

East Harptree Parish Council

Serving our community - Caring about our future

Minutes of the Parish Council Meeting

held on

Tuesday 18th November 2025 at 7.30pm in The Theatre, East Harptree

Present: Cllrs Richard Davis (Vice-Chair), Alan Harper, Ed King & Chris Pope

Clerk: Sarah-Jane Streatfeild-James

Ward Councillor: Simon McCombe

Minutes - 2025/11

1. **Apologies for absence noted and accepted:** Cllrs John Darvill, Andrew Jones & John Vinson.

2. **Public forum:** 3 members of the public present, with an interest in item 5iii.

Report from Ward Councillor –

- i) **Enforcement Case:** 25/00264/UNDEV Parcel 5532, Land E of Buckley Cottage, East Harptree. Cllr McCombe has been advised that B&NES are monitoring the situation. A full planning application is likely to be submitted by the end of the year, so there will not be any enforcement action until the planning application has run its course – unless the owners breach their undertaking not to make any further changes to the land. Owners explained the caravans are there for storage only and will not be used as dwellings until any planning application has had due process. Cllr McCombe to investigate potential use of water supply which runs across the land, and whether there is agreement (grant of deed) to draw water from it, if not this would be considered ‘start of development’. Ward Cllr McCombe to speak to Cabinet Lead for Planning on 20th November.
- ii) The B&NES Local Plan Options Consultation has now ended, further details will be available next spring.
- iii) The hole on the side of the road on Smitham’s Hill was thought to be a badger set but this is no longer the case. It has been filled in but has already sunk again and requires refilling (possibly due to heavy rainfall on the 14th Nov). Cllr King to report again on Fixmystreet, and to contact Cllr McCombe if necessary.
- iv) Call for 20mph zones, and other highways infrastructure. Request submitted for a bus shelter, a virtual path for Middle Street, and a virtual path for the road between East and West Harptree. WHPC are supportive of the latter proposal. To keep this proposal under review.

3. **Declarations of interest:** None

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4. **Confirmation of the minutes of the previous meeting:** Accepted as a true record of the meeting on 21st October 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:** : [25/04072/TCA](#)

Application Address: Church Farm , Church Lane, East Harptree, BS40 6BD

Proposal: 2no. Birch trees - Crown lift to give 3m clearance from neighbouring property.

No objection

ii) **Application Reference:** Bristol Airport <https://www.bristolairport.co.uk/lighting-consultation/> . A drop-in event is being held on 20 November (3pm to 8pm) at Felton Village Hall, BS40 9UP. *Cllr Davis to attend BAAN meeting on Tuesday 2nd Dec, 6.30-8pm at Felton Hall. To review PCAA draft response. To agree at December meeting EHPC response.*

iii) **Enforcement Case:** 25/00264/UNDEV Parcel 5532, Land E of Buckley Cottage, East Harptree. *Please see information above. Agreed to ask Ward Councillor McCombe to request in writing from B&NES that they confirm that their decision to defer any enforcement pending a planning application will not create a precedent that reduces enforcement options in future.*

6. **Formal motions requiring a decision:**

i) Update on Assertion 10 requirements (which is concerned with digital and data compliance and will be part of External Audits from 2026). Agreed to defer next actions until after Clerk has attended second webinar and compiled an update for councillors.

ii) Restoration work required to the clock tower – this was reviewed by Cllr Darvill and the clock overseer, who agreed to the work required, to seek 3 quotes and review at December meeting.

iii) Reviewed first draft of the 26-27 budget – figures agreed in keeping with anticipated costs, agreed to budget for a contested election (£1500) for 2031, so to budget £250pa from 2026-2031. Agreed to budget for work to clock using CIL monies. Aiming for approx 5% increase in precept if possible. Clerk to bring revised figures back to December meeting.

iv) Cllr Davis agreed to be a representative for CV Reconnected Group (this is a group made up of local parish councils, Bristol Water and B&NES, looking at completing the Recreational Trail to the south of the lake, and connecting it to other parishes in the valley). E Harptree resident also involved in project.

v) Agreed Clerks request for annual leave over Christmas.

7. **Finance:**

i) To note standing orders:

SJ Streatfeild-James - clerks salary (November)

Paul Sperring - sweepers salary (November)

ii) The bank reconciliation for the second quarter of the financial year was checked and signed by Cllr Harper.

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iii) Agreed the following payments -

Date	Item	Payee	Net	VAT	Total
20.11.25	Clerk expenses – HWA Printing (Oct) reduced Canva (Oct)	SJ Streatfeild- James	£12.00 £2.60 £3.61	£0.65 £0.72	£12.00 £3.25 £4.33
20.11.25	Salaries + PAYE & NI Clerk & Sweeper (month 09, Nov-Dec)	HMRC & employees			£952.20
20.11.25	Salaries, PAYE & NI Clerk & Sweeper (month 10, Dec-Jan)	HMRC & employees			£952.20
20.11.25	Poppy wreaths donation	Royal British Legion			£150.00

8. Matters of report:

- i) A large sinkhole developed on the verge on Smithams Hill, it was reported to B&NES via Fixmystreet on 14th Oct, this has only been fenced off and initially considered to be a badger sett. This no longer believed to be the case, it has been filled in but already sunken again. Cllr King to report via Fixmystreet again and to let Ward Cllr McCombe know if not fixed.
- ii) 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 businesses and schools as a reminder to staff and visitors. To consider purchasing some small signs (similar to those at the bottom of Middle St) requesting no parking.
- iii) Ward Councillor McCombe has asked EHPC for their views on additional 20mph zones, EHPC believe there is no need for further 20mph zones, but have requested a bus shelter and improvements to walkways on High St and Middle St.
- iv) The meeting with Centre for Sustainable Energy/Bath & West Community Energy has not yet taken place.
- v) Builders' rubble creating an obstruction on the highway outside a property in Townsend has been reported to B&NES. This is now resolved.

9. Correspondence received: none

Meeting ended: 20.38

Next meeting **Tuesday 16th December 2025** at 7.30pm in The Theatre, East Harptree.

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

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