

# Portbury Parish Council

## MINUTES

Minutes of the meeting held 4<sup>th</sup> October 2016  
Village Hall, High Street, Portbury

**Present:**

**Councillors:** Cllr Weekes Cllr Randall Cllr Langdon

**Chairman:** Cllr Phipps

**Clerk:** Minutes taken by Dawn Drower

**Representatives:** Les Summerfield (footpaths)  
Mandy Bishop – NSC  
Mr Ball – Neighbourhood Watch  
Mrs Kearlsey – Neighbourhood Watch

**Others:** Mr K Lanham  
Three members of the general public

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Meeting commenced at 7.30pm

No	Item	Action
PC/10/01	<b>Apologies Received</b> – Cllr Hale, Cllr Romanski	
PC/10/02	<b>Minutes</b> of PPC's monthly meeting held 13 <sup>th</sup> September 2016 – approval  <b>RESOLVED that:</b> The Minutes were a true record of proceedings and duly signed.	
PC/10/03	<b>Chairman's Report</b> Prior to the meeting Cllr Phipps had circulated a report for review: -  Cllr Phipps commented on crime and disorder, Neighbourhood Plan, planning including enforcement notices, village green/war memorial, and maintenance. All are covered in the relevant sections below.	

	<p>Cllr Phipps reported that there were various reports of dog fouling in the village. Cllr Phipps had written a letter to a resident whose dogs were known to have been wandering unaccompanied around Portbury, asking them to keep their dogs under control. The resident has acknowledged the letter. Dog fouling has also been occurring outside The Lodge going into the woods. Cllr Phipps has posted a notice at the location.</p>	
	<p>At this point three members of the general public who wished to speak about the proposed development at 47 Caswell Lane were invited to speak. They put forward their views and concerns about the proposed septic tank replacement and the tension it was causing between the residents of Redding Cottages, and the developers. They also handed to the Chair a written account of their views on this and the proposed development in the garden of 47 Caswell Lane.</p>	
<b>PC/10/04</b>	<p><b>Finance</b>  <b>(a) Payments for Authorisation</b> - As per the attached schedule. Cllr Weekes declared an interest and abstained from discussion and resolution.</p> <p><b>RESOLVED that:</b> The payments as scheduled were approved.</p>	
<b>PC/10/05</b>	<p><b>Crime and Disorder</b>  <b>(a) Neighbourhood Watch</b> – Cllr Phipps, Mr Ball, Mrs Kearsley and other councillors present discussed the best way to coordinate the Neighbourhood Watch and the Crime and Disorder discussion at the monthly council meetings. The main aim being to avoid duplication of information and circulation of that information around the village. Cllr Phipps suggested PPC would post out information notices on crime and disorder and keep a database of contact details of residents. Neighbourhood Watch is looking for a new chairman as Mr Ball is retiring. Mrs Kearsley who is the Neighbourhood Watch secretary is not getting any support. Mr Ball is concerned that crime is creeping back into the village. There is also a lack of support and coordination from the police. Mr Ball commented that calling 101 is not effective. Mr Ball also commented that crime is not always reported to the police. Mrs Bishop suggested that keeping the Neighbourhood Watch title was preferable as it was well known. Neighbourhood Watch to now be a monthly agenda item and also the Newsletter will be headlined as including this. A further discussion is needed to take things forward and to synchronise the database of e-mail addresses. Mrs Kearsley undertook to try to meet with Cllr Romanski prior to the next PPC meeting.</p> <p><b>(b) CCTV</b> – Cllr Phipps has continued researching procedure and costings. There is no final report on costings yet, a first quotation of approximately £2000 has been received, still waiting for second quote. The third company approached was suggested by NSC and they have suggested the possibility of a deployable camera. Summarising there will be three different quotes and/or approaches to the CCTV. Mr Ball suggested that there should be some research into the electricity supply for the camera.</p>	<p><b>MP</b></p> <p><b>MP</b></p>

<p><b>PC/10/06</b></p>	<p><b>Parish Plan and Website</b>  <b>(a) Website</b> – Nothing new to report</p> <p><b>(b) Parish/Neighbourhood Plan</b></p> <p><b>Village Shop</b> - Over 40 responses were received from the questionnaire on the Village Hall and shop. The focus session at September's meeting gave useful feedback too. Overall the data seems to suggest that a community run shop would struggle to be sustainable. A commercially led shop would have more chance dependent upon the location of the shop and the rent payable. In either case a shop would not be viable without a car park, especially if it were located near the village hall.</p> <p>There are two choices for the next questionnaire, the War Memorial and Village Green or Crime and Disorder. Councillors voted for Crime and Disorder as the next questionnaire to be circulated, and then followed by the War Memorial and Village Green, and finally the last subject to consult residents about will be the future of the village.</p> <p>At the end of all the questionnaires, Cllr Phipps will summarise them in the Neighbourhood Plan by next April. This will then be an agenda item at the next ARM in May.</p> <p><b>Village Hall</b> - Cllr Phipps reported that the responses to the questionnaire suggested there was general support for providing some financial support to the Village Hall via the precept.</p>	<p><b>MP</b></p>
<p><b>PC/10/07</b></p>	<p><b>Planning</b>  <b>(a) Applications received;</b>  <b>16/P/2169/F – 47 Caswell Lane</b> – erection of 2 No self-build dwellings – This is a significant application on what is claimed to be a brownfield site. Cllr Phipps presented plans and aerial maps showing the proposed development and it is not immediately apparent that it is a brownfield site, this is for NSC to consider. Cllrs agreed that the development seems too big. There was concern that this would also impact on traffic in Caswell Lane. The applicant also claims that that the development would be of a highly sustainable nature, but no projected energy rating data has been presented. Cllrs agreed that Portbury is a ribbon development area, but representation was made that the development could be outside of the village boundary and thus is not an infill site. Cllr Phipps will write and ask that the energy ratings be made clear, and that the drainage be sorted. Cllr Phipps has been asked by the residents of Redding Cottages to mediate at a meeting between themselves and the developers about the septic tank replacement. Cllr Weekes wished it to be noted that there has been tension among several of the existing residents at Redding Cottages for many years.  <b>16/P/1929/F – Racecourse Farm</b> – change of outbuilding use – Planning has been refused. Cllr Phipps has since talked to the applicant to try and understand what they are trying to achieve on the site. The livery business has all but finished. Cllr Phipps was told that the intention is not to run student lets. Even though the holiday lets have not been successful the applicant has been advised by NSC planning to apply for holiday lets instead. There does not appear to be any intention to build any more. There is likely to be a change of use of the</p>	<p><b>MP</b></p> <p><b>MP</b></p>

	<p>redundant buildings. Cllr Phipps will discuss holiday lets again with Cllr Ashton at his regular update.</p> <p><b>(b)Planning enforcements notices;</b>  <b>25 Priory Road</b> – Cllr Phipps after writing to the resident has had a further telephone conversation with him. The resident said there was a temporary difficulty in arranging for different delivery times; Cllr Phipps was assured that all deliveries have now been permanently altered, so disturbance to neighbours should be minimised.  NSC has requested that the resident submits either a full planning application, or a request for a certificate of lawful occupation.  <b>49 Mill Lane</b> – No comments.  <b>The Old Dairy</b> – NSC are to follow up on the installed design detail of the roof of this building which is not as shown on the approved planning drawings.</p>	
<p><b>PC/10/08</b></p>	<p><b>Maintenance</b>  <b>(a) Village Green and War Memorial</b> – Cllr Phipps has some initial prices in for centre path - £8200, WI Border and Bench - £2000, War memorial area including border - £4300 and a mosaic - £3000, totalling £17,500. Cllr Phipps is currently seeking funding from various sources including Tesco (open space initiative), and the War Graves Commission. Cllr Phipps to get some more quotations.  Cllr Phipps asked councillors to consider ring fencing £8200 out of reserves for the centre path with the balance through fundraising. Cllr Langdon commented that there were sufficient reserves for this. After discussion all councillors present agreed to ring fence £5000.  Cllr Randall raised an ethical question about fundraising via Tesco. Cllr Phipps explained that the funds being distributed were the proceeds of the plastic carrier bag levy, and as such was not Tesco’s money, but an HMRC tax like the landfill tax levy. After discussion Cllr Randall was still concerned and was therefore asked if he would like a vote on the issue, he declined as he recognised that he was the only Council Member with an ethical issue on this.  <b>(b)Mill Lane gullies and signs</b> – Cllrs are concerned that Portbury is at risk of further localised flooding due that the lack of maintenance clearing the gullies. Mandy Bishop will follow up.  <b>(c) Conygar Hill repair work</b> – Cllr Phipps reported that the major works on the flanks of Conygar Hill is being carried out on behalf of English Heritage. Apparently parts of the rampart have become unstable, and English Heritage is part funding, with the resident paying the balance. Cllr Phipps has requested a written briefing from the resident.  <b>(d) M5 junction upkeep/HGV signage</b> – Cllrs are concerned that around Jct 19/A369 junction into Portbury, many of the road signs are now hidden under overgrown foliage. There is also a chevron missing and overgrowth on others at the bend by Racecourse Farm. Cllrs also feel that the warning signs turning into the High St from the A369 are insufficient and not clear enough to HGV drivers.</p>	<p><b>MP</b></p> <p><b>MB</b></p> <p><b>MB</b></p>
<p><b>PC/10/09</b></p>	<p><b>Council Administration/Correspondence</b>  <b>(a) Task Monitor</b> – A lot of the maintenance issues reported have now been resolved. Shelley Lee at NSC is following up outstanding items. Mandy Bishop also to follow up.</p>	<p><b>PBS</b></p> <p><b>MB</b></p>

	<p><b>(b) Portbury Wharf Nature update</b> – Nothing new to report. Cllrs Phipps, Langdon, Randall and Longstaff wish to go to next meeting on 18<sup>th</sup> October in Portishead.</p> <p><b>(c) Port liaison meeting update</b> – Cllr Phipps attended recent meeting. The Port has agreed to arrange a separate meeting about Jct 19 and to invite Highways England.</p>	PBS
PC/10/10	<p><b>Transport and Traffic</b></p> <p><b>(a) M5 Footbridge update</b> – NSC has sent draft layout plans for comment by PPC. Cllr Longstaff suggested a) agreeing in principal, b) making Sustrans aware and c) the need for additional signage. All councillors agreed with Cllr Longstaff. PPC to respond to NSC.</p> <p><b>(b) First bus changes to service</b> – Cllr Phipps still has not received a reply to his letter from First Group. Mr Lanham commented that the situation along the Sheepway actually appears to be better with the new double deckers; the buses are narrower and cause less disruption. Cllr Phipps still wants to meet with First Group to discuss a timed no entry into Sheepway from Conference Avenue and timetabling in general.</p> <p><b>(c) Sheepway issues update</b> – Mr Lanham commented that there are no particular issues. The owner of the containers in the field by the lake has assured that they are temporary. Mr Lanham will contact Chris Sperring to gain insight into the owls at Sheepway and what might be said about them in the Neighbourhood Plan.</p> <p>(d) Sheepway representation – Mr Lanham has agreed to represent the residents of Sheepway and attend the monthly PPC meetings with any issues. Whilst not being a Councillor and able to vote, he may suggest items for the agenda via the PPC Office, the Chair will then invite him to speak on these matters.</p>	PBS  MP  KL  KL
PC/10/11	<b>Allotments</b> – nothing to report	
PC/10/12	<b>Date and time of next meeting</b> – 8 <sup>th</sup> November 2016 commencing at 7.30pm in the village hall	

**Meeting finished at 10.30 pm**

**Portbury Parish Council**

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