

WEST HARPTREE PARISH COUNCIL

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

Page 1 of 22/23

Minutes of the Parish Council meeting held on Monday 11<sup>th</sup> April 2022 starting at 7.30 p.m.

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

APOLOGIES: Mr C Gay.

One member of the public attended.

The Minutes of the Parish Council Meeting held on 14<sup>th</sup> March 2022 were agreed as an accurate record. The minutes were proposed and seconded and unanimously agreed for adoption.

The Minutes of the Parish Council Meeting held on 14<sup>th</sup> February 2022, agreed, but not available for signature on 14<sup>th</sup> March 2022 were also signed.

**Min. 3997 – Matters Arising from the Minutes – None.**

**Min. 3998 – Urgent Business as agreed by the Chair – None.**

**Min. 3999 – Correspondence**

Please see Appendix 1.

**Min. 4000 – Notice of a Councillor Vacancy**

After 11th April, B&NES Democratic Services would inform the Council if they had received any requests for an election. If no requests had been received the vacancy would be advertised and filled by co-option at the May meeting.

**Min. 4001 – Clerk Vacancy**

The appropriate documents had been reviewed and agreed. Two Councillors were thanked for their effort. The Clerk vacancy would be advertised on the PC website, in the Chew Valley Gazette and in the Parish News. Going forward, a payroll specialist would be engaged to pay the Clerk's salary.

**Min. 4002 – Accounts for the year ended 31<sup>st</sup> March 2022**

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 2022. Initials ....

**Min. 4003 – Internal Audit Report**

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

**Min. 4004 – Annual Return, Audit – Annual Governance Statement**

The Annual Return for the year ended 31<sup>st</sup> March 2022 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. 4005 – Annual Return, Audit – Accounting Statements**

The Annual Return for the year ended 31<sup>st</sup> March 2022 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.

A copy of the internally audited Annual Governance and Accountability Return 2021/22 Form 2 and the dates of the period for the Exercise of Public Rights would be posted on the website.

The completed AGAR Form 2, Certificate of Exemption would be sent to the External Auditor.

**Min. 4006 – Memorial Hall**

The Hall Committee had circulated their report to the National Lottery Fund which explained the journey so far and detailed the many new hall users and the activities provided.

Initials ....

**Min. 4007 - Highways**

Rights of Way – In response to a letter received from B&NES, it was agreed that there was very little work needed to the public footpath network in the Parish. Currently under review was a proposal to increase the width of the two bridges on the Roman road, CL.

20mph Speed Limit – The revised start date, due to staff sickness for Phase I was the first week in May.

Further to a meeting with the Highways Engineer, several options for Phase II had been priced up. It was agreed to arrange another public meeting, possibly in July, to enable villagers to give their opinion before a final decision was made. Timing was essential, Councillors were mindful of the fact that the village centre would be resurfaced during the second half of August 2022.

Litter Pick – Residents were reminded that a litter pick would take place on Saturday 16<sup>th</sup> April, starting at 10 a.m. from the Bus Shelter. The Clerk would circulate a risk assessment. All safety equipment would be provided

Drain Covers – To note that 4 drain covers removed from Bellhorse Lane had been replaced.

Triangular Flowerbed – It was noted that the Triangle planting looked amazing, the best it had ever been.

**Min. 4008 - Recreation Ground**

It was agreed to purchase 3x Dog prohibition signs, one wall mounted and one for each gate at a cost of approx. £25.

It was proposed and seconded with all other Councillors in favour of accepting the B&NES grass cutting contract for the year 2022/23.

A National Lotteries grant application to provide play equipment was agreed and would be submitted before the end of the week.

**Min. 4009 – Bus Shelter**

The Bus Shelter roof refurbishment was ongoing.

Initials ....

**Min. 4010 – Local Plan Partial Update Consultation**

The matter was ongoing.

**Min. 4011 – Chew Valley Climate and Nature Emergency**

All future reports from the Chew Valley Climate and Nature Emergency Group were publicly available in the Chew Valley Gazette. The item would be removed from the agenda.

**Min. 4012 – Platinum Jubilee of Queen Elizabeth II**

A road closure application would be submitted to B&NES prior to the 22<sup>nd</sup> April deadline.

**Min. 4013 - Community Infrastructure Levy**

Projects underway included, supporting the 20mph speed project and replacing the Bus Shelter roof.

**Min. 4014 – Ward Councillor’s Report**

Please see Appendix 2.

**Min. 4015 – Planning Matters**

**New application**

Application No. 22/01237/FUL – Bungalow Farm Workshop, East Harptree Road – Variation of condition 2 (plans list) of application 19/000958/FUL (Infill space between two industrial buildings to form new building and retrospective permission for further industrial building).

It was agreed to support the application on the grounds that it reduced visual impact.

**Min. 4016 – Finance**

To agree payment of the following invoices:-

A P Tovey Agricultural Contractors, Rec Ground fencing	£5,918.51
Mrs J Burdge Clerk’s Wages	£1,456.00
Clerk’s Expenses	£ 48.71
Avon Local Councils Association, Subscription	£ 130.97
Dial a Ride, Community Transport	£ 75.00
Microbitz, Office Supplies	£ 97.39

Initials ....

To acknowledge receipt of 50% Parish Precept 2022/23 £4,500.00

The bank reconciliation as at 31<sup>st</sup> March 2022 was agreed as a correct record.

**Min. 4017 – Meetings attended**

A Councillor met with B&NES Highways Engineer to look at Phase II Speed reduction options.

**Min. 4018 – Items for the Information of the Clerk – None.**

**Min. 4019 - Future Meetings**

Date of the next meeting: Monday 9<sup>th</sup> May at 7.30 p.m. The Annual Parish Meeting/Assembly followed by the Annual meeting of the Parish Council.

The Chairman declared the meeting closed at 8.40 p.m.

Chairman .....

Date Signed .....

## Appendix 1

### Min. 3999 – Correspondence

#### March 2022

1. B&NES, Planning Notifications – 21/04801/LBA
2. B&NES – Weekly Planning List No. 11.
3. B&NES – Street Works 15/03/22 – 21/03/22.
4. Rural Services Network – The Rural Bulletin, 15<sup>th</sup> March.
5. ALCA – NALC Briefing on Ukraine.
6. A P Tovey Agricultural Contractors – Invoice.
7. B&NES – Agenda, Parish Liaison meeting, 23<sup>rd</sup> March.
8. B&NES, Planning Notifications – 22/00390/FUL, Compton Martin.
9. B&NES – A37/A367 Bus, Walking and Cycling Study – Engagement Update.
10. B&NES – Jobs Fair poster.
11. B&NES – Parish Charter Report.
12. B&NES – Weekly Planning List No. 12.
13. B&NES – Street Works 22/03/22 – 28/03/22.
14. Rural Services Network – The Rural Bulletin, 22<sup>nd</sup> March.
15. B&NES – WHPC Councillor resignation.
16. ALCA – Subscription.
17. B&NES, Planning Notifications – 22/01214/FUL, Compton Martin.
18. B&NES – Tree planting.
19. B&NES – Grass cutting contract.
20. B&NES – Weekly Planning List No. 13.
21. B&NES – Street Works 29/03/22 – 04/04/22.
22. Rural Services Network – The Rural Bulletin, 29<sup>th</sup> March.
23. B&NES, Planning Notifications – 22/01215/COND, Hinton Blewett.
24. B&NES, Planning Notifications – 22/01324/TCA, Compton Martin.
25. B&NES – Notification of Waste and Recycling collection problems.
26. B&NES, Planning Notifications – 22/00304/FUL, East Harptree.
27. B&NES – New Opportunities, Keynsham Employment Event.
28. B&NES – Young People and Libraries Survey.

#### April 2022

1. B&NES – Remittance Advice.
2. B&NES, Planning Notifications – 22/00304/FUL, East Harptree and 22.01237/BAR, Bungalow Farm Workshop, West Harptree.
3. B&NES – Weekly e newsletter, 31<sup>st</sup> March.
4. B&NES – Notification of Waste and Recycling collection problems.
5. B&NES, Development Management – New application 22/01237/VAR, Bungalow Farm Workshop, West Harptree.
6. B&NES – Support for B&NES entrepreneurs and small business.
7. B&NES – Weekly Planning List No. 14.
8. B&NES – Street Works 05/04/22 – 11/04/22.
9. Rural Services Network – The Rural Bulletin, 5<sup>th</sup> April.
10. West Harptree Memorial Hall – National Lottery report.
11. B&NES – Public Health Newsletter, April 2022 Edition.
12. B&NES – Tree planting data.
13. B&NES, Planning Notifications – 22/00993/FUL, Hinton Blewett.
14. B&NES, Planning Notifications – 22/00993/FUL, Hinton Blewett, 22/01399/CLPU, Coley, 22/01400/FUL, Coley and 22/01424/TCA, East Harptree.
15. Rural Services Network – Rural Funding Digest, April 2022 Edition.
16. B&NES – Parish/Town Councils Virtual Briefing on B&NES New Local Plan.
17. B&NES – Notification of Waste and Recycling Collection problems.
18. B&NES, Highways – Bellhorse Lane update.
19. CPRE Avon and Bristol – Director’s bulletin.
20. B&NES – Weekly e newsletter.
21. B&NES – Chew Valley Area Forum, Follow up.
22. B&NES – Weekly e-newsletter, 7<sup>th</sup> April.
23. ALCA – In Short, April 2022.

## **Appendix 2**

### **Min. 4014 – Ward Councillor's Report**

7/4/22

I will be at the meeting on 11/4/22 but need to send my apologies to the meeting on 9/5/22 as I will be on holiday (assuming travel is not restricted at this time).

#### **WH Speeding Phase 1:**

There has been a slip in the delivery timetable due to contractor sickness. Phase 1 is currently planned to be on the ground in the first two weeks of May 2022. I will advise about any updates I receive.

#### **WH Speeding Phase 2/3:**

As noted at the last meeting the B&NES Council budget allocated £10,000 for phase 2. There is a presumption that all traffic schemes should be in place by the end of 2022, unless there is a compelling reason otherwise. I'm on the Transport Board that is setting the timetable for schemes in 2022/23, so I will be able to monitor this actively.

How is it best to build community consensus on what might be Phase 2 and perhaps Phase 3 of the speeding project? A public meeting or an email/paper exercise by WHPC? (I'm always willing to help).

I will start to position the case for a Phase 3 in the 2023/4 budget set in February 2023, in case this is needed.

#### **Resurfacing of A368 and Ridge Crescent:**

To achieve economies of scale the resurfacing of Ridge Crescent (2021/22 budget) and the portion of the A368 (2022/23 budget) will be completed as part of the same job. This is currently due to take place in the latter half of August 2022, but this is a provisional date. Is it my hope that the two budgets being combined into one job will help the case for the A368 resurfacing to extend through the village.

#### **Road Closure for Queen's Golden Jubilee:**

I have discussed with Lynda Deane and Neil Terry the specific case of the closure of one side of the triangle in West Harptree for the Jubilee. They indicated there would be no problem with this proposal. The deadline for applications is 22/4/22 and I recommend WHPC include the following in the application:

- That this has been discussed between myself, Lynda and Neil
- That this section has been closed on previous similar occasions
- Note down any arrangements with the Crown around there being no access to their car park during the closure

#### **Litter Picking on A368:**

Ahead of the village litter pick I enquired about picking with stop/go boards on the dangerous section beyond Parsonage Close. This was completed once earlier in 2022, but there is due to be a further pick on 19/4/22.