

EAST HARPTREE PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
TUESDAY 21ST MARCH 2017**

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

	<i>Present:</i> Cllrs Peter King (Chair), Mike Jennings, Paul Waldron, John Darvill, Richard Coombs, Andrew Jones; also in attendance Alan Butcher (Clerk).	
1703/01	<i>Apologies for absence.</i> None received.	
1703/02	<i>Co-option of persons to vacant places.</i> One additional person to be co-opted onto the Parish Council to fill a current vacancy. No further applications received.	
1703/03	<i>Public Forum:</i> The Chairman will adjourn the meeting for a maximum of 10 minutes to allow public participation. No members of the public were present.	
1703/04	<i>Declarations of Interest:</i> Cllr Jones concerning item 1703/6iii) Continuing Dispensations have been granted to Councillors in respect of the Place Making Plan and Chew Valley Neighbourhood Plan.	
1703/05	<i>Acceptance of the Minutes of previous meetings:</i> i) Minutes of the meeting held on 21 st February 2017 were agreed and signed as a true record.	
1703/06	<i>Matters Arising from the Minutes of the previous meetings:</i> i) Assets of Community value: a) Update from public meeting on 13 th March. Cllr King noted that he was unaware that the letter sent around to parishioners about the ACV had been sent under his name as PC Chairman. It was agreed to confirm with Cllr King when any letters were sent out in the future. Cllr Jones reported that 49 people had attended the meeting on 13 th March and there was strong support to keep The Waldegrave Arms open and for an application for an ACV. It was hoped to make the official application after the April PC meeting. Members of the village group were also investigating the listing of the building. It was noted that it fell within the conservation area. b) Sharing ACV survey information to assist with finding new tenant. It was proposed that the PC should write to Admiral Taverns and invite them to the meeting in April to discuss their proposals for the pub.	

	<ul style="list-style-type: none"> ii) 2017 Calendar and proposals for 2017 photo competition. <ul style="list-style-type: none"> a) It was understood that about 18 calendars had been sold via the West Harptree shop although any receipts had yet to be collected. Also final sales and receipts were awaited from the school. b) It was proposed that a 2018 calendar be produced in conjunction with the 2017 competition and that local sponsors/advertisers be sought to assist with funding. Information about levels of sponsorship/advertising and number of calendars to be produced to be considered at next the meeting. c) It was agreed that the subject for the photographs should be local people in a working environment and that the competition would be made open to all village children up to eleven years old. iii) Broadband provision. No further information at present. iv) Light to clock tower. This was in hand. v) Newton project. Cllr Darvill reported that meetings had taken place to consider the scope of the proposals and it was likely that the works could take up to five years to complete. vi) Litter picking event. Cllr Waldron confirmed that the equipment had been arranged with BANES and that the event would start at 9am on 1st April. vii) Litter bin replacement. Two bins had been replaced by BANES after an inspection. 	
1703/07	<p><u>Planning:</u></p> <ul style="list-style-type: none"> i) Application 17/00784/FUL – Replacement garden shed (retrospective) at Eastwood Lodge, Whitecross Road, East Harptree for Ms Sara Virjee. After discussion, councillors agreed 5 in favour, 1 abstention to support the application. ii) Removal of hedge adjoining footpath at “Kielder”, Church Lane. (item moved from 1703/08 as it was a planning matter). Cllr Jones expressed concerns that the hedge adjoining the footpath had been removed noting that it was a matter raised by the PC when responding to the application. Also a number of trees had been felled and there was some concern about contravention of conditions included with the grant of permission. Clerk to check planning consent and contact enforcement officer. iii) Cllr King advised that the Pinkers Farm application would be going to committee and that there were continuing concerns about flooding and adjoining owners. 	
1703/08	<p><u>Road Sweeping and Highways:</u></p> <ul style="list-style-type: none"> i) Updated Highways maintenance sheet and meeting with inspector. The sheet has been updated and highways informed of additional items. 	

1703/09	<p><u>Parish Council Matters:</u> Chew Valley Neighbourhood Plan. Cllr Jones noted that the completed neighbourhood plan was the only one fully completed in BANES. A vote of thanks was recorded to Cllrs Waldron and Jones for their efforts and to the CVNP Committee as a whole. The meeting regarding the CIL monies had yet to be arranged.</p>	
1703/10	<p>Neighbourhood Planning and Landscape workshop 31st May 2017. This workshop was concerning landscaping and it was agreed that the council do not need to send a representative.</p>	
1703/11	<p>East Harptree Playing Field. Further information had become available and a meeting of the committee was proposed in April to move the matter forward.</p>	
1703/12	<p>Parish Council representation for 2017 events. Deferred until next meeting when dates are known for the fete and flower show.</p>	
1703/13	<p>Parking and traffic issues. i) Proposed sign – cost and wording. It was agreed to install two signs at a cost of £70 – wording to be “No Parking” – “East Harptree Parish Council”. Signs to fixed when lining renewed. Clerk to forward details of proposed signs to Nigel Sommerfield.</p>	
1703/14	<p>Emergency arrangements including Flood Plan for East Harptree. Cllr Coombs had looked through the BANES flood plan template but it was agreed that this was not appropriate for East Harptree. A number of actions were discussed including the provision of sand bags and regular inspections of vulnerable areas around the village. It was agreed that a village plan should be prepared showing areas at risk and that a regular inspection of risk areas be carried out by designated councillors and owners/BANES advised of blockages and other areas of concern. Cllr King raised the matter of the continuing flooding in Culver Lane which he felt could be easily solved. Clerk to contact BANES on the matter.</p>	
1703/15	<p>Arrangements for Annual Parish Meeting 27th April 2017. This meeting to take place before the April PC meeting. Clerk to prepare summary of councils work during the year.</p>	
1703/16	<p>Proposed Christmas Tree at Grey Hollow. There was some concern about the ownership of the land and also the provision of electricity for the lights. It was agreed that the tree would be better placed near the shop as this was more central and where electricity was available.</p>	
1703/17	<p>Changes to Parish Councils contributions to by-elections. This had been raised at the recent Parish Liaison Meeting and Cllr Jones outlined the proposal to charge parish councils for by-elections beyond the first one at 50% for the second and 100% for the third. The clerk briefly outlined the criteria for a by elections.</p>	
1703/18	<p>Transparency Grant for purchase of Parish Council computer. Following a review by ALCA, they had suggested that the council should apply for a grant to provide a new laptop for use by the clerk rather than the use of a personal computer as at present. The grant was available up to £350.</p>	

1703/19	<p>It was agreed to apply for the grant and to source a suitable machine.</p> <p>Meetings attended by Councillors: Cllr Waldron – Village Club and ACV meeting; Cllr Darvill – ACV meeting; Cllr Coombs – ACV meeting; Cllr Jones CVNP and ACV meeting.</p>	
1703/20	<p><u>Financial:</u></p> <p>Parish Council Banking - Cheques to be signed as follows:</p> <ul style="list-style-type: none"> i) Post Office – Clerk’s & Sweeper Tax – £363.32. This was agreed and a cheque raised. ii) A J Butcher – salary and expenses - £420.55. This was agreed and a cheque raised. iii) Donation to Playing Field - £2000.00. This was agreed and a cheque raised. iv) ALCA subscription for 2017/18 - £120.48. This was agreed and a cheque raised. v) An invoice had been received after the preparation of the agenda for the venue hire for the ACV meeting - £7.00. This was agreed and a cheque raised. vi) An invoice had been received after the preparation of the agenda for the venue hire for the Theatre for 2016/7 - £252.72. This was agreed and a cheque raised. 	
1703/21	<p>Increase in minimum wage from 1st April 2017 – the increase of 30p per hour from 1st April would result in an increase to Paul Sperrings wage. Amount not shown for confidentiality reasons. An amended standing order instruction to the bank was signed to cover this increase.</p>	
1703/22	<p>Citizens Advice – request for grant. It was agreed not to give a grant.</p>	
1703/23	<p><u>Matters of Report:</u></p> <p>The clerk circulated an updated draft of the Code of Conduct for approval at the next meeting. He also passed Cllr Darvill a Register of Interests form for completion. In response to an enquiry, Cllr Jones also advised that he would need to amend his Register; Clerk to forward copy of form.</p>	
1703/24	<p><u>Date and Time of Next Meeting:</u></p> <p>The next scheduled meeting is 27th April 2017 at The Pavilion following on from the Annual Parish Meeting.</p>	

The meeting closed at 9.10pm

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