

# Portbury Parish Council

## MINUTES

Minutes of the meeting held 7<sup>th</sup> June 2016  
Village Hall, High Street, Portbury

**Present:**

**Councillors:** Cllr Weekes            Cllr Langdon            Cllr Longstaff  
Cllr Romanski            Cllr Randall

**Chairman:** Cllr Hale

**Clerk:** Minutes taken by Sara Thompson

**Representatives:** Les Summerfield (footpaths)  
Two members of the public

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Meeting commenced at 7.30pm

No	Item	Action
	A resident requested permission to address the Council and speak with regard to North Somerset Council's planning application 16/P/1224/F. Although they did not object to the application, they wished to draw the Council's attention to a possible infringement onto a neighbouring property. Cllr Hale advised the resident that a) they should raise their concerns directly with NSC, and b) as the application would be on July's PPC agenda they would be more than welcome to attend that meeting to discuss the plans further.	
PC/06/01	<b>Apologies Received</b> – Cllr Phipps and Mandy Bishop NSC	
PC/06/02	<b>Minutes</b> of PPC's monthly meeting held 03.05.16 – approval <b>Minutes</b> of the Annual Meeting of the Council held 03.05.16 – approval <b>RESOLVED that:</b> The Minutes were a true record of proceedings and duly signed.	

<p><b>PC/06/03</b></p>	<p><b>Chairman's Report</b></p> <p>Although unable to attend the meeting, Cllr Phipps had circulated his chairman's report prior to the meeting. Subjects included;</p> <p><b>Devolution Deal.</b> As agreed at May's PPC meeting, a letter had been sent to Cllr N Ashton advising him of the Council's considered views regarding the perceived impact that an agreed Devolution Deal would have, particularly concerning effectiveness and costs.</p> <p><b>Annual Residents' Meeting.</b> The meeting had been well attended and had been the perfect opportunity to introduce the Neighbourhood Plan. Subsequently, Cllr Phipps suggested a NP consultation timetable which would include a bimonthly, half hour residents' meeting preceding the normal parish council meeting commencing in July at 7.30pm. The Community Café, held on the first Saturday of every month, would also been used as a consultation point.</p> <p><b>Bluebell Walk and Traffic.</b> The Council had received a letter from a resident who had expressed concerns over the number of visitors parking within the village whilst visiting Prior's Wood. Cllr Phipps had drafted a reply which was approved by Councillors.</p> <p><b>Neighbourhood Watch.</b> Although a Neighbourhood Watch scheme is in place within the parish, no meetings are held nor is there a Chair. Cllr Romanski would arrange a meeting with the current Secretary to assess the feasibility of the scheme becoming active again.</p>	<p><b>TR</b></p>
<p><b>PC/06/04</b></p>	<p><b>Finance</b></p> <p><b>(a) Payments for Authorisation</b> - As per the attached schedule. Cllr Weekes declared an interest and abstained from voting.</p> <p><b>RESOLVED that:</b> The payments as scheduled were approved.</p> <p><b>(b) Ring Fenced Reserves</b> – It was agreed to reallocate the unspent NG Planning Consultant funds to the development of the Neighbourhood/Parish Plan ring fenced account.</p>	
<p><b>PC/06/05</b></p>	<p><b>Crime and Disorder</b></p> <p><b>(a)</b> There had been several reports of suspicious activity within in parish; including the lock on the M5 service gate (Station Road) being forced. CCTV operated by PPC within the M5 footbridge area had been suggested as a deterrent but Councillors felt that, as a local authority, the protocol obligations with regard to the Data Protection, Human Rights, and the Freedom of Information Acts would make such a request unfeasible.</p> <p><b>(b)</b> May's crime log supplied by Avon &amp; Somerset Police reported one crime within the parish. Feedback from residents suggest that this is not an accurate</p>	

	<p>reflection of events and so PPC will request residents to forward details of crimes onto them too so that a record can be kept.</p> <p>Residents should report all crimes and suspicious activity directly to the police as a matter of course.</p> <p><b>(c)</b> An invitation to attend the Community Café will be extended to the local police so that residents can discuss concerns and safety awareness with them.</p>	<p><b>PBS</b></p> <p><b>PBS</b></p>
<b>PC/06/06</b>	<p><b>Parish Plan and Website</b></p> <p><b>(a) Website</b> – Nothing new to report</p> <p><b>(b) Parish/Neighbourhood</b> – As mentioned in the Chairman’s report, residents’ Neighbourhood Plan meetings would be held every other month prior to the normal Council meeting, commencing in July, and also at the Community Café.</p>	
<b>PC/06/07</b>	<p><b>Planning</b></p> <p><b>(a) Applications received</b></p> <p>16/P/1056/EIA – Plot 33RPD. Requirement of an Environmental Impact Assessment. After discussion, it was agreed that there was a requirement for an EIA to be carried out due to the proximity of the Nature Reserve and the visual impact that a multi storey car park would have on the landscape. Cllr Phipps would be requested to draft a response.</p>	<b>MP</b>
<b>PC/06/08</b>	<p><b>Maintenance</b></p> <p><b>(a)</b> Several maintenance issues were referred to and would be reported to NSC:</p> <p>Priory Walk – Damage to pavement  Priory Walk – blocked gully  Station Road – blocked gully  Footbridge – excessive weeds</p> <p><b>(b)</b> Cllr Longstaff had received plans from Wessex Water showing the location of sewage pipes and manhole covers. This had been requested due to concerns of a leaking pipe – this item would be discussed in further detail at July’s PPC meeting.</p>	<b>PBS</b>
<b>PC/06/09</b>	<p><b>Council Administration/Correspondence</b></p> <p><b>(a) Task Monitor</b> - Nothing new to report</p>	

	<p><b>(b) Blue Bell Walk Priors Walk</b> – Due to the popularity of this event, PPC would be proactive in securing additional parking for next year’s event.</p> <p><b>(c) Annual Residents Meeting Feedback</b> – several enquires had been received with regard to the Neighbourhood Plan which Cllr Phipps had addressed.</p> <p>The damaged tree (playground path) also mentioned at the meeting had been reported to the land agent, David James, who had organised for maintenance to be carried out.</p> <p>Proposed traffic calming scheme – A369/High Street Gateway. A resident had suggested that, as the school zig zag markings/flashing lights indicate a maximum speed of 20mph which is unenforceable, the gateway should be moved back towards the A369 prior to the Church Lane Junction.</p> <p><b>(d) St Mary’s Church</b> - Mrs Marshall, representing St Mary’s Church, requested permission to use the playing field as an overspill car park for mourners attending a funeral being held at the church on the 16<sup>th</sup> June. Due to the circumstances of this request, and if weather permitted, the Council agreed that the field could be used in this instance. Cllr Weekes would unlock the gates provided that he was satisfied that the ground was dry enough to be driven on.</p>	<b>BW</b>
<b>PC/06/10</b>	<b>Transport and Traffic</b> Nothing new to report	
<b>PC/06/11</b>	<b>Allotments</b> <b>(a)</b> Although some boundary strimming had been undertaken by tenants, the area was generally untidy and required further maintenance. Cllr Weekes was requested to submit a quotation to carry out remedial work.	<b>BW</b>
<b>PC/06/12</b>	<b>Date and time of next meeting – 5<sup>th</sup> July 2016 being held in the Village Hall</b>  <b>Neighbourhood Plan meeting commencing at 7.30pm.</b> <b>Portbury Parish Council meeting commencing at 8.00pm</b>	

**Meeting finished at 9.20 pm**

**Portbury Parish Council**  
**Adcroft House, 15 Roath Road. Portishead BS20 6AW**  
**Tel: 01275 815012 portbury\_parish\_council@hotmail.co.uk**

**Signed as a true record of proceedings;**

**Name:** .....

**Position:** .....

**Date:** .....