

**Acton Turville Parish Council Meeting  
Monday 13 November 2017 at 7.00 pm**

Trinity School, Acton Turville

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**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:** PCSO Sian Rollings (7.00 - 7.25 pm)  
Mr D Burchell, Mr S Burchell, Mr S Mitchell  
Christina Williams, Judith Hallimond.

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The Chair welcomed everyone to the meeting.

1. **APOLOGIES - Sue Hope (District Councillor)**
2. **DECLARATIONS OF INTEREST - None**
3. **ITEMS RAISED BY PARISHIONERS - (3 minutes per person max 15 minutes)**
  - **Anti-Social Behaviour**

PCSO Sian Rollings updated those present on the Anti-Social Behaviour issues which had occurred recently. Residents noted it had been much quieter the last few weeks with children now back at school plus darker evenings. Sian discussed one or two recent incidents which Police had attended in the village. It was stressed any suspicious behaviour should be reported on the 101 number or by email via the Avon & Somerset Police Website. Vehicle registration numbers, colour/make of vehicle would also help. Every call received on the 101 number gets logged, Police are then able to check any area e.g. Acton Turville and get a picture of what was happening.

Concluding Councillors thanked PCSO Rollings for her time and she left the meeting.

Additional items raised, including suggestion of a Zebra Crossing by the Fox & Hounds, Hedge needed cutting by Well Cottages, Building opposite Luckington Junction concern over safety, 8a and 8b Chapel Lane collapsed drain cover (Refer to Item 8)
4. **MINUTES OF MEETING HELD MONDAY 9 OCTOBER 2017**

Item 3.1. Anti-Social Behaviour - Clarification (wording)  
Second Paragraph was amended to read "Youths were believed to be smoking drugs in the Play Area." Minutes then approved, signed & adopted by The Chair.
5. **MATTERS ARISING**

**Minutes 10 July 2017**

5:3 NETWORK RAIL - No further comments regarding piling. Next stage were masts then hangers followed by cables. It was anticipated the compound at Luckington Road would remain for the next twelve months and used to store masts and associated equipment. Masts would arrive with base plates already attached. Installation was expected to be 1 hour per mast. NR had apparently refused to reduce the height of the masts through the village and were only going to reduce masts going East. No dates of when the additional work would be carried out.

5:2 TENNIS COURT KEYS - working on the current information to contact as many keyholders as possible to ascertain if they wished to either retain or return keys. Action: Chair/Clerk

## 6. DISTRICT COUNCILLORS REPORT

South Gloucestershire Council after a long debate had agreed to go ahead with formal Consultation on the Joint Strategic Plan, which includes thousands of houses being built at Charfield, Thornbury, Coalpit Heath and a new Garden Village at Buckover of 3,000 houses and development in the Green Belt - all this without a strategic transport plan.

Traffic Lights A46/B4464 - there is a move to make these lights permanent. Comments welcome.

Health Watch - is conducting a survey regarding access to GP's. The survey will be sent to the Parish Council for consideration.

MAF funding - still available, please contact Cllr Hope with any interest.

## 7. PLAYING FIELD

7:1 Monthly Inspection - Mr Bennett reported a lot of litter in the play area although it was all in the bin, the bin had not been emptied. Tree by tennis court encroaching the court itself and urgent attention required. Chair reported Ben Pope would be returning in approximately two weeks and look at this. Action: Chair

Damaged wall - Estate responded advising that during a meeting in 2014 it was apparently agreed Parish Council would be responsible for maintaining the boundaries of the leased land. Queried - no written confirmation of the 2014 meeting had ever been received or a copy of a lease. Proposed to ask Estate for further details. Mr Bennett suggested obtaining a quote from Stan (handyman) in the event PC had to carry out the repair. Action: Chair/Clerk

7:2 Autumn maintenance - Invoice for £200 approved and authorised for payment.

a. Tennis Court Grant Forms? Deadline January 2018. Action: Mr C Bennett

7:3 Hollybush Gate - Proposed to heavy staple the rope so it could not be removed. Action: CR-H

7:5 Anti-social behaviour - Refer to item 3.

7:6 Mower Annual Service - details received from John Miller - Councillors agreed unanimously the Gold Service £445.00. Order number to be raised. Contact Geoff Shortall to arrange del/collection. Action: Clerk

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

8:6 20 mph Zone - implemented end of October. Chair advised Speed watch will be out early morning to carry out their usual checks now the speed limit has been reduced. Action: Chair

8:8 Notice Board - Ordered, delivered and due to be installed shortly. Action: Chair

8:14 Missing signs - photographs to be taken. Action: Chair

8:15 Trinity School - Zig Zag Lines - Awaiting proposed details from Tracy Hamblett South Glos Council. Suggest contacting SGC asking when work is likely to be carried out. Action: Chair

8:16 Street Light near Postbox - Repaired. Item resolved

8:17 Damaged Road Narrows Sign - repaired - Item resolved

8:18 Blocked Drains Tormarton/Burton Road - Assumed cleared. Item resolved

8:19 Fly Posting - Sign was on a telegraph pole. SGC confirmed they were unable to assist and suggested contacting BT Openreach. Openreach contact to be checked. Action: Clerk

8:20 Zebra Crossing - by Fox & Hounds Public House - The Chair advised this been raised on previous occasions. Due to issues of parking at the School The Head would like to have a parking area in the Fox & Hounds Car Park (with permission from the Manger) and children walk to school, however the Burton Road was so dangerous and fast this could not be done. Parish Council agreed to contact South Glos Council to seek a solution. Action: Chair

8:21 Overgrown Hedge (Well Cottages) causing a hazard to pedestrians. Action: Clerk

8:22 Building opposite Luckington junction - overgrown vegetation recently removed - however concerns raised over safety of building. Agreed to contact the Estate. Action: Chair/Clerk

- 8:23 Collapsed manhole cover - area of 8a 8b Chapel Lane. Report to Streetcare. Advised it was not the well itself but the drain cover nearby which needed replacing. Action: Clerk
- 8:24 Trees Hollybush - request from last meeting trees needed pollarding. Action: Chair/Clerk

## 9. PLANNING

- 9:1 Application PK17/4578/F & PK17/4579/LB  
 Proposed Installation of 2 no. Roof lights and new screen/glazed doors.  
 Location The Old School House, The Street, Acton Turville  
 Comments Councillors having viewed the application advised they had No Comments.  
 Clerk instructed to notify South Glos Planning Department accordingly.
- 9:2 Decision Notices - 1 -31 October - nothing for AT
- 9:3 Planaps Listings - 1-31 October above application included
- 9:4 Delegated Decisions - None
- 9:5 Circulated Schedule - None

## 10. CORRESPONDENCE

### 10:1 Correspondence -

- SGC - return of lease for land adjacent playing field. Renewed for 5 years. Noted & filed.

### 10:2 Emails - (in brief)

- (from previous meeting): Defibrillator - Mrs Haddrell had noted the sign on the outside of the Unit had been improved and was now easier to read. 'Refresher Session' The Chair suggested organising this for the new year so the event could be widely advertised and neighbouring villages invited. The Chair was currently checking the contact details of South West Ambulance Service in order to arrange a suitable date and time. Action: Chair
- ALCA - Introduction of new GDPR (Data Protection) Information received stated neither the Clerk or any Councillor could be a Data Protection Controller. Apparently every organisation had to have an external person to cover this. This implied a cost. The appointed person also had to be 'qualified' but the extent of the qualification was unknown. Agreed to wait for further information. Item on-going
  - Greenbarnes Ltd - Invoice for Notice Board £1568.98. Approved at previous meeting.
  - Revised Parish Charter - circulated and reviewed. Councillors concluded this would undoubtedly cause additional work Councillors agreed unanimously to decline the offer.
  - Mr P Moss copy letter re: Location and size 30 mph sign in The Street. Councillors suggested South Glos confirm sign is the correct size and perhaps lower it making it less intrusive.
  - Website Notification - The Chair read a response from a researcher from Durham University working on future landscapes in particular, the Badminton Area. After reading the request and due to the fact the land around the area was owned by the Estate it was agreed to inform the researcher she would be better suited to contact Badminton Estate instead. Action: Chair

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

## 11. WEBSITE / ADMIN UPDATE

- 11:3 Website - This was currently a 'work in progress.' At present the existing website was still in place with current documents. The new website would be completed shortly. Action:Chair
- 11:4 Pensions - The Chair would be officially writing to The Clerk re the Workplace Pension. Parish Council were required to register the actions and the response. Action: Chair

## 12. PRECEPT 2018/19

Details circulated at the previous meeting. Annual Insurance, Playing Field Maintenance noted. The Chair advised the new website would cost a great less than the previous website. No further changes. Councillors voted unanimously not to increase in the precept for 2018/19. Chair/Clerk to affirm final details. Action: Chair/Clerk

**13. ANY OTHER BUSINESS**

- 13:1 Community Room - parishioners attending asked about the possibility of a Community Room or Meeting Room in the village. The Chair advised this issue had been raised on several previous occasions; the main problem - no available land. It had been suggested leasing the waiting room in the Old Station Yard from Network Rail. The Council appreciated the building was in a very poor state and not a great size but it still could be used for numerous small clubs, like crafts, sewing, small library etc along with Parish meetings. Acton Turville Community Group having raised sufficient grants for the Play Area would certainly be able to look into what was available for a larger project. Lottery Funding perhaps? Also a further aim was to preserve the building itself. The response was positive and it was considered at least worth a try. The Chair had looked into what may be possible and his intention was to draft a suitable proposal and send to Network Rail Property Services. Action: Chair
- 13:2 Local Talk Back - deadline 15<sup>th</sup> of the month. draft to be emailed to Councillors.  
Action: Chair
- 13:3 Next Meeting - due to the time of year it was agreed to give priority to any urgent business along with any relevant payments due at this time.

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

- 14:1 BP Garden Services - Autumn Play Area Maintenance £200.00 (order number raised)
- 14:2 Greenbarnes Ltd - Notice Board (approved in Sept/Oct minutes) £1,568.98
- 14:3 John Miller (Corsham) Ltd Annual Mower Service (Gold) £445.00  
The above items agreed and approved by the Council.

**15. AUTHORISED PAYMENTS**

Chq. No.	Details	Amount
790	Greenbarnes Ltd (New Notice Board)	£1,568.98
791	BRP Garden Services (Annual Maintenance Playing field)	£200.00
792	Mr C Farrell (reimbursement - printer cartridge)	£7.34
793	S Radford-Hancock (Petty Cash)	£25.00
794	Mrs S Smith (reimbursement - plants for notice board)	£19.99

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

The next meeting of the Parish Council will be Monday 11 December 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  
PCSO Sian Rollings - Chipping Sodbury Police

