

**Acton Turville Parish Council Meeting  
Monday 11 June 2018 at 7.00 pm**

Trinity School, Acton Turville

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<u>Present:</u>	Mr C Farrell Mr C Radford-Hancock Mrs S Smith Mrs S Haddrell	(Chair) (Vice Chair)
<u>Clerk:</u>	Sue Radford-Hancock	
<u>Attending:</u>	Mr R Monyard Sue Hope (District Cllr) Simon Dring (Badminton Est.) Hannah Spanton (Badminton Est.)	(7-7.30 pm) (7-7.30 pm) (7.45-8.40 pm) (7.45-8.40 pm)

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The Chair welcomed everyone to the meeting.

1. **APOLOGIES** - Mr C Bennett
2. **DECLARATIONS OF INTEREST** - None
3. **ITEMS RAISED BY PARISHIONERS** -

Mr Monyard raised concerns with regard to Drovers Way and the work recently carried out. Councillors discussed the issue and took into account the comments, and clarified one or two points. Mr Monyard asked for his question to be minuted which was 'what action were the council going to take re planting and re-screening to rectify the recent cutting down of the vegetation in the Drovers Way.' Councillors thanked Mr Monyard who then left the meeting. (Refer to Item 7 )

4. **MINUTES OF MEETING HELD MONDAY 14 MAY 2018**

Minutes agreed, adopted and signed by The Chair.

5. **MATTERS ARISING**

**Minutes            14 May 2017**

Badminton Estate - Acton Turville Developments

Further to the village meeting requested by the Estate on 8<sup>th</sup> May 2018 Simon Dring (SD) (Estates Manager) and Hannah Spanton (Estate Office) updated the Council.

An indicative timetable been produced via Hunter Page (June to August) which was circulated, explained and discussed. First action was a 'Community Liaison Group.' (CLG) to be appointed by the Parish Council. The inaugural CLG meeting would consist of introduction and principles along with the aims and objectives of the group, Site locations and the planning principles. The second meeting was entitled Creating Community which would be a schematic approach. SD added that in order to progress, the CLG would require something physical to aid in the discussion. This was being addressed. The second meeting held in August would be public viewing; followed by the final meeting in which the CLG would review the public comments and the way forward. When asked if the Estate had a date in mind, SD advised we would like to keep the momentum going, by starting the process this year with, firstly, outline permission. The Estate were looking at 'gifting' some areas, selling some freehold and looking at the best way to manage it to define Estate control.

The Results of the recent survey carried out by the Estate were currently being processed and all comments taken into account. The Chair thanked Simon and Hannah for attending they then left the meeting.

Actions:

Cllr Chris Bennett was unable to attend this meeting but indicated his agreement to the proposals. The Chair had circulated details of the very simple Terms of Reference which Councillors agreed unanimously were suitable. It was proposed and agreed the liaison group consist of 2 Parish Councillors and four residents, all with suitable knowledge and experience. Four names suggested/volunteered to date. The Chair to write to the individuals inviting them onto the CLG and asking if they could confirm whether or not they were able to commit their time during the summer months to this committee.

Councillors proposed and agreed to to serve were:-

The Chair proposed Mrs Haddrell seconded by Mrs Smith - unanimous.

Mrs Haddrell proposed the Chair seconded by Mr Radford-Hancock - unanimous.

Agreed meetings to be informal with notes not formal minutes taken. Badminton Estate to be notified as soon as the CLG had been confirmed. Action: Chair

**Minutes 11 December 2017**

- 5:3 Network Rail (NR) - would be notified with regard to vehicles using the Tormarton Road at night for delivery to the Luckington Road Site. Action: Chair

**Minutes 13 November 2017**

- 11:3 Website - progressing. Item ongoing

- 11:4 Pension - Chair / Clerk to look at Registration requirements. Item ongoing

**6. DISTRICT COUNCILLORS REPORT (in brief)**

Councillor Hope read her report to the meeting. Copy awaited.

A copy of the Parish Council's response to the Local Plan requested. Action: Chair/Clerk

**7. PLAYING FIELD**

- 7:1 Monthly Inspection - by Mr Bennett. Items raised: Tennis Court Rules had faded on the gate. New copy needed - Action: Clerk? Litter bin missing? Check Action: S Haddrell  
Query - wire for the tennis net purchased/installed? Check with CB. Action: Clerk  
Drovers Way - Further to comments made at the start of the meeting, Councillors agreed to consider the next action as well as take advice. Simon Dring advised the Drovers Way (locally named) did not lead anywhere, but previous maps show it had been access to the allotments where the play area is now located. He agreed to look into this, kindly offering to supplying a few suitable trees for planting in the location to help resolve the situation.

- 7:2 Damaged wall - It was anticipate Mr Stratton would be repairing the wall shortly.

- 7:3 Hollybush Gate - to be completed. Action: CR-H

- 7:7 Tennis Court/GPFA Grant - Grant successful - details received and discussed. Forms to be completed and returned.\* Action: Clerk

GPFA \*requested photographs of the court before and after. Noted. With regard to work commencing to remove moss, Chair to contact Ian Heseltine. Action: Chair

- 7:9 Tree Roots - Confirmed the tree has Canker. The Estate agreed to remove the Ash tree and plant a more suitable replacement. Item resolved.

- 7:10 Antisocial Behaviour - PC Hill had included an update in Local Talk Back. The Chair and Mrs Haddrell had attended the Police and Crime Commissioners Open Session in Yate, reporting to councillors the questions which had been raised. Additional ASB issues had come to light during this meeting which the Chair sought to address as soon as possible. Action: Chair

- 7:11 GPFA - Annual Subscription - £50 renewal form received. Due 1.6.18 Approved for payment. To be reviewed at AGM in future to ensure payment is on time. Action:Clerk

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

- 8:14 Missing signs - Photographs re-sent. *Waiting on Highways (SGC)*
- 8:20 B4039 Burton Road - *waiting on reply from Tracey Hamblett (SGC)*
- 8:22 Building opposite Luckington junction - (*Development Site*) Remove from minutes
- 8:24 Trees Hollybush - *waiting for SGC Officer to visit site.*
- 8:25 Moss on pavements - *resolved.*
- 8:26 Community Speed Watch - requesting further sites in village through the existing contact.
- 8:27 Damage to road at Clump of Trees - repairs completed. *Item resolved*
- 8:28 Drains - during recent heavy rain the school had been flooded on two occasions both of which resulted in the reception entrance being flooded as well as into the school itself. The Head had spoken to SGC who were looking into this. It was suggested contacting the school to ask if they would like the parish council to offer support by writing to South Glos Highways with the aim of resolving this on-going issue as quickly as possible. Agreed. *Action: Clerk*
- 8:29 Speeding during race days - Previous information regarding the Camera Van apparently not working weekends or early morning/evening appeared to be incorrect. A request was made for the Van to be in attendance at the next race day at Castle Coombe. Mrs Smith also raised the issue of speeding cyclists, in particular, those doing 'events' recently through the village. One or two recent incidents with regard to pedestrians/children was a concern. It was suggested to try to clarify via the police what authority/powers marshals had to stop traffic etc during the race itself.

## 9. PLANNING

- 9:1 Applications - Nil
- 9:2 Decision Notices - May - 11 June nothing for AT.
- 9:3 Planaps Listings - May - 11 June nothing for AT
- 9:4 Delegated - n/a
- 9:5 Circulated Schedule - n/a
- 9:6 Other - nil

## 10. ACCOUNTS & ANNUAL AUDIT 2017/18

- 10:2 Annual Audit 2017/18 - Documents signed and returned via email to the Auditor.
- 10:3 Accounts Review & Update- A list of the additional requirements drafted. Due to the time of night it was agreed to email the draft to councillors and ask for comments at the July meeting. *Action: Clerk*
- 10:4 Bi Financial Report - details of the frequency added to the correspondence list for info.

## 11. CORRESPONDENCE

### 11:1 Correspondence - (*some items discussed*)

- SGC - Estimated Town & PC Election costs 2019 - deferred to next meeting.

### 11:2 Emails - (*in brief*)

- Parishioner request for details of village survey - completed.
- SGC - Youth Work Commissioning Developments - Chair responded
- GPFA - Annual Subscription & confirmation of grant request.
- A Monyard - fwd contact details of Ibstock re playing field equipment - actioned by Clerk.
- Sodbury Sportive - Event in August. Reply re 20mph speed limit - *Action: Chair*
- Ibstock - Invitation to AGM & cream tea at Filton July.
- Came & Co - Annual Insurance Renewal documents received.
- Ivo Ceccarelli- unable to make May meeting with Estate - info please. *Action: Chair*

### Website response -

- Hunter Page request contact details for PC - Clerk responded.

*Mrs Smith retained the post to be circulated in the usual manner*

**12. ANY OTHER BUSINESS**

12:1 Local Talk Back - Draft to be circulated. Deadline 15<sup>th</sup> of the month. *Action: Chair*

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

13:1 Gloucester Playing Fields Association - Annual Subscription £50 (order to be raised)

13:2 Playing Field Maintenance - quote agreed in April meeting.

*The above agreed and approved by the Council.*

**14. AUTHORISED PAYMENTS (signed by two Councillors)**

Chq. No.	Details	Amount
809	Gloucestershire Playing Fields Association (Annual Subscription)	£50.00
810	S Radford-Hancock (Telephone Allowance)	£31.50
811	B Pope (playing field maintenance)	£325.00
812	S Radford-Hancock (petty cash)	£20.00

**15. DATE & TIME OF NEXT MEETING**

The next meeting of the Parish Council will be held on Monday 9 JULY 2018 @ 7.00 pm Trinity School, Acton Turville.

*There being no further business the meeting closed at 9.05 pm*

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Copies:

- Sue Hope - District Councillor
- PC Kenneth Hill - Chipping Sodbury Police
- PCSO Sian Rollings - Chipping Sodbury Police