

**Acton Turville Parish Council Meeting
Monday 10 July 2017 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

Attending: Sue Hope (District Councillor)

1. **APOLOGIES** - Mr C Bennett (Cllr)
2. **DECLARATIONS OF INTEREST** - None
3. **ITEMS RAISED BY PARISHIONERS** - *None (3 minutes per person max 15 minutes)*

4. **MINUTES OF MEETING HELD MONDAY 12 JUNE 2017**

Minutes agreed & adopted and signed by the Chair.

BRIEFING MEETING WITH NETWORK RAIL 21 JUNE 2017

Notes agreed, adopted and signed by the Chair.

5. **MATTERS ARISING**

Minutes 13 February 2017

5:1 **VILLAGE SURVEY**

The Chair had received 42 responses to date. The majority of which were positive. Many suggested any further developments should be sympathetic to existing housing plus smaller developments preferred. Acton Turville was a quiet rural village; residents would like to keep it that way. 50% asked for more low cost housing and 'affordable' housing. The Chair advised he would report on the outcome of the survey in Local Talk Back following the 31 July deadline. Action: Chair

Minutes 8 May 2017

3. Items raised by Parishioners:

Tennis Court Keys - (item ongoing) - A list of keyholders had been found but was somewhat out of date. The Chair/Clerk agreed to contact as many people as possible to establish if they still had keys and secondly, if they wished to keep or return them. Action: Chair/Clerk

6. **DISTRICT COUNCILLORS REPORT**

Cllr Hope read her report to the meeting. *(details on file)*

Major Roadworks - Bromley Heath Viaduct roadworks, which some Parishes were unaware of. The works were listed at the end of a recent list of Traffic Regulation Orders. Works also included B4465/A46 junction Temporary Traffic Lights installed for the next 12 months as traffic will be diverted from the A4174 ring road towards J18 of M4. The intention of the lights is to assist traffic slow onto the A46. M4 Junction 18a information still being received and due to go out for consultation later in the summer.

7. PLAYING FIELD

- 7:1 Monthly Inspection - Several bolts required tightening, some slats were loose but it was thought this was due to the extremely dry weather. The Wall adjacent the field required repair and would be looked at during the next inspection. *Action: C Bennett*
- 7:2 Tree Roots - The Chair suggested booking Mr Pope for the annual maintenance (cutting down overgrown vegetation) as well as asking his opinion on the encroaching tree roots which, he added, may possibly have to be cut, to stop any further damage. *Action: Chair*
- a. Tennis Court - proposed resurfacing - update next meeting. *Action: C Bennett*
The monthly report suggested the court had not been swept and that moss was still on the surface. It was understood from a previous meeting with Christina Williams the court had been swept. This item needed clarification. *Action: C Bennett*
- b. Missing bin - Replacement bin eventually delivered. *Item resolved.*
- 7:3 Hollybush Gate - Handle to be changed to rope. *Action: Chair*
- 7:4 Annual Inspection - Councillors were reminded the Annual Inspection (due September) required booking. Proposed & agreed to continue using existing contractors. *Action: Clerk*
- 7:5 Use of Field - Rev Thomson asked the Parish Council for use of the playing field for outdoor services (mainly for children.) The Chair had given permission for 1st July as well as two further dates in July and September. *Item concluded*

8. HIGHWAYS, STREET CARE & PUBLIC RIGHTS OF WAY

- 8:3 Wall - junction of Luckington Rd/Badminton Rd - Emailed Mike Johnson (SGC Structures Manager) who was currently on leave; Ben Newman (SGC) promptly responded confirming work would be carried out shortly. The owners of the property thanked the Parish Council for expediting the work, which was current being carried out. *Item resolved*
- 8:6 20 mph Zone - South Glos Council confirmed works would commence 7 August 2017.
The Chair suggested notifying the occupants of the Buffer Depot i.e. CPL, Domeuropa etc re the changes so they could notify their staff and drivers accordingly. *Action: Clerk*
Parish Council had prior to this meeting, been notified of a Cycle Race on 13th August through the village. The Chair recommended notifying local Cycle Clubs of two concerns raised recently. The first was the speed that some of the cyclists were travelling, in particular, areas around The Well and The Street and surrounding areas. Complaints had also been received from horse riders where cyclists have approached from behind horses, silently and at speed startling horses and making it difficult for riders to control their horses. It was suggested that a 'gentle 'call' when approaching from behind would then alert both rider and horse. *Action: Chair*
The Sportive Poster received would be put on notice board, copy to Talk Back. *Action: Clerk*
- 8:8 Notice Board - Remove end of July (weather permitting) pending repairs. *Action: CR-H*
- 8:9 Road Closures - South Glos Streetcare confirmed white lining and cats-eyes will be re-instated within the next two weeks. *Item resolved*
- 8:12 PROW - LAT 2 - Cotswold Footpath Warden, David Kerr reported the current arrangements on this footpath were unacceptable. There was no notification to pedestrians that it was an electric fence. The Chair added the farmer had also fenced over the Public Right of Way. Discussed. Cllr Hope suggested contacting Nicola Chidley (South Glos Council PROW Officer) to investigate this issue. *Action: Clerk*
- 8:13 Luckington Road Stables (Lay-by) - South Glos Highways Records & Searches had established the Lay-by was not registered and therefore did belong to Highways. The matter was passed to the Highways Inspector to visit the site and investigate further. Cllr Hope to ascertain the current situation.
- 8:14 Missing signs -A Google Map had been sent to confirm the location was the B.4040 Clump of Trees. An inspector was due to visit the site. It was reported as of yesterday the pole was broken and the sign was lying on the ground. It was thought a vehicle had crashed through the signs hitting the wall behind. Cllr Hope agreed to follow this up.
- 8:15 Trinity School - Zig Zag Lines - The Clerk had been asked by Trinity School if the Parish Council could ascertain when South Glos were going to re-paint the Zig Zag lines outside the School. Despite numerous calls and emails to Streetcare by the school and governors , no date for the work to commence had been forthcoming. Cllr Hope agreed to make the relevant enquiries.

9. PLANNING

9:1 Applications -

9:2 Decision Notices - 1

Reference PK17/0744/TCA

Proposed Works to 1 no. Birch (T1) reduce back to previous pruning.

1 no. Sycamore (T2) reduce and re-shape by up to 3m,

1 no. Judas tree (T3) to lift canopy over road by up to 4m, 1 no. Robina (T4) prune back by up to 2m and 1 no. Laburnam (T5) prune back by up to 2m.

Situated in the Acton Turville Conservation Area.

Location 1 Chestnut Close, Acton Turville

Decision SGC stated they had 'No Comments.'

9:3 Planaps Listings - 5 June to 09 July - Nothing for AT

9:4 Delegated Decisions - nothing for AT

9:5 Circulated Schedule - nothing for AT

9:6 Other - none.

10. CORRESPONDENCE

10:1 Correspondence - (some items discussed)

- Clerks & Councils Direct Magazine- included article on Community/village Halls - noted

10:2 Emails - (in brief)

Item from last meeting -

- A short briefing meeting had been arranged with Network Rail (NR) to update Parish Council. An initial briefing was cancelled at the last minute and subsequently re-arranged for 21 June. A 'Drop in' Session for parishioners was due to take place on 13th July. An information sheet had been posted to all residents in the GL9 area and a poster had been placed on the Parish noticeboard. NR added details of forthcoming works would also be included in Local Talk Back over the next few months, to keep residents updated.

Numerous issues were discussed (refer to meeting notes) and NR left the briefing with a list of items which they promised to look into. NR also agreed to reimburse the Parish Council for both meetings. Mike Blissett (Consents Manager) advised he was leaving the project and it had been handed back to David Wilson who was now responsible for this area. David Wilson explained due to the set-up of NR's accounting system they would have to pay the school who, in turn, would reimburse the Parish Council. The Clerk had agreed this with the School.

The Chair reiterated his request to NR re the disused Building in the Old Station Yard and it's possible use as a community room. Councillors discussed the possibilities and the current state of the building. Mike Blissett had initially been approached, but as he had now left the project, the Chair emailed David Wilson instead. Despite explaining the Parish Council's intentions for the building, asking if he could help or pass the request on, no response had been received to date. Councillors felt it would be quicker to contact NR Property Services direct and send a letter outlining the PC's proposals. Agreed. Action: Chair

Emails-

- Annual Audit - request for Play Area costs - (item 11)
- SGC - 20 mph speed limit & map. (item 8)
- SGC - Property search & maps for Lay-by. (item 8)
- SGC - Missing signs B.4040 - Google map (item 8)
- NR - Confirmation of Briefing & Drop in sessions - noted
- NR - Notification of Piling works in the area - noted
- SGC - Town & PC Forum Meeting 13 July. (update on Electoral Boundary Review and the PSP planning policy process.
- SGC - M4 Junction 18a update - noted
- Sodbury Sportive - notification of Cycle Race 13th August 2017 (item 8) Include in LTB.

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

11. ACCOUNTS & ANNUAL RETURN 2016/17

- 11:1 Annual Return - Auditor asked why spending this year was lower than previous year. It had already been explained in both the current return and the previous return, this was due to the fact the Play Area project had been completed. 2016/17 was a 'normal' year with no projects or additional expenses.
- 11:2 Internal Auditor - 'Thank you' as agreed. £18.75 approved for payment.
- 11:3 Website - following the last meeting the Chair had looked at renewing the website with the current provider but found the price had doubled. After a further search the Chair had found a new provider and registered a new Domain Name www.atpc.website for around £20-£30 plus a monthly charge of around £4 plus VAT. The Chair was currently finalising the details and would inform the Clerk accordingly. Update next meeting. *Action: Chair*
- 11:4 Pensions - Chair and Clerk to look into the introduction of pension contributions by paid staff and what information was required to register. Report next meeting. *Action: Chair/Clerk*

12. ANY OTHER BUSINESS

- 12:1 Local Talk Back - deadline 15th of the month. Various items from this meeting would be included in the next edition. Draft emailed to Councillors. *Action: Chair*
- 12:2 Summer Break - Councillors were reminded to check their emails regularly during the summer break in case of any planning applications received or urgent business required.

13. AUTHORISED PURCHASES & SERVICES (£50.00+) - none

14. AUTHORISED PAYMENTS

Chq. No.	Details	Amount
780	Trinity School (Hire of room for re-arranged meeting)	£20.00
781	S A Radford-Hancock (reimbursement Thank You T Tripp)	£18.75

15. DATE & TIME OF NEXT MEETING

The next meeting of the Parish Council will be Monday 11th September 2017 @ 7 pm at Trinity School, Acton Turville.

There being no further business the meeting closed @ 8.35 pm

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