

**EAST HARPTREE PARISH COUNCIL**

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON  
TUESDAY 19<sup>th</sup> MAY 2015**

**VENUE AND TIME OF THE MEETING: THE THEATRE, EAST HARPTREE @ 7.30pm**

		Present: Cllrs Peter King, Mike Jennings and Andrew Jones; also in attendance Paul Waldron and Alan Butcher (Clerk)	
	686	<u>Apologies for absence.</u> Cllr Tim Warren.	
	687	<u>Election of Chairman.</u> Proposed Cllr Jennings that Cllr King be elected; Cllr King duly elected.	
	688	<u>Election of Vice Chairman</u> Proposed Cllr King that Cllr Jennings be elected; Cllr Jennings elected.	
		Chairman, Vice Chairman and other Councillors to sign appropriate Declarations. The declarations were duly signed.	
	689	<u>Co-option of persons to four vacant places.</u> Four additional persons to be co-opted onto the Parish Council to fill vacancies due to insufficient nominations. This process should be completed within 35 days of the election. Paul Waldron was present and duly co-opted onto the Parish Council. Cllr Waldron signed the necessary Declaration.  Clerk to write to retiring councillors thanking them for their service on the Parish Council.	
	690	<u>Appointment of Proper Officer:</u> Alan Butcher was appointed.	
	691	<u>a: Appointment of Responsible Financial Officer</u> Alan Butcher was appointed. <u>b: Appointment of Clerk and RFO Overseer:</u> Cllr Jones was appointed.	
	692	<u>Appointment of Footpaths Officer:</u> Cllr Jennings was appointed.	
	693	<u>Appointment of Clock Officer:</u> Cllr Waldron was appointed.	
	694	<u>Appointment of Representatives to Outside Bodies:</u> <b>a: Charity Trustees</b> – 6 councillors were required. Cllrs King, Jennings and Waldron were appointed. <b>b: East Harptree Primary School</b> – Cllr Jones was appointed in the interim. <b>c: East Harptree Village Club</b> – Cllr Waldron was appointed. <b>d: East Harptree Playing Fields and Theatre Committee</b> – Cllr Jennings was appointed. <b>e: Parishes Liaison</b> – Clerk to maintain watching brief. <b>f: Chew Valley Neighbourhood Plan</b> – Cllrs Waldron and Jones to continue.	

695	<u>Public Forum:</u> The Chairman will adjourn the meeting for a maximum of 15 minutes to allow public participation. No members of the public were present.	
696	<u>Declarations of Interest:</u>  Cllr Jones declared a pecuniary interest in item 701d.  Councillors were passed Register of Interest Forms to be completed and returned at the next meeting.	
697	<u>Acceptance of the Minutes of previous meetings:</u> Minutes of the extraordinary meeting held on 5 <sup>th</sup> May 2015 were agreed and signed as a true record.	
698	<u>Matters Arising and continuing business from previous meetings:</u> (558): Footpath map – the clerk had sourced a suitable map and would arrange for printing and laminating. (558): Dark Skies policy – Cllr Jones to follow up with CVNP and check if an informal policy was available. Clerk to seek other suitable policies.	
699	<u>Planning:</u>  Confirmation that the Arlon Farm application (Application 15/01629/FUL) was an outline application had been received.	
700	<u>Road Sweeping and Highways:</u> a: Highways maintenance sheet – clerk to contact highways again about potholes in Church Lane. b: Other Highways matters – it was suggested that the 30mph limit on the B3114 should be extended beyond “The Chapel” toward West Harptree. Clerk to check with highways as to procedure. c: Footpath matters – none.	
701	<u>Parish Council Matters:</u> <b>a: Place Making Plan</b> – proposed meeting with Julie O’Rourke. The meeting was proposed to take place on 16 <sup>th</sup> June; clerk to confirm with Julie O’Rourke. <b>b: Housing Development Boundary review</b> – to be discussed with item a: - it was noted that moving the boundary could increase the scope for development. There was a need to check the correlation of the place making plan sites and the HDB. <b>c: Chew Valley Wide Area – Neighbourhood Plan</b> – the green spaces infrastructure map was discussed and a number of changes made. It was noted that the map included Parkers Mead area. Cllr Waldron to take amended map back to the next meeting. The Parish Council to organise venue at The Theatre for a public consultation proposed for July/August. Cllr Jones to speak to Liz Richardson to confirm date.	

		<p><b>d: Community fibre broadband</b> – Truespeed Communications had indicated that they had agreed to use existing ducting to provide high speed broadband to the north side of the valley. There was a need to confirm the level of interest in East Harptree before any proposals could be finalised but there was a possibility that high speed broadband could be installed by the end of 2016.</p> <p><b>e: Website</b> – The clerk had spoken to Katherine Richley and had received information about the proposed new site. Cllr Jones felt that there needed to be a single site for the village. Cllrs KIng wanted the Parish Council site to remain independent; Cllr Jennings preferred a link to the existing village website and was concerned about the cost of the proposed new site. Clerk to speak to Katherine.</p> <p><b>f: Proposed Parish email contact list</b> – Cllr Jones tabled a draft communication for consideration. This to be circulated asking if parishioners wished to subscribe to an email list. Draft to be forwarded to the Clerk for amendment/circulation.</p> <p><b>g: Defibrillator</b> – the clerk had received various quotes from West Harptree PC. Quotes to be summarised and a ten year cost advised prior to any decision. It was noted that the “donation” toward the AED machine should be taken in account when assessing the various options. Details to be copied to West Harptree. Clerk to write to Playing Field Committee to ask if they wish to consider the installation of a machine at The Pavilion.</p>	
702		<p><u>Financial:</u></p> <p><b>a: Completion of mandate</b> for change of bank signatories. Mandate completed and resolution passed to remove Bob Delaney, Liz Woodhatch and Stuart Jagger and add Andrew Jones.</p> <p><b>b: Parish Council Banking</b> - Cheques to be signed as follows:</p> <ul style="list-style-type: none"> <li>i) P Sperring - £190.56 – agreed and a cheque raised.</li> <li>ii) P Sperring – New brush £9.25 – agreed and a cheque raised.</li> <li>iii) Post Office – Clerk’s &amp; Sweeper Tax - £136.77 – agreed and a cheque raised.</li> <li>iv) A J Butcher – salary and expenses. - £395.40 – agreed and a cheque raised.</li> <li>v) Parish Council insurance – renewal quote from AON £674.25. An alternative quote is being sought. Clerk to confirm if alternative is being forwarded; renewal date noted as 1<sup>st</sup> June 2015.</li> <li>vi) A cheque in respect of Cllr Waldron’s Honorarium for clock winding was raised.</li> <li>vii) It was agreed that the PO Box subscription would not be renewed.</li> </ul>	
703		<p><u>Correspondence:</u> Any specific items of correspondence received other than by email. None.</p>	

Draft minutes subject to acceptance at the next meeting.

704	<u>Meetings attended.</u> CVNP – Cllrs Waldron and Jones had attended the recent meeting. Cllr Waldron had attended the recent meeting of the village club.	
705	<u>Matters of Report</u> Cllr Waldron proposed a litter picking event on 23 <sup>rd</sup> August 2015. Clerk to contact BANES/Cllr Warren re: equipment for the event.	
706	<u>Date and Time of Next Meeting:</u> The next scheduled meeting is on the 16th June 2015.	

The meeting closed at 9.50pm

Alan Butcher,  
Parish Clerk.  
3<sup>rd</sup> June 2015  
01749 870358;  
eastharptreeparishcouncil@gmail.com