

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 4<sup>th</sup> May 2021 starting at 7.45 p.m. following the Annual Parish Meeting.

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

**Min. 3855 – Election of Officers**

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

APOLOGIES: Mrs R Wakeley.

No members of the public attended.

The Minutes of the Parish Council Meeting held on 19<sup>th</sup> April 2021 were agreed as an accurate record. The minutes were proposed and seconded and unanimously agreed for adoption.

**Min. 3856 – Matters Arising from the Minutes – None.**

**Min. 3857 – Urgent Business as agreed by the Chair – None.**

**Min. 3858 – Correspondence**

Please see Appendix 1.

**Min. 3859 - Delegation to Officers Scheme**

It was proposed and seconded with all other Councillors in favour of adopting the Delegation to Officers Scheme for a further 12 months in order to safeguard the smooth running of Council business should Covid advice/restrictions change. “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”.

Initials ....

**Min. 3860 - Standing Orders 2021/22**

It was proposed and seconded with all other Councillors in favour of adopting the Standing Orders for 2020/21. The Standing Orders would be reviewed during the next 12 months.

**Min. 3861 - Financial Regulations 2021/22**

It was proposed and seconded with all other Councillors in favour of adopting the Financial Regulations for 2020/21. The Financial Regulations would be reviewed during the next 12 months.

**Min. 3862 – Accounts for the year ended 31<sup>st</sup> March 2021**

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 31<sup>st</sup> March 2021.

**Min. 3863 – Internal Audit Report**

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

**Min. 3864 – Annual Return, Audit – Annual Governance Statement**

The Annual Return for the year ended 31<sup>st</sup> March 2021 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. 3865 – Annual Return, Audit – Accounting Statements**

The Annual Return for the year ended 31<sup>st</sup> March 2021 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 2020/21 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, Certificate of Exemption would be sent to the External Auditor.

**Min. 3866 - Community Infrastructure Levy**

Church Clock – Smith of Derby had been instructed to repair the clock as detailed in their report. An Engineer would dismantle the clock for it to be refurbished in due course.

Recreation Ground – It was agreed to draw up a specification and go out to tender for the refurbishment of the Recreation Ground to include, fencing of the footpath, a new access gate and additional facilities such as a goal post. The specification would be agreed at the next meeting.

In addition to the above funds had been reserved for traffic calming measures and the Bus Shelter roof repair.

It was suggested that land could be purchased for car parking, but as the village was quite compact it was agreed that there was little suitable land available.

**Min. 3867 – Local Plan Partial Consultation**

There was nothing to add to the previous report.

**Min. 3868 – Chew Valley Climate and Nature Emergency**

The Chew Valley Working Group continued their pursuit to phase out fossil fuels.

**Min. 3869 - Recreation Ground**

Councillors had no objection in principle to a request from the Memorial Hall Management Team to use the Recreation Ground as an Open Air Cinema. A Councillor would discuss the finer details with their representative.

Initials ....

**in. 3870 – Planning Matters**

New application(s)

**Planning application 21/01975/FUL**, Sunnyside, Whistley Lane – Replacement windows.

It was unanimously agreed to strongly support this application. The replacement windows were of traditional design and in keeping with the house, a great improvement.

Non-Material Amendment

**Planning application 21/01982/NMA**, East Barn, Bristol Road – Non-Material Amendment to application 19/05414/FUL (Change of use of existing office accommodation (Use Class B1) into a single dwelling (Use Class C3)).

Councillors asked the Ward Councillor to look into re-classifying the Non-Material Amendment in order for them to comment.

Application(s) pending consideration

**Planning application 21/00764/FUL**, 1 Nine Elms Cottages - Erection of double garage and workshop to replace existing storage container and sheds.

**Planning application 21/00894/FUL**, Sunnyside, Whistley Lane – Erection of single storey rear extension and internal alterations.

**Planning application 21/00050/FUL**, Orchard Cottage, Ridge Lane – Erection of a two storey 3 / 4 bedroom dwelling, car port for 2 cars and additional parking for 4 cars following demolition of existing cottage.

**Planning application 20/004595/FUL**, Land to the South of Widcombe Lodge (Hinton Blewett) – Erection of dwelling, covered parking, implementation store and formation of vehicular access.

**Min. 3871 – Items for the Information of the Clerk**

Bus Shelter Roof – The quotations requested to repair the structure would be followed up.

Initials ....

Clerk – To note that the Clerk had received her annual review and had declined the offer of pension provision.

Flowerbed – Thanks, were extended to the Volunteers who had weeded and tidied the Triangle.

Ward Councillor – Thanks, were also extended to the Ward Councillor for his continued support.

**Min. 3872 - Future Meetings**

The date of the next meeting: Provisionally 14<sup>th</sup> June 2021 at 7.30 p.m.

The Chairman declared the meeting closed at 8.35 p.m.

Chairman .....

Date Signed .....

**Appendix 1**

**Min. 3858 – Correspondence**

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

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| 1. Rural Services Network – The Rural Bulletin, 20 <sup>th</sup> March.                      | 11. Rural Services Network – The Rural Bulletin, 27 <sup>th</sup> April.                           |
| 2. B&NES – Planning Regulations, Weekly List No. 17.   | 12. B&NES – Planning Regulations, Weekly List No. 18.  |
| 3. B&NES – Parishes Street Lighting.   | 13. B&NES – LPPU and SPDs Parish Webinar.  |
| 4. B&NES – Planning Notifications – 21/01072/FUL, East Harptree.                             | 14. WH Memorial Hall – The Recreation Ground.  |
| 5. B&NES – Weed Spraying.  | 15. B&NES – Development Management, New application 21/01975/FUL, Sunnyside, West Harptree.        |
| 6. B&NES – Mobile Library.   | 16. B&NES – Planning Notifications – 21/01982/NMA, East Barn, Bristol Road, West Harptree.         |
| 7. ALCA – Update the Court hearing on remote meetings.                                       | 17. Cathryn Borthen – Play park.   |
| 8. ALCA – Finance training.  | 18. B&NES – Planning Notifications – 20/04311/FUL, Compton Martin and 21/01569/FUL, East Harptree. |
| 9. B&NES – Planning Notifications – 21/01723/LBA, East Harptree.                             |  |
| 10. Jackie Head – Survey being carried out by CVAF Climate & Nature Emergency Working Group. |  |