

# EAST HARPTREE PARISH COUNCIL

## Minutes of the Parish Council Meeting held on Tuesday 18<sup>th</sup> April 2023 at 7.30pm in The Theatre, East Harptree

**Present:** Cllrs Andrew Jones (Chair), Pam Carver (Vice-chair), Richard Coombs, Kate Gillingham and Alan Harper.

**Clerk:** Sarah-Jane Streatfeild-James

### Minutes 2023/04

1. **Apologies for absence:** Cllrs Mick Underhill and John Vinson. Ward Councillor David Wood.

2. **Public forum:**

i) 3 members of the public attended the meeting. One resident spoke to promote the new on demand bus service, WESTlink (DRT). She asked the parish council to promote it where they can, it's important to show there is a need. It will be the only local bus service from July 23 when the 672 ceases to run locally. Lots of information is available via Facebook, a new group called 'Bus Transition in the Chew Valley'. The PC has requested publicity materials from B&NES and will advertise when received. EHPC agreed a request to write to WECA to commend them for WESTlink and ask them to continue to work closely with the Chew Valley groups. Resident to send PC a copy of proposed motion. Resident offered to run a Zoom session for residents, PC to promote. Resident also asked the PC to agree to a 'roadshow', the buses will each go to a village, on a Sunday, to raise profile and advertise service. When materials are available, they will be circulated.

Another resident commented that a site notice for the current planning application, 22/05092/FUL, Land north of 4 High St, had not been posted at the site. He has been in touch with B&NES, another notice has been sent to the applicant to post, and the option to comment on the B&NES planning portal has been reopened for another 3 weeks. The resident also noted that there is no Conservation Area appraisal documented on the B&NES website, a new document of 'locally listed heritage assets' should be created, the work done to produce the village character assessment for the Chew Valley Neighbourhood Plan could aid this. This additional LLHA register could include buildings, walls, trees etc. Agreed to add motion to future agenda looking at the PC supporting a working group to undertake this subject to producing a statement clearly setting out what the statutory basis and goals were. Resident offered to take a lead on this.

ii) Report from Ward Councillor – not present.

3. **Declarations of interest:** Cllr Gillingham expressed an interest in planning application 23/01051/FUL.

4. **Confirmation of the minutes of the previous meeting:** accepted as a true record of the meeting on 21<sup>st</sup> March 2023. Unanimously agreed. A hard copy was signed by the Chair and returned to the Clerk.

5. **Planning applications:**

i) **Application Reference:** [23/01051/FUL](#)  
**Application Address:** St Michael's Cottage, Townsend, East Harptree, BS40 6BH  
**Proposal:** Erection of double timber garage with garden store on existing parking area. *EHPC informally discussed this at the previous meeting, noting EHPC considered this a high-quality application, no negative visual effects were noted, and the design and materials were of a high specification. EHPC agreed unanimously to SUPPORT this application.*

ii) **Application Reference:** [23/01254/FUL](#)  
**Application Address:** The Stewartry , Wallace Lane, East Harptree, BS40 6BU  
**Proposal:** Erection of single storey rear extension and replacement of windows. *EHPC noted the extension will be built using matching materials and is a modest single storey extension. The windows will be improved throughout, there are no overlooking windows, agreed unanimously to SUPPORT this application.*

iii) **Application Reference:** [23/01366/COND](#)  
**Application Address:** Coley Cottage , Coley Road, Coley, BS40 6AN  
**Proposal:** Discharge of condition 3 (Flagstones (Bespoke)) of application 21/02682/FUL (Internal alterations, repairs & replacement where necessary of external doors & windows, and the installation of a new rooflight). *EHPC agreed unanimously to leave the decision to the relevant B&NES officer.*

6. **Formal motions requiring a decision:**

i) A report of the meeting between the Parish Council and B&NES Highways Team regarding road safety proposals in East Harptree was shared with councillors. Cllr Coombs was thanked for his work on this. The following findings and actions were noted.

Enhanced signs on the W Harptree to Coley Road – welcome signs are possible but the roundel must be at the top of the sign. The signs are 1.5m wide so many entry points to the village are not suitable. Agreed that the 2 chicanes on Coley Road could be suitable places to site signs. Noted that each sign is £1000 + installation.

A pedestrian crossing had been suggested at the crossroads on the Coley Road and the High St/Townsend junction. B&NES advised that any pedestrian/zebra crossing is only possible where there are street lights. B&NES also said the lines of sight are poor at this site. This proposal has to be ruled out. There is an option to expand the

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pavement so the line of sight is improved, and in so doing narrow the road to slow traffic, EHPC agreed to explore this further, Cllr Coombs to ask B&NES for further information on these options at this junction.

A pedestrian friendly area in the centre of the village with different coloured tarmac has been suggested. B&NES advised the cost of for this would be £20K. Plans such as this only tend to exist in urban areas, B&NES suggested tactile patches (eg 1m wide) on the entrances to the central area on Church Lane, High Street, Whitecross Road, Water St and Middle St. (Please see attached plan from B&NES regarding this).

Agreed to ask B&NES for their view on efficacy of ideas and costing of the proposal. It was also noted that there is no data to show the effects of the new 20mph speed limits in the village.

With regards to extending the 20mph zone up Smithams Hill, B&NES advised this was not possible due to being a rural road.

The 'Walking Bus' proposal is being pursued by the school, advised that there is funding available to support this. School to contact Rebecca Astin at B&NES to take forwards.

Agreed to ask B&NES to undertake speed monitoring in the village to evidence any compliance with new 20mph limit. To also ask B&NES for further information on traffic calming/extending pavements at the Coley Rd crossroads, and also for advice regarding tactile strips and signage at the entrance to the centre of the village where pedestrians walk in the road where there are no pavements. To consider ways to take ideas back to the residents for comments.

- ii) The following policies were agreed and re-adopted:

Disciplinary Procedure  
Grievance Procedure

## **7. Finance:**

- i) To note standing orders:

SJ Streatfeild-James - clerks salary (April)

Paul Sperring - sweepers salary (April)

- ii) The bank reconciliation and bank statements were checked and signed for the year end.

- iii) The Chair provided a brief overview of the financial situation of the council, the accounts showed a c. £1K saving against the budget, with a balance of approx. £12k of precept funds to carry forwards. Discussed interest accrued from CIL money in a deposit account to be recognised in the precept account, agreed to transfer £10K of the precept funds to savings account to gain interest on this. The Statement of Accounts for 22-23 were agreed and signed.

- iv) To note receipt of 1<sup>st</sup> precept payment of £7576 on 5<sup>th</sup> April

- v) The following payments were agreed (all within budget):

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Date	Item	Payee	VAT	Total
11.4.23	Clerk expenses – HWA x 1, printing @£4.99	SJ Streatfeild-James	£0.83	£16.99
1.4.23	Annual subscription to ALCA	ALCA		£176.92
8.4.23	Electricity to clock (annual amount)	NPower	£8.00	£168.04
12.4.23	Hall hire for Annual Village Meeting	VH Committee		£32.09

## 8. **Matters of report:**

- i) The High Street has now been resurfaced, this may have resulted in some flooding at the playing fields, the drains in the High Street were also unblocked prior to resurfacing works. Playing Field committee discussing issue with B&NES.
- ii) The agenda item stated to receive update of the Asset Register. The register of assets belonging to the PC is up to date. Noted that the benches, the 2 village pumps and the hearing loop in the theatre may need maintenance. Clerk to look at purchase price of the phone box as listed on the register. A resident had asked about creating a register of village assets, as noted above, regarding 'locally listed heritage assets.' This would be something completely separate to the Parish Council's Asset Register (although there could be some overlap of items). It could be very useful in assessing planning applications.
- iii) Notice was received on 5th April that the election for parish councillors in East Harptree and Coley is uncontested. Therefore six of the current councillors are reselected. The council now has one vacancy, if anyone is interested in filling this vacancy to contact the clerk for a very straightforward application form. Anyone interested must be available to attend the next PC meeting on 16<sup>th</sup> May, when co-option would take place. To advertise on noticeboard, and attach application form with minutes. Cllr Jones noted that he is keen for other councillors to take on the role of Chair if they would like to, so will step down to facilitate this. He will remain overseer of the RFO. The 6 elected councillors must complete an 'Acceptance of Office' form before the Annual Meeting of the Parish Council on May 16<sup>th</sup>, and also the 'Declaration of Interests' form. Clerk to forward to councillors.
- iv) Photo ID will be required for all voters for the May 23 elections, information is being shared with residents.
- v) Information regarding changes to bus provision and the introduction of 'Demand Responsive Transport' (DRT) previously noted above.
- vi) The Parish Council has been notified that The Waldegrave Pub has been relisted as an 'Asset of Community Value' dated 3<sup>rd</sup> April 2023. It is currently for sale, but meetings of volunteers in the Community Pub Working group with an interest in ensuring the pub remains a community asset are ongoing and they hope to report back to the village in May.
- vii) Minutes and papers from the CV Area Forum Climate & Nature Emergency Working Group have been circulated to councillors.

- viii) The Chair congratulated the Clerk for passing the CiLCA qualification and becoming a qualified clerk. He asked councillors in the next few months to consider the pros and cons of adopting the General Power of Competence, now that the council fulfils the criteria.
- ix) The Plumley's Charity have called an EGM on May 3<sup>rd</sup>. Parish Councillors would be welcome to attend the meeting. Clerk to forward details of the meeting to councillors and ask for attendance. Current Trustees would like councillors to be nominated as Trustees to the charity going forwards.

Meeting closed at 9.15pm.

Next meeting **Tuesday 16<sup>th</sup> May 2023** at 7.30pm in The Theatre, East Harptree, (this includes the Annual Meeting of the Parish Council).