

Minutes of the Annual Meeting of Priston Parish Council Held at 7 pm on Monday 11th May 2026 in the village hall

Present: Cllrs, Bruce Clarke, Helen Burns, Guy Davies, Robert Davies, John Lippiatt and Nick Keppel-Palmer
Jocelyn Nichols (Clerk) and 5 parishioners

1. **Election of Chairman:** Cllr Clarke was proposed by Cllr Burns and seconded by Cllr Keppel-Palmer. Cllr Clarke was elected unanimously to the position.
2. **Declaration of Acceptance of Office – Chairman:** Cllr Clarke accepted the position and signed the Acceptance of Office.
3. **Election of Vice-Chairman:** Cllr Burns was proposed by Cllr Clarke, seconded by Cllr G Davies. Agreed unanimously.
4. **Appointment of Internal Auditor and finance representatives:** Patrick Dawson has agreed to continue as auditor. Cllr Hopwood agreed to continue as a signatory on the bank account, along with the Chair and Vice Chair.
5. **Appointment of Planning Representatives:** Cllr Hopwood, Cllr G Davies and Cllr R Davies agreed to continue as our planning representatives. Agreed unanimously.
6. **Appointment of Footpath Representative:** Cllr Burns agreed to continue this role for the coming year. Agreed unanimously.
7. **Appointment of Village Hall Representative:** Cllr G Davies agreed to continue. Agreed unanimously.
8. **Appointment of Roads and Highways Representative:** Cllr Lippiatt agreed to continue in this role, and it was agreed unanimously.
9. **Appointment of Representative to Priston AED Project:** Cllr Hopwood has agreed to continue to manage our defibrillators.
10. **Appointment of Climate and Ecological Emergency Representative:** Cllr Keppel-Palmer agreed to continue with this role. Agreed unanimously.
11. **Appointment of Flooding Representative:** Aylet Anderson agreed to continue as our flooding rep.
12. **Matters raised by parish residents:** A parishioner wishes to improve the appearance and biodiversity of the fence between Mead Cottage and the cricket club track. Since the previous hedge had been removed the area was a mess of nettles. **Action: Helen will discuss re-instatement of the hedge with the owner of Mead Cottage, we will source hedging and arrange volunteers to plant the hedge in the Autumn.**
13. **Apologies:**, Councillor Peter Hopwood, B&NES Councillor Matt McCabe and B&NES Councillor Fiona Gourley

14. **Minutes:** The minutes of the ordinary meeting on 9th March 2026 were approved and signed.
15. **Actions Outstanding:**
 - a) John has asked the Gamekeeper to check with the Landowner that he can clear the ditch at the bend on Priston Lane, also at the double dipper, and is chasing a response.
 - b) Our new village agent is Maggie Harding
 - c) Watery Lane still needs painted 20mph roundels and SLOW signs, Helen will contact 'Fix My Street'.
 - d) The Emergency Provision Checklist is still to be circulated.
 - e) Rebecca Landon has been appointed as our new Clerk and Responsible Finance Officer, but unfortunately has come down with a heavy cold, and is unable to attend this meeting. It was agreed that she will be appointed on point 7 of the NJC Pay Scales, for 8 hours a week, and Jocelyn will be retained on the payroll until the end of June, and attend the July meeting to provide training and support.
16. **Financial Report for the financial year 1st April to 1st May 2026:** The Parish Council started the year in April with £6,013.54 in the bank and received £4,910 precept. and on 1 May there was £10,118.61 including £1,122.04 CIL money. The expenditure was £804.93. The auditor had previously expressed concern that we are spending over our precept, so he was pleased we have continued to make budget savings. It was agreed we will look into changing our bank account to allow two people to access it.

The asset register was approved, it was agreed that we will add the memorial plaque for next year.
17. **To consider, approve and sign the 2025/26 Annual Governance Statement :** The internal auditor has completed the audit report. After all agreeing the statement, and the certificate of exemption, the chair and the clerk signed the Annual Governance Statement which will be published on the website.
18. **To consider, approve and sign the 2025/26 Accounting Statement:** Receipts and payments for 2024/25 and 2025/26 were considered and approved. The chair and clerk signed the Accounting Statement which will be published on the website.
19. **To consider and approve 2026 Standing Orders, Financial Regulations, Risk Assessment:** Councillors have read and approved the updated documents.
20. **To review and sign the 2026 Councillors' Register of Interests:** Councillors reviewed and signed these.
21. **To agree dates for public access to accounts:** These were agreed as Wednesday 3rd June 2026 to Tuesday 14th July 2026.
22. **Assertion 10 Progress:** The draft IT Policy has been agreed.

- 23. **Roads and Highways:** The roads are becoming much faster, particularly on Car Boot days and evenings when the Mill is in use. **Action: Clerk will ask Highways about installing speed pillows.** The Parking Survey was discussed. **Action: Guy will discuss increasing parking availability in the Village Hall car park with the Village Hall Committee. Guy and Nick will compose a letter to be circulated with the Parking Survey summary.**

- 24. **Planning:** The Dog Agility lighting application has been accepted. **Action: Robert and Guy will attend the Planning training on 28 May, Clerk will inform B&NES.**
The WECA Green Belt Review and B&NES Draft Local Plan will be coming out soon.

- 25. **Flooding:** Any residents not receiving the Loop should contact Aylet with a phone number and email address.

- 26. **To report on the Climate and Ecological Emergency:** Priston Lifts WhatsApp group has been made more secure by having two administrators who control the membership.

- 27. **To report on footpaths:** A team of volunteers have helped Helen move the footpath and mesh in Michael's Wood.

- 28. **To report on external meetings and agree attendance at future meetings:** The recent Parish Liaison attended by Robert and Clerk included a World Café session and provided useful information.

- 29. **Any other Business:** None

- 30. **Date of next Meeting** –Monday 6th July 2026 7pm in the village hall.

Signed:Date:

JN 12/5/26