

EAST HARPTREE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 18th JUNE 2019 VENUE AND TIME OF THE MEETING: THE THEATRE, EAST HARPTREE @ 7.30pm		
		Action:
	<i>Present:</i> Cllrs Andrew Jones (Chair), Kate Gillingham, John Vinson, Richard Coombs and Pam Carver; also in attendance Cllr David Wood (B&NES) and Alan Butcher (Clerk)	
1906/1	<i>Apologies for absence.</i> Cllr Peter King.	
1906/2	<i>Co-option of additional member of the Parish Council to fill casual vacancy.</i> The clerk reported that there had been enquiries but no formal applications had been received. Councillors to speak to possible applicants and advertising to continue	All Clerk
1906/3	<i>Appointment of Footpaths Officer.</i> Mike Jennings had offered to continue with the role; he was duly appointed.	
1906/4	<i>Appointment of Representatives to Outside Bodies:</i> a: Charity Trustees – Cllrs Jones, Gillingham, Vinson, Coombs, Carver and King were appointed. b: East Harptree Playing Fields and Theatre Committee – Cllr Gillingham was appointed. It was confirmed that Paul Waldron had been appointed clock officer and representative to the village club at the last meeting.	
1906/5	<u>Public Forum</u> i) It was confirmed that the Clock Officer, Village Club rep and Footpaths Officer should normally report matters to the Parish Council during the public forum or by written report sent to the clerk. ii) The Clock officer to seek three quotes for the refurbishment of the clock tower and budget quotes for the suggested Christmas lighting to the clock. iii) A vote of thanks was given to Paul Waldron for his 20 years on the Parish Council and his service to the village. iv) Cllr Jones formally welcomed Cllr Wood to the meeting as the new ward member for East Harptree. v) Report from Ward Councillor – David Wood gave a brief report, he advised his role at B&NES was Cabinet Member for Climate. Councillors expressed concern about matters posted on Facebook by Cllr Wood which needed clarification by the Parish Council prior to wider circulation.	Clerk Clock Officer

1906/6	<p><u>Declarations of Interest:</u></p> <p>None.</p>	
1906/7	<p><u>Confirmation of the Minutes of previous meetings:</u></p> <p>i) Minutes of the Annual Parish Council meeting held on 21st May 2019 were agreed and signed as a true record.</p>	
1906/8	<p><u>Formal Motions requiring a decision:</u></p>	
1906/9	<p><u>Parish Council Matters</u></p> <p>i) Planning application 19/02522/FUL - Rock Bungalow Church Lane East Harptree - Demolition of bungalow and garage and erection of 2 semi-detached 2 storey dwellings. Councillors had viewed the application on-line and made a number of comments: Cllrs Coombs and Carver were concerned about the height of the proposed dwellings Councillors noted the six parking spaces which accorded with policy but were concerned about access which would need to wide enough to allow access and parking for Honeysuckle Cottage. Councillors were unsure if the property was still occupied and were concerned about the accuracy of the CIL application. Cllr Vinson felt that the application should be supported given that it provided two smaller/affordable dwellings. Cllr Carver agreed. Cllr Jones commented that the site would need a CMP as a pre-commencement planning condition. Councillors agreed that their comments needed to be included in the response and so decided to object to the application. Clerk to send response including councillor's comments.</p> <p>ii) Newton Project – information yet to be advised on possible Parish Council input. Cllr Jones advised that a meeting was taking place to discuss these matters of Thursday 20th June.</p> <p>iii) Telephone box – budget update. The clerk confirmed that the paint had been purchased and a receipt included with his expenses.</p> <p>iv) Pinkers Farm - Street name proposal and residents concerns. Residents had raised a number of concerns about the proposed name for Pinkers Farm development, Richmonte Place, which they felt would cause confusion with signs and postcode for Richmonte Castle. Discussions had taken place and the developer had agreed to add signs in Combe Lane to resolve the confusion. Concern was also expressed about the confusion over the way the consultation for the naming had taken place. Originally, the Parish Council understood that a formal consultation would take place but a member of the public had contacted B&NES who had advised that this was not the case. It was felt that the process had been unsatisfactory, B&NES to be contacted on this matter.</p> <p>v) Annual Parish meeting – Format and date for 2020 meeting. Cllr Carver had provided a paper for discussion. The clerk had forwarded a paper giving details of Annual Parish Meetings which indicated that meetings should be held between March and June. Cllr Carver</p>	<p>Clerk</p> <p>Clerk</p>

	<p>had spoken to ALCA who had advised that although this was the case, there was no reason why more than one meeting could be held as long as it included a meeting between the statutory dates. All agreed that a new format for the meeting was required and a village “brunch” event was suggested, possibly in October. Cllr Carver thought the meeting should be a social event and an opportunity to engage with the village as well as the presentation of formal reports. It was also suggested that the meeting title could be changed so as not to be confused with the Annual Parish Council meeting. Suggestions were requested and the views of parishioner could be sought. Cllr Carver to prepare proposals for further discussion.</p> <p>vi) Village Fete. Cllrs Jones, Gillingham, Coombs and Carver to attend and man stall as required.</p>	<p>Cllr Carver</p> <p>All</p>
1906/10	<p><u>Financial:</u></p> <p>i) Clerks salary and expenses. This included the cost of the phone box paint £448.28. This was agreed and a cheque raised.</p> <p>ii) HMRC tax payment. £148.24. This was agreed and a cheque raised.</p>	
1906/11	<p>Confirmation of bank signatories. Cllr Coombs to be added as a signatory. The council resolved that Cllr Coombs should be added as a bank signatory in accordance with the requirements of the Natwest Bank.</p>	Cllr Coombs
1906/12	<p>Approval and signing of Annual Return, Accounts and associated documents. The Internal Audit report had been received. The auditor had suggested that the CIL monies should be put into a separate account. The audited accounts had been circulated and were agreed. The AGAR Accounting Summary was signed by the chairman and clerk. The AGAR Forms to be forwarded to the auditors together with the bank reconciliation and variances details.</p>	Clerk
1906/13	<p><u>Update of Matters Arising from the Minutes of previous meetings:</u></p> <p>i) Parish Sweeper - renewal of equipment. Cllr Jones to speak to Cllr King on this matter.</p> <p>ii) To receive reports on meetings attended by councillors. Cllrs Vinson and Jones had attended the CVNP Steering Group meeting and advised on the changed personnel for the group and the new CIL Committee. The new committee were checking with B&NES that all the 10% CVNP CIL Monies had been received given that East Harptree had discovered a missing payment..</p>	Cllr Jones
1906/14	<p><u>Parish Councillors reports and comments on their individual responsibilities:</u></p> <p>i) Appointments to be made – Highways: ths to be taken on by Cllr Coombs. The website to be updated to include “Fix my Street” link.</p> <p>ii) Appointments to be made –Construction Management Plans. Cllr Vinson agreed to deal with these matters; assistance had been offered by a former councillor if required.</p> <p>iii) Kielder/Silvertrees development – report on meeting. Cllr Jones had circulated an email about the meeting. The developer was required to retain the stone face to the retaining wall, the hedges and trees along Church Lane and to adhere to the details included in the planning consent. It was agreed that an arborist was required to</p>	Clerk

	<p>supervise the works around the existing trees. Cllr Jones thanked the B&NES representative for attending.</p> <p>iv) Cllr Coombs – Highway safety – email from B&NES regarding speed limits. Cllr Coombs outlined the various discussions about the footpath along the High Street for the benefit of Cllr Wood. Cllr Wood advised that walking and cycling and associated highway safety would be a priority with the new B&NES council. Cllr Coombs outlined a number of discrepancies in the recent email from B&NES about the proposals. The width of the footpath was discussed and Cllr Carver noted that the overgrowth of hedges down the High Street contributed to the narrowing of the path. Cllr Carver also mentioned the road hatching at the junction of the High Street and the main road which was an existing feature and should be maintained by B&NES but had been allowed to wear away. All agreed that action need to be taken to allow children to cross this junction safely. It was agreed that the council would need to continue to put pressure on B&NES to resolve these issues.</p> <p>v) New Local Plan – Parish Council issues for Ward Councillor to raise with new B&NES head of planning. Cllr Carver had sent details to Cllr Wood and had spoken to planning at B&NES. She advised that the new Local Plan may be delayed until early 2020. Cllr Wood advised that the new B&NES Council would be reviewing the proposals and that there might be the opportunity for concerned parties to have a further input into the documents. Cllr Carver noted that specific proposals for smaller villages including East Harptree had not yet been considered and it was therefore likely to be the ned of the summer before our sites were reviewed.</p>	Cllr Coombs
1906/15	<p><u>Matters of Report.</u></p> <p>i) Cllr Jones outlined the new personnel dealing with the CVNP CIL fund; clerk to send East Harptree application to the new Chairman.</p> <p>ii) Cllr Carver advised that a special Chew Valley Forum meeting was taking place on 15th July dealing with highway matters, etc.</p>	Clerk Cllr Carver
1906/16	<p><u>Date and Time of Next Meeting:</u></p> <p>i) The next scheduled meeting is on Tuesday 16th July 2019, 7.30pm at The Theatre.</p>	

Alan Butcher,
Parish Clerk,
27th June 2019
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