) to Office (Class B1) as defined in the Town and Country Planning (Use Classes Order) 1987 (as amended). No objections.
- PK10/1701/F Holmelea House, Tanhouse Lane – Change of use of building and land from stables and the keeping of horses to General Industrial (Class B2) and Storage (Class B8) as defined in the Town and Country Planning (Use Classes Order) 1987 (as amended) (Retrospective). To object – overdevelopment of site; inappropriate access; bridal way; 7.5t weight limit on North Road.
- PK10/1734/F Ash Cottage, Latteridge Road, Iron Acton – Erection of single storey front extension to existing detached garage to facilitate conversion to residential annexe ancillary to main dwelling (resubmission of PK10/0220/F). No objections.
- PK10/1760/F The Old Saddlers, High Street, Iron Acton – Erection of first floor extension to provide additional bedroom and erection of rear conservatory. No objections – to comment that although the Parish Council do not object, there are certain aspects of the new building that are not conducive to the local village scene.
- PK10/1712/F Bridge Cottage, Yate Road – Change of Use from residential (Class C3) to Car Sales and Storage (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). To object – access to and from the site is considered to be dangerous as it is just over the brow of the hill; there would be an increase in traffic movements to and from the site; inappropriate location for this type of business.
- PK10/1716/TCA - Fursman, High Street, Iron Acton – Works to remove deadwood 1 no. Robina tree, reduce by 30% 1 no Conifer tree, pollard to last pruning point and reduce by 50% 1 no. Poplar tree, pollard to last pruning point and reduce by 60% 1 no. Ash tree and reduce by 50% 1 no. Horse Chestnut tree in the Iron Acton Conservation Area. No objections.

09-07-10 **PLANNING CONSENTS**

- PK10/1097/F – 314 North Road, Yate, Bristol
- PK10/1248/LB – Detached Bakehouse, Mudgedown Farm, Wotton Road

10-07-10 **PLANNING REFUSALS/WITHDRAWALS/APPEALS**

None received.

11-07-10 **PLANNING APPEALS**

None received.

12-07-10 **PLANNING ENFORCEMENT**

None received

13-07-10 **SGC “WORKING TOGETHER MATTERS EVENT”**

The Parish Council has been invited to attend the second annual ‘Working

Together Matters Event' which is to be held on 29th September 2010 from 2.30pm at Kendleshire Golf Club. **It was agreed** that the Clerk would remind Councillors nearer the date in order for them to check their diaries and availability. Proposed Councillor Sheppard, seconded Councillor Weldrake. **All agreed.**

Clerk

14-07-10 **NO COLD CALLING ZONES**

The Clerk informed the Councillors of the 'No Cold Calling Zones' initiative organised by SGC, Trading Standards and Avon & Somerset Police. This initiative is being launched in parts of Yate in a bid to reduce doorstep crime. Following discussion **it was agreed** that Iron Acton Parish did not wish to participate and the Clerk was instructed to inform SGC accordingly. Proposed Councillor Bellis and seconded Councillor Aplin. **All agreed.**

Clerk

15-07-10 **CEMETERY**

The Clerk informed the Councillors of a request via Woodruff Funeral Directors, from Mr. Phillip Rubry to purchase a burial plot within Iron Acton Cemetery. Mr. Phillip Rubry wished to purchase the plot for his eventual use; however the ashes of his late father Mr. Barry Rubry would also be interred in the plot. **It was agreed** that this request be approved and the Clerk was instructed to contact the Funeral Directors. Proposed Councillor Sheppard and seconded Councillor Weldrake. **All agreed.**

Clerk

16-07-10 **VILLAGE GREEN**

The Clerk informed the Councillors that a requested had been received from a Mr. Dando in connection with his late parents. Mr. Dando explained in his email that his late parents had spent many happy years in and around Iron Acton parish and it was his late father's wish that consideration might be given to the interring of his (and his late wife's) ashes, possibly on the Village Green, with a tree being planted to mark the place. **It was agreed** that the Clerk would respond to Mr. Dando declining this request as it was not considered appropriate for ashes to be interred on a Village Green or any further trees to be planted on the Green. To also suggest that Mr. Dando might wish to consider interring the ashes in the cemetery and the subsequent planting of a tree in the Parish Meadow. Proposed Councillor Weldrake and seconded Councillor Heal. **All agreed.**

Clerk

17-07-10 **PARISH MEADOW**

- Play Area - Replacement Slide. During the course of the previous month, the Clerk had investigated various options in connection with the broken slide and spoken to a number of play equipment companies. The Clerk had kept the Councillors informed via email. Subsequently, the Clerk had received a quote from GB Sport and Leisure for £620.00 plus VAT to replace the broken slide with a climbing net, which had been accepted by the Clerk. The net will now be manufactured to specification and will be installed during the course of August. Proposed Councillor Weldrake and seconded Councillor Bellis. **All agreed.**
- RoSPA Report. The Clerk had received the RoSPA report undertaken by Playsafety Ltd. Overall the report highlighted the play area as a high risk but this was due to the broken slide.
- Tennis Courts - Slippery Surface. The Clerk had received a telephone call from one of the users of the tennis courts reporting that the surface was slippery because of black moss. **It was agreed** that the tennis courts would be swept. Proposed Councillor Sheppard and seconded Councillor Bellis. **All agreed**

18-07-10 **REQUEST FOR FINANCIAL ASSISTANCE**

The Parish Council had been approached by the County Air Ambulance Trust regarding a request for financial assistance. The Clerk informed the Parish Councillors that a donation of £150 had been made in October 2009. **It was agreed** that the Clerk would write to this organisation asking them to approach the Parish Council again in October 2010. Proposed Councillor Sheppard and seconded

Clerk

Councillor Heal.

19-07-10 **DYERS POND**

The Clerk reported that she had received a telephone call from Mrs. Gingell who lives in the property to the rear of Dyers Pond. Mrs. Gingell informed the Clerk that there was rubbish in the pond and it was very overgrown and badly in need of attention. The Clerk informed Mrs. Gingell that the Parish Council would be clearing one third of the pond in the autumn which was in line with the agreed maintenance schedule. Mrs. Gingell went on to state that when Mr. and Mrs. Meridith owned the property that they used to maintain the pond, however they had been told by the Parish Council to stop doing this. Mrs. Gingell also commented that if the pond was nearer the centre of the village then she was sure that it would be maintained in better condition. Mrs. Gingell also informed the Clerk that there was a dead tree at the edge of the pond which she was concerned about. The Clerk reiterated that the Parish Council were adhering to the maintenance schedule and were unable to do anything further because of the presence of crested newts. The Clerk informed the Chairman and arrangements were made to attend the pond with Mr. Williams in order to arrange for the annual autumn clearance and deal with the dead tree. When the Clerk visited the pond, there was no evidence of any rubbish in the pond. The water levels were low, however a moorhen and chicks were present. In connection with the dead tree, this is located at the back of the pond in front of Mrs. Gingell's field. Subsequently the Clerk contacted SGC Environmental section to seek advice. Mr. Chris Giles of SGC informed the Clerk that if a moorhen was present on the pond this meant that the pond was healthy, and water levels were low everything because of the recent hot weather. Mr. Giles confirmed that because of the presence of crested newts the Parish Council were obliged to adhere to the maintenance schedule. Mr. Giles also provided the Clerk with details of three ecological consultancies who would be able to carry out a survey of the pond if the Parish Council so required. **It was agreed** that the Clerk would contact the ecological consultancies and obtain a cost for an up to date survey; that a letter be sent to Mrs. Gingell advising her of the actions the Parish Council will be taking; obtain a price for the felling of the dead tree. Proposed Councillor Sheppard, and seconded Councillor Weldrake. **All agreed**

Clerk

20-07-10 **NORTH ROAD**

Councillor Lomas requested that the issue of the ponding/flooding outside 212 North Road and opposite the scrap metal merchants be revisited. The Parish Council initially notified this to SGC in February 2009 and was given an SGC case number of 027374. **It was agreed** that the Clerk would contact SGC Streetcare to ask that this matter be investigated as a matter of urgency. Proposed Councillor Lomas and seconded Councillor Sheppard. **All agreed.**

Clerk

21-07-10 **STANDING ORDERS**

The Clerk had circulated a draft copy of the new Model Standing Orders. The new style SO's have been tailored to incorporate Iron Acton Parish Council's existing standing orders, and what is workable for Iron Acton Parish Council. There are sections within the new Model SO's that are mandatory to all Parish Councils and have to be retained. These are written in bold type. Councillor Weldrake had proof-read the new Model SO's and brought to the attention of the Clerk some typographical errors. Section 30 - Financial Matters had been simplified in view of the fact that the only tender Iron Acton Parish Council currently enters into is for the annual grasscutting contract. Draft copies of Iron Acton Parish Council's Provision of Information Policy, Data Protection Policy and Retention of Documents Policy had also been circulated to Councillors for their approval. **It was agreed** to adopt the new Model SO's and the above mentioned policies as provided by the Clerk. Proposed Councillor Bellis and seconded Councillors Sheppard. **All agreed.** The Clerk will provide all Councillors with a pack

Clerk

containing the above information. Further the Clerk informed the Councillors that she had searched numerous other local parish council web sites and could only find one such council who provided their standing orders and policies on a web site. The Clerk had also contact ALCA who had confirmed that there is no obligation for a parish council to post such information on a web site. **It was agreed** that Iron Acton Parish Council would not post these documents to the web site, but they would be available for inspections by any member of the public upon request. Proposed Councillor Sheppard and seconded Councillor Weldrake. **All agreed.**

22-07-10 **SOUTH GLOUCESTERSHIRE CORE STRATEGY - PLANNING FOR FUTURE DEVELOPMENT - HAVE YOUR SAY**

The Planning for the Future Development documents had been circulated to the Councillors, however there had been a delay in the circulation and Councillor Heal and Aplin had not finished reading them. Councillor Bellis commented that the document was sensible and well written. There is currently limited infrastructure around Yate which would have to be increased and improved in order to accommodate the increased amount of car traffic and lorries because of the increase in the number of houses in the vicinity. Yate has a much higher proportion of housed to jobs. **It was agreed** that the Clerk would respond to SGC using the comments provided by Councillors and would consult with Councillor Bellis if necessary. Proposed Councillor Bellis and seconded Councillor Weldrake. **All agreed.**

Clerk

23-07-10 **POLICE COMMUNITY BEAT FACILITIES**

The Clerk informed the Parish Council that she had been approached by the Police PCSO's who enquired whether it would be possible to set up some form of office accommodation within the Parish. Something similar has been set up within Yate Fire Station. Following discussion, **it was agreed** that the Clerk would inform the PCSO's to contact either the Parish Hall or the Marshall Rooms to see if this is possible. Proposed Councillor Bellis, seconded Councillor Sheppard. **All agreed.**

Clerk

24-07-10 **ACCOUNTS FOR PAYMENT**

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|--------------------|--|-----------|
| Aon Ltd | Annual Insurance Renewal | £1,151.63 |
| Playsafety Ltd | Annual Safety Inspection | £125.73 |
| Landscape Services | Grass cutting | £714.00 |
| Mr. D. Hurley | Bus shelter cleaning, culvert cleaning | £68.00 |
| Mrs. P. Evans | Clerks salary, broadband, telephone | £696.72 |

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

DATE OF NEXT MEETING

The Meeting of the Parish Council will take place on Wednesday 1st September 2010 in the Parish Hall, Iron Acton, commencing at 7.30pm

There being no further business, the meeting closed at 9.30pm.

Signed: _____

Dated: _____