

BISHOPSTONE PARISH COUNCIL
MEETING OF THE PARISH COUNCIL
Held in the Village Hall, Bishopstone
Thursday 5th January 2012 at 7.30 pm.

MINUTES

Present : Parish Councillors : Mrs L Williams (LHW), Vice Chairman
 N T Barter (NTB)
 A Thorne (AJT)
 J Lovering (JL)

Parish Clerk: M R Ash (MRA)

Also present: Helen Clarke
 Brian Clarke
 Richard Brough

1. Apologies for absence

Apologies for absence had been received from Councillor Thompson (Chairman), Councillor Draper and Councillor Brutton.

2. Declarations of interest

There were no additional declarations of interest in items on the agenda.

3. Approve Minutes of the Meeting on 3rd November 2011.

NTB proposed that the minutes of the meeting held on 3rd November 2011 be approved. This was seconded by AJT. The minutes were agreed and signed by the Vice Chairman.

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

Completed Action Points are as noted in the list attached to these minutes. Other matters are on-going. AJT reported that he had installed a rubber stop on the gate to the Recreation Field Children's Play Area (as recommended in the recent report from PlaySafety) but this had since been removed by persons unknown. Replacement cappings still had to be found for the posts on the train. The grit bag promised by Wiltshire Council had not been delivered. MRA undertook to chase this up.

5. Public Question Time.

Helen and Brian Clarke raised the issue of the road drain which runs down Pitts Lane from the High Road. A hole had been created in the drain, opposite their cottage, by a Council workman seeking to unblock the drain. This had resulted in water flowing out, scouring the surface of Pitts Lane and seeping into surrounding properties. This matter had first been raised early in 2011 but no action had resulted. In recent heavy rain there had been a significant flow of water and

damage was now being done to the surface of Pitts Lane. MRA said that he would raise the matter again with the Highway Authority, Wiltshire Council and the Parish Steward.

Richard Brough said that he was disappointed that the Village Survey, instead of asking questions only about the amount of development that should happen in the village, had not raised more general questions about how the village might be made more sustainable. This could include trying to get a village shop etc. MRA said that there had been strong support in the Village Survey for the preparation of a Parish Plan, or similar. That would be the right context in which to consider such issues. Though much would depend on what Wiltshire Council did in its Core Strategy in response to objections made by the Parish Council to the proposed policy that would restrict all development in the village. The matter would also, no doubt, come up at the meeting planned for 19th January in the Village Hall to discuss the outcome of the survey.

6. Chairman's Announcements

(a) LHW reported, on behalf of Councillor Thompson that the Poppy Appeal in Bishopstone for 2011 had raised £837.50. This was a good effort in straightened times and it was agreed to record the Council's thanks to the collectors.

(b) LHW said that the Youth Leisure Credit Scheme volunteers had undertaken further work in the village to clear ditches and footpaths. She proposed that a further donation of £50 be made to the scheme to assist them in meeting their costs. This was seconded by AJT and agreed. It was noted that at the recent meeting held to discuss children/youth activities in the village a further five young people had joined the YLCS conservation group.

(c) LHW congratulated the Village Hall Management Committee on the refurbishment of the Hall. NTB said that the open day on 3rd December to mark the re-opening of the hall had been a big success with over 180 people attending.

7. Parish Clerk's Report

(i) Village Survey

MRA said that the response to the Village Survey had been good, with 155 forms returned (67%). A meeting to present the findings was to take place in the Village Hall at 7.30pm on 19 January. Key points from the Parish Council part of the form were the support for more information to be made available about what was to be discussed at Council meetings and about planning applications in the village, support for occasional "open forum" discussions on village matters, clear support for continuing minor development (infill etc) in the village and for the preparation of some form of Parish Plan. Details would be given at the meeting on 19th January and in a written report in due course. He said that, as a result of the survey, more information about the issues for discussion at Council meetings and about planning applications in the village were already being provided in STAB and on the village website.

(ii) Recreation Ground Bench

Thanks to Cllr Thorne the bench was now installed by the Children's Play Area in

the recreation Ground. A claim under the R2 arrangements had been submitted to Wiltshire Council.

(iii) SW Area Board Meeting

The Board had approved the transfer of land owned by Wiltshire Council at the eastern end of the Village Hall car park to the Village Hall Management Committee. This would facilitate, in due course, the improvement of the car park. It had also granted £250 towards the project to digitise the archive collection of village photographs.

(iv) Dog Control, Orders

MRA said that Wiltshire Council were to consult on a proposed Order to make it compulsory throughout Wiltshire for dog owners to clear up dog mess on land to which the public have access (footpaths etc) and to exclude dogs from all enclosed children's play areas. Failure to observe these restrictions would make owners liable to a fine. It was agreed to support these proposals.

(v) Localism Act 2011

MRA reported that Wiltshire Council had drawn attention to the provisions of the Localism Act 2011 which would require all councils to adopt a new Code of Conduct for members, with related changes to the complaints procedure. However, it will be possible for Parish Councils to adopt the Code of Conduct that will be drawn up by Wiltshire Council for its own purposes. They will contact Parish Councils again when their Code has been drafted.

(vi) Speed Indicator Devices

MRA said that the SWW Area Board had now acquired its own SID and he had registered the interest of Bishopstone Parish Council in being able to use this in the village. Further information will be provided in due course.

(viii) Road repairs

MRA said that he had written to the Highways Authority and the Parish Steward about the need for pothole repairs in Church Lane/High Road and in Bridge Road. He had also raised the need for mud and debris to be cleared in Mill Lane and in Croucheston.

(ix) Expenditure

MRA reported that he had attended a Wiltshire Association of Local Councils course on tax issues affecting Parish Councils that had proved useful. He sought approval to a payment of £30.00 to meet the cost of the course. This was proposed by NTB, seconded by JL and approved.

(x) Mac's Field

Mr Stewart had informed the Council that he proposed to sell the field known as Mac's Field or the Picnic Field. The asking price would be in the order of £40,000. Under the terms of the agreement reached with Mr Stewart in 2011 he had offered to give the PC, or a group of villagers, first refusal to purchase the field at a value

that matches the highest bid. Following discussion it had been agreed that it was unrealistic for the Council to raise such a sum. It remained to be seen whether any villagers were prepared to put in an offer once the sale became public. The Council could consider whether to make a contribution if a viable proposal came forward. Any new owner would buy in the knowledge of the agreement previously reached as to access to the field by villagers.

8. Budget and Precept for 2012

MRA said that he had circulated a paper containing an up to date financial report for 2011/12 and a proposed budget for 2012/13. This proposed maintaining the Precept from Wiltshire County Council for 2012/13 at the same level as 2011/12. A copy of the paper is attached to these minutes. He said that, as in recent previous years, there was a forecast underspend for the end of the current financial year. If the budget he had proposed for 2012/13 was adopted, and spending was close to the amount budgeted, there would continue to be a reserve of between £5000 and £8000 at the end of 2012/13. However, it was likely that there would be additional expenditures in 2012/13 in relation to the celebration of the Queen's Diamond Jubilee. This was for discussion under the next agenda item. Because of uncertainties as to what events will be taking place this spending could not be specifically budgeted for at this time. He therefore recommended maintaining the reserve for the time being until decisions could be taken. The recommendation to maintain the precept at £5000 for 2012/13 was proposed by AJT, seconded by JL and approved.

9. Queen's Diamond Jubilee

MRA said that Queen's Diamond Jubilee (QDJ) was to be celebrated in early June 2012. Communities were being encouraged to mark the occasion with local events. Discussions were already underway in the Fete Committee to organise an evening musical event on the Recreation Field on Saturday 2nd June. There was also a national project to light fire beacons on 4th June. There were potentially two ways in which the Parish Council could be involved: firstly by providing co-ordination and financial assistance to help meet the costs of events being planned by people in the village; secondly, by undertaking events or projects for itself.

It was agreed that it was more desirable for the Parish Council to support events that were proposed by villagers than to dream up events for itself. The Fete Committee had yet to finalise proposals for the event it had planned, or to produce detailed costings. However, it was noted that it was likely that a bid would be made for financial support from the South West Area Board. MRA said that this was unlikely to succeed without some funding also being provided by the Parish Council. Subject to details and costings it was agreed that a contribution from the Parish Council would be appropriate. Given that this proposal involved the use of the Recreation Field, and given that there had been strong support in the village survey and subsequent meeting on childrens/youth activities in the village for team sports on the field, an obvious candidate for a Parish Council QDJ project was the restoration of the toilet facilities. It was agreed that the Clerk should investigate what would be involved in restoration of the toilets and the possible costs involved.

MRA said that he had already written to other Parish Council's in the valley seeking information on what they had planned and inviting co-ordination, including on any beacon proposals. He had also, on behalf of the Council, responded to the

Salisbury Journal invitation to host a QDJ “Down Your Way” feature on the Chalke Valley.

The village open meeting to be held on 19th January to consider the outcome of the survey and the children’s meeting could also discuss QDJ events and projects in the village.

10. Planning Matters.

Wiltshire Council was seeking comments on a proposal to remove and replant a hedge at Crouchston Farm (S/2011/1902/HRN). Following a short discussion it was agreed to make no objection.

11. Questions or statements from Councillors.

Cllr Lovering raised the problem of vehicles speeding in Flamstone Street. This was particularly dangerous for the occupants of the cottages at the Bridge Road end of the street which opened directly onto the road. He declared an interest as this included his own house. He wondered whether some form of speed limit, traffic calming or other measure, such as creating a cul-de-sac, might be introduced. It was pointed out that residents regularly use both ends of the street for vehicular access and that any restriction on access might not be welcomed. A cul-de-sac would be difficult to introduce because there would need to be turning heads capable of accommodating refuse lorries, oil delivery lorries etc. It was agreed that the Clerk would investigate, including seeking views from Flamstone St residents, and report back on options.

15. Date, location and time of next meeting

There being no further business the meeting was closed at 8.50pm. The next meeting will be on Thursday 1st March 2012 at 8.30pm in the Village Hall. The meeting would be preceded, at 7.30pm, by the annual Parish Meeting.

Signed as an accurate record:

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Chairman

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Date

**BISHOPSTONE PARISH COUNCIL
PARISH COUNCIL MEETING
Thursday 5th January 2012**

ACTION PLAN

WHAT ACTION	BY WHOM	COMPLETED ✓
Find replacement parts for post cappings on train in children's play area.	MRA/AJT	
Options for refurbishment of recreation ground toilet block to be identified for consideration.	MRA	
Discuss with Highways Dept/Parish Steward re need for consultation on replacement street name boards and on maintenance of land in Mill Lane.	MRA	
Investigate reasons for removal of Village Fete road signs.	MRA	
Return to be submitted to consultation on R2 policy.	MRA	✓
Minor maintenance to children's play area as recommended by Playsafe.	AJT	✓
Wiltshire Council to be chased re provision of a grit bag.	MRA	
Wiltshire Council to be contacted about the broken drain in Pitts Lane.	MRA	
Possible measures to reduce speeding in Flamstone Street to be investigated and discussed with residents.	MRA	

**BISHOPSTONE PARISH COUNCIL
BUDGET FOR 2012/13**

1. In order that Wiltshire Council can set its Council Tax for 2012/13, the Parish Council is required to confirm its precept by 20 January 2012. In order that decisions can be taken on the amount of the precept for 2012/13, it is necessary for the Parish Council to determine its budget for that year.
2. Attached to this paper are four tables, as follows:
 - (i) a statement of the Council's Current Account showing actual and anticipated receipts and expenditure for the year 2011/12;
 - (ii) a statement of the Council's Deposit Account for 2011/12;
 - (iii) a table showing the detailed budget set for 2011/12, actual expenditure (and variance) and a suggested budget for 2012/13;
 - (iv) a table showing the broad picture for each of the last three financial years and as proposed for 2012/13.
3. The main points to note are as follows:

Current Account

This shows an actual balance at 1 January 2012 of £226.80. However, there are a number of outstanding payments and receipts. Assuming all of these are completed before 31 March 2012 the forecast balance at the end of the year is £665.33. The size of the balance is chiefly due to the anticipated R2 receipt from Wiltshire Council.

Deposit Account

The opening balance was £7,504.54 and the closing balance is forecast to be £8,048.10. Funds transferred to the Current Account to meet the Council's expenditure in 2011/12 total £4,460 (ie close to the precept of £5000).

Detailed Budget

As in recent previous years, the amount anticipated to be spent in 2011/12 is significantly less than the budget (a variance of -£4,024.59). The most significant underspends are in Clerks Salary (because there has been no salary payment in the year), Recreation Ground and Repairs and Maintenance expenditure. However, the latter two are, to some degree, contingency items. The "Donations" line includes payments made in respect of the Youth Leisure Credits Scheme.

Despite the above, it is suggested that the budget to be set for 2012/13 should be very similar to that for 2011/12. Payments of the Clerks salary will be made from May 2012. Based on a 5 hour week and the minimum salary scale recommended by the National Association of Local Councils (NALC) this will cost £1,641 per annum (£1,504 for 2012/13). Other expected payments have been rounded up from actual 2011 levels, rather than having a specific inflation factor applied.

For accounting purposes in the current year payments made in respect of training courses attended by the Clerk and Councillors has been included under "Contingency". It is suggested for 2012/13, and future years, there should be a specific budget line for "Training", with resources drawn from the current Contingency budget. For 2012/13 the figures would be Contingency £300 and Training £200.

Financial Overview

This table shows the overall position in each financial year since 2009/10. This reveals that from 2010/11 onwards there has been a significant underspend each year against the budget. It is likely that there will be an overall surplus at the end of 2011/12 of £8,713.43. Assuming that the precept for 2012/13 stays the same as it was in 2011/12 (£5,000), this gives a total available to spend in 2012/13 of £13,713.43. This is very similar to the sum that was available in 2011/12, when actual expenditure is expected to be around £4,700.

In past years the external auditors have been critical of the level of the balances being held in the Council's account without firm proposals being made for its use. If spending in 2012/13 is close to budget, the carry forward at the end of 2012/13 will be much less (around £5,000). There are two options for reducing this figure further:

- (a) keep spending at the proposed levels in Table (iii) but reduce the precept;
- (b) increase expenditure in 2012/13 (either on existing budget items, such as donations to village organisations, or on new projects).

Having established the current level of precept, it would perhaps be counter productive in the longer term to reduce it now. Councillors may wish to discuss possible options for additional expenditure in 2012/13. Two that could be considered are – support for village activities/events to celebrate the Queen's Diamond Jubilee and restoration of the toilet/changing facilities on the Recreation Ground.

Recommendation

I recommend maintaining the precept at £5,000 for 2012/13 and that proposals for further expenditure be brought forward for consideration at the meeting in March 2012.

Mike Ash
Clerk and Responsible Finance Officer

BISHOPSTONE PARISH COUNCIL

CURRENT ACCOUNT

2011/2012 Income and Expenditure starting 1st April 2011

Date	Details	Payments inc VAT	Receipts	Balance
06/04/2011	Opening balance		£236.25	£236.25
12/05/2011	WALC subscriptions	£180.25		£56.00
19/05/2011	Transfer from Deposit Account		£2,000.00	£2,056.00
19/05/2011	Community First Insurance Premium	£726.57		£1,329.43
07/06/2011	Bank Charge	£5.00		£1,324.43
25/05/2011	T. R Coombs	£45.00		£1,279.43
07/07/2011	T Long (Reimbursement)	£170.99		£1,108.44
01/09/2011	Atkinsons	£72.00		£1,036.44
01/09/2011	Mazars	£84.00		£952.44
01/09/2011	M Ash (Reimbursement)	£142.00		£810.44
03/11/2011	Transfer from Deposit Account		£2,000.00	£2,810.44
03/11/2011	WALC Course	£66.00		£2,744.44
03/11/2011	Orchard Street Furniture (bench)	£597.04		£2,147.40
03/11/2011	Playsafety	£75.60		£2,071.80
03/11/2011	Bishopstone Village Hall (room hire)	£108.00		£1,963.80
03/11/2011	Bishopstone Village Hall	£35.00		£1,928.80
03/11/2011	Cllr L Williams (expenses)	£12.00		£1,916.80
08/11/2011	Mere Development Centre	£100.00		£1,816.80
08/11/2011	Bishopstone PCC	£600.00		£1,216.80
08/11/2011	Bishopstone Village Hall	£500.00		£716.80
08/11/2011	C. V. Sports Centre	£500.00		£216.80
08/11/2011	Bishopstone PCC (STAB)	£450.00		*(-) £233.20
17/11/2011	Transfer from Deposit Account		£60.00	*(-) £173.20
21/11/2011	Transfer from Deposit Account		£400.00	£226.80
	Totals (1 January 2012)	£4,469.45	£4,696.25	£226.80
	Anticipated expenditure and receipts			
	Bobby Van Trust	£50.00		
	WALC HMRC Course	£30.00		
	YLC	£100.00		
	Village website	£50.00		
	Wiltshire Council R2 payment		£668.53	
	Expected totals	£4,699.45	£5,364.78	£665.33
	* payments are listed in order of date of signature - the account was not actually overdrawn			

BISHOPSTONE PARISH COUNCIL

EXPENDITURE vs BUDGET for the financial year 2011/2012 (as at 1 January 2012) and Proposed Budget for 2012/13

Budget Heading	Budget 2011/12	Expenditure	Variance to Budget	Proposed Budget 2012/13
Hire of Village Hall	£130.00	£108.00	£22.00	£120.00
Insurance	£650.00	£726.57	-£76.57	£750.00
Audit Commission	£150.00	£84.00	£66.00	£100.00
Internal Audit	£65.00	£60.00	£5.00	£70.00
Playground safety inspection	£75.00	£75.60	-£0.60	£80.00
Parochial Church Council	£600.00	£600.00	£0.00	£600.00
Village Hall	£500.00	£500.00	£0.00	£500.00
WALC Subscription	£160.00	£180.25	-£20.25	£185.00
Chalke Valley Sports Centre	£500.00	£500.00	£0.00	£500.00
Donations	£50.00	£250.00	-£200.00	£250.00
Web Site domain fees	£100.00	£50.00	£50.00	£50.00
STAB Donation	£450.00	£450.00	£0.00	£450.00
Clerks Salary/Expense	£2,150.00	£312.99	£1,837.01	£2,000.00
Recreation Ground	£1,000.00	£45.00	£955.00	£1,000.00
Repairs & Maintenance	£1,000.00	£0.00	£1,000.00	£1,000.00
Contingency	£500.00	£113.00	£387.00	£500.00
TOTALS	£8,080.00	£4,055.41	£4,024.59	£8,155.00

Less reclaimable VAT:

£179.14

£3,776.27