

The following are the DRAFT minutes of an ordinary meeting of Priston Parish Council held on Monday 12th September 2011 in the Village Hall, Priston These have not yet been approved as an accurate record of proceedings.

The Chair was taken by Councillor Pattison and Councillors Cross, Davies, Girdlestone, Hopwood, Lippiatt and Whybrow and the Parish Clerk were present. The Chairman welcomed village residents Mr Bottle, Mr Lyddon, Mr and Mrs Thacker and also an architect accompanying Mr Lyddon.

1. **Apologies** received from District Councillor Veale.
2. **Minutes of the meeting** held on 18th July 2011, having been distributed electronically to Councillors, were accepted as a true record of proceedings and minute book signed by the Chairman.
3. **Matters Arising:**
 - Dog Fouling** – Noted Councillor Whybrow had placed an article in the Link and had also been active in clearing dog faeces from the bridleway adjacent to the cricket field. Councillor Lippiatt reported there was also a problem with dog fouling on the village green which is particularly offensive. Councillor Whybrow to also take action in this respect. **Action: Councillor Whybrow**
 - Bollards at Nailwell** – The Clerk read an email message received from District Councillor Veale advising of the action he had taken. A communication had also been received from a resident at Nailwell which had been redirected by the Chairman of Englishcombe Parish Council. The Chairman read from a letter he had received from a local farmer and advised of his response.
 - Parishes' Cluster Meeting** – The Chairman reported briefly on a recent Cluster Meeting which he had attended together with the Clerk. Agreed that in future Councillors who represent the Parish Council at meetings would provide a resumé of discussions for circulation to the Parish Council. **Action: All**
4. **Correspondence** – The Clerk advised of forthcoming meetings to which the Parish Council had been invited. (i) BANES' Group of ALCA on 28 September: agreed Councillors Cross and Davies would attend. (ii) Public Transport Liaison Group on 11 October: the Clerk to convey apologies. (iii) AGM of ALCA on 13 October: the Chairman and Clerk to attend
5. **Financial Report** - The Clerk reported a balance at the bank of £3,032.90 including refund of VAT £47.84 from the previous financial year and the PRIDE account £1,257.96. Account in the sum of £342, including VAT, had been settled in respect of remedial work to walnut tree.
The Annual Return had been returned by the External Auditors with the certificate duly signed. The Clerk to display photocopies of the relevant pages as required. Invoice received in the sum of £60 including VAT.
The Renewal Notice from Zurich Insurance for the coming year had been received in the sum of £557.35. The documentation included information on long term agreements which would fix the premium for three or alternatively five years. Agreed not to accept this arrangement, to renew for one year and also to seek competitive quotes prior to renewal in September 2012. **Action: Clerk**
Agreed three cheques be signed to settle accounts as above and also for the Clerk's salary and reimbursement of expenses for the three months July to September inclusive.
Grit Bins – after discussion agreed to purchase one each large and small bin, in dark green, at a cost of £173.89 and £136.94 respectively, plus VAT and also purchase rock salt. **Action: Clerk**
The Chairman advised of a pilot scheme being organised by B&NES for each Parish Council to nominate a Snow Warden, with possibly two helpers, who would be trained by the District Council in the use of the rock salt and equipment. Noted that this warden does not have to be a Parish Councillor. The suggestion to publicize this in the Link and on the Website was approved. **Action: Clerk**
Agreed the bins and rock salt to be stored at Pressbarrow Farm. **Action: Councillor Lippiatt**
The Clerk reported she had received a communication from HMRC advising of the need to submit a Nil Declaration in respect of PAYE. She had contacted the relevant office and been advised to submit the necessary declaration, on line, on the sixth of every month. **Action: Clerk**
6. **Councillors' Training** – Agreed Councillor Davies would attend a forthcoming Councillor Training Session organised by ALCA. Agreed finance to cover future training should be included in the February Forward Budget. The Clerk commented that there should be sufficient funds available at the end of the financial year to reimburse Councillor Davies.
Clerk's note: Subsequent to the meeting agreed that the Chairman, Councillor Pattison, should also attend a similar training session. **Action: Clerk**
7. **Review of Internal Audit** – The Chairman advised he had spoken with the Parish Council's Internal Auditor as arranged and the meeting agreed to continue to annually review the Internal Audit.
8. **Out of Committee Decisions:** None.

9. **Proposals for Actioning Planning Applications** – Councillor Cross reported on the discussions which had taken place to compile a checklist for use when considering planning applications. The Chairman suggested that Councillors Cross and Davies and himself should serve on a Planning Sub-Committee for one year after which one of them would step down in favour of another Councillor to spread the experience.
Post Meeting Note: The responsibilities of the Planning Sub-Committee were agreed out of committee and are published on the Priston Website.
10. **Queen’s Diamond Jubilee** - The Chairman informed the Council of documentation received advising of events planned in London to celebrate the Queen’s Diamond Jubilee. Noted Monday and Tuesday 4th and 5th June 2012 would be public holidays. There would not be a public holiday on Monday 28th May. It was agreed to apply to light one of the beacons planned to be lit across the country. **Action: Clerk**
It was also felt that this would be an opportunity to hold a street party, which was one of the events suggested by the national organisers. The Chairman continued by advising of commemorative medals which were available at a cost of £5 each. He requested alternative ideas for a suitable gift which could be presented to the children of the parish. Agreed to place an article in The Link and website to seek support in the organisation of parish events. **Action: Chairman**
11. **Defibrillator** – The Clerk advised that she continued to receive fortnightly reports from Mr Wilkinson.
12. **Priston Website:** Mr Bottle advised that, amongst other updates, he had included the Parish Council’s Standing Orders and Financial Regulations and information on the forthcoming Priston Festival. The new non-emergency telephone number to contact the police, which would come into effect on 1st October, had also been publicized.
13. **Footpaths and Bridleways:** Councillor Whybrow advised he had nothing to report at this meeting.
14. **Planning Applications:**
Staddlestones – Removal of Roof Slates, Insulation of Roof, Recladding of existing building and extension with slates. Noted withdrawal of application and resubmission. Councillor Davies registered his interest in this application.
The Old Rectory (Left) – Internal and External alterations to include provision of additional living space within the property, provision of new rear entrance and replacement of glazing bars to windows – Noted receipt of consent form from Planning Services.
Parcel 5856, High Street – Erection of dwelling with garage, drive and landscaping – application recently considered and comments returned to Planning Services.
The Old Post Office – Alteration to existing driveway and car parking arrangements – Noted receipt of consent form from Planning Services.
The Old Post Office – Erection of single storey rear extension and provision of rear dormer -Noted receipt of Certificate of Lawful Development.
10 Summerlea – Erection of single storey rear extension, replacement of felt flat roof with pitched roof and external alterations – Noted receipt of consent form from Planning Services.
Park Farm, Newton St Loe - Erection of agricultural buildings with a new beef and arable unit at an existing farmstead – (Adjacent parish) – Application recently considered and comments returned to Planning Services.
15. **The meeting was adjourned at this point** to enable resident Stephen Lyddon and his architect to address the Parish Council on possible housing development at Wood Lodge.
16. Reconvening the meeting noted **date of next meeting** – Monday 5 December commencing 7.pm.
17. **Any Other Business:** (i) The Clerk read a report received electronically from District Councillor Veale regarding the **Core Strategy** and advising that the Enquiry in Public would take place in January 2012.
(ii) The Chairman reported on discussions at a **Parishes’ Cluster Group Meeting** which he had attended with the Clerk. One of the subjects referred to the Community Emergency Guidance. The Chairman commented that the Parish’s Guidance, which had been updated in 2008 needed to be amended.
Action: Councillor Cross
(iii) The Clerk advised that she had received a complaint regarding the depositing of building material on the piece of land on the High Street which is scheduled for development. As the land is in private ownership the Parish Council was in unanimous agreement that this was not a matter over which they needed to take action.

There being no further business for discussion Councillor Pattison declared the meeting closed at 8.45pm and thanked Councillors and residents for their attendance and participation.