

WEST HARPTREE PARISH COUNCIL

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

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Minutes of the remote meeting held on Monday 11th May 2020 starting at 7.30 p.m.

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.

No members of the public attended.

The Minutes of the Parish Council Meeting held on 9th March 2020 were agreed as an accurate record. The minutes were proposed and seconded and unanimously agreed for adoption.

Min. 3755 – Matters Arising from the Minutes – None.

Min. 3756 – Urgent Business as agreed by the Chair – None.

Min. 3757 - Delegation to Officers Scheme

It was proposed and seconded with all other Councillors in favour of adopting the Delegation to Officers Scheme. “To delegate authority to the Clerk in consultation with the Chairman and Vice-Chairman to take any action necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the Coronavirus Covid-19 pandemic, informed by consultation with the members of the council”.

Min. 3758 - Standing Orders 2020/21

It was proposed and seconded with all other Councillors in favour of adopting the Standing Orders for 2020/21, including the Addendum - owing to the increasing impact of the Coronavirus Covid-19 pandemic the Clerk in consultation with the Chairman and Vice-Chairman will take any action necessary to protect the interests of the community and ensure council business continuity during the period.

Initials

Min. 3759 - Financial Regulations 2020/21

It was proposed and seconded with all other Councillors in favour of adopting the Financial Regulations for 2020/21, including the Addendum - owing to the increasing impact of the Coronavirus Covid-19 pandemic the Clerk in consultation with the Chairman and Vice-Chairman will take any action necessary with expenditure to protect the interests of the community and ensure council business continuity during the period.

Min. 3760 – Accounts for the year ended 31st March 2020

It was noted that the Accounts were circulated for review prior to the meeting, they were proposed and seconded with all other Councillors in favour of adopting them for the year ended 31st March 2020.

Min. 3761 – Internal Audit Report

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

Min. 3762 – Annual Return, Audit – Annual Governance Statement

The Annual Return for the year ended 31st March 2020 was circulated prior 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. 3763 – Annual Return, Audit – Accounting Statements

The Annual Return for the year ended 31st March 2020 was circulated prior 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.

Initials

A copy of the internally audited Annual Governance and Accountability Return 2019/20 Part 3 and the dates of the period for the Exercise of Public Rights would be 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.

Min. 3764 - Local Plan Partial Update

An overview of the proposals had been circulated prior to the remote meeting. The matter was discussed in detail. It was reported that there could be changes to the plan which may be updated by means of guidance notes rather than policy change. It was agreed that B&NES should listen to Councils with a Neighbourhood Plan to iron out the differences between the Local Plan and NP to avoid conflict. It was highlighted that B&NES forgot that the rural parishes exist. B&NES Cllr Mr D Wood agreed to further this comment and report back within a month.

Four consultation responses had been drafted, it was proposed and seconded with all other Councillors in favour of sending these responses which were open, transparent and positive.

Min. 3765 - Recreation Ground

It was proposed and seconded with all other Councillors in favour of accepting B&NES Grounds Maintenance Contract for 2020/21.

It was noted that to comply with the current Coronavirus Covid-19 regulations on 28th March 2020 the play equipment had been taped off and appropriate signage displayed. This would be refreshed as and when necessary.

Min. 3766 – Correspondence

Please see Appendix 1

Initials

Min. 3767 – Planning Matters

New application

Planning application 20/01223/FUL, Whitecross Farm, Bristol Road –
Render to part of South elevation.

A Councillor declared an interest in this application and left the remote meeting only returning once the application had been discussed and a decision made.

It was proposed and seconded with all other Councillors in favour of supporting the application, noting that West Harptree Parish Council would prefer the render to be kept a traditional colour as it would be visible from the road.

Notification of decision

Planning application 20/00826/FUL, Sunnyside, Whistley Lane –
Demolition of front boundary wall and formation of off road parking space.

Planning application 19/05345/FUL, 19 Ridge Crescent – Erection of detached double garage following demolition of current garage. PERMIT.

Min. 3768 – Financial Matters

The Bank Reconciliation as at 31st March 2020 was agreed as a correct record.

The CIL Statement as at 31st March 2020 was agreed as a correct record.

Min. 3769 – Items for the Information of the Clerk

B&NES Cllr Mr D Wood spoke about the impact Coronavirus would have on B&NES finances and budget decisions going forward. The projected loss of £53,000,000, would be reduced to £43,000,000 due to Government funding of £10,000,000. The lost income was made up of less revenue from Heritage Services, Community Estates and parking charges, and an increase in the Social Care budget and the purchase of additional PPE. B&NES would need to draw up a new budget which would include a lot of cuts.

Initials

West Harptree's speeding project was on hold at present, Cllr D Wood agreed to progress this and update Councillors within a month.

It had been agreed that this project would be included in the 2021/22 transport budget. Cllr D Wood was trying to stop slippage in the Chew Valley transport budget, and was trying to make a case for the 20 mph speed reduction measures to go ahead as planned, citing that it would make walking to the shop/pub much easier. He was going to push West Harptree forward for a portion of the extra Government funding for walking and cycling projects. Cllr D Wood would report to the next meeting or within a month if a meeting was not necessary.

Memorial Hall – Councillors extended their appreciation to the Hall Committee for successfully securing a grant from B&NES to assist with maintaining the Hall during the Coronavirus Covid-19 trading restrictions.

Min. 3770 - Future Remote Meetings

Will be called in due course if necessary.

Chairman

Date Signed

Appendix 1**Min. 3766 – Correspondence**

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

March

1. B&NES - Pothole outside Mendip View.
2. Compton Martin Parish Council – re: Request for Support.
3. B&NES, Development Management – Notification of decision, 19/05345/FUL, 19 Ridge Crescent. PERMIT.
4. B&NES – Grounds Maintenance Contract.
5. B&NES – Reminder forthcoming Interagency meeting.
6. Ubley Parish Council – Climate & Nature Emergency.
7. Environment Agency – Flood Wessex, Community Hero.
8. Dom Hooper – Community Speed Watch.
9. AED Locator – Defibrillator.
10. B&NES - Planning Notification 20/01018/FUL, Coley.
11. B&NES – Planning Policy Update.
12. Environment Agency – Flood Wessex - B&NES, Prepared Resilience Day, 19th March, postponed.
13. B&NES - Planning Notification 20/00417/COND, Fairash Poultry Farm.
14. B&NES - Planning Notification 20/00561/COND, East Harptree.
15. Public Health – Coronavirus Covid-19 update 12th March 2020.
16. Ann Clifford – Litter picking equipment.
17. B&NES – Coronavirus update, 12th March 2020.
18. Compton Dando Parish Council – Street lighting maintenance contract.
19. Keep Britain Tidy – Covid-19, Stay safe during your GB Spring Clean.
20. Public Health - Covid-19 update, 13th March 2020.
21. Farrington Gurney Parish Council – Street lighting maintenance contract.
22. Kate Wembridge – Nextdoor app.
23. ALCA – NALC Spring Conference cancelled.
24. B&NES – re: Request for Support meeting, 24th March.
25. B&NES - Planning Notification 20/00801/FUL, Compton Martin.
26. B&NES, Planning Regulation – Weekly list No. 12.
27. B&NES – Street Works 17/03/20 – 23/03/20.
28. Rural Services Network – The Rural Bulletin, 17th March 2020.
29. B&NES – Interagency meeting cancelled.
30. Rachel Stowell – Millennium planter.
31. B&NES - Planning Notification 20/01048/FUL, East Harptree.
32. B&NES - Planning Notification 20/01065/FUL, East Harptree.
33. B&NES – Parishes Liaison meeting, 31st March cancelled.
34. The Great British Spring Clean – postponed until September.
35. ALCA – Coronavirus information for Parish and Town Councils, 18th March.
36. B&NES – Waste and recycling problems.
37. WERN – Community response to Covid-19 Coronavirus.
38. ALCA – All training cancelled.
39. AED Locator, Heartsafe invoice.
40. ALCA – Coronavirus – A Reminder.
41. ALCA – Parish Council meetings and Coronavirus.
42. B&NES - Planning Notification 19/05450/FUL, East Harptree.
43. B&NES - Planning Notification 19/05451/AR, East Harptree.
44. ALCA -Coronavirus, Delegation to Officers.
45. Leslie Zurburg – Waste collections.
46. ALCA – Help NALC in its ground breaking research on Dementia.
47. B&NES - Planning Notification 20/00735/FUL, East Harptree.
48. B&NES – Staying connected – news from the Connecting Communities Team.
49. NALC – Delegation to Officers.
50. ALCA – One West Customer News – GDPR and Covid-19, Council set up Volunteer Service.
51. ALCA – Coronavirus information for Parish and Town Councils, 23rd March.
52. ALCA – NALC Chief Executives Bulletin.
53. B&NES - Planning Notification 20/00592/CONDLB, Coley.
54. B&NES – Flash briefing, Coronavirus.
55. Came & Co – Measures we’ve taken to support your organisation.
56. B&NES, Planning Regulation – Weekly list No. 13.
57. B&NES – Street Works 24/03/20 – 30/03/20.
58. Rural Services Network – The Rural Bulletin, 24th March 2020.
59. Gov.uk – Daily Update, 24th March.
60. Somerset Forge – Invoice.
61. ALCA – Update on burial sites.
62. B&NES - Planning Notification 20/00747/TCA, Compton Martin.
63. ALCA – Coronavirus information, 25th March.
64. Gov.uk – Daily Update, 25th March.
65. B&NES – Local Community Support database.
66. SSE Business Energy – The latest news on Coronavirus, Covid-19.
67. B&NES – Animal Health poster.
68. Came & Co – Working together with your organisation.
69. B&NES – Grounds Maintenance 2020.
70. Judy Bowden – Local deliveries.
71. B&NES - Planning Notification 20/00771/TCA, Hinton Blewett.
72. Gov.uk – Daily Update, 26th March.
73. East Harptree Primary School – Cil funding.
74. ALCA – Cyber advice.
75. B&NES - Planning Notification 20/00338/COND, Coley.
76. ALCA – Coronavirus information for Parish and Town Councils, 27th March.
77. ALCA – CNN/County APPG – Rural bus enquiry, deadline extended.
78. Chew Magna Climate & Nature Emergency Group – Notes from meeting.
79. ICO – Date Protection and Covid-19.
80. B&NES – Letter from Dawn Dury to Jacob Rees Mogg to bring forward legislation for Town and Parish Councils.

Initials

81. Gov.uk – Daily Update, 27th March.
82. Countryside Alliance – Good news goes a long way.
83. Gov.uk – Daily Update, 28th March.
84. Gov.uk – Daily Update, 29th March.
85. Gov.uk – Daily Update, 30th March.
86. B&NES, Planning Regulation – Weekly list No. 14.

April

91. B&NES - Planning Notification 20/01222/TPO, East Harptree.
92. South Stoke Parish Council – Street Lighting, the current position.
93. B&NES - Planning Notification 20/01218/FUL, Compton Martin.
94. B&NES - Planning Notification 20/01219/FUL, East Harptree.
95. Gov.uk – Daily Update, 1st April.
96. B&NES – Update for Parishes, Covid-19 Food parcels.
97. ALCA – Whirlpool recall.
98. Rural Services Network – Rural Funding Digest, April 2020.
99. Gov.uk – VAT claim confirmation.
100. ALCA – Coronavirus information for Parish and Town Councils, 2nd April.
101. Calor Rural Community Fund – There is only one week left to apply.
102. Gov.uk – Daily Update, 2nd April.
103. ALCA – Coronavirus information for Parish and Town Councils, 3rd April.
104. Gov.uk – Daily Update, 3rd April.
105. Gov.uk – Daily Update, 4th April.
106. Gov.uk – Daily Update, 5th April.
107. Gov.uk – Daily Update, 6th April.
108. WERN – Community response to Covid-19.
109. ALCA – Remote Council meetings.
110. B&NES – Planning Policy – Local Plan, partial update and draft statement from community involvement.
111. B&NES, Planning Regulation – Weekly list No. 15.
112. B&NES – Street Works 07/04/20 – 13/04/20.
113. Rural Services Network – The Rural Bulletin, 7th April 2020.
114. Gov.uk – Daily Update, 7th April.
115. B&NES - Planning Notification 19/05450/FUL, East Harptree.
116. B&NES - Planning Notification 19/05451/AR, East Harptree.
117. Gov.uk – Daily Update, 8th April.
118. Public Health News, April.
119. ALCA – Coronavirus update, 8th April.
120. ALCA – Audit.
121. ALCA – Delegation to Officers.
122. Environment Agency – Flood Wessex Newsletter.
123. Cllr David Wood – Village Co-ordinators.
124. Nigel Coles – Zoom meeting.
125. Gov.uk – Daily Update, 9th April.
126. Gov.uk – Daily Update, 10th April.
127. ALCA – Coronavirus information for Parish and Town Councils, 10th April.
128. B&NES - Planning Notification 20/01219/FUL, East Harptree.
129. Gov.uk – Daily Update, 11th April.
130. Gov.uk – Daily Update, 12th April.
131. Gov.uk – Daily Update, 13th April.
132. Gov.uk – Daily Update, 14th April.
133. B&NES, Planning Regulation – Weekly list No. 16.

87. B&NES – Street Works 31/03/20 – 06/04/20.
88. Rural Services Network – The Rural Bulletin, 31st March 2020.
89. Gov.uk – Daily Update, 31st March.
90. ALCA – Coronavirus Covid-19, What you need to know about wage recovery.
134. B&NES – Street Works 14/04/20 – 20/04/20.
135. Rural Services Network – The Rural Bulletin, 14th April 2020.
136. Compton Martin Parish Council – Greenacres Farm planning application.
137. ALCA – Secure use of video conferencing.
138. Gov.uk – Daily Update, 14th April.
139. ALCA – Coronavirus information for Parish and Town Councils, 15th April.
140. Gov.uk – Daily Update, 15th April.
141. B&NES - Planning Notification 20/01348/TCA, Hinton Blewett.
142. Bath Mind – Mental health support.
143. Gov.uk – Daily Update, 16th April.
144. B&NES – Mobile Library update.
145. Gov.uk – Daily Update, 17th April.
146. SSE – Direct debit confirmation.
147. B&NES- Development Management, New application 20/01223/FUL, Whitecross Farm, Bristol Road.
148. B&NES – Planning application 20/01223/FUL, extension granted.
149. Gov.uk – Daily Update, 18th April.
150. Gov.uk – Daily Update, 19th April.
151. Gov.uk – Daily Update, 20th April.
152. Cllr D Wood – Harptree Cemetery.
153. ALCA – Village Hall on lockdown, funding support, are you thinking about ...
154. Compton Martin Parish Council – copy of response to planning application 20/-1218/FUL, Greenacres Farm.
155. Gov.uk – Daily Update, 21st April.
156. B&NES, Planning Regulation – Weekly list No. 17.
157. B&NES – Street Works 21/04/20 – 27/04/20.
158. Rural Services Network – The Rural Bulletin, 21st April 2020.
159. B&NES – Development Management, Notification of decision, 20/00826/FUL Sunnyside. PERMIT.
160. ALCA – Co-option during lockdown.
161. Gov.uk – Daily Update, 22nd April.
162. B&NES – Grounds Maintenance Contract.
163. Environment Agency – Flood Wessex, protecting the flood warning service offered during the Coronavirus pandemic.
164. B&NES - Planning Notification 20/01219/FUL, East Harptree.
165. Gov.uk – Daily Update, 23rd April.
166. Gov.uk – Daily Update, 24th April.
167. ALCA – Village Halls, eligibility for Covid-19 Business grants.
168. ALCA – Coronavirus information for Parish and Town Councils, 24th April.
169. Gov.uk – Daily Update, 25th April.
170. Gov.uk – Daily Update, 26th April.
171. Gov.uk – Daily Update, 27th April.
172. Gov.uk – Daily Update, 28th April.

Initials

- 173. ALCA – Online training.
- 174. Came & Company – Local Insurance.
- 175. ALCA – Supplementary Standing Orders and remote meetings.
- 176. B&NES, Planning Regulation – Weekly list No. 18.
- 177. B&NES – Street Works 28/04/20 – 04/05/20.

May

- 182. Gov.uk – Daily Update, 1st May.
- 183. Gov.uk – Daily Update, 2nd May.
- 184. Gov.uk – Daily Update, 3rd May.
- 185. B&NES, Planning Regulation – Weekly list No. 19.
- 186. B&NES – Street Works 28/04/20 – 04/05/20.
- 187. Rural Services Network – The Rural Bulletin, 6th May 2020.
- 188. Clerks & Councils Direct publication.
- 189. Gov.uk – Daily Update, 6th May.
- 190. B&NES - Planning Notification 20/01570/VAT, Coley.
- 191. Gov.uk – Daily Update, 7th May.

- 178. Rural Services Network – The Rural Bulletin, 28th April 2020.
- 179. Gov.uk – Daily Update, 29th April.
- 180. B&NES - Planning Notification 20/01065/FUL, East Harptree.
- 181. Gov.uk – Daily Update, 30th April.

- 192. Rural Services Network – Rural Funding Digest, 7th May 2020.
- 193. ICO – Latest news from the ICO.
- 194. Gov.uk – Daily Update, 8th May.
- 195. Gov.uk – Daily Update, 9th May.
- 196. Gov.uk – Daily Update, 10th May.
- 197. Gov.uk – Daily Update, 11th May.
- 198. B&NES – Virtual Interagency meeting, 13th May.
- 199. B&NES – Compassionate communities weekly bulletin.
- 200. B&NES - Planning Notification 20/0801/FUL, Compton Martin.

