

**The following are the DRAFT minutes of an ordinary meeting of Priston Parish Council held on Monday 10 May 2010 in the Village Hall, Priston immediately following the Annual General Meeting. These have not yet been approved as an accurate record of proceedings.**

Councillor Hughes presided, Councillors Cross, Hopwood, Pattison, Whybrow and Wilkinson and Parish Clerk were present. The Chairman welcomed village residents Mr and Mrs Broomfield.

1. **Apologies** received from District Councillor Clarke who hoped to join the meeting later.
2. **Minutes of the meeting** held on 29 March 2010, having been distributed electronically to all Councillors, were accepted as a true record of proceedings and the minute book signed by the Chairman.
3. **Matters Arising:**
  - (i) **Speeding Vehicles** – Despite repeated attempts to ascertain when slow signs will be provided, no response received to date.
  - (ii) **Telephone kiosk** – Noted the telephone had been out of action for several weeks and the Chairman, Clerk and District Councillor had all contacted BT to request repair.
  - (iii) **Grit Bins** - The Chairman commented it had been mentioned at a recent Parishes' Cluster meeting that Parish Councils may have to purchase their own bins due to the high demand for bins for next winter.
4. **Registers of Interest:** The six Councillors in attendance checked the details held by the Clerk. Councillor Wilkinson amended his Register of Interest to include his involvement with the AED Project. This amendment would be passed to the District Council's Monitoring Officer. The Registers were signed in confirmation.  
**Clerk's Note:** Subsequent to the meeting Councillor Lippiatt extended his apologies for his inability to attend and checked and signed to confirm there had been no changes to the information held on record.
5. **Correspondence:** Noted receipt of survey on ALCA Members' Needs 2010. Agreed unanimously the Chairman and Clerk complete this on behalf of the Parish Council.
6. **Financial Report:** The Clerk reported a balance at the bank of £1,790.76 at the commencement of the year, including £1,000 received from the Ward Councillor's Initiative Fund. The first half of the precept, £1,600, had been received on 1 April. The balance of the PRIDE account had been paid into the Parish Council's account and would be shown as a separate entry in the financial ledger. A sum of £509.35 refund of VAT had been requested from the Customs and Excise which included £473.47 relating to the defibrillator, cabinet and electrician's charges. This added to the balance of the PRIDE account gave a balance in this account of £1,257.96. Since the last meeting subscription to ALCA had been paid, donation to charity on behalf of the guest speaker and also virus protection. The balance in the Council's general account including refund of VAT was £3,273.37.  
The annual account from the Internal Auditor in the sum of £50 had been received and it was agreed that this be settled.
7. **Internal Auditor's Report:** The report dated 16 April 2010, which contained the recommendation that the Risk Assessment be updated to provide for fortnightly checking of the defibrillator, was read by the Clerk and accepted by the Council.
8. **Risk Assessment:** Copies of the Risk Assessment, which had been updated to include the defibrillator, were distributed to all Councillors and, after some discussion, accepted.
9. **Internal Audit Plan:** The Internal Audit Plan in current use was read by the Clerk and agreed to be appropriate for the current year.
10. **Annual Return to External Auditors** for the year ended 31<sup>st</sup> March 2010: The Clerk read from the annual letter received from the Auditors and, at her request, Councillors confirmed that, as far as they were aware, there were no Conflicts of Interest which might affect the Auditors' independence.

Photocopies of Section One "Accounting Statements" and Section Two "The Annual Governance Statement" were distributed to councillors for ease of ratification. The Clerk gave an explanation of the comparable figures for the years 2009 and 2010 in Section One and read the clauses of the Statement in Section Two. As each clause was read, the Councillors gave formal approval of this Section.

The Clerk reaffirmed the Parish Council's assets, the value of which is included at item 9 of Section One.

The Clerk continued by confirming the Internal Auditor had checked the comparative figures between the current and previous year, and also that she would prepare notices as in previous years, to comply with the requirements of the Return, to advise electors of their statutory rights. These notices would be displayed on the Parish Council and Church noticeboards on 16 June. The completed document was signed and dated by the Chairman and Clerk and after copying would be returned to the Auditors before the deadline of 14 July.

11. **Defibrillator:** Councillor Wilkinson reported that the permanent defibrillator had been installed and reports were being sent, on a regular basis, to AED Locator and the Parish Clerk. Noted that 26 village residents had been on an induction course on the use of the equipment and there were no further plans, at the moment, for future courses. Commented that refresher courses should be held annually.
12. **Priston Website:** No formal report received but commented that the Parish Council is aware that the information is kept up to date and displaying photographs of the recent 90<sup>th</sup> birthday of Mr Horace Broomfield. Mr Bottle was thanked in his absence.
13. **Footpaths and Bridleways:** Councillor Whybrow advised that the Consultation comments, with regard to the BOAT at Priston Mill, were being compiled into a report by the District Council. Councillor Hopwood and Councillor Whybrow referred to correspondence previously, and currently, received from the District Council regarding this Byway and involved District Councillor Clarke who undertook to speak with officials in the District Council.
14. **Planning Application:**  
**Applecot, Priston - Erection of two storey rear extension after demolition of existing lean-to**  
New application recently returned to Planning Services with no objections raised.
15. **Date of Next Meeting:** Monday 12 July commencing 7.00pm.
16. **Any Other Business:**
  - (i) The Chairman advised the District Councillor of the delays experienced in the provision of slow signs in the village. The Clerk to forward relevant contact details to Councillor Clarke who undertook to pursue as appropriate.
  - (ii) Following extended discussion on the non-working of the public telephone, the need for an operational public telephone and the possible use of the defibrillator in an emergency, District Councillor Clarke volunteered to liaise with appropriate staff in the District Council to seek their support. Councillor Wilkinson volunteered to contact BT.
  - (iii) Referring to the instruction from the Ambulance Service that, for insurance purposes, only Councillor Wilkinson and one other resident, who are responsible for the checking of the equipment and issuing the report, are permitted to know the code number of the cabinet, Councillor Hopwood spoke strongly on the need for all trained personnel to be able to access the equipment in the event of an emergency. Councillor Wilkinson was requested to investigate this further.
  - (iv) Councillor Hopwood expressed concern on resources expended on repairs being carried out on roads which were repaired only a few months previously. District Councillor Clarke advised that many similar complaints have been received from parishes and continued by informing the Council that consideration was being given to contractors using their own initiative and checking and repairing roads as necessary.

There being no further business for discussion the Chairman declared this meeting closed at 9.00pm and thanked Councillors and residents for their attendance and participation.