

# Portbury Parish Council

## MINUTES

**Minutes of the meeting held 4<sup>th</sup> September 2012**  
**Village Hall, High Street, Portbury**

**Present:**

**Councillors:** Cllr Tarr      Cllr Marshall      Cllr Chilcott

**Chairman:** Cllr Cooke

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

**Others:** Mandy Bishop – NSC  
Mr Ball – Neighbourhood Watch  
Mr Summerfield  
Haydn John  
PC Clarke – arrived at 8.00pm/left at 8.20pm  
Brian Weekes  
Mrs Drower - PBS  
Five members of the Public  
Representative from 'Heartsafe'

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Meeting commenced at 7.30pm

No	Item	Action
PC/09/01	<p><b>Public Speaking</b></p> <p><b>a)</b> Mr Summerfield requested permission to address the meeting. He was concerned that the Parish Council had launched a Facebook page without any apparent protocols/procedures. He was also disappointed that, through Facebook, the Council were engaging with an anonymous group (Portbury Parishioners).</p> <p>Cllr Tarr responded by giving a brief history of the Council's discussions regarding communication initiatives, and as to how the Council wished to improve information resources, not just by electronic means but also for those residents who do not have access to the internet.</p> <p>It was acknowledged that the launch of the Facebook page was swift and that a written procedure for use will be drafted by Cllr Chilcott and Mr John, for approval by the Council at October's meeting.</p> <p><b>b)</b> Mrs Hale (left meeting at 8.10pm) queried the statement from NSC referencing the '1 in 60 year event' with regards to flooding. This refers to the industry design standard and not the actual occurrence – a full definition will be obtained.</p>	

	c) Request for 20mph speed zoning within the village – please see full details under PC/09/10.																	
PC/09/02	<b>Apologies - None</b>																	
PC/09/03	<p><b>Minutes</b> of August's meeting held 07.08.12 signed as a true record of proceedings.</p> <p>Proposed: Cllr Tarr                      Seconded: Cllr Meek                      All in favour</p> <p>Action point update from meeting;</p> <p>a) Flood Emergency Resilience Plan – Cllr Chilcott advised the Council that he had canvassed public opinion with regard to the proposal of arranging a meeting to discuss the flooding in detail. It was felt that there was now a general acceptance that it was an exceptional event and so a meeting would no longer be required, but the provision of sand bags etc would be of use should this occur again. During discussion, Mandy Bishop advised that NSC Emergency Planning Team were in the process of compiling documentation which would assist communities that were interested in adopting a resilience plan.</p> <p><b>b) Defibrillator</b></p> <p>The representative from 'Heartsafe' introduced herself to the meeting and was in attendance to outline the benefits of becoming a 'Heartsafe' Community. A 'Heartsafe' community is one which has public access to a defibrillator for use in the event of sudden cardiac arrest. The presentation was extremely informative and the benefit of such an initiative became obvious.</p> <p>Costs – Basic units were available at a cost of between £800 to £1300, the unit promoted by Heartsafe was in the region of £1795 plus VAT but this did include a weatherproof cabinet and associated equipment. The Council would welcome a proposal from the community regarding suggested funding.</p>	MB																
PC/09/04	<p><b>a) Payments for Authorisation</b></p> <table border="0"> <thead> <tr> <th></th> <th style="text-align: right;"><u>Nett</u></th> <th style="text-align: right;"><u>VAT</u></th> <th style="text-align: right;"><u>Gross</u></th> </tr> </thead> <tbody> <tr> <td>PBS – Administration/Coordinator September 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>Brian Weekes – Maintenance August 12</td> <td style="text-align: right;">245.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">245.00</td> </tr> <tr> <td>Fountains – Dog Bins July 12</td> <td style="text-align: right;">48.00</td> <td style="text-align: right;">9.60</td> <td style="text-align: right;">57.60</td> </tr> </tbody> </table> <p>Proposed: Cllr Meek                      Seconded: Cllr Tarr                      All in favour</p>		<u>Nett</u>	<u>VAT</u>	<u>Gross</u>	PBS – Administration/Coordinator September 2012	795.00	0.00	795.00	Brian Weekes – Maintenance August 12	245.00	0.00	245.00	Fountains – Dog Bins July 12	48.00	9.60	57.60	
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PC/09/05	<p><b>Crime &amp; Disorder</b></p> <p>a) PC Clarke updated the Council with the August crime figures; the theft of a ride-on lawn mower.</p> <p>b) Reference was made to a group of gentleman driving a vehicle with a Southern Irish registration plate, and who had been to the village attempting to sell chainsaws – the police were aware of these activities and investigations were ongoing.</p>																	

<p><b>PC/09/06</b></p>	<p><b>Parish Plan and Website</b>  a) Parish Plan – nothing new to report.</p> <p>b) Website – As mentioned above, Mr John would liaise with Cllr Chilcott in the drafting of a ‘Web’ protocol. Mandy Bishop advised that she was able to supply a communication template which was used by NSC and which the Council may find of benefit.</p>	<p><b>MB</b></p>
<p><b>PC/09/07</b></p>	<p><b>Planning</b>  <b>a) Applications Received</b>  <b>12/P/1407/F 57 Priory Road.</b> Combined second storey &amp; two storey extension – No objection decision. Electronic vote pre-meeting – All in favour Comments Idoxed</p> <p><b>12/P/1464/F Russett Chapel.</b> Construction of a single storey side conservatory. Having reviewed this application the following comment would be made under ‘general observation’;</p> <p>Portbury Parish Council has no objection in principle to this application provided it is consistent with previous planning approvals and conditions for Russett Chapel.</p> <p>Proposed: Cllr Meek                      Seconded: Cllr Tarr                      All in favour</p> <p><b>b) PPC Planning Statement</b>  A statement had been prepared in response to public requests for the Parish Council to re-state its position on planning-related matters in response to the Localism Act passed into law in November 2011, and the National Planning Policy Framework published in March 2012. The statement, which had been drafted and circulated to all councillors for approval, was sanctioned on a quorate decision prior to release.</p> <p>Mr Summerfield voiced his concern at the apparent lack of consultation prior to the statement being released and considered it to be discourteous – it was on this basis that Mr Summerfield resigned from the position of PPC Planning Officer.</p> <p><b>c) Applications Granted/Refused/Withdrawn</b>  12/P/1063LDE – Certificate of Lawfulness The Horse Race                      Certified  12/P/1113/F – Land off Failand Lane. All weather arena                      Granted  12/P/1076/F – Racecourse Farm. Erection of storage barn                      Granted  12/P/1154 /F – Field parcel 4231. Land off Caswell Hill                      Granted  12/P/1194/F – Land off Caswell Hill. Change of use agri to equestrian                      Granted</p> <p><b>d) Biomass Silos Certificate of Lawfulness – RPD</b>  During the afternoon of 4<sup>th</sup> September, the Council received an email from Sue Turner; RPD, stating the height of the silos referred to in the Certificate of Lawfulness was in fact incorrect. The height reference had not included for auxiliary equipment below and above the silos and therefore the overall height was not 50m but 70m. Sue Turner had also provided photomontages showing a range of viewpoints, which Cllr Tarr had brought to the meeting.</p>	<p><b>Idox</b></p> <p><b>Idox</b></p> <p><b>Noted</b>  <b>Noted</b>  <b>Noted</b>  <b>Noted</b>  <b>Noted</b></p>

	<p><b>e) Property – Portbury Lane</b> A large earth bank had been constructed at the entrance to a property on Portbury Lane. Concern was raised that during periods of rain, soil could be washed on to the highway and become a hazard to drivers. A request will be made to NSC to inspect.</p>	
<p><b>PC/09/08</b></p>	<p><b>Council Administration</b></p> <p><b>a)</b> Due to the resignations of Councillors Weeks and Young, two councillor vacancies had become available. The vacancies were in the process of the being advertised by NSC in accordance with standard procedure.</p> <p>Should an election for poll not be called, the vacant seats will be filled by co-option using the following proposed procedure;</p> <ul style="list-style-type: none"> <li>• applicants would be invited to submit a written CV to the Parish Council office after the 10th September, together with a completed Register of Interests form;</li> <li>• the chairman and members would view the CVs and be invited to express a view or raise questions against them before the next Council meeting;</li> <li>• the candidate(s) would be invited to make a brief 2-3 minutes presentation, in public, to Councillors at the Tuesday, 2nd October, PC meeting and reply to any questions from members (but not the public);</li> <li>• the members would then have a few minutes in private to make their selection of candidates to join them;</li> <li>• the candidate(s) would then be brought back into the room to be advised of the appointments the Council wishes to make;</li> <li>• If the candidates accepted the appointment, they would be invited to complete an Acceptance of Office form</li> <li>• The public would be invited to rejoin the meeting and the business of the Council would resume with the newly co-opted councillors taking a full part.</li> </ul> <p>Proposed: Cllr Tarr                      Seconded: Cllr Meek                      Majority in favour</p> <p>Cllr Marshall took this opportunity of thanking the leaving Councillors for their hard work; in particular Mr Weeks who had been a member of the parish council for the past twenty five years. Mr John echoed these sentiments on behalf of the public.</p> <p><b>b) Register of Interests</b> – Councillors’ Register Of Interests had been forwarded to North Somerset Council.</p> <p><b>c) Local authorities (Indemnities for Members and Officers)</b> Having recently received an updated legal briefing from NALC (L03-05), the Council’s insurers had been requested to confirm that the policy in place covered the indemnities mentioned.</p> <p><b>d) Office administration</b> Email traffic through PPC’s Hotmail account. PBS advised that 512 emails (not including cc and multiple recipients) were received/sent during August.</p>	

<p><b>PC/09/09</b></p>	<p><b>Maintenance</b></p> <p><b>a) A369 Lay by – parking/footpath</b>          Brian Weekes had met twice with NSC to discuss the maintenance issues within these areas. To maintain access to the footpath, and to prevent parking on the verge, NSC suggests that an earth bund (planted with grass and wild flowers) be constructed. The Council favour this solution but will need to wait for surplus soil to become available. Meantime it was suggested that several 'No Parking' signs are sited to deter illegal parking.</p> <p><b>b) The pavement on the corner of the High Street/Church Road</b> had been damaged; the area had been cordoned off and a technical report was in the process of being compiled by NSC. Mandy Bishop was requested to expedite this matter with the relevant officer as the safety barriers are blocking drivers' line of vision when exiting Church Road.</p> <p><b>c) Hillside</b> – NSC had been requested to carry out a second, higher cut to the overgrowing tree branches – PBS/MB to follow-up</p>	<p><b>MB</b></p> <p><b>PBS/MB</b></p>
<p><b>PC/09/10</b></p>	<p><b>Transport and Traffic</b></p> <p>a) 20mph Speed limit – Portbury village. Summary of discussion referred to under item PC/09/10. In response to an enquiry regarding the possibility of Portbury village being designated as a 20mph speed zone, the PPC website and Facebook page had been updated with the following response from NSC;</p> <p><i>NSC is in the process of drawing up a policy and procedure for 20 mph limits, but until this is formally adopted by councillors each case is considered individually. In order to be supported by the Police, any speed limit needs to be self supporting, in that speeds are generally not significantly above the proposed limit. The Police will not support or enforce a limit which the majority of drivers exceed by a large margin. This may entail physical traffic calming works to reduce speeds, as signs alone have been shown to have only a minimal impact on actual speeds.</i></p> <p><i>NSC has some existing speed measurement data which, although not very recent, gives a good indication. The two sites that they have within the existing 30 mph limit are Mill Lane north of Mill Close, and Caswell Lane west of Station Road. They do not have any data for the other road into the village, High Street from A369, The data is collated as 85%ile speed (the speed at or below which 85% of vehicles are travelling, i.e. the speed exceeded by 15% of drivers), and mean speed.</i></p> <p><i>At the Mill Lane site (June 2002), measurements were done northbound only (towards the centre of the village), and showed a mean speed of 27.7 mph and an 85%ile speed of 31 mph.</i></p> <p><i>At Caswell Lane (June 2007), measurements were done in both directions, and showed mean speeds of 24.8 mph eastbound and 26.6 mph westbound, and 85%ile speeds of 29.8 mph and 31 mph.</i></p> <p><i>Current Department for Transport draft guidance (July 2012) on speed limits is that where existing mean speeds are 24 mph or less, additional traffic calming measures may not be needed, but the data that they have suggests that this is not the case for Portbury.</i></p> <p><i>In order to consider the request further, they would need to collect up-to-date data for the three roads leading into the village, and then ascertain the nature and cost of any traffic</i></p>	

	<p><i>calming works that would be required. Whilst NSC's Executive Member has been prepared to consider other recent individual requests for reduced limits, this has been on the basis that they would not be funded by North Somerset Council (i.e. they would need to be funded by the parish/town council or by developer contributions).</i></p> <p>In view of the above response, and the fact the NSC will not financially support such an installation, PPC has sought guidance on costs; to install temporary speed loops to data gather - the cost would be in the region of £300.00. To install permanent traffic calming measures – the cost would be in the region of £20K (based on various costing proposals received from NSC during the discussions re traffic calming on the Sheepway). This subject was discussed several years ago and was not progressed, not only due to cost but the High Street 'B' road designation which has implications on emergency vehicles travelling through the village.</p> <p><b>b)</b> A resident requested that the Council investigates the feasibility of installing the amber flashing light system to indicate when school children are arriving/departing the school.</p>	<b>PBS</b>
<b>PC/09/11</b>	<p><b>Community Reports</b></p> <p><b>a) St Mary's Church</b> – A quiz night was being held on the 29<sup>th</sup> September to raise funds for the repair of the bell tower floor. The event was being held at the Crosstree Centre, Wraxall. Further details can be obtained from the PPC office.</p> <p><b>b) Village Hall</b> – Cllr Chilcott updated the Council with regard to the current repairs being carried out.</p> <p><b>c) Community Sports Day</b> – The event was being held on 8/9<sup>th</sup> September and was expected to be will attended.</p>	
<b>PC/09/12</b>	<b>AOB</b>	
<b>PC/09/13</b>	<b>Date and time of next meeting 2<sup>nd</sup> October 2012</b>	

**Meeting finished at 9.30pm**

**Portbury Parish Council**

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