

**BISHOPSTONE PARISH COUNCIL**  
**PARISH COUNCIL MEETING**  
**Thursday 6<sup>th</sup> November 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)

No parishioners were present.

2. **Apologies for absence** : An apology had been received from Councillor Major J H Thompson but no apology had been received from the County Councillor nor the Neighbourhood Police Team.
3. **Declaration of Interests** : There were no amendments or additions to those previously registered.
4. **Public Question Time** : There were no questions.
5. **Minutes of the last meeting** : JFM proposed approval, seconded by NTB. Minutes of the meeting held on 4<sup>th</sup> September 2008 were signed by the Chairman as a correct record.
6. **Councillor resignation** : The Chairman (ERD) informed members that Councillor Brian Draper had formally resigned. A vote of thanks was proposed by NTB and it was unanimously agreed that Councillor Brian had made a positive and active contribution to the council's work.
7. **Follow up Action Plan** :
- 7.1. All agreed that the practice of circulating lists of documents received and sent should be discontinued because it added no value.
  - 7.2. The Neighbourhood Police had not published security tips in the parish magazine. See Action Plan.
  - 7.3. The Clerk was instructed to monitor progress with the introduction of wheelie bins for garden refuse. See Action Plan.
8. **Risk Assessment 2008** : The draft document was checked and agreed.
9. **Finance matters** :
- 9.1. The external audit by Mazars had been successfully completed. There had been a phone query about the current balance in reserves but following an explanation by JFM there had been no further comment. The council's accounts had been duly displayed on the notice boards.
  - 9.2. A VAT refund of £735.94 had been received.

9.3. It was proposed by TWL and seconded by ERD that the following cheques be approved and signed

- Mazars audit fee £141.00
- RoSPA playground inspection fee £70.50
- Chalk Valley Sports Centre donation to the Christmas Raffle prizes £50.00

9.4. The current finance statements attached to these minutes had been circulated and there were no questions arising.

#### **10. Budgets :**

Discussion took place over predicted expenditure in this financial year and what may need to be included in the 2009/2010 budget.

The bus shelter at the White Hart was still serviceable but proved ineffective since buses could not be seen approaching so customers preferred to stand out in the open. ERD would investigate trimming some lower branches off the tree beside the shelter. Then councillors would visit the site and assess what to do. See Action Plan.

JFM still had it in mind to pursue seats at the White Hart bus stop and at the new children's swings.

The plan for TWL to surface some of the busiest muddy footpaths in the village would now have to be postponed until 2009. Costs were estimated at £500.

It was agreed that it remained a good idea to renovate the disused toilets on the Recreation Ground. TWL should discover what was needed in respect of building regulations and health/safety. See Action Plan.

A few of the street signs in the village were reported in poor condition. TWL was instructed to enquire with Salisbury District Council about renewal. See Action Plan.

JFM had circulated a draft of proposed figures for the 2009/2010 budget and it was agreed that subject to any final adjustments the figures submitted were acceptable. The budget must be approved at the January Parish Council Meeting and Councillors were asked to give this matter some thought and come prepared to submit any spending proposals that they wished to be included in the budget. See Action Plan.

ERD was keen that the precept resulting from this should not be an increase over the last year.

**11. Policy R2 funds review :** JFM had obtained an updated status report because he was anxious to make decisions about expenditure before the funds' expiry date and before Wiltshire Council took over. A mower and strimmer were needed to maintain those areas of the Recreation Ground that Rob Thorne could not reach. It was proposed that an enquiry be made through SWAG for funding, otherwise R2 should be approached. At the January Council Meeting it would be necessary to finalise suggestions for expenditure. See Action Plan.

**12. Speed limits review :** The general feeling was that speed checks were proving effective but that they should also be carried out in the present 40 mph zone near the White Hart as well as near Whitlock Rise. Timing them to be during the rush hour would be beneficial. However it was essential that pressure be maintained with Wiltshire County Council to review the speed limits along the C12 and on the village lanes. See Action Plan.

**13. The Model Publication Scheme :** A draft of the document had already been circulated for appraisal. A minor amendment was proposed and agreed following which it was unanimously moved that the document be adopted. This now satisfied the Information Commissioner's requirements. See Action Plan.

**14. Tree Warden Scheme** : Wiltshire County Council had now agreed to become involved in this national scheme. An announcement would be published in STAB to seek a volunteer to become the warden for our parish. See Action Plan.

**15. Children’s Playground** : An inspection by the Royal Society for the Prevention of Accidents (RoSPA) had approved the swings but drawn attention to a couple of surrounding issues needing attention. TWL would regularly attack the stinging nettles during the growing season. ERD would search for some wire straining equipment so that the chain link fence could be adequately repaired. See Action Plan.

**16. Chalke Valley Sports Centre** : JFM reported that a new chairman had finally been elected for the centre. Finance remained a problem so we had been asked to sell raffle tickets for a Christmas Draw and to donate £50 towards prizes. BL proposed and TWL seconded that the donation be gladly made. See Action Plan.

**17. Tisbury pilot Community Area Board** : TWL reported having attended a meeting the previous evening concerning the pilot CAB running at Tisbury. It had been found that the project was progressing at pace and that it was proposed to include the Chalke Valley in this CAB. Councillors instructed TWL to immediately write to County Councillor Tony Deane to express the severe concern of the council that matters affecting our future were being discussed without informing us. See Action Plan.

**18. Planning Matters :**

Decisions given by Salisbury District Council since the last meeting :

Reference	Place	Development	Decision	Date of Decision
2008/1225	Riverside West, Flamstone Street	Proposed rear conservatory	Granted	05.09.08
2008/1368	Netton Old Farmhouse	New oak framed garage incorporating garden equipment storage and wood store. new driveway and turning area. landscaping work to redundant part of driveway and superseded turning area.	Granted	30.09.08

There being no other business the meeting closed at 9.50 pm

DATE OF NEXT MEETING – Thursday 8<sup>th</sup> January 2009 at Bishopstone Village Hall starting 7.30 pm.

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Signed as an accurate record :

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CHAIRMAN

DATE

## Attachment 1

**BISHOPSTONE PARISH COUNCIL****Cash Book****Income & expenditure from 1<sup>st</sup> April 2008 to 30<sup>th</sup> September 2008****Current Account**

<b>Date</b>	<b>Details</b>	<b>Grants/Donations</b>	<b>Payments</b>	<b>Receipts</b>	<b>Balance</b>
Opening balance					£397.83
23/05/2008	Dr I Smith re web site	£100.00			
	Bobby Van trust	£50.00			
	W A L C		£176.63		
	Community First (Insce)		£471.31		
	WALC underpayment			£0.20	
28/05/2008	Transfer from deposit a/c			£800.00	
03/07/2008	Atkinsons re internal audit		£64.63		
28/07/2008	Barclays Asset Sales (swings)		£4,700.00		
28/07/2008	Transfer from deposit a/c			£4,700.00	£335.46
04/08/2008	Village hall		£500.00		
17/09/2008	Transfer from deposit a/c	£500.00			£335.46
	Totals	£650.00	£5,912.57	£5,500.20	

## Attachment 2

**BISHOPSTONE PARISH COUNCIL**

**Cash Book**  
**Income & Expenditure from 1<sup>st</sup> April 2008 to 30<sup>th</sup> September 2008**

**Business Instant Access Account**

<b>Date</b>	<b>Details</b>	<b>Payments</b>	<b>Receipts</b>	<b>Balance</b>
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
	<b>Totals</b>	<b>£6,000.00</b>	<b>£8,394.10</b>	

Attachment 3

**BISHOPSTONE PARISH COUNCIL**

**Bank reconciliation as at 30<sup>th</sup> September 2008**

**Bank account balances as per statements**

Current account	£ 335.46
Business access account	£ 5,044.45
Outstanding deposits	£ 2,000.00

**Total** £ 7,379.91

**Cash book balances**

Current account	£ 335.46
Business access account	£ 7,044.45

**Total** £ 7,379.91

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

VAT : Amount due to be refunded to us £735.94

## Attachment 4

**BISHOPSTONE PARISH COUNCIL****Expenditure v Budget for the financial year 2008/2009  
As at 30<sup>th</sup> September 2008**

Details	Expenditure	Annual Budget	Variance to Budget	Est outcome for the year
Churchyard Cutting		£600.00	£600.00	£600.00
Village Hall	£500.00	£500.00	£0.00	£500.00
Clerks Salary/Expense		£1,000.00	£1,000.00	£100.00
Hire of Village Hall		£60.00	£60.00	£60.00
WALC Subscription	£150.12	£150.00	-£0.12	£150.00
Chalke Valley Sports Club		£400.00	£400.00	£400.00
Insurance	£471.31	£640.00	£168.69	£470.00
Audit Commission		£150.00	£150.00	£140.00
Recreation Ground		£1,000.00	£1,000.00	£250.00
Internal Audit	£55.00	£55.00	£0.00	£55.00
Repairs & Maintenance		£1,000.00	£1,000.00	£250.00
Bus Shelter Cleaning		£105.00	£105.00	
Donations	£50.00	£200.00	£150.00	£200.00
Web site				£150.00
Contingency	£100.00	£500.00	£400.00	£200.00
Local Elections			£0.00	
	<b>£1,326.43</b>	<b>£6,360.00</b>	<b>£5,033.57</b>	<b>£3,525.00</b>

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 6<sup>th</sup> November 2008 at 7.30 pm.**

**ACTION PLAN**

WHAT ACTION	BY WHOM	COMPLETED ✓
Enter regular Agenda item to report on Recreation Ground swings condition.	TWL	
Publish some basic reminders about self-help with all aspects of security in STAB.	Neighbourhood Police Team	
Carry out speed monitoring checks on C12 High Road	Neighbourhood Police Team	
Discover the cost of installing seats at the White Hart bus stop & Recreation Ground swings	JFM	
Monitor progress with introduction of garden waste wheelie bins	TWL	
Organise trimming the lower branches off the overhanging trees at the White Hart and Old School house bus stops	ERD	
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	
Obtain estimates for a mower and strimmer	TWL	
Investigate whether SWAG grant will pay for a mower and strimmer, otherwise request it from R2 funds	JFM	
Bring suggestions to the January PC Meeting for investing the outstanding R2 funds	Councillors	
Bring any proposals for additions to next year's budget to the January PC Meeting	Councillors	
Write to Highways Department to follow up request for a speed limit review	TWL	
Announce the Model Publication Scheme in STAB and upload it on the village website	TWL	
Seek a volunteer to become Tree Warden through STAB	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	
Return CVSC raffle ticket money to JFM by the end of November	Councillors	
Write to Tony Deane about the Tisbury CAB	TWL	