

**EAST HARPTREE PARISH COUNCIL**

<b>MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 21<sup>st</sup> MAY 2019</b>	
<b>VENUE AND TIME OF THE MEETING: THE THEATRE, EAST HARPTREE @ 7.30pm</b>	
	<p><u>Present:</u> Cllrs Peter King, Mike Jennings, Pam Carver, Andrew Jones, Richard Coombs and Kate Gillingham; also in attendance Alan Butcher (Clerk)</p>
	<p>Confirmation that councillors have completed the Declaration of Acceptance Form to enable them to take their seat on the Parish Council. This was confirmed by the clerk.</p> <p>Councillors also offered condolences to Cllr King in respect of his father who had recently passed away.</p>
1905/1	<p><u>Election of Chairman.</u> Cllr King – prop Cllr Jennings. Cllr Jones prop Cllr Carver.</p> <p>A vote was taken and Cllr Jones was elected 4 in favour. The Chairman signed the Declaration of Acceptance.</p>
1905/2	<p><u>Election of Vice Chairman.</u> Cllr King – prop Cllr Coombs. Elected - all in favour. The Vice-Chairman signed the Declaration of Acceptance.</p>
	<p>Cllr King offered his apologies for personal reasons and left the meeting at this point.</p>
	<p>Cllr Jennings offered his verbal resignation at this point and left the meeting. The clerk asked him to confirm his resignation in writing.</p>
1905/3	<p><u>Co-option of additional member of the Parish Council:</u> Application received from John Vinson to be co-opted onto the Parish Council. Councillors voted unanimously to co-opt Cllr Vinson, he signed the declaration and joined the council.</p> <p>The Chairman welcomed Cllrs Gillingham and Vinson onto the council.</p> <p>The clerk advised that, subject to confirmation of Cllr Jennings resignation, there would be a casual vacancy to be filled by co-option.</p>
1905/4	<p><u>Appointment of Proper Officer:</u> The clerk was so appointed.</p>
1905/5	<p><u>a: Appointment of Responsible Financial Officer;</u> The clerk was so appointed.</p> <p><u>b: Appointment of Clerk and RFO Overseer;</u> Cllr Jones was appointed.</p>
1905/6	<p><u>Appointment of Footpaths Officer:</u> The appointment was deferred until the next meeting.</p>
1905/7	<p><u>Appointment of Clock Officer:</u> Paul Waldron to be asked to continue as Clock Officer.</p>
1905/8	<p><u>Appointment of Road Sweeper Overseer.</u> Cllr King was appointed.</p>

1905/9	<p><u>Appointment of Representatives to Outside Bodies:</u>  <b>a: Charity Trustees.</b> Number to be appointed to be confirmed.  <b>b: East Harptree Primary School</b> – one representative. Cllr Vinson was appointed.  <b>c: East Harptree Village Club</b> – one representative. Paul Waldron to be asked to continue as PC representative.  <b>d: East Harptree Playing Fields and Theatre Committee</b> – one representative. This was deferred until the next meeting.  <b>e: Parish Liaison.</b> Cllr Carver was appointed.  <b>Other posts:</b>  Cllr King to continue as B&amp;NES Flood Rep.  CVNP Steering Group – Cllrs Jones and Vinson were appointed.</p>
1905/10	<p><u>Apologies for absence.</u> Cllr David Wood (B&amp;NES)</p>
1905/11	<p><b><u>Public Forum</u></b></p> <p>This part of the meeting is intended to allow public participation on matters on the agenda.</p> <ul style="list-style-type: none"> <li>i) No members of the public were present.</li> <li>ii) Report from Ward Councillor. None received.</li> </ul>
1905/12	<p><u>Declarations of Interest:</u></p> <p>None.</p>
1905/13	<p><u>Confirmation of the Minutes of previous meetings:</u></p> <ul style="list-style-type: none"> <li>i) Minutes of the meeting held on 16<sup>th</sup> April 2019 were agreed and signed as a true record.</li> </ul>
1905/14	<p><u>Formal Motions requiring a decision:</u> None.</p>
1905/15	<p><u>Parish Council Matters</u></p> <ul style="list-style-type: none"> <li>i) No planning applications were received before the preparation of the agenda.  Following a review of procedures, it was agreed that councillors would be notified of applications with a link to the B&amp;NES site and applications would be available electronically at the meeting. It was noted that larger applications might still need to be available as a hard copy.  It was suggested that a planning working group could be set up; it was agreed to consider this option again in the future.</li> <li>ii) Information and content on website. The website would be updated shortly and information supplied by councillors used in the update.</li> <li>iii) Newton Project. Details of proposals still to be presented. The clerk to circulate information about the restrictions of funding works to religious buildings. <b>It was agreed to set up a working group with Cllrs Jones, Vinson and Gillingham as members</b> to liaise with the Newton Project to understand their proposals and clarify how the Parish Council can help.</li> </ul>

	<ul style="list-style-type: none"> <li>iv) Telephone box – It was agreed to provide a budget of £100 for paint for the box. Cllr Jones thanked those volunteers involved in the works.</li> <li>v) Parish Council email addresses. <b>The clerk asked all councillors</b> to use the Parish Council email address for all official emails including correspondence with other councillors and B&amp;NES, etc.</li> </ul>
1905/16	<p><u>Financial:</u></p> <ul style="list-style-type: none"> <li>i) Clerks salary and expenses. £403.30. This was agreed and a cheque raised.</li> <li>ii) Clock winders honorarium £120.00. This was agreed and a cheque raised.</li> <li>iii) Came and Co Insurance renewal £568.38. This was agreed and a cheque raised.</li> <li>iv) HMRC Tax. £148.24. This was agreed and a cheque raised.</li> <li>v) The clerk confirmed that a reply to a parishioner regarding council finance was in hand.</li> </ul>
1905/17	Confirmation of bank signatories. Cllrs Carver and Coombs to be added as signatories.
1905/18	CIL Payments and CVNP CIL Application. Cllr Jones advised on current and forthcoming payments. The CVNP application to be pursued when the new CVNP CIL committee meets.
1905/19	<p><u>Update of Matters Arising from the Minutes of previous meetings:</u></p> <ul style="list-style-type: none"> <li>i) Parish Sweeper - renewal of equipment. Deferred.</li> <li>ii) To receive reports on meetings attended by councillors. None.</li> </ul>
1905/20	<p><u>Parish Councillors reports and comments on their individual responsibilities:</u></p> <ul style="list-style-type: none"> <li>i) Councillor’s responsibilities were confirmed for the coming year.</li> <li>ii) Cllr King – Flooding. Nothing to report.</li> <li>iii) Cllr Jones – Community Led Housing. Nothing to report</li> <li>iv) Cllr Carver – B&amp;NES Local plan and consultations. Cllr Carver gave an update on the new Local Plan including a proposed new site in East Harptree which would require an alteration to the Housing Development Boundary (details not currently in the public domain).</li> <li>v) Cllr Coombs – Highway safety – Cllr Coombs had spoken to B&amp;NES about sites for speed monitoring. There was a general discussion about speed limits and road markings affecting the crossroads at the bottom of the High Street.</li> <li>vi) Appointment to be made at the next meeting - Highways. It was agreed to include details of “Fix my Street” on the website and village Facebook Group. <b>Cllr Vinson to action the latter.</b></li> <li>vii) Appointment to be made at the next meeting - Construction Management Plans.</li> </ul>

Draft minutes subject to acceptance at the next meeting.

1905/21	<p><u>Matters of Report.</u></p> <ul style="list-style-type: none"><li>i) The clerk had received an email concerning the street name for the Pinkers Farm development. Councillors had no objection to the suggested name “Richmont Place” but noted that it should be spelt “Richmonte”, Clerk to advise.</li><li>ii) It was agreed to take a stall at the village fete – to be added to agenda for the next meeting.</li><li>iii) <b>The chairman to contact Cllr King</b> regarding funeral arrangements.</li></ul>
1905/22	<p><u>Date and Time of Next Meeting:</u></p> <ul style="list-style-type: none"><li>i) The next scheduled meeting is on Tuesday 18<sup>th</sup> June 2019, 7.30pm at The Theatre.</li><li>ii) List of meetings for 2019/20 – this was circulated and agreed.</li></ul>

The meeting closed at 9.50pm.

**Alan Butcher,  
Parish Clerk,  
30<sup>th</sup> May 2019  
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