

**The following are the DRAFT minutes of an ordinary meeting of Priston Parish Council held on Monday 13<sup>th</sup> May 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, Mr Bottle and Mr Wilkinson and District Councillor Veale.

Prior to the commencement of the formal business of the meeting, Mrs Anderson referred to problems experienced with on-street parking at the village's annual May Day and enquired if the white lines at the corner of Priston Lane could be refurbished. Mrs Anderson also spoke of her involvement with the bridleways association and it was agreed she liaise with Councillor Whybrow in this regard.

1. There were no **apologies**.
2. **Minutes of the ordinary meeting** held on 25<sup>th</sup> March 2013, having been distributed electronically to Councillors, were accepted as a true record of proceedings and the minute book signed by the Chairman.

**The minutes of the extraordinary meeting** held on Friday 5 April to consider planning application number 13/00946/FUL, 6 Summerlea were also approved as an accurate record of proceedings and the minute book signed by the Chairman.

3. **Matters Arising** - Councillor Lippiatt informed the meeting that he was expecting to be given an email address, in the next few days, for the owner of Parcel 5856 High Street.

**Action: Councillor Lippiatt**

**Condition of bank at corner of Priston Lane** – The Chairman advised that the requested details had still not received from the homeowner.

**Action: Councillor Pattison**

Councillor Pattison spoke briefly on a recent very helpful site meeting with the Highways Inspector with regard to flooding of local roads.

Councillor Davies regretted that he had been unable to attend the meeting of Dunkerton Parish Council on 27 March.

4. **Registers of Interest** – All Councillors signed and dated the Registers of Interest compiled in November 2012 to confirm there had been no changes to the information held on file.

5. **Correspondence** – The Clerk advised of a telephone call from a resident, wishing to make a formal complaint to the Parish Council, regarding the flooding on the Farmborough lane. A typed note of this had been placed on file. Councillor Lippiatt advised that representatives of the Highways Department had visited recently and of their discussions. District Councillor Veale confirmed he had recently attended a site meeting in the area and that he was to meet with the Highways Manager later in the week to discuss possible further action.

The Clerk advised of letters written to Mr Anderson to thank him for acting as Internal Auditor in the previous year and to Mr Geake for a very interesting talk at the Annual Parish Meeting.

6. **Financial Report** - The report distributed electronically to Councillors was read to the Council, noting an end of year balance of £1,276.38 plus £826.92 in the defibrillator account. The cheques written since the previous meeting were noted: salary and reimbursement of expenses to the Clerk for the three months January to March totalling £561.20; MidNorton and Radstock Dial-a-Ride £30; ALCA annual membership £47.98; £7.32 for postage to NALC to cover postage for booklets ordered and received. Also from the defibrillator account £160.98 to cover the purchase of face masks although it was emphasised that residents had remitted cheques totalling £127.20 to cover the cost of the masks. Precept for the first half of the year, £2,420.00, had been received.

The Clerk advised: (a) the cheque in the sum of £5 renewing membership with the Cam Valley Wildlife Group, sent in November, had not been received and had been cancelled; a further cheque to be sent. (b) an invoice had been received from Green Thumb in the sum of £15.50 for the first treatment of the Village Green; and (c) an invoice for £50 had been received from Mr Harris being his fee for auditing the council's documents. Agreed to settle these three accounts. **Action: Clerk**

The Clerk continued by reporting on the increasing difficulties that she had been experiencing with the printer she currently uses. Agreed unanimously a replacement printer be purchased at an estimated expenditure of £50. Mr Bottle volunteered to assist with purchase and installation.

7. **Internal Auditor's Report** – The report received following Mr Harris' recent annual audit was read to the council and accepted. Noted the recommendations (a) the Parish Council should ensure all assets are adequately insured. The defibrillator and the trough, well and seat on the green are not specified on the policy and, following brief discussion, it was agreed the Clerk write to the insurers to request clarification and (b) the **Risk Assessment** should be updated to give the new insurance amounts covered. **Action: Chairman and Clerk**  
 Noted the **Internal Audit Plan** approved for the previous financial year was appropriate for the current year.  
 Finally it was noted that, under the Accounts and Audit (England) Regulations 2011 the Parish Council is not required to conduct an annual review of the effectiveness of the internal audit.
8. **Standing Orders and Financial Regulations** – Copies of the existing documents were distributed to all councillors and, after brief discussion, it was agreed this item be placed on the agenda of the next meeting for further discussion and possible update. The Clerk commented she had a handwritten note on her copy which intimated expenditure to a maximum of £50 without prior consultation with the Parish Council. This was agreed and Councillor Hopwood was requested to include this as a clause in the Financial Regulations. **Action: Councillor Hopwood**
9. **Annual Return to External Auditors for the year ended 31<sup>st</sup> March 2013** – Copies of Section One "Accounting Statements" and Section Two "The Annual Governance Statement" were distributed to councillors for ease of ratification. The Clerk explained the comparable figures for the years 2012 and 2013 in Section One and councillors gave formal approval of the clauses in Section Two as each was read by the Chairman.  
 The Clerk referred to the Parish Council's assets, the value of which are shown at item 9 of Section One. After discussion it was agreed the value of the Parish Council's computer be further reduced to £50 and also that the brazier be included with a value of £500. The Asset Register would be formally amended and a copy placed on file. The Annual Return to be signed by the Chairman and Clerk prior to submission to the Auditors before the deadline of 3<sup>rd</sup> June. **Action: Chairman and Clerk**
10. **Neighbourhood Plans** – The Chairman advised he had clarified the situation with regard to another parish council compiling a Parish Plan but who were referring to it as a Neighbourhood Plan.
11. **Community Right to Bid** – The Chairman referred to the Parish Meeting held in January after which it was agreed there were two assets which the Parish Council wished to record as "Assets of Community Value"; the Ring o'Bells Public House and the Cricket Field. The Chairman and Councillor Davies reported on their conversations with the owners of the Ring o'Bells and the Cricket Club and Field. The Chairman advised on the options which were available and, after brief discussion, it was agreed to take no further action. The letter which had been written to the owner of the cricket field was read to the meeting. It was agreed to write to the owners of the Ring o'Bells to advise them of the Parish Council's decision. **Action: Chairman and Clerk**
12. **BANES' Core Strategy** – Councillor Cross reported that, together with Councillor Davies, she had read through the new Core Strategy and it had been decided not to respond to the revised proposals.
13. **Out of Committee Decisions – 1/13 and 2/13** – The formal agreement of the Parish Council was given to (a) the treatment of the village green four times per year at a quoted cost of £15.50 (including VAT) for each visit and (b) the Cricket Field would not be listed as an Asset of Community Value
14. **Annual Parish Meeting** – The Clerk reminded Councillors that it is customary to provide out of pocket expenses to the guest speaker at the Annual Parish Meeting. It was agreed that, on this occasion, this would not be appropriate but that a donation of £20 be given to Mrs Geake in support of her fundraising expedition to Ethiopia in aid of the Send a Cow charity. **Action: Clerk**
15. **Invitation to Councillors to attend meeting of Dunkerton Parish Council** – Wednesday 15 May – Councillor Davies expressed an interest in attending this meeting. **Action: Councillor Davies**

16. **Defibrillator** – The report received from Mr Wilkinson was distributed to all attendees and a copy placed on file. Noted that the AED and telephone kiosk continue to be checked weekly and that two training courses in the use of the equipment had been held recently and 26 residents were now fully trained. Mr Wilkinson also advised that sponsorship was being sought to cover the cost of training. Councillor Hopwood commented that annual retraining would be beneficial.
17. **Footpaths and Bridleways** – Councillor Whybrow advised he had nothing to report to this meeting.
18. **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.
19. **Planning applications:**
  - 6 Summerlea - **Erection of an extension and improvements to existing dwelling** – Noted response to Planning Services in support of this development.
  - 5 Sarabeth Drive, Tunley - **Change of use from ancillary residential accommodation to separate residential dwelling** (adjacent parish) – After discussion it was agreed to confine the council's comments to Planning Services to the proposed access for the development which used the public bridleway, Blind Lane (no: BA:10/4) the parish boundary of Priston and Dunkerton. **Action: Clerk**
20. **Meetings to be held outside the parish and attended by Parish Councillors and Clerk**
  - BANES' Group ALCA: 29 May – Councillor Pattison and Clerk to attend
  - PACT meeting: 3 June – Councillor Hopwood and Clerk to attend
  - Parishes' Liaison: 19 June – Councillors Cross and Davies to attend
21. **Date of next meeting:** Monday 15<sup>th</sup> July 2013, commencing 7pm
22. **Any Other Business:** The Clerk advised that the bound minute book, which has been used since July 1991, is almost full with sufficient pages remaining for the minutes of the Annual General Meeting. She had started to use a ring binder with effect from the minutes of the AGM in 2012, to provide continuity, and would continue to use this.

There being no further matters for discussion the Chairman declared the meeting closed at 8.40pm and thanked councillors and residents for their attendance and participation.