

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 14th May 2019 at the Memorial Hall, West Harptree starting at 7.50 p.m. following the Annual Parish meeting.

PRESENT: Mr R Ireland (Chairman), Mr P Hutton (Vice-Chairman), Mr G Joyce, Mr J Mitchell, Mr P Wood and Mr D Wood.

APOLOGIES: Mrs R Wakeley.

Mr C Gay did not attend.

One member of the public attended.

Min. 3586 – Welcome to Members of the Parish Council following the non-contested election.

To comply with statutory regulation each Councillor submitted a completed Acceptance of Office form and a Declaration of members Interests document.

It was agreed to accept a delay, to allow the absent Councillor time to submit his completed paperwork.

Min. 3587 - Election of Officers

The Chairman stood down. The previous post holders stood unopposed for the offices of Chairman and Vice-Chairman. The Chairman and Vice-Chairman both thanked Councillors for their continued support. Both post holders signed an Acceptance of Office form.

The Minutes of the Parish Council Meeting held on 9th April 2019 were agreed as an accurate record. The minutes were proposed and seconded and unanimously agreed for adoption.

Min. 3588 – Matters Arising from the Minutes – None.

Min. 3589 – Urgent Business as agreed by the Chair

In order to comply with the Transparency code, Councillors responsibilities were agreed, and would be published on the Parish Council's website.

Initials

ALCA Representative – Mr Ireland.

B&NES meetings, Chew Valley Forum, Parishes Liaison meeting – Mr Ireland.

Chew Valley Neighbourhood Plan Representatives – Mr Ireland and Mr Mitchell.

Finance - Mrs Wakeley.

Hall Committee Representative - Mr Hutton.

Highways, Pavements and Flooding issues – Mr P Wood.

Planning Matters – Mr Joyce, Mr Mitchell and Mrs Wakeley.

Recreation Ground care and maintenance – Mr Joyce.

The Chairman thanked Councillors for coming forward to fill the positions.

Min. 3590 – Newly Elected B&NES Councillor

The Chairman introduced and welcomed David Wood, the newly elected B&NES Councillor for the Mendip Ward. We were looking forward to a good working relationship between ourselves and Mr D Wood over the next 4 years.

Min. 3591 – Chew Valley Neighbourhood Plan

As a result of the elections there would be a handover period. At the June meeting the Steering Group would be re-formed to include B&NES Ward Councillors and two nominees from each of the 7 Parishes.

Unresolved issues included conflicts with the current Local Plan, possible conflicts with the Joint Spatial Plan and the new Local Plan and conflict between the CVNP and B&NES Policy, all of which would need to be addressed.

Min. 3592 – Extinction Rebellion

Concern had been raised regarding the possible formation of a Chew Valley Extinction Rebellion Chapter. As the Parish Council could do little to monitor their activities on their own, it was agreed to make WERN aware of the concern.

Initials

Min. 3593 - Community Infrastructure Levy (CIL) Funding

The fingerpost refurbishment was ongoing. The provision of bulbs and planters, Highways signs and markings as well as a sum towards Hall refurbishment had been agreed. A draft budget would be presented to the next meeting.

Min. 3594 – The General Data Protection Regulation (GDPR)

The GDPR and Retention Policy documents were presented to the meeting. It was proposed and seconded with all other Councillors in favour of adopting the GDPR and Retention Policy. The Policy would be reviewed in May 2020. The Chairman extended his thanks to the Councillor who had drafted the Policy.

Min. 3595 – Memorial Hall

The Hall Committee had been very enthusiastic and proactive in their pursuit to improve the Hall infrastructure. Quotations had been received for the lean-to roofs' replacement. The chosen contractor would be instructed to start work shortly. The electrical upgrade was ongoing, a hearing loop to be ordered soon.

Several opportunities for grant funding had been sourced and a Village Fete fundraiser had been organised for 10th August 2019.

The Parish Council would arrange for a road closure in front of the Crown and request a special cut of the Recreation Ground.

Councillors expressed their thanks to Members of the Hall Committee for their commitment to drive the Hall forward.

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Min. 3596 – Highways and Pavements

Shrubs/trees in the verge outside Hillside Cottage would be removed shortly.

White line re-painting at the bottom of Harptree Hill remained outstanding.

Initials

At Fairash, water was emanating from a patch of tarmac. Following a site meeting, B&NES had agreed to investigate.

The centre of the village was looking untidy. B&NES had notified that they would be spraying weeds in June. A monthly work party comprising of Volunteers was proposed, it would keep the centre of the village in good order.

Min. 3597 – Recreation Ground

The Recreation Ground was in good order.

Min. 3598 – Assets of Community Value

The Assets of Community Value proposal to register the Shop was ongoing.

Min. 3599 – Correspondence

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

1. ALCA – April In Short.
2. Planning Registration – Weekly List No.15.
3. Rural Services Network – The Rural Bulletin, 9th April 2019.
4. B&NES – Street Works – 09/04/19 – 15/04/19.
5. Came & Company – Newsletter.
6. B&NES Parish & TC Elections 2019.
7. Mendip Society – Newsletter.
8. B&NES – Register of Members’ Interests.
9. B&NES – Local Plan Briefing Note.
10. Peter Bowden – Crown Apron.
11. ALCA – Receipt.
12. Planning Registration – Weekly List No.16.
13. B&NES – Street Works – 16/04/19 – 22/04/19.
14. Rural Services Network – The Rural Bulletin, 16th April 2019.
15. B&NES – Interagency Meetings 2019.
16. B&NES – Register of Electors.
17. Peter Bowden – Crown Apron.
18. B&NES – PCs Register of Interests.
19. Peter Bowden – Acknowledgement.
20. CVNP Steering Group – Update Statement.
21. Planning Registration – Weekly List No. 17.
22. Development Management – Decision notification 19/01083/TCA, Tree Works. No objection.
23. Rural Services Network – The Rural Bulletin, 24th April 2019.
24. Development Management – New application, 19/01101/AR, Pitch 63, Chapel Lane, B3114.
25. B&NES Fix my Street – Stratford Lane.
26. B&NES Highways – Stratford Lane.
27. B&NES – ACVs, SPAR, WH.
28. Planning Registration – Weekly List No.18.
29. Rural Services Network – The Rural Bulletin, 30th April 2019.
30. B&NES – Street Works – 30/04/19 – 06/05/19.
31. B&NES – Traffic Safety acknowledgement Ref. 686325.
32. ALCA – In Short, Election Checklist for Clerks.
33. Development Management – Decision notification 19/00899/FUL, The Barn, Unregistered Property, The Street. Permit.
34. ALCA – CIL Briefing.
35. B&NES – Chief Executive, message from Ashley Ayre.
36. B&NES – Public Health News.
37. B&NES – Parish & TC Elections, Notice of Results.
38. B&NES – Street Works – 07/05/19 – 13/05/19.
39. NHS Bath & North East Somerset – Invitation from your local NHS to have your say on our five year plan for B&NES.
40. Rural Services Network – The Rural Bulletin, 8th May 2019.
41. B&NES – Weed Spraying Control.
42. B&NES – Parishes Online.
43. Mendip Hills AONB – The Mendip AONB, Big Visitor Count.
44. B&NES – Parish Toolkit.
45. B&NES – New Chair for Roman Baths Foundation.
46. Katie Lewis – Gigaclear.
47. B&NES – Road Closure Notice.
48. ALCA – Parish Council Representative.

The following item were received at the meeting – None.

Initials

Min. 3600 – Planning Matters

New application

- a. **Planning application 19/01101/AR**, Pitch 63 Chapel Lane B3114
Street Trading – Replacement, removal and re-location of public information boards.
Heron’s Green – Replace two existing signs (bird identification signs and interpretation sign with map).
Herriot’s Pool – Replace bird identification sign, re-location of interpretation sign to pool side of road, remove litter fining sign, remove unused tourist information sign.
Councillors unanimously agreed to support this application.

Application pending consideration

- b. **Planning application 18/02543/FUL**, Chew Valley Lake Walking and Cycle Trail, Walley Court Road, Chew Magna – Creation of a leisure trail for walkers and cyclists around Chew Valley Lake (including associated engineering works). **Now amended such that the Eastern Section and Southern Section are now excluded from the application. Permission now sought for North-West Section only.**

Notification of decision

- c. **Planning application 19/01083/TCA**, 3 The Courtyard - Tree Works, Birch (T1) fell. No Objection.
d. **Planning application 19/00899/FUL**, The Barn Unregistered Property, The Street, Compton Martin - Erection of single storey side extension with link to existing garage and hip roof following removal of dormer window and sloping roof section. Permit.

Min. 3601 – Financial Matters

The following invoice was proposed, seconded and agreed for payment:-

SSE, Electricity	£15.50
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To acknowledge receipt of Parish Precept, payment 1 of 2	£4,125.00
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Initials

Min. 3602 - Accounts

It was noted that the Accounts were received at the meeting, they were proposed and seconded with all other Councillors in favour of adopting them for the year ended 31st March 2019.

Min. 3603 – Internal Audit Report

It was noted that the Annual Internal Audit Report was received and reviewed prior to approving the Annual Governance Statement.

Min. 3604 – Annual Return, Audit – Annual Governance Statement

The Annual Return for the year ended 31st March 2019 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. 3605 – Annual Return, Audit – Accounting Statements

The Annual Return for the year ended 31st March 2019 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 2018/19 Part 3 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 AGAR Part 3, 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.

Initials

Min. 3606 – Standing Orders

The Standing Orders were reviewed and agreed. They were proposed, seconded and adopted. A review would take place in May 2020.

Min. 3607 - Financial Regulations

The Financial Regulations were reviewed and agreed. They were proposed, seconded and adopted. A review would take place in May 2020.

Min. 3608 - Meetings attended

CVNP Steering Group meeting (see report under CVNP).

Min. 3609 – Items for the Information of the Clerk – None.

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

Min. 3610 - Future Meetings

11th June at 7.30 p.m.

9th July at 7.30 p.m.

10th September at 7.30 p.m.

Chairman

Date Signed