

ACTON TURVILLE PARISH COUNCIL - ANNUAL MEETING
Monday 11th May 2026 @ 7.00 pm

Venue: Trinity School, Acton Turville

<u>Councillors Present:</u>	Mr I Carter	(Chair)
	Mrs S Haddrell	(Vice Chair)
	Mrs S Smith	
	Mr M Studden	(7-8 pm)
	Ms M Greggain	
<u>Clerk:</u>	Mrs S Radford-Hancock	
<u>Attending:</u>	Becky Romaine (SG District Councillor) (7-7.15 pm)	

The Chair welcomed everyone to the meeting

1 APOLOGIES -

2 DECLARATIONS OF INTEREST - None

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

3:1 ELECTION OF CHAIR

Mrs Haddrell proposed Mr Carter as Chair seconded by Mrs Smith.

Agreed unanimously Mr Carter signed the Declaration of Acceptance of Office witnessed by the Clerk.

3:2 ELECTION OF VICE CHAIR

Mr Carter proposed Mrs Haddrell as Vice Chair seconded by Mr M Studden

Agreed unanimously. Mrs Haddrell signed the Declaration of Acceptance of Office witnessed by the Clerk.

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

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

4 MINUTES OF ANNUAL MEETING HELD ON 12 MAY 2025

The minutes of the previous Annual Meeting were proposed as correct by Mr Studden seconded by Mrs Haddrell and signed by the Chair.

5 ITEMS FROM PARISHIONERS (time limited) None.

6 MATTERS ARISING -

○ Item 8 Annual Review of Standard Documents

All of the documents viewed had been reviewed since the previous meeting with the next due date being 2027. These had been uploaded onto the Council's new website. Smaller documents still outstanding to be reviewed during the coming year and added to the website.

- ITEM 10:1 (iii) VAT Claim
The Clerk confirmed VAT had been successfully reclaimed & payment received.
- Item 10:3 Annual Insurance
The Clerk had confirmed the Council's acceptance of £1,102.43 for the previous year's insurance was received and the invoice paid by BACS shortly after the meeting.

7 REPORTS

- **SOUTH GLOS DISTRICT COUNCILLORS** – Becky Romaine

Cllr Romaine advised South Glos Council had not met recently but reported:

Special Expenses – A consultation had been sent to all Parish & Town Councils for consideration. Councillors were urged to look at this from the emails sent recently and added that there is an opportunity to comment. It is important to understand the full implications of the proposals and respond.

Car Parking – In response to feedback from users, the first half-hour will be free in all car parks operated by South Gloucestershire Council. There have been comments that this is not long enough especially if you have a doctor's appointment.

Recycling Collection Bags – These have now been delivered to every household. Feedback welcomed.

Walk & Talk – an email was sent to Hawkesbury, Acton Turville & Badminton Parish Councils for a Walk and Talk with the High Sherriff this Friday. The Clerk confirmed no email had been received. The event is taking place this Friday 15th May meeting at 2 pm at Hawkesbury Village Hall. The intention was to see what challenges rural communities faced. Cllr Romaine to send details via email to the Clerk for distribution. Post Meeting Note – email received and distributed to Councillors.

A question was asked whether the Village Agent could attend? Cllr Romaine to action.

Local Plan – on-going. The Chair confirmed that, whilst the Parish Council had formally responded to the revised Local Plan, there remained frustration at the review process, in particular where statements and assurances made in earlier iterations were changed without justification leaving Councillors feeling disenfranchised with the whole review process.

- **VILLAGE AGENT** – No representative present.

There had been little communication with our Village Agent due to the fact he was unable to attend our PC meetings as he did not work on a Monday. It was believed Acton Turville had probably less issues than other villages but, a report would be useful, keeping everyone updated. Suggested request a report for our next meeting.

Action: Clerk

- **COTSWOLD WARDEN** – No representative present

Following the visit of Hugo Thorman the Cotswold Warden from Marshfield, a notice asking for a volunteer from Acton Turville had been answered. A member of the Parish had applied for this post. Councillors understood there were 4 applicants and we await the outcome.

- **ACTON TURVILLE TENNIS CLUB** – No representative present.

An Agenda had been sent to the Tennis Club but there had been no response. Councillors were currently waiting on a discussion between the Parish Council and Acton Turville Tennis Club regarding the 106 funding from the Hollybush development. The Tennis Club wished to resurface the Tennis Court and Parish Council were looking to see a quote of how much it would cost and whether a quote had been received.

- **AVON & SOMERSET POLICE** – No representative present.

Report had been received and discussed. It was good to note there had been no incidents/crimes in Acton Turville.

8 REVIEW OF STANDARD DOCUMENTS

8:1 Code of Conduct (SGC) –

The 2023 version had been downloaded, circulated and would be adopted by Councillors.

8:2 Parish Council Meetings (PCM) Next review May 2027.

8:3 Councillor Information Sheet (CIS) Next review due May 2027

8:4 Purchasing Guidelines (ATPC PG) Next review due May 2027.

8:5 Other Documents

Those documents not due for review this year have been uploaded to the website. Smaller Policies including the Play Area Policy etc will be reviewed during the coming year and uploaded accordingly. Mr Studden to add these as and when they are completed.

Acton: M Studden

9 PLANNING (information only)

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

The Chair noted that there were two outstanding planning items

1. Burton Road – Pending
2. Monkey Puzzle Tree – outstanding

No further information had been received on the potential development of 50 dwellings on a site between the Luckington Road and Littleton Drew Road, but Councillors were hoping to meet with representatives from the Badminton Estate to discuss the proposal. A significant concern remains how such a large development will be integrated into the village, and how factors such as increased traffic levels will be managed.

10 FINANCE & ASSOCIATED ITEMS

10:1 Accounts Report + relevant documents

- i. Current Account – balanced with bank. Nothing outstanding at year end.
- ii. Reserve Account – interest included and balanced with bank at year end.
- iii. VAT – claimed up to date. New claim started.
- iv. The First instalment of the 2025/26 Precept had been received from SGC.
- v. Ledger and Petty Cash books were signed at this meeting by the Chair and Clerk.

10:2 Annual Audit (AGAR) 2025/26

10:2a AGAR – Section 1 – Annual Governance Statement

Signed by the Chair/Clerk at on 13 April 2026.

10:2b AGAR – Section 2 – Accounting Statement

Read agreed, acknowledged and signed by the Chair/Clerk on 13 April 2026

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

Summary –

- Exemption Certificate - signed by the Chair/Clerk on 13 April 2026. Auditor confirmed receipt of document by email.
- Documentation - additional audit forms such as explanation of variances and bank reconciliation etc had been completed. Once finalised all documents will be uploaded to the Council's website. *Action: M Studden*

- Notice dates – discussed and agreed The Vice Chair was happy to retain the documents and carry out the similar procedure as last year.
- Other –
S106 and CIL funding - ideas which had been put forward by residents discussed. The chair accepted an action to document the various proposals received to date so they may be discussed by Councillors at a subsequent meeting. Action: Chair

It was confirmed that the Parish Council had received the first instalment of the precept along with an amount of CIL funding which was a separate issue from the 106 funding. CIL funding can be spent in two areas

1. The provision, improvement, replacement, operation or maintenance of infrastructure or,
2. Anything else that is concerned with addressing the demands that development places on it.
3. The funds received were collected by South Glos Council in 2025/26 and states that hopefully the Parish Council will spend them in 2026/27. South Glos will then send a form to report this expenditure of CIL funding or if we have retained it for spending in previous years. It must however, be spent within the next 5 years of receipt or return it.

10:3 Annual Insurance (Review & agree)

Renewal details received in the sum of £1,115.18 along with the usual attachments. Discussed. Agreed unanimously. The Clerk was instructed to confirm acceptance and await invoice and pay this amount and wait for the final documents. *Action: Clerk*

10:4 Annual Subscriptions & other items

- IOC Payment for new website £50 per annum – *Action: M Studden*
- Gloucester Playing Fields Association £50.00 due June. Note this will be paid when the subscription form is received during the first two weeks of June. *Action: Clerk*

11 CORRESPONDENCE – most items already dealt with.

- SGC – Identity Survey for Town & Parish Councils – discussed. The Chair to circulate a draft for consideration.

12 ANY OTHER BUSINESS

- Local Talk Back –
Discussed. Draft to be circulated.
- Network Rail –
A call had been received from Network Rail regarding works to be carried out over June and July in Acton Turville. It was explained residents would be receiving a letter outlining the works to be done and also Network Rail were looking to possibly hold a meeting at Trinity School. Further details to follow.
- Playing Field –
One of the wooden stepping blocks in the play area had broken apart it was suggested this is possibly removed for the time being.
- Apologies –
Cllr Greggain gave her apologies for the next meeting.

13 AUTHORISED PAYMENTS

- 13:1 Gallagher Insurance - £1,102.43. Email would be sent confirming acceptance of the quote. Order to be raised and payment by BACS on receipt of the invoice. *Action: Clerk*
- 13:2 Mr I Carter - £33.60 – Fuel for Mower
- 13:3 Mrs S Haddrell - £54.77 – Ink cartridges & 1 pack paper + 2 packs paper for Clerk.
- 13:4 Mr I Chappell £120.00 – Mower Annual Service – following a slight delay with repairs this was authorised by councillors and paid on 30th April. (Details below)

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

*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	£1,115.18
Chq No. 300094	Mr I Chappell	Mower Annual Service	£120.00
Chq No. 300095	Mrs S Haddrell	Ink Cartridges/Paper as above	£54.77
Chq No. 300096	Mr I Carter	Fuel for mower	£33.60

15 DATE AND TIME OF NEXT MEETING

**The next Annual Meeting of the Parish Council will be held Monday 10 May 2027
Time: 7.00 pm Venue: Trinity School, Acton Turville**

There being no further business the meeting closed at 8.15 pm

Copy: Avon & Somerset Police

Signed.....

Dated.....