

# Portbury Parish Council

## MINUTES

**Minutes of the meeting held 7<sup>th</sup> September 2010**  
**Village Hall, High Street, Portbury**

**Present:**

**Councillors:** Cllr Weeks Cllr Marshall

**Chairman:** Cllr Summerfield

**Clerk:** Cllr Meek - Minutes taken by Sara Thompson

**Others:** Mandy Bishop – NSC (arrived at 8.00pm)  
 Roy Ball – Neighbourhood Watch  
 Andrea Ireland – Portbury Social Club (left at 9.00pm)  
 Mike Phipps. – Trustee Portbury Village Hall (left at 9.00pm)  
 PC Jenny Clark (left at 8.00pm)  
 Rita Summerfield (arrived at 7.50pm)

Two members of the public

Meeting commenced at 7.30pm

Apologies received from Haydn John, Brian Weekes, Cllrs Cooke, Tarr and Young

No	Item	Action
<b>PC/09/01</b>	<b>Minutes</b> of August's meeting held 03.08.10 signed as a true record of proceedings. Proposed: Cllr Meek                      Seconded: Cllr Weeks                      All in favour	
<b>PC/09/02</b>	<b>(a) Accounts for Authorisation</b> PBS – Administration/Coordinator Sept 10                      800.00    140.00    940.00 Connaught Dog Bins July 09 to April 10                      160.00    25.60    185.60 Connaught Dog Bins June 10                      16.00    2.80    18.80 Cllr Tarr – Exp. Telephone April to July 2010                      7.55    1.33    8.88 Brian Weekes – Maintenance Aug 2010                      78.00    0.00    78.00 PSC – Hire of hall Oct 09 to Dec 09                      53.00    0.00    53.00 PSC – Hire of hall Jan 10 to Aug 10                      172.00    0.00    172.00	

Cllr Summerfield exp Aug 10 – travel	5.00	0.20	5.20
Telephone	7.67	1.35	9.02
NSC Grass Cutting - August 2010	76.88	13.45	90.33

Cllr Meeks advised the council that Connaught had entered into administration and that their cheque should be withheld until further details could be ascertained. Mandy Bishop later informed the council that it was the social housing sector of Connaught that had gone into administration and Connaught Environmental, who empty the dog bins, were still trading – it was therefore agreed that payment would be made.

Proposed: Cllr Meek                      Seconded: Cllr Marshall                      All in favour

(b) Funding of bench – Mill Close. All councillors were in favour of funding this item Cllr Meek would seek costs re. bench and installation. A budget up to £300 was agreed.

**JM**

Proposed: Cllr Meek                      Seconded: Cllr Weeks                      All in favour

(c) St Mary’s Church – Donation request church oil. Cllr Marshall declared an interest. It was agreed that a sum of £1000 would be donated to the church for the purchase of oil

Proposed: Cllr Meek                      Seconded: Cllr Weeks                      All in favour  
(proxy vote Cllr Young)

(d) Portbury Village Hall – project funding request.

Portbury Village Hall Trustee Mr Phipps introduced himself to the council and presented an overview of the renovation project that the Trust and Social Club hoped to implement over the next three to four years. Both groups were working hard together to raise funds and were in the preparation stage of submitting a grant application to the Landfills Community Fund in the hope of securing funding, meantime local companies were also being approached.

The Trust and Social club are both aware that the renovation of any historic building, such as the hall, can uncover unforeseen issues that will also need to be addressed. With that in mind, the working party had prepared a ‘scope of work’ for contractor quotation purposes that they felt would minimise the risk of incurring unbudgeted expense.

Andrea Ireland then advised the council of their anticipated schedule of works; renovation would be phased over three/four stages commencing with the skittle alley (April 2011). The alley had been selected for the first stage of renovation as it is the main source of income for the club – fully booked for the winter and summer seasons.

The procedure that they adopted for contractor selection was as follows;

General invitation for numerous contractors to submit quotations

Quotations reviewed and a ‘scope of work’ prepared based on relevant items highlighted for repair

Four of the contractors were selected to resubmit their quotations based on the prepared ‘scope of work’

One contractor felt their quotation met the ‘scope of work’, two resubmitted their quotations and one failed to meet the deadline for resubmission.



	<p>Weeks declared an interest. Having reviewed the application, all councillors felt that the proposed extension was oversized and not in keeping with the existing building. Cllr Summerfield will draft an objection response in line with Councillors concerns.</p> <p>Proposal to object</p> <p>Proposed: Cllr Meek                      Seconded: Cllr Marshall                      All in favour (two proxy votes SY/PC)</p> <p><b>10/P/1486/RG3</b> – Trinity Primary School. Change of use from a single form to two form Entry school with erection of single storey classroom wing. Cllr Weeks will review and draft a response for councillors to comment.</p> <p><b>10/P/1495/F</b> – The Horse Race, Horse Race Lane. Revisions to existing private drive - Noted</p>	<p><b>LS</b></p> <p><b>RW</b></p> <p><b>Noted</b></p>
<b>PC/09/06</b>	<b>Parish Coordinator/Task Monitor</b> Nothing new to report	
<b>PC/09/07</b>	<b>Correspondence Summary</b> M5 Jct 19 Traffic Signals. Balfour Beatty – advice of works commence date Severn Estuary – Invitation to the Annual Severn Estuary Forum 08.10.10	<b>Noted</b> <b>Noted</b>
<b>PC/09/08</b>	<b>Maintenance</b> (a) Cllr Weekes requested that all village grits bins be replenished before the winter weather sets in. Also it was previously agreed with NSC would site a new bin on Mill Close. Mandy Bishop to follow up with NSC	<b>MB</b>
<b>PC/09/09</b>	<b>Transport and Traffic</b> Cllr Summerfield has had meetings with NSC and St Georges Bank regarding the impending road works around the Jct 19. NSC has agreed to supply a scheme outlining the discussed refinements to the lay-by region for PPC comments.	
<b>PC/09/10</b>	<b>St Mary's School and Church</b>	
<b>PC/09/11</b>	<b>Avon Wildlife Trust</b> Official handover day for Avon Wildlife Trust (Portbury Wharf Reserve) scheduled for the Sunday 3rd October. PPC will be in attendance as well as Portbury Historical Society to support an exhibition of old maps depicting the changes leading up to the development of the Portbury Wharf Nature reserve.	
<b>PC/09/12</b>	<b>AOB</b> Nil	

<b>PC/09/13</b>	<b>Date and time of next meeting – 5<sup>th</sup> October 2010 commencing at 7.30pm</b>	
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**Meeting finished at 9.55pm**  
**Portbury Parish Council**  
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