

**Acton Turville Parish Council Meeting
Monday 09 March 2026 at 7.00 p.m.**

Venue: Trinity School, Acton Turville

Councillors Present: Mrs S Haddrell (Chair)
Mr I Carter (Vice Chair)
Mrs S Smith
Mr M Studden
Ms M Greggain

Parish Clerk: Mrs S Radford-Hancock

Attending: Becky Romaine SGC (7.7.30 pm)

The Chair welcomed everyone to the meeting.

1. APOLOGIES – Avon & Somerset Police

2. DECLARATIONS OF INTEREST – None

The meeting was suspended to hear from those present/or items received

3. ITEMS FROM PARISHIONERS –

- Potholes –
Parish Council received a copy of email sent to South Glos regarding potholes in Badminton Road and Station Approach. Noted.
- Footpath LAT 5 –
Parish Council received a copy of an email regarding fallen branches on the LAT5 footpath (Hollybush Farm) requesting South Glos to urgently look into this to avoid any injuries to persons in the area. Noted.
- Overgrown footpath –
A resident has asked that the footpath on the Burton Road to be cleared of weeds. Report to SGC. Action: Clerk

The meeting then resumed

4. APPROVAL OF MINUTES OF MEETING 08 December 2025

Minutes approved, adopted and signed by The Chair.

5. MATTERS ARISING –

- Dog Fouling – slightly less, however, continuing in certain areas.

5:1 MATTERS ARISING – OUTSTANDING FROM PREVIOUS MEETINGS

8:29 Request for extended footpath – Agenda item 8

8:32 Bus Stop sign – installed. Item closed.

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5:2 MATTERS ARISING – Priority Items b/fwd from Agenda.

- a. Website – in place with a certain additions to be added. Councillors asked about the current documents including those from the old website. Some had already been moved across. It was hoped to open various files (similar to the old website) and upload/transfer any relevant documents. Discussion followed. Mark Studden (MS) explained process of uploading items, along with access to the Members Area as well as required passwords etc. Parish Council also had to register with the IOC at a cost of £50 per year. MS agreed to make the necessary arrangements. Councillors agreed it was working well; everyone was pleased with the results so far and thanked Mark Studden for all his work on this. Melanie Greggain (MG) volunteered to be the co-ordinator for uploading/deleting documents as necessary.
- b. Councillor emails – All Councillors had their new email addressed. All communication to the PC should be sent to the clerk on the new email clerk@actonturville-pc.gov.uk where applicable, they would then be forwarded onto councillors as normal.
- c. Assertion 10 (SAPPP 2025) – Councillors attended the relevant training by ALCA which had been costed at a reduced rate being a smaller council.
- d. GDPR - Both the Chair and Vice Chair had looked at the relevant policies required including those from other parishes, in order to get an idea of what was required. There were also guidance documents and examples available from Hugo Fox. The Chair had drafted one copy. The Vice Chair had compared all the 'best bits' from all the examples and aimed to combine them into one document to meet the Council's legal obligations. MS explained he could use co-pilot which could read PDF and then change it to word. Both IC and MS would look at this so that a draft could be circulated for comments.
- e. General Policies – The standard policies held by the Council were also discussed and it was agreed these should also be included in the appropriate section on the website.

6. REPORTS

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

The SGC budget had been set with a 4.99% precept increase. Cllr Romaine was concerned the flood budget was being cut referring to recent flooding in the area. She added that she had put a submission in regarding her concerns. However, assurances had been made that this was not the case in all wards. Cotswold Edge had not been affected.

Bin Changes – details of the 3 weekly bin collections had been issued. A new recycling bag was due to be delivered hopefully by the end of this week. The type of bag and what can and cannot be put in was discussed; there were clear instructions on the bag itself of what it should contain. Councillors were advised that if the bags did not arrive by the end of this week to contact her and she would check when Acton Turville would receive them.

Bus Timetable – not been received. Copy to be sent to the Clerk.

Potholes – a resident of Acton Turville had contacted SGC regarding the number of potholes in Badminton Road this was being dealt with.

Potholes in Littleton Drew Lane – apparently these were supposed to be filled but there was a window of 18 months. Councillors would have to wait to see when the work would start.

Burton Road footpath extension – As stated in item 8.

Playing Field Bin – there had been a great deal of confusion regarding the collecting of this bin, the request had clearly been misunderstood. The black bin at the playing field (standard in all properties) required emptying on the usual collection route throughout the village. The question was how much would it cost? Does it have to be registered and added to SGC collections? Councillors were happy to put it out in the turning area and return it to the field when emptied. It was stressed this was not a huge commercial bin as first thought.

Details to Cllr Romaine to follow up. *Action: Clerk*

Pavement Tormarton Road – The Chair raised the item of the pavement in Tormarton Road which become damaged following the last flooding. It was believed a pipe may have burst/broken underneath causing the pavement to lift and become dangerous. A cone had been placed to warn of the danger. To date no action had been taken. Agreed to send the details to Cllr Romaine to investigate. *Action: Clerk*

E-News – Still being sent to the old email address – contact Hazell Everett. Action: Clerk

- **WERN VILLAGE AGENT** – no representative present. No report received.
- **ACTON TURVILLE TENNIS CLUB** – No representative present.
- Agenda sent for information. The Chair had spoken to Ian Jarvis recently and asked about the proposal for resurfacing the tennis court (this would be via the 106 funding from the Hollybush Farm development.) Parish Council would be looking to see the cost.
- **AVON & SOMERSET POLICE** – Report & apologies received.

Councillors discussed the report. There had been few incidents in Acton Turville. However, it was thought that some incidents could be perhaps explained in a little more detail, depending on the severity.

7. PLAYING FIELD

7:1 Monthly Inspection – carried out by Chris Bennett –

Annual Inspection – Report and Invoice received £130.60 incl. VAT. To be paid.

7:2 Equipment

- a. Rota Bounce Balance – about the same at the moment. It was agreed to continue to monitor unit such time as the equipment was deemed to be unsafe and consider making arrangements for its removal.
- b. Bolts on the swings – monitor chains during the monthly inspection.
- c. Goal Posts – Posts to be rubbed down and painted with Hammerite. (Spring)
- d. Springy Animals – Moose to be painted in spring. Action: IC
- e. Hedges, Vegetation & Strimming – Further to Parish Council request, two trees had been cut back by Badminton Estate which improved the light in neighbouring properties.
- f. Matting – discussed. It was proposed to leave the matting in situ for the time being.
- g. Playing Field Bin – refer to Reports
- h. Mower – away for its annual service. Payment by cheque discussed and agreed. Clerk to be notified, so an order can be raised. Action: IC
- i. Broken Catch – IC reported the catch on the gate entering the field was broken and needed replacing. Discussed. Due to the fact this gate opened onto the road it was preferred the replacement was like for like for safety reasons. IC to be notified of the contractors who originally installed the fencing. Action: Clerk

8. HIGHWAYS, STREET CARE & PUBLIC RIGHTS OF WAY

8:26 Community Speed Watch (CSW) – latest information received. Email from co-ordinator who was still looking for additional volunteers. Discussed. Volunteers had been requested on several occasions in Local Talk Back. It was hoped more people would come forward.

8:29 Request for extended footpath – pending.

It was explained this was on a task register and the next step was a site visit (at some stage) to look at the area. It was stressed this could take some time as the task register was quite lengthy and it also depends on what funding is available.

8:30 Permanent Road sign – replaced. Item closed.

8:32 Bus Stop Sign – now installed in The Street.

No sign had been installed on the opposite pavement but Councillors were happy with new sign.

8:33 Burton Road Footpath – overgrown. Report to SGC. Action: Clerk

8:34 Cotswold Warden – Invite

Following an email earlier in the year it was agreed to invite our new Warden Hugo Thorman to the next meeting to explain his role. Action: Clerk

9. PLANNING

9:1 APPLICATIONS – none

9:3 OTHER –

Section 106 Notes/suggestions to be kept on file for future use.

10 FINANCE & ASSOCIATED ITEMS

10:1 ACCOUNTS

- a. Payments – Rent for playing field due this month £5.50. PI Inspection £129.60
- b. Bank – Nothing outstanding all payments cleared.
- c. VAT – New claim on-going
- d. Finance Report – December to February circulated for information. Final end of year report will be issued at April meeting.
- e. Website/new emails – MS had kindly set up the new monthly Direct Debits for 6 new emails and the new website. These had been confirmed on the latest bank statement. The appropriate internal paperwork had been raised to cover these.

11. CORRESPONDENCE

Emails (briefly discussed) - majority already dealt with

- o Confirmation of change of council email received from relevant parties
- o Hugo Fox – invitation and access to members area (website) noted
- o SGC – current small grants available – noted
- o Gallagher Annual Inspection Questionnaire – completed & returned
- o Unity Bank – response to email – PC has to change contact email on line – in hand

12. ANY OTHER BUSINESS

- a. Local Talk Back – Draft to be circulated.
To include new info re contact details for PC and website.
- b. Annual Spring Clean – to take place Saturday 28th March 2026

13. AUTHORISED PURCHASES & SERVICES (over £50.00+)

- 13.1 Trinity School – Hire of Library 2025 - £160 order raised & authorised.
- 13.2 ALCA – GDPR Training for 5 councillors (reduced cost) for a small council £87.50. Order raised & payment authorised.
- 13.3. PI Inspection – Annual Inspection Playing Field - £129.60 (running order) authorised.

14. AUTHORISED PAYMENTS – (Under £50)

(All Payments are approved by the Council at each meeting. Two signatures are required on all cheques. Two Councillors are required to authorise BACS payments on-line)

Payment method	Payee	Description	Amount
BACS	Trinity CE Primary School	Lettings 2025	£160.00
BACS	ALCA	GDPR Training Session (reduced)	£87.50
BACS	PI Inspection	Annual Inspection P/Field	£129.60

15. DATE & TIME OF NEXT MEETING

**The next meeting of the Parish Council will be Monday 13 April 2026 Time: 7 pm
Venue: Trinity School Acton Turville**

There being no further business the meeting closed @ 8.40 pm

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***Councillors wishing to raise any particular issues at a meeting should, out of courtesy to other Councillors, kindly notify the Clerk seven days in advance of the Meeting in order that provision can be made on the published Agenda or included in the appropriate section of the published Agenda.
Thank you***
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Copy: Avon & Somerset Police

Signed

Dated