

**MINUTES OF MEETING OF  
IRON ACTON PARISH COUNCIL  
Wednesday 1<sup>st</sup> September 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, Mr. Heal, Miss. Weldrake, Mr. Taylor, Miss. Blanchard, Mrs. Aplin, Mr. Gawler (Councillor & South Gloucestershire Councillor), Mrs. Evans (Clerk)

**Action**

**PUBLIC PARTICIPATION**

Fourteen members of the public were present. The Chairman welcomed everyone and thanked them for their attendance.

Mr. and Mrs. Williams addressed the Councillors. Mr. and Mrs. Williams own Green Farm, the entrance for which is off Latteridge Village Green. A couple of months ago they decided they would install raised flower beds just outside the entrance gates in order to enhance the area. Mr. and Mrs. Williams said that they had basically cleared the area of nettles and rubbish and felt that installing the flower beds would give a better backdrop to the village green. The Chairman had contacted Mr. and Mrs. Williams and asked them to remove the flower beds and a subsequent letter had also been sent by the Parish Council. The Chairman agreed that it did make the area tidy however as custodians of the village green the Parish Council are obliged to ensure that no part of the village green is enclosed in accordance with the Inclosure Act 1857 and must therefore insist that the sleepers surrounding the raised bed are removed. Councillor Heal suggested that some sympathetic planting could take place and the problem would also be taken up with the grasscutters. Councillor Bellis suggested that this item be put on the Parish Council's agenda for the next meeting. The Chairman therefore asked Mr. and Mrs. Williams to put forward a proposal to the Parish Council as to what they would like planted.

Mandy Powell, SGC Conservation Officer addressed the meeting. Residents within the Iron Acton Conservation Area had recently been consulted in relation to how they feel about the conservation area. SGC are consulting residents within all 31 conservation areas within South Gloucestershire. The consultation basically asks what is special about the Conservation area including special architectural interests, whether the boundaries are in the right place, what could be done to improve the Conservation area, etc. Once the views of residents have been received then SGC will produce a draft document which will be distributed to all residents and interested parties to comment upon. When it has been considered the final document will go to the Executive Council for adoption as a Supplementary Planning document. Therefore the views of parishioners are important. The Supplementary Planning document will help protect the village. Councillor Bellis commented that some letters had been sent to the wrong addresses. Ms. Powell was asked about the difference between Listed Buildings and Locally Listed Buildings. Ms. Powell confirmed that Locally Listed buildings are important buildings within the area, but not quite special enough to be listed nationally. Finally Ms. Powell confirmed that individual comments received would be fed into the document and would be responded to by SGC.

Mr. David Bate addressed the Parish Council. Mr. Bate referred to an article in a local newspaper in 2003 where the Parish Council had stated that there was a need for housing within the village. The Chairman responded to Mr. Bate stating that the Parish Council had been mis-quoted and had in fact been referring to the North Road area of Iron Acton Parish.

Mr. Rob Taylor of Acton Aid addressed the Parish Council and provided a picture of what the proposed multi-functional open structure on the Parish Meadow would

look like. Mr. Taylor reiterated that there had been positive community support for this proposal, but also understood the concern of residents within the immediate vicinity. Mr. Tony Pullen addressed the Parish Council and said that worried residents had written to the Parish Council expressing their concerns about this proposal, and wanted the Parish Council members to take due note and consider that it is an inappropriate development within the conservation area and could potentially attract anti-social behaviour, illicit gatherings which would open the community up to all sorts of trouble. Mr. Evans, another concerned resident asked Acton Aid whether the size of the structure was mainly to accommodate the annual Proms event, and if that event, for whatever reason were to cease then the structure would remain in perpetuity. Mr. Evans also commented that a structure 3m or 4m wide would be sufficient to accommodate the activities of other village organisations. Mr. Thornton, another concerned resident commented that no business case had been put forward for such a structure on the Parish Meadow. Councillor Heal suggested that a meeting should be arranged, purely of the Parish Councillors, in order to discuss the details of this proposal. Councillor Bellis proposed that agenda item 14 be moved forward and discussed immediately after Public Participation had finished. This was seconded by Councillor Sheppard. **All Agreed.**

01-09-10 **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Dave and Pat Hockey. Councillor Weldrake also gave apologies as she would have to leave the meeting early.

02-09-10 **DECLARATIONS OF INTEREST - Personal and/or Prejudicial**

Councillor Sheppard declared a personal interest in agenda item 09-09-10, in particular planning applications PK10/1676/EXT and PK10/2071/EXT.

03-09-10 **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

Copies of the minutes of the meeting held on 29<sup>th</sup> July 2010 had been circulated. Councillor Bellis proposed and Councillor Heal seconded that these minutes be approved and signed. **All agreed.**

04-09-10 **CHAIRMAN'S REPORT**

The Chairman reported that a tree had come down in Watery Lane and gone over the railway line. Railtrack had attended and dealt with the tree however their inspection of the immediate area had highlighted a number of other trees that needed pruning. Railtrack are endeavouring to contact the landowner.

The Chairman also reported that there had been problems with flooding/ponding in the bottom part of North Road, Engine Common and Watery Lane.

The Chairman asked that the Parish Council consider review the Clerk's job description and contract of employment, and look at the hours worked by the Clerk. **It was agreed** that Councillors Sheppard, Lomas, Weldrake and Gawler would form an informal working party to consider this. The Clerk was asked to supply a copy of these documents to the aforementioned Councillors for their input and comment.

05-09-10 **CLERK'S REPORT**

**Action from July Meeting**

04-07-10 - Chairman's Report - The Clerk has sent a letter to Mr. and Mrs. Williams in connection with the raised flower beds at the entrance to Green Farm Business Park, Latteridge. These flower beds have actually been erected on village green. The Clerk has subsequently received a telephone call from Mrs. Williams who will be attending the Parish Council meeting on 1<sup>st</sup> September.

13-07-10 - SGC "Working Together Matters" Event, 29<sup>th</sup> September 2010. The Clerk will send an email reminder nearer the date.

14-07-10 - No Cold Calling Zones - The Clerk has informed SGC that Iron Acton do not wish to participate in this initiative.

15-07-10 - Cemetery - The Clerk has spoken to Woodruff informing them that the Parish Council has no objection to Mr. Phillip Rubry's request for a burial plot. To date no further communication has been received.

16-07-10 - Village Green - The Clerk has emailed Mr. Dando informing him of the Parish Council's decision.

18-07-10 - Request for Financial Assistance - The Clerk has asked the County Air Ambulance Trust to contact the Parish Council again in October 2010.

19-07-10 - Dyers Pond - The Clerk has sent a letter to Mrs. Gingell reiterating that the Parish Council is adhering to the maintenance schedule in place.

20-07-10 - North Road - The Clerk has emailed SGC regarding the ponding/flooding issue. SGC has responded stating that they will be looking into this again as a matter of urgency.

21-07-10 - Standing Orders - A complete pack of up-to-date standing orders and policies adopted, has been circulated to Parish Councillors.

22-07-10 - South Gloucestershire Core Strategy - A response was sent to SGC using the comments provided by the Parish Councillors.

23-07-10 - Police Community Beat Facilities - The Clerk has informed the PCSO's of the Parish Council's decision.

Agenda:- As you will have seen from the enclosed agenda, The Clerk has added an additional item - Item 7 Parish Councillor's Reports. Instead of AOB, this is where Parish Councillors can inform or update the meeting on subjects that are not specific agenda items. Moving forward, if any individual Parish Councillors wish to present a report, this can then be specified on the agenda under Parish Councillor's Reports.

Old Coal Yard, Station Road:- During the evening of Sunday 22<sup>nd</sup> August 2010 an explosion and subsequent fire occurred at the Old Coal Yard on Station Road. The fire brigade and police were called to the location and discovered that a vodka still had exploded. The Clerk spoke to PC Ian Matthews on Monday 23<sup>rd</sup> August who confirmed that information had been passed to HM Customs & Excise. As this site is subject to an enforcement notice, the Clerk spoke to Dawn Russell at SGC Enforcement and passed on details of this incident and contact information of PC Matthews. Update received on 27<sup>th</sup> August 2010 from Dawn Russell confirmed that HM Customs have destroyed the distillery operations.

Station Road:- Unfortunately there was an incident on Station Road on Tuesday 24<sup>th</sup> August 2010 involving a horse-rider and a car. The accident occurred just beyond the bend in the road as it rises towards the bridge going out of the village. The car collided with the horse from behind throwing the rider over the car and the horse into the ditch. The fire brigade was called in order to assist in getting the horse out of the ditch and local residents also assisted. The horse had become tangled in some wire and after being freed was taken by horsebox to a local vet hospital for treatment.

Parish Meadow:- The replacement climbing net had been scheduled for installation during week commencing 23<sup>rd</sup> August, however because of the wet weather this had been delayed. As the safety matting would have been saturated, GB Sport and Leisure were reluctant to infill whilst they were still wet as when they dried a gap would have occurred. Therefore the Clerk agreed that the net will be fitted on 1<sup>st</sup> September, assuming that there will be some dry weather over the bank holiday weekend. The Clerk confirmed that the net had been fitted on 1<sup>st</sup> September and the

invoice is presented under Accounts for Payment.

For the Councillors information, whilst taping off the damaged slide again on 16<sup>th</sup> August, the Clerk was approached by a child minder who was using the play area with a group of 4 small children. The child minder complimented the Parish Council on the play area and the range of equipment, and said how nice it was that the area was so clean and tidy. The child minder also said that it was helpful to be able to move the picnic benches around the play area so that they could be placed in the shade so that the children could be kept out of the sun.

A considerable amount of time has been spent investigating pertinent information in connection with the Acton Aid proposal. The type of information has included the weight, cost and technical specification of a sedum roof, structural requirements in order to support the weight of the roof, photocopying and delivering the proposal to properties around the Parish Meadow, and preparing a list of questions raised by the proposal. The list of questions, together with a copy of the letters of objections from residents has been emailed and delivered by hand to Rob Taylor.

Cemetery:- Another section of the boundary wall with the Old Rectory has collapsed. It is approximately 12ft in length and has collapsed into the Old Rectory garden. Mr. and Mrs. Huish are aware of this and will be dealing with it in due course.

Village Green:- A skip has been placed on the village green adjacent to the entrance to Acton House. The Clerk spoke to the gardening contractors on 13<sup>th</sup> August who confirmed that the skip would be removed within 24 hours. However two weeks later it is still in situ. The Clerk has telephoned the number on the side of the skip to request that the company remove it immediately as this is village green.

Footpath - LIA30:- The Clerk has contacted SGC to request that the overgrown vegetation be cut down.

Rogue Fox:- The Clerk has been contacted by a couple of households on the High Street concerning a dog fox that has actually entered their houses. The Clerk subsequently contacted SGC who told the Clerk to contact the Fox Project. The Fox Project advised the Clerk to inform the households to use projects such as Scoot or Scent Off as this will deter the fox from using the land as a sleeping place or run.

North Road:- The Clerk has been contact on a number of occasions by a concerned resident about planning application PK10/1472/F - Yard and Premised Adjacent 309 North Road (change of use). The Clerk has checked the SGC web site and the target date for a decision for this application should have been 10<sup>th</sup> August. The Clerk subsequently contacted Sean Herbert, and was informed that planning was still waiting for the Highways Officers comments.

Regarding the flooding/ponding issue, the Clerk has received confirmation from SGC that they will be looking into this as a matter of urgency. The Clerk has kept Councillor Lomas informed. Councillor Lomas has provided additional information which has been passed on to SGC.

#### 06-09-10 **SOUTH GLOUCESTERSHIRE REPRESENTATIVE REPORT**

Councillor Gawler reported that Phase II of the extension works to the Manor Road footpath have now gone out for consultation to ensure that it is exactly what residents want. At the moment the bus shelter is in the wrong place, the ditch has to be piped and the drains have to be sorted out at the corner.

Councillor Gawler also reported that the works will commence to rectify the Latteridge Hill landslip as from 5<sup>th</sup> September. The road will be closed for 6 weeks. Councillor Blanchard requested that SGC ensure that decent signage is erected during this closure in order to point traffic in the right direction.

Councillor Gawler finally passed to the Clerk a speed stats report for North Road (outside the primary school) for the period 19<sup>th</sup> April to 11<sup>th</sup> May 2010 inclusive. This sheet reported traffic movements of 32,187 vehicles, with 85% of vehicles travelling at 37mph, and the highest speed reported at 77mph.

07-09-10 **PARISH COUNCILLORS REPORTS**

Councillor Taylor informed the Parish Council that a Residents Association had been formed encompassing the residents of Chilwood Close, Algars Drive and Nibley Lane. A survey had been carried out and the majority of residents were in favour of an Association being set up. Councillor Taylor is the Vice Chairman and the first proper meeting will be held on Wednesday 1<sup>st</sup> September in the Marshall Rooms. If the Association proved to be successful then they would approach the Parish Council about rolling it out to the rest of the village. The Association may also approach the Parish Council in connection with some form of funding. Councillor Taylor was congratulated by the Parish Council for his involvement in this initiative.

Councillor Heal enquired if SGC has been asked to investigate the 'bounce' issue on Bows Bridge, Latteridge Road. The Clerk confirmed that she had contacted Peter Walley who had said he would investigate. The Clerk was asked to chase this. **Clerk**

Councillor Aplin had been asked for one copy of the 'Parish with a Heart of Oak' book, and enquired whether there were any copies available. Councillor Taylor said that he may have a few spare copies and would supply Councillor Aplin with one if he did.

Councillor Lomas reported on a number of issues relating to footpaths in the North Road/Armstrong Way/Frome Valley Walkway area. **It was agreed** that the Clerk would take these issues up with the PROW team. **Clerk**

08-09-10 **FINANCIAL REPORT**

The Clerk reported balances as at 27<sup>th</sup> August 2010 of:-

National Westminster Current Account	£ 3,031.08
National Westminster Reserve Account	£ 160.66
National Savings Accounts	£16,418.35

The Clerk further reported that the annual return had been signed off by Mazars. Three observations were made; the Clerk and Chairman had signed in the wrong place in section 3; only payments made in relation to the employment of staff, including employment expenses should be shown in section 1 and laptop and stationery costs should be included in box 6 in future; and the box 9 (total fixed assets) figure was a year ahead of itself. Also, the Clerk reported that the cost of the annual audit had increased from £155.25 in 2009 to £334.88 for 2010. The Clerk had queried this increase with Mazars and had been informed that this was because the Parish Council's expenditure had gone into the next charging bracket. Mazars use a sliding scale of charges - £0-£25,000, then £25,000-£50,000 and so on, and as the Parish Council's expenditure had been £27,591 the audit fee had increased. The Clerk confirmed that this charging scale has not been advertised by Mazars. Proposed Councillor Sheppard and seconded Councillor Bellis that the Parish Council would object to the increase and offer to pay the same audit fee as in 2009. **All agreed.**

09-09-10 **PLANNING APPLICATIONS/PRIOR NOTIFICATIONS/TREE WORKS**

- PK10/1676/EXT - 204 North Road, Yate - Demolition of 204 North Road to facilitate the construction of new vehicular access. (Consent to extend time limit implementation for PK07/1109/F). No objections.
- PK10/2071/EXT - 200 North Road, Yate - Erection of 1 no. detached dwelling (outline) with means of access to be determined all other matters reserved. (Consent to extend time limit implementation for PK08/0092/O). No

- objections.
- PK10/1895/F - 306 North Road, Yate - Erection of two storey side extension to form additional living accommodation and erection of front canopy and enlargement of front bay window. No objections.
- PK10/1976/F - The Corner House, Nibley Lane - Erection of two storey and single storey rear extension. Erection of porch. No objections, however point out that this application is just outside the Parish Boundary and within Westerleigh Parish.
- PK10/2013/PNA - Two Pools Farm, Wotton Road, Iron Acton - Prior notification of the intention to erect a link between two existing barns and to create an overhang on the eastern elevation of an existing barn. No observations.
- PK10/2031/F - Hapenny Cottage, Chaingate Lane, Iron Acton - Erection of single storey side and rear extension to include alteration to roofline to form additional accommodation. No objections.
- PK10/2112/TCA - Court Cottage, The Green, Iron Acton - Works to remove 1 no. Leylandii tree and reduce crown by 50% of 1 no. Walnut tree situated within Iron Acton Conservation Area. No objections.
- PK10/2141/LB - Stonewall House, The Green, Iron Acton - Installation of replacement windows. No objections.

#### 10-09-10 **PLANNING CONSENTS**

- PK10/1582/F - Barn 6 Lavenham Farm, Nibley Lane. The Clerk was instructed to contact Councillor Pat Hockey to enquire when the passing bays along Nibley Lane would be installed. The passing bays were a condition of the original planning application for the Lavenham Farm development.

#### 11-09-10 **PLANNING REFUSALS/WITHDRAWALS/APPEALS**

- PK10/1525/F - Garborne, Chaingate Lane, Iron Acton (Withdrawn)

#### 12-09-10 **PLANNING APPEALS**

- None received.

#### 13-09-10 **PLANNING ENFORCEMENTS**

COM/10/0461/OD - Correspondence had been received from SGC confirming that following a site visit the barn in question was being used to store a tractor, other ancillary agricultural items and animal feed. No services were connected to the building and no evidence could be found of residential occupation. Therefore the file would be closed.

#### 14-09-10 **PARISH MEADOW**

This agenda item was discussed immediately after Public Participation. In connection with the Acton Aid proposal to erect a multi-functional open structure upon the Parish Meadow, the resolution before the Parish Council was to approve a clear mandate to progress the planning application including express permission to build upon Parish Council owned land. The Chairman asked the Parish Councillors whether they had enough information to proceed with this resolution. Councillor Heal proposed to put aside the resolution and convene an informal gathering of the Parish Councillors on the Meadow to look into exactly what further information was needed. Councillor Blanchard seconded this proposal. There were no amendments. Councillors Sheppard, Heal, Lomas, Blanchard, Gawler and Taylor voted in favour of the proposal. Councillors Aplin, Weldrake and Bellis abstained from the vote. **It was therefore agreed** that the Parish Councillors would hold an informal gathering in the Parish Meadow at 6.00pm on Friday 3<sup>rd</sup> September 2010. Comments arising from that meeting would be collated by Councillor Bellis who would in turn forward them on to the Clerk. The Clerk would then forward them on to Mr. Taylor of Acton Aid.

15-09-10 **TRAFFIC MANAGEMENT REVIEW**

The Clerk informed the Parish Councillors that an email had been received from Peter Hart of SGC Transport Services in connection with the Parish Council's request for a traffic management review of Iron Acton village. The review is to be included in the 2010-2011 Local Transport Capital Programme and the sum of £5,000 has been allocated towards this review. Mr. Hart requested that the Parish Council provide a list of any traffic issues such as obstructive parking which would hopefully avoid any unnecessary work. Councillor Bellis had been approached by a resident of the village green regarding problems being experienced in that area in connection with parking and traffic. Councillor Bellis therefore requested that the Parish Council ask Mr. Hart to include the village green in the review. Proposed Councillor Bellis and seconded Councillor Sheppard. **All agreed.** The Clerk was therefore instructed to respond to Mr. Hart including details of traffic issues within the High Street and village green.

Clerk

16-09-10 **LOCAL PLANNING APPLICATIONS**

The Clerk had circulated correspondence received from SGC in connection with a consultation on revised local planning application requirements for planning and related applications. It is SGC's intention to simplify their planning application forms and requested any comments by 15<sup>th</sup> October 2010. **It was agreed** that the Parish Council had no observations to make. Proposed Councillor Bellis and seconded Councillor Sheppard. **All agreed.** The Clerk was instructed to respond accordingly.

Clerk

17-09-10 **IRON ACTON CONSERVATION AREA**

Ms. Mandy Powell had addressed the Councillors under Public Participation. The Clerk informed Councillors that residents living within the Iron Acton Conservation Area had been contacted by SGC requesting their response to four questions: 1. What do you think makes Iron Acton special; 2. Do you think the current boundary of the Conservation Area is in the right place, or should it be changed; 3. Does the Iron Acton Conservation Area have any problem areas; 4. Are there any improvements or enhancements that you would like to see undertaken. Following discussion, **it was agreed** that the Parish Council would not make any suggestions. Proposed Councillor Bellis and seconded Councillor Sheppard. **All agreed.**

18-09-10 **IDENTIFICATION OF RURAL EXCEPTION SITE**

The Clerk had circulated correspondence received from Clare Burchell, Acting Enabling Officer at SGC, and correspondence received from First Step Homes in connection with the identification of possible rural exception sites within the Parish. **It was agreed** that the Parish Council would respond stating that they do not feel that a genuine housing need can be identified within the Parish by virtue of the amount and type of housing proposed in the Brimsham area adjacent to the Parish. Proposed Councillor Bellis and seconded Councillor Sheppard. **All agreed.** The Clerk was instructed to respond accordingly.

Clerk

19-09-10 **CLERK'S TRAINING**

Approval was given for the Clerk to attend the forthcoming CPD course on common land, village greens, rights of way and open spaces on 27<sup>th</sup> September 2010 in Swindon at a cost of £120.00 plus VAT. Proposed Councillor Bellis and seconded Councillor Blanchard. **All agreed.** Councillor Bellis would also have liked to attend this course, however work commitments prevent this. The Clerk will report back to the Parish Council about how useful this course had been.

20-09-10 **ACCOUNTS FOR PAYMENT**

Landscape Services	Grasscutting	£714.00
Iron Acton Parish Hall	Room Hire x 2	£34.00
Mazars	Annual Audit Fee	£155.25

South Glos Council	Dog Bin Collection	£119.15
BWBSL	Water Rates - Nibley Lane	£302.32
Mrs. P. Evans	Salary	£570.67
GB Sport & Leisure	New Climbing Net	£728.50

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

**DATE OF NEXT MEETING**

The Meeting of the Parish Council will take place on Monday 18<sup>th</sup> October 2010 in North Road School Hall, commencing at 7.30pm. However, if sufficient planning applications were received then a meeting of the Parish Council would take place on Wednesday 29<sup>th</sup> September 2010 to specifically discuss planning.

There being no further business, the meeting closed at 9.15 pm.

**Signed:**

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**Dated:**

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