

The following are the DRAFT minutes of an ordinary meeting of Priston Parish Council held on Monday 12 May immediately following the Annual General Meeting. These have not yet been approved as an accurate record of proceedings.

Councillor Hughes presided, Councillors Cross, Hopwood, Lippiatt, Pattison, Whybrow, Wilkinson and Parish Clerk were present. The Chairman welcomed village residents Mrs Anderson, Mr Bottle, Mrs Foley, Mr Perriton and District Councillor Clarke.

1. No **apologies** received.
2. **Minutes of the meeting** held on 31 March 2008 were read, confirmed as an accurate record of proceedings and signed by the Chairman. District Councillor Clarke advised that he had tendered his apologies for his non-attendance this meeting.
3. **Matters Arising:**
Footbridge near Priston Mill – Councillor Whybrow reported that the undergrowth had been cleared in readiness for the replacement bridge to be installed.
Dog Fouling – The editors of the Link were thanked for placing an article drawing attention to the problem of dog excrement in the village.
4. **Register of Interest – New Councillor** – The standard documentation was given to Councillor Pattison with the request that he complete and return to the Clerk at his convenience.
5. **Registers of Interest** – Councillors Cross, Hopwood, Hughes, Lippiatt, Whybrow and Wilkinson checked the details held by the Clerk and formally agreed that no changes had occurred.
6. **Correspondence** – The Clerk read the letter written to the Priston Millennium Committee accepting responsibility for a roof over the well and drinking fountain.
7. **Financial Report** - The Clerk advised the first half year precept of £1,700 had been received; a carried forward figure of £413.49; out of pocket expenses in the sum of £10 paid to Mrs J Lawes of the Bath and Camerton Archaeological Society leaving a balance at the bank of £2,113.49. An invoice for £50 had been received from the Internal Auditor and of £13.40 for standing charge in respect of the supply of water to the trough and drinking fountain. Agreed these two accounts be paid.
8. **Annual Payments** – After brief discussion it was agreed that payments be made, as usual, to The Link (£50), Village Hall (£75) and ALCA (£55.49).
9. **Purchase of new Computer** – Mr Bottle presented details of a Dell computer which would be suitable for use by the Parish Clerk at a delivered price of £492.98 including VAT. He advised that if this could be ordered by 14th May there would be a promotional discount of £50. The Clerk advised that she would be able to reclaim the VAT outlay on this equipment. It was formally proposed by Councillor Wilkinson, seconded Councillor Lippiatt and agreed unanimously that arrangements be made to purchase without delay. Mr Bottle was again thanked for his support to the Clerk and Parish Council.
10. **Open Spaces Society** – Recent documentation had been circulated to all Councillors and it was agreed not to contribute to this society.
11. **Internal Auditor's Report** – The Clerk read the report from the Internal Auditor which recommended (1) the Clerk keep a separate file of all communications relating to the local highways and (2) the Clerk write up the cash book as entries occur rather than at the end of the financial year. The Clerk confirmed she had carried out the first recommendation but that she was reluctant to hand write the ledger until the year end. However, the Clerk undertook to prepare the typed version of the financial return and update on a quarterly basis.

12. **Internal Audit Plan** – The Internal Auditor had advised that, in his opinion, the Internal Audit Plan prepared in April 2007 for the year 2007-2008 appeared to be appropriate for the coming year. The Clerk read the Plan to remind Councillors of its contents.

- 13. Annual Return to External Auditors** for the year ended 31st March 2008 - The Clerk advised of the year ended figures presented on the Annual Return which were accepted by the Council. These showed a balance at the bank of £413.49, compared to £286.80 the previous year. Photocopies of Section 2, the Annual Governance Statement were distributed to all Councillors for ease of comprehension. As the Clerk read each clause to the Council, Councillors gave formal approval of the section. The Clerk confirmed that she had prepared notices, to comply with the requirements of the Return to advise electors of their statutory rights, as in previous years.
- The Clerk continued by informing the Parish Council that additional information had been requested by the External Auditors for the year under consideration as part of a 5% spot check of councils. The Clerk read the list of required information to be forwarded with the Annual Return.
- In response to an enquiry from Councillor Pattison, the Clerk advised of the assets currently owned and of their value.
- The completed document was signed and dated by the Chairman and Clerk.
- 14. Highway Issues** – Various highway matters were discussed and decisions made as follows:
- (i) Agreed to remind the Highways Department that there is still a problem with flooding in Priston Lane following the laying of cables by British Telecom.
 - (ii) Agreed to request the resurfacing of the pavement outside Hill View.
 - (iii) Request a further visit by a member of the Highways Department for advice regarding the condition of the lower village green.
 - (iv) Referring to the broken Farmborough arm of the signpost, the Clerk advised that she had requested its replacement. It was, however, thought the severed section could be traced. The Chairman to investigate further and, if successful, the Clerk to change the instruction with CouncilConnect.
 - (v) Speeding vehicles – Councillors were in agreement with the Chairman’s proposal that “20mph” be painted on the road at the top and bottom of the straight section of High Street.
 - (vi) Litter Bin – agreed to request the replacement of the litter bin on the village green.
 - (vii) Agreed the general condition of the village green was poor and the possibility of turfing or resowing was considered as was the suggestion that an adjacent neighbour might own a hand mower which could be used to cut the grass when necessary.
 - (viii) The general condition of local roads was raised and District Councillor Clarke advised that he would be involved in a feasibility study of the Timsbury to Tunley road and would use the opportunity to speak to representatives of the Highways Department.
- 15. Emergency Guidance** – Councillor Cross advised that eleven copies of the amended document had been received which she would distribute to the nine named Community Emergency Resource Advisors (CERAs), a copy to a resident in Wilmington and also a copy placed in the Village Hall. Councillor Cross was also arranging for a parish map to be provided. There was discussion on the need train first aiders in the parish but no formal decision made. Village resident, Mrs Anderson, volunteered to act as Flood Liaison Officer for Priston. Councillor Cross was again thanked by the Chairman for all her hard work in arranging the updating of this document.
- 16. Regional Spatial Strategy** – Councillor Cross extended sincere thanks to all residents who had completed the recently distributed questionnaire. The relevant information had been extracted and was in the process of being collated into a document for presentation to the District Council later in the year. District Councillor Clarke advised of the dates by which documents are to be submitted.
- 17. Priston Website** – Mr Bottle’s report on the current contents of the Priston Website was read to the meeting and would be placed on file.
- 18. Footpaths and Bridleways** – Covered under item 3 above.
- 19. Appointment of Internal Auditor** – The re-appointment of Mr A Harris as Internal Auditor was formally proposed by Councillor Pattison, seconded Councillor Cross and agreed unanimously.

- 20. Planning Applications:**
Barn 3, Priston Mill Farm – Change of use to storage (Resubmission) – documentation returned to Planning Services with no objections raised.
Hill Farm – Erection of Implement Shed (Retrospective) – The response received from the Planning Inspectorate was read by the Clerk. The appeal had been dismissed and the implement shed must be removed.
Priestbarrow House – Conversion of existing outbuildings – Amended plans received which were in current circulation.
- 21. Date of next meeting** - Monday 14th July 2008 commencing 7.00pm.
- 22. Any other business:**
The Chairman regretted to report that it is possible the village will lose the telephone box as it is underused. The Clerk to write to Planning Services to request the retention of this important village facility.

The Chairman declared the meeting closed at 9.20pm and thanked Councillors and residents for their attendance and participation.