

# EAST HARPTREE PARISH COUNCIL

## Minutes of the Parish Council Meeting held on Tuesday 16<sup>th</sup> May 2023 at 7.30pm in The Theatre, East Harptree

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

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

### Minutes - 2023/05

1. **Apologies for absence:** none

2. **Public forum:**

- i) 9 members of the public attended the meeting. 2 residents spoke about the planning application below, commenting that whilst some refurbishment of the site was necessary, the proposed plan for 3 properties was excessive. In their view the application contravenes various planning policies (listed below), it is in a Conservation Area, impacts on privacy of neighbours, blockwork not in keeping with other properties nearby, it would have inadequate parking, sewage capacity, and no recognised biodiversity net gain. One of the properties would have a 20% higher ridge height than neighbouring properties. The second resident also added that any on-street parking would block the road for larger vehicles including farm and emergency vehicles.
- ii) Report from Ward Councillor – not present.

3. **Declaration of interest:** none

4. **Confirmation of the minutes of the previous meeting:** accepted as a true record of the meeting on 18<sup>th</sup> April 2023. Unanimously agreed. A hard copy was signed by the Chair and returned to the Clerk.

5. **Planning applications:**

i) **Application Reference:** [23/00547/FUL](#)

**Application Address:** Coombe Lodge , Church Lane, East Harptree, BS40 6BR.

Proposal: Proposed residential development to include the erection of 2no. two storey 3no. bed cottages, the conversion and extension of an existing domestic outbuilding to create 1no. 1.5 storey 3no. bed conversion with associated works to include new shared vehicular access car parking and landscaping. *Following a discussion based on background information previously circulated to councillors, EHPC agreed the application contravened the following planning policies:*  
*NE3 – habitat species protection including trees, not met and no consideration for nearby areas, eg Harptree Coombe which is an SSSI;*  
*HE1 – prevention of division of grounds / large gardens within a Conservation Area;*

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*NE2 – conservation and enhancement of landscapes;  
NE3a and biodiversity net gain – not being met by submitted drawings;  
NE5 – unable to demonstrate positive contribution to the ‘Nature Recovery Network’ (NRN). The site is within 2 NRN’s on the policies map: "ecology network" & "woodland strategic network";  
NE6 – there would be avoidable loss of trees;  
The site is also in a Conservation Area, and contravenes NE2 (as above), and does not incorporate adequate green space within the scheme.  
The proposed number of parking spaces for 4 x 3 bed dwellings would need to be 10 spaces (including visitor spaces).  
Neighbourhood amenity – as noted by residents they would be unreasonably overlooked. 20% higher ridge height of the new properties are not in keeping with the Conservation Area. Also details of accurate ridge heights relative to all neighbouring properties were not provided and should be recorded on detailed plans so they can be enforced.  
No Construction Management Plan has been submitted.  
Proposed stone materials are not in keeping with local buildings.  
Whilst councillors welcomed an application for smaller houses, this should not be at the expense of harming an important Conservation Area and important ecology networks so EHPC agreed unanimously to OBJECT to this planning application.*

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

- i) No formal application to fill the vacancy has yet been received, so no co-option took place at this meeting.
- ii) The Annual Internal Audit Report for 22-23 has been received and noted.
- iii) The Annual Governance Statement for 22-23 was approved and signed.
- iv) The Accounting Statement for 22-23 was approved and signed.
- v) EHPC confirmed there was no Conflict of Interest between EHPC Councillors and new External Auditors BDO LLP, form signed and will be included with Annual Governance and Accountability Return documents when sent to auditor.
- vi) The Period for the Exercise of Public Rights was set for 5<sup>th</sup> June to July 16<sup>th</sup> 2023.
- vii) Agreed the annual honorarium for the clock watcher of £120.
- viii) EHPC’s insurance policy is coming to the end of a 3 year agreement, 3 quotes were sought from Gallagher, Zurich and BHIB, all reputable companies that specialise in insurance for local councils. Councillors agreed to the recommendation from the Clerk to accept the 3 year quote from BHIB for £592.40pa.
- ix) EHPC have been asked by trustees of the Plumley's Charity to consider and appoint any nominations for Representative Trustees. Cllr Vinson is currently a Co-opted Trustee, Cllr Coombs volunteered to be a Representative Trustee, unanimously agreed. EHPC agreed to advertise the remaining vacancies to residents, Cllr Vinson to draft short paragraph about the charity and the role and the clerk to advertise.
- x) EHPC considered a CIL application from East Harptree Theatre Committee for £9115 for the East Harptree Community Arts Hub. Following discussion in which councillors are broadly supportive of the application, agreed that the clerk will look for clarification on the use of CIL monies for salaries (for the administrator of the CIL

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project). Councillors agreed that this application would be supporting a part of the village infrastructure by enabling the use of a room in the theatre building to become operational again, it supports the arts and would be of benefit to the community. The application is for funding the project for the first year only. To review at next meeting.

- xi) The Clerk to write to WECA and B&NES acknowledging the introduction of the Demand Responsive Transport (DRT) transport system to serve the Parish and the wider area. Confirmed that EHPC are promoting the service and encouraging parishioners to use it. Fliers and posters are now available, Clerk to liaise with DRT village rep to distribute and promote service.

**6. Finance:**

- i) To note standing orders:  
 SJ Streatfeild-James - clerks salary (May)  
 Paul Sperring - sweepers salary (May)
- ii) A VAT reclaim for £535.41 has been submitted to HMRC.

iii) The following payments were agreed -

Date	Item	Payee	VAT	Total
03.5.23	Clerk expenses – HWA x 1, printing @£4.99	SJ Streatfeild-James	£0.83	£16.99
03.5.23	Annual Village Meeting expenses (tea etc)	SJ Streatfeild-James		£6.80
11.5.23	Internal Audit	Joanne Bryant		£60.00

**7. Matters of report:**

- i) Minutes and papers from the CV Area Forum Climate & Nature Emergency Working Group have been circulated to councillors.

Meeting closed at 9.10pm

Next meeting **Tuesday 20<sup>th</sup> June 2023** at 7.30pm in The Theatre, East Harptree

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