

**EAST HARPTREE PARISH COUNCIL**

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING (ANNUAL GENERAL MEETING)  
HELD ON TUESDAY 17<sup>th</sup> MAY 2016**

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

	<i>Present:</i> Cllrs Peter King, Mike Jennings, Paul Waldron, John Darvill and Andrew Jones; also in attendance Alan Butcher (Clerk)	
940	<i>Apologies for absence.</i> None received.	
941	<i>Election of Chairman.</i> Proposed Cllr Jennings, sec Cllr Darvill that Cllr King be elected Chairman. All agreed.	
942	<i>Election of Vice Chairman</i> Proposed Cllr King, sec Cllr Jennings that Cllr Jones be elected Vice Chairman. All agreed.  Cllr Jennings was thanked for his service as vice chair-man over a number of years.	
	Chairman, Vice Chairman to sign appropriate Declarations. These were duly signed.	
943	<i>Co-option of persons to vacant places.</i> Two additional persons to be co-opted onto the Parish Council to fill vacancies due to insufficient nominations. No persons had come forward.	
944	<i>Appointment of Proper Officer:</i> Alan Butcher	
945	<i>a: Appointment of Responsible Financial Officer:</i> Alan Butcher  <i>b: Appointment of Clerk and RFO Overseer:</i> Cllr Jones	
946	<i>Appointment of Footpaths Officer:</i> Cllr Jennings.	
947	<i>Appointment of Clock Officer:</i> Cllr Waldron.	
948	<i>Appointment of Road Sweeper Overseer.</i> Cllr King.	
949	<i>Appointment of Representatives to Outside Bodies:</i> <b>a: Charity Trustees</b> – all Parish Councillors <b>b: East Harptree Primary School</b> – one representative – Cllr Darvill was appointed. <b>c: East Harptree Village Club</b> – one representative – Cllr Waldron was appointed. <b>d: East Harptree Playing Fields and Theatre Committee</b> – one representative – Cllr Jennings was appointed. <b>e: Parishes Liaison</b> – Clerk to monitor. <b>f: Chew Valley Neighbourhood Plan</b> – Cllrs Jones and Waldron to continue as required.	

950	<p><u>Public Forum:</u> The Chairman will adjourn the meeting for a maximum of 10 minutes to allow public participation. Peter and Nicola Haigh had attended to discuss the proposed committee for the play equipment replacement. The clerk outlined the proposal and passed on draft paperwork. See item 960.</p>	
951	<p><u>Declarations of Interest:</u> None.</p> <p>Continuing Dispensations have been granted to Councillors in respect of the Place Making Plan and Chew Valley Neighbourhood Plan.</p>	
952	<p><u>Acceptance of the Minutes of previous meetings:</u></p> <p>i) Minutes of the meeting held on 19<sup>th</sup> April 2016 were agreed and signed as a true record.</p>	
953	<p><u>Matters Arising from the Minutes of the previous meetings:</u></p> <p>i) Parking in Middle Street – the clerk had drafted a letter to be circulated which was agreed. Clerk to provide copies to Cllr Waldron and Jennings for distribution.</p> <p>ii) 30mph limit extension on B3114. Awaiting Cllr Warren to advise speed check costs; clerk to contact West Harptree when costs are known.</p> <p>iii) Technical consultation on Planning Changes. Cllr Jones advised that the changes proposed were quite radical but that the ALCA response had been very well prepared and there was no need for the Parish Council to response separately. The new proposals could lead to less influence in planning decisions should they be accepted but the ALCA response had been very clear in highlighting this.</p> <p>iv) Grant for village picnic – this had been raised at the last meeting and it was agreed to offer a grant of £50 toward costs.</p> <p>v) Defibrillator at the Pavilion – Chris Head had confirmed he was happy to be guardian to the new machine, clerk to advise BANES.</p>	
954	<p><u>Planning:</u></p> <p>i) <b>Application 16/01537/LBA</b> Internal and external alterations to convert loft space into living accommodation and carry out repairs to roof at Coley Manor Farm, Coley for Mr R Minty. It was agreed unanimously to support this application.</p> <p>ii) <b>Application 16/01826/OUT</b> Outline application for the erection of an agriculturally tied dwelling to serve Pinkers Farm, Middle Street, East Harptree for Church Farm Partnership. Councillors expressed concern about the lack of details for the proposed dwelling and the relationship to adjoining existing dwellings which could be overlooked. There was also concern about the access onto a narrow part of Middle Street.</p>	

	<p>Councillors also considered that the dwelling would be better located adjoining the farm rather than on the opposite side of the road.</p> <p>In view of the lack of details of the proposal, councillors unanimously voted to object in principle to the application.</p> <p><b>Application 16/01136/FUL and 16/01137/LBA (listed building consent)</b> – Erection of timber framed garage at Eastwood Lodge, Whitecross Road, East Harptree for Ms Sara Virgee – <b>application permitted</b>. This was noted.</p>	
955	<p><u>Road Sweeping and Highways:</u></p> <ul style="list-style-type: none"> <li>i) Highways maintenance sheet. The clerk had been in correspondence with Martin Shields and was awaiting confirmation of those items on the sheet which had been completed.</li> <li>ii) Other matters reported. It was noted that there were a number of potholes on the road from Eastwood Manor Farm causing localised flooding at times of rain. To be added to the sheet.</li> <li>iii) Cllr Jennings noted that there was to be various works carried out to local footpaths.</li> </ul>	
956 957	<p><u>Parish Council Matters:</u></p> <p>Place Making Plan. No immediate action required.</p> <p>Chew Valley Wide Area – Neighbourhood Plan.</p> <ul style="list-style-type: none"> <li>i) There was a discussion about the BANES policy as enhanced by the emerging CVNP for parking spaces to new developments; 2 spaces for 1, 2, 3 bed properties, 3 for 4 bed properties and ½ space per dwelling for visitors (with no allowance for garages) was more appropriate for a rural setting. It was felt that perhaps even more spaces should be allowed although this needed to be balanced against the creation of even more hard surfaced areas although grass gridding or similar would overcome this problem.</li> <li>ii) Plan to be adopted and signed off by Chairman – Councillors agreed that they were happy with the plan and it was agreed unanimously that it be adopted by the Parish Council and signed off by the Chairman.</li> <li>iii) There was some discussion about the need for an updated housing needs survey, the last one being completed in 2009. There was some concern that surveys completed by developers (a requirement for developments of over 5 dwellings) could lead to a biased requirement. Cllr Jones to seek confirmation on the date of the last survey from the CVNP committee.</li> <li>iv) CIL monies – clerk to contact Liz Richardson to seek information about the level of funds and the proposed Chairman’s meeting.</li> </ul>	
958	<p>Chew Valley Transport Strategy – Cllr Darvill had attended this event but was disappointed that no firm information was available to view.</p>	
959	<p>Parish Council Cup for the Flower Show – deferred to next meeting.</p>	

960	East Harptree Playing Field – Letter from Nicola Haigh and proposed committee. The clerk had circulated a draft Terms of Reference for a committee to manage this replacement of the equipment. A copy had been passed on for consideration by the Playing Field Committee at their next meeting. After this meeting they would discuss the matter further with the Parish Council. Some councillors expressed reservations about the make-up of the proposed committee.	
961	Letter from William Rees Mogg re: lighting at Grey Hollow. Clerk to write to Curo Housing about the problem with lack of lighting.	
962	Meetings attended by Councillors: Cllr Jennings – Playing Field Committee Cllr Waldron – Chew Valley Area Forum.	
963	<u>Financial:</u> Confirmation of Paul Sperring’s hours. It was agreed that the hourly rate was based on 416 hours annually and, as such, an increase to accord with the minimum wage was required.	
964	<b>Parish Council Banking</b> - Cheques to be signed as follows: i) P Sperring - £199.68 – this was agreed and the cheque signed. ii) Post Office – Clerk’s & Sweeper Tax - £139.05 – this was agreed and the cheque signed. iii) A J Butcher – salary and expenses. - £405.32 – this was agreed and the cheque signed. iv) Internal auditor fee - £75.00 – this was agreed and the cheque signed. v) The clock winders honorarium of £120 was agreed and the cheque signed.	
965	End of year accounts and Annual Return. The audited accounts were circulated and agreed. The annual Governance Statement and Annual Return were completed and signed by the Chairman and Clerk.	
966	<u>Matters of Report:</u> i) Cllr King reported a number of suspicious vehicles in the village and gave vehicle numbers. ii) Cllr Darvill reported that the proposed disabled improvements to the school had been cancelled which was disappointing. He also noted that the ramp as installed was unsatisfactory and not in accordance with the planning proposal.	
967	<u>Date and Time of Next Meeting:</u> The next scheduled meeting is 21 <sup>st</sup> June 2016.	

The meeting closed at 10pm.

Alan Butcher,  
Parish Clerk,  
27<sup>th</sup> May 2016  
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East Harptree Parish Council – Minutes of the Annual Parish Council Meeting held on 17<sup>th</sup> May 2016