

**MINUTES OF MEETING OF  
IRON ACTON PARISH COUNCIL  
Wednesday 21<sup>st</sup> September 2011**

The Meeting of Iron Acton Parish Council was held in the Marshall Rooms, Iron Acton commencing at 7.30pm.

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

**Action**

**PUBLIC PARTICIPATION**

Seven members of the public were present.

Representatives of Iron Acton Football Club addressed the Parish Council. The Club wish to re-establish a base in the Parish of Iron Acton and have had discussions with Mr. Sandy of Holly Hill Farm. They have been offered the field off the by-pass, on the right hand side of the short cut through to Holly Hill. The Club appreciate that a change of use planning application would need to be made and were wondering whether the Parish Council would be amenable to such an application. On the subject of parking, the Club confirmed that no more than twenty vehicles would probably be parked around the pitch. They would also require changing room facilities. Matches would be played every Saturday afternoon from September through to the end of April. The Parish Council raised the issue of noise and bad language from players and people attending matches. The Club confirmed that they adhere to the Respect Programme. The Club also confirmed that this is the only piece of land that is being looked at. Dr. and Mrs. Spare asked what would happen now and the Chairman confirmed that the Club would have to make an application for change of use which would in turn be notified to the Parish Council and residential properties affected by the application. The Parish Council would take into consideration wider issues including neighbours' concerns, traffic, noise etc. Mrs. Spare also pointed out that during the Winter months the field is extremely muddy therefore people would probably be reluctant to park their vehicles in the field. The Chairman thanked the Football Club and Dr. and Mrs. Spare for attending the meeting.

Mr. Keenan asked the Parish Council whether anything further had be heard in connection with the Core Strategy and the consultation to close Filton Airfield. Councillor Pat Hockey confirmed that following the stakeholder meeting the Inspector went away to consider three options - to tell SGC to start over again; go ahead as planned; or to use his discretion to defer for up to six months. The Inspector said that he would contact SGC within two weeks of the meeting, but to date nothing had been heard. The Inspector had confirmed that he did not feel there was sufficient information available to him for him to go ahead with the Public Inquiry in October. The SGC would show that they had addressed his concerns then the Inspector could use his discretion to defer the Public Inquiry until the New Year. The main areas of concern were the difference between the level of housing that is in the proposed Core Strategy document and the level that was in the Regional Spatial Strategy - the proposal to take an area within Bradley Stoke out of green belt protection, but the Inspector wanted justification for this and the implications of the closure of Filton Airfield. SGC are proposing workshops for stakeholders as well as consultations. Councillor Hockey pointed out that Mr. Eric Pickles MP has said that if local plans are not up to date then land that is not greenbelt or earmarked for anything else, then he would be mindful to grant planning permission. The Chairman asked Councillor Hockey whether the current loss of SGC staff would make it difficult for them to meet the timescales. Councillor Hockey confirmed that this should not cause any problems. Mr. Keenan asked whether it was probably they there would be the six month time extensions, but Councillor Hockey would not

confirm one way or the other. The restrictions on the height of developments would be lifted because the airfield will no longer be operational. Councillor Hockey confirmed that the ratio of employment to housing is not balanced as there is more employment than housing.

Finally, the Chairman passed on the condolences of the Parish Council to Mr. Huish following his recent family's bereavement.

01-09-11 **APOLOGIES FOR ABSENCE**

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

02-09-11 **DECLARATIONS OF INTEREST**

Councillor Taylor declared a personal interest in Agenda item 14.

03-09-11 **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 18<sup>th</sup> July 2011 and 15<sup>th</sup> August 2011 had been previously circulated. Proposed Councillor Bellis and seconded by Councillor Taylor that these minutes be accepted and signed. **All agreed.**

04-09-11 **CHAIRMAN'S REPORT**

The Chairman's report related to works that have been undertaken in the Parish Meadow, including general clearance works and taking away of rubbish. This was covered further under agenda item 17. The Chairman also confirmed that the last of the clearance works of the Nibley Lane allotment bank would be finished over the next couple of weeks.

05-09-11 **CLERK'S REPORT**

**Action from July and August Meetings**

06-07-11 - Recycling Bags - The Clerk contacted SGC, but was informed that the distribution points list had already been decided and could not be changed. The Clerk confirmed with SGC that Iron Acton parishioners could pick up their recycling bag from any of the distribution points listed, and also the Yate Leisure Centre or Library. However, after speaking with Dave Hockey the Clerk has now received a supply of 100 bags which are being distributed.

06-07-11 - Nibley Lane Traffic Count - The Clerk found, and emailed a copy of a traffic count from November 2009 to Parish Councillors.

15-07-11 - The Clerk emailed Mr. Collett requesting his permission to include his home address in a letter to go to all allotment tenants announcing the formation of an Allotment Association. As at 15<sup>th</sup> September 2011 nothing further has been heard from Mr. Collett. Two notice boards have been erected at Nibley Lane and one at Station Road.

16-07-11 - Village Green - Please see Agenda item 16-09-11.

17-07-11 - Parish Meadow - The Clerk is waiting for a price from GB Sport and Leisure to replace the climbing frame ladder.

18-07-11 - Traffic Management Review - Parish Council's response emailed to Peter Hart.

19-07-11 - Core Strategy Options for Filton Airfield - The Clerk emailed SGC with the comments to the questionnaire.

Training:- Notification of New Councillor Training on 24<sup>th</sup> September 2011 in Poole Court was emailed out to councillors. Two Councillors have been booked on the course, which is now full.

Merlin HS:- Correspondence was received from Merlin Housing Society (dated 11<sup>th</sup> August 2011) informing local councils they would be undertaking a consultation relating to their sheltered properties. This consultation ran from 16<sup>th</sup> August 2011 through to 15<sup>th</sup> September 2011. The Clerk contacted Merlin and confirmed that as

there were no sheltered properties within Iron Acton Parish, no action was required by the Parish Council.

Chilwood Close Footpath:- As reported to the Councillors on 26<sup>th</sup> August 2011, the issue of the gap in the fence and the cemetery wall allowing access to the cemetery was resolved with Merlin taking down the extended fence panel.

Holly Hill Farm:- The Clerk was contacted by SGC Environmental Protection regarding a complaint received from Mr. Harley of Nibley Lane bungalows. Mr. Harley was complaining to SGC that Mr. Sandy was going to have a bonfire on 5<sup>th</sup> November that would cause a smoke nuisance as he would be burning UPVC window frames, gas canisters and the like. Mr. Harley also reported to SGC that Iron Acton Parish Council had fined Mr. Sandy last year for a similar bonfire. The Clerk spoke to SGC and confirmed that the Parish Council had not fined Mr. Sandy as they had no powers to do so.

General:- The month of August has been spent catching up on filing, archiving, reading and research. New Legal Topic Notices have been issued by NALC via the ALCA web site. A great deal of reading and research has been undertaken in connection with byelaws and village green issues.

Licensing Act 2003 - Dynamic Storage Ltd, Stover Road:- The Clerk also reported that notification of an application under the Licensing Act 2003 had been received for Dynamic Storage Ltd on Stover Road. The Clerk had enquired of SGC regarding the type of license being applied for and was informed that it was for the storage of alcohol only which would then be delivered to customers via internet ordering.

Removal of Domestic Recycling Banks from Commercial Premises:- The Clerk informed the Parish Council that notification had been received in connection with the removal of domestic recycling banks from commercial premises due to the fact that approximately one third of the banks were being used for depositing of commercial waste. The recycling banks identified do not affect Iron Acton Parish.

#### 06-09-11 **SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT**

Councillor Pat Hockey reported that the majority of her report concerning the Core Strategy had been covered under Public Participation.

Councillor Hockey also reported that in connection with the proposed closure of Frampton End Road, residents of Mays Hill have asked that a third gate be included to be installed at the top end of the road where it joins Frampton End Road. If the funding becomes available there will be a further consultation. Councillor Hockey confirmed that this proposal will not be considered until November 2011 when the Capital Programme is discussed.

Councillor Hockey further reported that the consultation on the National Planning Framework is due to finish in a few weeks and it may be worthwhile Iron Acton Parish Council having a look at it. The Clerk will forward electronic links to Councillors.

Clerk

Councillor Lomas enquired whether Utility Companies are required to contact local councils if they want to undertake any works. Councillor Hockey responded that they are under no obligation to notify local councils.

#### 07-09-11 **PARISH COUNCILLOR'S REPORTS**

Councillor Taylor reported that the Clerk had emailed a copy of the allotment plan. This would be discussed in more detail under agenda item 15.

Councillor Huish reported that the amount of traffic using the short cut off the by-pass onto Holly Hill has increased. The Parish Council were of the view that the gate was supposed to be closed most of the time, and historically that was part of the agreement for having the gate. **It was resolved** that the Clerk should contact SGC to ascertain the position. Proposed Councillor Huish and seconded

Clerk

Councillor Sheppard. **All agreed.**

Councillor Tillotson reported that the footpath along the Wotton Road between the Garden Centre and King Eggs is very overgrown. **It was resolved** to report this to SGC PROW. Proposed Councillor Tillotson and seconded Councillor Sheppard. **All agreed.** **Clerk**

#### 08-09-11 **FINANCIAL REPORT**

The Clerk reported balances as at 15<sup>th</sup> September 2011 of:-

National Westminster Current Account	£2,036.54
National Westminster Reserve Account	£160.76
National Savings Accounts	£16,498.38

The Clerk reported that plans are being made to disband the Audit Commission as part of Government cuts. As a consequence it is more than likely that the 'lighter touch' audits will cease, resulting in Town and Parish Councils having to seek their audits through local firms of accountants. The auditing of Parish Council accounts is a specialist area and there may be some difficulty in finding such specialists. Mr. Iain Selkirk who was the District Auditor for Gloucestershire and who usually conducts our 'light touch' audits has written to the Parish Council offering his services under the new regime for 2012/2013. Mr. Selkirk asked the Parish Council to confirm that they would be happy, without obligation, to continue using his services. **It was resolved** that the Clerk would investigate the cost of auditing the Parish Council's accounts for additional suppliers and report back to the Parish Council at the October meeting. Proposed Councillor Heal and seconded Councillor Sheppard. **All agreed.** **Clerk**

**It was resolved** to hold a Budget Meeting on Monday 10<sup>th</sup> October 2011. The meeting will take place in the Marshall Rooms commencing at 7.30pm.

#### 09-09-11 **PLANNING APPLICATIONS**

- PK11/2571/RVC - 61 Waverley Road, Yate - Removal of condition 2 attached to planning permission PK11/1068/F in connection with the opening hours. No objections.
- PK11/2680/F - Rock View, Engine Common Lane - Erection of 1 no. detached replacement dwelling with access and associated works (resubmission of PK11/1384/F). No objections.
- PK11/2737/F - Laddenside Farm, Bristol Road, Iron Acton - Erection of agricultural building to form new parlour, dairy and additional livestock accommodation. No objections.
- PK11/2758/F - Land at Armstrong Way/Stover Road, Great Western Business Park - Erection of office building and business units (Class B1(a)) Office and (Class B1(c)) Light Industrial as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) with access, parking, landscaping and associated works (resubmission of PK10/3416/F). No objection in principle but do not consider that they have overcome the traffic concerns sufficiently.

#### 10-09-11 **PLANNING - CONSENTS**

- PK11/1884/EXT - Coronation Villa, 276 North Road, Yate
- PK11/2000/F - 204 North Road, Yate
- PK11/2128/F - Murray Hire Centres, Great Western Business Park
- PK11/2135/CLP - Pool Farm, Dyers Lane, Iron Acton
- PK11/2268/F - Land adjacent Iron Dale House, High Street, Iron Acton
- PK11/2543/TCA - Avenue House, High Street, Iron Acton

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

- PK11/1384/F - Rock View, Engine Common, Yate (withdrawn)

#### 12-09-11 **PLANNING - APPEALS**

None received.

13-09-11 **PLANNING - ENFORCEMENT**

- COM/11/0650/COU - Orford Farm, Mission Road, Iron Acton - SGC confirmed that the buildings on site being advertised for use as commercial premises do in fact have planning permission which was granted in 1985 on appeal. No further action is therefore required.
- COM/11/0647/OD - 16 Engine Common Lane, Yate - SGC has visited the site and confirmed with the owner that the stationing of a mobile home is only permitted whilst the new house is being built. Once the house has been built then the mobile home must be removed. There is therefore no breach of planning. No further action currently required.
- COM/11/0544/OD - Cherry Lodge Veterinary Clinic, Bristol Road - SGC has confirmed that they are currently awaiting a response from the owner's agent with details of the size of the extensions and whether they can be assessed for permitted development. SGC will update the Parish Council as and when a response is received. PK11/2135/CLP - Pool Farm, Dyers Lane, Iron Acton

14-09-11 **CEMETERY**

Councillor Taylor, having declared an interest in this agenda item took no part in the discussions. The Clerk reported that a letter had been received from Mrs. Pat Taylor requesting permission to purchase a burial plot within the cemetery. **It was resolved** to approve permission. Proposed Councillor Sheppard and seconded Councillor Bellis. **All agreed.** The Clerk was instructed to liaise with Mrs. Taylor in connection with the documentation and fee.

Clerk

15-09-11 **ALLOTMENTS**

The Clerk presented a quote from Mr. Herbert for the repair of the wall between the allotments and the cemetery for £720.00. **It was resolved** not to accept the quote. Proposed Councillor Sheppard and seconded Councillor Bellis. **All agreed.**

It appears that Mr. Bishop (one of the allotment holders) is continuing to repair parts of the wall and has, of his own volition, cleared part of the access track. With some further clearance and spraying along the wall an additional three allotments could potentially be created in this space. **It was resolved** to request Councillor Heal to spray the area with a suitable weed killer at the appropriate time. **It was also resolved** for the Parish Council to meet on Sunday 25<sup>th</sup> September 2011 at 10.30am on the allotments to discuss further required works. Proposed Councillor Taylor and seconded Councillor Sheppard. **All agreed.**

16-09-11 **VILLAGE GREEN**

The Clerk had been tasked to investigate the procedure for altering the village green byelaws. The current procedure is that the Parish Council would have to approach central government to ratify any changes. Mr. Grant Shapps MP has proposed that the authority to change outdated byelaws be removed from central government and passed down to local councils, including Parish Councils. The procedure would then be that the Parish Council would have to demonstrate that they have consulted with the community regarding proposed alterations. It is hoped that Mr. Shapps proposals will become law in early 2012. **It was resolved** that the Parish Council would postpone changing the byelaws until early 2012, when this matter will again be placed on the agenda. Proposed Councillor Taylor and seconded Councillor Sheppard. **All agreed.**

The Clerk reported that she had spoken to the builders working on the new cottage attached to Two Wheels on the village green. The builders have pulled up the concrete and slabs to the front of the cottage and replaced it with block paving. The Clerk pointed out to the builder that this was in fact village green and should not have been altered. During a further conversation with the builder it was apparent that he had been given a plan that showed the area to the front belonged

to Mr. Maggs (the owner of Two Wheels). The Clerk showed the builder evidence that this area was village green (VG142 in the Register of Town and Village Greens). The builder was most apologetic. Further the builder informed the Clerk that Mr. Maggs had paid for a new electricity supply to be run to the house, and Central Networks were planning on running the supply across the village green from the pole outside the White Hart public house. The builder had supplied details of his contact at Central Networks. The Clerk had phoned the engineer on two occasions and left messages stating that they could not dig up the village green. The Clerk is now awaiting a response from Central Networks. **It was resolved** that a letter be written to Mr. Maggs stating that the Parish Council require an acknowledgement from him that the area to the front of Two Wheels is in fact village green; that no further work will be done on the piece of village green surrounding Two Wheels; and that the area to the front of the cottage will not be used to park vehicles on. Proposed Councillor Taylor and seconded Councillor Sheppard. **All agreed.**

Clerk

#### 17-09-11 PARISH MEADOW

- The Clerk reported that a request had been received from Acton Aid for permission to hold their Proms in the Meadow event on Saturday 14<sup>th</sup> July 2012. **It was resolved** to grant permission. Proposed Councillor Sheppard and seconded Councillor Lomas. **All agreed**
- The Clerk reported that a request had been received from Acton Aid for permission to hold their annual Bonfire event in the Meadow on Saturday 5<sup>th</sup> November 2011. No objections were raised, however the Clerk was instructed to request that Acton Aid cut and remove the grass from the area of the bonfire and replace afterwards; that the ash and debris from the fire should not be scattered around the edged of the Meadow and disposed of appropriately. Proposed Councillor Sheppard and seconded Councillor Taylor. **All agreed.**
- The Clerk reported that the Annual Play Equipment Inspection report had been received. All of the issues raised in the report were of a 'low risk' category except for the wooden seat around the tree in the play area. This was categorised as 'medium risk'. **It was resolved** to accept the report. Proposed Councillor Sheppard and seconded Councillor Lomas. **All agreed.**
- In connection with the Parish Council's desire to instigate a maintenance and planting schedule for the Parish Meadow boundaries, **it was resolved** to ask Mrs. Jo Wright of Organic Blooms if she would be prepared to assist. Proposed Councillor Heal and seconded Councillor Sheppard. **All agreed.**
- The Clerk reported that a complaint had been received from a parishioner regarding the lengthy booking of both of the tennis courts on a Monday night through the summer. This prejudiced other parishioners from using the tennis courts. **It was resolved** that for next year the tennis courts could only be booked two weeks in advance. Proposed Councillor Huish and seconded Councillor Sheppard. **All agreed.**

Clerk

Clerk

Clerk

#### 18-09-11 NORTH ROAD

Councillor Lomas requested that the Parish Council approach SGC to enforce the rules regarding the double yellow line markings around the blocked off end of North Road. HGV lorries are parking up overnight with their refrigerator units running, which is causing noise nuisance to local residents. **It was resolved** that the Clerk be instructed to write to SGC requesting that this matter be dealt with. Proposed Councillor Lomas and seconded Councillor Sheppard. **All agreed.**

Clerk

#### 19-09-11 TRAFFIC MANAGEMENT REVIEW

During the site meeting on 12<sup>th</sup> July 2011 with SGC highway engineers, the Parish Council was asked to consider supporting a proposal to close the top end of the cul-de-sac outside the Nibley Lane bungalows. Residents of the bungalows had expressed their concerns that the cul-de-sac was being used by traffic to turn

around and reverse which was causing a danger and nuisance to residents. **It was resolved** not to support such a closure, as the Parish Council felt this would cause difficulties to any emergency vehicle called to the bungalows. Also the entrance to the cul-de-sac is considered one of the safe places to pull in to allow oncoming traffic to pass on the narrow lane. Proposed Councillor Heal and seconded Councillor Lomas. **All agreed.**

Clerk

#### 20-09-11 YATE & DISTRICT LIBRARY MANAGEMENT BOARD

The Clerk reported that a request had been received from Mr. Neil Weston of the Yate & District Library Management Board in connection with an Iron Acton Parish Council representative to replace Mrs. Aplin. Following brief discussions, **it was resolved** Councillor Sheppard agreed to enquire of Mrs. Sheppard whether she would be interested in representing the Parish Council. Proposed Councillor Sheppard and seconded Councillor Taylor. **All agreed.**

RS

#### 21-09-11 CLERK'S CONTRACT OF EMPLOYMENT

The Employment Sub-Committee verbally reported (Councillors Sheppard, Huish and Heal) that the Clerk had responded to various issues relating to the draft Contract given to her at the July meeting. These issues have been listened to by the Employment Sub-Committee. Councillor Huish has taken advice from SGC. Councillor Heal said that the Contract would be presented at the October meeting and the Clerk would be required to leave the meeting whilst discussions took place. The Clerk reiterated that the Contract supplied to the Employment Sub-Committee was the Model Contract as agreed by NALC and the SLCC and was the contract that Clerks are employed under nationally. The Job Description attached to the Contract is the document that should be amended to suit individual Clerks positions. Councillor Heal said that the Parish Council was endeavouring to ensure that the Contract benefitted and suited both parties. Councillor Sheppard said that he was not comfortable with the proposal that the Clerk should be requested to leave the meeting.

Following further discussion **it was agreed** that as the Clerk was employed by the whole Parish Council, that they should meet in private to finalise the draft contract before the October meeting rather than discuss it in the October meeting. This would avoid the need for the Clerk, as an interested party, having to wait outside the meeting. Councillor Taylor requested that the Parish Councillors be provided with a copy of the draft Contract before the private meeting. Councillor Huish said this would be possible. Proposed Councillor Heal and seconded Councillor Taylor. **All agreed.**

RS/PH/  
CH

#### 22-09-11 ZURICH MUNICIPAL INSURANCE

The Clerk informed the Parish Councillors that following the change-over of insurance providers the Clerk had been asked by Zurich to complete a 'Satisfaction Questionnaire'. In this questionnaire the Clerk had commented that Zurich had been extremely helpful and knowledgeable about the product and felt very reassured. Zurich was now asking for permission to include this comment in a forthcoming newsletter. **It was resolved** to give permission. Proposed Councillor Taylor and seconded Councillor Heal. **All agreed.** The Clerk was instructed to respond to Zurich.

Clerk

#### 23-09-11 ACCOUNTS FOR PAYMENT

GB Sport & Leisure	Annual Play Equipment Safety Check	£90.00
ALCA	Councillor Training	£130.00
BWBSL	Water Charges - Station Road	£51.82
BWBSL	Water Charges - Nibley Lane	£108.80
Landscape Services	Grasscutting	£1,458.38
Iron Acton Parish Hall	Room Hire	£36.00
Iron Acton PCC	Room Hire	£15.00

Mrs. P. Evans	Clerks Salary	£594.51
Mrs. A. Jastrzebska	Works Around Parish	£68.00
HMRC	Tax & NI	£2.28

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

**DATE OF NEXT MEETING**

The Meeting of the Parish Council will take place on Monday 17<sup>th</sup> October 2011 in North Road School Hall commencing at 7.30pm.

There being no further business, the meeting closed at 9.35 pm.

**Signed:**

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**Dated:**

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