

East Harptree Parish Council

Serving our community - Caring about our future

Minutes of the Parish Council Meeting held on

Tuesday 20th May 2025 at 7.35pm in The Theatre, East Harptree

Present: Cllrs Alan Harper (Chair), Ed King and Christopher Pope.

Clerk: Sarah-Jane Streatfeild-James

Minutes - 2025/05

1. **Apologies for absence noted and accepted:** Cllrs John Darvill, Richard Davis, Andrew Jones and John Vinson. Ward Councillor David Wood.

2. **Public forum:** One member of the public attended.

Report from Ward Councillor – not present.

3. **Declarations of interest:** None

4. **Confirmation of the minutes of the previous meeting:** Accepted as a true record of the meeting on 15th April 2025. Unanimously agreed. A hard copy of the meeting minutes was signed by the Chair and returned to the Clerk.

5. **Planning applications:**

i) **Application Reference:** [25/01469/TCA](#)

Application Address: School House , Church Lane, East Harptree, Bristol, Bath And North East Somerset, BS40 6BE

Proposal: T1 - Macrocarpa (3m): Fell T2 - Pittosporum (3m): Reduce by 1.5m

Discussed at April meeting, the cypress tree is non-native and just within the Conservation Area. The Pittosporum is scheduled for pruning. Agreed to provide support, with no additional comments.

ii) **Application Reference:** [25/01313/CLPU](#)

Application Address: Park Pool, Church Lane, East Harptree, Bristol, Bath And North East Somerset, BS40 6BD

Proposal: Altering access gate width and extent of parking space front garden (Certificate of Lawfulness for a Proposed Development). *EHPC support this application to widen the*

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driveway entrance, and request that where the wall is reinstated it remains in keeping with the wall around the property and the surrounding area.

6. Formal motions requiring a decision:

- i) The Annual Internal Audit Report for 24-25 has been received and noted.
- ii) The Annual Governance Statement for 24-25 was approved and signed.
- iii) The Accounting Statements for 24-25 was approved and signed.
- iv) EHPC confirmed there was no conflict of interest between EHPC Councillors and the External Auditors BDO LLP. Form signed and will be included with the Annual Governance and Accountability Return documents when sent to external auditors.
- v) Agreed to set the Period for the Exercise of Public Rights for 9th June to 18th July 2025.
- vi) Agreed annual honorarium for Paul Waldron as clock watcher.
- vii) Agreed the insurance quote from Clear Councils, year 3 of a 3 year agreement.
- viii) Agreed to the Clerks request for annual leave for 1 week.
- ix) The Housing Needs Survey findings have been received by EHPC, agreed to arrange a meeting with key contributors to discuss the findings prior to sharing more widely. Clerk to arrange Zoom meeting.
- x) EHPC have received a suggestion to have another noticeboard in the village to advertise events and other news. To consider location and size, Clerk to research and discuss with resident prior to bringing a proposal back to next meeting.
- xi) Agreed to the purchase of a defibrillator battery at a cost of £285 (ex VAT) for the Playing Fields defibrillator. (The Theatre defibrillator does not require a new one presently).

7. Finance:

- i) To note standing orders:
 - SJ Streatfeild-James - clerks salary (May)
 - Paul Sperring - sweepers salary (May)

ii) Agreed the following payments -

Date	Item	Payee	Net	VAT	Total
06.05.25	Clerk expenses – HWA	SJ Streatfeild-James	£12.00		£12.00
	Printing		£4.80	£1.20	£6.00
	Canva		£3.61	£0.72	£4.33
06.05.25	Hall hire for Annual Village Meeting	VH Committee			£31.80
06.05.25	Salaries + PAYE Clerk & Sweeper (month 01, April-May)	HMRC & employees			£936.30
06.05.25	Salaries + PAYE Clerk & Sweeper (month 02, May-June)	HMRC & employees			£936.30
06.05.25	Hearing loop in Theatre annual service	EH Village Hall			£244.26

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06.05.25	Parish Councils Airport Assoc - annual subscription	PCAA			£95.00
12.05.25	Annual insurance	Clear Councils			£696.32
12.05.25	Internal Audit	Joanne Bryant			£90.00

8. Matters of report:

- i) B&NES are arranging Local Plan pre-engagement sessions to aid understanding of the upcoming consultation. A webinar will be held on June 2nd, several councillors signed up to attend.

Meeting closed at 7.55pm

Next meeting **Tuesday 17th June 2025** at 7.45pm in The Theatre, East Harptree.

Signed by..... Date.....

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Signed by..... Date.....
East Harptree Parish Council – minutes of meeting held on Tuesday 18th March 2025

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