

**BISHOPSTONE PARISH COUNCIL
ANNUAL MEETING OF THE PARISH COUNCIL
Held in the Village Hall, Bishopstone
Thursday 9th May 2019 at 7.30pm.**

MINUTES

Present : Parish Councillors : J Gibbon (JG) Chairman
A Thorne (AJT)
N Barter (NTB)
G Brutton (GRB)
Mrs A Smith (AS)
P Edwards (PE)

Parish Clerk: M R Ash (MRA)

Also present: Mr R Goodfellow
Mrs J Goodfellow
Mr V Ryalls
Mrs C Ash

1. Election of Chairman 2019/20

MRA said that this meeting was the Annual Meeting of the Parish Council and it was therefore necessary to elect a Chair and Vice-Chair. GRB proposed that Cllr Gibbon be re-appointed as Chair, this was seconded by PE and agreed.

2. Election of Vice-Chairman 2019/20

JG proposed that Cllr Thorne be re-appointed as Vice-Chair, this was seconded by GRB and agreed.

3. Declarations of Acceptance of Office

Cllrs Gibbon and Thorne signed Declarations of Acceptance of Office.

4. Apologies for Absence

There were no apologies for absence.

5. Declarations of interest

There were none.

6. Re-appointment of Community Response Group/Emergency Planning Co-ordinator

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 NTB, seconded by AS and agreed.

7. Approval of Minutes of the meetings on 14th January 2019.

NTB proposed that the minutes of the meeting on 14th March 2019 be approved, this was seconded by PE and agreed.

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

Salisbury Ladies Football Club. MRA said that he had made clear to the SLFC that the Parish Council was unable to help with regard to the cost of acquiring temporary changing facilities, but remained prepared to meet the cost of facilitating works as previously agreed.

AJT confirmed that insurance arrangements restricted the use of the gritting vehicle and spinner to himself.

MRA said that he had attended a meeting with Wiltshire Council officers on highway matters at which he had raised the concerns expressed at the previous meeting about the Parish Steward scheme. Wiltshire officers had confirmed that it was not intended to make any changes to the arrangements, however, new equipment was being obtained which may improve pot-hole repairs. It was intended that the Parish Steward should complete the tasks allocated by the Parish Council, thereafter the tasks undertaken was at the discretion of the individual steward, who may also move to another parish to begin work there or to assist another steward.

GRB reported that he had made enquiries about the use of offenders on community service for litter picking. He had been advised that it was not possible to do this along roads, but it was possible in a contained area, such as after a community event.

Other matters were on the agenda for the meeting.

9. Public Forum.

No matters were raised.

10. Chairman's Items

JG announced that, unfortunately, he would need to stand down later this year from his role as Team Leader for the Community Speed Watch and in deploying the Speed Indicator Device. It is therefore desirable for new volunteers to be found to help control speeding through the village. An announcement about this and a request for assistance should be included in the next edition of STaB. JG said that he would continue until the Autumn to enable new arrangements to be put in place. NTB said that he wished to thank Councillor Gibbon, on behalf of his fellow Councillors, for all that he had done to tackle the problem of speeding in the village.

11. Annual Governance and Accountability Return 2019-05-22

MRA said that he had circulated a paper to Councillors (copy attached to these minutes) on the accounts for 2018/19. The paper confirmed that the accounts had been approved by the Council's internal auditor and set out the various returns required to satisfy external audit and the Transparency Code for Smaller Authorities. Bishopstone falls within the category of smaller

authority (gross income or expenditure below £25,000) which is exempt from submitting an Annual Return for an assurance review by external auditors. However, the Council does have to submit a signed "Certificate of Exemption" to the auditors and, nevertheless, complete all the usual forms and publish them on a website (the auditors ask for a note of the website address so that they can check that this has been done).

The circulated paper contained copies of the:

- (a) Exemption Certificate.
- (b) Internal Audit Report.
- (c) Annual Governance Statement.
- (d) Accounting Statements 2018/19.
- (e) additional table required to be published with the rest of the Annual Return setting out significant variances (+/-15%) in income and expenditure between 2017/18 and 2018/19.

In addition, for information, the following tables were also included:

- (f) a table setting out income and expenditure in 2018/19 – this showed the balance of the Council's two accounts at the end of the financial year.
- (g) a table showing a comparison between the budget and actual expenditure for 2018/19.
- (h) the up to date Fixed Assets Register.

Regulations introduced in 2014/15 make it a legal requirement under the "Transparency Code for Smaller Authorities" for all Parish Councils to publish information on a website. The information includes that at items (a) - (e) above. In addition it is a requirement to include:

- (i) details of all individual items of expenditure over £100;
- (ii) a list of Councillor responsibilities in the year;
- (iii) details of land and building assets held.

A table on (i) was included in the paper. Item (ii) and (iii) will remain the same as last year.

The various documents were displayed at the meeting.

Following discussion:

- (a) AS proposed that the Certificate of Exemption be approved. This was seconded by PE and agreed.
- (b) AJT proposed that the Annual Governance Statement be approved. This was seconded by GRB and agreed.
- (c) NTB proposed that the Accounting Statement be approved. This was seconded by AS and agreed.
- (d) GRB proposed that the information for publication under the Transparency Code for Smaller Authorities be approved. This was seconded by PE and agreed.
- (e) NTB proposed that Atkinsons be re-appointed as the Council's internal auditors. This was seconded by GRB and agreed.

12. Expenditure Plans 2019/20

MRA set out the proposed detailed budget for 2019/20 for approval, together with tables setting out available resources and programmed expenditure. JG asked for views on the proposed grant to the Chalke Valley Sports Centre. The Parish Council had regularly provided a grant (£250 in 2018/19) to the CVSC but he was unsure how many people from Bishopstone actually benefitted from the activities undertaken there. It might be better to concentrate expenditure on facilities within the village. It was agreed that a letter should be sent to CVSC seeking information on usage, and to ask villagers what use they made of the facilities. AJT said that expenditure on maintenance of the gang mower might be higher than he had anticipated and it was agreed to increase the Repairs and Maintenance budget to £1000. AJT proposed that the budget be approved, as amended, subject to a decision at a later date whether to proceed with the grant to CVSC. This proposal was seconded by PE and agreed.

13. Parish Clerk's Report

The refurbishment of the Children's Play Area. The Clerk reported that discussions had taken place with parents from the village about the design of a possible "play trail" to replace the train in the Play Area. As a result a selection of component elements for the trail had been identified and quotations for the cost of supply and installation had been obtained. Information from three of the main providers of this type of equipment suggested that the project was likely to cost in the region of £8,000. It was agreed that this should form the basis of a bid to the South West Area Board of Wiltshire Council for grant assistance.

Speeding at the east end of the village. The speed of vehicles along the High Road past the junction with Church Lane is making it very difficult for drivers to leave Church Lane safely. GRB said that there was also a problem of vehicles (other than buses) parking adjacent to the bus stop, thus blocking the view of motorists joining the High Road from Church Lane. It was agreed to request that a Metro Count be undertaken to establish the facts. Consideration would then be given as to appropriate action.

The following cheques were presented for signature:

£256.48 – Wiltshire Association of Local Councils Subscription

£78.00 – Atkinsons internal audit

£756.99 – Community First Insurance Premium

14. Planning Matters

MRA said that the retrospective planning application for the works carried out at Meadow Cottage had been refused by Wiltshire Council. He understood that the applicant may submit a revised application to retain work already undertaken but dropping the proposed car port.

MRA said that a "no objection" return had been submitted with respect to the proposals at East Faulston Cottage and an objection submitted in respect of the proposed dwelling behind Corn Pitt House.

15. Questions or statements from Councillors.

There were none.

Date, location and time of next meeting.

The next meeting of Bishopstone Parish Council will be in the Village Hall on Thursday 11th July 2019 at 7.30pm.

The meeting closed at 8.45pm.

Signed as an accurate record:

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Chairman

Date

BISHOPSTONE PARISH COUNCIL

PARISH COUNCIL MEETING

Thursday 9th May 2019

ACTION PLAN

WHAT ACTION	BY WHOM	COMPLETED
Write to Highways Officers about adequacy of the Parish Steward service (raised instead at meeting).	MRA	✓
Proposals to be brought forward for new play area equipment.	MRA	
Investigate use of community service offenders for litter picking.	GRB	✓
Item to be included in STaB re volunteers for CSW and SID deployment.	MRA	✓
Information to be collected on usage of the CVSC.	MRA	
Metro count to be requested for High Road near Church Lane junction.	MRA	✓