

**Acton Turville Parish Council - Annual Parish Meeting  
Monday 10<sup>th</sup> April 2017 at 7.00 pm**

Trinity School, Acton Turville

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<u>Present:</u>	Mr C Farrell	(Chair)
	Mr C Radford-Hancock	(Vice Chair)
	Mrs S Smith	
	Mr C Bennett	
	Mrs S Haddrell	
 <u>Clerk:</u>	 Sue Radford-Hancock	

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1. **APOLOGIES** - Sue Hope (District Councillor)

2. **DECLARATIONS OF INTEREST** - None

3. **ITEMS RAISED BY PARISHIONERS** - (*3 minutes per person max 15 minutes*)

- Needle Find - Several Councillors received telephone calls from a resident prior to this meeting with regard to Needles, Syringes and similar paraphernalia found at the entrance to the Stables along Littleton Drew Road. Further suspicious looking material was also found on the verge close to the entrance to Trinity School. This was immediately reported to the Police who advised this should be referred to South Glos Council (SGC). SGC issued a reference number and advised they would look into the matter immediately. The Chair stated he would also contact SGC asking for further information as to what exactly had been found, as this was the second incident of this nature close to the village playing field. Update next meeting.
- Village Spring Clean - The Annual Spring Clean went very well. Mr Bennett reported numerous vodka bottles were found yet again, along with a large amount of rubbish and general debris. Weeding around the village and the Churchyard had also taken place. Mrs Haddrell suggested perhaps next time it might be better to hold this event two weeks earlier, mainly due to the length of grass making it more difficult to remove rubbish from verges etc. Noted. The Chair suggested notice is given earlier next year as well as including details in Local Talk Back to allow more time for extra volunteers.

4. **MINUTES OF MEETING HELD Monday 13 March 2017**

Minutes agreed, adopted and signed by the Chair.

5. **MATTERS ARISING**

**Minutes 13 March 2017**

**ANNUAL PRECEPT** - South Glos Council confirmed that there had been no change to the Parish Council Precept requested for 2017/18. The difference was the Council Tax Base which had been reduced for next year from 160 to 156 in band D. The increase was in fact £0.79 a very small amount but when converted to a percentage movement, it equates to 2.6% because of the low Council tax charge.

**Minutes 13 February 2017**

**VILLAGE SURVEY** - The Chair explained for the benefit of Mr Bennett the idea of a village survey was to obtain up-to date information about the village.

In particular, the survey may be helpful when answering consultations from SGC. It was still in a draft format and continued to be 'under development.' A covering letter would be attached explaining the reason for the survey which would be totally anonymous. Councillors briefly discussed the South Glos Local Plan, and the 'Call for sites' in regard to the possibility/likelihood of potential housing in the village at some stage in the future. The Chair advised we need to be prepared for all eventualities. Acton Turville is a prime site for a developer but added that it all depended on what future building was proposed. Infrastructure such as Schooling, Public Transport and Roads had to be taken into consideration. Mrs Haddrell commented about the type of houses including bungalows for people to 'downsize' or perhaps smaller properties. Cllr Hope previously explained the facts regarding 'affordable' and 'social housing' all of which needed to be taken into account in the future. On the subject of a Village Plan Councillors were in agreement and voted unanimously against the idea.

## 6. DISTRICT COUNCILLORS REPORT (in brief)

West of England Combined Authority (WECA) - Election for Metro Mayor takes place on 4<sup>th</sup> May. Boundary Review - currently taking place - the number of South Glos Councillors is set to be reduced and the wards will be redesigned. Details have been sent to Parish Clerks.

Parish Plan - if Acton Turville are considering undertaking a Parish/Neighbourhood Plan, one of the speakers suggested working with another parish, it may help resources. It is early days and there is a lot to be considered.

Task Register - Cllr Hope is having difficulty in accessing the Register which outlines work to be carried out in the Ward but will continue searching for details.

New Waste Collections - Clerks will have been sent details of the new waste collections which start this summer. Information is being shared and South Glos Officers are offering briefings to groups and parish councils. Various Road Shows are planned around the area.

South Glos Council - is returning to a Cabinet/Scrutiny Model in May. It is unclear how this will work.

Members Awarded Funding - grants have been allocated to various village organisations as well as the Blue Heart Scheme. Applications are welcome for the coming year. (*Full Report on File*)

## 7. PLAYING FIELD

7:1 Monthly Inspection - Mr Bennett reported there was an issue in the playing field on the corner of Littleton Drew Road. Roots from an Ash tree were pushing up the tarmac on the tennis court and were encroaching around 3-4 ft outside the base line. Concerns were expressed and it was agreed to ask Ben Pope (Gardener) for a site visit with the aim to resolve this issue. Mr Bennett was happy to meet Mr Pope on site to discuss further. The Chair to contact Mr Pope to arrange a convenient date. Action: Chair

a. Tennis Court - Weed killer purchased cost £26.00. Payment authorised. Mr Bennett stated the court needed a good sweep and raised concerns that the court was not being fully used at present. The Chair responded stating the weather had not been good but spring had arrived hopefully it would be used more frequently. Mr Bennett suggested including details of how to use the tennis court in the Talk Back - agreed a good idea. Action: Chair/Clerk

b. Missing bin - Replacement requested. No confirmation that the bin had been received.

c. Gate Latch Littleton Drew Road - Mr Bennett looked at the latch again and spoken to Jacksons Fencing. The 3 screws appeared to be self-tapping. Discussed. Mr Bennett mentioned Jacksons stated there should be some additional screws in the replacement latch which had been purchased previously for the play area gate. Mr Radford-Hancock to check and repair the latch as soon as possible. Action: C Radford-Hancock

7:2 Hollybush Gate - Handle to be changed to Rope Action: Chair

7:3 Playdale - confirmed contact details amended to Parish Council.

7:7 Mower Annual Service - Mr C Bennett agreed to speak to Mel Little who originally ordered the mower box to look into getting the remaining funds back from John Miller. Action: C Bennett

Councillors were politely reminded that the mower was only insured to cut grass on the playing field; it was not insured to travel on the road or mow grass elsewhere in the village. This followed a previous enquiry about the possible use of the mower in the Churchyard.

## 8. HIGHWAYS, STREET CARE & PUBLIC RIGHTS OF WAY

8:3 Wall - junction of Luckington Rd/Badminton Road - A reply had been received from the Mr & Mrs Drew, property owners who stated in 1972 the wall was reduced by Gloucester Council to improve visibility at the Luckington Road junction. The changes were covered under a signed agreement with Badminton Estate, in which the Council agreed to maintain the reduced height wall. In 2012 Mr & Mrs Drew became concerned about the condition of the wall and approached South Glos Council (SGC) requesting it to be repaired. A site visit took place by SGC Highways Structures in 2012. In June 2013 Mr & Mrs Drew were advised work on the wall was number 2099 on a list of approximately 3,000. Repair still awaited. The Chair emailed Highways reporting the wall was in a dangerous state and hazardous to pedestrians. He also requested a date for when an inspection would be carried out and a clear indication of a timetable to carry out the repairs.

8:5 CPL Highway Signage - currently waiting for this to be installed.

8:6 20 mph Zone - notices posted, consultation ended 6<sup>th</sup> April.

8:8 Notice Board - currently drying out and will be repaired shortly.

8:9 Street light - light over the post box (Littleton Drew Road) reported.

## 9. PLANNING

9:1 Applications - None

9:2 Decision Notices - 6-26 March & 3-9 April Nothing for AT

9:3 Planaps Listings - 6-26 March & 3-9 April Nothing for AT

9:4 Delegated List - Nothing for AT

9:5 Circulated Schedule - Nothing for AT

9:6 Other - 13 Tormarton Road - Dropped Kerb

Mrs Haddrell reported an incident on 18 March regarding radical digging works to drop the kerb on the pavement outside No. 13. Concerns were raised about the lack of provision for pedestrians safety, traffic control and the water main. South Glos Council (SGC) were notified and the report was registered as an 'emergency.' SGC arrived on site confirming the works were not authorised. Workmen carrying out the work were not licensed and were ordered to reinstate the kerb and make the pavement safe for pedestrians. SGC also advised the property owner must make an application to drop the kerb and it will be overseen by the inspector within 2-3 weeks. The weekly planaps listings are regularly checked and so far, no application had shown up and no further work has taken place.

## 10. CORRESPONDENCE

10:1 Correspondence - (some items discussed)

- Grant Thornton Annual Audit 2016/17 - (refer to item 11 below.)
- Local Government Boundary Commission - Boundary Review (circulated to Councillors)

10:2 Emails - (discussed & noted)

- SGC - Parish Council Precept 2017/18 acknowledged as unchanged.
- Abby Monyard - complaint re Network Rail Piling in the area. The Chair received further complaints regarding piling at 4 am on a Sunday morning near Luckington Road Bridge. No letter notifying residents had been received. The Chair made a formal complaint to Network Rail followed by an email to Mike Blissett (Consents Manager) asking for an explanation. Update next meeting.
- SGC - Waste Service Changes - The Chair condensed the details down to two pages to be included in Local Talk Back informing residents of the changes. Details also added to the PC website.
- PC Dan Jones advised he was taking up another post. The Chair proposed Parish Council send a letter to The District Commander thanking Dan for his work whilst here and that 'he went down extremely well in the village.' Agreed unanimously. No news of a replacement although it was known there were several people interested. The Chair confirmed he would email the local PCSO to bring her up to date re the latest issues in the village. Action: Chair

*Mrs Smith retained the post which will be circulated in the usual manner.*

## 11. ACCOUNTS & ANNUAL RETURN 2016/17

Annual Return 2016/17 - received from Grant Thornton. All documents associated with the Annual Return had been revised along with two additional documents to be completed. Noted.

Section 1 - Annual Governance Statement 2016/17 - To acknowledge as members of Acton Turville Parish Council our responsibility for ensuring there is a sound system of internal control including the preparation of the Accounting Statement. The Chair read the Statement to Councillors who confirmed the points specified on the return. It was then duly minuted and signed by The Chair and Clerk. The remaining sections to be agreed, signed and minuted at the Annual General Meeting to be held in May. The Explanation of Variances would be completed and appraised by the Chair and Clerk.

Appointment of Internal Auditor - The Chair proposed Mr T Tripp as Internal Auditor. Councillors voted unanimously. The Clerk to drop the Accounts to Mr Tripp after Easter. Action: Clerk  
The half-year financial report and balance sheets were issued for information.

## 12. ANY OTHER BUSINESS

12:1 Local Talk Back - to be drafted & circulated as usual. Deadline 20<sup>th</sup> of the month.

12:2 Network Rail - There had been no response re the email over work behavior and drainage issues. It was thought holidays may be one reason but the Chair agreed to send a further email to 'chase up' the answers.

12:3 Dog Fouling - Mrs Haddrell suggested putting details in Local Talk Back re the telephone number of the South Glos Council Dog Warden as there were particular areas in the village where dog fouling had occurred again.

12:4 Road Sign Old Sodbury Road - Mrs Smith had received a complaints from a resident about a road sign which was apparently facing in wrong way causing lorries to divert along the wrong road into the village. Lorry drivers were stopped when they reached the signs stating 'unsuitable for heavy vehicles.' The Chair had been made aware and looked into the matter and it appeared the resident in question had re-positioned the sign to point in the right direction.

## 13. AUTHORISED PURCHASES & SERVICES (£50.00+)

13:1 Trinity CE Primary School - £220.00 advance payment for 11 months hire of Library. Order issued. The above was agreed and approved by the Council.

## 14. AUTHORISED PAYMENTS

Chq. No.	Details	Amount
772	Trinity CE Primary School - Hire of Room (paid in advance)	£220.00
773	Mr C Farrell - Reimbursement - Weedkiller for Tennis Court	£26.00

## 15. DATE & TIME OF NEXT MEETING

The next meeting of the Parish Council will be Monday 8 May 2017 @ 7 pm at Trinity School, Acton Turville and will include the Annual General Meeting.

There being no further business the meeting closed @ 8.23 pm

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Copies: Sue Hope - District Councillor  
Chipping Sodbury Police