

EAST HARP TREE PARISH COUNCIL

**AGENDA FOR THE ANNUAL PARISH COUNCIL MEETING (ANNUAL GENERAL MEETING)
TO BE HELD ON TUESDAY 15th MAY 2018**

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

	<i>Present:</i> Cllrs Peter King, Mike Jennings, Paul Waldron, Richard Coombs, John Darvill and Pam Carver; also in attendance Cllr Tim Warren (BANES) and Alan Butcher (Clerk)	
1805/1	<i>Apologies for absence.</i> None received.	
1805/2	<i>Election of Chairman.</i> Peter King was proposed and elected all in favour. The Chairman signed the Declaration of Acceptance and took the chair.	
1805/3	<i>Election of Vice Chairman.</i> Cllr Andrew Jones was proposed and duly elected. The Vice-Chairman signed Declaration of Acceptance.	
1805/4	<i>Appointment of Proper Officer:</i> The clerk, Alan Butcher, was appointed.	
1805/5	<i>a: Appointment of Responsible Financial Officer:</i> The clerk, Alan Butcher, was appointed. <i>b: Appointment of Clerk and RFO Overseer:</i> Cllr Andrew Jones was appointed.	
1805/6	<i>Appointment of Footpaths Officer:</i> Cllr Mike Jennings was appointed.	
1805/7	<i>Appointment of Clock Officer:</i> Cllr Paul Waldron was appointed.	
1805/8	<i>Appointment of Road Sweeper Overseer.</i> Cllr Peter King was appointed.	
1805/9	<i>Appointment of Representatives to Outside Bodies:</i> a: Charity Trustees – Cllrs King, Jennings, Waldron, Jones, Darvill and Coombs were appointed. b: East Harptree Primary School – Cllr John Darvill was appointed. c: East Harptree Village Club – Cllr Paul Waldron was appointed. d: East Harptree Playing Fields and Theatre Committee – Cllr Mike Jennings was appointed. e: Parish Liaison – Cllr Pam Carver was appointed. f: Flood Representative – Cllr Peter King was appointed.	
1805/10	<i>Public Forum:</i> The Chairman will adjourn the meeting for a maximum of 10 minutes to allow public participation. Sally Calverley gave details of the village survey which was to start on 17 th May. There was a three page questionnaire which was being conducted by students from UWE. The results would be posted in the village shop and presented to the community at a date to be agreed. Cllr Jones a meeting on 21 st August for the Parish Council to receive the results.	

1805/11	<p><u>Declarations of Interest:</u></p> <ul style="list-style-type: none"> i) Cllr King regarding the payment by cheque for the Play area groundworks. ii) Cllr Waldron in respect of the payment for the clock honorarium iii) Cllr Jones regarding Broadband. 	
1805/12	<p><u>Acceptance of the Minutes of previous meetings:</u></p> <ul style="list-style-type: none"> i) Minutes of the meeting held on 17th April 2018 were agreed and signed as a true record. 	
<p>1805/13 1805/14 1805/15 1805/16 1805/17 1805/18 1805/19</p>	<p><u>Parish Council Matters:</u></p> <p>B&NES New Local Plan and HELAA. Cllrs Carver and Darvill reported on the recent Training Session organised by B&NES in Timsbury. East Harptree is well ahead of other parishes in dealing with these matters. The training was about the preparation of Village Character Assessments which East Harptree have previously completed and will therefore have less to do and can use the previous information in the current process. The site assessment Toolkit was reviewed. In essence the Parish Council could re-visit the previous VCA for this round of site assessments.</p> <p>The whole process surrounding the Local Plan has been delayed and B&NES has yet to decide how to proceed with the preparation of the new Local Plan. The next options consultation will be in September/October when B&NES will put forward more detailed options illustrating how different strategies could effect the various villages and rural areas. Late autumn is anticipated as the time when information about where homes will be built could be available. A rough timescale would be; August review village survey, followed by HELAA and finally the next options consultation. If East Harptree does not have any allocated housing then there will be no need to proceed further otherwise options will need to be discussed with the community. The new Local Plan is unlikely to be ready until May 2019.</p> <p>Chew Valley Neighbourhood Plan:</p> <ul style="list-style-type: none"> i) Parking Policy. Following the recent meeting other parishes had written to B&NES about the matter although a response was still awaited from Richard Daone. <p>Chew Valley Area Forum. Next meeting 24th May at CV School. Cllr Warren and Cllr Darvill will attend this useful meeting.</p> <p>Standing Orders. A review of standing orders was proposed and it agreed unanimously to form an advisory committee of all councillors to report back to the next meeting about proposed changes. Cllr Darvill offered to host the meeting on 23rd May starting at 7.30pm. Clerk to forward hard copies of the orders to Cllrs Jennings, Waldron and King.</p> <p>Data Protection – GDPR. It appeared that local councils had been exempted from the requirement for a Data Protection Officer. The clerk was attending a course on the matter on 22nd May and put the process in hand after this meeting.</p> <p>Somerset Village of the year competition. It was decided not to enter this competition.</p> <p>Meetings attended by Councillors: Cllr Jennings – Theatre Committee; Cllrs Carver and Darvill – B&NES Training; Cllrs King and Jones – Flood meeting.</p>	

1805/20	<p><u>Planning:</u></p> <ul style="list-style-type: none"> i) Application 18/01665/FUL – Foxlark, Smitham Hill, East Harptree – Single storey front porch and creation of rear patio for Mr and Mrs Hayler. It was agreed unanimously to support this application. ii) Application 18/01849/FUL – Part parcel of land, Coley Narrow, Coley – Erection of building for storage of agricultural machinery, stabling and all weather menage for Mr Paul Farmer. It was agreed unanimously to support this application. iii) 18/01778/LBA – Coley Court, Coley - Insertion of window, various repair works and works to joists for Mr and Mrs Estcourt. It was agreed unanimously to support this application. iv) Update on Kielder and Pinkers farm. <ul style="list-style-type: none"> a) Kielder – notification of a number of temporary road closures for delivery of timber framed housing components had been received. In response to a letter about the closures, B&NES had indicated that until the sec 73 application was passed they were unable to enforce any Construction Management Plan. It was suggested that suitable sign should be placed near the clock to advise traffic that Church Lane was blocked, Clerk to write to SJH with suggested wording. b) Pinkers Farm. Cllrs Warren and King had discussed alternatives for the drainage plans but, currently, B&NES were likely approve the current proposals as submitted. It was suggested that the Parish Council could take the matter up with the developers and could suggest the alternative scheme which had been proposed. Cllr King to speak to landowner adjoining the site regarding drainage issues and advise outcome. It was understood that the conditions for the development required the developer to deal with the prevention of flooding during the construction phase. It was also noted that B&NES did not agree the vehicles should be routed via Smitham Hill but via the village. Cllr Darvill to discuss this matter further with Highways. 	
1805/21	<p><u>Matters Arising from the Minutes of the previous meetings:</u></p> <ul style="list-style-type: none"> i) Broadband – response to Parish Council letter from Mr Austins. This was read out at the meeting. Cllr Jennings to speak to the Village Hall Committee about whether they were receiving free broadband as promised by Truespeed at the start of the process. ii) School directional signs. These had been ordered from B&NES. iii) Surface Water flooding - Meeting 19th April and other matters. The meeting had been attended by Cllrs Jones and King and Daniel Parr and Jim McEwen from BANES. They had driven around the area and looked at the various problem areas. DP had a good knowledge of the area and obvious flood defences were looked at and the need for maintenance discussed. The flood team wished to be pro-active with the Parish Council and would work with the flood rep to deal with all issues concerned with flooding. There was an opportunity for the community to share photo's, etc of flooding incidents and the Parish Council need to be informed of problems as they arise. It was suggested that some of the maintenance items such as clearing 	

	<p>screens, etc could be carried out by the road sweeper. Clerk to check B&NES agreement. It was also noted that there could be health and safety implications and permission from landowners might be required. It was also agreed that there was a need to write a “polite” letter to riparian owners asking that water courses were kept clear. It was also suggested that works to drainage channels within the woods on Smitham Hill after areas had been felled had led to increased run off and flooding lower down and in East Harptree. It had been agreed that there was a need to inspect the area in both wet and dry conditions to establish where the surface water runs.</p>	
1805/22	<p><u>Road Sweeping and Highways:</u></p> <ul style="list-style-type: none"> i) Highways maintenance sheet. Cllr Darvill advised that there was the need to produce a report on the white lining in the High Street before it was re-painted and that proposals to differentiate road and pedestrian areas should be discussed with B&NES via Stefan Chiffers. CIL monies could be used for this work. ii) Footpath matters. Cllr Jennings had discussed the footpath route past the new agricultural dwelling for Pinkers Farm and it had been agreed that the final route of the path would be defined when the dwelling was complete. He also advised that the footpath in the Coombe to “The Wishing Well” was to be cleared of fallen trees. 	
1805/23 1805/24	<p><u>Financial:</u> Parish Council Banking - Cheques to be signed as follows:</p> <ul style="list-style-type: none"> i) HMRC – Clerk’s & Sweeper Tax. £143.08. This was agreed and a cheque raised. ii) A J Butcher – salary and expenses. £444.56. This was agreed and a cheque raised. iii) Gordon Morris Ltd – Hearing Loop- £2520.00. This was agreed and a cheque raised. iv) Came and Company – insurance renewal - £548.44. This was agreed and a cheque raised. v) A cheque for £120.00 was raised for Cllr Waldron for the clock honorarium. vi) The play area groundworks had been completed by PW King and an invoice presented. A cheque for £4,680.00 was raised and agreed. <p>Completion of Annual Governance and Accountability Return 2017-18:</p> <ul style="list-style-type: none"> i) Certificate of Exemption (under £25,000 gross income or expenditure) Motion - to declare council fulfils the criteria for exemption and agrees to complete the Certificate of Exemption. This was so resolved, all in favour. ii) Annual Governance Statement – This was completed and signed. iii) Internal Audit Report and Accounting Statements for 2017-18 will be considered at the next meeting. This was noted. 	
1805/25	<p><u>Matters of Report:</u></p> <ul style="list-style-type: none"> i) A request for a donation toward the village survey had been received. It was agreed to donate £200; to be confirmed at the next meeting. ii) It was agreed to organise a Parish Council stall at the fete on 14th July. 	

1805/26	<u><i>Date and Time of Next Meeting:</i></u> i) The next scheduled meeting is 19th June 2018. ii) A request has been received to move the 17 th July meeting to the Pavilion. This was agreed.	
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The meeting closed at 9.45pm

Alan Butcher,
Parish Clerk,

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