

East Harptree Parish Council

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Present: Cllrs Andrew Jones (Chairman), Pam Carver (Vice-chair), Richard Coombs, Kate Gillingham and John Vinson.
Ward Councillor David Wood

Clerk: Sarah-Jane Streatfeild-James

Minutes of the Annual Meeting of the Parish Council held on Tuesday 4th May 2021 at 7.30pm via Zoom

Minutes 2021/05

1. **Election of new Chair** – Cllr Jones had said he would step down in order to give other councillors the opportunity to stand as Chair should they wish to. No-one else wished to, so **resolved** that Cllr Jones was elected as the new Chair, proposed by Cllr Vinson, seconded by Cllr Carver, unanimously agreed.
2. **Election of the Vice-chair of the council** – Cllr Carver was happy to remain as Vice-chair, proposed by Cllr Vinson and seconded by Cllr Gillingham, unanimously agreed.
3. **Apologies for absence:** Wendy Gregory
4. **Declarations of interest:** None

5. **To agree the following appointments:**

Position	Name	Proposed by:	Seconded by:	Agreed
Proper Officer	SJ Streatfeild-James	Cllr Jones	Cllr Gillingham	unanimous
RFO	SJ Streatfeild-James	Cllr Jones	Cllr Carver	unanimous
Members of REMPAG*	Cllrs Jones, Carver & Gillingham	Cllr Vinson	Cllr Gillingham	unanimous
Clerk & RFO Overseer	Cllr Jones	Cllr Vinson	Cllr Carver	unanimous
EH Clocktower Overseer	Paul Waldron	Cllr Jones	Cllr Carver	unanimous
EH Footpaths Overseer	Mike Jennings	Cllr Gillingham	Cllr Coombs	unanimous
EH Website Administrator	SJ Streatfeild-James	Cllr Jones	Cllr Coombs	unanimous

*Remuneration and Personnel Advisory Group

6. **To agree appointments if reps to outside organisations:**

Plumleys Charity – All Councillors

B&NES Flood rep – Cllr Jones

EH Primary School rep – Cllr Gillingham. Cllr Vinson will cover if necessary

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EH Playing Fields & Theatre rep – Cllr Gillingham

B&NES Parish Liaison rep – Cllr Carver

EH reps for the CVNP Steering Group – Cllr Jones and Cllr Vinson, with Cllr Carver as reserve if needed

EH reps for the CV Area Forum Climate & Nature Emergency Working Group – Jackie Head with 1 vacant position

EH reps for the Parish Councils Airport Association – Cllr Vinson and Cllr Gregory

7. To review and adopt the following policies:

- i. Financial regulations – to defer review these will need to be updated when the parish council moves to online banking in the next month.
- ii. Standing Orders – to defer until July, once reviewed by Cllr Carver and the Clerk
- iii. Asset Register – to be updated by removing entry for filing cabinet, approved subject to update. Cabinet in poor condition, Clerk to look into safe storage of minutes, possibly within B&NES. To check value of hearing loop in the hall, entry in register possibly inaccurate.
- iv. Risk Assessment – updated in August 2020, but to defer review until updated in line with change to financial regulations and new clerk in post.
- v. Members Declarations on Interest – Cllrs advised to update within 28 days of any changes, Clerk to send forms to 2 councillors for updates.

8. To set times and dates for meetings for next year:

Meetings to be held the 3rd Tuesday of each month with the exception of August.

9. Public Forum:

- i) A resident attended the meeting and started by thanking the clerk for a final copy of the Wildflower CIL application letter. The resident wished to express her views about the proposal for the name of the road leading to the new houses in Water St. This would include changing the road name and post code of her house and two others, they are of the very strong opinion that they don't wish their house name or post code to be changed. Suggested that the new road be named "leading to Anchorage, Windrush, Yearten House, and nos 1-8 {name of new development}". Clerk to feedback views to B&NES.

Another resident attended the meeting to update the Parish Council about Project Newton. Plans and documents had previously been sent to the counsellors, funding is currently being sought for the project, from the Lottery Fund and other sources. The resident was asking for the Parish Council to support the project in general terms. Work is due to start in March 2022, which will increase the footfall of people to the village, Cllr Jones thought this is a great initiative, and important for the village. Discussed whether CIL funding might be possible for the project, The Newton Project would need to consider the criteria if they thought an aspect of their work might be eligible. Parish Council would then consider requirements of using CIL monies. Parish Councils themselves are not legally allowed to give financial support to the church or religious groups. The project has strong links to the school, and may increase tourism in the area, parking and sustainability need to be considered with

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project planning. Also discussed the effect of the project on tourism both in the village and in the area, and the issues with parking, there will need to be consistency with information on both pages of the village website about facilities, walking from parking areas etc. Resolved that the Parish Council would endorse the application from Project Newton to the Heritage Lottery Fund.

- ii) Update from Ward Councillor: Cllr Wood is awaiting answers to the questions asked by Cllr Carver at the last meeting on the 20th April regarding housing needs. There has been a cabinet reshuffle within B&NES in the last 2 weeks so no further updates to report.

10. **Confirmation of minutes of the meeting held on February 16th 2021:** Cllr Coombs noted a minor inaccuracy in the wording of one sentence, clerk to amend. Following amendment the minutes were accepted as a true record of the meeting. Unanimously agreed. A hard copy has been sent to the Chair to sign.

11. **Planning Applications:**

i): **App 21/01723/LBA Harptree Court, Whitecross Road, East Harptree.** This is a planning application to remove an internal wall, because it is a listed building the Parish Council resolved to leave the decision to the Planning Officer because it does not affect the external appearance and relates to technical Listed Building regulations

ii) **App 21/01569/FUL - East Harptree Village Hall and Club, Whitecross Rd East Harptree.**

Proposal: The Re-purposing of the Village Hall for use as an extension to the Pre-school, currently operating out of the Village Hall.

It was noted that the Applicant, the Village Hall Management Committee, had decided to support this proposal rather than the alternative contender, the 'Harptree Hub'. The Pre-school would move downstairs, taking over the re-designed old Club area and the garage (for storage). The cellar, previously used as storage by the Club, would become part of the shop, slightly increasing its floor space. These changes would extend the area available for the Pre School, and it is anticipated that numbers could rise from 36 to around 55 children. Externally, it is proposed to replace a window, two doors and the door to the garage, which would involve very little change to the outward appearance of the building. Councillors determined that these alterations were acceptable. Councillors agreed that further discussion should concentrate on three aspects of the proposals, reflecting the relevant policies in the Chew Valley Neighbourhood Plan (CVNP).

Policy BF2 relates to the 'Retention of Small Businesses'. Sadness was expressed regarding the loss of the Village Club which had been in existence for some 35 years and it was acknowledged that the corresponding loss of the Skittles League was a disappointment to many residents. However, Councillors were of the opinion that everything possible had been done to keep the Club afloat, but that unfortunately it was no longer a viable business. It was noted that the Pre-school is also a small business and expansion would promote its viability.

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Policy BF3 relates to 'Enhancing and Protecting Community Facilities'. It was agreed that expanding the Pre-school would, overall, be a benefit to the community. Discussion moved to whether or not the proposed change of use would have any negative impact on the existing businesses, namely the shop and the hairdresser. It was thought that whilst the increase in traffic might be negative in some respects, there would be the advantage of more potential customers coming to the vicinity. The shop would have the benefit of a slight increase in its floor space. It was noted that no objections to the proposals from these businesses had been brought to the attention of the Parish Council.

Policy BF6 relates to 'Parking in a Non-Domestic Development'. There was considerable discussion about the potential for problems, caused by an increase in traffic to the area, especially at already busy times. The Applicants recognise the issue and they say they will attempt to mitigate this by changing and staggering drop off and pick-up times, in an attempt to avoid the periods that are already most congested. They note there are currently six parking spaces, but councillors remarked that this was not clear as they are not marked. Cllr Jones stated that with non-domestic situations, the policy does not specify set requirements, but councillors commented that it was not clear if the Applicants had made an allowance for the necessary larger space for a Disabled Parking bay. The Parish Council had received an email from a resident with professional knowledge regarding requirements for Disabled Access, who also had concerns that the proposed plans regarding the internal work did not cover everything that was required in this regard.

Following very full discussion, Councillors agreed unanimously to support the application, but to raise the concerns regarding the sensitivity of parking in the area and to stress that proposals by the Applicant to mitigate these issues required further clarity and must be followed through. The Disabled Access issue would also be raised with Planners.

12. Formal motions requiring a decision:

i) **a.) Approval of 2020/21 audit report** The clerk had previously circulated copies of the completed 2020/21 audit report. **Resolved** that the audit report for 2020/21 be approved and duly signed by the clerk and chairman.

b.) Approval of annual governance statement 2020/21 The clerk circulated copies of the completed annual governance & accountability return for the year ended 31.03.21.

Resolved that the annual governance statement 2020/21 be approved and duly signed by the clerk and chairman.

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c.) Approval of accounting statements 2020/21

Resolved that the accounting statements 2020/21 be approved and duly signed by the clerk and chairman.

- ii) A resident attended the meeting to update the Councillors about a new initiative called 'Slow Ways'. This is about creating walking routes connecting villages and towns etc, more than just footpaths. It has been set up with the help of about 700 volunteers, routes are logged on the website <https://beta.slowways.org> Resident asking for support from the Parish Council to spread the word and help more people use the routes. Councillors agreed it is a great project and unanimously agreed to support this initiative. To share information with residents. Ward Councillor to discuss further with resident.

13. Finance:

- i) To note standing orders:
Paul Sperring - sweepers salary. Annual pay increase noted and backpay to be arranged.
- ii) To note clerk's salary (May): paid by cheque, due on 15th of each month
To agree clerk's expenses:
£3.60 (home working allowance) + £6.30 (petrol) + £14.39 (Zoom)+ £3.49 (HP Ink)
- iii) Resolved to agree the following payments -

Date	Item	VAT	Total
26.04.21	Internal Audit - Ian Dagger	-	£50.00
26.04.21	Came & Co Insurance renewal	56.52	£577.52
28.04.21	Clerks expenses -SJSJ (above)	tbc	£27.78

14. Matters of report:

- i) Update on the Local Plan Partial Update – feedback from the recent webinar focused on parking issues and housing allocations. There are now separate considerations for the allocation of parking spaces in rural areas when new builds are being planned. Whilst garages can be counted as a parking space, only 31% are used for that purpose and garages are not necessary for the installation of electric car charging points. Cllr Wood added that the delegation of parking standards is now part of the Neighbourhood Plan. Cllr Wood gave an update on housing allocations within B&NES – a further 13,000 houses are needed, in rural areas this is 444 (out of a total of 1120). This shortfall is likely to be allocated to brownfield sites near Bath and Keynsham and the Somer Valley. Following previous discussion about housing development boundaries, these are not being redrawn as initially suggested.
- ii) The Parish Council received an email from B&NES seeking their views on the naming of the new houses due to be built in Water Street. As discussed in the public forum, the strength of feeling not to change the addresses of the current houses was noted, Clerk to respond to B&NES.

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- iii) Correspondence from resident regarding tipping. Agreed that this was not within the remit of the Parish Council to resolve. Nuisance issues were handled by the Environment Protection Team at B&NES who published a useful booklet about what residents could do:
https://www.bathnes.gov.uk/sites/default/files/dp_5657_a_-_nuisance_complaints_booklet_2015_1.pdf Clerk to contact resident referring them to this team and their booklet and the Environment Agency if necessary.
- iv) The legislation enabling councils to hold virtual meetings expires on 6th May, discussion followed about the date of the next meeting which will have to be in person. Agreed to follow up outside the meeting.
- v) Scaffolding is currently being erected in the High St, blocking the virtual footpath. This has a Highways licence, and the scaffolding will be in situ for 20 weeks.

DRAFT