

EAST HARPTREE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 17th DECEMBER 2019 VENUE AND TIME OF THE MEETING: THE THEATRE, EAST HARPTREE @ 7.30pm	
	<i>Present:</i> Cllrs Andrew Jones (Chairman), Pam Carver, Richard Coombs, Kate Gillingham, Wendy Gregory and John Vinson; also in attendance Paul Waldron (Clock Officer) and Alan Butcher (Clerk)
1912/1	<i>Apologies for absence.</i> Cllr David Wood (B&NES)
1912/2	<i>Public Forum</i> No members of the public were present.
1912/3	<i>Declarations of Interest:</i> Cllrs Gillingham and Vinson declared a personal interest in item 1912/8i)
1912/4	<i>Confirmation of the Minutes of previous meetings:</i> i) Minutes of the Parish Council meeting held on 19 th November 2019 were agreed and signed as a true record.
1912/5	<i>Co-option to fill a casual vacancy.</i> Co-option of new councillor following the resignation of Peter King. No applications had been received; Cllr Vinson to post notice of vacancy of village Facebook page.
1912/6	<i>Formal Motions requiring a decision:</i> i) Motion to exclude the press and public from the meeting for the discussion of Agenda item 1912/13 in accordance with Standing Order 11. This was so resolved. ii) Village Hall Defibrillator: The clerk had circulated details of the Village Hall defibrillator given by SWAST but was still awaiting additional details about the projected life of the machine and also arrangements for the current guardianship. It was noted that the current status of the VH machine was unknown and that the light above the cabinet had not been working for some time. It was generally agreed that the VH machine should be retained and that the budget be amended to include both supplies for both the VH and Pavilion machines and for the eventual replacement of the VH machine. Cllr Gillingham to contact SWAST to confirm the status of the VH machine and the other matters previously raised.

1912/7	<p><u>Parish Council Matters</u></p> <ul style="list-style-type: none">i) Planning application 19/05144/FUL – Works at Maehar Cottage, Coley Road, Coley, BS40 6AR. It was agreed to support this application.ii) Annual Village Meeting for 2020. Cllr Carver advised that the Theatre had been booked for 4th April 2020 with the formal meeting starting at 6pm with events and displays of information taking place before during the afternoon. Refreshments would be available. She had met with the person who had taken on the organisation of the day and the programme of events that were still being finalised but it could be an opportunity for the village to showcase talents and projects. The meeting would be advertised after Christmas. There was a general discussion about ideas and procedures for the meeting. The meeting would be chaired by Cllr Jones and other councillors would be available to answer questions and queries about Parish Council matters. The council would cover the costs of the venue and other basic expenses, details of costings were requested so that a budget could be prepared.iii) Works to Clock. The Clock Officer advised that, with assistance from two other experts, the clock was now working properly with no problems. He had obtained a quotation for the redecoration and repair of the clock tower which was to be forwarded to councillors. He commented that an allowance should be made for redecorating on a regular basis and that about £140 allowed annually for the maintenance of the clock itself. As discussed with Cllr Jones, he had installed a small amount of festive lighting and an invoice was presented for the materials. There was also an invoice for the provision of a supply to the lights which was to be forwarded. The clerk noted that three estimates should be obtained for the proposed works to the tower.iv) Climate Change Emergency: Working party Terms of Reference The clerk had circulated amended Terms of Reference for the Working Party. Some concern was expressed about the requirement for a Parish Councillor to be at each meeting and, after discussion, the wording of clause 6 amended to read “Quorum will be three and the group must use their best endeavours to ensure at least one Parish Councillor is in attendance.” Councillors agreed to adopt the Terms of Reference as amended. Report from Working Party. Two reports had been received, clerk to circulate.v) Councillors Training. Cllr Jones had spoken to ALCA about possible training courses. They could provide individual training for around £65 or a group session for £200. Cllr Gregory thought that it would be good to have training where councillors could interact with others for shared experiences. It was suggested that a group session could involve councillors from other local councils subject to the limit on numbers attending. It was agreed to arrange training on a date to be agreed and to include the cost of such training in the budget for 2020/21.
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	<p>vi) Middle Street Closure. B&NES had confirmed that the diversion for this closure had been changed to divert vehicles via Harptree Hill which was more suitable for HGV's. There was some discussion about the need to advise delivery vehicles from which end of the village they should approach depending on the location of the delivery address. A mailshot was suggested which should also include advice about the size of delivery vehicle most appropriate to the location.</p> <p>There was concern about the way these matters had been handled by B&NES; it was suggested that Cllr Wood should be advised of the problems.</p>
<p>1912/8</p> <p>1912/9</p>	<p><u>CIL Monies</u></p> <p>i) East Harptree School – application for CIL monies. Details of pupil numbers had been received from the school and councillors agreed that a grant could be made on the basis of the figures supplied.</p> <p>It was proposed that a grant of at least £1000 should be made but it was agreed that details of CIL monies available and expected should be available at the next meeting where the final decision as to the level of the grant would be made.</p> <p>ii) East Harptree CIL monies – opening of bank account. The clerk advised that, given recent problems with the change of signatories, the account be opened and brought into use at the start of the next financial year. This was agreed.</p> <p>iii) Website wording for CIL Applications. Cllr Jones had circulated updated wording for the CIL application on the website. This was agreed; clerk to update.</p> <p>Confirmation of bank signatories. The bank had advised that the names had now been amended on the mandate but, as yet, the actual signatures had not been included and therefore cheques could still only be signed by Cllr Jones and the clerk. It was agreed that the cheques for this meeting could be so signed.</p>
<p>1912/10</p>	<p><u>Update of Matters Arising from the Minutes of previous meetings:</u></p> <p>i) Pinkers Farm – Boundary alignment. Cllr Wood had advised that B&NES Officers had this matter in hand.</p> <p>ii) Project Newton – awaiting submission of planning application.</p> <p>iii) Updated Asset Register and Liabilities. The clerk advised that he was seeking information from the archives about history of the assets and details of any liabilities and would be updating the documents over the next few weeks.</p> <p>iv) Reports on meetings attended by councillors. Cllrs Gregory and Gillingham had attended meetings of the CEWG.</p>

1912/11	<p><u>Parish Councillors reports and comments on their individual responsibilities:</u></p> <p>i) Cllr Coombs – Highway safety including markings at bottom of High Street. Cllr Coombs advised he had arranged to meet with B&NES on 10th January 2020 at 8am to discuss these matters. It was agreed that pressure should be maintained to ensure these works took place in 2020/21 and were not put back further.</p> <p>ii) Cllr Carver – update on B&NES Local Plan. Cllr Carver summarised the events leading to what she thought would probably be the withdraw of the Joint Spatial Plan following the response from the Government Inspectors. The four councils involved needed to individually decide, at a full council meeting, how they would proceed. Due to the General Election this would now take place in the New Year. She noted that the West of England Mayor would still have a legal responsibility to prepare a Spatial Development Strategy(a policy for housing growth) taking into account transport, climate emergency, etc. As North Somerset Council is not part of WECA, ultimately, there could be two separate plans. Cllr Carver stressed that the B&NES New Local Plan cannot proceed independently and is therefore, effectively, on hold. As a result planning policy was currently the Place Making Plan and Chew Valley Neighbourhood Plan as before.</p> <p>iii) Cllr Jones – Email to B&NES re: Water Street Development Construction Management Plan. Councillors agreed that the proposed plan for Water Street should be sent to B&NES; Cllr Jones to action. Cllr Vinson had prepared a generic CMP for future developments and it was agreed that this should be retained and updated as necessary by the Parish Council and rolled out for each development as required. It was suggested that the document could be incorporated into the new Local Plan.</p>
1912/12	<p><u>Matters of Report.</u></p> <p>i) An email had been received querying the developments at Coley Narrows where, it was suggested, an additional building had been erected. Cllr Carver to check and advise.</p> <p>ii) The clerk advised that the main Notice Board was in a poor state of repair. He would carry out a detailed inspection and advise at the next meeting.</p> <p>iii) The clerk advised that regulations regarding the website coming into force in September 2020 would require a review of the website for accessibility. Councillors felt that the existing website was in need of an upgrade. It was agreed to include a sum in the budget for this upgrade in 2020/21. Cllr Gregory agreed to investigate options for this upgrade and report back at the next meeting.</p>

1912/13	<p><u>Financial</u> (Press and public excluded)</p> <ul style="list-style-type: none">i) Review of Clerks and Sweepers remuneration. The Remuneration Committee report had been circulated and proposals for salary increases for the Clerk and Sweeper agreed as recommended. It was further agreed that the proposed increase to the level of the Real Living Wage for the sweeper should be implemented at the earliest opportunity. There was a general discussion about the presentation of the clerk's expenses and a new regime agreed for the submission and approval of expenses.ii) Clerks salary and expenses. £443.23. This was agreed and a cheque raised.iii) HMRC tax payment. £88.40. This was agreed and a cheque raised.iv) Paul Waldron – Clock festive lighting £22.62. This was agreed and a cheque raised.v) Review of Budget for 2020/21 Precept – to be set at January meeting. The following items to be added to the budget: Training costs; Defibrillator costs and replacement; website upgrade; changes to salaries as agreed. Clerk to update and circulate revised budget.
1912/14	<p><u>Date and Time of Next Meeting:</u></p> <ul style="list-style-type: none">i) The next scheduled meeting is on Tuesday 21st January 2020, 7.30pm at The Theatre.

The meeting closed at 10.40pm

Alan Butcher,
Parish Clerk,
27th December 2019
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