

**The following are the DRAFT minutes of an ordinary meeting of Priston Parish Council held on Monday 15<sup>h</sup> July 2013 in the Village Hall, Priston. These have not yet been approved as an accurate record of proceedings.**

Councillor Pattison presided and Councillors Cross, Davies, Girdlestone, Hopwood, Lippiatt and Whybrow and the Parish Clerk were present. The Chairman welcomed village residents Mrs Anderson, Mrs Broomfield and Mr Wilkinson and District Councillor Veale.

1. There were no **apologies**.
2. **Minutes of the ordinary meeting** held on 13<sup>th</sup> May 2013, 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 - Condition of bank at corner of Priston Lane** – The Chairman advised the requested details had not been received from the homeowner and it was agreed this would not be included in future meetings unless contact is made by the homeowner.  
**Insurance** - The electronic response from the Parish Council’s insurers was noted and placed on file. After discussion it was agreed a copy of the current Asset Register be forwarded for their records.  
**Action: Clerk**  
**Community Right to Bid** – The letter written to the owners of the Ring o’Bells was noted and a copy placed on file.  
**Meeting of Dunkerton Parish Council** – Councillors Cross and Davies reported on the meeting they had attended and spoke in favour of displaying planning applications on a screen at Parish Council meetings commenting this was a practice which could be adopted.  
A letter of thanks had been received from Mrs Geake for the donation towards her fundraising efforts on behalf of the Send a Cow Charity.
4. **Correspondence**  
**Highway Drainage/Farmborough Lane** – The correspondence between the District Councillor and the Highways Manager was noted. Agreed District Councillor Veale pursue this and again contact the Highways Manager with the request that drawings be prepared and costings calculated. Councillor Veale was again thanked for his support in this matter.  
**Action: District Councillor Veale**  
**Community Survey 2013** – The Clerk advised she had recently completed a survey which requested up to date information on facilities available within villages across the district.  
**Parcel 5856, High Street** – The Council was advised that BANES had been contacted by the adjacent neighbours regarding the overgrown condition of this piece of land and had received a visit from an Environmental Health Officer. The correspondence between the land owner and the BANES’ Officer was noted. During the discussion which followed, it was agreed that whilst the granting of permission to enable neighbours to access the land was gratefully received it was not appropriate in the circumstances. Agreed to write to the family who own the land with the request that they, as a gesture of good will, arrange for the overgrown grass and hornbeam hedge to be trimmed.  
**Action: Chairman and Clerk**
5. **Financial Report** - The report distributed electronically to Councillors was read to the Council, noting cheques written since the previous meeting including the Clerk’s salary and reimbursement of expenses for the three months 1<sup>st</sup> April to 30<sup>th</sup> June totalling £558.25. A cheque of £100 as donation to the defibrillator fund had been received and VAT refunded in the sum of £94.27 for the previous financial year. The balance at the bank as at 30<sup>th</sup> June was £3222.39 including £275.74 in the defibrillator account. There were two outstanding payments: Green Thumb for second treatment of the Village Green £15.50 and reimbursement to the clerk for print cartridges recently purchased £28.99.
6. **Standing Orders/Financial Regulations** – Councillor Hopwood reminded the Council that, at the previous meeting, it had been agreed an amount of £50 for which the Clerk may write cheques between meetings without prior consultation with the Parish Council. His proposal that a more realistic amount of £100 was appropriate was seconded by Councillor Cross and agreed unanimously. It was also agreed to adapt and adopt the Financial Regulations currently used by Combe Hay Parish Council and a copy of this document was awaited.  
**Action: Councillor Hopwood**
7. **Internal Audit Plan/Risk Assessment** - copies of the approved Internal Audit Plan had been distributed electronically to Councillors. Agreed the controls section of “Damage to Council’s Property” of the Risk Assessment be increased in line with the insurance value on the Asset Register.  
**Action: Chairman**
8. **Annual Return to External Auditors** – The Clerk advised the Annual Return had been approved by the Auditors and no charge was applicable. A notice of Completion of Audit and copies of sections one, two and three would be displayed on the Parish Council noticeboard for the statutory 14 days.  
**Action: Clerk**

9. **Neighbourhood Plans** – The Chairman advised the Parish Council would be informed when it is our turn to take part in workshops and training.
10. **Community Right to Bid** – Agreed the Chairman place a small article in The Link to advise parishioners of the current situation.  
**Action: Chairman**
11. **BANES' Core Strategy** – District Councillor Veale advised of the current situation and the scheduled hearing with the Inspector and Planning Officers.
12. **Defibrillator** – The report received from Mr Wilkinson was distributed electronically and a copy placed on file. Noted the AED and telephone kiosk continue to be checked weekly and an anonymous donation of £100 had been received
13. **Footpaths and Bridleways** – Councillor Whybrow advised he had nothing to report to this meeting. The Chairman suggested an additional agenda item for future meetings: “Roads/Highways” and Councillor Girdlestone agreed to be responsible for this. The Clerk advised the wall at the lower end of the High Street had recently been damaged and was currently being repaired by the Highways Department.
14. **Priston Website** – The report submitted by Mr Bottle, and which had been distributed electronically and published on the website, was accepted and a copy placed on file. The Chairman proposed, seconded Councillor Hopwood and agreed unanimously that Mr Bottle be reimbursed for the website’s hosting and domain charges which he is currently incurring. Noted future invoices must be tendered in the name of the Parish Council to enable the VAT to be reclaimed.  
**Action: Clerk**
15. **Meetings attended outside the Parish** : (a) Councillor Pattison reported briefly on the BANES’ Group of ALCA meeting which he attended with the Clerk. (b) Councillor Hopwood advised that PACT meetings would no longer be held and volunteered to attend the Parish Forum meetings held periodically at Radstock Police Station; and (c) Councillors Cross and Davies reported on the Parishes Liaison meeting at which there had been lengthy discussion on Broadband and also Fracking within the district.
16. **Planning applications:**  
**6 Summerlea - Erection of an extension and improvements to existing dwelling** – Noted receipt of consent from Planning Services.  
**5 Sarabeth Drive, Tunley - Change of use from ancillary residential accommodation to separate residential dwelling** (adjacent parish) – Noted this application had been resubmitted and also the need to ensure the bridleway is protected.  
**Parcel 8970 Tunley Road – Erection of Agricultural Barn and widening of existing access** (adjacent parish) – The response to this application had been placed on file. Noted the request by Englishcombe Parish Council that this be referred to Planning Committee. The Chairman agreed to speak to this application, if he is able, should this occur.  
**Action: Chairman (or other Councillor)**  
**Planning Application Process**– Noted information recently received that, with effect from 2nd September, all consultations with Town and Parish Councils would be sent out electronically and response should be by email. It was suggested a laptop and screen be set up for the next parish planning meeting.
17. **Meetings to be attended outside the Parish** –  
Parishes Cluster, Hinton Charterhouse: 10 September – Councillor Davies and the Clerk to attend  
Parishes Forum, Radstock Police Station: 16 September – Councillor Hopwood and the Clerk to attend  
BANES’ Group ALCA, venue tba, 25 September - Councillor Davies and the Clerk to attend  
Parishes’ Liaison, venue tba, 16 October – Councillor Cross to attend
18. Date of next meeting: Monday 9<sup>th</sup> September 2013, commencing 7pm
19. **Any Other Business:** Although not Parish Council business, Councillor Davies expressed concern at the condition of some of the tombstones in the churchyard. Councillor Hopwood advised the church endeavours to keep them safe.

There being no further matters for discussion the Chairman declared the meeting closed at 8.30pm and thanked councillors and residents for their attendance and participation.