

# Portbury Parish Council

## MINUTES

**Minutes of the meeting held 6<sup>th</sup> September2011**  
**Village Hall, High Street, Portbury**

**Present:**

**Councillors:** Cllr Weeks Cllr Marshall Cllr Young Cllr Tarr

**Chairman:** Cllr Cooke

**Clerk:** Minutes taken by Sara Thompson

**Others:** Mandy Bishop - NSC  
 Les Summerfield – Footpaths and Planning Officer  
 Mr John  
 Mr R Ball  
 Four members of the public

Meeting commenced at 7.30pm

Apologies received from Cllr Meek, Mr Weekes and PC J Clarke

No	Item	Action																																
PC/09/01	<b>Minutes</b> of August's meeting held 03.08.11 signed as a true record of proceedings. Proposed: Cllr Weekes                      Seconded: Cllr Young                      All in favour																																	
PC/09/02	<p><b><u>(a) Payments for Authorisation</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></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: 20%;"><u>Gross</u></th> </tr> </thead> <tbody> <tr> <td>PBS – Administration/Coordinator September 11</td> <td style="text-align: right;">795.00</td> <td style="text-align: right;">159.00</td> <td style="text-align: right;">954.00</td> </tr> <tr> <td>Tesco – Play scheme BBQ</td> <td style="text-align: right;">89.55</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">89.55</td> </tr> <tr> <td>B Weekes – Installation/collection of Mill Close kissing gate</td> <td style="text-align: right;">150.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">150.00</td> </tr> <tr> <td>B Weekes – Aug maintenance/A369 Lay-by parking control</td> <td style="text-align: right;">206.50</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">206.50</td> </tr> <tr> <td>EDF – Electricity supply May to July 11</td> <td style="text-align: right;">132.58</td> <td style="text-align: right;">6.61</td> <td style="text-align: right;">139.16</td> </tr> </tbody> </table> <p><b><u>Two additional items for Authorisation</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 60%;">Fountains – Dog Bins June 11</td> <td style="text-align: right; width: 10%;">16.00</td> <td style="text-align: right; width: 10%;">3.20</td> <td style="text-align: right; width: 20%;">19.20</td> </tr> <tr> <td>Fountains – Dog Bins July 11</td> <td style="text-align: right;">16.00</td> <td style="text-align: right;">3.20</td> <td style="text-align: right;">19.20</td> </tr> </tbody> </table> Proposed: Cllr Young                      Seconded: Cllr Tarr                      All in favour		<u>Nett</u>	<u>VAT</u>	<u>Gross</u>	PBS – Administration/Coordinator September 11	795.00	159.00	954.00	Tesco – Play scheme BBQ	89.55	0.00	89.55	B Weekes – Installation/collection of Mill Close kissing gate	150.00	0.00	150.00	B Weekes – Aug maintenance/A369 Lay-by parking control	206.50	0.00	206.50	EDF – Electricity supply May to July 11	132.58	6.61	139.16	Fountains – Dog Bins June 11	16.00	3.20	19.20	Fountains – Dog Bins July 11	16.00	3.20	19.20	
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	<p>EDF Invoice – Due to timing issues (receipt of invoice and date of PPC meeting to sign off payments), the Council were invoiced £.032 as a late payment fee against the last quarter's invoice and also a £30 collection fee. PBS have negotiated a credit for this fee but to ensure that there are no late payment charges in the future, it was agreed that a DD to EDF should to be set up. PBS will liaise with EDF.</p> <p>Proposed: Cllr Weeks                      Seconded: Cllr Cooke                      All in favour</p> <p><b>(b) Play Scheme – Confirmation of financial responsibility for insurance</b> The additional insurance premium regarding the play equipment will be deducted from the play scheme reserves.</p>	<p><b>PBS</b></p>
<p><b>PC/09/03</b></p>	<p><b>Crime and Disorder</b> <b>(a)</b> Neighbourhood Watch Coordinator, Mr Ball, updated the Council with August's crime incidents;</p> <p>A vehicle was broken into on Caswell Lane, near to the Rugby Club. The owners said they were parked behind two other vehicles, one of which had their bonnet up as if broken down. Apparently the people with the vehicle looked suspicious. The vehicles parked there were a silver Mondeo and a 4x4. When the owners returned the rear quarter light window had been smashed and a handbag stolen from the boot. The following day another vehicle, parked by the church/school, was also broken into and items stolen, it seems likely that these crimes are linked.</p> <p>On the 19th of August, yet another car parked in the A369/High Street lay-by was extensively damaged.</p>	
<p><b>PC/0/04</b></p>	<p><b>Parish Plan and Website</b> <b>(a)</b> Parish Plan – Mr John would like to include the views' of younger residents and therefore Cllr Marshall will liaise with the school to arrange an appointment.</p> <p><b>(b)</b> Website – Cllr Cooke to provide a Chairman's message.</p>	<p><b>VM</b> <b>PC</b></p>
<p><b>PC/09/05</b></p>	<p><b>Planning</b> <b>(a) Planning Applications – withdrawn/granted refused</b> 11/P/1147/F – 17 High Street. Retrospective replacement of flat roof to mono                      Refused 11/P/1076/F – 15 Mill Lane. Erection of single storey rear extension                      Granted 11/P/0977/F – Caswell Hill. Erection of 2 no shipping containers &amp; hardcore track Refused</p> <p><b>(b) Core Strategy and (c) Revised planning guidelines proposals</b> Cllr Weeks was in the process of reviewing the Core Strategy amendments. Overall it appeared to be sound document and, if accepted, offered the parish good protection from over development in the future, Portbury would lose its boundaries and become part of the washed over greenbelt.</p>	<p><b>Noted</b> <b>Noted</b> <b>Noted</b></p>

	<p><b>(c) NSC Enforcements</b> In view of the above planning application being refused (11/P/0977/F), the Council requested an update as to when the containers would be removed. Mandy Bishop will follow up.</p> <p><b>(d) Willow Barn – Sheepway</b> The owners of the above property will be seeking permission from NSC to erect an oak framed barn. Meantime they have supplied PPC with pre-application drawings for review and comment before submission. The application appears to be non contentious and it was proposed that when received, a ‘no objection’ comment would be made.</p> <p>Proposed: Cllr Weeks                      Seconded: Cllr Cooke                      All in favour</p> <p><b>(e) Motorcycles – Circuit off Caswell Hill</b> While recognising the benefits that can be provided by such a facility PPC remain concerned over the impact, effect and scale of these events at such a location and will write again to NSC requesting that they review their licensing decision.</p>	<p><b>MB</b></p> <p><b>RW</b></p>
<p><b>PC/09/06</b></p>	<p><b>Parish Coordinator/Task Monitor</b> (a) Nothing new to report</p>	
<p><b>PC/09/07</b></p>	<p><b>Correspondence Summary</b> (a) NSC – Invitation to attend a meeting regarding the future of local service provision 06.10.11. Due to reductions in funding from the national budget, NSC will be assessing the cost and effectiveness of services they currently provide. It is considered to be an important meeting and Cllrs Weeks, Marshall and Tarr (commitments allowing) will attend on the Council's behalf</p> <p>(b) North Somerset Tree Warden Network – Cllr Weekes will attend the Tree Warden Networkk launch of behalf of the Council.</p> <p>(c) Email correspondence - An outbreak of the poisonous weed Ragwort has been identified in a field within the village and so the owner and tenant have been requested to remove the plant as it considered to be highly dangerous to livestock if digested. Cllrs are currently in correspondence with the owner to resolve this issue.</p>	<p><b>RW</b> <b>VM</b> <b>ST</b></p> <p><b>RW</b></p>
<p><b>PC/09/08</b></p>	<p><b>Maintenance</b> (a) Portbury Lane – Cllr Cooke had recently held an on-site meeting with Adam Wood of NSC. Outstanding issues were discussed; road markings, ditches and drains and Cllr Cooke was assured that items would be addressed in the near future.</p>	
<p><b>PC/09/09</b></p>	<p><b>Transport &amp; Traffic</b> (a) Bus Survey – Further to the notification advising that the number of NSC supported bus routes were to be reduced, a survey has been circulated amongst residents who use public transport on a regular basis. The findings would be forwarded to NSC with the hope</p>	

	<p>that when routes are reviewed, the needs of Portbury residents will be considered. Although it was accepted that cuts have to be made, a basic service would still be needed to allow for journeys to Portishead by people without transport.</p> <p>It has recently been drawn to the attention of the Council that the contact from Elm Tree Park who gave feedback regarding the above survey is not an elected representative and that all future communication should be directed to the residents' association.</p> <p><b>(b)</b> A369 approach to Jct 19. The Council had received notification of a temporary 30mph speed restriction to allow for contractors to work in safety during the final phase of the highway improvement scheme. Cllr Cooke will inquire if this can remain as a permanent speed restriction so as to assist commuters who wish to cross the HOV lane when turning left in to Portbury High Street.</p> <p><b>(c)</b> Gypsy Lane – Bridleway. Unauthorised use by motor cycles still continues. NSC have suggested the installation of gate which can easily be opened by horse riders but will act as a deterrent to motor cyclists. The cost would be in the region of £240 exc VAT split equally between both Councils, with The Bristol Port Company arranging for installation.</p>	<b>PC</b>
<b>PC/09/10</b>	<p><b>Community Reports – St Mary's Church/School and Village Hall</b></p> <p><b>(a)</b> St Mary's Church – Cllr Marshall advises that an architect will be visiting to survey the church electrics.</p>	
<b>PC/09/11</b>	<p><b>AOB</b></p> <p><b>(a)</b> Use of Playing Field for Saturday football matches. The Council had been approached by a local football team enquiring as to whether this could use the playing field. After discussion, and assessing their requirements, it was agreed that it would not be practical.</p> <p><b>(b)</b> Parish councillor vacancies – Applications received. The Council were in receipt of three applications. A committee comprising of Cllrs Cooke, Meek and Weekes would arrange dates for interviews. Sara Thompson (PBS) and Cllr Marshall would also attend.</p> <p><b>(c)</b> Allotments. Unfortunately the allotments have not been well maintained this season and so a letter will be sent to each holder requesting that the plot is tidied up.</p> <p><b>(d)</b> Xmas dinner at the Priory – Cllr Cooke requested that councillors review the menu and costs.</p>	<b>PC JM RW  PBS</b>
<b>PC/09/12</b>	<b>Date and time of next meeting – 6<sup>th</sup> September 2011 at 7.30pm</b>	

**Meeting finished at 9.20pm**  
**Portbury Parish Council**  
**114B High Street, Portishead, BS20 6PR**  
**Tel: 01275 815012 portbury\_parish\_council@hotmail.co.uk**

