

The following are the DRAFT minutes of an ordinary meeting of Priston Parish Council held on Monday 11th May 2009 in the Village Hall, Priston immediately following the Annual General Meeting. These have not yet been approved by the Council as an accurate record of proceedings.

Councillor Hughes presided, Councillors Cross, Hopwood, Pattison, Whybrow and Wilkinson and Parish Clerk were present. The Chairman welcomed village residents Mr Bottle and Mrs Grimshaw.

1. **Apologies** received from Councillor Lippiatt and District Councillor Clarke.
2. **Minutes of the meeting** held on 30th March 2009, having been distributed to all councillors electronically, were accepted as an true record of proceedings and the minute book was signed by the Chairman.
3. **Matters Arising**
 - (i) **Speeding Vehicles** – The Clerk advised that no response had been received from the Area Traffic Engineer in response to emails on 7th April and 7th May.
 - (ii) **Telephone Kiosk** – No response received regarding the application for listing or to purchase the kiosk when no longer operational.
 - (iii) **Road repairs** – Complimentary comments were made on the standard of repairs to the Priston to Marksbury road carried out in recent weeks.
 - (iv) **B & NES Community Liaison Officer** had made a provisional arrangement to attend next meeting on 13th July. The Clerk had requested that she confirmed as soon as possible to enable publicity.
4. **Registers of Interest:** The Councillors in attendance checked the details held by the Clerk and formally signed existing documentation to confirm that no changes had occurred.
5. There was no relevant **Correspondence**.
6. **Financial Report:** As a full report had been given at the Annual General Meeting the Clerk briefly advised that the first half of the annual precept, £1,600 had been received on 1st April and she had applied for the refund of VAT in the sum of £123.05. There was a carry forward balance at the bank of £350.71. There were two accounts awaiting payment (i) Internal Auditor £50 and (ii) External Auditors £58.75 including VAT. These would be remitted when the change in cheque signatories had been ratified with the bank following the appointment of Councillor Hopwood as Vice-Chairman and signatory for cheques.
7. **Internal Audit Checklist:** The Clerk distributed copies of the checklist which had been extracted from “Governance and Accountability Practitioners’ Guide for Local Councils” and each item was confirmed by the Parish Council. It was, however, agreed that the Internal Auditor be requested to compile Terms of Reference relating to the internal audit.
8. **Internal Auditor’s Report:** The annual report was read by the Clerk which contained recommendations that the Annual Budget should contain provision for incidentals/contingencies and also details of expected income. After discussion it was agreed to make an entry of 10% of the annual precept for contingencies and also indicate precept and refund of VAT as recommended. The report also recommended that, when the Budget was changed at the meeting at which it was discussed, the amended budget should be retyped. It was unanimously agreed that it was more appropriate for the budget, as presented to the meeting, to be amended by hand, as had been the Clerk’s practice, to show the process of discussion. The final recommendation was that the Risk Assessment be updated to include the defibrillator when it is in use. Although not included in the formal report, the Internal Auditor had enquired if the Parish Council felt the current insurance cover, £771, was sufficient to cover replacement of the Memorial Seat should it be necessary. Agreed unanimously that this amount was sufficient.
9. **Internal Audit Plan;** The Internal Audit Plan in current use was read by the Clerk and approved as appropriate for the current year.

10. **Risk Assessment:** Copies of this document compiled by the Internal Auditor, which had been updated to include the defibrillator, were distributed to all Councillors and, after some discussion, accepted by the Parish Council.
11. **Annual Return to External Auditors** for the year ended 31st March 2009: Photocopies of Section Two “The Annual Governance Statement” were distributed to all councillors for ease of ratification. As each clause was read to the Council, the Councillors gave formal approval of this Section. The Clerk continued by confirming that the Internal Auditor had checked the comparative figures between the current year and the previous year, and also that she had prepared notices as in previous years, to comply with the requirements of the Return, to advise electors of their statutory rights. These notices would be displayed on 6th July. The completed document was signed and dated by the Chairman and Clerk.
12. **Matters Referred from Annual Parish Meeting:**
 - (i) **Speeding Vehicles/Speed Ramps** – After discussion agreed the Clerk should again contact the Area Traffic Engineer to request that a speed limit of 20mph be made mandatory.
 - (ii) **Mobile telephones/poor reception** – No satisfactory reply yet received from “Orange” in response to complaints regarding poor reception in the area
13. **Defibrillator:** Councillor Wilkinson reported that the cabinet had been purchased and a decision was to be made on which defibrillator to be purchased. It was intended that the equipment would be fully automatic. Village resident, Mrs Grimshaw, was asked to add further to this report and the meeting was advised that there was still a delay in obtaining planning permission. Mrs Grimshaw advised she intended to visit Planning Services to clarify the situation with them in the next few days. Councillor Wilkinson, Mrs Grimshaw and other councillors and residents involved with this project were thanked by the Chairman for the fundraising efforts and work involved in arranging the purchase and installation of this equipment.
14. **Priston Website:** Mr Bottle advised of the recent additions to the Priston Website and was again thanked for his support.
15. **Footpaths and Bridleways:** Councillor Whybrow spoke on the possible Traffic Regulation Order on the BOAT at Mill Lane.
16. **Planning Applications:**
 - 1 Hill View – Noted receipt of consent form from Planning Services. The Chairman advised that details regarding the covenant on this land were still being investigated. The office of B&NES solicitor had been contacted who had referred the Clerk to Somer Community Housing who hold deeds etc relating to former social housing. The Clerk advised she had written to them and a reply was awaited.
17. **Date of Next Meeting:** Monday 13th July commencing 7.00pm. The Chairman reminded the meeting that arrangements were being made for B&NES’ Community Liaison Officer to attend to introduce herself and discuss any relevant issues within the parish.
18. **Any Other Business :**
 - (i) PACT meeting – The Chairman and Clerk advised the next meeting of “Police and Communities Together” would be held in Priston on Thursday 9th July and it was hoped that Councillors and residents would be supportive. Handbills would be distributed to all residents and posters displayed.
 - (ii) Scanner/photocopier – The Clerk advised it had been suggested to her that a scanner would be a very useful item of equipment. Agreed this placed on the agenda of the next meeting for a decision to be made. (Clerk’s note: subsequent to the meeting Councillor Wilkinson obtained a scanner free of charge from Bath Recycling.)

At this point District Councillor Clarke joined the meeting after attending a meeting of another parish council in his ward and advised on the latest information with regard to the Regional Spatial Strategy. He also joined discussions on speeding vehicles through the village and a mandatory 20mph speed limit.

There being no further business for discussion meeting closed at 8.35pm.