

Portbury Parish Council

MINUTES

Minutes of the meeting held 5th July 2011
Village Hall, High Street, Portbury

Present:

Councillors: Cllr Weeks Cllr Marshall Cllr Young

Chairman: Cllr Cooke

Clerk: Cllr Meek (Minutes taken by Sara Thompson)

Others: Mandy Bishop - NSC
 Les Summerfield – Footpaths and Planning Officer
 Brian Weekes
 PC Clarke (left at 7.45pm)
 Haydn John (arrived at 7.50pm)
 One member of the public

Meeting commenced at 7.30pm

Apologies received from Cllr Tarr

Cllr Cooke took the opportunity of welcoming back Cllr Weekes to the Council.

No	Item	Action																												
PC/07/01	Minutes of June's meeting held 07.06.11 signed as a true record of proceedings. Proposed: Cllr Meek Seconded: Cllr Cooke All in favour																													
PC/07/02	(a) Payments for Authorisation <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="text-align: right; border-bottom: 1px solid black;"><u>Nett</u></th> <th style="text-align: right; border-bottom: 1px solid black;"><u>VAT</u></th> <th style="text-align: right; border-bottom: 1px solid black;"><u>Gross</u></th> </tr> </thead> <tbody> <tr> <td>PBS – Administration/Coordinator July 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>SSE – Maintenance 1st quarter 2011/12</td> <td style="text-align: right;">43.88</td> <td style="text-align: right;">8.78</td> <td style="text-align: right;">52.66</td> </tr> <tr> <td>Elements – fencing materials play area</td> <td style="text-align: right;">1035.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">1035.00</td> </tr> <tr> <td>Fountains – Dog Bin July 10 Oct 10</td> <td style="text-align: right;">32.00</td> <td style="text-align: right;">5.60</td> <td style="text-align: right;">37.60</td> </tr> <tr> <td>David James – playing field lease</td> <td style="text-align: right;">212.50</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">212.50</td> </tr> <tr> <td>Brian Weekes – Maintenance June 2011</td> <td style="text-align: right;">168.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">168.00</td> </tr> </tbody> </table>		<u>Nett</u>	<u>VAT</u>	<u>Gross</u>	PBS – Administration/Coordinator July 11	800.00	160.00	960.00	SSE – Maintenance 1 st quarter 2011/12	43.88	8.78	52.66	Elements – fencing materials play area	1035.00	0.00	1035.00	Fountains – Dog Bin July 10 Oct 10	32.00	5.60	37.60	David James – playing field lease	212.50	0.00	212.50	Brian Weekes – Maintenance June 2011	168.00	0.00	168.00	
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PC/07/03	<p>Crime and Disorder</p> <p>(a) PC Clarke advised that a stolen bike was seized and riders arrested during a recent Speedwatch monitoring observation period in Portbury Village</p>									
PC/07/04	<p>Parish Plan and Website</p> <p>(a) Several councillors are experiencing difficulty in setting up their personal @portbury-Council email addresses. Haydn advised the meeting that he would be happy to assist in resolving any issues. Councillors to liaise directly with Haydn.</p> <p>An email protocol needs to be drafted and agreed upon in readiness of email addresses 'going live'.</p> <p>(b) Parish Plan – ongoing.</p>	MB/ PBS								
PC/07/05	<p>(a) Planning</p> <p>11/P/1147/F – 17 High Street. Retrospective replacement of flat roof to garage with mono pitch roof. As the plans had only been available to view on NSC planning portal 05.07.11, the Council were unable to make comment at this time. Further investigation required.</p> <p>11/P/0977/F Caswell Hill. Erection of 2 x containers, construction of working area and track. Having reviewed the application in detail, the Council have three main areas of concern;</p>	RW								

	<ol style="list-style-type: none"> 1. The removal of a species rich/ancient hedgerow for the provision of a secondary access. Retrospective. 2. The tipping of a large quantity of material to provide hard-standing. Retrospective. 3. The installation of two large containers, which cannot be classified as agricultural structures. Retrospective. <p>PPC will ask North Somerset to uphold Green Belt policy by rejecting this application in full and insist through enforcement that the containers are removed, the hard-standing is removed and the hedge re-instated with the diversity of native species that occur in the rest of the hedgerow.</p> <p>11/P/1076/F 15 Mill Lane. Erection of single storey rear extension – No objection</p> <p>(b) Empty properties. The Council applauds the NSC initiative which addresses the issues of empty properties. Owners of such properties are contacted and encouraged to bring the houses back in to use.</p>	<p>ldox</p> <p>ldox</p> <p>Noted</p>
<p>PC/07/06</p>	<p>Parish Coordinator/Task Monitor</p> <p>(a) Storage of parish records – It was agreed that historic paperwork should be disposed of by PBS/SITA using the following criteria;</p> <p>Planning Applications – To be kept on a rolling four year basis. Pre 2008 to be disposed of Accounts/Financial – To be kept for 7 years (including the current year) M5 Widening – Documentation can now be disposed of</p> <p>Additional documentation will be reviewed by Cllr Meek</p>	<p>JM/ PBS</p>
<p>PC/07/07</p>	<p>Correspondence Summary</p> <p>Somerset Heritage – Acknowledgement of receipt regarding PPC's Agendas and Minutes covering period 2006 to 2010</p>	<p>Noted</p>
<p>PC/07/08</p>	<p>Maintenance</p> <p>(a) Due to work commitments, Brian Weekes has been unable to commence with the installation of the kissing gate at Mill Close but will do so at the earliest opportunity.</p> <p>(b) It has been noticed that a large amount of garden waste has been tipped on to the embankment at the first bridge on the Sheepway (Portbury Hundred end). Cllr Meek will forward details to Mandy Bishop.</p> <p>(c) Village Green – The grass on the Green appears not to have been cut recently. PBS to contact NSC.</p> <p>(d) Two drain covers (Mill Lane and Caswell Lane) are still uneven/rocking and are causing a noise disturbance to local residents. Mandy Bishop will request that Paul Smart NSC contact Cllr Marshall for further details.</p> <p>(e) Traffic signs have been damaged on Caswell Lane – Mandy Bishop to inform NSC</p>	<p>JM</p> <p>PBS</p> <p>MB/ VM</p> <p>MB</p>

PC/07/09	<p>Transport and Traffic High Street/A369 lay-by – snack van and fencing</p> <p>(a) Snack Van – Cllr Cooke enquired as to how often the snack van was being monitored (a requirement of the one star rating that it has been issued with is that it should be monitored on a regular basis).</p> <p>(b) Brian Weekes to quote for the supply and installation of additional fencing at the lay-by entrance to prevent motorists parking on the grass.</p>	
PC/07/10	<p>Community Reports – St Mary’s Church/School and Village Hall</p> <p>(a) Cllr Marshall had attended the Social Club open day at the village hall. The information update that she gave the Council regarding the incorporation of the new limited company appeared to differ somewhat to the understanding that other Councillors had. Further clarification is required.</p>	
PC/07/11	<p>AOB</p> <p>(a) Les Summerfield enquired as to the progress of the new lamp installation at the footbridge – PBS to follow up with NSC and advise.</p>	PBS
PC/07/12	Date and time of next meeting – 2nd August 2011 at 7.30pm	

Meeting finished at 9.10pm
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