

East Harptree Parish Council

Serving our community - Caring about our future

Minutes of the Parish Council Meeting held on

Tuesday 16th December 2025 at 7.30pm in The Pavilion, East Harptree

Present: Cllrs John Vinson (Chair), John Darvill, Richard Davis, Alan Harper, Andrew Jones & Ed King.

Clerk: Sarah-Jane Streatfeild-James

Ward Councillor: Simon McCombe

Minutes - 2025/12

1. **Apologies for absence noted and accepted:** Cllr Chris Pope

2. **Declarations of interest:** None

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

Report from Ward Councillor –

i) **Enforcement Case:** 25/00264/UNDEV Parcel 5532, Land E of Buckley Cottage, East Harptree. Reminded that no enforcement will be taken by B&NES in case a full planning application is submitted before the end of 2025. If no application is forthcoming Enforcement Dept at B&NES will act. No update from Bristol Water concerning work to the local water supply, to follow up. Noted that the removal of an ancient hedge would not be covered by planning or enforcement law and should be considered as a standalone issue and fined if found to be unlawful. Ward Cllr McCombe spoke to Cabinet Lead for Planning on 20th November, agreed to ensure B&NES are aware of the activity on this site, EHPC agreed to draft a letter to highlight issues should a planning application not be forthcoming. To copy letter if sent to letter to be sent to each member of the BANES Planning Committee Natural England, DEFRA, Environment Agency, Mendip AONB, Litton PC and North Somerset CC.

4. **Confirmation of the minutes of the previous meeting:** Accepted as a true record of the meeting on 18th November 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:** [25/04558/NMA](#)

Application Address: The Cottage , Middle Street, East Harptree, BS40 6AZ

Proposal: Non Material Amendment to application 24/04049/FUL (Erection of ancillary accommodation following demolition of existing garage). *Discussed application for a 2-*

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

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storey bat house, disappointed to see a foraging corridor of hedging has been removed, but agreed no comment required.

- ii) **Enforcement Case:** 25/00264/UNDEV Parcel 5532, Land E of Buckley Cottage, East Harptree, (as above).

6. Formal motions requiring a decision:

- i) Clerk to provide update about Assertion 10 requirements at the January meeting, including a decision to move website, emails and cloud storage to the Parish Online platform. Councillors advised that sector specific training in data protection and GDPR is best practice and it is offered via ALCA, but believe that previous training received through workplaces is adequate and they are reluctant to use tax payers’ money for further training.
- ii) No quotes received to date for work required to the clock tower
- iii) Agreed the second draft of the 26-27 budget, and agreed to set the precept request at £18,000. This is a 5% increase on the 25-26 precept.
- iv) Agreed to use the PCAA response to Bristol Airport landing lighting consultation. Deadline is 19th December, clerk to send response.
- v) Ratified the response submitted to WECA and B&NES in support of the X91 and 99 bus routes.
- vi) Agreed to purchase 4 no parking signs for the Whitecross Road/Middle St junction with the same wording as the one at the bottom of Middle St. Clerk to bring draft designs and costs to January meeting.

7. Finance:

- i) To note standing orders:
 - SJ Streatfeild-James - clerks salary (December)
 - Paul Sperring - sweepers salary (December)

- ii) Agreed the following payments -

Date	Item	Payee	Net	VAT	Total
17.12.25	Clerk expenses – HWA Printing (Oct) reduced Canva (Nov)	SJ Streatfeild-James	£12.00 £2.60 £3.61	£0.65 £0.72	£12.00 £3.25 £4.33
17.12.25	Salaries + PAYE & NI Clerk & Sweeper (month 10, Dec-Jan)	HMRC & employees			£952.20
17.12.25	Salaries, PAYE & NI Clerk & Sweeper (month 11, Jan-Feb)	HMRC & employees			£952.20
17.12.25	Hall hire for PC meetings (annual payment)	EH Hall Committee			£355.20
17.12.25	Assertion 10 webinar for Clerk	Chew Stoke PC (reimbursement)			£7.50
17.12.25	Annual subscription SLCC membership	Society of Local Council Clerks			£100.00

8. Matters of report:

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

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- i) A large sinkhole developed on the verge on Smithams Hill, it was reported to B&NES via Fixmystreet on 14th Oct, it has been filled in but immediately washed out again. To resubmit a report via Fixmystreet.

9. Correspondence received: None

Meeting ended 20.18

Next meeting **Tuesday 20th January 2026** at 7.30pm in The Theatre, East Harptree.