

**The following are the DRAFT minutes of an ordinary meeting of Priston Parish Council held on Monday 15 May 2006 in the Village Hall, Priston immediately following the Annual General Meeting. These have not yet been approved as an accurate record of proceedings.**

Councillor Bowyer presided, Councillors Cross, Hughes, Lippiatt, Nokes, Whybrow and Parish Clerk were present. The Chairman welcomed village residents Mr and Mrs Anderson, Mr and Mrs Broomfield, Mr Kettlety, Miss M Nokes, Mr Toghil, Mr and Mrs Wilkinson and District Councillor Mrs Rosemary Todd.

1. There were no **apologies**.
2. **The Minutes of the meeting** held on 3 April 2006 were read by the Clerk after which Councillor Whybrow pointed out the omission from the minutes of receipt of letter from the Public Rights of Way Officer dated 16<sup>th</sup> February. After the letter was read to the council, to remind members of its contents, it was agreed to accept the minutes as an accurate record of proceedings and they were signed by the Chairman.
3. **Matters Arising:**
  - The Granary, Church Farm** – The Clerk advised a member of the Historic Environment Team of B&NES who indicated he would inspect the building in the very near future had contacted her on 7th April. The Clerk to telephone to enquire of the current situation.
  - Staddle Stone** – Councillor Hughes had replaced the misplaced staddle stone.
  - Trees, Manor Wall** – Councillor Hughes volunteered to speak personally to Mr and Mrs Franklin.
4. **Correspondence:**
  - Joint Local Transport Plan 2006/07-2010/11** – Noted the final document, prepared jointly by B&NES, Bristol City, North Somerset and South Gloucestershire Councils, had been received and would be placed on file for future reference.
  - Farmborough Road Race** – Information received of an event arranged for Saturday 22<sup>nd</sup> July using the Farmborough lane and with a watering station at the Ring O’Bells. After discussion agreed the Clerk forward the email she had received to Mr Bottle for the details to be inserted on the website and also display a copy of the poster and map to enable residents to be aware of the event.
  - Neighbourhood Policing** – Letter received requesting financial assistance and also accommodation where a Community Support Officer could take refreshment. Regretted not able support financially and the Clerk was requested to respond appropriately.
  - Neighbourhood Watch Ringmaster** – Letter received suggesting Clerk’s details be included on the system used for the Neighbourhood Watch Ringmaster. It was not felt necessary for the Clerk to be included as Councillor Nokes and several residents of the village were already included.
  - Garden Waste and Cardboard Collection Service** – Noted receipt of information regarding new charges for this service. All residents who subscribed to this scheme between its commencement and April 2004 will be contacted by Bath and North East Council to advise of the new charges and how they will be administered.
5. **Financial Report** - The Clerk advised that the first instalment of the precept had been received and, taking this into consideration, the current balance at the bank was £1,423.71 with cash in hand of £4.17. The annual subscription to ALCA of £55.22 had recently been paid and also £20 to Mr Chapman to cover out of pocket expenses. Noted that an account in the sum of £50, in respect of auditing of the Parish Council’s books had recently been received from the Internal Auditor. Agreed this is settled. Mrs Hunt concluded her report by advising that it was possible to purchase the latest edition of “Local Council Administration” by Charles Arnold-Baker at a cost of £42 being a 20% discount on the normal price. Agreed unanimously that this purchase be made as the edition currently held by the Parish Council is out of date.

6. **Internal Auditor's Report** – The Clerk read the report received from the Internal Auditor which again included the advice that a third signatory for Parish Council cheques be appointed. Mr Harris recommended that any complaints received by Councillors from Parishioners be reported to the Clerk to enable her to log them on her file. It was also recommended that the Risk Assessment Register, which had not been reviewed since 2002, should be updated and consideration given to adding a risk of the Parish Council being unaware of legal issues and the control detailing the availability of legal advice and sources. Agreed that the Risk Assessment be updated. Mrs Hunt advised that, during his visit, Mr Harris asked if there was a minute on record to confirm that the Parish Council would reimburse her in full for Broadband charges incurred. She had realised that no such formal minute exists. The Chairman confirmed that she had no objection to the Council paying the monthly charge of £14.99. This sentiment was seconded by Councillor Cross and agreed unanimously.
7. **Annual Return to External Auditors (Mazars) for the year ended 31 March 2006** – The Clerk advised of the year ending figures as detailed on the Annual Return and confirmed she had prepared notices to fulfil the requirements of the Annual Report as indicated in documentation received from the Auditors. These would be displayed on 12 June to advise electors of the parish of their rights. Councillors formally approved the section “Statement of Assurance” and the document was signed and dated by the Chairman and Clerk.
8. **Priston Website** – No report available.
9. **Footpaths and Bridleways** – Covered at item 2 above.
10. **Planning Applications:**
  - Priston Mill Farm – Change of use (Barns)** – After circulation to all Councillors this application had been returned to Planning Services with no objections raised.
  - Hill Farm – Variation of Condition 2 of Planning Application** – After circulation this application had also been returned to Planning Services with no objections made by Councillors. The Consent Form had subsequently been received.
  - 1 Summerlea – Erection of double garage and relocated vehicle access** – After circulation to all Councillors this application had been returned to Planning Services with no objections raised.
11. **Any other business:**
  - (i) District Councillor Todd advised that four parishes that use the no.768 bus had completed the **Travel Needs Survey**. A 50% return had been achieved. The information obtained had been very helpful in saving the bus service. Financial support had also been obtained in respect of the Dial-A-Ride Scheme, which it was hoped would be extended to the villages around Norton Radstock.
  - (ii) Councillor Lippiatt spoke of difficulties experienced by drivers of tractors with trailers, and other large vehicles, when negotiating the narrowest section of the High Street when the road width is reduced by parked cars. Agreed to write to the Highways Manager for advice and with an invitation to attend the next meeting.
12. **Date of Next Meeting** - Monday 3 July 2006 commencing 7.00pm.

There being no further business for consideration the Chairman declared the meeting closed at 8.37pm and thanked Councillors and residents for their attendance and participation.