

EAST HARPTREE PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING (ANNUAL GENERAL MEETING)
HELD ON TUESDAY 16th MAY 2017**

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

	<i>Present:</i> Cllrs Peter King (Chair), Mike Jennings, Paul Waldron, Andrew Jones, Richard Coombs and John Darvill. Also in attendance Cllr Tim Warren and Alan Butcher (Clerk)	
1705/1	<i>Apologies for absence.</i> None.	
1705/2	<i>Election of Chairman.</i> Cllr King, prop Cllr Jennings, sec Cllr Coombs, duly elected.	
1705/3	<i>Election of Vice Chairman</i> Cllr Jones, prop Cllr Waldron, sec Cllr King, duly elected.	
1705/4	The Chairman, Vice Chairman signed the appropriate Declarations.	
1705/5	<i>Co-option of persons to vacant places.</i> One additional person to be co-opted onto the Parish Council to fill vacancies due to insufficient nominations. There had been some interest in filling the vacancy and it was hoped that a person would put themselves forward for co-option.	
1705/6	<i>Appointment of Proper Officer:</i> The clerk, Alan Butcher, was appointed.	
1705/7	<i>a: Appointment of Responsible Financial Officer:</i> The clerk, Alan Butcher, was appointed. <i>b: Appointment of Clerk and RFO Overseer:</i> Cllr Jones was appointed.	
1705/8	<i>Appointment of Footpaths Officer:</i> Cllr Jennings was appointed.	
1705/9	<i>Appointment of Clock Officer:</i> Cllr Waldron was appointed.	
1705/10	<i>Appointment of Road Sweeper Overseer.</i> Cllr King was appointed.	
1705/11	<i>Appointment of Representatives to Outside Bodies:</i> a: Charity Trustees – six councillors were required to fulfil the Parish Council commitment; all current councillors were therefore appointed. b: East Harptree Primary School – one representative; Cllr Darvill was appointed. c: East Harptree Village Club – one representative; Cllr Waldron was appointed. d: East Harptree Playing Fields and Theatre Committee – one representative; Cllr Jennings was appointed. e: Parishes Liaison. Cllr Coombs to monitor. f: Chew Valley Forum: Cllr Jones to monitor.	

1705/12	<p><u>Public Forum:</u> The Chairman will adjourn the meeting for a maximum of 10 minutes to allow public participation. Two members of the public were present.</p> <p>Chris Head raised a number of points: He noted that the working party meeting concerning the High Street Traffic had yet to be convened; he advised that he had been asked look at funding for the playground refurbishment; he commented on the BANES comments regarding the Pinkers Farm agricultural dwelling and queried the reason for the “legal agreement” for the Pinkers Farm site; he noted that Axel Palmer had stepped down and that the CIL monies meeting was still to be arranged; he noted that there was still a problem with compliance with the Kielder pre-commencement conditions and finally he drew attention to his briefing note concerning broadband.</p> <p>Pam Carver asked a number of questions about the development sites within the village as identified by the PMP and also sought clarification about the maintenance of footpath around the village.</p>	
1705/13	<p><u>Declarations of Interest:</u></p> <p>Cllr Jones declared an interest in item 1705/15iii)</p>	
1705/14	<p><u>Acceptance of the Minutes of previous meetings:</u></p> <p>i) Minutes of the meeting held on 27th April 2017 were agreed and signed as a true record.</p>	
1705/15	<p><u>Matters Arising from the Minutes of the previous meetings:</u></p> <p>i) Assets of Community value:</p> <p>a) Update on application. BANES had advised that the consideration period would end on 27th June 2017.</p> <p>b) The clerk confirmed that he had sent out an email to update those who had expressed an interest in being kept informed; some 20 of these had also been added to the email list.</p> <p>ii) 2017 Calendar and proposals for 2017 photo competition and 2018 calendar. A meeting was to be held with the school to finalise details of the 2017 competition. The monies for the 2017 calendar had yet to be collected from the West Harptree shop and it was hoped that, when collected, the costs for the 2017 calendar would be covered.</p> <p>iii) Broadband provision. Cllr Jones left the meeting at this point. The briefing note from Chris Head was read out indicating that an announcement of the provider for the local area was imminent. Clerk to contact Ben Woods at BANES to confirm that East Harptree was now included in the roll out. Response to letter from Alex Pickup. This was a request to circulate details of a proposed community group to bring broadband to the area via another supplier. It was agreed to await the forthcoming announcement and to clarify the question of East Harptree coverage. Once available, a composite email to be sent out outlining the current situation and advising of the preoposed community group. Cllr Jones returned to the meeting at this point.</p>	

	<p>iv) Newton project. Cllr Darvill advised that work was continuing on grant applications and that the school had joined an academy group to share expertise and resources.</p> <p>v) Proposed meeting regarding CIL monies. Axel Palmer had stood down and no details of arrangements for the proposed meeting had been made. Clerk to contact Liz Richardson about future arrangements for the meeting and also to obtain details of CIL monies from local sites. It was suggested that East Harptree could facilitate these meetings.</p> <p>vi) Planning Policy. Following the last meeting the clerk had written to BANES to request clarification as to whether East Harptree had met its RA2 target of 10-15 homes with the Water St and Pinkers Farm sites. BANES had responded thus “Under the policies of the Core Strategy East Harptree is currently treated as falling within the scope of Policy RA2 (as it does not have 3 of the key facilities needed in order to meet the criteria of Policy RA1) and the Placemaking Plan allocates sites accordingly for around 10-15 dwellings. Through the Placemaking Plan the Council has proposed to amend Policy RA1 so that it refers to a village having a primary school plus 2 of the other key facilities. Whilst East Harptree has a primary school it does not currently have 2 of the other key facilities (i.e. convenience shop for daily shopping needs; post office; and meeting place). Therefore, the proposed change to Policy RA1 does not currently affect the classification of East Harptree. Permission has been granted for 16 homes on the Water St and Pinkers Farm sites so this meets the 10-15 allocation. However, it is possible that further small windfall sites within the Housing Development Boundary may be put forward (like the Kielder site) which could still be permitted subject to the village infrastructure being able to cope with them (Policy CP13). - Moving forward changes to how villages are classified and treated in terms of future development will be reviewed through the preparation of a new Local Plan. As previously advised the Council intends to involve parish councils in this work and any proposed changes to classification will also be subject to wider public consultation (e.g. through the Local Plan options process).”</p> <p>Cllr Warren suggested that the proposed Core Strategy Review could be delayed but concern was expressed about the possibility that further sites could be identified in East Harptree leading to a change in status.</p> <p>The Parish Council will closely monitor the review of the Local Plan currently being undertaken by BANES and whether this may propose any changes to East Harptree’s RA2 status. In the meantime the Parish Council will put together an evidence base to monitor the various RA status classification tests for the village.</p> <p>This included confirming whether the school is at capacity or, if not, the number of places available, the hours and product availability at the shop and the current bus timetable.</p> <p>Additionally, details to be gathered on the village infrastructure including water, electricity supply and sewage disposal and treatment.</p>	
--	---	--

	<p>Clerk to contact relevant utilities to seek this information. Other matters to be considered included the increasing problems with traffic and parking in the village which would be exacerbated should there be further developments. The working group to be asked to prepare information in this regard.</p> <p>vii) Christmas tree in Grey Hollow – an email had been received from Lin Gwyther giving details of the proposals for the tree. A request for a donation for the lights from the Parish Council was noted and the matter will be added to the next agenda.</p>	
1705/16	<p><u>Planning:</u></p> <p>i) No applications were received before the publication of the agenda.</p> <p>ii) Correspondence from BANES about the granting of permission for the tied agricultural dwelling in Middle Street. This was noted.</p> <p>iii) Update on Kielder landscaping and hedge removal and fulfilment of planning conditions. Cllr Darvill summarised recent correspondence with BANES which indicated that the matter of landscaping must be dealt with before the dwellings are occupied. The matter of the un-fulfilled pre-commencement conditions was discussed. Cllr Warren advised contacts at BANES to raise the councils concern.</p> <p>It was felt that BANES should be writing to the developer raising these matters of concern and that, additionally, instances of noise and other nuisances on site should be raised with the developer. The clerk to raise these concerns with BANES as it is likely that similar circumstances may apply to the other developments within the village.</p>	
1705/17	<p><u>Road Sweeping and Highways:</u></p> <p>i) Highways maintenance sheet – the matter of Church Lane potholes had been reported to BANES.</p> <p>ii) Traffic issues in High Street. A meeting of the working group to be arranged.</p>	
1705/18	<p><u>Parish Council Matters:</u></p> <p>East Harptree Playing Field Refurbishment. A meeting had taken place on 11th May and details of ground works to be prepared for local tender. Cllr Warren advised that, currently, there were no grants available toward these works from BANES.</p>	
1705/19	<p>Parish Council representation for 2017 events. Cllr Coombs indicated he would attend the fete.</p>	
1705/20	<p>Parking and traffic issues.</p> <p>i) Proposed sign – cost and wording. Wording had been discussed with Nigel Sommerfield and a quote of £29 per sign received. Clerk to speak to Nigel about location and to order signs.</p>	
1705/21	<p>Emergency arrangements including Flood Map for East Harptree. This was in hand.</p>	
1705/22	<p>Transparency Grant for purchase of Parish Council computer. The application had been made and approved. Clerk to source suitable machine when funds received.</p>	
1705/23	<p>Updated Asset Register. This was circulated and agreed.</p>	
1705/24	<p>Rural Community Survey. Cllr Jones to review survey and advise clerk of any actions required.</p>	

1705/25 1705/26 1705/27	<p>Joint Local Access Forum. Cllr Darvill noted that this had been postponed. Provision of hearing loop equipment at meetings. The cost of purchase or hire of this equipment to be ascertained, Cllr Darvill to seek information on this. Clerk to contact Andy Thomas at BANES who may have information. It was agreed that the equipment could be used by the wider community if required.</p> <p>Meetings attended by Councillors: Cllr Jennings – Theatre and Playground Committees; Cllr Waldron Club and Playground committees. Both Cllrs King and Jones had also attended a meeting of residents concerning the Pinkers Farm development in a personal capacity.</p>	
1705/28 1705/29 1705/30	<p><u>Financial:</u> Parish Council Banking - Cheques to be signed as follows:</p> <ul style="list-style-type: none"> i) Post Office – Clerk’s & Sweeper Tax. This was agreed and a cheque raised. ii) A J Butcher – salary and expenses. This was agreed and a cheque raised. iii) Internal auditor fee - £75.00. This was agreed and a cheque raised. iv) Parish Council Insurance renewal - £479.27. This was agreed and a cheque raised. v) Clock honorarium £120 to Cllr Waldron. This was agreed and a cheque raised. <p>Agreement of audited accounts for 2016/17. These were circulated and agreed.</p> <p>Annual Return. Completion and agreement of Annual Accounting Statement.. The was circulated, agreed and signed by the Chairman and Clerk.</p>	
1705/31	<p><u>Matters of Report:</u></p> <ul style="list-style-type: none"> i) The email which had been circulated about the WW1 commemorations to be included on the next agenda. ii) A email offering a presentation from Jim Hardcastle from the AONB was noted; it was agreed to invite him to a meeting later in the autumn. 	
1705/32	<p><u>Date and Time of Next Meeting:</u> The next scheduled meeting is 20th June 2017.</p>	

The meeting closed at 9.45pm.

Alan Butcher,
Parish Clerk,
24th May 2017
01749 870358;
eastharptreeparishcouncil@gmail.com