

EAST HARPTREE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 21st JANUARY 2020 VENUE AND TIME OF THE MEETING: THE THEATRE, EAST HARPTREE @ 7.30pm	
	<p><u>Parish Council Clinic:</u> Parish Councillors were available in the hall from 7.15pm to discuss matters of query or concern with parishioners. One query was answered.</p>
	<p><u>Present:</u> Cllrs Andrew Jones (Chair), Pam Carver, Kate Gillingham, Wendy Gregory and Richard Coombs; also in attendance Alan Butcher (Clerk)</p>
2001/1	<p><u>Apologies for absence.</u> Cllr John Vinson and Cllr David Wood (B&NES)</p>
2001/2	<p><u>Public Forum</u></p> <p>One member of the public was present to answer any queries about the Church planning applications.</p> <p>Cllr David Wood had sent a short email about agenda 2001/10i) – see later.</p>
2001/3	<p><u>Declarations of Interest:</u></p> <p>Cllr Gillingham declared an interest in item 2001/9i) – School CIL monies. Cllr Gregory declared an interest in item 2001/7i) and ii) – Church planning.</p>
2001/4	<p><u>Confirmation of the Minutes of previous meetings:</u></p> <p>i) Minutes of the Parish Council meeting held on 17th December 2019 were agreed and signed as a true record.</p>
2001/5	<p><u>Co-option to fill a casual vacancy.</u></p> <p>Co-option of new councillor following the resignation of Peter King. No applications had been received.</p>
2001/6	<p><u>Formal Motions requiring a decision:</u></p> <p>i) Village Hall Defibrillator ii) Cllr Gillingham had circulated a paper giving information about the village hall defibrillator. It was noted that the Parish Council also owns and maintains the Pavilion machine which is not the subject of these discussions. Cllr Gillingham had spoken to SWAST and confirmed that the current machine was under warranty until February 2021, was registered as a public machine and also gave details of guardianship and maintenance costs. It was noted that the green light above the cabinet was not working. Cllr Gillingham had provided quotes for replacement machine and it was suggested that this cost could be met from CIL monies being replacement infrastructure.</p>

	<p>It was also agreed to include maintenance costs in the budget to be discussed later.</p> <p>The question of guardianship to be discussed with the current guardian for the village hall machine and the wider community. Cllr Gillingham to meet with SWAST to discuss matters further.</p> <p>iii) Works to Clock Tower - Selection of contractor. The clerk advised he had sought estimates from two local contractors but had received no response. Further estimates to be sought for next meeting.</p> <p>iv) Approval of budget and setting of Precept for 2020/2021 including review of quarterly accounts to 31st December 2019.</p> <p>The quarterly accounts to 31st December 2019 were reviewed and agreed.</p> <p>Budget and Precept: A number of changes to the format of the current budget spreadsheet wording were agreed.</p> <p>The following items to be included in the budget; defibrillator maintenance costs, clock tower redecoration, proposed training costs.</p> <p>The allowance included for salaries was reviewed and agreed.</p> <p>The level of reserves were reviewed and it was agreed that the current level was acceptable.</p> <p>It was noted that the CIL Monies did not form part of the budget calculations and these monies were available for various infrastructure works.</p> <p>Cllr Jones proposed that the precept for 2020/21 be set at £14,000.00, this was agreed unanimously.</p> <p>The clerk to update and amend budget spreadsheet as necessary and re-circulate.</p>
2001/7	<p><u>Parish Council Matters</u></p> <p>i) Planning application 19/05450/FUL – Various works externally and to existing building at St Laurence Church, Church Lane, East Harptree. It was noted that this was the first phase of the proposed works to the church and its environs. Cllr Jones queried reference to the felling of trees which also suggested that this was only the removal of invasive growth. After discussion councillors voted unanimously to support the application.</p> <p>ii) Planning application 19/05451/AR – New Sign Boards at St Laurence Church, Church Lane, East Harptree. After discussion councillors voted unanimously to support the application.</p> <p>iii) Planning application 19/05144/FUL – Works at Maehar Cottage, Coley Road, Coley, BS40 6AR. Application withdrawn. This was noted.</p> <p>iv) Planning application 19/02522/FUL – Rock Bungalow, Church Lane, East Harptree. Application approved. Comments re: Construction Management Plan. Cllr Jones noted that highways had suggested that the CMP was not required for this application whereas the CMP covered more matters than just highways. Cllr Jones to ask Cllr Vinson to take the proposal for the generic CMP forward with B&NES.</p> <p>v) Annual Village Meeting for 2020. Cllr Carver had circulated proposed text to go into the Parish Magazine and to be circulated on the email list. This was agreed.</p>

	<ul style="list-style-type: none"> vi) Climate Change Emergency: Report from Working Party. A report had been circulated. It was agreed that the name of the working group be changed to “Climate and Nature Emergency Working Group”, no change to be made to the declaration made by the Parish Council in September 2019. The clerk to confirm process for sending outgoing emails from CEWG address. vii) Councillors Training. Cllr Jones had spoken ALCA about dates for a training session. A suggested date in June was to be confirmed. viii) Various road closures affecting East Harptree. Confirmation had been received from Bristol Water’s contractor that their closure at the top of Smitham Hill will be co-ordinated with other closures at Proud Cross/Middle Street to avoid double closures at any time. ix) Request for sign to be placed in Cock Robin Lane. The location and requirement for a sign to be clarified.
2001/8	<p><u>Financial</u></p> <ul style="list-style-type: none"> i) Confirmation of bank signatories. The clerk advised that, despite several calls and enquiries the mandate was still with the Natwest Bank for updating. It was suggested that this would be completed by 31st January 202 (previously 20th December 2019) It was agreed that Cllr Jones and the clerk should continue to sign cheques. ii) Clerks salary and expenses. To include contractual backdated pay increase and expenses £820.34. This was agreed and a cheque raised. iii) HMRC tax payment. £227.00. This was agreed and a cheque raised. iv) PKF Littlejohn Audit fee £240 – Replacement of cheque mislaid and letter of authorisation to Nat West Bank to cancel original cheque. This was agreed and a cheque raised. v) East Harptree Village Hall Venue Hire £267.94. This was agreed and a cheque raised. vi) ICO Data Protection fee £40.00. This was agreed and a cheque raised. vii) Cook Electrical Services works to clock £60.00. This was agreed and a cheque raised. viii) East Harptree Playing Field – Request for grant. Councillors noted that there was an allowance in the budget for this grant and, subject to a review the documents provided with the application, the matter could be formalised at the February meeting. ix) Letter of authorisation to Natwest Bank to amend the Standing Order for the Parish Sweepers salary. This was agreed and signed. x) Approval of Bank Reconciliation at Quarter 3. This was agreed and signed by Cllr Coombs.
2001/9	<p><u>CIL Monies</u></p> <ul style="list-style-type: none"> i) East Harptree School – application for CIL monies. Councillors had provisionally agreed to grant the sum of £1000 subject to review. Additional CIL monies had now been received and it was agreed 3 in favour, 1 abstention and one not voting to increase the grant to £2000.00. A cheque was duly raised in this amount. ii) East Harptree CIL monies – opening of bank account. Deferred until mandate for existing account updated.

Draft minutes subject to acceptance at the next meeting.

2001/10	<p><u>Update of Matters Arising from the Minutes of previous meetings:</u></p> <ul style="list-style-type: none">i) Pinkers Farm – Boundary alignment. Cllr Wood had advised that this matter was in hand.ii) Updated Asset Register and Liabilities. In hand with the clerk.
2001/11	<p><u>Parish Councillors reports and comments on their individual responsibilities:</u></p> <ul style="list-style-type: none">i) Cllr Coombs – Highway safety. Cllr Coombs had met with highways to discuss the project but was still awaiting details of costs and confirmation that the works would be scheduled for 2020/21. Cllr Coombs to email Cllr David Wood for confirmation and Cllr Gregory to speak to Cllr Wood.
2001/12	<p><u>Matters of Report.</u></p> <ul style="list-style-type: none">i) Cllr Carver had circulated photos of the Coley “Sheds” and it was noted that the required changes to the original building had been made, but a new temporary structure erected. Cllr Carver to contact the original complainant to discuss.ii) The matter of the Notice Board to be discussed at the next meeting.iii) Cllr Jones advised actions regarding the “discounted market price scheme” at Pinkers Farm development.iv) Cllr Jones confirmed that two former councillors had agreed to organise the annual litter pick as in previous years on a date in late March/early April to be agreed.v) It was noted that water appeared to be seeping out of cracks in the new tarmac near the phone box in Church Lane. This had been reported to B&NES.
2001/13	<p><u>Date and Time of Next Meeting:</u></p> <ul style="list-style-type: none">i) The next scheduled meeting is on Tuesday 18th February 2020, 7.30pm at The Theatre.

The meeting closed at 9.55pm

Alan Butcher,
Parish Clerk,
29th January 2020
01749 870358;
eastharptreeparishcouncil@gmail.com