

**BISHOPSTONE PARISH COUNCIL**  
**PARISH COUNCIL MEETING**  
**Thursday 8<sup>th</sup> May 2008 at 7.30 pm.**

**MINUTES**

1. **Present** : Parish Councillors : E R Draper (ERD),  
N T Barter (NTB),  
T W Long (TWL),  
County Councillor : Tony Deane  
Neighbourhood Police Team : PCSO Sam Spacey

Five parishioners were present.

2. **Election of Chairman** : In the role of Parish Clerk, TWL stated that the Standing Orders allowed that three Councillors present was the minimum allowed for a proper meeting to take place. Therefore this meeting could and should proceed.  
Normal practice was for the Vice Chairman to assume the role of Chairman for the next two years starting at this meeting. Because Councillor B C Draper had not been able to attend recent meetings it was felt unfair to impose that action upon him.  
Therefore TWL proposed that the outgoing Chairman, Councillor E R Draper, be asked to continue as Chairman at least for the next year. This was seconded by Councillor Barter and Councillor Murray had already written to support the proposal.  
ERD accepted the request and signed a Declaration of Acceptance.  
ERD proposed that we should postpone the election of a Vice Chairman until the next meeting and this was agreed.
3. **Appoint Committees** : It was proposed by NTB that the two Parish Council nominated members of the Recreation Ground Committee, JFM and TWL, should be re-appointed for 2008 and that Stan Robinson be invited to continue as the member representing Bishopstone Cricket Club. ERD agreed.
4. **Appoint Representatives** : ERD proposed from the Chair that Councillor Barter be re-appointed as the Parish Council representative on the Village Hall Management Committee. Also confirming the proposal made at the Annual Parish Meeting that Reg Barrett continue as the Parish Council's Trustee with The Rev. Augustus Montgomery Coal Charity.
5. **Apologies for absence** : Apologies had been received from Councillor B C Draper (BCD) and Councillor J F Murray (JFM).
6. **Declaration of Interests** : There were no amendments to those previously registered.
7. **Public Question Time** : Mr M Pratt asked what action the Council would take in regard to Footpath 19 and The Picnic Field. All agreed that the two issues were separate so TWL explained the situation that had developed because the entrance to the western end of Footpath 19 in Mill

Lane had been moved. TWL had contacted Wiltshire County Council Rights of Way office who had supplied a copy of the definitive map that is the sole authority for the correct route of the footpath. The office had also passed the matter to their local Rights of Way Warden. Just this week TWL had met the Warden in Wilton. The Warden reported that he had already agreed with the representative of the new owner of The Picnic Field that a kissing gate could be installed to replace the swing gate and that a fence could be erected to guide walkers onto the correct route of the path. The gate had been installed but in a position slightly to the south east of the correct entrance and the representative of the landowner had subsequently agreed to correct the fault. It was decided by councillors with the agreement of the public present that the landowner should be given an opportunity to correct things. TWL was instructed to follow up with the Rights of Way Warden if nothing had been done within one month. See Action Plan.

The separate 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 was discussed at length. TWL had obtained all the applicable facts from Wiltshire County Council. It was agreed that TWL should have a meeting with the Rights of Way office to clarify the position. See Action Plan.

8. **Minutes of the last meeting** : NTB proposed approval, seconded by ERD. Minutes of the meeting held on 6<sup>th</sup> March 2008 were signed by the Chairman as a correct record.

9. **Agenda items** :

9.1. **Responsible Finance Officer's Report** : Although JFM was absent the report had been prepared and copies were distributed to councillors.

9.1.1. The first half-year payment of parish precept amounting to £2,000 had been received from Salisbury District Council.

9.1.2. The internal audit process had begun with the books and completed returns being passed to Atkinsons.

9.1.3. A letter had been received from the Audit Commission appointing Mazars as our external auditor up to 2011/2012.

9.1.4. TWL proposed that payments of £50.00 donation to the Bobby Van Trust and £176.63 annual subscription to the Wiltshire Association of Local Councils should be approved; this was seconded by NTB. See Action Plan.

9.1.5. In order to finance the £4,000 needed for the installation of swings at the Recreation Ground (see below) the R2 Policy Funds would be allocated as follows:-

- £1,176.34 funds for adults from Land adjacent to Briar Cottage, Crouchston
- £855.33 funds for children from Land adjacent to Briar Cottage, Crouchston
- £1,116.50 funds for adults from Plot adjacent to The Old Dairy, Flamstone Street
- £849.12 funds for children from Plot adjacent to The Old Dairy, Flamstone Street
- £2.71 funds for children from Land adjacent to Windy Ridge, Harvest Lane

The remaining R2 Policy Funds Summary would now be represented as follows ;\_

Application Number	Location	Contribution Date	Funds for Adults	Funds for Children	Notes
2000/1431	Land adjacent to Windy Ridge, Harvest Lane	20.11.00		£666.14	No expiry date
2004/2403	Throope Down Barn, Blandford Road	11.08.05	£1063.33	£808.14	Expires 11.08.10

9.2. Recreation Ground Management Report :

- 9.2.1. The contract to install the children's swings on the Recreation Ground had been awarded to Safe & Sound and installation was planned for mid-June.
- 9.2.2. TWL asked if any action was thought necessary to "open" the swings. Generally the Council felt that some event ought to take place and TWL was instructed to organise it. See Action Plan.
- 9.2.3. JFM had prepared the necessary Risk Assessment for the new swings and this would be appended to the Council's 2007 Risk Assessment document.

9.3. Neighbourhood Police Report

- 9.3.1. PCSO Spacey reported that action had recently been taken with regard to fly tipping and to motorbikes using the Drove at The Racecourse.

9.4. County Councillor's Report

- 9.4.1. County Councillor Tony Deane reported that the Annual Report of Wiltshire County Council had recently been published and he would be sending a copy to the Parish Clerk.
- 9.4.2. The Boundary Commission had started their work of defining the wards that would send a Councillor to the new Wiltshire Council next year. The County Council had presented its favoured options to the Boundary Commission with its plan for having 98 Unitary Councillors. This would not necessarily be upheld by the Boundary Commission. ERD added that we had sent our own preferred boundary preference to the County Council. Tony Deane reminded councillors that the Boundary Commission's proposals would be published in July at which time the Parish Council should react.
- 9.4.3. The reorganisation of the ambulance service in Wiltshire had resulted in us being badly served. There was now great pressure on the service to get it right. A new scheme under test was the "First Responder". Under this plan a number of local volunteers were trained to provide immediate help to patients whilst the ambulance was en route. The advantage was that lives could be saved by this "on-the-spot" action during the critical post incident period.

9.5. Clerk's Report

- 9.5.1. TWL reported on meetings attended. Of note had been the County Council Meet and Greet where the proposal to delegate services to parishes had been explored. Questions from parish councillors had exposed that taking on the responsibility for delivering certain services could be interesting for some councils. It would mean having a budget delegated in proportion to the service delivered. It would also probably mean that a parish council became an employer. This latter realisation had cooled the enthusiasm of most but the larger town councils.
- 9.5.2. A further report from Post Office Ltd had promised that the consultation on the type of outreach service to be introduced at Broad Chalke would commence soon.
- 9.5.3. The sign to the Parish Church had now been installed in the C12.
- 9.5.4. Enquiries about changing the plastic direction sign at the bottom of Portfield Road had indicated that the Highways Department had no plan to change this type to a traditional wooden finger post.

9.5.5. Councillors agreed that a letter should be written to Rob Thorne and John Draper to thank them for their continuing excellent voluntary maintenance work on the Recreation Ground for which councillors felt so grateful.

9.6. District Councillor’s Report

9.6.1. ERD expressed his concern about the planning process that would be adopted for the new unitary council. At present our district had four Area Committees that dealt amongst other things with local planning applications outside the delegated powers process. The decisions were being made by local councillors with local knowledge of the area. He feared that the local input would be lost under the new Wiltshire Council procedures.

9.7. Delegation of Responsibilities to Parish Councillors

9.7.1. NTB proposed that the item be postponed until the next meeting when we should have a better attendance of members. This was agreed. See Action Plan.

9.8. Review of ban on dogs on the Recreation Ground

9.8.1. NTB proposed that the item be postponed until the next meeting when we should have a better attendance of members. This was agreed. See Action Plan.

9.9. Local Development Framework

9.9.1. It was noted that the special meeting of Salisbury District Council had decided to complete the consultation on the options for the Core Strategy of the Local Development Framework but then to accept that the whole process had been flawed. Consequently a new manner of presenting a set of options would be drawn up and a new consultation started. ERD reminded the meeting that Newcastle Estates had submitted three sites in the parish for the Strategic Land Availability Assessment they being Rebel’s Field at Flamstone, the field on the corner of Harvest Lane and the High Road at Netton and the old dairy site at Whitlock. The Parish Council had written to Salisbury District Council to record that the sites were not suitable for development and that only limited in-fill development should be contemplated.

9.10. Co-option of new Parish Councillors

9.10.1. From the chair ERD proposed that Bridget Lampert and James Thompson should be co-opted as Parish Councillors at 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
2008/0210	Netton Old Farmhouse	Internal alterations to kitchen and shower room	Granted	25.03.08
2008/0342	Netton Old Farmhouse	Fell and prune trees	Granted	28.03.08
2008/0386	Orchard House	Erect three bay carriage Barn	Granted	18.04.08
2008/0440	Mill Lane	Erect fishing hut	Refused	28.04.08

**11. Any other business** : NTB proposed a vote of thanks to ERD for his excellent work in chairing the Parish Council for the past two years and for agreeing to continue. Everyone present heartily agreed.

TWL reported that a letter had been received from the Environment Agency inviting comment on a request that the River Ebbles be designated as a Wild Fishery Protection Zone. Members thought it a good idea that should receive our approval. See Action Plan.

There being no other business the meeting closed at 10.00 pm

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

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Signed as an accurate record :

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CHAIRMAN

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DATE

## Attachment 1

**BISHOPSTONE PARISH COUNCIL****Cash Book  
Income & expenditure from 1<sup>st</sup> April 2007 to 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	
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 deposit account			£1,000.00	
01/11/2007	Mazaars		£58.75		
03/12/2007	Village Hall		£60.00		
03/12/2007	Bishopstone PCC	£500.00			
06/12/2007	Transfer from deposit account			£500.00	£536.84
	Bishopstone PCC	£100.00			
		£500.00			
	Wiltshire County Council		£298.80		
	Filcris Ltd		£70.50		
	Clerk's expenses		£34.71		
14/03/2008	Transfer from deposit account			£115.00	
17/03/2008	Transfer from deposit account			£750.00	
	Totals	£1,700.00	£2,992.20	£4,365.00	
	<b>Balance as at 31/03/2008</b>				<b>£397.83</b>

## Attachment 2

**BISHOPSTONE PARISH COUNCIL****Cash Book  
Income & Expenditure from 1<sup>st</sup> April 2007 to 31<sup>st</sup> March 2008****Business Instant Access Account**

DATE		PAYMENTS	RECEIPTS	BALANCE
Bal. B/Fwd				£3,931.50
10/04/2007	Interest		£9.18	
24/04/2007	Skip Grant		£9.00	
24/04/2007	1 <sup>st</sup> half Precept		£1,800.00	
24/04/2007	Transfer to current a/c	£500.00		
10/05/2007	Interest		£10.48	
15/05/2007	VAT Refund		£56.92	
11/06/2007	Interest		£12.73	
10/07/2007	Interest		£13.14	
25/07/2007		£1,500.00		
02/08/2007	R2 monies		£1,260.00	
10/08/2007	Interest		£12.33	
07/09/2007	Transfer to current a/c	£1,000.00		
10/09/2007	Interest		£13.85	
25/09/2007	2 <sup>nd</sup> half Precept		£1,800.00	
10/10/2007	Interest		£13.43	
12/11/2007	Interest		£16.41	
06/12/2007	Transfer to current a/c	£500.00		
10/12/2007	Interest		£15.69	
10/01/2008	Interest		£14.81	
11/02/2008	Interest		£13.99	
07/03/2008	Transfer to current a/c	£750.00		
10/03/2008	Interest		£11.89	
14/03/2008	Transfer to current a/c	£115.00		
	<b>Totals</b>	<b>£4,365.00</b>	<b>£5,083.85</b>	<b>£4,650.35</b>

Attachment 3

**BISHOPSTONE PARISH COUNCIL**

**Bank reconciliation as at 31<sup>st</sup> March 2008**

**Bank account balances as per statements**

Current account	£ 397.83
Business access account	£ 4,650.35
<b>Total</b>	<b><u>£5,048.18</u></b>

**Cash book balances**

Current account	£ 397.83
Business access account	£4,650.35
<b>Total</b>	<b><u>£5,048.18</u></b>

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 2007/2008**

<b>DETAILS</b>	<b>EXPENDITURE</b>	<b>ANNUAL BUDGET</b>	<b>VARIANCE TO BUDGET</b>
Churchyard Cutting	£600.00	£600.00	£0.00
Village Hall Grant	£500.00	£500.00	£0.00
Clerks Salary/Expenses	£96.71	£1,000.00	£903.29
Hire of Village Hall	£60.00	£60.00	£0.00
WALC subscription	£149.61	£175.00	£25.39
Chalke Valley Sports Club	£400.00	£400.00	£0.00
Insurance	£637.66	£650.00	£12.34
Audit Commission	£50.00	£150.00	£100.00
Internal Auditor	£52.50	£50.00	£2.50
Repairs & Maintenance		£500.00	£500.00
Bus Shelter Cleaning		£104.00	£104.00
Donations	£50.00	£200.00	£150.00
Contingency	£458.80	£500.00	£41.20
Local elections	£25.00	£1,000.00	£975.00
Recreation Ground	£60.00		£60.00
<b>TOTAL</b>	<b>£3,140.28</b>	<b>£5,889.00</b>	<b>£2,808.72</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 8<sup>th</sup> May 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	
Raise cheque for £100.00 to Mr Ian Smith for web site renewals	JFM	
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	
Carry forward the election of Vice Chairman to the July meeting of the Council		
Carry forward a review of the "dogs and Recreation Ground" issue to the July meeting of the Council	TWL	
Carry forward the delegation of duties to Parish Councillors to the July meeting of the Council	TWL	
Follow up the restoration of the correct entrance to Footpath 19 with the Rights of Way Warden if nothing has been done by June 8 <sup>th</sup>	TWL	
Arrange a meeting with the WCC Rights of Way Officers to seek advice on the Picnic Field. Report the outcome to ERD.	TWL	
Raise a cheque for £50 payable to Bobby Van Trust	JFM	
Raise a cheque for £176.63 payable to Wiltshire Association of Local Councils	JFM	
Organise an opening event for the new swings on the Recreation Ground	TWL	
Write thankyou letters to Rob Thorne and John Draper	TWL	
Prepare the documentation for the co-opting of new Councillors.	TWL	