

**Acton Turville Parish Council Meeting  
Monday 8<sup>th</sup> May 2017 at 7.00 pm**

Trinity School, Acton Turville

Present: Mr C Farrell (Chair)  
Mr C Radford-Hancock (Vice Chair)  
Mrs S Smith  
Mr C Bennett  
Mrs S Haddrell

Clerk: Sue Radford-Hancock

Attending: Christina Williams (7 - 7.10 pm)

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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*)

The Chair welcomed Christina Williams to the meeting who discussed a few items  
Community Group were looking to organise some form of activity such as rounders or  
football to gather everyone together and to have fun.

Christina commented on the recent Needle find suggesting that the syringe could have  
been used for horses as a vitamin injection. Noted. The Chair advised the contents of the  
needle were unknown but it had been disposed of immediately for obvious health &  
safety reasons. The incident had been reported to the local PCSO who forwarded  
the details to the new Beat Manager PC Ken Hill.

The Tennis Court required sweeping and Councillors asked if Christina could find a few  
volunteers to do this. Yes it would be done. The issue of former keyholders raised; it  
was discussed and agreed the Parish Council to look at the records and, where possible,  
contact previous members to ascertain (a) if they still had keys and (b) whether they  
wished to continue as a member or return their key. Action: Chair/Clerk  
Councillors thanked Christina who left the meeting at 7.10 pm

4. **MINUTES OF MEETING HELD MONDAY 10 APRIL 2017**

Minutes agreed, adopted and signed by the Chair.

5. **MATTERS ARISING**

**Minutes 10<sup>th</sup> April 2017**

Item raised by Parishioner

- Needle Find - a syringe and hypodermic needle had been found on the footpath close to  
the school and playing field and had been safely removed by South Glos Council. Details  
included in Local Talk Back advising anyone seeing anything suspicious to contact SGC.

**Minutes 13 February 2017**

VILLAGE SURVEY - The Chair advised he was still being progressed but he hoped to  
hope to have a draft ready for consideration at the next meeting.

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6. **DISTRICT COUNCILLORS REPORT** - Included in the AGM meeting.

## 7. PLAYING FIELD

7:1 Monthly Inspection - Mr Bennett reported there were a few loose slats and one or two areas needed tightening up which was probably due to the change of weather. Councillors suggested contacting the 'handyman' Chris Stratton who had offered his services to help out in the play area previously to hopefully carry out the work. Agreed Action: C Bennett

7:2 Tree Roots - Ben Pope (Gardener) to be contacted re a date for a site visit. Action: Chair

a. Tennis Court - arranged with Christina Williams to be swept. Mr Bennett raised the issue of the surface itself which would require attention in the near future. A plan needed to be drawn up for future resurfacing/UV protection of the tarmac. The Clerk advised the court was purchased locally and would email contact details to Mr Bennett. Action: Clerk

b. Missing bin - Replacement requested. No bin received. Action: Clerk

c. Gate Latch Littleton Drew Road - Repaired. Item resolved

7:2 Hollybush Gate - Handle to be changed to rope. The Chair explained this would be achieved by removing existing latch, drilling through the post and threading a rope right through sealing the knot, so that it could not be pulled out of place. A suggestion was made for safety reasons a rubber door stop or similar, is included to stop finger entrapment. Agreed. Action: Chair

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

8:3 Wall - junction of Luckington Rd/Badminton Road - South Glos Council had acknowledged the email advising they would 'look into the matter within the next 10 days.' However no further response had been received so a 'follow up' was needed. Action: Clerk

8:5 CPL Highway Signage - waiting on installation.

8:6 20 mph Zone - consultation ended 6<sup>th</sup> April due to be implemented shortly.

8:8 Notice Board - Suggested apply for grant to replace (details in AGM) The Clerk advised it was the intention was to seal and paint the board after the current notices had expired at the end of July. Action: Clerk/CR-H

Mrs Haddrell reported the weeds in and around the notice board had become overgrown and suggested weed killer be used. Discussed. The Chair agreed to carry this out over the next Bank Holiday when children were not at School. Action: Chair

8:9 Road Closure Notices - South Glos Highway resurfacing relating to Burton Road, Malmesbury Road, Old Sobury Road would be taking place from 15<sup>th</sup> May 2017 for a period of approximately two months. A second notice relating to Littleton Drew Road received with work anticipated to be eight weeks duration. No firm date received. Details posted on Parish Notice Board with further updates on PC Website. Copied to Trinity School who were omitted from distribution List.

8:10 Tormarton Road - The Chair had received a complaint about parking. It concerned persons parking on the left hand side of Tormarton Road road blocking the opposite driveway on the right. On reporting this to the Police they advised it was a South Glos Council issue. The suggestion of introducing double yellow lines was dismissed. The Chair proposed including this item in Talk Back. Mrs Haddrell requested if a further notice stating "please do not park on pavements either" could also be included. Anyone walking with a child in push chair or pram had great difficulty manoeuvring around cars parked on pavements. Agreed. Action: Chair

8:11 Fox & Hounds Car Park - motorists were using the Fox & Hounds car park on Saturday mornings prior to race days at Castle Coombe. Reports from residents of slamming doors and shouting in the early hours had become a problem. The Chair agreed to speak to the Landlord to see if he would close the gates on a Friday evening at the close of business to try and resolve this issue. Action: Chair

8:12 PROW - LAT 2 - The Chair reported the electric fence had only one wire and although it had a handle it was very difficult to see the fence itself. Once again, cattle had been introduced into the field. The Chair felt it should be reported to the Cotswold Footpath Warden. The Clerk emailed David Kerr who confirmed he would investigate and report back shortly.

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8:12 Luckington Road Stables - Mrs Smith reported the 'pull in' at the entrance on the Luckington Road had been cordoned off with a notice stating 'no turning - not to be used as a public toilet.'

Councillors were unsure whether this turning space was part of highways and the suggestion was this is checked out. It was also noted firstly to check to see if the area was still cordoned off before pursuing any further. Action: Clerk?

8:13 Missing signs - Mrs Smith reported the black and white signs near the 25 mph speed limit on the Chipping Sodbury Road by the 'Clump of Trees' were missing. It was presumed either whoever cut the grass had dislodged them or they had been knocked over by unknown vehicle. Report. Action: Clerk

## 9. PLANNING

9:1 Applications - 1

Application PK17/1448/F

Proposed Creation of new vehicular access on to Tormarton Road

Location 13 Tormarton Road, Acton Turville

Comments Details circulated to councillors who had viewed the plans, advising they had 'no comment' on this particular application. The Clerk was instructed to notify South Glos Planning Department accordingly.

9:2 Decision Notices - up to and including 30 April - nothing for AT

9:3 Planaps Listings - up to and including 30 April includes the above application.

9:4 Delegated Decisions - None

9:5 Circulated Schedule - Nothing for AT

9:6 Other - Nil

## 10. CORRESPONDENCE

10:1 Correspondence - (some items discussed)

- HM Revenue & Customs - VAT claim £103.46 received.

10:2 Emails - (briefly discussed & noted)

Item from last meeting - The Chair emailed the local PCSO updating her on latest issues in the village. The new Beat Manager PC Ken Hill had also been notified and sent a copy of the previous minutes along with a list of meeting dates.

- Notices of Intent - Traffic Order Road Closures (refer to item 8)
- Network Rail (NR) complaints - The Chair had contacted NR regarding the recent piling. NR stated they normally advised residents within a 250 metre radius. It had been pointed out to NR that the noise was heard 400 yards down the track as well as the other side of the village and NO advance warning had been given. NR responded saying they would undertake advance notices where possible. Details had been given about work to be carried out during April over a Sunday/Monday but this had not happened. Mike Blissett (Consents Manager NR) had responded to the Chair regarding the list of issues and offered a briefing update, followed by a 'drop in session' to inform residents so everyone knew when any disruption would take place. The Chair agreed to look at suitable dates and respond. Action: Chair
- Grant Thornton LLP - amended Audit documents - noted
- Came & Co Annual Insurance Renewal Invitation - noted refer to AGM minutes.
- Conservation Volunteers - copy sent to Eileen Stephens. May be helpful with the upkeep of the Churchyard.
- ALCA - Internal Audit new regulations for 2018/19 - noted cc to Chair.
- Various consultations received and noted.
- GPFA - New Secretary and contact details - records amended.
- GPFA - Note Annual Subscription £50 due on 1<sup>st</sup> June - awaiting details

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

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## 11. ACCOUNTS & ANNUAL RETURN 2016/17

Annual Return - signed & minuted at the AGM. The Explanation of variances had been completed and verified by the Chair. Accounts Ledger, Petty Cash Book etc signed at the AGM. The Clerk to liaise with Chair re details required for the website prior to returning the Audit papers to Grant Thornton before the deadline of 29<sup>th</sup> May 2017. Action: Chair/Clerk  
Annual Insurance Renewal - £885.70 due from 01/06/17 to 31/05/18 discussed and approved at the AGM. Order number raised to cover the amount. Action: Clerk

## 12. ANY OTHER BUSINESS

- 12:1 Local Talk Back - Mrs Smith reported from now on LTB would be sent out for printing with a new deadline of 15<sup>th</sup> of the month. Details of where to send donations, who to contact re advertising was all included in the latest edition. Mrs Smith added that it was hoped to include items such as recipes, stories etc anything readers may find interesting both in and around the area. Articles could now be produced in colour which would be more interesting. Mr & Mrs Elford who had kindly printed the Talk Back for some time volunteered to go to Yate and pick up the printed versions each month ready to be delivered as usual. Councillors felt this was a very kind gesture.
- 12:2 Tree Felling - Mrs Smith asked about the dates when trees & hedgerows could not be cut due to Nesting Birds as she had notice tree cutting taking place in the area. The suggestion was that it may be old trees being cut down as tree surgeons would not normally cut trees during the nesting season.

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

- 13:1 Annual Insurance Came & Company £885.70 (order number issued)  
The above was agreed & approved at the AGM by the Full Council.

## 14. AUTHORISED PAYMENTS

Chq. No.	Details	Amount
774	Came & Company - Annual Insurance Renewal	£885.70

## 15. DATE & TIME OF NEXT MEETING

The next meeting of the Parish Council will be Monday 12 June 2017 @ 7 pm at Trinity School, Acton Turville.

There being no further business the meeting closed @ 8.25 pm

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Copies: Sue Hope - District Councillor  
PC Ken Hill - Chipping Sodbury Police