

EAST HARPTREE PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
TUESDAY 17th MARCH 2020
VENUE AND TIME OF THE MEETING: THE THEATRE, EAST HARPTREE @ 7.30pm**

	<u>Present:</u> Cllrs Andrew Jones (Chair), Pam Carver, Richard Coombs, John Vinson and Kate Gillingham; also in attendance Alan Butcher (Clerk)	
2003/1	<u>Apologies for absence.</u> Cllr Wendy Gregory and Cllr David Wood (B&NES)	
2003/2	<p><u>Public Forum</u></p> <p>Members of the community and councillors discussed a paper which had been produced to ensure community resilience to the current coronavirus emergency. The paper outlined a proposed village response including the distribution of information and the recruitment of a large number of volunteers. A member of the public with experience in similar matters gave a resume of the options available to the community. These included the need to have medical personnel available to deal with medical matters other than the virus, the need to maintain food supplies for older members of the community, sufficient volunteers to maintain the response, medical advice should existing NHS sources become overwhelmed, arrangements for the collection of prescriptions, etc. Care has to be taken with the use of personal information and it was suggested that the recent village survey has information about properties in the village. It was also noted that the Village Agent has information and access to resources.</p> <p>District Council report: Cllr Wood had tendered his apologies.</p>	
2003/3	<u>Declarations of Interest:</u> No declarations were made.	
2003/4	<u>Confirmation of the Minutes of previous meetings:</u> i) Minutes of the Parish Council meeting held on 18 th February 2020 were agreed and signed as a true record.	
2003/5	<u>Co-option to fill a casual vacancy.</u> Co-option of new councillor following the resignation of Peter King. There had been no applications to fill the vacancy. Update on advertisement for the vacancy; it was agreed to defer this item.	
2003/6	<p><u>Formal Motions requiring a decision:</u></p> <p>i) To consider proposals regarding Parish Council Notice Boards as put forward by Cllr Coombs on 5th March 2020 and matters such as budget and future actions. After a discussion on the proposals it was agreed to defer any decision until a later date.</p> <p>ii) To consider and agree an estimate for Hearing Loop maintenance put forward by Cllr Coombs. It was agreed to budget £200 for this work. Clerk to place and order, confirm what is covered as part of the quotation and request a report upon completion.</p> <p>iii) To agree the setting up of a working party to consider future options for the Parish Council website including the preparation of a brief/specification for the site to be sent to three website designers for proposals and costings for an improved site always ensuring that the requirements of the Transparency Code are met.</p>	RC Clerk

	<p>Cllr Gregory was unable to attend the meeting but had provided the following background to the website proposal:</p> <p><i>1) Councillors have agreed by consensus that the PC website should ideally be updated. This may well take the form of updating the platform of our existing site to Wordpress if possible, to ensure updates and images and general content can easily be applied and managed. Councillors were agreed that the existing site though working well for information access, statutory requirements and security, lacks a warm, friendly and open feel that more accurately reflects our village. It also gives a slightly dated image rather than one that is fresh and modern. In view of this, we may seek an external designer to address this issue.</i></p> <p><i>2) A secondary policy might be to extend the option of having other relevant community groups to have a presence on this website (ensuring appropriate security and administration.) A one-stop shop for all villagers.</i></p> <p>After a brief discussion, councillors agreed unanimously to set up the proposed working party to consider options for the website. They also agreed to ask Cllr Gregory to chair the working group.</p>	WG
2003/7	<p><u>Current Parish Council Matters</u></p> <p>i) Planning application 20/00735/FUL – Building and adjoining land north east of Pinkers Farm, Middle Street, East Harptree – Conversion of redundant garage into a new dwelling within the constraints of the existing footprint. Councillors noted that there was only one parking space shown for the proposal whereas 2.25 spaces were required. It was also noted that the skylight included would contribute to light split and required blinds as per the Dark Skies policy. There was also a need to include a CMP, the current East harptree PC generic plan to be sent with the councils response. Councillors voted unanimously to object to the application on the grounds given above.</p> <p>ii) Planning application 20/01018/FUL – Maehar Cottage, Coley Road, Coley – Erection of carport and secure storage (re-submission). Councillors noted that a previous application had been supported but had been withdrawn due to a technicality. It was agreed to support this application.</p> <p>iii) Planning applications relating to East Harptree including discharge of conditions on which B&NES indicate no comments can be made: Application 20/00561/COND – Orchard Hill, Water Street, East Harptree – discharge of condition 7 Lighting Impact Assessment. It was noted that the applicants had been working with ecology groups on this matter.</p> <p>iv) Annual Village Meeting 4th April 2020: Due to the current health emergency councillors agreed to postpone this meeting.</p> <p>v) Climate Change Emergency: Report from Working Party. The working party were working on their report which could be presented to a meeting in June.</p> <p>vi) Meeting of parishes proposed by West Harptree PC. Cllrs Vinson and Gillingham would attend if the meeting went ahead.</p>	<p>Clerk</p> <p>Clerk</p> <p>JV/KG</p>

	<p>vii) Emergency plan for East Harptree. This matter was now focussed on the current health emergency. It was proposed Cllr Vinson, sec Cllr Coombs that the resilience paper discussed during the public forum should be supported, this was agreed unanimously. Councillors agreed to review the paper and submit comments. It was suggested that a Coronavirus page could be set up on the website to provide information; the clerk confirmed that this could be easily done but would require verified content. Because of the current emergency it was agreed to defer any further discussions on a wider emergency plan.</p> <p>viii) Following on from the last meeting, councillors confirmed Cllr Jones appointment as the East Harptree flood representative.</p>	<p>All Clerk</p>
2003/8	<p><u>Financial</u></p> <p>i) Confirmation of bank signatories. Despite phone calls and a letter there was still no resolution of this issue. Clerk to seek further advice from ALCA/NALC. The clerk reminded councillors that another signatory had to be removed from the account and there was a requirement for another current councillors to become a signatory. Cllr Carver volunteered in this respect. Councillors agreed that the cheques list below could be signed by Cllr Jones and the clerk.</p> <p>ii) Clerks salary and expenses. £449.91. This was agreed and a cheque raised.</p> <p>iii) HMRC tax payment. £141.40. This was agreed and a cheque raised.</p> <p>iv) ALCA Annual subscription. £131.07. This was agreed and a cheque raised.</p>	
2003/9	<p><u>Previous Matters not yet concluded:</u></p> <p>i) Pinkers Farm – Boundary alignment. There was further information on this matter, clerk to contact Cllr Wood.</p> <p>ii) Updated Asset Register and Liabilities. The clerk had been seeking to resolve the councils liability regarding the village hall; further information to be sought to further clarify.</p> <p>iii) Reports on meetings attended by councillors. Cllr Gillingham had attended a CNEWG meeting.</p> <p>iv) Cllr Vinson had attended the Environment Group meeting. The group expressed its thanks for his attendance. They have no requirements of the council at present, but would like to keep the Council informed of their activities.</p> <p>v) Village Hall Defibrillator. This had now been registered to the parish Council.</p> <p>vi) Works to Clock Tower. The clerk advised that an order had been placed for the works.</p>	<p>Clerk Clerk</p>
2003/10	<p><u>Matters of Report.</u></p> <p>i) Cllr Carver noted that the recent update from B&NES on Planning Policy had been covered at the previous council meeting.</p>	

Draft minutes subject to acceptance at the next meeting.

	<p>ii) The clerk had tabled an emergency motion to allow the Parish Council to continue to operate in Business Continuity Mode. After some discussion and amendment, the following motion was tabled:</p> <p>Business Continuity Motion to continue Parish Council administrative functions in the event that the council cannot meet in person.</p> <p>In light of the Coronavirus (Covid-19) pandemic and government advice, this council resolves that:</p> <p>(a) Should the council be unable to meet for whatever reason, the Clerk be given delegated authority to progress all ongoing matters and projects and authorise all regular payments and incur expenditure in line with the council's agreed budget subject to any decisions taken under this resolution being taken in consultation with all available councillors. A record of all decisions and expenditure incurred under delegated authority will be kept and reported to members when the council next meets.</p> <p>(b) The authority to decide the council's response to planning applications be delegated to the Clerk, in consultation with all available councillors. Councillors will be informed of applications out for consultation and will be invited to submit comments to the Clerk.</p> <p>(c) Should the Clerk be unable to perform his duties, the Chairman or another appointed Councillor will assume the role of Proper Officer and RFO in an unpaid capacity.</p> <p>(d) The Clerk, in consultation with all available councillors, may incur expenditure from reserves, where such expenditure will help the community's efforts to support those in need of assistance or prevent social isolation as a result of the covid 19 emergency.</p> <p>(e) Should government allow councils to meet virtually (online), the council will take all reasonable steps to facilitate this.</p> <p>(f) This resolution will be subject to continuing review in the light of emerging government advice.</p> <p>The clerk advised that matters such as planning applications would be circulated by email and that the fate of annual meetings required by law were awaiting government advice or emergency legislation.</p>	
2003/11	<p><u>Date and Time of Next Meeting:</u></p> <p>i) No further formal meetings can be scheduled until the government issues further advice.</p>	

The meeting closed at 9.45pm.

Alan Butcher,
Parish Clerk,
26th March 2020
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