

# Portbury Parish Council

## MINUTES

Minutes of the meeting held 10<sup>th</sup> January 2017  
Village Hall, High Street, Portbury

**Present:**

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

**Chairman:** Cllr Phipps

**Clerk:** Minutes taken by Dawn Drower

**Representatives:** Les Summerfield (footpaths)  
Mandy Bishop – NSC

**Others:** One members of the general public  
Mrs Andrea Ireland – prospective councillor

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Meeting commenced at 7.30pm

No	Item	Action
PC/01/01	<b>Apologies Received</b> – Cllr Weekes, Cllr Hale	
PC/01/02	<b>Minutes</b> of PPC's monthly meeting held 8 <sup>th</sup> December 2016  <b>RESOLVED that:</b> Minutes were agreed and signed off by Chair.	<b>ALL</b>
PC/01/03	<b>Chairman's Report</b> Prior to the meeting, Cllr Phipps had circulated a report for review to councillors prior to meeting: - Cllr Phipps commented on Councillor vacancy, Neighbourhood Watch, CCTV camera, Traffic regulation orders, Parish Plan, planning and enforcement, St Marys Church and council service reductions. All are covered in the relevant sections, except the councillor vacancy which is not on the agenda.	

<p><b>PC/01/04</b></p>	<p><b>Finance</b>  <b>(a) Payments for Authorisation</b> - As per the attached schedule.</p> <p><b>RESOLVED that:</b> The payments as scheduled were approved.</p> <p>Cllr Langdon (finance officer) reported that all finances were in order. PBS to research alternative electricity supplier costs as EDF fixed term price has come to an end.</p> <p>Precept – PPC need to prepare the annual precept to submit to NSC by 26<sup>th</sup> January. Cllr Phipps is suggesting an increase this year as costs will be increasing, and we will need to pay for more services (currently provided by NSC but being removed). The Parish precept has not increased for some years. Cllr Phipps suggested £4 - £5 per house. The Treasury have decided not to cap local council precept rises at present. A meeting at the PPC office on Tuesday 24th to agree precept.</p>	<p><b>PBS</b></p> <p><b>ALL</b></p>
<p><b>PC/01/05</b></p>	<p><b>Church – Heritage Centre Sign</b> – The church wishes to display a brown sign at the top of Church Lane and possibly at the A369 junction to advertise to people that there is a Heritage Centre at the church. Cllr Romanski commented that he thought the church would also need a further sign at the top of Failand Lane off of the Clevedon Road. The Priory was refused by NSC as it is a commercial premise. Cllrs all agreed that there were no objections in principle to all three signs. Cllr Phipps to write to Mrs Longstaff.</p>	<p><b>MP</b></p>
<p><b>PC/01/06</b></p>	<p><b>Crime and Disorder</b>  <b>(a) Neighbourhood Watch</b> – Cllr Phipps commented that there seems to be a lot of duplication of information from NW. Cllr Phipps commented that PPC now have a partial list of residents registered under the NW scheme. A mail has gone out to all previous coordinators to establish whether there are more people to add. This mail will also ask if they wish to continue receiving NW updates, but via the newsletter as a prime medium. Cllr Phipps will meet with Mrs Drower to merge the NW and PPC mail databases, once all information is in.  NW signs need to go onto the new lampposts.</p> <p><b>(b) CCTV</b> – The new camera is in place. However, the warning signs do not appear to be in situ yet. Cllr Romanski enquired as to where signs are going. Cllr Phipps replied that they would be on the footbridge.  N.B. Cllr Phipps has since reported that signs are indeed in situ, but is going to purchase 2 larger ones at a cost of about £10 each before the next meeting.</p>	<p><b>MP/ DD</b></p> <p><b>MP</b></p> <p><b>MP</b></p>
<p><b>PC/01/07</b></p>	<p><b>Parish Plan &amp; Website</b> – The Statement of Community Engagement prepared by Cllr Phipps was agreed by all. The document will now be posted on the website as an approved Council document and procedure. Cllr Phipps pointed out that the commitment to consultation and communication in the document was important and should have been a basic policy of the PPC already. He pointed out also that it is important that the current appointed Council ensured that the</p>	<p><b>MP</b></p>

	<p>level of communication now being achieved must continue even after this group of councillors have left office. The routine of using Facebook and other media must therefore become embedded in our operations.</p>	
<p><b>PC/01/08</b></p>	<p><b>Planning</b>  <b>(a) Applications received;</b>  <b>16/P/2371/F – Land off Portbury Hundred – Granted</b>  <b>16/P/2898/F – Caswell Cross Cottages,</b> erection of stable block – This application was only notified to us on the 12<sup>th</sup> December but with a closing date of 5<sup>th</sup> January (after our last meeting and before this one). A comment has been made to NSC to this effect. Cllrs discussed that a previous application for a large store on the same site had previously been refused. The current application for stables is a more modest size. Cllr Phipps commented that he would like to protect the parish from stealth building especially in the green belt. Cllr Langdon commented that he felt it was a low key site and that it was unfair to object as other residents had stable applications granted. After discussion all agreed to make no comment and to leave it to NSC to make the decision.  <b>16/P/2988/F – Portbury Lane,</b> building extension. Cllr Phipps commented that this application seeks to extend an existing permission by adding an extra bedroom, and that this was slightly unusual as the original bungalow build has not yet commenced. With the extra bedroom this would now make the build visible from the road, which gives PPC a slight dilemma. Cllr Phipps also commented that the Neighbourhood Plan has not yet been written for this part of the village. Cllr Phipps commented that it would be nice to have more two bedroom properties in the village. Cllr Phipps also commented that the applicants are asking for a big increase in size. After discussion PPC decided to offer no comment to NSC.  <b>(b)Planning enforcements notices;</b>  <b>25 Priory Road –</b> No further information.  <b>The Old Dairy –</b> Cllr Phipps commented that the roof detail on the property has been changed again and is not in accordance with the planning granted. However after exchanging emails with Ms K Bartlett at NSC, they have informed Cllr Phipps that enforcement is not going ahead. Cllr Phipps has registered the disappointment about the lack of communication from NSC on this case.  <b>1 Caswell Lane –</b> Cllr Phipps has spoken to the occupier and established that there have not been any new windows added. A tree had fallen down and revealed windows at high elevation. However one of the windows had been changed from obscure to clear glass as a bathroom had been converted to a bedroom. No permission is required for this change, so PPC would find it difficult to register an enforcement request. It was conclude that no action would be taken.</p>	<p>MP</p> <p>MP</p>
<p><b>PC/01/09</b></p>	<p><b>Maintenance</b>  <b>(a)New recycling and waste management service changes –</b> Cllr Phipps has asked Cllrs to consider in principal the increase of the annual precept to protect services that may be reduced by NSC, as already commented under finance. Cllr Phipps also commented that a rise would still keep the village precept comparable with other villages, and provided supporting figures in particular</p>	

	<p>comparing us with Blagdon. The new green bins and bags will come into force on 1/3/17.</p> <p><b>(b)Flooding and remedial measures</b> – Cllr Longstaff reported that after the November flood, Wessex Water committed to putting a camera into the sewage pipe to investigate by 9/1/17. As far as he is aware, this has not been carried out. Wessex Water had also reported to him that this was because of the heavy rainfall, but Cllr Longstaff has pointed out to them that it is separate sealed system for the sewage. Cllr Longstaff has sent another letter to Wessex Water. He also commented that the manhole where the sewage was bursting from is not on Wessex Water’s drawings. Cllr Randall said that there was a Water van there about 11pm on Friday night (6/1/17). Wessex Water also says they are going to clean up the contaminated land from the sewage overflow. As the sewage was contaminating the footpath, Cllr Longstaff tried to get some advice about how to best protect the public and possibly close the footpath, but Wessex Bristol Water and the Environment Agency offered no advice. Cllr Randall wondered whether raising the level of the footpath would help. Mandy Bishop commented that getting the camera in the pipe was important to find out what is really happening. Cllr Randall reported that the manhole by the village hall was also pouring out sewage. Some emergency signage to alert public is needed in the event of recurrence.</p> <p><b>(c)Priory Rd – Street lights and roadsweep</b> – Cllr Romanski reported that the street lights that have been replaced in Priory Road, the old stump outside No 5 is still there and need removing. Also that the road needs sweeping due to heavy silt. He agreed to supply DD with a set of photos detailing what needed to be completed.</p> <p><b>(d)Priory Walk – trip hazard on surface</b> – It appears that the surface is bubbling and poses a danger to pedestrians.</p>	<p>DL</p> <p>MP</p> <p>AR</p> <p>PBS</p>
<p>PC/01/10</p>	<p><b>Council Administration/Correspondence</b></p> <p><b>(a) Task Monitor</b> – Nothing new reported.</p> <p><b>(b)Council service reductions</b> – Mandy Bishop suggested arranging a meeting with John Flanagan and M McGregor to discuss add on services.</p> <p><b>(c)Defibrillator</b> – Mrs Drower reported that there is nothing new to report. The Priory has a collecting box for the defibrillator. Apparently the Priory is also willing to accommodate the defib on the outside wall. Cllr Phipps commented that he had written to Vintage Inns, but had not as yet received a response.</p> <p><b>(d)Annual finance meeting</b> – Agreed as above PC/01/04</p> <p><b>(e)Free trees</b> – Cllrs agreed that we would like to accept 150 free trees. Cllr Phipps will identify who owns the land by the playing field.</p>	<p>PBS</p> <p>ALL</p> <p>PBS</p>
<p>PC/01/11</p>	<p><b>Transport and Traffic</b></p> <p><b>(a) M5 Footbridge update</b> – no comment</p> <p><b>(b) M5 Jct 19 congestion update</b> – Cllr Phipps reported that the Highways England have responded that they are not ready for a meeting as they have no plans to do anything at Jct 19 until 2020. Cllr Phipps will pursue further on the matter of signage and tidiness of Jct19</p> <p><b>(c) Sheepway issues update</b> – Nothing to report on Sheepway matters.</p> <p><b>(d)HGV and road traffic signage on the A369 approach</b> – Cllr Phipps commented</p>	<p>MP</p>

	that signs on the approach to the village from the A369 are not the subject of a proper traffic regulation order. As a consequence any infringements by HGV's are not enforceable. Cllr Phipps has agreed with David Bailey - NSC that this will be sorted in the new financial year. Also the current signage will be moved and illuminated. Current regulations say that the signs should be on the left hand side. Cllr Phipps will also enquire as to where we are with the 20mph zone proposals. All agreed that the signs at Jct 19 for HGV's are too confusing as they just say Portbury.	<b>MP</b>
<b>PC/01/12</b>	<b>Allotments</b> – Nothing to report	
<b>PC/01/13</b>	<b>Date and time of next meeting</b> – 7 <sup>th</sup> February 2017 commencing at 7.30pm in the village hall.	

**Meeting finished at 9.30 pm**

**Portbury Parish Council**

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