

ACTON TURVILLE PARISH COUNCIL - ANNUAL MEETING
Monday 12th May 2025 @ 7.00 pm

Venue: Trinity School, Acton Turville

Members Present: Cllr. Mrs S Haddrell (Chair)
Cllr. Mr I Carter (Vice Chair)
Cllr. Mrs S Smith
Cllr. Mr M Studden

Clerk: Sue Radford-Hancock

Apologies: Becky Romaine (South Glos District Councillor)
Cllr. Melanie Greggain

The Chair welcomed everyone to the meeting

1 APOLOGIES – Becky Romaine (South Glos District Councillor)
Melanie Greggain

2 ELECTION OF OFFICERS & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

2:1 ELECTION OF CHAIR

Ian Carter proposed Sybil Haddrell as Chair seconded by Sally Smith. Agreed unanimously. Mrs Haddrell signed the Declaration of Acceptance of Office witnessed by the Clerk.

2:2 ELECTION OF VICE CHAIR

Sybil Haddrell proposed Ian Carter as Vice Chair seconded by Mark Studden. Agreed unanimously. Mr Carter Signed the Declaration of Acceptance of Office witnessed by the Clerk.

2:3 REGISTER OF INTEREST FORMS (information & update)

There were no amendments/additions by councillors present re their ROI forms.

3 DECLARATION OF INTERESTS - none

4 ITEMS FROM PARISHIONERS (time limited) None

5 MINUTES OF PREVIOUS MEETING HELD 13 May 2024

Agreed, approved and Signed by the Chair.

6 MATTERS ARISING - None

7 REPORTS

- **SOUTH GLOS DISTRICT COUNCILLORS** – Apologies received. No report for this meeting
- **VILLAGE AGENT** –

A new Village Agent was due to be appointed shortly. No report at present.

○ **ACTON TURVILLE TENNIS CLUB -**

Parish Council had requested details of the accounts as per the minutes from their last AGM but nothing received to date. Ian Jarvis Chair of Acton Turville Tennis Club advised he had access to the Tennis Club Bank Account following a change of signatories. It was hoped that due to the change regular updates and bank statements (as per the Constitution) would now be forthcoming.

○ **AVON & SOMERSET POLICE -**

No report received. Following suggestions from the previous meeting regarding the Community Van attending on a Saturday an email had been received with proposed dates. Councillors discussed these but the dates referred to a Thursday. The Clerk was instructed to respond advising that Saturdays were preferred and, if possible, change to an earlier time to between 10 am to 11 am. It was also confirmed the Police would be attending a Coffee Morning in September.

8 ANNUAL REVIEW OF STANDARD DOCUMENTS
8:1 CODE OF CONDUCT (SGC) -

The latest version had been downloaded and circulated for Councillors information.

8:2 PARISH COUNCIL MEETINGS (PCM)

Several amendments were discussed and agreed. The Clerk to amend and circulate for discussion prior to approval at the next meeting. Next review May 2027.

8:3 COUNCILLOR INFORMATION SHEET (CIS)

This document was last reviewed in 2022. Changes to procedures plus further updates had been included for discussion. A lengthy debate followed regarding planning procedures and declarations of interest all which needed amending along with additional clarification. The Chair and Clerk agreed to revise this section making it clearer to understand. The document would then be revised and circulated for discussion prior to approval at the next meeting. Next review due May 2027

8:4 PURCHASING GUIDELINES (ATPC PG)

There had been a number of changes in procedures since this document had been produced. The process of purchasing goods up to £50 discussed. This had now been amended to the current system currently used by all Councillors. The Clerk to revise the sections in question and circulate for discussion prior to approval at the next meeting. Next review due May 2027.

9 ANNUAL PLANNING REPORT (information only)

All applications received had been duly scrutinised and the council's responses sent back to South Glos Planning.

9:1 APPLICATIONS - 1

LOCATION:	2 Burton Road Acton Turville South Gloucestershire GL9 1HN
DESCRIPTION:	Works to fell 1no Leylandii tree situated within Acton Turville Conservation Area.
REFERENCE NO:	P25/00964/TCA
COMMENTS	No objections.

10 FINANCE -

10:1 Accounts Report + relevant documents

- i. Current Account - 1 Cheque outstanding at year end now cleared. Financial Report (No. 70) issued for information and balanced with the bank.
- ii. Reserve Account – interest included and balanced with bank at year end.
- iii. VAT – two items from previous year and 1 from current year to be re-claimed. *Action: Clerk*
- iv. The First instalment of the 2025/26 Precept had been received from SGC.
- v. Ledger and Petty Cash books were signed by the Chair and Clerk.

10:2 Annual Audit (AGAR) 2023/24

The following items were agreed and signed at this meeting Clerk to action where indicated:

10:2a AGAR – Section 1 – Annual Governance Statement 2023/24

Signed by the Chair/Clerk at this meeting.

10:2b AGAR – Section 2 – Accounting Statement 2023/24.

Read agreed, acknowledged and signed by the Chair/Clerk at this meeting.

10:2c AGAR – Page 5 – Internal Audit Report - signed by Mr Tripp. No issues reported.

Summary -

- Exemption Certificate - signed by the Chair/Clerk at the April meeting. Receipt confirmed by the Auditor.
- Documentation - additional audit forms such as explanation of variances and bank reconciliation etc would be completed.
- Notice dates - discussed and agreed by the Chair/Clerk. Similar procedure as last year.

10:3 Annual Insurance (Review & agree)

Renewal details received in the sum of £1,102.43 along with the usual attachments. Discussed and agreed. The Clerk was instructed to confirm acceptance and await invoice and final documents. *Action: Clerk*

10:4 Annual Subscriptions

- Gloucester Playing Fields Association £50.00 due June 2025. Agreed unanimously.
- Domain Name – this was due in June from our website provider. (Approx £22) Noted

11 CORRESPONDENCE – list circulated - most items already dealt with.

12 ANY OTHER BUSINESS

- Notice Board – Some items were fading and needed replacing/removing. The Chair mentioned the poster for Village Link had faded but had been unable to get a replacement. The Clerk suggested and agreed to contact the Chair of Village Link and ask for a new poster.
- Local Talk Back – Councillors discussed various items to be included for this month. Items needed to be kept brief but relevant. Mr Carter agreed to circulate a draft.
- Face Book – discussed and suggestions made of which type of items needed to be added.

13 AUTHORISED PAYMENTS (over £50)

- 13:1 Gallagher Insurance - £1,102.43 would be paid by BACS when the invoice was received. Order to be raised. *Action: Clerk*

14 AUTHORISED PAYMENTS (under £50) presented at this meeting

- a. Mr I Carter – reimbursement Fuel for Council mower £25.91 - agreed

*All payments are agreed by the full council. Signature of two members are required on cheques
Likewise, two members are required to authorise on-line payments.*

Payment Method	Payee	Description	Amount
BACS	Gallagher Insurance	Annual Insurance	£1,102.43
Chq 300082	Mr I Carter	Fuel for Council Mower	£25.91

15 DATE AND TIME OF NEXT MEETING

**The next Annual Meeting of the Parish Council will be held Monday 11 May 2026
Time: 7.00 pm Venue: Trinity School, Acton Turville**

There being no further business the meeting closed at 8.30 pm

Copy: Avon & Somerset Police

Signed.....

Dated.....