

**BISHOPSTONE PARISH COUNCIL**  
**PARISH COUNCIL MEETING**  
**Thursday 1<sup>st</sup> November 2007 at 7.30 pm.**

**MINUTES**

1. **Present** : Parish Councillors : E R Draper (ERD),  
N T Barter (NTB),  
B C Draper (BCD),  
T W Long (TWL),  
J F Murray (JFM)  
County Councillor : Tony Deane
  
2. **Apology for absence** : Apologies had been received from our Neighbourhood Beat Manager, PC Peter Jung
  
3. **Declaration of Interests** : There were no amendments to those previously registered.
  
4. **Public Question Time** : Mr and Mrs Peter Hancock attended – see minute 8.1 below
  
5. **Minutes of the last meeting** : NTB proposed approval, seconded by JFM. Minutes of the meeting held on 6<sup>th</sup> September 2007 were signed by the Chairman as a correct record.
  
6. **Matters arising from the September Action Plan** :
  - 6.1. The Chairman had received a promise from Ted Barnes that within a week he would look at the remains of the old pavilion on the Recreation Ground. The purpose was to weigh up the size of skip needed to carry away the scrap.
  
  - 6.2. All other outstanding actions were to be pursued during the meeting.
  
7. **Chairman's nominated agenda items**
  - 7.1. **Neighbourhood Policing** ERD asked for any relevant issues since he would be attending a Western Area Committee Meeting next week. There would be an update from the police on the new arrangements. He knew there would be very strong feelings expressed against the new scheme. County Councillor Tony Deane advised that fellow councillors were meeting with Wiltshire Police with a view to sorting out the perceived problems. JFM added that at a presentation given to the Wiltshire Association of Local Councils on the previous evening he had been shocked to find that there were no manpower reserves built into the processes. He had been told that we should expect a period without a PCSO if our officer were to leave the force.
  
8. **Agenda items** :

8.1. Excluding dogs from the Recreation Ground :

ERD invited Mr and Mrs Hancock to present their viewpoint on the plan to prohibit dogs from the Recreation Ground. They explained that with their children and dog they regularly use the Ground for play. They would always clear up after their dog if it were to be necessary. The council's plan would deny them this family pleasure. They added that this action arose because a few people did not care. They wondered how the council was to police the ban since the offenders would probably still run their dogs in the Ground.

A general discussion followed from which several key points were noted. The Parish Council wished to see the Ground used more for sport and players were already protesting about dog fouling. The Ground was bought by the village for recreation but that had primarily meant sport. In this village there were many places where dogs could be walked in safety without using the Ground.

ERD thanked Mr and Mrs Hancock for showing the interest in presenting their views to the council. All five councillors decided that on balance the prohibition would be implemented. It was agreed that the situation should be reviewed in April 2008. See Action Plan.

8.2. Finance Report :

8.2.1. JFM reviewed the Finance Schedules that he had already distributed. He projected that at the year end we would have approximately £4,200 in our accounts.

8.2.2. The first draft of calculations for next year's precept demand had been done. Councillors agreed to consider any new requirements so that the precept final decision could be taken at the next meeting in order to meet the January 14<sup>th</sup> deadline for submission. NTB felt that an increase in the precept should be considered in view of the masking of the true state by having free Recreation Ground grass-cutting and an unpaid Parish Clerk. All agreed that should this state change then we would be financially exposed. See Action Plan.

8.2.3. The auditors, Mazaars, had approved our internal audit.

8.2.4. A review of the effectiveness of our internal audit was carried out and it was proposed by NTB, seconded by ERD that we close this as complete and satisfactory.

8.2.5. JFM had completed a further update of the Fixed Assets Register. TWL asked for time to submit a couple of amendments before final publication. See Action Plan.

8.2.6. It was proposed by BCD seconded by TWL that the payment for Mazaars audit be approved so the cheque for £58.75 was signed.

8.3. Recreation Ground Report :

8.3.1. It was proposed by TWL seconded by NTB that councillors should formally minute that horses, dogs, the use of motorbikes was prohibited on the Recreation Ground with immediate effect. All voted in favour. See Action Plan.

8.3.2. Draft User Rules were distributed and 10 days for comment were agreed prior to their implementation. The Recreation Ground Committee had defined that villagers wishing to

use the Ground for ad hoc play would not be charged the hire fee. Also that the Committee reserved a right to waive the hire fee when they chose. NTB added that he thought it right that even villagers should pay a fee when an event was run for profit. See Action Plan.

- 8.3.3. JFM reported an approach from Chalke Valley Football Club who had successfully staged two matches on the Recreation Ground. They were interested in making more use of the Ground and were interested in the possibility of placing a Portacabin on the Ground to act as a changing room. It would be fitted with toilets and showers. ERD agreed to enquire whether planning permission would be required. He added that R2 Policy funds might be applicable if installation costs had to be met. JFM read out the negotiating points that the Recreation Ground Committee felt to be pertinent and in principle councillors decreed that discussions ought to start. ERD wanted reassurance that if the football club were using the Ground then no costs would be incurred and JFM advised that this requirement would be brought to the attention of the Football Club.
- 8.3.4. JFM stated that his Committee would be seeking funds next year to mend the southern boundary fence near the lay-by and to carry out minor maintenance tasks.
- 8.3.5. An appeal would be published in the next STAB for interested people to start a children's rounders club.

#### 8.4. County Councillor's Report :

- 8.4.1. Councillor Deane updated the meeting on the progress being made towards the introduction of a unitary council to be called Wiltshire Council that was expected to take over in 2009. Today there had been a meeting of the Transition Team and a representative of the existing Salisbury District Council was sitting on that team.
- 8.4.2. Councillors had received a presentation from the Primary Care Trust. If we had any residents that were not receiving their proper care then it was necessary that we contact the necessary authority to complain about it.
- 8.4.3. Councillor Deane had noted the ongoing problems with the C12 High Road on the Agenda and asked for the details to pursue it on our behalf. TWL provided copies of all the recent correspondence. All agreed that we would accept an action early in 2008 to rectify the problems. See Action Plan.
- 8.4.4. ERD asked about getting the plastic finger-post sign at the bottom of Wilton Hill (Portfield Road) replaced by a genuine wooden one. Councillor Deane suggested that we contact Paul Gerard. See Action Plan.
- 8.4.5. NTB asked if Councillor Deane could help with installing a direction sign to the Church since his predecessor had been able to assist with one to the Village Hall. See Action Plan.

#### 8.5. Parish Clerk's Report

8.5.1. Routine reports had been distributed to Councillors before the meeting including the following points

8.5.1.1. The Compactor lorry had visited on 20<sup>th</sup> October with 20 residents taking the opportunity to dispose of almost 2 tons of bulky household waste. See Action Plan.

8.5.1.2. A Wiltshire County Council meeting had been attended about the transition to a unitary authority to run Wiltshire. Important points that the Council provided in writing included the following :-

- The fundamental principles of One Council - “to create stronger and more sustainable communities in Wiltshire”
  - putting the customer at the centre of everything we do
  - having a highly motivated and effective workforce
  - providing excellent low cost services
  - developing Community Area Boards and supporting local members to ensure that services delivered respond to local needs
  - having one single authority (greater clarity, less ‘plans’, less duplication, less bureaucracy)
  - having one single organisation for all people and organisations to deal with
  - achieving annual savings estimated at £18 million
- Community Leadership and Governance (one of the four main work strands of the transition plan)
  - New constitution, including revised schemes of delegation to officers and members
  - Up to 20 community Area Boards and Community Area Partnerships
  - New Wiltshire Assembly and Public Service Board
  - Boundary Committee review, including parishing the City of Salisbury
  - Town and Parish Councils empowered to deliver council services as agents of the unitary authority

TWL asked councillors if there were any services that the Parish Council might wish to take over. This had been an issue on offer at the meeting in that WCC suggested that it was open to all proposals. It was agreed that the only item that may interest us was the management of allotments. See Action Plan.

8.5.1.3. Wiltshire County Council had asked for our opinion on the prioritisation that they should apply to modification orders for the definitive map of Wiltshire. It was agreed that the council had no view on importance. See Action Plan.

8.5.1.4. Wiltshire Children and Young People’s Trust Board had submitted a document for consultation about their future plan. ERD instructed TWL to complete it with the council’s views. See Action Plan.

8.5.1.5. Proposals had been received about the direction sign to the Church that Wiltshire County Council would erect. NTB asked Councillor Deane if he could enquire about the sign and its installation. See Action Plan.

## 8.6. Risk Assessment

The draft document for 2007 was quickly reviewed with some improvements suggested. See Action Plan.

**9. Planning Matters :**

Decisions given by Salisbury District Council since the last meeting :

Reference	Place	Development	Decision	Date of Decision
2007/1017	Windwhistle Manor Farm	Change from redundant farm building to workshop	Granted	11.07.07
2007/1054	Throope Down House, Blandford Road	Erect workshop/storage building	Granted	17.07.07
2007/1124	Croft Cottage, Netton Street	Two storey rear extension	Granted	25.07.07
2007/1125	Croft Cottage, Netton Street	Two storey rear extension	Granted	25.07.07
2007/1226	14 The Croft	Front extension porch & rear dormer window	Granted	10.08.07
2007/1738	Netton Cottage, Pitts Lane	Alterations & first floor extension	Granted	18.10.07
2007/1778	Old School, Broadchalke Road	Add rear dormer to roof & convert part of loft to form bedroom & bathroom	Refused	26.10.07
2007/1905	Old School, Broadchalke Road	Erect double garage	Granted	26.10.07

There being no other business the meeting closed at 10.15 pm

DATE OF NEXT MEETING – Thursday 3<sup>rd</sup> January 2008 at Bishopstone Village Hall starting 7.30 pm.

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Signed as an accurate record :

.....  
CHAIRMAN

.....  
DATE

Attachment 1

**BISHOPSTONE PARISH COUNCIL**

**Bank reconciliation as at 30<sup>th</sup> September 2007**

**Bank Account Balances as per statements**

Current Account		£1,055.59
Business Instant Access Account		£5,929.13
Less total outstanding cheques		(£400.00)
Total		£6,584.72
<b><u>Cash Book Balances</u></b>		
Current Account		£ 655.59
Deposit Account		£5,929.13
Total		£6,584.72

## Attachment 2

**BISHOPSTONE PARISH COUNCIL****Cash Book****Income & expenditure to date for the year ended 31<sup>st</sup> March 2008****Current Account**

DATE	DETAILS	GRANTS DONATIONS	PAYMENTS	RECEIPTS	BALANCE
Opening balance					£725.03
24/04/2007	Transfer from deposit a/c			£500.00	
26/04/2007	Allianz Cornhill		£14.01		
09/05/2007	WALC		£175.79		
09/05/2007	Allianz Cornhill		£623.65		
09/05/2007	SDC Printing		£10.58		
05/07/2007	Bobby Van Trust	£50.00			
05/07/2007	Dr I Smith Web Site	£150.00			
05/07/2007	Clerk's Expenses		£34.36		
23/07/2007	J C Construct (R2)		£1,480.50		
25/07/2007	Transfer from deposit account			£1,500.00	£186.14
06/09/2007	Election expenses		£25.00		
06/09/2007	Cricket Flyers		£11.75		
06/09/2007	Clerks Expenses		£32.11		
06/09/2007	Atkinsons Audit		£61.69		
06/09/2007	CVSC annual grant	£400.00			
07/09/2007	Transfer from current account			£1,000.00	£655.59



## Attachment 4

**BISHOPSTONE PARISH COUNCIL****Expenditure v Budget for the financial year 2007/2008 as at 31<sup>st</sup> October 2007**

DETAILS	EXPENDITURE	ANNUAL BUDGET	VARIANCE TO BUDGET	ESTIMATED OUTCOME FOR THE YEAR
Churchyard Cutting		£600.00	£600.00	£600.00
Village Hall		£500.00	£500.00	£500.00
Clerks Salary/Expenses	£66.49	£1,000.00	£933.51	£100.00*
Hire of Village Hall		£60.00	£60.00	£60.00
WALC subscription	£149.61	£175.00	£25.39	£149.61
Chalke Valley Sports Club	£400.00	£400.00		£400.00
Insurance	£637.66	£650.00	£12.34	£637.36
Audit Commission		£150.00	£150.00	£150.00
Internal Auditor	£52.50	£50.00	£2.50	£52.50
Repairs & Maintenance		£500.00	£500.00	£1,000.00**
Bus Shelter Cleaning		£104.00	£104.00	£104.00
Donations	£50.00	£200.00	£150.00	£200.00
Contingency	£160.00	£500.00	£340.00	£500.00
Local elections	£25.00	£1,000.00	£975.00	£25.00
<b>TOTAL</b>	<b>£1,541.26</b>	<b>£5,889.00</b>	<b>£4,347.74</b>	<b>£4,478.47</b>

Notes

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

\*Assumes no clerk will be hired this financial year

\*\* Assumes we spend £1,000.00 clearing debris from Recreation Ground. Is this enough ?

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**ACTION PLAN**

WHAT ACTION	BY WHOM	COMPLETED ✓
Remind Ted Barnes about removing the remains of the pavilion from the Recreation Ground & ask how much it would cost	ERD	
Obtain notices prohibiting dogs, horses and the use of motorbikes from the Recreation Ground	TWL	
Install notices at the two gates to the Recreation Ground	TWL	
Carry forward a review of the "dogs and Recreation Ground" issue to the May meeting of the Council	TWL	
Make objections if applicable to the Post Office closure plans when they are published	TWL	
Prepare any submissions for budget and precept so that a final decision can be taken at the January meeting of the Council	All councillors	
Submit any amendments or additions to JFM for the Fixed Asset Register by end of December	All councillors	
Submit any amendments to the Recreation Ground User Rules to JFM by end November	All councillors	
Maintain contact with Councillor Tony Deane to track progress on repairs to C12 High Road	TWL	
Contact Paul Gerard at WCC Highways to ask for a wooden finger-post road sign at the bottom of Wilton Hill (Portfield Road)	TWL	
Maintain contact with Councillor Tony Deane to follow progress on installing a direction sign to the Church	TWL	
Order Compactor lorry to visit on March 15 <sup>th</sup> 2008	TWL	✓
Prepare feedback to WCC in readiness for their contact in January. Ask about the possibilities of taking over the allotments in the village.	TWL	
Reply to WCC about prioritisation of modification orders to the definitive county map	TWL	
Reply to Wiltshire Children & Young People's Trust Board about their consultation document	TWL	
Finalise the 2007 Risk Assessment and Management document for approval	TWL	
Explore the possibility of organising a summer event on the Recreation Ground next year	TWL	