

**BISHOPSTONE PARISH COUNCIL
ANNUAL MEETING OF THE PARISH COUNCIL
Held in the Village Hall, Bishopstone
Thursday 11th May 2017 at 7.30pm.**

MINUTES

Present : Parish Councillors : J Gibbon (JG) (Chairman)
A Thorne (AJT)
N Barter (NTB)
Mrs A Smith (AS)
Mrs M Foster (MF)
P Edwards (PE)

Parish Clerk: M R Ash (MRA)

Also present: Mrs J Goodfellow
Mr R Goodfellow
Mr C Goodfellow
Mrs M Gulliver
Mr J Gulliver
Mr N Mead
Mr J Steedman
Mrs P Stockton
Mr R Stockton
Mrs A Griffiths
Mrs C Ash

1. Election of Chairman 2017/18

Cllr Thorne proposed that Cllr Gibbon continue as Chairman. This proposal was seconded by Cllr Smith and unanimously approved.

2. Election of Vice Chairman 2017/18

Cllr Foster proposed that Cllr Thorne continue as Vice Chairman. This proposal was seconded by Cllr Gibbon and unanimously approved.

3. Declaration of Acceptance of Office

MRA explained that, following the election on 4th May, it was necessary for all Councillors, the Chairman and Vice-Chairman to sign Declarations of Acceptance of Office. The appropriate forms were circulated and signed. He also said that all Councillors needed to register their interests with the Wiltshire Council Monitoring Officer. This would be done on-line and he would circulate details after the meeting.

4. Apologies for Absence

There were apologies for absence from Cllr Brutton and Unitary Councillor Jose Green. JG

formally congratulated Cllr Green on her re-election to Wiltshire Council.

5. Declarations of interest

There were none.

6. Re-appointment of the Community Response Group

MRA said that the Community Response Group – responsible for implementation of the Bishopstone Emergency Plan – was technically a sub-committee of the Council and had to be reappointed each year. This was proposed by AJT, seconded by MF and agreed.

7. Approval of Minutes of the meetings on 9th March 2017

MRA suggested a small correction to the minutes of the meeting held on 9th March to insert “Cllr” before “Mrs J Green”. AS proposed that the minutes be approved subject to that amendment, this was seconded by AJT and agreed.

8. Matters Arising from the Minutes, including Action Plan.

MRA said that most matters arising from the Minutes were covered by items on the Agenda or in the Action Plan. The exception concerned the proposals for renewing highway white lines in the village. It had been agreed at the last meeting to make a financial contribution to a special SWWAB initiative to get lines repainted. In the event Wiltshire Council had resurfaced the High Road and repainted the white lines. The exception from among the priorities notified to SWWAB was the dotted line at the bottom of The Drove in Croucheston. He had received confirmation from SWWAB that this would remain in their programme and that no financial contribution would now be required.

MRA said that he had, separately, taken up with Wiltshire Council the disruption caused in the village by the closure of the C12 for road works, including the cancellation of the bus service and the lack of management of traffic using Mill Lane.

On Action Plan points: AJT reported that he had obtained a second hand gang mower suitable for mowing the Recreation Field at a cost of £800 (+vat). An invoice for this would be submitted shortly.

A number of other Action Plan items had been completed (see end of these Minutes).

9. Public Question Time.

Mr Stockton suggested that it would be helpful for the Emergency Response Team to have a list of riparian landowners in the village. It was thought that this could mostly be compiled from local knowledge but that it might prove necessary to make enquiries of the Land Registry. He agreed to start assembling information available.

Mrs Griffiths raised the issue of speeding along the A354 Blandford Road. The number of houses and businesses along this road had increased and there were increasing traffic incidents. The

dangers would be reduced if the limit was lowered from 60mph to 50mph. Whilst Councillors expressed support for raising the matter with Wiltshire Council, it was pointed out that parts of this stretch of road were in Coombe Bissett and Stratford Tony and that, to have any effect, an approach to Wiltshire Council should be a joint one. Mrs Griffiths agreed to take the matter up with those parishes to see if they would agree a joint approach.

10. Chairman's Items

There were none.

11. Annual Accounts Return to External Auditors

MRA said he had circulated a paper to Councillors on this item (copy attached to these minutes). The Internal Auditors (Atkinsons) had cleared the accounts for 2016/17 and the paper contained a draft of the return to the External Auditors. The only significant difference between the 2015/16 accounts and these was in the figures for the value (cost) of Fixed Assets. Assets held by the Council have to be included on a Fixed Assets Register. In adding the cost of new acquisitions in 2016/17 (generator, pumps etc) it was realized that some land assets (eg the cost of the Recreation Field in 2002) had not previously been included. John Atkinson (internal auditors) had confirmed that these figures should be included. A revised Fixed Asset Register was included in the circulated paper. The total figure for Fixed Assets had therefore increased from about £17,000 to about £65,000. There may be a comment from the external auditors about the fact that an incorrect figure has been shown in returns over a number of years. The paper also set out a table for all payments over £100 to be published under the Transparency Code for Smaller Authorities.

In their comments on the accounts last year the external auditors had made the point that to comply with the regulations the Annual Governance Statement (Section 1 of the return) should be considered and approved before the Accounting Statements (Section 2) and that this should be reflected in the minutes of the meeting.

Following discussion:

- (a) AJT proposed that the Annual Governance Statement be approved for submission to the external auditors. This was seconded by MF and agreed.
- (b) MF proposed that the Accounting Statement be approved for submission to the external auditors. This was seconded by PE and agreed.
- (c) MF proposed that the information for publication under the Transparency Code for Smaller Authorities be approved. This was seconded by AJT and agreed.
- (d) JG proposed that Atkinsons be re-appointed as the Council's internal auditors. This was seconded by PE and agreed.

12. Parish Clerk's Report

Play Train

MRA said that some of the new panels on the play train were disintegrating. He had been in touch with Outdoor Play South West and they will be visiting to fix the problem.

High Road Footpath

Whilst additional quotes for the job of laying the proposed informal footpath along the C12 between Meadow View and Whitlock Rise had been sought, none had been received. Meanwhile Wiltshire Council Highways Officers had raised a number of questions about the proposal. A site meeting would now be held. MRA said he would report further in due course.

Commemorative Bench

The new bench with a plaque commemorating the Queen's 90th birthday had now been delivered. Arrangements to put it in place in the footpath in The Alley were now being made.

Defibrillator

The Automated External Defibrillator had also been delivered and arrangements made for its installation on the external wall of the Village Hall in the week following the meeting.

Meeting with John Glen MP

A meeting had been held with John Glen MP to discuss the extension of the 30mph speed limit to the west of The White Hart. He had immediately grasped the issue and undertaken to write to Wiltshire Council. Unfortunately the general election had intervened, but it was hoped that he would write if returned as MP.

Approval of Expenditure

MRA said that there were various invoices to pay, including reimbursement of the costs of the bench and defibrillator. MRA also sought prior approval of the cost (approx. £156.00) of installing the defibrillator. This work was planned for Monday 15th May.

AS proposed that the following payments be made:

(i) Zurich Insurance premium for 2017	£722.39
(ii) Wiltshire Association of Local Councils memberships renewal 2017	£247.80
(iii) Reimbursement of Clerk for cost of Commemorative Bench	£584.17
(iv) Reimbursement of Clerk for cost of defibrillator	£1675.00
(v) Installation of defibrillator (quotation of £156.00 + or – 10%)	

This resolution was seconded by MF and agreed.

13. Planning Matters

MRA reported that planning approval had been given to the proposed erection of a garage and bike store at Orchard House and the proposed tennis court at Faulston Barns. The latter was subject to a condition preventing the installation of flood lighting.

14. Questions or statements from Councillors and any further questions from members of the public.

WHAT ACTION	BY WHOM	COMPLETED ✓
Catch fence to be erected behind the new basketball court.	AJT	
Contractor who provided the basketball surface to be pressed to complete repairs.	MRA	
Provision of footpath beside the High Road between Meadow View and Whitlock Rise to be investigated.	MRA	
Bench to be purchased and installed.	MRA	✓
Cost of engraving of security marks on the emergency equipment to be investigated.	MRA	
Revised arrangements for mowing the Recreation Field to be investigated.	AJT	✓
Take up with Wiltshire Housing Managers the problem of car parking in Butt Lane.	MRA	✓
Register with Information Commissioner.	MRA	✓
Write to bus company on matters recorded in minutes.	MRA	✓
Representations re speeding on A354 to be taken up with Wiltshire Council if other parishes support.	MRA	