

BISHOPSTONE PARISH COUNCIL
ANNUAL GENERAL MEETING OF THE PARISH COUNCIL
Thursday 7th May 2009 at 8.00 pm.

MINUTES

1. **Present** : Parish Councillors : E R Draper (ERD),
N T Barter (NTB),
B Lampert (BL),
T W Long (TWL), Clerk
County Councillor : Tony Deane
Community Beat Manager : PC Peter Jung

There were no members of the public present.

2. **Elect the Chairman** : TWL reported that he had discussed the matter with JFM earlier on the basis of the current Vice Chairman continuing a tradition of taking over the chair after a two year period. JFM had replied that he was willing to take the role but only if the present Chairman refused to stand again. NTB proposed that ERD should be elected Chairman. ERD replied that he was willing to continue if that was what the council wished. All present agreed so ERD took the chair.
3. **Apologies for absence** : Apologies had been received from Councillors J H Thompson (JHT) and J F Murray (JFM).
4. **Declaration of Interests** : There were no amendments or additions to those previously registered.
5. **Election of Vice Chairman & Allocation of Delegated Responsibilities** : TWL proposed that these matters should be postponed until the next Parish Council Meeting so that all Councillors could participate in the decisions. All agreed. See Action Plan.
6. **Minutes of the last meeting** : NTB proposed approval, seconded by BL. Minutes of the meeting held on 5th March 2009 were signed by the Chairman as a correct record. TWL requested that members confirm if the minutes of the Annual Parish Meeting held on 5th March 2009 were an accurate record since this would facilitate their approval at next year's Annual Parish Meeting. Members confirmed that the minutes were accurate.
7. **County Councillor** : ERD thanked Councillor Deane for his efforts on behalf of the parish during his term of office.
8. **Ongoing Issues** :
- 8.1. It was agreed that TWL should proceed to install a two-post bench at the White Hart bus stop. See Action Plan.
- 8.2. It was agreed that TWL should clear away the branches trimmed from the overhanging trees opposite the White Hart. See Action Plan.

8.3. It was agreed that TWL should approach Jo Thompson about her interest in becoming the Tree Warden for the parish. See Action Plan.

9. Neighbourhood Police Report : PC Jung reported that there had been 5 incidents in the village in the past 100 days.

He reported that his team had now taken over their new area of Quidhampton, Netherhampton, Burcombe, Bishopstone, Broadchalke, Bowerchalke, Ebbesbourne Wake, Alvediston, Teffont, Dinton, Barford St Martin, Compton Chamberlayne and South Newton. The area would no longer be called Chalke Valley but would now be named Wilton Rural. It was agreed that a reply should be sent to the unsatisfactory letter from the police informing us of these changes. See Action Plan.

10. Finance Officer's Report : TWL had been asked by JFM to add some points to the written update that had been circulated.

10.1. Attachment 3 of the accounts showed that we carried forward a balance of £6,658.30 into the new financial year. Of this, £2,500 was already committed to the introduction of a new speed limit.

10.2. The need to meet the June 30th deadline for external auditing might require an extraordinary council meeting. Members thought we should be able to agree any issues by phone and e-mail.

10.3. Those present reviewed the Insurance Policy Schedule that falls due shortly. Concerns were expressed over the insured value of £15,450 placed on street furniture, whether this furniture was insured on a "new for old" basis, and whether the mower and strimmer which were about to be purchased would be included. TWL confirmed that the new equipment would initially be stored in his garage and therefore covered by his home insurance. See Action Plan.

10.4. Policy R2 Funds agreed under the regime of Salisbury District Council included the following sums :

| Building Location | Amount for Adult Facility | Amount for Child Facility | Expiry Date |
|-----------------------|---------------------------|---------------------------|-------------|
| Bloaters Lodge | £404.92 | | None |
| Flamstone Street Plot | £1,282.34 | | 15.04.09 |
| Throope Down Barn | £1,063.33 | £808.14 | 11.08.10 |
| TOTAL | £2,750.59 | £808.14 | |

Already committed were £380.00 for the cupboard at Chalke Valley Sports Centre and £690.00 for the mower and strimmer for the Recreation Ground. This left £617.26 needing an urgent decision to prevent the investment from being lost.

After extensive enquiries it had been established that a Play Train with climbing ramp and crawl tunnel together with an open carriage and a closed carriage could be bought for £1,000. This was an ex-exhibition set normally priced at over £6,000. Councillors felt that

this would be an excellent addition to the swings since it was aimed at toddlers. It was also felt that the mesh matting to go with it was a wise investment at £840.

TWL had checked the ground and confirmed that the 11 metres overall length could be fitted within the play area if required.

The Chairman proposed and all agreed that the train should be installed. See Action Plan. ERD asked how much Policy R2 Funds would then remain and it was calculated that it would be approximately £650.

11. Parish Clerk's Report : The following points were agreed :

11.1. New Standing Orders for the Council should be drafted by TWL so that the establishment of Wiltshire Council was reflected. See Action Plan.

11.2. A letter should be drafted to the Post Office by TWL to respond to the consultation over the closure of Broadchalke Post Office and its proposed replacement by an Outreach Service similar to that introduced at Coombe Bissett. See Action Plan.

12. Planning Matters :

Decisions given by Salisbury District Council and Wiltshire Council since the last meeting :

| Reference | Place | Development | Decision | Date of Decision |
|-----------|--|---|-----------|------------------|
| 2008/2130 | The Corn Mill, Crouchston | Redevelopment of site to provide one new house with integral garage | Withdrawn | |
| 2009/60 | 4 Manor Farm Cottages | Detached garage | Granted | 11.03.09 |
| 2009/115 | Land adjacent Drove Cottage, The Drove, Crouchston | Demolition of existing storage building & erection of detached dwelling & double garage | Granted | 23.03.09 |
| 2009/263 | The Old Post Office, The Cross | Demolition of existing garage & utility area, two storey side extension with single storey extension at rear, insertion of dormer window at rear, work to boundary wall | Refused | 22.04.09 |
| 2009/345 | Netton Old Farmhouse | Fell 1 maple | Granted | 16.04.09 |
| 2009/374 | Little Bridge House | Temporary continuation of residential use of garage | Granted | 07.05.09 |

There being no other business the meeting closed at 9.30 pm

DATE OF NEXT MEETING – Thursday 2nd July 2009 at Bishopstone Village Hall.

Signed as an accurate record :

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CHAIRMAN

DATE

Attachment 2

BISHOPSTONE PARISH COUNCIL**Cash Book
Income & Expenditure from 1st April 2008 to 31st March 2009****Business Instant Access Account**

| Date | Details | Payments | Receipts | Balance |
|-----------------|-----------------------------|------------------|------------------|----------------|
| Opening balance | | | | £4,650.35 |
| 10/04/2008 | Interest | | £10.90 | |
| 29/04/2008 | 1st half Precept | | £2,000.00 | |
| 12/05/2008 | Interest | | £11.21 | |
| 14/05/2008 | VAT refund | | £291.92 | |
| 28/05/2008 | Transfer to current account | £800.00 | | |
| 10/06/2008 | Interest | | £13.95 | |
| 10/07/2008 | Interest | | £12.70 | |
| 28/07/2008 | Transfer to current account | £4,700.00 | | |
| 29/07/2008 | R2 monies received | | £4,000.00 | £5,478.33 |
| 29/07/2008 | Rent received re Rec Ground | | £15.00 | |
| 11/08/2008 | Interest | | £11.71 | |
| 10/09/2008 | Interest | | £11.71 | |
| 17/09/2008 | Transfer to current account | £500.00 | | |
| 22/09/2008 | Rent received re Rec Ground | | £15.00 | |
| 22/09/2008 | 2nd half Precept | | £2,000.00 | £7,044.45 |
| 10/10/2008 | Interest | | £11.97 | |
| 29/10/2008 | VAT Refund | | £735.94 | |
| 10/11/2008 | Interest | | £14.11 | |
| 10/12/2008 | Interest | | £3.36 | |
| 15/12/2008 | Transfer to current account | £800.00 | | £7,009.83 |
| 13/01/2009 | Transfer to current account | £600.00 | | £6,409.83 |
| 12/01/2009 | Interest | | £0.60 | |
| 10/02/2009 | Interest | | £0.55 | |
| 10/03/2009 | Interest | | £0.49 | £6,411.47 |
| | | | | |
| | Totals | £7,400.00 | £9,161.12 | |
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Attachment 3

BISHOPSTONE PARISH COUNCIL

Bank reconciliation as at 31st March 2009

Bank account balances as per statements

| | |
|--|--------------------------|
| Current account as at 31/03/2009 | £ 246.83 |
| Business access account as at 31/03/2009 | £ 6,411.47 |
| Outstanding deposits | |
| Outstanding cheques & transfers | |
| Total | <u>£ 6,658.30</u> |

Cash book balances

| | |
|-------------------------|--------------------------|
| Current account | £ 246.83 |
| Business access account | £ 6,411.47 |
| Total | <u>£ 6,658.30</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 March 2009**

| Details | Expenditure | Annual Budget | Variance to Budget | Est outcome for the year |
|---------------------------|--------------------|----------------------|---------------------------|---------------------------------|
| Churchyard Cutting | £600.00 | £600.00 | £0.00 | £600.00 |
| Village Hall | £500.00 | £500.00 | £0.00 | £500.00 |
| Clerks Salary/Expense | £135.02 | £1,000.00 | £864.98 | £135.02 |
| Hire of Village Hall | £72.00 | £60.00 | -£12.00 | £72.00 |
| WALC Subscription | £150.12 | £150.00 | -£0.12 | £150.12 |
| Chalke Valley Sports Club | £400.00 | £400.00 | £0.00 | £400.00 |
| Insurance | £471.31 | £640.00 | £168.69 | £471.31 |
| Audit Commission | £120.00 | £150.00 | £30.00 | £120.00 |
| Recreation Ground | £60.00 | £1,000.00 | £940.00 | £60.00 |
| Internal Audit | £55.00 | £55.00 | £0.00 | £55.00 |
| Repairs & Maintenance | | £1,000.00 | £1,000.00 | |
| Bus Shelter Cleaning | | £105.00 | £105.00 | |
| Donations | £100.00 | £200.00 | £100.00 | £100.00 |
| Contingency | £100.00 | £500.00 | £400.00 | £100.00 |
| Local Elections | | | £0.00 | |
| | £2,763.45 | £6,360.00 | £3,596.55 | £2,763.45 |
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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 7th May 2009 at 8.00 pm.

ACTION PLAN

| WHAT ACTION | BY WHOM | COMPLETED ✓ |
|--|---------|----------------|
| Investigate feasibility of renovating the disused toilets on the Recreation Ground | TWL | |
| Survey the existing street signs and approach Salisbury District Council about updating them | TWL | |
| Upload the Model Publication Scheme on the village website | TWL | |
| Keep the nettles on the Recreation Ground under control | TWL | |
| Search for a wire strainer so that JFM can organise erection of the chain link fence on the Recreation Ground | ERD | |
| Investigate how grit bins are installed for salting the icy roads | TWL | |
| Find out when white lining on C12 through Bishopstone is being repainted | TWL | |
| Investigate the flushing through of the land drains under Crouchston housing development. | TWL | |
| Carry forward Elect a Vice Chairman, Appoint members of the Recreation Ground Committee, appoint our representative on the Village Hall Management Committee, Delegated Responsibilities Reports, agree delegated responsibilities for 2009/2010 to the Agenda for the next Parish Council Meeting | TWL | |
| Install a two post bench seat at the White Hart east bus stop. | TWL | |
| Remove tree prunings from opposite the White Hart. | TWL | |
| Ask Jo Thompson if she is interested in becoming Tree Warden. | TWL | |
| Draft reply to Police about new neighbourhood policing areas and get councillors' approval before mailing. | TWL | |
| Discuss members' concerns over Insurance Policy Schedule with JFM | TWL | |
| Discuss ordering of the Train & Carriages for the Recreation Ground with JFM | TWL | |
| Draft new Standing Orders & distribute to councillors for their appraisal. | TWL | |
| Draft a letter to the Post Office about the Broadchalke Post Office consultation. | TWL | |
| | | |