

# Portbury Parish Council

## MINUTES

**Minutes of the meeting held 3<sup>rd</sup> August 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 (arrived at 7.48pm)  
 Mr R Ball  
 One member of the public

Meeting commenced at 7.30pm

Apologies received from Cllr Tarr

No	Item	Action																												
PC/08/01	<b>Minutes</b> of July's meeting held 05.07.11 signed as a true record of proceedings. Proposed: Cllr Young                      Seconded: Cllr Weeks                      All in favour																													
PC/08/02	<b><u>(a) Payments for Authorisation</u></b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: right; width: 15%;"><u>Nett</u></th> <th style="text-align: right; width: 15%;"><u>VAT</u></th> <th style="text-align: right; width: 10%;"><u>Gross</u></th> </tr> </thead> <tbody> <tr> <td>PBS – Administration/Coordinator August 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>NSC – Grass cutting July 11</td> <td style="text-align: right;">80.50</td> <td style="text-align: right;">16.10</td> <td style="text-align: right;">96.60</td> </tr> <tr> <td>AON – additional premium (playground equipment)</td> <td style="text-align: right;">244.43</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">244.43</td> </tr> <tr> <td>Fountains Timber</td> <td style="text-align: right;">147.49</td> <td style="text-align: right;">29.50</td> <td style="text-align: right;">176.99</td> </tr> <tr> <td>Brian Weeks – Play area</td> <td style="text-align: right;">84.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">84.00</td> </tr> <tr> <td style="padding-left: 20px;">Maintenance July 2011</td> <td style="text-align: right;">147.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">147.00</td> </tr> </tbody> </table> Proposed: Cllr Meek                      Seconded: Cllr Cooke                      All in favour		<u>Nett</u>	<u>VAT</u>	<u>Gross</u>	PBS – Administration/Coordinator August 11	800.00	160.00	960.00	NSC – Grass cutting July 11	80.50	16.10	96.60	AON – additional premium (playground equipment)	244.43	0.00	244.43	Fountains Timber	147.49	29.50	176.99	Brian Weeks – Play area	84.00	0.00	84.00	Maintenance July 2011	147.00	0.00	147.00	
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	<p><b>(b) Agenda item for September 2011</b> Play Scheme – Confirmation of financial responsibility for insurance and maintenance.</p>	
PC/08/03	<p><b>Crime and Disorder</b> <b>(a)</b> Neighbourhood Watch Coordinator, Mr Ball, updated the Council with July's crime incidents;  Caswell Lane – Outbuildings broken into and items stolen. Valley Road – Trailer Stolen Equine ownership issues</p> <p><b>(b)</b> Priory Road. A person has been witnessed removing items from waste skips in the village. This is a crime and therefore residents are requested to be observant and that if they notice anything suspicious, details should be noted; vehicle registration numbers etc and reported to the police.</p> <p><b>(c)</b> Owners of two vehicles parked specifically for advertising purposes have been contacted and requested to remove them, consequently both have gone.</p>	
PC/08/04	<p><b>Parish Plan and Website</b> <b>(a)</b> Councillors experiencing difficulties in launching their parish email addresses were requested to liaise with Haydn John.</p> <p><b>(b)</b> Parish Plan – ongoing.</p>	
PC/08/05	<p><b>(a) Planning</b> <b>11/P/1269/NMA</b> Mill cottage – Construction of one gate pillar (2M) to be higher than the other (1.8M)</p> <p><b>11/P/1193/F</b> Barn next to Meadow Barn, Horse Race Lane. Change of use from agricultural Barn and land to provide stables and equestrian use. No objection</p> <p><b>11P/1317/LUP</b> Portbury Bulk Terminal. Certificate of Lawful Development for a Proposed Development consisting of the construction a store of approximately 35,250 sq.m together with associated conveyors and rail loading within existing bunded area. Maximum height of building 35m. In principle the Council do not object to this application but would seek assurances from NSC regarding Environmental Impact Statements – Cllr Weeks to draft a response for approval.</p> <p><b>11/P/1237/F</b> 2 Shipway Gate. Erection of a single storey rear extension and conversion of garage to habitable living accommodation. No objection</p> <p><b>(b)</b> Open Spaces Society membership – It was agreed that the Council would not subscribe to this membership</p> <p><b>(c)</b> NSC Core Strategy Submission. Cllr Weeks would review and report his findings to the Council.</p>	<p><b>Noted</b></p> <p><b>ldox</b></p> <p><b>RW</b></p> <p><b>ldox</b></p> <p><b>RW</b></p>

PC/08/06	<p><b>Parish Coordinator/Task Monitor</b>  (a) Storage of parish records – Historic paperwork (as agreed at July’s 2011 PPC meeting) has been disposed of.</p>	
PC/08/07	<p><b>Correspondence Summary</b>  Nothing new to report</p>	
PC/08/08	<p><b>Maintenance</b>  (a) A369/High Street lay by verge – fencing to prevent unauthorised parking. Due to street lights, and therefore associated electrical connections, being in close proximity to the proposed fence line, Brian Weekes suggested that boulders be used instead to act as a deterrent – all agreed.   (b) Grassing cutting - To ensure that the Green looks in pristine condition for future events, PBS will request a cutting schedule from NSC and if the grass is not due to be cut immediately beforehand a request will be made for them to do so.   (c) Drain Covers – Several are still loose. PBS to follow up with NSC</p>	<p>PBS    PBS</p>
PC/08/09	<p><b>Transport &amp; Traffic</b>  (a) Portbury Lane. Works has been carried out on improving safety/road surface on a section of the lane but it appears that certain areas, which have been previously discussed, have yet to be addressed. Cllr Cooke to contact Cllr Ashton.   (b) Sheepway Traffic Calming. Further to the public consultation held by NSC regarding this scheme, Portbury Parish Council’s view remain as agreed (PPC Minutes PC/10/09 (b) dated 05.10.10).   (c) NSC Supported Bus Services. Due to budget reductions, NSC are reviewing services which could be reduced/redesigned to save funds, the supported bus service being one of them. A public consultation is currently being held and PPC will respond requesting that a service, even reduced, still be maintained to allow ease of access for older residents and non-drivers to visit facilities in Portishead.</p>	<p>PC       PC</p>
PC/08/10	<p><b>Community Reports – St Mary’s Church/School and Village Hall</b>  (a) Cllr Meek advised that the hall is fully booked and that PVHSC’s turnover continues to increase.   (b) The incorporation of the new limited company to run the hall has yet to be finalized.</p>	
PC/08/11	<p><b>AOB</b>  (a) Cllr Cooke would like to officially thank Mrs Worthy for her efforts in managing the installation and purchase of the playground equipment, which is proving to be a great success. Cllr Cooke will invite Sharon to attend PPC’s September meeting.</p>	<p>PC</p>

PC/08/12	Date and time of next meeting – 6 <sup>th</sup> September 2011 at 7.30pm	
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Meeting finished at 9.25pm  
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