

Portbury Parish Council

MINUTES

Minutes of the meeting held 1st May 2012
Village Hall, High Street, Portbury

Present:

Councillors: Cllr Weeks Cllr Marshall

Chairman: Cllr Tarr – Vice Chair

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

Others: Brian Weekes
 Mr R Ball
 Mandy Bishop NSC
 Mr Summerfield (arrived 7.40pm)
 Three members of the public
 PCSO Roberts – left at 8.00 pm

Meeting commenced at 7.25pm

Apologies received from Cllr Cook, Cllr Young and Mr John

| No | Item | Action | | | | | | | | | | | | | | | | | | | | |
|---|---|------------|--------------|------------|--------------|---|--------|------|--------|---|--|--|--|-----------------------------------|-------|------|-------|----------------------------|--------|------|--------|--|
| PC/05/01 | <p>Minutes of April's meeting held 03.04.12 signed as a true record of proceedings. Proposed: Cllr Meek Seconded: Cllr Marshall All in favour</p> <p>Minutes of the AGM held 03.04.12 signed as a true record of proceedings. Proposed: Cllr Meek Seconded: Cllr Marshall All in favour</p> | | | | | | | | | | | | | | | | | | | | | |
| PC/05/02 | <p>Accounts (a) Payments for Authorisation</p> <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 May 2012</td> <td style="text-align: right;">795.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">795.00</td> </tr> <tr> <td>Cllr Tarr – Travel expenses. Attendance at NG Strategic</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Community events – 28.02/27.03.12</td> <td style="text-align: right;">16.34</td> <td style="text-align: right;">0.76</td> <td style="text-align: right;">17.10</td> </tr> <tr> <td>Brian Weekes – Maintenance</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> | | <u>Nett</u> | <u>VAT</u> | <u>Gross</u> | PBS – Administration/Coordinator May 2012 | 795.00 | 0.00 | 795.00 | Cllr Tarr – Travel expenses. Attendance at NG Strategic | | | | Community events – 28.02/27.03.12 | 16.34 | 0.76 | 17.10 | Brian Weekes – Maintenance | 147.00 | 0.00 | 147.00 | |
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Additional item for authorisation;

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| Fountains – Dog bin March 2012 | 24.00 | 4.80 | 28.80 |
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| Proposed: Cllr Meek | Seconded: Cllr Weeks | All in favour |
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(b) Financial Statements and Annual Return – year ending 31.03.12

1. Approval of accounting statements
2. Approval of Annual Governance Statement

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| Proposed: Cllr Weeks | Seconded: Cllr Tarr | All in favour |
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(c) Diamond Jubilee donation request

Mr Chilcott, as representative of PSC, updated the Council with regard to the celebrations planned. As mentioned in PPC's April Minutes, the theme would be 50s style tea party with catering, music and costumes to reflect the era. The event would be held at the Village Hall on 03.06.12, during the afternoon and early evening.

PSC volunteers were very keen to make the event a success and would be contacting the local press, issuing posters and updating their Facebook social event page.

PSC had made funds available (£150.00) to purchase celebratory consumables etc but were seeking an additional donation from the Council on a 'matched' basis. After discussion, the Council agreed that it would be pleased to do so and a cheque for the sum of £150.00 would be authorised at June's PPC meeting.

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| Proposed: Cllr Weeks | Seconded: Cllr Marshall | All in favour |
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Unfortunately the proposed celebration event at Moorgate has been cancelled due to lack of support from residents. A poster advertising the Village Hall tea party will be placed on the Moorgate notice board.

Beacon – Portbury. The landowner of Portbury Mount has granted permission for a beacon to be built and lit to celebrate the jubilee celebrations, subject to safety controls and debris being removed. PPC will write to the tenant advising them of same. It was suggested that a metal drum be adapted with leg supports and side holes to contain the ash etc. It was proposed that a sum of up to £100 be allocated to this project.

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| Proposed: Cllr Tarr | Seconded: Cllr Meek | All in favour |
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(d) Additional Dog Bin

At PPC's April meeting it was agreed to seek costs for a dog bin which would be located at the play area. - NSC has quoted £55.00. It was agreed to proceed with the purchase and for Brian Weekes to install.

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| Proposed: Cllr Meek | Seconded: Cllr Weeks | All in favour |
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(e) Parish Insurance

Due to the increase in insurance premium requested by AON, the Council's existing provider, PBS had sought alternative quotations. Zurich had quoted £689.39 which was in turn forwarded to AON for comment. After review, AON have reduced their premium to £694.84 and it was agreed that, to maintain continuity, their renewal would be accepted.

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| | <p>Proposed: Cllr Meek Seconded: Cllr Weeks All in favour</p> | |
| <p>PC/05/03</p> | <p><u>Crime and Disorder</u></p> <p>(a) PCSO Roberts updated the Council with April's crime report;</p> <ol style="list-style-type: none"> 1. A handbag had been stolen from a member of St Mary's Church congregation. 2. Gordano Rugby Club – Burglary. No further details available. 3. Walton-In-Gordano – Burglary. Theft of chainsaws 4. Failand – House burglary. A red Astra car may be connected with this incident. An Astra had apparently broken down a few days before the burglary, with the driver requesting assistance from the home owner. This may be co-incidental but if a red Astra is observed 'parked up' please take details and report to the police. 5. Signage – weight restrictions in Portbury Village. It is apparent that these restrictions are still being flouted by HGV lorry drivers. The police had arranged a meeting with a NSC representative to review the signage but unfortunately this had had to be postponed. PCSO Roberts will rearrange and it was requested that a councillor also be invited. The Council was also advised that a weight/speed watch would also be undertaken in the near future. <p>(b) Prior's Wood – Avon Wildlife Trust have advised that they will taken action against any owner whose animals e.g pigs, are found roaming in the wood.</p> <p>(c) NSC Dog Control Orders – NSC are currently reviewing their dog control order areas, with any proposals/revisions being open for public consultation during June. Two ponds, situated between the Nature Reserve and the housing development, are being considered areas suitable for a Control Order which would prevent dogs from entering the water and harassing wildlife. It was suggested that the Council offers its full support to this proposal.</p> <p>Proposed: Cllr Tarr Seconded: Cllr Weeks All in favour</p> | |
| <p>PC/05/04</p> | <p><u>Parish Plan and Website</u></p> <p>(a) Parish Plan - Nothing new to report.</p> <p>(b) Parish Website – Mr John had advised that the parish council website had now been removed from the Microsoft server and would be off-line for the next couple of weeks. A new site, currently under construction, would be available within the month and hosted by a UK based provider. The Council understand that Mr John has incurred costs for this transfer and will request that an expense claim be submitted for reimbursement purposes.</p> <p>Proposed: Cllr Tarr Seconded: Cllr Meek All in favour</p> | |

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| PC/05/05 | <p>(a) Granted/Refused/Withdrawn 12/P/0367/F & 12/P/0369/LB Refurbishment to existing garage structure Elm Tree Farm Granted 12/P/0374/F Conversion of stone barn to form holiday accommodation – Brook Barn – Granted</p> <p>(b) NALC People in Action Conference 05.07.12 – Invitation to attend. Due to commitments there is no councillor available to attend. During discussion, the subject of ALCA membership was raised as it is understood that the association has been restructured since PPC was a member. PBS will request details of current fees/services and will place this as an item on June's agenda.</p> | <p>Noted</p> <p>Noted</p> <p>PBS</p> |
| PC/05/06 | <p>Parish Co-Ordinator/Task Monitor (a) Standing Order – Approval of amendment to Item 58 To prevent any miscommunications the following revision to Item 58 of PPC Standing Orders was proposed and agreed upon;</p> <p><i>58a. Unauthorised Activities</i></p> <p><i>No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:-</i></p> <ul style="list-style-type: none"> <i>a) inspect any lands or premises which the Council has a right or duty to inspect; or</i> <i>b) issue orders, instructions or directions unless authorised to do so by the Council, the relevant committee or sub-committee.</i> <p><i>58b. Authorised Activities</i></p> <p><i>Except as precluded above a member of the Council may in his/her own right as an elected member take up an issue which they themselves have identified, or which has been brought to their attention by a resident or group of residents, to pursue with another organisation provided:</i></p> <ul style="list-style-type: none"> <i>a) it does not contradict or countermand existing council policy in relation to the matter which has been raised;</i> <i>b) it is not so significant that the full council should be advised and a response agreed before action is taken;</i> <i>c) the Clerk to the Council and/or the Chairman (or, in the absence of both officers, the Vice Chairman) is advised of brief details of the issue and of the action taken. Members will be expected to exercise good personal judgment in relation to these matters and should, if in any doubt, consult the Clerk to the Council, Chairman or Vice Chairman, before taking any action or initiative in order to protect the integrity and good reputation of the council.</i> <p>Proposed: Cllr Weeks Seconded: Cllr Meek All in favour</p> | |
| PC/04/08 | <p>Maintenance</p> <ul style="list-style-type: none"> a) Reports of pot holes on Caswell Lane and Caswell Hill b) Blocked drains – Portbury Village c) Blocked drains/flooding - Sheepway <p>It was agreed that PBS request a site meeting between Adam Wood NSC and Brian</p> | <p>PBS</p> |

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| | Weekes, as Brian is familiar with the location of these maintenance issues. | |
| PC/05/09 | <p>Transport & Traffic (a) Jct 19/A369 – Update</p> <p>The safety audit regarding these improvements is currently being finalised and the Council will receive a copy in due course. There are two areas that PPC remain concerned about; the length of road available to merge left onto, between the end of the bus lane and the turning in to the High Street whilst travelling towards the M5 roundabout from Bristol, and the timing sequence of traffic lights on to the Portbury Hundred – there have been instances when HGVs going to Portbury Docks have blocked the exit.</p> <p>Generally though, the Council is impressed with the improvement of traffic flow and passes its thanks on to NSC.</p> | |
| PC/05/10 | <p>Community Reports St Mary's Church/School and Village Hall</p> <p>(a) Cllr Marshall advised that, despite torrential rain, the Open Garden event had proved to be a great success and that £386.00 had been raised for the church funds.</p> <p>(b) St Mary's School head and deputy head teacher had submitted their resignations; also a classroom assistant had resigned.</p> <p>(c) Cllr Tarr had recently attended a PSC committee meeting and was impressed with the success of their achievements. Cllr Meek also advised that the recently held Beer and Cider Festival had made an £1800 profit and had been very well attended.</p> <p>(d) The Community Café continues to go from strength to strength, with its first anniversary being in July.</p> <p>(e) A '10th' team is being sought for the summer skittles league and a poster will be placed on village notice boards advertising same.</p> | |
| PC/05/11 | <p>AOB (a) Councillor vacancy due to Mrs Thomson's resignation</p> <p>The Council had received an application for this position from Stefan Chilcott. Stefan, who was present at the meeting, spoke briefly as to why he would like to be a councillor and was requested that he submit his 'profile' via email so that those councillors not present would be able to review and vote on his application. Prior to June's PPC meeting, an electronic vote will be made in consideration of this application.</p> <p>(b) Allotments</p> <p>Cllr Meek had met with the allotment holder of plot 1. A boundary change had been agreed, on the understanding that an area would be set aside for the planting of several fruit trees and wild flower propagation, the revised boundary would still allow for a 10ft wide access track for machinery etc.</p> | |

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| PC/05/12 | Date and time of next meeting ARM – 17 th May 2012 PPC's monthly meeting – 12 th June 2012 at 7.30pm | |
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Meeting finished at 9.05pm
Portbury Parish Council
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