

The following are the DRAFT minutes of an ordinary meeting of Priston Parish Council held on Monday 16th May 2011 in the Village Hall, Priston immediately following the Annual General Meeting. These have not yet been approved as an accurate record of proceedings.

Councillor Pattison presided, Councillors Cross, Davies, Girdlestone, Hopwood, Lippiatt and Whybrow and the Parish Clerk were present. The Chairman welcomed village residents Mrs Anderson, Mr Bottle, Mrs Bowyer, Mrs Broomfield and Mr Wilkinson. Noted District Councillor Veale hoped to attend the meeting later.

1. There were no **Apologies**.
2. **Minutes of the meeting** held on 28th March 2011, having been distributed electronically to Councillors, were accepted as a true record of proceedings and the minute book signed by the Chairman.
3. **Matters Arising:**
Village Green – After discussion it was agreed to accept the quotation received in the sum of £285 plus VAT in respect of work to the walnut tree on the village green. Councillor Cross to speak with the tree surgeon responsible regarding the extent of the work needed.
4. **Registers of Interest** – The Clerk provided new documentation for completion by Councillors to formally register their interests. These to be returned to her within 28 days of election. The Clerk would forward these to the BANES' Electoral Registrar after taking copies for her files.
5. **Correspondence** – The Clerk advised of an invitation received from Western Power Distribution to attend a Stakeholder Workshop to consider their future investment. She had declined the invitation on behalf of the Parish Council but had requested that to be kept informed.
6. **Financial Report** - The Clerk reported the year had commenced with a balance at the bank of £3,036.84 including the £1,000 Ward Councillor's Initiative Fund and the PRIDE account £1,257.96. The first half of the precept, £1,882.50 had been received. Cheques to be signed in payment of annual membership of ALCA £49.86, settlement of account to Bristol Water for supply of water to the trough and fountain £19.34 and to the contractor who had refurbished the Village Green £1,080. A cheque in the sum of £10 had been given to Mr W Collett to cover out of pocket expenses following the audio-visual show at the Annual Parish Meeting. The Clerk advised she had ordered two copies of the Councillor's Pack from ALCA for Councillors Davies and Girdlestone. The charge for these would be £6 each plus postage and packing.
The Clerk continued by advising that after again checking the monthly statements from TalkTalk, it appeared that we had the benefit of free Broadband from January 2011. She apologised for inadvertently claiming the charges for the three months January to March, totalling £38.97, which she had subsequently repaid into the Council's accounts. The Chairman, whilst thanking the Clerk for her honesty, advised he had also checked the invoice, the Clerk receives monthly from TalkTalk and requested that, if at some time in the future it is found that these charges are hidden in the line rental, the Council give its approval for her to claim the appropriate amount. Agreed unanimously.
7. **Internal Auditor's Report/Internal Audit Plan/Risk Assessment** – The Clerk read the Internal Auditor's Report in which he requested confirmation that the defibrillator was checked on a fortnightly basis and that an independent organisation monitors the inspections. Mr Wilkinson advised that as well as submitting a report to the Clerk he also submits a report to the company which supplied the equipment. The auditor recommended that (a) the Council only reclaim VAT where the invoice is addressed to the Council; (b) the minutes should specifically record that a Councillor has declared his interest in a planning application in which he has a personal interest; (c) Freedom of Information pages on the website should include advice of expenditure over £500. The Clerk would arrange this. (d) The Council should be registered as an employer with HMRC for PAYE; (e) consideration be given to improving access to the Parish Council's pages on the website and perhaps have its own Home Page. Mr Bottle advised he had drafted a page for consideration by the Councillors. The Clerk continued by advising of the existing Internal Audit Plan and distributed copies of the Risk Assessment prepared by the auditor. The Chairman proposed that the Audit Plan and Risk Assessment be placed on the agenda of the next meeting for full discussion.
8. **Standing Orders/Financial Regulations** – The Clerk informed the Council that the Internal Auditor had recommended that copies of these documents should be available at each meeting of

the Parish Council and reminded Councillors that the recommendations of ALCA had been accepted in February 2009. The Chairman asked that the standard documents currently on file be amended to indicate that they related to Priston Parish Council.

- 9. Annual Return to External Auditors** for the year ended 31st March 2011 – The Clerk referred to the annual letter received from the Auditors and, at her request, Councillors confirmed that, as far as they were aware, there were no conflicts of interest which might effect the Auditors’ independence. Copies of Section One “Accounting Statements” and Section Two “The Annual Governance Statement” were distributed to Councillors for ease of ratification. The Clerk explained the comparable figures for the years 2010 and 2011 in Section One and the Councillors gave formal approval of the clauses in Section Two as each was read by the Clerk. The Clerk advised of the Parish Councils’ assets, the value of which is shown at item 9 of Section One. The Clerk continued by confirming the Internal Auditor had checked the comparative figures between the current and previous years and also that she would prepare notices, as in previous years, to comply with the requirements of the Return, to advise residents of their statutory rights. The completed document was signed and dated by the Chairman and Clerk and, after a copy being made for the files, would be returned to the Auditors before the deadline of 4th July.
- 10. Referred from Annual Parish Meeting –**
- (i) **Woodlands/Priston Lane unsuitable for heavy vehicles** - After discussion the Clerk was requested to contact the Highways Department to request signage to indicate that this route was unsuitable for lorries and other heavy or large vehicles.
 - (ii) **Small Village Green** – The Clerk was requested to contact the Highways Department regarding the current condition of the green following overrunning by lorries in the vicinity.
- 11. Defibrillator** – The Chairman again thanked Mr Wilkinson for continuing to monitor the equipment on behalf of the Parish Council. Comments were made that there had not been a training course for over a year and it was agreed to instigate a series of courses in the Autumn. In reply to an enquiry Mr Wilkinson advised that the batteries in the equipment are intended to last for approximately five years. Mr Wilkinson informed the meeting that, at the same time as checking the defibrillator, he was also checking the telephone to ensure it was still operational.
- 12. Priston Website:** Mr Bottle reported on the recent updates to the website including the results of the local elections and information on the Priston Festival. Mr Bottle was again thanked by the Chairman for keeping the website up to date.
- 13. Footpaths and Bridleways:** Councillor Whybrow reported that most of the stiles had been replaced by kissing gates.
- 14. Planning Applications:**
- The Old Dog Inn House – Erection of extension following demolition of existing structure (Retrospective)** – to note receipt of Consent Form from Planning Services.
 - 36/37 Priston – Erection of 2-storey extensions following demolition of lean-to** – to note receipt of consent form from Planning Services. Councillor Lippiatt registered his interest in this application.
 - 1 Hill View – Installation of 5no windows in the basement on the NE elevation (Retrospective)** – to note receipt of consent form received from Planning Services
 - Pressbarrow Farm – Erection of General Purpose Agricultural Building** - Application recently circulated and returned to Planning Services with no objections raised. Councillor Lippiatt registered his interest in this application.
- 15. Date of next meeting** – Monday 18 July commencing 7.pm.
- 16. Any Other Business:** The recently elected District Councillor David Veale had joined the meeting, apologising and advising that he had been in attendance at a Council meeting in another parish. He commented that he felt privileged to have been elected to serve the Bathavon West Ward and offered his assistance to the Parish Council and electors of the parish.

There being no further business for discussion Councillor Pattison declared the meeting closed at 8.50pm and thanked Councillors and residents for their attendance and participation in his first meeting as Chairman.