

The following are the DRAFT minutes of an Ordinary meeting of Priston Parish Council held on Monday 18th May 2015 in the Village Hall, Priston. These have not yet been approved as an accurate record of proceedings.

Councillor Pattison presided and Councillors Davies, Lawton and Lippiatt and the Parish Clerk were present. The Chairman welcomed electors of the parish: Mrs Anderson, Mr Bottle, Mrs Farnham-Finch, Mr Girdlestone and Mr Worrall.

Prior to the formal business of the meeting, the Chairman invited residents to address the Council. Serious concern was expressed regarding the access to the livery at Village Farm especially following the erection of new signage advising 20mph through the village with out of limit signs on the reverse of the posts. It was agreed to write to the Highways Department with regard to the blind entrance/exit. Prior to this the Chairman would contact the owners of the property.

1. **Apologies** received from Councillors Hassard, Hopwood and Whybrow, residents Mrs Cross and Mr Wilkinson and District Councillor Veale,
2. **Minutes of the ordinary meeting** held on 23rd March 2015 having been distributed by email to Councillors were approved as an accurate record of proceedings and the minute book signed by the Chairman.
3. **Matters Arising: Projector Screen** – The Chairman reminded the meeting that he had, for several months, been trying to obtain a screen appropriate for the display of planning applications etc. He continued by reporting that the Village Hall committee had suggested the back wall of the stage could be painted with a suitable paint to enable films etc to be shown. After discussion it was formally proposed by the Chairman, seconded Councillor Davies and agreed the Parish Council pay half of the costs involved to a maximum of £100. **Action: Chairman**
4. **Minutes of the extra-ordinary meeting** held on 21st April, to consider planning application 15/01408/VAR, having been distributed by email to Councillors were approved as an accurate record of proceedings and the minute book signed by the Chairman.
5. **Registers of Interest** were distributed to Councillors present and the Clerk would liaise with Councillors unable to attend to arrange for completion. Copies of these documents would be forwarded to BANES' Monitoring Officer and published on the Priston Website. **Action: All Councillors and Clerk**
6. **Correspondence - (i) St John Ambulance:** request for financial support – After discussion it was agreed that no action be taken in this respect.
(ii) Donation to Positron CT Scanner in recognition of Brian Huggett's (retiring Chairman of Englishcombe Parish Council) contribution to Local Government. After brief discussion it was formally proposed by Councillor Davies, seconded Councillor Lippiatt and unanimously agreed that a donation of £50 be made. **Action: Clerk**
(iii) The Pensions Regulator: Councillor Davies advised that, in the first instance, the Clerk's details had been forwarded to comply with the request for contact details.
(iv) Joint Local Access Forum: Councillor Davies advised he had put his name forward for membership.
(v) The Clerk read from an email advising of a **Local Flood Risk Management Strategy Workshop** to be held on Wednesday 17h June. Mrs Anderson advised she had also received this information. Councillor Lippiatt and Mrs Anderson to attend. **Action: Councillor Lippiatt**
7. **Financial Report** – The report distributed by email to Councillors, and published on the Priston Website, was read to the Council. Noted cheques written since the previous meeting: renewal of ALCA membership £48.10; donation to Dial-a-Ride £35.00 and copying of questionnaire for Village Design Statement £68. The balance at the bank as at 5th May £4,421.03. The Clerk had also written cheques which needed signatures for reimbursement of £43.98 for two large print cartridges, Internal Auditor £50, Green Thumb treatment of the Village Green on 7th May £15.50 and copies of The Good Councillor's Guide £12.50 including postage. Green Thumb had notified an increase in their charge to £17.00 with effect from their next treatment scheduled for 16th July. This increase was accepted by the Parish Council.
In conclusion the Clerk advised that, before the next meeting, she would be writing a cheque for her salary and also half of the broadband charge both for three months May to June inclusive.
8. **Internal Auditor's Report/Internal Audit/Risk Assessment** – (a) The **Internal Auditor's report** received following Mr Anderson's recent meeting with the Clerk was approved. The report included the recommendation, made by the External Auditors, that the value of all assets should be shown as cost price wherever this was possible. (b) the **Internal Audit Plan** approved for the previous financial year was appropriate for the coming year and (c) the **Risk Assessment** be amended to note the current year's date. It was agreed that no other changes were needed to this document. **Action: Chairman and Clerk**

9. **Standing Orders/Financial Regulations** – Agreed this item be placed on the agenda of the next meeting.
Action: Clerk
10. Annual Return to External Auditors for year ended 31st March 2015 - Copies of Section One “Accounting Statements” and Section Two “Annual Governance Statement” were distributed to Councillors for ease of ratification. The comparable figures between the years 2014 and 2015 were noted. The Parish Council gave formal approval of the clauses in Section Two as each was read by the Clerk.
The Clerk referred to the instruction from the External Auditors that Assets should be shown at cost price on the Asset Register wherever possible. The amended figure was noted to be £11,234 compared with £10,594 in 2014. The main difference being in the purchase price of the computer £493 in 2008 which had been given a depreciating figure of £30 in 2014.
The Annual Return to be signed by the Chairman and Clerk prior to submission to the Auditors before the deadline of 25th May.
11. **Village Design Statement** – Councillor Davies advised that a questionnaire had been distributed to all residents the responses to which were currently being analysed.
12. **Defibrillator** – Noted the fortnightly checks continue to be carried out, copies of the completed report are filed by the Clerk. Mr Wilkinson had submitted a report to the Parish Council in which he advised arrangements were being made to hold a course for new trainees and for residents whose certificate has expired. Mr Wilkinson’s report also reminded Councillors that he had suggested an upgrade of the current AED and was very pleased to advise that a very generous and anonymous offer had been received to pay for the second grade equipment. The Parish Council was in agreement that, on the basis of the donation, Mr Wilkinson should proceed with the purchase of the new equipment.
13. **Footpaths and Bridleways** – The report received from Councillor Whybrow advised that two stiles on Footpath 20/1 had been replaced with (a) a kissing gate at the entrance to the copse just past the sewage farm and (b) by a pedestrian gate from the road to the sewage farm. Unfortunately, with regard to Footpath 20/9, the landowner had not given permission for the stile close to the owl barn to be replaced with a kissing gate. The Council agreed the Clerk write to the landowner to request his reconsideration of this replacement on a very popular route.
Action: Clerk
14. **Roads and Highways** – Councillor Lippiatt spoke on the problems experienced with land slip at no.2 Hill View and read from emails provided by the homeowner. The Chairman reminded the Parish Council that, together with Councillor Davies, he had scrutinised emails between the homeowner and BANES’ Highways Department and requested sight of any emails which had not been available on this occasion. Councillor Davies suggested the involvement of the District Councillor.
15. **Priston Website** - The report submitted by Mr Bottle, advising of updates since the previous meeting, which had been distributed by email to Councillors and published on the website, was accepted and a copy placed on file.
16. **Planning Applications – Parcel 5856 High Street, Appln No.15/01408/VAR** – Noted the Council’s response to Planning Services objecting to this application.
Tunley Farm, Tunley –Appln.No.15/00026/MVAR – Noted decision of Planning Services to approve this application under delegated powers.
17. **Meetings to be attended outside the parish** –
ALCA Group Three Wednesday 27th May at Salford – Councillor Lawton to attend with the Clerk.
Action Councillor Lawton and Clerk
Parishes’ Liaison Wednesday 17th June in Keynsham – Subsequent to the meeting Councillor Davies confirmed his availability to attend.
Councillor Davies
18. **Date of next meeting:** Monday 13th July commencing 7.00pm.
19. **Any Other Business:**
(a) Concern was expressed at vehicles currently being parked around the Village Green making it difficult for other residents to negotiate the area. Agreed “Speed Calming” be placed on the agenda of the next meeting for full discussion.
Action: Clerk
(b) The Parish Council noted with great regret the recent death of Peter Duppa-Miller, Parish Clerk at Combe Hay, Secretary of the BANES’ Group of ALCA and involvement in other aspects of Local Government. Tribute was paid to Peter for his support to Councillors and the Clerk. The Service of Thanksgiving to be held at Combe Hay Church on Friday 22nd May. The Clerk and her husband would attend.