

**MINUTES OF MEETING OF  
IRON ACTON PARISH COUNCIL  
Monday 12<sup>th</sup> December 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. Gawler (Parish Councillor & South Gloucestershire Councillor), Mr. Taylor, Ms. Blanchard, Mr. Heal, Mr. Huish, Mr. Tillotson, Mr. Lomas, Mr. Hockey (South Gloucestershire Council) and Mrs. Evans (Clerk)

**Action**

**PUBLIC PARTICIPATION**

Five members of the public were present. Mr. Murphy, Mrs. Sheppard, Mr. Kennett, Mr. Evans, Mr. Collett, Mr. Hatherell and Mr. Walters.

Mr. Kennett addressed the Parish Council and wished to express his thanks to the Chairman, Clerk and a couple of other Councillors for the time they had spent on the Nibley Lane allotments over the past couple of weeks. Mr. Kennett also expressed his misgivings about the Parish Council's proposal to create some new allotments running along the cemetery wall where all of the rubbish and brambles had been cleared away. Mr. Kennett did not think this would be a very good idea and suggested that the Parish Council should not proceed. He felt that now the area had been cleared, allotment holders would be happy to keep it clear. Mr. Kennett would also be grateful if the Parish Council would pass on any vacant and unattended allotments as quickly as possible. Finally, Mr. Kennett said that in the long term the Parish Council may have to think about obtaining some more land, particularly if the proposed 350 house development in the Engine Common area went ahead.

Mr. Collett was interested to hear the Parish Council's plans for the Nibley Lane allotments, in particular the area that had just been cleared. The Chairman reported that this was the time of year to get the clearance works done and now that it had been completed the main thing to do was to stop people putting rubbish back there. The Chairman also said that this item was on the agenda to be discussed later in the meeting.

Mr. Murphy was attending the meeting as he was interested to hear the Parish Council's discussion on the proposed Traffic Management Review. Unfortunately Mr. Murphy's wife was unable to attend as her car was currently being towed away as the alarm would not stop.

Mr. Hatherell was attending the meeting in connection with the proposed Traffic Management Review and was concerned that even though the proposed pale yellow lines were in front of his house, he had not been consulted by South Gloucestershire Council. Councillor Heal suggested that the Parish Council make plans to hold a separate meeting where Mr. Peter Hart could attend, and the plans could be laid out on the table and parishioners invited so that they could see for themselves. The Clerk was asked to write to Mr. Hart to see if this was possible to organise. The Chairman asked the Clerk to relay the history behind why the Traffic Management Review had been organised. The Clerk also confirmed that Mr. Hatherell had been consulted, according to the list of addresses supplied by SGC. Mr. Hatherell was concerned that the proposed pale yellow lines would only push the parking problem to other areas in the village.

**Clerk**

Mr. Walters, Mr. Evans and Mrs. Sheppard confirmed that they were attending the meeting to observe procedures.

**01-12-11 APOLOGIES FOR ABSENCE**

Apologies were received from Mrs. Pat Hockey. Councillor Heal apologised that he would have to leave the meeting early.

02-12-11 **DECLARATIONS OF INTEREST**

Councillor Sheppard wished to declare a personal interest in agenda items 15 and 16, as Mr. and Mrs. Jastrzebska undertake gardening work for him.

03-12-11 **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 21<sup>st</sup> November 2011 had been previously circulated. Councillor Gawler requested that in minute 06-11-11, the sentence beginning "One issue" be deleted. Subject to this amendment the minutes were accepted and approved. Proposed Councillor Taylor and seconded Councillor Gawler. **All agreed.**

The confidential minute of the meeting held on 21<sup>st</sup> November 2011 had been previously circulated. Councillor Taylor proposed and Councillor Sheppard seconded that these minutes be accepted and approved. **All agreed.**

Councillor Bellis proposed that on a point of order, now the confidential minutes have been approved, that the contents of the discussions and decisions be placed in the public domain. This proposal was seconded by Councillor Sheppard. **All agreed.**

04-12-11 **CHAIRMAN'S REPORT**

Nibley Lane Allotments - This will be covered separately under Agenda Item 16.

Parish Meadows - This will be covered separately under Agenda Item 15

Cemetery - Councillor Taylor had reported to the Chairman that the wall separating the allotments and cemetery was leaning badly with the potential for one of the coping stones to fall onto one of the children's graves. The Chairman immediately asked Mr. Jastrzebska to make good the wall as best he could and secure the coping stone in place. On visual inspection of the condition of the wall by Councillors Taylor, Lomas and the Chairman, the wall is in need of further attention to make safe. This is possibly something that the Parish Council might like to consider.

Village Green - The Chairman has made various visits to the village green to sort out problems of lorries and cars not being able to access the road around the Green due to inconsiderate parking and workman's vans. On each visit the particular problem was sorted, however the next day the same problem occurred. In fact the Chairman witnessed someone driving straight across the Village Green in a 4x4! Also, some of the granite edging stones have worked loose.

It was reported to the Clerk by Councillor Heal that a car was parked on the Village Green (outside of Rose Cottage), with a for sale sign. The Chairman visited the site and spoke to the owner of the vehicle, who was under the impression that it was acceptable to leave it there, as there had not been any complaints. The Chairman informed the owner that the land was Village Green and the Parish Council had a duty of care to protect the Green. The Chairman informed the owner that if the car was left there, and the Parish Council had to remove the vehicle, then costs could potentially be incurred. The owner thanked the Chairman for pointing this out to him and the car was subsequently removed.

Traffic Management Review - Numerous telephone calls and emails have been received from parishioners concerning the Traffic Management Review consultation. The Chairman has informed parishioners that this is a consultation and not a 'fete accompli' and their views are being considered by South Gloucestershire Council as part of the consultation. **It was resolved** to place this item on the January or February 2012 agenda and inform Parishioners.

North Road - Parishioners in the North Road area have voiced their concerns about HGV lorries using North Road despite the 7.5 tonne weight restriction. It may be that older satellite navigational systems are being used. Parishioners have suggested that larger signs should be erected at either end of North Road. The Chairman asked

the Parish Council to consider placing this on the January agenda for further consideration to ask SGC and/or the Police to impose the 7.5 tonne weight restriction.

Grasscutting - The Chairman reported that Parish Councillors may be interested to note that Landscape Services had contacted him following the Tender documents being received and are willing to reduce the grasscutting costs by 5% for the next financial year if the Parish Council is interested in entering into a 3-year contract. The price would be frozen for the term of the contract.

05-12-11

## **CLERK'S REPORT**

### **Action from Previous Meeting**

05-11-11 - Two Wheels - this item has been placed on the December agenda.

14-11-11 - Parish Meadow - the Clerk was requested to ascertain the remaining budget available for the Parish Meadow Working Committee. Having checked payments made to date, there is £1,900 available for the Committee to spend. This amount does not include the works that have been undertaken this month to clear out the stream and debris.

16-11-11 - Works to Trees - the Clerk is currently completing a tree works application form for the Village Green trees following consultation and site visit with the SGC Tree Officer.

17-11-11 - Latteridge Road Speed Reduction Consultation - the Clerk has forwarded the Parish Council's response to SGC. Regarding the resurfacing of the lay-by, the Clerk is currently liaising with the Parish Council's SGC Representatives to formulate a request.

18-11-11 - SGC Electronic Planning Pilot Consultation - the Clerk has informed SGC of the Parish Council's wish to be placed in Group 1. So far everything seems to be working smoothly with applications being notified by email and then received in the post.

Poppy Appeal - A very pleasant letter has been received from Mrs. Sue Greenwell, Poppy Appeal Organiser for the area, thanking the Parish Council for their generous donation of £250.00.

Green Cardboard Recycling Bags - Following the Parish Council's article in Focal Poyntz the Clerk has received 12 telephone calls requesting bags. A number of these calls were from elderly residents, therefore the Clerk offered to deliver them.

Freedom of Information Request - A FOI request was received from Mr. and Mrs. Mee, via Councillor Huish. The information requested was for a breakdown of expenses claimed by the Clerk over the previous 12 months together with confirmation that if a private car was being used on Council business that the car was insured for business use. The Clerk responded to Mr. and Mrs. Mee with a list of expenses incurred together with a copy of her car insurance certificate confirming that it was indeed insured for business use.

Fly Tipping of Dog Waste, Folly Road, Latteridge - Following an email received from Mrs. Heal on Wednesday 23<sup>rd</sup> November 2011, concerning the dumping of 10 bags of dog waste, the Clerk reported this incident to SGC straightaway via SGC's web site. The following morning at 10.00am the Clerk went to Folly Road in order to take a picture as evidence. The Clerk drove the length of Folly Road but could find nothing. The Clerk spoke to SGC who confirmed that the waste had been removed as a matter of urgency and would be visiting dog kennels in the area to ensure that they had appropriate waste disposal facilities. The Clerk mentioned to SGC that a dog training business has recently been set up in 'The Paddock' field at the junction of Bristol Road and Frampton End Road.

Dog Training Business, The Paddock - The Clerk has been contacted by residents opposite 'The Paddock' field at the junction of Bristol Road and Frampton End Road, complaining about persistent dog barking, as it appears that a dog training business is now operational from this field on a daily basis. The Clerk has spoken with SGC who has confirmed that planning permission is required. This has been passed on to SGC Planning Enforcement.

Nibley Lane - The Clerk has yet again asked SGC to look into the issue of the 4 passing bays on Nibley Lane following occupation of the Lavenham Farm Development.

Localism Bill - The Clerk and Vice Chairman attended the SGC Localism Presentation on Tuesday 6<sup>th</sup> December 2011 at Kingswood Civic Centre. The presentation was very informative, with break-out groups and discussions. The Clerk had taken notes but unfortunately had not had time to prepare them. The general feeling of other Parish Councillors present was that this new Bill could potentially increase the workload of Parish Councils.

Parish Council Telephone Number - The Clerk wished to remind Councillors that the Parish Council telephone number is 01454 228029 and not her private, domestic telephone number for Parish Council matters. The 228029 number is widely publicised on the notice boards and web site, so when informing parishioners to contact the Clerk please could they give out this number.

Proposed Meeting Dates 2012 - At the request of Councillor Blanchard, the Clerk had circulated a proposed list of meeting dates for 2012. Councillor Blanchard felt that three meetings in the North Road area was not enough and that another one should be added. Subject to this alteration, the dates were accepted in principle. The proposed dates and venues were as follows:-

Monday 16<sup>th</sup> January 2012 - North Road School Hall  
 Monday 20<sup>th</sup> February 2012 - Parish Hall  
 Monday 19<sup>th</sup> March 2012 - Parish Hall  
 Monday 16<sup>th</sup> April 2012 - North Road School Hall  
 Monday 21<sup>st</sup> May 2012 - Marshall Rooms  
 Monday 18<sup>th</sup> June 2012 - Parish Hall  
 Monday 16<sup>th</sup> July 2012 - Parish Hall  
 Monday 20<sup>th</sup> August 2012 - Planning Only - Marshall Rooms  
 Monday 17<sup>th</sup> September 2012 - North Road School Hall  
 Monday 15<sup>th</sup> October 2012 - Parish Hall  
 Monday 19<sup>th</sup> November 2012 - Parish Hall  
 Monday 10<sup>th</sup> December 2012 - Marshall Rooms

#### 06-12-11 **SOUTH GLOUCESTERSHIRE REPRESENTATIVES REPORT**

Councillor Gawler reported on the issue of vehicles ignoring the North Road 7.5 tonne weight restriction. The name and registration number of offending vehicles need to be reported, and then something can be done about it.

Councillor Gawler also reported that the proposal for a gypsy and traveller site on Tanhouse Lane had been deferred because details had been missing from the application.

Councillor Dave Hockey reported that Councillors Pat Hockey, Gawler and himself had today spent seven hours discussing the Core Strategy. A few changes had been recommended to be made to the document which would be discussed in full Council Cabinet on 14<sup>th</sup> December 2011. The final document will then go to the Inspector in March, or possibly April 2012. The most controversial item within the document is about what is going to happen to Filton Airfield. The proposal was for split use of approximately 50 hectares of business/commercial use and the remainder catering for approximately 2,200 houses on the airfield site itself with further housing

allocated beyond the runway. The inspector had not accepted the number of houses stated in the Core Strategy document. BAE Systems have stated that as from next year they intend to close the Airfield and make it available for different use. At the meeting today the majority vote was that the Core Strategy document be accepted, however between a third and a quarter of councillors abstained from the vote. There is no hiding the difference of opinion between SGC councillors. This document now has to stand up to public scrutiny. If the document is rejected by the Inspector then it will have to go through another 'cycle'. The document needs to meet the aspiration of families within SGC. When the document is approved by the Inspector it will then go out for public consultation for a seven week period. The current document does not include the Engine Common area, however if the development of Filton Airfield drops out then the Engine Common area may come into play. The Core Strategy document is a very large document and the Parish Council will be provided with a copy shortly.

Councillor Blanchard said that she was disappointed that the Parish Council had not had an opportunity to comment on the proposed Boundary Changes.

#### 07-12-11 **PARISH COUNCILLOR'S REPORTS**

Councillor Bellis gave a brief overview of the Localism Presentation which he and the Clerk attended on 6<sup>th</sup> December 2011. The Localism Act is all about central Government devolving powers to communities and neighbourhoods, but it doesn't have to be just the Parish Council taking on more responsibility. The Clerk confirmed that she had requested a copy of the presentation from SGC, which would be circulated to Parish Councillors when received.

Councillor Gawler highlighted that Iron Acton Parish has never produced a Parish Plan, and under the current circumstances it may be a good idea to for Iron Acton Parishioners to be encouraged to get together to form a working party to start work on one, with possibly one Parish Councillor being part of the working party.

#### 08-12-11 **FINANCIAL REPORT**

The Clerk reported balances as at 7<sup>th</sup> December 2011 of:-

National Westminster Current Account	£6,430.58
National Westminster Reserve Account	£160.76
National Savings Accounts	£16,498.38

Budget 2012/2013 - The Clerk had circulated the budget figures as proposed at the Parish Council's budget meeting on 10<sup>th</sup> October 2011. The figures showed a slight increase of 2.5% on the previous financial year. The Clerk also pointed out that the Parish Council has a healthy reserve fund. In light of the work the Parish Council would like to undertake in the Parish Meadow, Councillor Bellis proposed that the Parish Meadow budget be increased by £1,000 from a total of £4,100 to £5,100. This proposal was seconded by Councillor Gawler. **All agreed.** The Clerk informed the Parish Council that the budget now showed an increase of 6.2% on the previous financial year. Subject to this amendment, Councillor Bellis proposed that the budget figures for 2012/2013 be adopted. Councillor Gawler seconded this proposal. **All agreed.** Councillor Sheppard proposed and Councillor Bellis seconded that the budget figures for 2012/2013 be placed on the Parish Council web site. **All agreed.**

Clerk

Precept 2012/2013 - Councillor Bellis proposed that the Precept amount for 2012/2013 remain at £21,600. Councillor Taylor seconded this proposal. **All agreed.** The Clerk will inform SGC at the appropriate time.

Clerk

#### 09-12-11 **PLANNING APPLICATIONS**

PK11/3722/F - Unit 4, Great Western Business Park, Armstrong Way, Yate - Change of use from B1 and B2 to Class B8 (storage) as defined in the Town & Country Planning (Use Classes) Order 1987 (as amended). **To object -**

the local infrastructure is not suitable to support the potential increase in HGV movement. Proposed Councillor Bellis and seconded Councillor Gawler. **All agreed.**

PT11/3878/F - 3 Manor Road, Rangeworthy - Erection of two storey detached garage and workshop. *Notification of adjoining Parish application.* Councillor Bellis proposed no comments as the application is outside Iron Acton Parish and Councillor Sheppard seconded. **All agreed.**

PT/11/2001/F - Land off Tanhouse Lane, Yate - Change of use from dairy farm to the use of land for the siting of 12 no. residential gypsy caravan pitches, with associated hard-standings, landscaping, access and works. Erection of 12 no. associated utility/day rooms. Provision of 2 no. transit pitches and erection of 2 no. transit shower rooms. Erection of site managers office. Retention of buildings for agricultural use (sui generis). *Notification of adjoining Parish application.* **To object** - clearly no demand for another such site since Hall End has now been sold for other purposes; site close to the main railway line and would present a danger to children; the proposal would result in the loss of visual amenity to Leechpool Dairy Farmhouse; the site would create traffic congestion in the narrow country lanes; the development is equivalent to a small housing estate and would be an over-development of the site which would be totally incongruous in the rural environment. Proposed Councillor Gawler and seconded Councillor Bellis. **All agreed.**

#### 10-12-11 PLANNING - CONSENTS

- PK11/3085/RVC - 204 North Road, Yate - split decision
- PK11/2922/CLP - Canary Cottage, Wotton Road, Iron Acton
- PK11/3360/ADV - 51-61 Beeches Industrial Estate, Waverley Road, Yate
- PK11/3132/F - Unit 15 Falcons Gate, Dean Road, Yate.

#### 11-12-11 PLANNING REFUSALS/WITHDRAWALS

None received.

#### 12-12-11 PLANNING - APPEALS

None received.

#### 13-12-11 PLANNING - ENFORCEMENT

- COM/11/1084/COU - The Clerk reported that she had been approached by a parishioner enquiring about the legality of a dog training business being run out of the triangular field opposite Wisteria Cottage and Home Close on Station Road. The field is locally referred to as 'The Paddock'. The Clerk had enquired of SGC whether planning permission was required for a change of use. SGC confirmed that permission was required. The Clerk therefore officially reported this matter and asked SGC to look into it.
- COM/11/1057/BOC - Lavenham Farm, Nibley Lane. This has been logged again with SGC who are looking into the issue of the four passing bays along Nibley Lane. They are also looking into additional alleged breaches of planning on the site.

#### 14-12-11 VILLAGE GREEN

**It was resolved** to grant Ms. Maggs retrospective permission to allow the front door canopy already constructed on Penny Farthing cottage overhanging the Village Green. Proposed Councillor Taylor and seconded by Councillor Bellis. **All agreed.**

**It was resolved** to support Ms. Maggs in her attempt to engage with SGC to investigate the possibility of removing the porch to Two Wheels and its replacement with a canopy to match Penny Farthing. Proposed Councillor Bellis and seconded by Councillor Taylor. **All agreed.**

The Clerk was asked to respond to Ms. Maggs accordingly and take photographs of Two Wheels and Penny Farthing for Parish Council records.

Clerk

14-12-11 **PARISH MEADOW**

The Chairman had attended the Parish Meadow on numerous occasions over the past three weeks together with various Councillors to inspect the work being undertaken to clear the stream. The clearance work now reached beyond the footpath entrance and into the corner of the Meadow. Whilst working in the Meadow numerous compliments have been received from parishioners.

All of the undergrowth and side shoots have been cleared from the trees next to the stream as per instructions from some of the Parish Councillors. Unfortunately some of the side shoots were over 3in in diameter and technically should have been the subject of a tree works application. The Chairman and Clerk met with South Gloucestershire Tree officers in connection with the Alders in questions. They have recommended that where the limbs have been cut, that a different angle of cut be used. This work has now subsequently been done. Also during this meeting it was suggested by the officers that it might be a good idea to plant two new alders as the existing ones are coming to the end of their life.

**It was resolved** that the debris from the stream clearance works be moved to the recent Acton Aid bonfire site, then Mr. Andrew Williams be asked to attend the Meadow with his tractor and 'grab' bucket to dispose of the debris. Proposed Councillor Taylor and seconded Councillor Bellis. **All agreed.** Councillor Sheppard will arrange for this to be done. Councillor Taylor will contact Mr. David Hatherell of Acton Aid to appraise him of what the Parish Council will be doing.

15-12-11 **ALLOTMENTS**

The Chairman reported that the Church's lorry had made several attempts to gain access to the allotments but was unable to do so due to the stone walls on both sides. The Chairman had contacted various Parish Councillors and it was collectively agreed that the left-hand wall (which was blowing out anyway) should be removed, and rebuilt at a later date, to allow the lorry access. Church's attended again and the lorry managed to get past the obstruction but was unable to continue up the track as the ground was too soft. Again the Chairman contacted various Councillors for advice and suggestions, and it was collectively agreed to get Mr. Williams and his tractor with the grab on the front to pick the rubbish up and transport it to the bottom of the track where the Church's lorry was waiting. This was done on Tuesday 6<sup>th</sup> December 2011. There was considerable help from a couple of allotment holders, which had been very much appreciated. Mr. Williams has offered to continue clearing away the brambles and rubbish running along the cemetery wall, at a reduced rate. When this is cleared, the Chairman suggested that rather than creating three new allotments, that consideration be given to allowing the allotment tenants to extend their allotments back towards the wall (leaving a 1m access track for wall repairs). The Chairman also reported that now is a good time to spray the brambles.

The pile of rubbish has now gone however part of the allotment 1b was damaged. **It was resolved that** the Parish Council would write to Mr. Roach apologising for the damage and promise to reinstate. **It was also resolved** to write to all of the Nibley Lane allotment tenants advising them that the Parish Council will no longer pay for any future deposits of rubbish to be removed, and that any waste produced from the allotments should be compostable within their allotment.

Clerk

16-12-11 **PARISH CHARTER**

The Clerk informed the Parish Council that the Parish Charter Working Group had refreshed the Parish Charter for 2012. The PCWG were now asking Parish Councils to affirm or re-affirm their commitment to the Charter. Iron Acton Parish Council has already signed up to this Charter. Essentially the Charter remains

unchanged with only the presentation and language being updated. Following discussion, **it was resolved** that the Clerk would obtain an electronic copy of the document which would be circulated to Parish Councillors for discussion at the January 2012 meeting. **Clerk**

17-12-11 **CLERK'S CONTRACT OF EMPLOYMENT - CONFIDENTIAL**

The Clerk's Contract of Employment and Job Description had been re-circulated and now included the layout amendments as agreed at the Parish Council's meeting of 21<sup>st</sup> November 2011. Councillors Sheppard and Bellis confirmed that this contract was exactly as had been agreed at the previous meeting. **It was resolved** to adopt the Contract of Employment. Councillor Taylor proposed and Councillor Bellis seconded this motion. Councillors Huish, Tillotson and Blanchard abstained from voting. Councillors Sheppard, Bellis, Taylor, Gawler and Lomas voted in favour. The proposal was therefore carried on a majority vote. Councillor Sheppard signed the Contract on behalf of the Parish Council, and the Clerk also signed the Contract.

18-11-11 **ACCOUNTS FOR PAYMENT**

M.J. Church	Removal of rubbish from allotments	£150.00
Iron Acton PCC	Room Hire	£15.00
Mrs. A. Jastrzebska	Works in Parish Meadow, allotments	£637.00
Mr. R. Sheppard	Petrol, oil mix and waders	£98.19
Mrs. P. Evans	Clerk's Salary and Broadband	£612.25

Proposed Councillor Bellis, 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 16<sup>th</sup> January 2012 in North Road School Hall commencing at 7.30pm.

There being no further business, the meeting closed at 9.40 pm.

**Signed:**

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**Dated:**

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