

Portbury Parish Council

MINUTES

Minutes of the meeting held 5th October 2010
Village Hall, High Street, Portbury

Present:

Councillors: Cllr Weeks Cllr Marshall Cllr Young Cllr Tarr Cllr Cooke

Chairman: Cllr Summerfield

Clerk: Cllr Meek - Minutes taken by Sara Thompson

Others: Mandy Bishop – NSC
 Roy Ball – Neighbourhood Watch
 Andrea Ireland – Portbury Social Club (left at arrived at 8.10pm left at 8.50pm)
 Mike Phipps. – Trustee Portbury Village Hall (left at 8.50pm)
 Brian Weekes

Two members of the public

Meeting commenced at 7.30pm

Apologies received from Haydn John and PC Jenny Clarke

No	Item	Action																																				
PC/10/01	Minutes of September's meeting held 07.09.10 signed as a true record of proceedings. Proposed: Cllr Meek Seconded: Cllr Weeks All in favour																																					
PC/10/02	(a) Payments for Authorisation <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="text-align: right; width: 10%;"><u>Nett</u></th> <th style="text-align: right; width: 10%;"><u>VAT</u></th> <th style="text-align: right; width: 10%;"><u>Gross</u></th> </tr> </thead> <tbody> <tr> <td>PBS – Administration/Coordinator Oct 10</td> <td style="text-align: right;">800.00</td> <td style="text-align: right;">140.00</td> <td style="text-align: right;">940.00</td> </tr> <tr> <td>Brian Weekes – Maintenance Sept 2010</td> <td style="text-align: right;">66.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">66.00</td> </tr> <tr> <td>PSC – Hire of hall Oct 09 to Dec 09 (reissue of chq)</td> <td style="text-align: right;">53.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">53.00</td> </tr> <tr> <td>PSC – Hire of hall Jan 10 to Aug 10 (reissue of chq)</td> <td style="text-align: right;">172.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">172.00</td> </tr> <tr> <td>Connaught – Bins May 10</td> <td style="text-align: right;">16.00</td> <td style="text-align: right;">2.80</td> <td style="text-align: right;">18.80</td> </tr> <tr> <td>Cllr Cooke Exps Sept 10 – Leaflet distribution</td> <td style="text-align: right;">5.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">5.00</td> </tr> <tr> <td style="padding-left: 40px;">Xmas light batteries</td> <td style="text-align: right;">7.23</td> <td style="text-align: right;">1.27</td> <td style="text-align: right;">8.50</td> </tr> <tr> <td>Bristol Wessex – Water 17.03.10 to 02.09.10</td> <td style="text-align: right;">30.25</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">30.25</td> </tr> </tbody> </table>		<u>Nett</u>	<u>VAT</u>	<u>Gross</u>	PBS – Administration/Coordinator Oct 10	800.00	140.00	940.00	Brian Weekes – Maintenance Sept 2010	66.00	0.00	66.00	PSC – Hire of hall Oct 09 to Dec 09 (reissue of chq)	53.00	0.00	53.00	PSC – Hire of hall Jan 10 to Aug 10 (reissue of chq)	172.00	0.00	172.00	Connaught – Bins May 10	16.00	2.80	18.80	Cllr Cooke Exps Sept 10 – Leaflet distribution	5.00	0.00	5.00	Xmas light batteries	7.23	1.27	8.50	Bristol Wessex – Water 17.03.10 to 02.09.10	30.25	0.00	30.25	
	<u>Nett</u>	<u>VAT</u>	<u>Gross</u>																																			
PBS – Administration/Coordinator Oct 10	800.00	140.00	940.00																																			
Brian Weekes – Maintenance Sept 2010	66.00	0.00	66.00																																			
PSC – Hire of hall Oct 09 to Dec 09 (reissue of chq)	53.00	0.00	53.00																																			
PSC – Hire of hall Jan 10 to Aug 10 (reissue of chq)	172.00	0.00	172.00																																			
Connaught – Bins May 10	16.00	2.80	18.80																																			
Cllr Cooke Exps Sept 10 – Leaflet distribution	5.00	0.00	5.00																																			
Xmas light batteries	7.23	1.27	8.50																																			
Bristol Wessex – Water 17.03.10 to 02.09.10	30.25	0.00	30.25																																			

	<p>NSC – Sept cuts village green & layby 76.88 13.45 90.33</p> <p>Additional items for authorisation;</p> <p>EDF Electricity supply between July and Sept 10 115.99 5.80 121.79</p> <p>Payments authorised</p> <p>Proposed: Cllr Weeks Seconded: Cllr Cooke All in favour</p> <p>AWT donation – Cllr Weekes declared an Interest. Having attended the handover of the Ashlands Nature Reserve from Persimmon Homes to the Avon Wildlife Trust, Cllr Summerfield had been made aware of a shortfall in available funds to purchase ‘class room items’ for use by school children during educational visits to the reserve. After discussion, it was apparent that the council would be pleased to assist but would require further details of items required, costs etc. Cllr Weeks volunteered to liaise with AWT on behalf of the council and would request that they submit a formal application for funding</p> <p>It should be noted that the Ashlands Nature Reserve, although managed by AWT, is a self-funding enterprise.</p> <p>(b) Village Hall Funding</p> <p>Cllrs Meek and Young declared an Interest</p> <p>Cllr Tarr was invited to open the discussion as he had several issues on which he sought clarification, namely the application process, scale of funding in relation to donations already made to Portbury Social Club/Village Hall over the past three years, community support (current and future), VAT & contracting. Cllr Tarr felt that these items needed to be addressed during the formal application process made by the Social Club/Trustees, before any decisions on funding could be made.</p> <p>Mr Phipps (hall trustee) acknowledged Cllr Tarr’s concerns as valid points and replied as follows;</p> <p>The hall, due to its age and uniqueness, would always incur maintenance costs that would exceed income generated and to that end, it was important to seek funding from other sources. The trust will be submitting their formal grant application (Landfill Community Funds) to Biffa within the month and it was hoped that they would be in a position to show that the project was being supported by the local community including financial assistance.</p> <p>Community use of the hall is paramount and the social club would always welcome suggestions on how to increase numbers and therefore generate further income. Membership is at an all time high, indicating that there is a need for this facility within the village</p> <p>Skittle alley repairs – Since September’s meeting further investigations have been carried out and costs have been adjusted accordingly. The trust feels confident that contingency funds will not be exceeded but still values the importance of having a full structural survey (to be carried out shortly).</p> <p>Risk & obligations – Should the council fund the skittle alley project, and in conjunction with the Trust acting as their agents, the council would be indemnified from any</p>		<p>RW</p>
--	---	--	------------------

	<p>responsibility and immune to any financial overspend.</p> <p>In view of the above concerns and replies, the council will hold an extraordinary financial meeting before the Social Club submits its application to Biffa – date to be advised. Meantime Cllr Tarr will liaise with Mr Phipps with regard to the presentation of the formal council funding request.</p> <p>Proposed: Cllr Weekes Seconded: Cllr Marshall All in favour</p>	ST
PC/10/03	<p>Crime and Disorder PC Clarke was unable to attend and therefore Mr Ball updated the meeting with regard to September's crime log which included;</p> <p>Burglaries (8th and 10th Sept) in Mill Lane and Station Road</p> <p>Thefts of plant pots from the Village Quarter</p> <p>Higgins Yard recently had some items stolen – their CCTV was currently being reviewed.</p> <p>Dog fouling in the village - A NSC dog warden was aware of the situation and had assured PC Clarke that the issue was being dealt with.</p> <p>There have been several instances of deliberate damage to one house in Moor Gate. The offender is known and the matter is in hand.</p> <p>Portbury Lane – In the past week there have been five accidents in Portbury Lane. Details have been forwarded to Frank Cox (NSC)</p>	
PC/10/04	<p>Parish Plan and Website Nothing to report</p>	
PC/10/05	<p>Planning Applications – Granted/Withdrawn/Refused 10/P/1163/RM – Reserved matters The Ashlands Phase 3 Area 4 Approved 10/P/1244/F – 39 Caswell Lane. Erection of single storey side extension Granted</p> <p>Footpaths LA15/24, LA 20/91 and LA 20/92 Created and sealed on September 10th 2010</p> <p>10/P/1564/LB Willow Barn. Relocation of flue and wood burning stove position – No objection</p> <p>09/P/0443/F Mill Cottage – Retention of a detached dwelling/erection of double garage. The application presented is that of the one submitted in 2009 and to which the council had objected, the council's position remains the same. Cllr Weekes to draft a response inline with comments previously submitted.</p> <p>Six in favour of objection – One abstention</p>	<p>Noted Noted Noted Idoxed RW</p>

	10/P/1625/F Kerrys Portbury. Erection of single storey extension and new entrance. Cllr Weekes to review application and circulate suggested comments for council approval.	RW
PC/10/06	Parish Coordinator/Task Monitor Nothing new to report	
PC/10/07	Correspondence Summary	
PC/10/08	<p>Maintenance</p> <p>(a) Drains – Mill Lane/Portbury Lane. Drains have become blocked and need to be cleared before winter. Mandy Bishop will report this to Adam Wood (NSC).</p> <p>(b) Litter bins within the village are overflowing and need to be emptied. Mandy Bishop to report this to Adam Wood (NSC)</p> <p>(c) Flats – Mill Lane. Certain residents appear to be leaving rubbish outside in black bin liners which are opening and scattering litter. Mandy Bishop to report the to Adam Wood (NSC)</p>	<p>MB</p> <p>MB</p> <p>MB</p>
PC/10/09	<p>Transport and Traffic</p> <p>(a) Bus stop/shelter improvements along the full length of Sheepway . Further to the recent meeting held with David Fish (NSC) and Cllrs Summerfield and Tarr, the following locations were identified for bus stop location/improvements;</p> <p>1/ The Conference Rd would location would be upgraded with hardstanding to DDA requirements plus a green shelter.</p> <p>2/ The Shipway Gate locations would have a minimal hard standing design to meet DDA requirements which would be sympathetically landscaped into the verge or carpark entrance. No shelters are being erected and adjacent landowner had also been notified.</p> <p>3/ The Wharf Lane Bus flag is to be retained for the time being as it is being constantly used by certain residents, as well as providing a stop for the proposed Avon Wildlife visitor Centre in Wharf Lane.</p> <p>4/ The pavement at Shipway Farm stop will be upgraded to DDA requirements but no shelter provided</p> <p>5/ The thatched Cottage site will be upgraded to DDA requirements but no shelter provided.</p> <p>6/ The locations at Station road will be upgraded to DDA requirements and the shelter on the Portishead direction will be removed and replaced with a slimmer example.</p> <p>Councillors were comfortable with this declaration of works schedule and voted unanimously to endorse it.</p>	

	<p>Councillors were also told of informal discussions with David concerning the lack of lighting on the Footbridge which was undoubtedly affecting the patronage of the GBBN initiative during night time hours.</p> <p>(b) Traffic calming scheme – Conference Avenue to Moor Farm. Councillors reviewed the 4 sketch schemes provided by NSC which outlined varying ways to reduce speed at the junction of the Moorgate development to improve residents' safety. Each scheme had its own respective merits but, on balance, Councillors favoured a "pinch scheme" approach which should reduce the traffic speed in the vicinity of the junction whilst limiting any additional noise from accelerating vehicles.</p>	
PC/10/10	<p>St Mary's School and Church (a) Cllr Marshall advised the council that a new, high spec alarm had been fitted in the church and that a third key holder was being sought. Repairs to the church organ and upgrading the electrics are also being proposed in the near future.</p>	
PC/10/11	<p>AOB (a) Christmas Arrangements – As per previous years, the council would like to erect two xmas trees; one at Moorgate and one on the village green. PBS to contact a local supplier regarding costs of trees and to seek permission from the management company at Moorgate.</p>	PBS
PC/10/12	Date and time of next meeting – 2nd November 2010 at 7.30pm	

Meeting finished at 10.00pm
Portbury Parish Council
114B High Street, Portishead, BS20 6PR
Tel: 01275 815012 portbury_parish_council@hotmail.co.uk