

The following are the DRAFT minutes of an ordinary meeting of Priston Parish Council held on Monday 17th September 2012 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 Mrs Broomfield and District Councillor Veale.

1. There were no **Apologies**.
2. **Minutes of the ordinary meeting** held on 16th July 2012, 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: Grit Bins** – Noted the bins had not yet been put into storage but agreed no action be taken at this time.
4. **Two extraordinary meetings were held on Saturday 28 July and Tuesday 28 August to consider Planning Applications 12/01748/FUL** (Revised documentation), **12/02908/FUL, 12/03084/FUL and 12/03415/FUL**. The minutes of these meetings, having been distributed electronically to Councillors were agreed as a true record of proceedings and signed by the Chairman. Typed copies of these minutes have been filed with the respective application documentation.
5. **Correspondence** (a) Noted complaints received regarding the overgrown condition of Parcel 5856 High Street, comments which were echoed by Councillors. The Clerk was authorised to write to the owner with the request that arrangements be made as soon as possible to clear the excessive growth which was considered to be an eyesore in the village. (b) The Clerk read the letter she had written to the organisers of the Diamond Jubilee Celebrations. (c) Letter received from the St John's Ambulance offering first aid courses was passed to Mr Bottle for publication on the Priston website. (d) The letter written to the Highways Department, regarding the maintenance of the verges by the District Council, and response received was noted. Councillor Cross advised of discussions at a recent meeting at which the representative of the Highways Department confirmed the verges had, this year, been trimmed once in an attempt to reduce expenditure. After discussion, the clerk was asked to write further to the Highways Department with the request that verges on single track roads be cut twice a year as in previous years.
Action: Clerk
6. **Financial Report** - The report distributed electronically to Councillors was read to the Council, noting a balance at the bank as at 5 September of £2,208.78 including £917.48 in the defibrillator account and the cheques written since the previous meeting on 16 July. The Clerk requested ratification to pay her salary for the three months ended 30 September plus reimbursement of expenses incurred in that period on behalf of the Parish Council. The Clerk advised that, since the report had been prepared it had been necessary to arrange replacement of a cartridge for the printer in the sum of £14.99. Agreed to include this amount in the current reimbursement. The total cheque to be in the sum of £578.73.
Action: Clerk
The Clerk informed the Council she had received formal notification from the Audit Commission that the External Auditors for five years from 2012/2013 would be Grant Thornton UK LLP and that if income and expenditure remain below £10,000 no administration charges would be levied.
7. **Parish Council Insurance** – New policy documentation received Cam and Company who were insurance brokers for Aviva, passed to Councillor Davies to ensure that all aspects had been covered.
Action: Councillor Davies
8. **Cheque Signatures:** The Chairman referred to guidance recently received regarding the adoption of modern methods of payment and, at his suggestion, it was unanimously agreed to continue with the current arrangement in the use of cheques signed by two, of three, Councillors.
9. **Governance** - Councillor Hopwood deferred to Councillor Davies who had recently attended a course on the subject of the **New Code of Conduct** Councillor Davies gave a very thorough resumé of the information he had acquired at the course advising that the Parish Council should wait to receive the Code of Conduct being issued by the District Council's Monitoring Officer. In conclusion Councillor Davies volunteered to compare the details between the NALC Code and BANES' Code when it is received. **New Registers of Interest** were also expected from the BANES' Monitoring Officer for completion by all Councillors. **Action: Councillor Davies**
10. **Neighbourhood Plans** – Councillor Cross advised that the Core Strategy was still delayed whilst extra work is carried out for HM Inspector.
11. **Council Business** – Copies of a paper prepared by Councillor Cross following Councillor Training sessions organised by ALCA had been distributed electronically and the various issues raised were discussed and agreed as follows: **Finance:** reserves should be held for contingencies. Gradually build up the balance held to £3,000 by the end of the financial year 2015. **Budget:** should be prepared earlier in the year, not at the

January/February meeting prior to submission to BANES. The Clerk to prepare a Forward Budget for the next meeting for preliminary discussion. **Precept:** The precept is currently not capped, but this may change in the future. Involve the electorate in future discussions. **Meetings:** Noted meetings can be held in a private house providing the householder agrees to admit any members of the electorate who wish to attend. **Agenda/Minutes:** Currently published on the Priston Website. **Naming of Councillors:** Continue to identify Councillors in minutes as appropriate. **Action: Clerk**

12. **Defibrillator** – The report received from Mr Wilkinson was read by the Clerk who advised that reports continue to be received fortnightly and that it was hoped to arrange a further training session in the coming months.
13. **Priston Website** - The report submitted by Mr Bottle, and which had been distributed electronically to Councillors, was accepted and a copy placed on file.
14. **Footpaths and Bridleways** –Councillor Whybrow advised he had nothing to report to this meeting.
15. **PACT meeting** to be held on 15 October. Councillor Hopwood requested appropriate items for submission to this public meeting. A suggestion was made that the local PCSO might be invited to visit the village on a Saturday morning and so meet residents at the Saturday café. Councillor Lippiatt reported on recent fly tipping problems. There was also discussion on the decision of the District Council to trim the verges only once in the current year. **Action: Councillor Hopwood**
16. **Forthcoming meetings outside Parish:** (i) BANES' ALCA Group Wednesday 26 September – Councillors Davies and Pattison to attend. (ii) AGM ALCA Saturday 6 October - Clerk to tender apologies. (iii) Parishes Liaison Meeting Wednesday 17 October – Councillor Pattison hoped to attend. (iv) Bathavon South and West Wards (Group 3) Cluster Meetings – the Clerk to distribute dates for 2013. **Action: Clerk and Councillors as appropriate**
17. **Planning Applications:**
 - Land between Church Farm Lane and Church Lane** – Erection of detached dwelling and associated external works – Noted Tree Preservation Order and continuing dialogue.
 - Village Farm - First Floor extension and associated minor works** – Noted Parish Council's response to, and receipt of consent form from, Planning Services.
 - Priston Village Hall – Removal of existing asphalt from area immediately to the rear of the hall and the back of the hall to the pedestrian entrance and replace with sandstone slabs and landscaping** – New application recently received and considered at the extraordinary meeting on Tuesday 28th August.
 - Arum House, High Street – Alterations to roof and erection of rear extension** – New application recently received and considered at the extraordinary meeting on Tuesday 28th August.
 - Street Record, Priston Lane – Use of land and building as builders' yard (Certificate of Lawfulness for an existing use)** – Documentation recently received. Agreed this property was not within Priston Parish Boundary and documentation passed to the District Councillor.
18. **Date of next meeting:** Monday 19th November 2012, commencing 7pm.
19. **Any Other Business:** Prior to departing to attend a meeting of another Parish Council, the District Councillor, David Veale, outlined the procedure for land change of use to 'allotment' status, which would involve a planning application.