

BISHOPSTONE PARISH COUNCIL
PARISH COUNCIL MEETING
Thursday 3rd July 2008 at 7.30 pm.

MINUTES

1. **Present** : Parish Councillors : E R Draper (ERD),
N T Barter (NTB),
B Lampert (BL)
T W Long (TWL),
J F Murray (JFM)
J H Thompson (JHT)

County Councillor : Tony Deane
Neighbourhood Police Team : PC Peter Jung

Six parishioners were present.

2. **Co-option of new members** : Major J H S Thompson and Mrs B Lampert signed their Acceptance of Office and were co-opted as members. The Chairman welcomed them and hoped that they would be pleased to have decided to serve the parish in this way.
3. **Apologies for absence** : Apologies had been received from Councillor B C Draper (BCD).
4. **Declaration of Interests** : There were no amendments to those previously registered.
5. **Public Question Time** : Mr G Brutton asked what the situation was with the western access to Footpath 19 having been closed and a new entrance created further along Mill Lane. TWL explained that as far as the Parish Council was concerned the matter was in the hands of the administering authority, Wiltshire County Council, so the Parish Council had no action to take. The landowner Mr R Stewart stated that he had believed that he was replacing an old gate that was regularly left open with a new entrance. A further question was raised about the correct route of Footpath 19 and TWL stated that, although a poor photocopy of the map had been supplied on an earlier occasion, there was absolutely no question over the route of the right of way and he had confirmed it by taking a better copy of the definitive map during his recent visit to County Hall. ERD went on to inform the meeting that TWL had written a letter to the concerned parishioners over The Picnic Field confirming that the Parish Council would not be involved in the issue of villagers being upset that the decades-long habit of people taking their children into the meadow to play seemed to be under threat.
6. **Minutes of the last meeting** : NTB proposed approval, seconded by JFM. Minutes of the meeting held on 8th May 2008 were signed by the Chairman as a correct record.

7. **Elect a Vice Chairman** : It was unanimously agreed that ERD should speak to BCD because councillors would like to see him continue as Vice Chairman now that his health had improved. See Action Plan.

8. **Delegated Responsibilities** : Each councillor gave a brief summary of key points about the delegated responsibility that they had held in 2007/2008.

8.1. JFM reported that Chalke Valley Sports Centre was deeply discussing three major issues- the election of a new Chairman, future funding and strategic direction. There appeared to be some difficulty in finding a Chairman; a caretaker Chairman was probably going to be engaged; all clubs were planning to have fund-raising activities in the near future so please support the fête on 2nd August.

8.2. TWL reported that during the past year the Parish Steward had got on top of most of the jobs that he could do without external assistance so that routine maintenance was the core of the job now. A new Steward, Dave Hollands was taking over who was a hard worker so expect lots of jobs to get done.

8.3. New delegated responsibilities for 2008/2009 were agreed as follows :-

- Planning matters – Ted Draper
- Rights of Way – Trevor Long
- Public Transport – Bridgette Lampert
- Environment – James Thompson
- Chalke Valley Sports Club – Ian Murray
- Neighbourhood Police Liaison – Ian Murray
- Flood Warden – Norman Barter
- Parish Steward Liaison – Trevor Long
- AONB Parish Partner – Norman Barter

9. **Agenda items** :

9.1. **County Councillor's Report** :

9.1.1. It could not be expected that any major action would happen over the C12 High Road this year unless some additional funds suddenly became available. TWL reported that the planned patching that we had been promised and that we told residents to expect had not been done nor had we been told why not. JHT added that the road was a disgrace especially since this was the example of our area that tourists faced. ERD considered the road dangerous for cyclists and motor cyclists. Tony Deane repeated that the County's priority to reduce slippery road surfaces came as a higher priority than the C12 overhaul.

9.1.2. Wiltshire County Council had been delayed in putting forward its plans for applying government guidance note 1/06 on speed limits but would be doing so shortly. It was agreed that TWL should write to the council asking for the speed limits to be reviewed now that the new children's swings had been installed. See Action Plan.

9.1.3. JFM was anxious to have confirmation that when the time came to nominate representatives to sit on Community Area Boards then any parish involvement would be in response to a direct invitation to all parishes. Tony Deane confirmed that it would.

9.2. District Councillor's Report :

9.2.1. There had been an emergency meeting about the Bourne Hill office project. Councillors had been left with no choice but to agree a course of action that would avoid Salisbury District Council becoming bankrupt.

9.3. Neighbourhood Police Report

9.3.1. PC Jung stated that the team wanted to consult local people regarding local issues. He wanted to expand the e-mail contact too. With rising prices both scrap metal theft and fuel theft were increasing problems. Contact was being made with scrap dealers to target the receivers.

9.4. Responsible Finance Officer Business

9.4.1. Since the last meeting in May when approval had been given to a £50.00 donation to the Bobby Van Trust and £176.63 annual subscription to the Wiltshire Association of Local Councils those cheques had been signed and mailed. A cheque for £100.00 to Dr I Smith for retaining the website had been signed and sent. A cheque for £64.63 payable to Atkinsons for the internal audit fee and a cheque for £471.31 for the annual insurance fee now had to be raised. Finally the 2008/9 Village Hall Grant of £500.00 had been requested. Since all of these amounts had been budgeted it was proposed by TWL and seconded by BL that they be approved and where necessary cheques signed by authorised signatories.

9.4.2. The Statement of Accounts for the period ended 31st March 2008 had now been audited. It was proposed by NTB and seconded by TWL that this be approved.

9.4.3. The Annual Governance Statement for the period ended 31st March 2008 had also been audited. It was again proposed by NTB and seconded by JHT that this be approved.

9.4.4. The Annual Internal Audit Report for the period ended 31st March 2008 had also been completed without any notified problem.

9.4.5. On 7th July 2008 a formal notice would be posted on the two Parish Council notice boards announcing that from 21st July 2008 until 15th August 2008 the council's accounts would be available for inspection. See Action Plan.

9.4.6. The new insurance policy schedule reducing the premium from over £750 per year to £471.31 was distributed. Councillors were invited to check the schedule and report any queries to JFM. See Action Plan.

9.4.7. JFM informed members that in future he would circulate his reports before the meeting by e-mail. See Action Plan.

9.5. Clerk's Report

9.5.1. TWL distributed a briefing on meetings attended and forthcoming meeting dates.

9.5.2. It was necessary to have access for all councillors to correspondence and messages but the printed list circulated at each meeting had become hard work for the benefit gained. It was agreed that members would think about alternative processes. See Action Plan.

9.6. Recreation Ground Management

9.6.1. The children's swings had now been installed and were being enjoyed by many children already. It was planned to fit a spring to the entrance gate and to get the fence repaired as soon as possible. RoSPA would be carrying out an annual inspection and we would have to complete a weekly inspection. See Action Plan

9.6.2. The next cricket match would be on July 10th and football training by the Chalke Valley team was happening every Tuesday evening until August.

9.7. Recreation Ground Restrictions

It was noted that three or perhaps more people were continuing to exercise dogs in the sports area. It was unanimously agreed that the notices had been the right step and that with young children now in the area we must eliminate the outstanding problems.

9.8. Risk Assessment Document 2008

9.8.1. A draft of the document was given to each member and to Mr Michael Pratt for review and improvement before the next meeting. See Action Plan.

10. Planning Matters :

Decisions given by Salisbury District Council since the last meeting :

Reference	Place	Development	Decision	Date of Decision
2008/0669	Riverside, Flamstone Street	Rear extension	Refused	22.05.08
2008/0737	6 The Croft	Variation to approval 2007/0865	Granted	09.06.08
2008/0787	Netton Old Farmhouse	Replace existing garage with store/play area building, erection of a new garage/woodstore on site adjacent to village hall and associated landscaping, walls etc..	Withdrawn	
2008/0788	Netton Old Farmhouse	Ditto, listed building	Withdrawn	
2008/0789	Rafters, Manor Farm	Convert adjacent double garage for residential studio use, alterations to include 2 new rooflights in north elevation and new window and door in west gable.	Granted	18.06.08
2008/1039	Sewage Treatment Plant, Faulstone	Cut back trees & bushes	Withdrawn	11.06.08

11. Any other business : Proposals for the new electoral arrangements for Wiltshire Council had been published on 1st July. The proposal was that there should be 98 unitary councillors for the county and that we should be in a division called Fovant and Chalke Valley. It would consist of the

parishes of Ansty, Swallowcliffe, Sutton Mandeville, Fovant, Compton Chamberlayne, Tollard Royal, Berwick St John, Alvediston, Ebbesbourne Wake, Bowerchalke, Broad Chalke, Bishopstone, Stratford Tony and Netherhampton. TWL proposed that he would draft a response to be circulated to all councillors for their improvements to be added before mailing. See Action Plan.

There being no other business the meeting closed at 9.32 pm

DATE OF NEXT MEETING – Thursday 4th September 2008 at Bishopstone Village Hall starting 7.30 pm.

Signed as an accurate record :

.....

CHAIRMAN

.....

DATE

Attachment 3

BISHOPSTONE PARISH COUNCIL

Bank reconciliation as at 31st May 2008

Bank account balances as per statements

Current account	£ 1,197.83
Business access account	£ 4,661.25
Outstanding deposits	£ 2,291.92
Outstanding transfers to current account	- £ 800.00
Outstanding cheques	- £ 797.94
Total	<u>£ 6,553.06</u>

Cash book balances

Current account	£ 399.89
Business access account	£ 6,153.17
Total	<u>£ 6,553.06</u>

Yet to be accounted for £10.00 in the name of Sports Club

Attachment 4

BISHOPSTONE PARISH COUNCIL**Expenditure v Budget for the financial year 2008/2009
As at 31st May 2008**

DETAILS	EXPENDITURE	ANNUAL BUDGET	VARIANCE TO BUDGET	ESTIMATED OUTCOME FOR YEAR
Churchyard Cutting		£600.00	£600.00	
Village Hall		£500.00	£500.00	
Clerks Salary/Expense		£1,000.00	£1,000.00	
Hire of Village Hall		£60.00	£60.00	
WALC Subscription	£150.32	£150.00	-£0.32	
Chalke Valley Sports Club		£400.00	£400.00	
Insurance	£471.31	£640.00	£168.69	
Audit Commission		£150.00	£150.00	
Recreation Ground		£1,000.00	£1,000.00	
Internal Audit		£55.00	£55.00	
Repairs & Maintenance		£1,000.00	£1,000.00	
Bus Shelter Cleaning		£105.00	£105.00	
Donations	£50.00	£200.00	£150.00	
Contingency	£100.00	£500.00	£400.00	
Local Elections			£0.00	
TOTALS	£771.63	£6,360.00	£5,588.37	£0.00

Notes

Variance to budget : Numbers in black are positive : numbers in red are negative
Expenditure is shown net of VAT which is refundable

BISHOPSTONE PARISH COUNCIL
PARISH COUNCIL MEETING
Thursday 3rd July 2008 at 7.30 pm.

ACTION PLAN

WHAT ACTION	BY WHOM	COMPLETED ✓
Maintain contact with Councillor Tony Deane to track progress on repairs to C12 High Road	TWL	
Continue follow up with Chalke Valley Football Club over their interest in using the Recreation Ground	JFM	
Enter regular Agenda item to report on Recreation Ground swings condition.	TWL	
Explore the possibility of organising a summer event on the Recreation Ground next year	TWL	
Ask Brian Draper about his future as a Parish Councillor	ERD	
Carry forward the election of Vice Chairman to the September meeting of the Council	TWL	
Follow up the restoration of the correct entrance to Footpath 19 with the Rights of Way Warden	TWL	
Organise an opening event for the new swings on the Recreation Ground	TWL	
Send Acceptance of Office Forms to SDC for new councillors	TWL	
Write to WCC requesting a review of speed limits through the village especially with new swings installed	TWL	
Post a notice on the PC noticeboards that the PC Annual Return is available for inspection	JFM	
Check the content of the new insurance schedule to ensure you find it satisfactory for our needs	All members	
Circulate Finance Report and Recreation Ground Committee Reports by e-mail before PC Meetings	JFM	
Consider if there are other ways of informing councillors about correspondence in and out other than the bi-monthly listing	All members	
Check the draft Risk Assessment Document to ensure that it only covers essential risks, that none are left off and that the assessments are correct	All members	
Draft a response to the Boundary Committee's draft electoral proposals and circulate it for members to add their improvements	TWL	