

**The following are the DRAFT minutes of an ordinary meeting of Priston Parish Council held on Monday 14<sup>h</sup> May 2012 immediately following the Annual General Meeting These have not yet been approved as an accurate record of proceedings.**

Councillor Pattison presided and Councillors Cross, Girdlestone, Hopwood and Whybrow and the Parish Clerk were present. The Chairman welcomed village resident Mr Nevill.

1. **Apologies** received from Councillor Davies and residents Mr Bottle, Mr Hunt and Mr Wilkinson.
2. **Minutes of the meeting** held on 26<sup>th</sup> March 2012, 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:**
  - Grit Bins** – Councillor Lippiatt was thanked for agreeing to store the bins and salt for the summer months.  
**Action: Councillor Lippiatt**
  - Signs Wood Lane** – The Clerk read an email received since the last meeting which confirmed that signs would not be displayed recommending unsuitable for heavy goods vehicles.
4. **Registers of Interest** – Councillors Cross, Girdlestone, Hopwood and Pattison updated the Registers of Interest completed the previous year. The Clerk to advise BANES' Solicitor of these amendments and also publish on the Priston Website.  
**Action: Clerk**  
Councillors Lippiatt and Whybrow confirmed there had been no change to the information currently held.  
**Clerk's Note:** Subsequent to the meeting, Councillor Davies also confirmed there were no changes to his Register of Interest.
5. **Correspondence (a)** The Clerk read a letter from the Village Hall committee requesting the Parish Council's support in an application to the District Councillor for financial assistance in the current year of the Ward Councillor's Initiative Fund. Councillor Cross, as Secretary of the committee, registered her interest in this item. The Chairman advised he had been in communication with District Councillor Veale. The Parish Council was in agreement that he proceed with discussions with the District Councillor and the Village Hall Committee. No other suitable projects were suggested. **(b)** Letter received electronically requesting information on incidents on flooding in the village was noted and placed on file.
6. **Financial Report** - The Clerk read the report she had distributed electronically to Councillors. Noted a balance carried forward from the previous year of £1,585.36 including £1,238.06 in the Defibrillator fund. The annual membership of ALCA and CPRE had been remitted totalling £81.75. The invoice in respect of Training for Councillors Cross and Girdlestone, totalling £150, had been received and would be settled.  
**Action: Clerk**
7. **Internal Auditor's Report** – The Clerk read the report received from Mr Anderson following his audit of the Council's records. He made the following recommendations: the Risk Assessment should be updated to state that any liability, if the defibrillator fails, is covered by the Public Liability section of the Council's insurance policy up to £10 million; consideration should be given to a procedure for storing backups of computer data elsewhere than the Clerk's home, and, an engagement letter should be written to the Internal Auditor.  
**Internal Audit Plan** – Agreed the Internal Audit Plan in current use was still appropriate.  
**Risk Assessment** – The Chairman distributed copies of the Risk Assessment as on current file. Agreed this be updated as recommended by the Internal Auditor. Also agreed the Chairman and Clerk confirm the insurance cover of the defibrillator and also that the grit bins be included on the Council's insurance policy.  
**Action: Chairman/Clerk**
8. **Annual Return to External Auditors** for the year ended 31<sup>st</sup> March 2012 – 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 2011 and 2012 in Section One and Councillors gave formal approval of the clauses in Section Two as each was read by the Clerk. The Clerk advised of the Parish Council's assets, the value of which is shown at item 9 of Section One. After discussion it was agreed the grit bins be added to the Asset Register and also that the value of the Parish Council's computer be reduced to £100.  
The Clerk would prepare notices, as in previous years, to comply with the requirements of the Return, to advise residents of their statutory rights. The Annual Return to be signed and dated by the Chairman and Clerk prior to submission to the Auditors before the deadline of 4<sup>th</sup> July.  
**Action: Chairman/Clerk**

9. **Queen's Diamond Jubilee** - The Chairman updated the Council on the arrangements to celebrate the Queen's Diamond Jubilee which had been published on the Priston Website and also in the Link. Noted, with thanks, a donation of £350 from the Millennium Committee towards the cost of the 50 mugs ordered as gifts to children under 16 years of age. The Chairman advised there would be some small amounts of expenses incurred by members of this sub-committee.  
Agreed the brazier, which would be lit on Pensdown as part of the festivities, should be included on the Parish Council's insurance with a nominal value of £1. **Action: Clerk**
10. **Governance** – Councillor Hopwood referred to a NALC Briefing Note recently received regarding Code of Conduct for Parish Councils. The Chairman, Councillor Hopwood and the Clerk to consider this document before the next meeting. **Action: As Listed**
11. **Neighbourhood Plans** – The Council was informed that the Chairman together with Councillors Cross and Davies had recently attended meetings at which Neighbourhood Plans had been discussed. During discussion it was agreed by the Parish Council to create a Statement of Possibility of Creating a Neighbourhood Plan, copies of which would be distributed to all residents prior to a Parish Meeting. **Action: Councillor Cross**
12. **Defibrillator** – The report submitted by Mr Wilkinson, which had been distributed electronically to Councillors, was accepted and a copy placed on file. Arrangements had been made for training sessions on 6<sup>th</sup> and 16<sup>th</sup> June.
13. **Priston Website** - The report submitted by Mr Bottle, and which had been distributed electronically to Councillors, was accepted and a copy placed on file.
14. **Footpaths and Bridleways** – The report submitted by Councillor Whybrow, which had been distributed electronically to Councillors, was accepted and a copy placed on file. In thanking Councillor Whybrow for his efforts to reduce dog fouling in the bridleway next to the cricket field and the area around the Church, the Chairman suggested that he no longer needed to be quite so vigilant. Councillor Whybrow, however, offered to continue to monitor the situation outside the Church.
15. **Planning Applications:**  
**The Old Post Office** – Alterations to existing driveway and parking arrangements – Revised proposal – Noted response to Planning Service which had been placed on file and receipt of consent form.  
**Park Farm, Colliers Lane, Newton St Loe** – Noted advice from Planning Services that planning permission was not required.  
**Land between Church Farm Lane and Church Lane** – Erection of detached dwelling and associated external works - New application received and currently under consideration
16. **Date of next meeting:** Monday 16<sup>th</sup> July 2012 commencing 7pm.
17. **Any Other Business:** The suggestion that a Parish Council meeting be held in Wilmington had been raised with residents and a response was awaited.

There being no further business for discussion Councillor Pattison declared the meeting closed and thanked Councillors and resident for their attendance and participation.