

**The following are the DRAFT minutes of an ordinary meeting of Priston Parish Council which was held on Monday 28 June 2004 in the Village Hall, Priston. These have not yet been approved by the Parish Council.**

Councillor Hughes presided, Councillors Bowyer, Geake, Lippiatt, Nokes, Whybrow and Parish Clerk were present.

1. **Apologies** were received from Councillor Cross and District Councillor Mrs Todd.
2. **The minutes** of the meeting held on 17 May were read, agreed and signed by the Chairman.
3. **Matters Arising:**
  - Planning Application - 31 Greystones** - The Chairman advised that he had checked the planning application and confirmed that there was a slight alteration but no cause for concern.
  - Priston Website** - The Clerk had written a letter of thanks to Mr Bottle for which he had conveyed his appreciation.
  - Footpath at Rockhill** - Mr Whybrow advised that there had been a loose stone at this stile but this had now been rectified.
  - Insurance Cover** - A quotation had been received from Aon Ltd in the sum of £298.47 inclusive of Insurance Premium Tax. This to be kept on file until the renewal notice has been received from Zurich, the current insurers, in order for a comparison to be made.
  - Road Surfaces - (a) The Woodlands** - The condition of this road surface was again commented upon but noted that the Highways Department is aware of the situation. **(b) Road adjacent to the Former Skittle Alley** - The Clerk was again requested to contact the Highways Inspector to ascertain the current position following installation of services.
4. **Correspondence** - The Clerk advised of letter received from the Conservative Party's councillor for Midsomer Norton Redfield advising of a series of skateboard events to be held during the summer and requesting financial support. The Clerk to respond advising that the Parish Council is unable to assist as requested.
5. **Financial Report** - The Clerk reported a current balance at the bank of £899.10 after payment of recent account for water supplied to the trough and fountain and she was currently holding a cash balance of £17.05p.
6. **Annual Return to External Auditor for year ended 31 March 2004** - The Clerk reported that she had fulfilled the requirements of the Annual Report and had arranged for notices to be displayed to advise electors of their rights. She had also arranged to see the Internal Auditor. Councillors approved the Statement of Assurance which was signed and dated by the Chairman and Clerk.
7. **Signing of Cheques** - The Chairman drew attention to a directive in a recent edition of the Avon Local County Association newsletter which indicated that cheques should not be signed by a Parish/Town Clerk but by two Councillors. This directive was accepted by the Parish Council. The Clerk advised that she had been in contact with the Association and been informed that copies of Standing Orders, which give instruction on procedures to be followed, are available. It was agreed that one set only be purchased.

8. **Consultation Changes - Planning Services** - Following the circulation of documentation on the changes in procedures Councillors expressed their concern about the new proposed arrangements. It was noted that these were being introduced for a 6 month trial period.  
Councillors were in agreement that a clear indication of any reservations must be given on the comments sheet prior to its return to Planning Services.
9. **Community Emergency Guidance** - The Chairman drew attention to a document received from the Emergency Management Unit of Bath and North East Somerset Council for which he was currently in the process of compiling information. Copies of a customised Community Emergency Guidance for the Parish would ultimately be held by the District Council, emergency services and the residents of the parish who have agreed to be nominated as Community Emergency Resource Advisors. Councillors Bowyer and Whybrow agreed to be added to a Register of Community Contacts with other residents who have already agreed to be included.
10. **Drinking Fountain** - The Chairman advised that the outlet of the fountain had been blocked, probably following the insertion of small stones. Councillors were in agreement that he arrange for the necessary repairs to be carried out, with possible costs to the Parish Council.
11. **Priston Website** - Nothing new to report.
12. **Footpaths and Bridleways** - The archaeological report on the culvert was still awaited. Councillor Whybrow continued by reporting that two stiles on the public rights of way near Wood Lodge are being replaced with kissing gates.
13. **Planning Application - Arum House** - The approval for the installation of two fire escape windows had been received from Planning Services.
14. **Any other business** -
  - (i) **Burial Site** - The Chairman advised that the Bath and Camerton Archaeological Society were keen to pursue the survey of the field adjacent to Hill Farm and that he was in negotiation with the Pow's.
  - (ii) **Holidays** - The Clerk asked to be advised by Councillors of their annual holidays.
15. **Date of next meeting** - Agreed the next meeting be held on Monday 20 September 2004 commencing 7.00pm.

There being no further business for consideration the Chairman declared the meeting closed at 7.55pm and thanked Councillors for their attendance and participation.