

Acton Turville Parish Council Meeting  
Monday 14<sup>th</sup> May 2018 at 7.00 pm

Trinity School, Acton Turville

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

Clerk: Sue Radford-Hancock

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The Chair welcomed everyone to the meeting.

1. **APOLOGIES** - Mr C Bennett, Sue Hope (South Gloucestershire Councillor)
2. **DECLARATIONS OF INTEREST** - None
3. **ITEMS RAISED BY PARISHIONERS** - *Refer to AGM Minutes*
4. **MINUTES OF MEETING HELD MONDAY 9 APRIL 2018**

Minutes agreed, adopted and signed by The Chair.

5. **MATTERS ARISING**

**Minutes** 11 December 2017

- 5:3 Network Rail (NR) - Complaints had been received re NR lorries travelling along the Tormarton Road at night to the Luckington Road site. The Chair advised this was not in line with the NR Traffic Plan and would bring this to the attention to NR. Action: Chair

**Minutes** 13 November 2017

- 11:3 Website - progressing. Item ongoing

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

- 13:1 Community Room - No further details. Councillors agreed to remove this item from the minutes until such time as any firm details were available. Item removed

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

Planning - you may have received emails regarding changes in the Planning System; this together with changes to how South Gloucestershire treats planning applications looks like major changes ahead. The Council proposes getting rid of two Development Control Committees and replacing it with another structure; this goes before the Council meeting on Wednesday 16/5/18.

Health - Still great pressure on the A&E services especially during winter months. A new model of care has been agreed and it is hoped reablement services will be developed on the Frenchay site as well as upgrading and improving services in Thornbury for South Gloucestershire residents, however the latest information does not look encouraging. Also discussed the future of Yate Minor Injuries Unit, which is very well used and would benefit from extra resources. There are also changes afoot for Urgent Care services, all to keep people out of hospital and A&E.

Cut to Gritters - It is difficult to believe that this is being suggested after one of the hardest winters for years. The villages in the ward are particularly prone to be cut off in the bad weather, with even the main road being blocked. I am sorry I was not able to get to either of the drop-ins about this, but I am sure you will want to respond to this consultation which ends on the 3<sup>rd</sup> June.

GDPR - the date for the start of the new system looms and I know it is causing concern to Parish Clerks. ALCA held a useful session recently; it seems we all might have to get rid of past information and contact details.

Grants - Member Award Funding - please contact me should be you interested in applying for funds for the forthcoming year. (full report on file)

## 7. PLAYING FIELD

7:1 Monthly Inspection - carried out by Mr Bennett. No major items to report.

Drovers Way - Ben Pope (Gardener) will be visiting the site in the next 2 weeks. No work would be carried out until end of the nesting season. The aim was to clear the scrub and look at re-planting areas to thicken the hedge in particular, near the end of the zip wire.

GPFA Grant - Mrs Smith & Mrs Haddrell had completed the necessary forms for painting and re-lining the court. Clerk to return to GPFA. Action: Clerk

Members Award Funding (MAF) - to ask for details & criteria from Cllr Hope. Action: Clerk

7:2 Damaged wall - To be repaired when weather improves. Item on-going

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

7:7 Tennis Court - Item from previous meeting - Replacement wire due to be obtained for around £24. No update available as to whether this has been purchased. Action: C Bennett?

Greenfields quote for moss clearance and cleaning the court currently put on hold, due to Ian Heseltine suggesting work is carried out ourselves and volunteers. The Chair had looked into the possibility of hiring a pressure washer. An appropriate weed killer needed to spray the moss. The Chair to contact Mr Heseltine for an update. Councillors were in favour of the work being carried out as soon as possible. Initial cost - no more than £300. Action: Chair

New members list sent to Mr Heseltine. Item closed.

7:9 Tree Roots - Badminton Estate were still looking into this issue. Item on-going

7:10 Antisocial Behaviour - PC Ken Hill updated parishioners on current situation/issues at the AGM. He explained in detail the process and importance of dialling 101 which automatically 'logged' every single call. PC Hill also proposed to put quarterly updates in Local Talk Back (via the Clerk) to keep residents informed and updated on local issues.

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

8:14 Missing signs - Photographs re-sent. *Tracey Hamblett asked Highways to update the PC.*

8:20 B4039 Burton Road - *waiting on reply from Tracey Hamblett (SGC)*

8:22 Building opposite Luckington junction - *in hand with Badminton Estate.*

8:24 Trees Hollybush - *waiting for SGC Officer to visit to site.*

8:25 Moss on pavements - Mrs Smith reported the pavements in Badminton Road had been cleared but Mrs Haddrell had not seen anyone clearing the other areas to date. Action:??

8:26 Community Speed Watch - Concern had been raised there were not enough 'sites' for the team to operate from. Since the introduction of the 20mph limit and, during the recent Badminton Horse Trials, speeding through the village had increased. It was suggested requesting further sites through the existing contact. Also reported NR lorries were using the Tormarton Rd at night which contravened the NR Traffic Plan. (Refer to matters arising)

8:27 Damage to road at Clump of Trees - reported with a request for the inspector visit the site to see if repairs could be carried out. Ref no. issued. Pending response

Tankers - Directly after the last meeting and prior to reporting this item to SGC, cones had been removed and the lay-by re-opened. Item closed.

8:28 Drains - A request from Trinity School asked if the Parish Council to report the drain outside the new entrance to the school which appears to be constantly blocked. Action: Chair/Clerk

8:29 Speeding during race days - Further complaints about noise, speeding early morning and night. It was requested that the Speed Camera Van attend during events at Castle Coombe at the time the traffic is high i.e. 6 am and when events are over. Agreed to contact to enquire when the Camera Van would be available both now and for future events. Action: Chair

## 9. PLANNING

9:1 Applications - Nil

9:2 Decision Notices - 2

Application PK18/1236/TCA

Proposed Works to 1 No Lime Tree & 1 No Eucalyptus Tree to pollard back to previous points. Trees situated in the AT Conservation Area.

Location The Byre, Limes Farm, Luckington Road, Acton Turville

Decision SGC - no objection.

Application PK18/1238/TCA

Proposed Works to fell 1 No Cherry Tree. Situated in the AT Conservation Area.

Location Barn House, Luckington Road, Acton Turville

Decision SGC - no objection.

9:3 Planaps Listings - Nothing for AT.

9:4 Delegated - As above ( located in the AT Conservation Area)

9:5 Circulated Schedule - Nothing for AT.

9:6 Other: - 3

9:6:2 South Glos Local Plan - A response had been sent to South Glos outlining the comments previously discussed. SGC acknowledged receipt.

9:6:3 Planning Enforcement - a list providing details of Enforcement throughout South Glos now being received on a regular basis. Agreed unless the list directly affects Acton Turville the it will be deleted from the system. Action: Clerk

9:6:4 SGC Briefing Note - PIP (Planning in Principle) received today and circulated. Councillors were asked to read and be aware of the changes proposed in this document.

## 10. ACCOUNTS & ANNUAL AUDIT 2017/18

10:1 Internal Auditor - Mr Tripp had viewed the accounts with no comments.

10:2 Annual Audit 2017/18 - Documents signed & minuted accordingly at the AGM. Chair & Clerk to liaise to approve the remaining items prior to being returned. Action: Chair/Clerk

10:3 Accounts - Financial Regulations 2017/18 reviewed at AGM. Information from ALCA require current regulations to be updated. This included regular financial reporting, and additional procedures for processing invoices over £100. A draft containing the new requirements to be circulated and discussed at the June meeting. Action: Chair/Clerk

## 11. CORRESPONDENCE

10:1 Correspondence - HM Revenue & Customs - new reference for claiming VAT.

10:2 Emails - (*in brief*)

- Data Protection Officer. ALCA update. The Government had tabled an amendment to its own Data Protection Bill to exempt all Parish & Town Councils and Parish Meetings in England, Community and Town Councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. (Other measures may apply.) Noted.
- Hire of Hall - A Meeting had been organised on behalf of Badminton Estate at Trinity School on 8 May 2018. Cost: £20 approved. Estate agreed to reimburse Parish Council.
- Antisocial Behaviour & Parking Issues. Chair had recently updated Mr Hutton on the latest situation.
- Various consultations from SGC all of which were listed and noted.
- Came & Co - Annual Insurance Renewal. 3 quotes received Ecclesiastical £1,405.42, Hiscox £1,046.70 and Inspire £921.13. In addition all companies required a £50 Administration fee on top of the renewal. Councillors discussed and agreed to renew with Inspire @ £921.13. In Addition the Council agreed unanimously to enter into a 3-year Long Term agreement which reduced the premium by 5%. Payment agreed and a cheque signed in the sum of £925.07.

#### Website response - 1

- Enquiry from Indiana USA regarding research on a local ancestor. The person in question was due to be travelling through the area at the end of May. The Chair suggested as the Parish Council held no records, this was something for the Rev Thomson. Agreed to send a copy to Mrs E Stephens to look into. *Action: Clerk*

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

#### **12. ANY OTHER BUSINESS**

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

12:2 Internet - the Parish internet had been accidentally switched off at the exchange during a recent BT upgrade. Open Reach had subsequently rectified this and all emails requiring a response/action have now been dealt with.

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

13:1 Came & Company - Annual Insurance renewal £925.07 (order number to be raised)

*The above agreed and approved by the Council.*

#### **14. AUTHORISED PAYMENTS**

Chq. No.	Details	Amount
806	Trinity School (Hire of Hall extra meeting - Badminton Estate)	£20.00
808	Came & Company - Annual Insurance Renewal (3 Year contract)	£925.07

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

The next meeting of the Parish Council will be held on Monday 11 June 2018 @ 7.00 pm Trinity School, Acton Turville.

*There being no further business the meeting closed @ 9.00 pm*

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#### Copies:

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