

East Harptree Parish Council

Serving our community - Caring about our future

Minutes of the Parish Council Meeting held on Tuesday 21st October 2025 at 7.30pm in The Theatre, East Harptree

Present: Cllrs Richard Davis (Vice-Chair), John Darvill, Andrew Jones & Ed King

Clerk: Sarah-Jane Streatfeild-James

Ward Councillor: not present

Minutes - 2025/10

1. **Apologies for absence noted and accepted:** Cllrs Alan Harper, Chris Pope & John Vinson.

2. **Public forum:** No members of the public present

Report from Ward Councillor –

Poultry Shed – Planning Application Ref: 25/03520/AGRN

The owners of the unauthorised development withdrew their permitted development application in September; possibly on the advice of the planning officer.

However, the owners have advised they will be submitting a full planning application, the likelihood is that the Council will refer this application to rural planning experts for their advice on whether this application should be allowed. I have also spoken to the Enforcement Officer with regards to the breach in planning control. He will liaise with the owner and take action if appropriate.

Water Street Close Road Adoption B&NES has posted a notice at Water Street Close on 13th October 2025 regarding the adoption of the newly constructed section of the road.

The developers intended for this road to be adopted through the usual legal process, but unfortunately, that agreement wasn't completed. Since then, the road has been finished and inspected by the Council, and it's been found it to be in a good condition.

3. **Declarations of interest:** None

4. **Confirmation of the minutes of the previous meeting:** Accepted as a true record of the meeting on 16th September 2025. Unanimously agreed. A hard copy of the meeting minutes was signed by the Chair and returned to the Clerk.

5. **Planning applications:**

i) **Application Reference:** [25/03746/FUL](#)

Application Address: 4 Orchard End, East Harptree, BS40 6AT

Proposal: Erection of single storey rear extension following demolition of existing

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Signed by..... Date.....

East Harptree Parish Council – minutes of meeting held on Tuesday 21st October 2025

conservatory, together with associated alterations to landscaping including new paved patio area. A new front door and glazed screen is proposed in a more forward position than the existing and also the formation of a new utility room within the rear section of the existing garage, complete with new external door and window. New rooflights are proposed within the existing pitched roof above the kitchen and bathroom. *This is a modest extension which will have no impact on neighbouring properties. Councillors noted the rooflights are planned, and request that blinds are a condition due to the Dark Skies Policy in the area. Agreed unanimously to SUPPORT this application.*

ii) **Application Reference:** [25/03994/TCA](#)

Application Address: Harptree Court, Whitecross Road, East Harptree, BS40 6AA

Proposal: Oak T1- reduce S portion of crown overhanging buildings by up to 4m and crown raise by up to 3m. *EHPC agreed unanimously to SUPPORT this application.*

iii) **Enforcement Case:** 25/00264/UNDEV Parcel 5532, Land E of Buckley Cottage, East Harptree. Up to 3 mobile homes are being moved onto the site without any planning permission, agreed the correct action is to request Ward Councillor McCombe discusses this new activity with the Enforcement Dept as a matter of urgency to ensure appropriate action is taken by B&NES.

6. Formal motions requiring a decision:

i) Agreed to adopt the following policies:

- i. Financial Regulations
- ii. IT policy

ii) The Clerks attended the first of 2 webinars about preparing for a new assertion that Parish Councils will be required to answer in the External Audit from April 2026. Assertion 10 is concerned with digital and data compliance. Information from the webinar has not been made available yet, to defer update and decisions until November meeting.

iii) The B&NES Local Plan Options Consultation is open for comments from 3rd October to 14th November, East Harptree has not been allocated any new housing. Agreed no response required from EHPC. East Harptree is designated as a 'Pathway 1 Community Led development area'. Under Pathway 1, local communities can take the lead in shaping and advancing their growth initiatives. This approach offers a flexible framework, enabling residents to propose growth projects (likely to be smaller scale) that align with their local aspirations using a range of tools, including rural exception schemes, community land trusts, and Neighbourhood Planning. If any volunteers wish to progress a community-led growth/housing initiative, please get in touch and EHPC will help with deciding the next steps. EHPC will only assist with driving forward a community led growth scheme if there is tangible appetite from the community to do so.

7. Finance:

i) To note standing orders:

- SJ Streatfeild-James - clerks salary (October)
- Paul Sperring - sweepers salary (October)

Signed by..... Date.....

ii) The bank statements and bank reconciliation for the second quarter of the financial year have been checked by Cllr Harper. To be signed at November meeting.

iii) Noted receipt: 2nd payment of Precept: £8400.00

iv) Agreed the following payments -

Date	Item	Payee	Net	VAT	Total
22.10.25	Clerk expenses – HWA Printing (Oct) Canva (Oct)	SJ Streatfeild- James	£12.00 £4.80 £3.61	£1.20 £0.72	£12.00 £6.00 £4.33
22.10.25	Salaries + PAYE & NI Clerk & Sweeper (month 08, Oct-Nov)	HMRC & employees			£952.20
22.10.25	Salaries, PAYE & NI Clerk & Sweeper (month 09, Nov-Dec)	HMRC & employees			£952.20
22.10.25	Domain renewal (annual)	Krystal	£11.99	£2.40	£14.39
22.10.25	Annual domain name renewal	Krystal	£110.00	£22.00	£132.00
22.10.25	Defibrillator pads for Village Hall defib	Defib Warehouse	£53.95	£10.79	£64.74 (paid in advance)

8. Matters of report:

- i) Update following Chew Valley Forum on 30th September – a well attended meeting. Focused on road issues of speeding, racing and anti-social road use. Discussed evidence of nitrous oxide being used and police awareness. To reinforce message to all residents to report all incidents to Avon & Somerset Police via 999 (if threat to life) or 101, or online via [Report | Avon and Somerset Police](#)
- ii) A Section 228 of the Highways Act has been submitted by B&NES to formally adopt Water Street Close as this was not done at the time of development. EHPC have no concerns about this and noted no request to respond.
- iii) Complaint received about building rubble that remains on the highway at Townsend, this has been reported to B&NES via Fixmystreet.
- iv) A large sinkhole developed on the verge on Smithams Hill, it was reported to B&NES via Fixmystreet on 14th Oct, informed on 16th Oct that it has been fixed. The hole has only been fenced off, to request Ward Councillor Simon McCombe discusses with the Fixmystreet team at B&NES to ensure further repairs are undertaken.
- v) Cars parked at the High St/Whitecross Road/Middle St junction are causing an obstruction for delivery lorries, farm vehicles and potentially emergency vehicles. Residents and visitors are reminded not to park on this junction. Clerk to contact key premises and businesses to ask staff and visitors do not park on the junction. Agreed to leave some leaflets in the shop as another reminder.

Signed by..... Date.....

9. Correspondence received:

- i) Clerk has contacted the B&NES Footpath Officer about the condition of the top section of Harptree Coombe. The footpath is on their list for future access improvement, though this will need Natural England consent as the woodland is a SSSI. They will seek to establish if the top section is under new ownership.

Meeting closed 20.30pm

Next meeting **Tuesday 18th November 2025** at 7.30pm in The Theatre, East Harptree.