

**Acton Turville Annual Parish (Residents) Meeting
Monday 13 April 2026 at 7.00 p.m.**

Venue: Trinity School, Acton Turville

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

Parish Clerk: Mrs S Radford-Hancock

Attending: Hugo Thorman (Cotswold Warden) 7 – 7.20 pm
Becky Romaine (SG District Councillor) 7- 7.30 pm

The Chair welcomed everyone to the meeting.

1. APOLOGIES – Cllr Sally Smith, Cllr Melanie Greggain

2. DECLARATIONS OF INTEREST – None

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

3. ITEMS FROM PARISHIONERS –

- 106 Funding – 3 ideas from Parishioners for consideration. Noted.
- Copy of an email sent to SGC re pothole repairs Noted
- 1 Response to Speedwatch Volunteers wanted – forwarded to local co-ordinator.

The meeting then resumed

4. APPROVAL OF MINUTES OF MEETING 09 March 2025

Minutes approved, adopted and signed by The Chair.

*Reports and priority matters were taken out of sequence at the meeting
due to time restraints.*

5. MATTERS ARISING

- Dog Fouling – Councillors were aware and noted this continuing in several areas by certain residents.

5:1 MATTERS OUTSTANDING FROM PREVIOUS MEETINGS

8:29 Request for extended footpath – Still on a very long list for action.

5:2 PRIORITY MATTERS FROM PREVIOUS MEETING

- a. Website – Councillors were asked about logging into the Members Area and also editing items on the website. Passwords and access via Hugo Fox had been circulated but some councillors had found it difficult to find either the correct page or to edit documents. It was agreed to ask the Headteacher, Conrad Hutton, for the password for the school Wifi in order that councillors consider a demonstration at a meeting via a laptop to show everyone how to navigate the website and the relevant pages. *Action: Clerk*

GDPR - drafted by IC and circulated for review. No response to date. This would now be sent to the Clerk (a) to keep on file and (b) to be put on the website and review later in the year. Action: Clerk

b. Councillor emails –

Are these all working ? It was reported Mrs Smith still had not be able to log into the new gov.uk. email. This needed to be addressed along with any other issues individuals may have. Action: All Councillors.

c. Assertion 10 (SAPPP 2025) – in hand

Policies – Standard policies held by the Council were discussed and it was agreed to include the Playing Field Policy in the appropriate section on the website. Plus, any other relevant policies. Purchasing Policy due for review 2026 – agreed to add to the website and review later in the year. Transparency Policy briefly discussed and agreed to establish if this was a model policy or a standard policy via ALCA. Action: Clerk

d. Playing Field Annual Report - discussed with regard to considering whether to include this on the website. The monthly report was included in the minutes file and it was suggested to perhaps add the Annual Report for reference.

6. REPORTS

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

There had not been a full Council meeting at South Glos so there was little to report. However, several items were still outstanding from Parish Council meetings. Email had been received from a parishioner regarding Potholes. Cllr Romaine went on to explain SGC had a very tight budget but she was fully aware of the problems which were slowly being addressed not only in Acton Turville but neighbouring parishes as well.

Playing Field Bin – The Chair had taken a photo of the bin which she showed to Cllr Romaine. Agreed to send via email to ascertain cost to empty it. Action: Clerk
Overgrown Footpath Burton Road – copy of details to be sent to Cllr Romaine by Clerk.

o **COTSWOLD WARDEN** – Hugo Thorman

Hugo introduced himself advising he had been in this role for the last 18 months. He was in actual fact based in Marshfield and was assisting the current warden. Cotswold Wardens normally walk the footpaths and stiles checking their condition. They also carry out guided walks when required. Hugo asked if there was any parishioner in Acton Turville would like to take on the role? Discussed. It was agreed to put something in Local Talk Back asking if anyone would be interested. Details of how to apply and a contact number would be sent to the Clerk to add to the request.

There was a query on the number of footpaths in Acton Turville some actually split into two different directions and had separate references. The Clerk had a list of these and agreed to email the details to Hugo with a copy to Cllr Becky Romaine for information.

Councillors then asked various questions about footpaths and raised a recent incident of broken branches falling onto a footpath which could have caused serious injury. This had subsequently been reported to South Glos PROW officer; however, no reply received. Hugo agreed to look at this to make sure no further branches were likely to fall.

Councillors thanked Hugo for attending and he then left the meeting.

o **WERN VILLAGE AGENT** – no representative present. No report received.

o **ACTON TURVILLE TENNIS CLUB** – No representative present. No report received.

o **AVON & SOMERSET POLICE** – No representative present. No report received.

7. PLAYING FIELD

- 7:1 Monthly Inspection – carried out by Chris Bennett – comments noted.
Annual Inspection – Report and Invoice received £130.60 incl. VAT authorised & paid.
- 7:2 Equipment
- a. Rota Bounce Balance – Agreed to continue to monitor unit such time as the equipment was deemed to be unsafe and consider making arrangements for 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 – on-going
 - f. Matting – leave in situ for the time being.
 - g. Playing Field Bin – details sent to Cllr Romaine.
 - h. Mower – Waiting on invoice
 - i. Broken Catch – pending – update next meeting. *Action: IC*

8. HIGHWAYS, STREET CARE & PUBLIC RIGHTS OF WAY

- 8:26 Community Speed Watch (CSW) – 1 volunteer had come forward. Details sent to our local co-ordinator.
- 8:29 Request for extended footpath – still on the Task Register - pending.
- 8:33 Burton Road Footpath – reported to South Glos clarified what needs to be done & where.

9. PLANNING

9:1 **APPLICATIONS – none**

9:3 **OTHER –**

Section 106 Notes/suggestions to be kept on file for future use.
Responses received and under consideration. The Chair suggested Boules, there would be enough space to install an area with sand etc. Agreed, another item to add to the list.

10 FINANCE & ASSOCIATED ITEMS

10:1 ACCOUNTS

- a. Bank – balanced with bank at year end. No outstanding payments at year end.
- b. Payments – ALCA annual subscription £88.58 to be authorised & paid.
- c. VAT – New claim on-going
- d. Finance Report – End of year report circulated & briefly discussed.
- e. Bank Mandate – to be amended later in the year.

10:2 ANNUAL AUDIT (AGAR)

- a. Audit forms - downloaded. Deadline Wednesday 1 July 2026. Auditor advised Assertion 10 GDPR would not come into place until next year in order to make sure it is fully embedded. The relevant forms were signed by the Clerk as RFO & Chair as follows:
- b. Section 1 - Annual Governance Statement 2025/26 – Signed by the Clerk & Chair.
- c. Certificate of Exemption – AGAR 25/26 Form 2 - The Chair and the Clerk signed the form which would be returned to the Auditor shortly.
- d. Section 2 – Accounting Statement 25/26 – Signed by The Clerk and The Chair.
- e. Appointment of Internal Auditor – Agreed Mr T Tripp. Mrs Smith to contact Mr Tripp and arrange a suitable date to deliver and return the accounts prior to the May meeting.
Action: S Smith
- f. All other documents will be completed as usual in the appointed time.

11. CORRESPONDENCE

Emails (briefly discussed) - majority already dealt with

- o ALCA Annual Subs – received, authorised and paid.
- o Badminton Estate Prospectus attend meeting – noted and responded
- o SGC Streetcare – confirmation of overgrown footpath – responded.

12. ANY OTHER BUSINESS

- a. Local Talk Back – Draft to be circulated. To include items as mentioned in these minutes.
- b. Annual Spring Clean Report – Saturday 28th March 2026 There were fewer volunteers this time and not so much litter but a big ‘thank you’ to all those who attended and helped on the day.

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

13:1 ALCA – Annual Subscription £88.58 (order raised) payment 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
Chq No. 30093	ALCA	Subscription Fees	£88.58
		Total	£88.58

15. DATE & TIME OF NEXT MEETING

**The next meeting of the Parish Council will be Monday 11 May 2026
Time: 7 pm Venue: Trinity School Acton Turville**

There being no further business the meeting closed @ 8.15 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