

EAST HARPTREE PARISH COUNCIL

**MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING HELD VIA ZOOM ON TUESDAY
21st JULY 2020. THE MEETING STARTED AT 7.30pm**

	<u>Present:</u> Cllrs Andrew Jones (chairman), Kate Gillingham, Richard Coombs, Wendy Gregory and Pam Carver; also in attendance Alan Butcher (Clerk)	
2007/1	<u>Apologies for absence.</u> Cllrs John Vinson and David Wood.	
2007/2	<p><u>Public Forum</u></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"> i) A parishioner gave information about the establishment of a network including Bristol Water and Climate Change Activists to work against Climate Change in the area. Cllr Carver suggested that the Chew Valley Forum could be involved. ii) The owners of Proud Cross Cottage outlined their proposals prior to the submission of a planning application. The chairman advised that the Parish Council could not give a specific response until the planning application was submitted but noted the need for off street parking in the area, the need to embrace sustainable building methods and the adoption of the construction management plan. The chairman thanked them for attending the meeting <p>The formal meeting will re-convene during which members of the public are not allowed to participate unless requested to do so by the Chairman</p>	
2007/3	<u>Declarations of Interest:</u> None.	
2007/4	<u>Confirmation of the Minutes of previous meetings:</u> <ul style="list-style-type: none"> i) Minutes of the Parish Council meeting held on 16th June 2020 were agreed and signed as a true record. A hard copy of the minutes was signed by the Chairman. 	
2007/5	<u>Formal Motions requiring a decision:</u> <ul style="list-style-type: none"> i) To exclude members of the press and public for agenda item 2007/14 in accordance with Standing Order_10axii due to the confidential nature of the matters to be discussed. The was so resolved unanimously. ii) That the recommendation of the Responsible Financial Officer be accepted and a grant of £1,090 be approved from East Harptree Parish Council CIL funds for the improvement of the Parish Council communications infrastructure and website. This was agreed unanimously, clerk to forward official order to the preferred supplier. See also Matters of Report. iii) To approve the Parish Council response to the C&NEWG interim report. The Parish Council Response and a draft of the covering letter had been circulated by the Chairman. Cllr Carver was in support of the response to the interim report but sought 	

	<p>clarification about the intended future of the group after the submission of the final report. It was agreed that this was likely to be clarified as the final report was developed. Cllr Gregory proposed that the response be agreed and sent to the CNEWG. This was agreed unanimously together with a vote of thanks to the CNEWG for their work to date. The clerk to send out the response and covering letter as soon as possible.</p> <p>iv) To approve a change of Parish Council banking provider to Tridos Bank and to agree the process for the change. The change in banking provider was agreed unanimously. It was agreed to complete the process when the new clerk had been recruited. Cllr Gregory proposed a vote of thanks to Cllr Gillingham for her work on this matter which was agreed unanimously.</p>	
2007/6	<p><u>Parish Council Matters</u></p> <p>i) Planning application 20/02229/FUL – Conversion and extension to existing conservatory, changes to front elevation and installation of rooflights at 2 Orchard End, East Harptree. Councillors noted the use of rooflights and also commented as to whether the proposals were in keeping with the locality. It was believed that there was sufficient parking on site to allow for the extra space for the additional bedroom. After discussion, councillors agreed to leave the decision to the planning officer but to include the following comments: The use of rooflights would require blinds to prevent light spill; there should be an additional parking space for the additional bedroom; the construction management plan should be included as part of the conditions if the application is permitted, clerk to forward CMP with the comments.</p> <p>ii) The clerk advised that the application for the conversion of the garage at Pinkers Farm had been permitted despite councillors concerns about the non-fulfilment of the B&NES parking policy. After discussion it was agreed to note the parking matter given that the number of off street parking spaces had been successfully increased from 1 to 2 but not to take it further with B&NES.</p>	
2007/7	<p><u>Financial:</u></p> <p>i) HMRC Tax payment - £148.20. This was agreed</p> <p>ii) Clerks Salary and expenses - £451.26. This was agreed.</p> <p>iii) Invoice from CV Gazette for New Clerks advertisement £246.24. This was agreed.</p> <p>iv) Community Heartbeat Trust Defib pads £50.40. This was agreed</p> <p>v) L Caple Internal Audit fee £80.00. This was agreed.</p> <p>The clerk had forwarded the cheques to the Chairman before the meeting who would arrange for their signature and return to the clerk.</p>	
2007/8	<p>Updated Asset Register – this had been circulated; clerk to include location of assets and any maintenance costs in the document.</p>	

2007/9	Updated Risk and Liabilities Assessment. This had been circulated; clerk to include further information about Parish Council representation on village hall committees and maintenance requirements for items such as the defibrillators. The Assessment to be amended and circulated for comments.
2007/10	Agreement of 2019/20 Audited Accounts and review of internal Auditors Report. These were reviewed and agreed unanimously.
2007/11	Review, agreement and signing of Annual Return papers: i) Annual Governance Statement – this was reviewed, agreed and signed by the Chairman. ii) Accounting Statement for 2019/20 – this was reviewed, agreed and signed by the Chairman.
2007/12	Quarterly Accounts to 30 th June 2020; councillors noted these accounts. Clerk to send the bank reconciliation to Cllr Carver for agreement and signature. The clerk sought clarification on the budget for the new website; these details are as per Cllr Gregory’s cost analysis; clerk to update and circulate budget for agreement at the next meeting.
2007/13	<u>Matters of Report.</u> i) There was a discussion about taking work on the new website forward; Cllr Gregory to liaise with the supplier to work to the agreed brief and to consult with other councillors as necessary. Cllr Jones noted that the website should be developed over time. ii) Cllr Coombs gave a brief update on the virtual pavement. He was waiting to contact the person at B&NES dealing with the project and was seeking details of the proposals.
2007/14	<u>Confidential Business to be minuted separately:</u> Subject to passing the motion 2007/5i), the press and public are excluded from the meeting for this item. i) To agree the contract for a new Parish Clerk and Responsible Financial Officer prepared by REMCO and based on Current NALC guidance. Also the Job Descriptions which will be attached to the contract. ii) Update on recruitment of new clerk. The minutes for these items are confidential and are circulated as such to councillors separately. They will be published when the new clerk is in post.
2007/15	<u>Date and Time of Next Meeting:</u> 18 th August 2020 @ 7.30pm (provisional)

The meeting finished at 9.40pm

Alan Butcher,
Parish Clerk,
2nd August 2020.
01749 870358; eastharptreeparishcouncil@gmail.com