

WEST HARPTREE PARISH COUNCIL

Provisional Minutes to be approved at the next Parish Council meeting.

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Minutes of the meeting held on Tuesday 10th April 2018 at the Memorial Hall, West Harptree starting at 7.30 p.m.

PRESENT: Mr P Hutton (Vice-Chairman), Mr J Mitchell, Mr M Taviner, Mrs R Wakeley and Mr P Wood.

APOLOGIES: Mr R Ireland (Chairman), Mr C Gay and Mr T Warren.
No members of the public attended.

The Minutes of the Parish Council Meeting held on 13th March 2018 were agreed as an accurate record. The minutes were proposed and seconded and unanimously agreed for adoption.

Min. 3362 – Matters Arising from the Minutes - None.

Min. 3363 – Urgent Business as agreed by the Chair – None.

Min. 3364 – Chew Valley Neighbourhood Plan

There was no update to report to the meeting.

Min. 3365 – Notice of a Vacancy

The new Councillor was formally co-opted to the Parish Council. He completed the Acceptance of Office and Register of Members Interests documents which would be forwarded to B&NES and posted on the PC website in due course.

Councillor's would review their Register of Members Interests document and update if necessary.

Min. 3366 – Community Infrastructure Levy (CIL) Funding

Five suggestions had been received as to how the funding could be best spent.

1. To assist with the installation costs connected with providing Truespeed super-fast broadband to the more outlying properties in the Parish.

Initials

2. The replacement of the Bus Shelter roof.
3. Assisting with the development of the hall, possibly to provide equipment needed to run courses upstairs.
4. To replace the safer surfacing in the Recreation Ground.
5. To look into the feasibility of reducing traffic speed on Bristol Road, B3114 from 30 mph to 20 mph.

Advice would be sought as to whether these proposals met the CIL criteria.

Min. 3367 – Freedom of Information Request

It was confirmed that the prepared documents had been sent to the requestee within the 20 day time frame.

Min. 3368 – The General Data Protection Regulation (GDPR)

The Parish Council would continue to monitor it's compliance regarding GDPR. The GDPR Toolkit was available and would be reviewed in due course.

Min. 3369 – Memorial Hall

There was nothing to report to the meeting.

Min. 3370 – Highways and Pavements

A very successful Village Tidy Up/Litter picking day took place on Saturday 31st March. Despite the inclement weather and it being Easter Saturday, 20 Volunteers gave their time to collect a record 33 bags of rubbish in and around the village. Volunteers had been thanked for their efforts.

It was disappointing that several pieces of rubbish had already been thrown from car windows littering the village. How we could educate people not to do this was difficult.

It was agreed that a short article and photograph would be sent to the Chew Valley Gazette for publication.

Blocked drains had been reported outside Easton, Bristol Road, Little

Initials

Orchard, Bristol Road and at Fairash corner towards the Blue Bowl.

Potholes, outside the entrance to Fairash Farm and one opposite the Farm towards Compton Martin, a number of potholes at Widcombe and on the A368 towards Stanton Wick had also been reported.

Also reported, at the top of Ridge Lane the road was impassable with flood water.

Tarmac at the edge of the road about halfway along Fairash, C406 had broken away. It could cause substantial tyre damage and would be reported to B&NES.

An Engineer had been requested to attend the Street Light in Millennium Way as it was not working. The light had been repaired but had failed the following day. As the equipment was obsolete and parts difficult to obtain quotations had been requested for a replacement head, either second hand or new LED.

Min. 3371 – Recreation Ground

The Recreation Ground was in good order.

It was proposed and seconded, with all Councillors in favour of accepting the quotation of £742.69 + VAT for cutting the grass in the Recreation Ground for 12 months from 1st April 2018. The Neighbourhood Environmental Services Updated Contract 2018/19 was considered to be entirely inappropriate for the work that was to be carried out and would be reviewed before 31st March 2019.

Min. 3372 – Assets of Community Value

The Assets of Community Value registration process was in hand. It was agreed to go ahead and complete the ACV nomination form for the Crown, registering the Shop required further discussion with the Owners.

Min. 3373 – Correspondence

The following items had been received and circulated prior to the meeting.

1. Paul Gray – Footway Light, Millennium Way.

Initials

2. B&NES – Street Works 13/03/18 – 19/0/18.
3. Planning Registration – Weekly List No. 11.
4. Rural Services Network News Digest, 12th March.
5. Jon Mitchell – Thank you.
6. B&NES – Reminder B&NES Interagency meeting.
7. Next Generation Somerset – Awards.
8. B&NES – Housing Newsletter.
9. B&NES – Local Plan/HELAA site assessment training.
10. Rural Services Network News Digest, 19th March.
11. SSE Enterprise Lighting – Footway light repair.
12. B&NES – Affordable Housing Show.
13. ALCA – Invoices.
14. Paul Gray – Footway Light.
15. Planning Registration – Weekly List No. 12.
16. B&NES – Street Works – 22/03/18 – 26/03/18.
17. Rural Services Network Spotlight on the heart of the village.
18. SSE Enterprise Lighting – Footway Light.
19. WERN – The Great Flood Commemoration.
20. Development Management – 18/01290/COND, Bellhorse Cottage.
21. David Collett – Rural Transport.
22. ALCA – Freedom of Information.
23. ALCA – A Practitioners Guide.
24. B&NES – Fingerpost.
25. Rural Services Network News Digest, 26th March.
26. Planning Registration – Weekly List No. 13.
27. B&NES – Street Works – 27/03/18 – 02/04/18.
28. News from Bristol Airport.
29. Clarke Willmott – Acknowledgement.
30. Rural Vulnerability Service – Rural Transport, March 2018.
31. Came & Co – Council Matters.
32. ALCA – Audit.
33. Peter Bowden – ACVs.
34. East Harptree PC – Parking Policy.
35. Planning Registration – Weekly List No. 14.
36. B&NES – Street Works – 03/04/18 – 09/04/18.
37. Rural Service Network – News Digest, 3rd April.
38. Development Management – Decision notification, 18/00416/LBA Tilly Manor. CONSENT.
39. B&NES – Funding Bulletin, April 2018.
40. Public Health Newsletter, April Edition.
41. Development Management – Decision notification, 17/05748/FUL Fairash Poultry Farm. PERMIT.
42. B&NES – Grounds Maintenance Contract.

The following items were received at the meeting:-

1. Avon & Somerset PCC Newsletter

Min. 3374 – Planning Matters

New application

Planning application 18/01290/COND, Discharge of condition 3 of application 17/01565/FUL (Proposed first floor extension and two storey extension to rear. Demolition of existing garage and outbuildings and construction of new single storey garage and link to house).

- West Harptree Parish Council has no objection to the materials being used on the external walls of Bellhorse Cottage, i.e white rough cast render, as per the original cottage and graphite vertical timber to blend in with the local environment.

Initials

Application pending consideration

Planning application 18/00505/FUL, Land to the South of Widcombe Lodge, South Widcombe, Hinton Blewett – Erection of a dwelling (Resubmission)

Notification of decision

Planning application 18/00416/LBA, Tilly Manor, The Street – Internal and external alterations for the repair and replacement of barn and garden room roofs, replacement of Velux windows, change of roof material to slate and glazing and resiting of modern stair and toilet along with general internal refurbishment. CONSENT.

Planning application 17/05748/FUL, Fairash Poultry Farm – Conversion and part demolition of redundant poultry sheds to form 2no. live-work dwellings and associated access and landscaping works (Resubmission). PERMIT.

Min. 3375 – Financial Matters

The following invoices were proposed, seconded and agreed for payment:-

| | | |
|-----------------------|----------|-----------|
| ALCA, Subscription | £ | 78.27 |
| ALCA, Training Course | £ | 50.00 |
| ALCA, Training Course | £ | 60.00 |
| Mrs J Burdge | Wages | £1,227.46 |
| | Expenses | £ 44.55 |
| Microbitz Computers | £ | 122.25 |
| SSE, Electricity | £ | 16.41 |

Payment of an invoice from SSE Enterprise Lighting for £148.46 would be deferred until the footway light had been satisfactorily repaired.

To acknowledge receipt of:

| | |
|---------------------------|-----------|
| Parish Precept April 2018 | £4,000.00 |
| Parish Grant April 2018 | £ 40.00 |

The Bank Reconciliation as at 31st March 2018 was proposed, seconded and agreed correct.

Initials

Min. 3376 – Annual Return, Audit – Annual Governance Statement

The Annual Return for the year ended 31st March 2018 was presented to the meeting.

We took appropriate action on all matters raised in reports from the internal audit.

The Annual Governance Statement was considered and approved by Councillors and was signed by the Chairman of the meeting.

Min. 3377 – Annual Return, Audit – Accounting Statements

The Annual Return for the year ended 31st March 2017 was presented to the meeting with supporting statements.

The Accounting Statements were considered and approved by Councillors and were signed by the Chairman of the meeting.

The Chairman of the meeting signed the Statement of Assurance.

A copy of the internally audited Annual Governance and Accountability Return 2017/18 Part 2 and the dates of the period for the Exercise of Public Rights would be displayed on the noticeboard and posted on the website.

The completed Certificate of Exemption, confirmation of the dates of the period for the Exercise of Public Rights and the contact details form would be sent to the External Auditor.

Min. 3378 - Meetings attended

The Good Councillor's Course which was recommended for all Councillors to attend and Planning in Plain English which was very enlightening especially regarding site meetings.

Min. 3379 – Items for the Information of the Clerk

Leacroft/Dilly Meadows – The site layout would be looked at again as

Initials

Councillors felt that they had not been kept informed of changes to the plans.

The Agents would be contacted to arrange a time and date to view the Site and Show Home.

The Chairman declared the meeting closed at 9.05 p.m.

Min. 3380 - Future Meetings

8th May at 7.30 p.m. Annual Parish meeting at 7.30 p.m. and the monthly PC meeting to follow.

12th June at 7.30 p.m.

10th July at 7.30 p.m.

Chairman

Date Signed