

BISHOPSTONE PARISH COUNCIL
MEETING OF THE PARISH COUNCIL
Held in the Village Hall, Bishopstone
Thursday 14th March 2013 at 8.45 pm.

MINUTES

Present : Parish Councillors : Major JHS Thompson (JHST) Chairman
A Thorne (AJT)
G Brutton (GRB)

Parish Clerk: M R Ash (MRA)

Also present: Cllr Jose Green
PCSO Jenny Moss
Mr Vere Hayes
Mr N Mead
Mr R Barrett
Mr M Bundy
Mrs C Ash

1. Apologies for absence

Apologies had been received from Cllr N Barter.

2. Declarations of interest

There were no additional declarations of interest.

3. Approve Minutes of the Meeting on 10th January 2013.

AJT proposed that the minutes of the meeting held on 10th January 2013 be approved. This was seconded by GRB. The minutes were agreed.

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

MRA said that he had investigated whether any payroll services would be required if no salary was to be paid to the Clerk (Item 11 – 10th January). HMRC had confirmed that no returns to them would be necessary.

Action Points completed since the last meeting and on-going are as noted in the list attached to these minutes.

MRA reported that Mr Jon Kington had volunteered to mow the land by the bridge in Faulstone Lane.

MRA said that Cllr Williams had reported that the farmer concerned had agreed to the use of the footpath to Stoke Farthing by children to cycle to school.

It was agreed to investigate any Data Protection issues that might arise from the creation of an e-mail alert system in the village.

AJT reported that Madeline Gooch was investigating the costs of producing a mug to celebrate the jubilee of the coronation. MRA said that he could provide an indication of the number of children in the village aged under 16 from the 2011 Census figures

that had just been published. It was also necessary to consider what design might be required. Once costs were known a decision could be made on whether to distribute them free to children in the village or to make a small charge. MRA pointed out that the budget for 2013/14 was quite tight.

AJT and GRB undertook to talk to the landlord of the White Hart about the future of the pub.

5. Public Question Time.

The issue of anti-social behaviour by a resident of Whitlock Rise was again raised. Cllr Jose Green undertook to write to the head of Housing at Wiltshire Council. PCSO Moss also undertook to consider some of the issues raised.

6. Chairman's announcements

There were none.

7. Parish Clerk's Report

Invoices

MRA said that he had the following invoices to be paid:

- £202 in respect of Saturday Soccer Coaching;
- £42 in respect of a training course attended on arrangements for the May elections.

AJT proposed that these payments be made, this was seconded by GRB and agreed. MRA also reported that application had been made to LloydsTSB to add Cllr Williams to the list of cheque signatories.

YLCS work

MRA reported that a Youth Leisure Credit Scheme team would be undertaking work to improve drainage of the footpath from Flamstone St to Crouchston. The costs would kindly be met by Mr E Schruers who owned the land.

The Rev Augustus Montgomery Coal Charity Fund

Mr R Barrett had indicated in the Parish Meeting that he was content to continue as the Council's appointee to the trustees of the charity. JHST thanked Mr Barrett and proposed that he be reappointed for the coming year. This was seconded by GRB and agreed.

8. Amendment to Financial Standing Orders

MRA said that he had circulated a short paper (attached to these minutes) proposing an amendment to the Council's Financial Standing Orders. This matter had been deferred from the last meeting to await the views of the Council's Internal Auditor. He had now raised no objection to the change. JHST said that the amendment would add the following words:

"The RFO may pay an account, without waiting for authorisation, where the expenditure concerned is part or the whole of a payment that has previously been the subject of approval in principle by formal resolution of the Council, minuted, proposed and seconded. Such payments to be retrospectively authorised at the next available Council meeting."

After a short discussion AJT proposed that this change be adopted. This motion was

seconded by GRB and agreed.

9. Village Photo Archive Storage

MRA said that it was necessary to provide a freestanding computer hard drive on which to store the photographs in the village archive that had been mentioned during the Annual Parish Meeting. One had been purchased at a cost of £64.99. He suggested that this expenditure might be met by the Parish Council. GRB proposed that MRA be reimbursed for this expenditure. This was seconded by AJT and agreed.

10. Elections 2013

MRA said that nominations for election to the Council on 2nd May had to be submitted between 18th March and noon on Friday 5th April. Nomination forms were made available at the meeting.

11. Planning Matters

MRA said that an application had been made for the felling of one tree and the lopping of a second within the Conservation Area at Croucheston Cottage, The Cross. It was agreed that no objection should be made.

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

Mr Hayes thanked the Council for the work that had been done to repair the stile at the east end of the Picnic Field. However, the bottom step was insecure and needed further work. AJT agreed to deal with the matter.

Mr Barrett asked who was responsible for trimming hedges that overhung the road. There was a problem outside the house currently under construction at The Cross. It was pointed out that this was a matter for the landowner concerned. Mr Mead said that he would have a word with the lady who owned the land when he saw her.

Mr Bundy asked that the dates of future Council meetings for the year be displayed on the council Notice Boards. MRA said that this would be done.

Date, location and time of next meeting

There being no further business the meeting was closed at 9.45pm. The next meeting will be on Thursday 9th May 2013 at 8.00pm in the Village Hall.

Signed as an accurate record:

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Chairman

Date

**BISHOPSTONE PARISH COUNCIL
PARISH COUNCIL MEETING
Thursday 14th March 2013**

ACTION PLAN

WHAT ACTION	BY WHOM	COMPLETED ✓
Options for refurbishment of recreation ground toilet block to be identified for consideration. Estimate of likely costs to be obtained.	JHST/AJT/MRA	
Follow up action to be taken on Playground Safety Report.	AJT	
Bag of gravel to be purchased for re-surfacing footpath to The Croft.	MRA	
Possible data protection issue to be considered before an "e-mail alert system" is proposed in STaB.	MRA	
Letter to be sent to residents about parking in bus pull-in.	MRA	✓
Provision of coronation jubilee mug to be discussed with Madeline Gooch.	AJT	
Future of pub to be discussed with landlord.	AJT/GRB	
Article on whether to re-establish cricket team to be included in future STaB.	MRA	
Note to encourage candidates for May elections to be included in STaB.	MRA	✓
Dates of future Council meetings for the year to be displayed on notice boards.	MRA	

BISHOPSTONE PARISH COUNCIL FINANCIAL STANDING ORDERS

1. Bishopstone Parish Council's Financial Standing Orders, adopted in 1998, include the following provision:

“The RPO (Responsible Finance Officer) shall pay all accounts after due authorisation by the Council, and all such transactions shall be minuted, proposed and seconded.”

2. In general this provision does not present a problem. The Clerk reports on invoices received at the next available meeting of the Council and, following authorisation, the accounts are paid. However, this does mean that, where an invoice is received shortly after a Council meeting, the person or company issuing the invoice may have to wait nearly two months for payment. This may not be a problem for larger companies but can be for sole traders.

3. There are categories of invoice which relate to expenditure that has already been approved in principle. The obvious example is the payments in respect of the Saturday Soccer training. The Council has agreed to provide funding of £350 in 2013 to support this activity. Invoices are submitted at monthly intervals for sums that vary according to the number of sessions held that month, number of children attending and the extent of parental contributions.

4. Similarly, the Parish Council meets in premises for which there is a hire charge. The approved budget makes provision for this expenditure, which is inescapable.

5. It would simplify matters if invoices in respect of the types of expenditure outlined above could be settled without having to wait for authorisation at a meeting. To this end a possible amendment to the Financial Standing Orders would be to insert after the provision in para 1 above:

“The RPO may pay an account, without waiting for authorisation, where the expenditure concerned is part or the whole of a payment that has previously been the subject of approval in principle by formal resolution of the Council, minuted, proposed and seconded. Such payments to be retrospectively authorised at the next available Council meeting.”

6. Cheques used to make these payments would continue to require at least two Councillor signatures.

Recommendation

I recommend that the wording outlined in para 5 above be inserted in the Financial Standing Orders.

M R ASH
Clerk and RFO