

The following are the draft minutes of an ordinary meeting of Priston Parish Council held on Monday 12th May 2014 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 and Councillors Cross, Davies, Girdlestone, Lippiatt and Whybrow and the Parish Clerk were present. The Chairman welcomed village residents Mrs Anderson and Mr Wilkinson and also District Councillor David Veale.

1. **Apologies** received from Councillor Hopwood and Mr Bottle.
2. **Minutes of the ordinary meeting** held on 24th March 2014 having been distributed by email to Councillors, were approved as an accurate record of proceedings and the minute book signed by the Chairman.
3. **Matters Arising:** (i) Chelwood Bridge Rotary Club 2014 Community Award – the Clerk read an extract from a letter received from the Rotary Club which had been enclosed with certificates for the two nominated residents. The Chairman presented Mrs Anderson with the certificate in her name and would also present the second certificate to his wife. The Clerk to thank the Rotary Club for their kind words with regard to both residents and for the certificates. **Action: Clerk**
(ii) **Posts at Nailwell** – This matter was still under discussion.
4. **Registers of Interest** – Councillors in attendance confirmed, by signing and dating, that there had been no changes to the Registers of Interest currently on file. Agreed that Councillor Hopwood amend at the next meeting, if necessary, his RoI. **Action: Councillor Hopwood and Clerk**
5. **Correspondence:** The Clerk read from a letter received regarding the Rural Capital Schemes (20mph speed limit) programme. The Clerk requested to respond confirming email messages sent in January to the Transport and Planning Policy Team indicating the Parish Council wishes to be considered for the scheme. **Action: Clerk**
6. **Financial Report:** The report distributed by email to Councillors, and published on the Priston Website, was read to the Council. Noted cheques written since the previous meeting: Clerk’s salary and reimbursements totalling £557.40, ALCA annual membership of £48.21, donation of £35 to MidNorton and Radstock Dial a Ride, reimbursement of expenses to the Chairman £13.99 and Green Thumb treatment of the Village Green £15.50. Precept of £2,750, which included Council Tax Support Grant £20, had been received and also donation of £55 to the Defibrillator Account. The current balance at the bank was £5,993.82 including £330.74 in the defibrillator account
Mr Wilkinson addressed the meeting with regard to the financial balance of the Defibrillator account. He appreciated the Parish Council had agreed to cover costs incurred in the recent training in the use of the equipment and advised it was his intention to arrange for further fundraising. Mr Wilkinson concluded by confirming that 32 residents had been certificated by First Response.
7. **Internal Auditor’s Report:** The Report received following Mr Anderson’s recent meeting with the Clerk was approved. The report included the recommendation that (a) the location of Parish Council’s assets should be listed on the Asset Register, (b) the **Internal Audit Plan** approved for the previous financial year was appropriate for the coming year and (c) the **Risk Assessment** be amended to note the current year’s date after ensuring the defibrillator was covered within the insurance policy. **Action: Chairman and Clerk**
8. **Standing Orders/Financial Regulations** – Agreed this item be placed on the agenda of the next meeting. **Action: Clerk**
9. **Annual Return to External Auditors for year ended 31st March 2014** – Copies of Section One “Accounting Statements” and Section Two “Annual Governance Statement” were distributed to Councillors for ease of ratification. The Clerk explained the comparable figures for the years 2013 and 2014 and the Significant Variances in Section One and Councillors gave formal approval of the clauses in Section Two as each was read by the Chairman.
The Clerk referred to the Parish Council’s Assets, the total value of which is shown at item 9 of Section One. After brief discussion it was agreed to further reduce the value of the Council’s computer to £30 and also to amend the value of the generic “Street Furniture” to £7,000 and Defibrillator and Cabinet to £3,000. The Asset Register would be amended and a copy placed on file. The Annual Return to be signed by the Chairman and Clerk prior to submission to the Auditors before the deadline of 2nd June. **Action: Chairman and Clerk**
10. **Parish Design Statement** - Councillor Davies gave a brief resume of the plans to compile a Design Statement for the parish. Councillor Cross followed by adding her thoughts including commenting that the additions to the Character Assessment should be completed first. She outlined a suggested programme which

included holding a public meeting, carrying on from the work of the Placemaking Plan and contacting the relevant officers in the District Council.

11. **Character Assessment** – Councillor Cross reported that approximately three-quarters of the additional response to be sent to BANES had been completed. The lists of flora and fauna would be added in the next few days. **Action: Councillor Cross**
12. **On Street Parking** – This matter had been raised at the Annual Parish Meeting expressing concern that, due to residents parking adjacent to the Village Green, there was currently insufficient parking for patrons of the Ring o’Bells. During the ensuing discussion, it was agreed the Chairman liaise with the Village Hall committee regarding the use of the car park and that Councillor Girdlestone speak with the villagers involved. **Action: Chairman and Councillor Girdlestone**
13. **Defibrillator** – The report prepared by Mr Wilkinson was accepted. This had been distributed by email to Councillors, published on the Priston Website and a copy placed on file.
14. **Footpaths and Bridleways** – Councillor Whybrow advised he had nothing to report to this meeting.
15. **Roads and Highways** – Councillor Girdlestone referred to pot holes on Wood Lane/Priston Lane. The Clerk to contact the Highways Department to request repair. **Action: Clerk**
At this point Councillor Veale requested permission to address the meeting as he had another meeting to attend. He advised he would be meeting with a BANES employee and the residents of Nailwell regarding the bollards. The District Councillor continued by referring to the flooding problems in the Farmborough Lane. After brief discussion Councillor Veale was requested to continue to negotiate with the Highways Department on behalf of the Parish Council and arrange for the work to be progressed. **Action: Councillor Veale**
16. **Priston Website** - The report submitted by Mr Bottle, advising of updates since the previous meeting, had been distributed by email to Councillors and published on the website, was accepted and a copy placed on file.
17. **Planning applications:** There were currently no applications under consideration.
18. **Meetings attended and to be attended outside the parish:**
 - BANES Group ALCA AGM – 28th May – Apologies to be conveyed.
 - CPRE – 11th June – Councillor Davies would represent the Parish Council
 - Parishes Liaison – 18th June – Councillor Davies and Clerk to attend
 - Parishes Forum – 30th June – Councillor Hopwood and Clerk to attendThe Chairman reported on a workshop, from which he had just returned, held to discuss electronic working with planning applications. Councillors were in agreement that a suitable projector screen be purchased. The possibility of sharing the cost and use with another village organisation to be considered. The Chairman to discuss this possibility with representatives of the Priston Festival committee. **Action: Chairman**
19. **Date of next meeting:** Monday 14th July commencing 7.00pm
20. **Any Other Business:**
 - (i) **May Day** – The Chairman, on behalf of the Parish Council, congratulated the Village Hall Committee on a very successful May Day which had achieved the highest profit to date.
 - (ii) **Wansdyke Telecom** – Councillor Cross enquired whether the promised survey had yet been carried out. The Clerk to contact for an update. **Action: Clerk**
 - (iii) The Clerk advised that she had received, from Western Power Distribution, a demonstration pack of useful items a household should consider keeping in case of a power cut. These items are available to purchase from high street stores. The Clerk to retain this “tool box” as an example of recommended items. **Action: The Clerk**