

EAST HARPTREE PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD VIA THE ZOOM PLATFORM ON
TUESDAY 18th AUGUST 2020 STARTING AT 7.30pm.**

	<u>Present:</u> Cllrs Andrew Jones (Chairman), Kate Gillingham, Richard Coombs, Pam Carver, Wendy Gregory (joined after item 2008/5), Cllr David Wood and Alan Butcher (Clerk)	
2008/1	<u>Apologies for absence.</u> Cllr John Vinson.	
2008/2	<p>Public Forum This part of the meeting is intended to allow public participation on matters on the agenda. No members of the public were present.</p> <p>i) Report from Ward Councillor. Cllr Wood advised there was little to report from B&NES. See also item 2008/6vi</p> <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>	
2008/3	<u>Declarations of Interest:</u> None declared.	
2008/4	<p><u>Confirmation of the Minutes of previous meetings:</u></p> <p>i) Minutes of the Parish Council meeting held on 21st July 2020 were agreed and signed as a true record.</p> <p>ii) The confidential minutes will be taken under item 2008/12.</p>	
2008/5	<p><u>Formal Motions requiring a decision:</u></p> <p>i) To exclude members of the press and public for agenda item 2008/12 in accordance with Standing Order 10axii due to the confidential nature of the matters to be discussed. This was so resolved unanimously.</p> <p>ii) To adopt the updated Risk and Liabilities Assessment Subject to the correction of a number of grammatical errors and typo's this was adopted unanimously. Corrected version to be circulated by the clerk and chairman to sign adopted document. The document would also be uploaded to the website.</p>	
2008/6	<p><u>Parish Council Matters</u></p> <p>i) Planning application 20/02795/FUL – Replacement rooflights and addition of steel chimney flue at Cutty Sark, Church Lane, East Harptree. Councillors were generally in support of the application. The use of rooflights was noted and Cllr Gillingham advised that the applicants had confirmed that suitable blinds would be fitted to the rooflights. Councillors agreed unanimously to support the application, response to include a comment about Dark Skies policy and the use of blinds on rooflights.</p> <p>ii) Update on website development – Cllr Gregory advised that a meeting had been held with Cllrs Vinson and Jones to decide on the content of the new website and that in conjunction with the contractor the website template had been selected. She confirmed that the contractor was fully aware of the councils requirements. Cllr Gregory had spoken to the author of the current village website who was happy with the proposals for the new site. She was also speaking to a copy writer and a local person to provide photographs.</p>	WG WG

Draft minutes subject to acceptance at the next meeting.

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	<p>A site plan had been drafted and she outlined proposals for the site. Cllr Carver asked about how the site would be populated and Cllr Gregory confirmed that contact was required with village special interest groups to request consent for the site. Other councillors agreed to assist in this regard. Cllr Gregory hoped the new site would be ready by the end of September. Councillors thanked Cllr Gregory for her work on the new website.</p> <p>iii) Report on Village Club AGM – Cllr Gregory summarised the proceedings of the recent AGM</p> <p>iv) Chew Valley Climate and Nature Emergency Working Group. The Chew Valley Area Forum had agreed and circulated Terms of Reference for the above working group. Councillor Jones noted that the parish council were able to nominate two people to represent East Harptree to the group and that one expression of interest had already been received from a member of the public. He suggested that representatives could either be Parish Councillors or village residents with relevant expertise. Some councillors felt that both representatives should both be Parish Councillors. Cllr Gillingham confirmed she was happy to share duties in this regard. It was agreed that a final decision would be made, pending details of the working group and Terms of Reference being circulated via the email list and volunteers requested. Cllr Gillingham to prepare details for circulation.</p> <p>v) Update on call out following problems with the clock. Cllr Jones advised that the clock repairer had diagnosed a sticky clapper and this had been rectified. A report on the clock to be sent to the Parish Council.</p> <p>vi) Road narrowing at Pinkers Farm development. Cllr Wood reported that Planning and Highways enforcement had agreed that the new pavement installed was around 60cm too wide and that they were discussing how this matter could be rectified with the developer.</p>	
<p>2008/7</p>	<p><u>Financial:</u></p> <p>i) HMRC Tax payment. £148.40 – this was agreed. ii) Clerks Salary and expenses. £447.33 – this was agreed. iii) Invoice for hire of pavilion £30.00 – this was agreed. The clerk had passed the cheques to Cllr Jones who would liaise with Cllr Gillingham to sign the cheques and return them to the clerk.</p>	<p>KG</p>
<p>2008/8</p>	<p>Update on change of Parish Council banking provider to Tridos Bank – Cllr Gillingham advised that this was awaiting the appointment of the new clerk.</p>	
<p>2008/9</p>	<p>Updated Risk and Liabilities Assessment. This had been dealt with above.</p>	
<p>2008/10</p>	<p>Agreement of updated budget for 2020/21. The clerk had circulated an amended budget including revised salaries and expenses. It was agreed to amend this to further include training costs, clerk to update and circulate for agreement at the next meeting.</p>	

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2008/11	<p><i>Matters of Report.</i></p> <ul style="list-style-type: none">i) The clerk reported the receipt of two further planning applications after the last date for this meeting agenda. Clerk to contact B&NES to seek an extension to allow the applications to be discussed at the next meeting.ii) The clerk had received a telephone phone call about an overflowing pipe behind the Playing Field Pavilion; Cllr Gillingham to speak to Playing Field Committee.iii) Cllr Jones noted that the CNEWG report had included a requirement to set up a planning working group and asked if any councillor would be able to take this on. Cllr Jones to suggest ideas for taking this forward for future discussion.iv) Cllr Jones referred to the planning change information recently circulated from NALC and advised councillors of the need to acquaint themselves with these significant changes. He noted that deadlines for two responses were in October before the October meeting date and would need to be consider at the September meeting. Cllr Carver agreed to review these documents.	
2008/13	<p><i>Date and Time of Next Meeting:</i> 15th September 2020 @ 7.30pm</p>	

The meeting ended at 9.40pm

Alan Butcher,
Parish Clerk,
27th August 2020.
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