

# Portbury Parish Council

## MINUTES

**Minutes of the meeting held 3<sup>rd</sup> May 2011**  
**Village Hall, High Street, Portbury**

**Present:**

**Councillors:** Cllr Cooke Cllr Weeks Cllr Marshall Cllr Tarr

**Chairman:** Cllr Summerfield

**Clerk:** Cllr Meek (Minutes taken by Sara Thompson)

**Others:** Mandy Bishop - NSC  
 Roy Ball – Neighbourhood Watch  
 Brian Weekes  
 One member of the public  
 PCSO Graham Roberts (left at 8.22pm)  
 Haydn John

Meeting commenced at 7.30pm

Apologies received from Cllr Young and PC Clarke

No	Item	Action																																
PC/05/01	<b>Minutes</b> April's meeting held 05.04.11 signed as a true record of proceedings.  Proposed: Cllr Weeks                      Seconded: Cllr Cooke                      All in favour																																	
PC/05/02	<b><u>(a) Payments for Authorisation</u></b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></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 June 11</td> <td style="text-align: right;">800.00</td> <td style="text-align: right;">160.00</td> <td style="text-align: right;">960.00</td> </tr> <tr> <td>PBS – PVH review and advice (D Jenkins)</td> <td style="text-align: right;">110.00</td> <td style="text-align: right;">22.00</td> <td style="text-align: right;">132.00</td> </tr> <tr> <td>Allianz – Parish Insurance</td> <td style="text-align: right;">576.18</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">576.18</td> </tr> <tr> <td>Cllr Summerfield's expenses – Mileage April 11</td> <td style="text-align: right;">4.60</td> <td style="text-align: right;">0.20</td> <td style="text-align: right;">4.80</td> </tr> <tr> <td style="padding-left: 100px;">Telephone April 11</td> <td style="text-align: right;">10.19</td> <td style="text-align: right;">2.04</td> <td style="text-align: right;">12.23</td> </tr> <tr> <td>Brian Weekes – Maintenance April 11</td> <td style="text-align: right;">112.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">112.00</td> </tr> <tr> <td>Brian Weekes – Playscheme Fence/stile removal</td> <td style="text-align: right;">35.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">35.00</td> </tr> </tbody> </table>		<u>Nett</u>	<u>VAT</u>	<u>Gross</u>	PBS – Administration/Coordinator June 11	800.00	160.00	960.00	PBS – PVH review and advice (D Jenkins)	110.00	22.00	132.00	Allianz – Parish Insurance	576.18	0.00	576.18	Cllr Summerfield's expenses – Mileage April 11	4.60	0.20	4.80	Telephone April 11	10.19	2.04	12.23	Brian Weekes – Maintenance April 11	112.00	0.00	112.00	Brian Weekes – Playscheme Fence/stile removal	35.00	0.00	35.00	
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PC/05/04	<p><b>Parish Plan and Website</b> Mr John advised that the website was updated on a regular basis but that the Parish Plan was still to be finalised.</p>	
PC/05/05	<p><b>(a) Planning Applications Withdrawn/Granted/Refused</b>  <b>09/P/0443/F Mill Cottage</b> – Retention of a detached dwelling and garage      Granted  <b>11/P/0289/F 41 Redpoll Drive</b> – Erection of ball-top railings                      Granted</p> <p><b>11/P/0669/F 41 Redpoll Drive</b> – Erection of rear extension to existing garage .A relatively small extension which balances the roofline of the existing structure.    No objection      <b>Idox</b></p> <p><b>11/P/0676/F Land adjoining Failand &amp; Portbury CC</b> – Retrospective change of use from Agricultural land to mixed use of agricultural and seasonal use as part of a cricket ground Failand. For information only. no objection      <b>Idox</b></p> <p><b>11/P/0681/LUP 15 Mill Lane</b> – Erection of a single storey rear extension. The application is for 'lawful use' because agent claims that it is permissive development and the applicant wishes to formalise the building. No objection      <b>Idox</b></p> <p><b>11/P/0688/F Kerry Ingredients</b> – Single storey extension to the south elevation (Area 1) and one to the north and south (Area 2). The application is for an amendment to the staff entrance, to include janitorial and dispatching, previously granted planning permission. A single storey extension between two, two-storey buildings, projecting out with an entrance to the side. It would appear that the amendment is for fire doors and some changes to the roof beams. No objection      <b>Idox</b></p> <p><b>(b)</b> The granting of application 09/P/0443/F Mill Cottage had been noted, however Cllr Summerfield voiced his concern that NSC's Planning Department had not satisfactorily acknowledged that some of their procedures implemented during the development, had fallen short of acceptable building control standards. This had resulted in a shambolic situation causing significant distress and conflict within our community, which could have been avoided. It took NSC planners four years to correctly measure the building and accurately define the non-compliance, which was unfair to the village including the applicants. It is uncertain what lessons learnt have been acknowledged by NSC.</p> <p>After general discussion it was concluded that PPC had maintained its position regarding this application and during that time had repeatedly informed NSC of non-compliance concerns. NSC Planning Department had chosen not to investigate these concerns at the time and unfortunately there was nothing more that PPC could constructively do.</p> <p><b>(c)</b> Enforcement Control – it was agreed that this item should be added to the Council Task Monitor to track outstanding enforcement issues. Although PPC received acknowledgements from NSC advising that a specific issue was under investigation, invariably many are not being resolved. PPC will actively pursue outstanding enforcement items.</p>	<p><b>Noted</b> <b>Noted</b></p> <p><b>Idox</b></p> <p><b>Idox</b></p> <p><b>Idox</b></p> <p><b>Idox</b></p>
PC/05/06	<p><b>Parish Coordinator/Task Monitor</b> <b>(a)</b> An updated Task Monitor has been compiled and it was hoped that this would benefit the incoming council, advising them of outstanding issues. Cllr Meek advised the Council</p>	

	<p>of two items which could now be removed; 20pmh signage and dog run fencing.</p> <p>(b) Access to the Council email account – Cllr Meek would like all councillors to have access to the Council's hotmail account, which is currently monitored by PBS. PBS open all emails, deal with items that do not need Councillors' attention and forward all emails that do.</p> <p>Cllr Meek's request is due to the fact the he disagrees with the email procedure that was adopted during the decision process regarding the funding of the Village Hall skittle ally refurbishment. At the time of initial discussion, Cllr Meek, along with Cllrs Young and Marshall, had declared an interest, as he is also the Treasurer of the receiving party. Due to the large amount of money involved (£12,000) it was considered best practice not to include councillors who declared an interest in email circulation so that both the Councillor's and the Council's position on integrity was maintained.</p> <p>Cllrs Meek, Young and Marshall were invited to attend the finance meeting held 14.04.11 where the final decision to grant the funding application was made although they abstained from the vote.</p> <p>PBS voiced concern that it would be difficult to maintain administrative order if up to seven other individuals had access to the account, opening emails etc.</p> <p>In view of the above PBS, with the assistance of Mandy Bishop, will draft a number of operational procedures so that all parties are aware as to how certain issues will be dealt with in future.</p> <p>This item requires further discussion and will be included on PPC's June agenda</p> <p>(c) Portbury Lane flooding – Cllr Cooke advised the Council that this item needed to be included on the Task Monitor. It was still an outstanding issue with NSC and needed to be addressed so that the village hall would not be flooded in the future.</p>	<p>MB/ PBS</p> <p>PC</p>
<p>PC/05/07</p>	<p><b>Correspondence Summary</b> National Trust newsletter CPRE Annual Report NSC Development Control Workshop – 11 May 2011</p>	<p>Noted Noted Noted</p>
<p>PC/05/08</p>	<p><b>Maintenance</b> (a) Cllr Marshall advised that the manhole cover adjacent to Newlyn Villas, Mill Close, was still rocking when vehicles passed over it although it had been inspected by NSC. Mandy Bishop will advise her colleagues at NSC.</p>	<p>MB</p>
<p>PC/05/09</p>	<p><b>Transport and Traffic</b> (a) <b>Speeding Wharf Lane</b> – Signs will be erected either end of the lane advising drivers of pedestrians in the area.</p>	

