

**The following are the DRAFT minutes of an ordinary meeting of Priston Parish Council held on Monday 18<sup>th</sup> July 2011 in the Village Hall, Priston. These have not yet been approved as an accurate record of proceedings.**

Prior to the formal business of the meeting, the Chairman welcomed former Chairman and Parish Councillor Timothy Hughes and many local residents who had assembled to thank Mr Hughes for his services to the parish during 35 years as Councillor. The current Chairman, Councillor Pattison, after paying tribute to Mr Hughes presented him with a cheque in the sum of £400 following a collection amongst residents. It was noted that several former councillors were present for this momentous occasion one of whom, Mr Broomfield, spoke for a few minutes on Mr Hughes' early service on the Parish Council and involvement in the parish.

Mr Hughes responded by expressing thanks for the good wishes of those present, other residents who had contacted him in recent weeks and for the cheque with which he had just been presented.

Commencing the meeting the Chair was taken by Councillor Pattison. Councillors Cross, Davies, Girdlestone, Hopwood, Lippiatt and Whybrow and the Parish Clerk were present. The Chairman welcomed village residents Mrs Anderson, Mr Bottle, Mr and Mrs Broomfield, Mr and Mrs Hughes, Mr Hunt, Mr Lovell, Mrs Pattison, Mr Perriton, Mr Poole, Mr Taylor 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 16<sup>th</sup> May 2011 were read by the Clerk, although having been distributed electronically to Councillors, as not all present had had the opportunity to access them via the Priston website. These were accepted as a true record of proceedings and minute book signed by the Chairman.
3. **Matters Arising:**
  - Village Green** – Reported by the Chairman that the remedial work to the walnut tree had been carried out. The Clerk confirmed an invoice had not yet been received.
  - Small Green** – The Clerk advised of communications with BANES' representatives regarding the condition of the small green. The advice received had been to erect bollards on the three corners and to extend the advisory white line to restrict parking for a further five or ten metres. After consulting with the Chairman she had declined these suggestions in the hope the condition of the green would improve in coming weeks.
  - Wood Lane** – The Clerk had contacted the Highways Department to request signage to indicate the road was not suitable for large vehicles seeking access to the village but no response had been received.
4. **Correspondence** –
  - Church Farm** - Noted receipt of emails advising of suggested development at Church Farm. After discussion it was agreed that, as the drawings received did not form part of a formal application, no decisions could be made by the Parish Council.
  - Dog Fouling** – The Clerk read a letter received from a resident regarding dog fouling along the public right of way beside the cricket field. After discussion, it was agreed that small signs be placed at each end of this bridleway and Councillor Whybrow was requested to place a small article in The Link. It was recognised that it is the responsibility of all dog owners to clear up after their pets and suggested that all Councillors and residents, who see this occurring, speak to the owners with the request that they clear up after their pets.
5. **Financial Report** - The Clerk reported a balance at the bank of £3,277.06 including the PRIDE account £1,257.96. Cheques had been remitted to ALCA totalling £65.17 in payment of annual membership and Councillors' Packs; to Bristol Water for supply of water to the trough and fountain £19.34; to the contractor who had refurbished the Village Green £1,080; the Internal Auditor £50 and a total of £515.71 to the Clerk to cover her salary for the three months April to June and reimbursement of refill cartridges for both the copier and printer.
6. **Internal Audit** – The Chairman drew attention to the Internal Auditor's Annual Report and also read an email forwarded by ALCA from the National Association regarding the future of Internal Auditing. The Chairman would speak to the Internal Auditor on this matter and requested that it be an agenda item for the next meeting.

7. **Risk Assessment** – Agreed the Risk Assessment prepared by the Internal Auditor, on behalf of the Parish Council, satisfactorily covered all risks appertaining to the business of the Council.
8. **Governance: Standing Orders** – Copies of the Standing Orders adopted by the Parish Council, based on NALC recommendations, were distributed to all Councillors for their retention and noted that this document is published on the Priston Website.  
**Financial Regulations** – Copies of the Financial Regulations were distributed to all Councillors for consideration and Councillor Hopwood requested Councillors to agree a figure in excess of which a formal tender process must be adopted. After discussion it was agreed an appropriate amount to be £5,000. The Clerk to reissue the Financial Regulations after including this amendment. This document would also be published on the Priston Website.
9. **Management of Planning Applications** – Councillor Davies spoke at length on a paper he had written, copies of which were distributed to Councillors and residents, giving his thoughts and recommendations on how the Parish Council should consider and make decisions on Planning Applications. He felt that, in the past, the Parish Council had not been effective when passing decisions to Planning Services. At the conclusion of Councillor Davies' remarks, Mr Hughes requested permission to address the Council saying that he emphatically disagreed with Councillor Davies' comments and, in particular, he emphasised that the previous Parish Council **had** quoted policies, where appropriate, from the BANES' Local Plan. In the discussion on dealing with Planning Applications, District Councillor David Veale said he would make enquiries as to requirement to hold planning meetings in public.  
**Post Meeting Note:** Councillors Cross and Davies have been actioned to present proposals for dealing with Planning Applications at the next Parish Council meeting.
10. **Out of Committee Decisions:** The Chairman advised of a recently instigated system whereby decisions, which do not require lengthy discussion, can be approved or otherwise via the email system and then ratified at a formal meeting
- (i) **Village Green** – Noted Mr Hughes had agreed to continue to be responsible for the cutting of grass on the village green and also for the trough and drinking fountain.
  - (ii) **Priston Church of England Educational Charity** – Noted Mr Hughes to continue to act as the Parish Council's representative on this Charity.
11. **Archives** – Mr Hughes agreed to continue to be responsible for the extensive Parish Council archives.
12. **Defibrillator** – Mr Wilkinson reported that he continued to monitor the defibrillator equipment and submit fortnightly reports to the Clerk and also advised he hoped it would be possible to arrange further training sessions later in the year.
13. **Priston Website:** Mr Bottle reported the new Parish Council homepage had been finalised which gave links to Council documents including minutes from 2002. Information on the Priston Festival was available and also recently taken photographs.
14. **Footpaths and Bridleways:** Councillor Whybrow advised he had nothing to report at this meeting.
15. **Planning Applications:**  
**Pressbarrow Farm – Erection of General Purpose Agricultural Building** – To note receipt of consent form from Planning Services. Councillor Lippiatt registered his interest in this application.  
**Staddlestones – Removal of Roof Slates, Insulation of Roof, Recladding of existing building and extension with slates.** Recently circulated and returned to Planning Services with no objections raised. 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** – recently circulated and recommendations returned to Planning Services  
**Parcel 5856, High Street – Erection of dwelling with garage, drive and landscaping** – new application currently circulating. After discussion agreed to hold a meeting in the coming days to consider this application and arrange return of recommendations to Planning Services.  
**The Old Post Office – Alteration to existing driveway and car parking arrangements** - new application currently circulating.  
**10 Summerlea – Erection of single storey rear extension, replacement of felt flat roof with pitched roof and external alterations** – new application currently circulating.

**Park Farm, Newton St Loe - Erection of agricultural buildings with a new beef and arable unit at an existing farmstead** – (Adjacent parish) - new application currently circulating.

**16. Date of next meeting** – Monday 12 September commencing 7.pm.

**17. Any Other Business:** (i) The Clerk advised she had been in contact with the Highways Inspector regarding damaged trees and overhanging branches in Wood Lane. He had promised to arrange rectification and also some remedial work to gullies on a 28 day order.

(ii) Referring to the previously reported advice from the Highways Department regarding the condition of the small village green, a suggestion was made by a resident that this could possibly be made smaller. The meeting was reminded that this small green is the property and responsibility of the District Council.

(iii) Councillor Hopwood spoke on the decision for the Clerk to no longer read the minutes at Council Meeting and was reminded this decision had been made on the proviso that all in attendance had had the opportunity to read the minutes of the previous meeting.

(iv) In response to an enquiry from Mr Hughes, the Chairman advised grit bins would be purchased before the onset of winter.

(v) At the Chairman's invitation District Councillor Veale spoke on the problems being experienced by road users following the recent installation, by residents, of bollards at Nailwell which restrict the width of the road. He advised he had been in contact with BANES' personnel in an attempt to rectify the current situation and was awaiting information.

There being no further business for discussion Councillor Pattison declared the meeting closed at 9.15pm and thanked Councillors and residents for their attendance and participation.