

# Portbury Parish Council

## MINUTES

Minutes of the meeting held 7<sup>th</sup> February 2017  
Village Hall, High Street, Portbury

**Present:**

**Councillors:** Cllr Randall Cllr Langdon Cllr Hale  
Cllr Romanski Cllr Longstaff Cllr Ireland (arrived 8.35 p.m.)

**Chairman:** Cllr Phipps

**Clerk:** Minutes taken by Dawn Drower

**Representatives:** Les Summerfield - Footpaths  
Mandy Bishop – NSC  
Mr Lanham – Sheepway representative

**Others:** Nine members of the general public

---

Meeting commenced at 7.30pm

No	Item	Action
PC/02/01	<b>Apologies Received</b> – Cllr Weekes	
PC/02/02	<b>Minutes</b> of PPC's monthly meeting held 10 <sup>th</sup> January 2017 <b>RESOLVED that:</b> Minutes were agreed and signed off by Chair.	<b>ALL</b>
PC/02/03	<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 CCTV camera, Traffic matters, Parish Plan, Parish Code of Conduct, planning and enforcement, Priory signage, council service reductions, Junction 19 and Sheepway matters. All are covered in the relevant sections.	

<p><b>PC/02/04</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.</p> <p><b>(b)IT equipment</b> – Cllr Phipps put to council that PPC purchase a notebook computer. All Chairs work will be stored on this computer, and also passed to future Chairs to use. All agreed and Cllr Phipps will now research costs.</p> <p><b>(c)Precept</b> – All councillors attended the finance/precept meeting with the exception of Cllr Phipps. Agreed precept was submitted to NSC by the due date and has been agreed.</p>	<p><b>MP</b></p>
<p><b>PC/02/05</b></p>	<p><b>Priory - signage</b> – At last month’s meeting it was incorrectly reported that the sign had been turned down by NSC. There were no objections raised to the proposed signage by NSC being sited on existing signage on the A369.</p> <p>St Mary’s church signage – NSC have been out and carried out a survey for the church signage. Councillors will discuss the proposals when sent them by NSC.</p>	<p><b>ALL</b></p>
<p><b>PC/02/06</b></p>	<p><b>Crime and Disorder</b>  <b>(a)Neighbourhood Watch</b> – Cllr Phipps and Mrs Drower have met and amalgamated the NW email addresses and the Parish newsletter email database. Cllr Phipps reported that Caswell Lane, the High Street and Forge End had the most active lists. The next NW newsletter will go out to the new list. We will also check against the website email database.</p> <p><b>(b)Update from PC Jenny Clark</b> – There were two reported crimes in the village in the last month – a van was broken into overnight on the 23<sup>rd</sup> Jan and some number plates were stolen from another vehicle overnight on the 25<sup>th</sup>.</p>	<p><b>MP/ DD</b></p>
<p><b>PC/02/07</b></p>	<p><b>Parish Plan &amp; Website</b> – Cllr Phipps went on a training course which proved to be very useful in relation to the Parish Plan. The course identified what should be included in the Plan and what should not – e.g. traffic control measures should be included in a Community Action Plan, not a Parish Plan. Furthermore it was made clear that the plans should not be too restrictive, which could lead to the Plan being rejected by an Inspector. The Village Green would form part of the Community Action Plan, not the Parish Plan.</p> <p>Following on from this Cllr Phipps commented that it would be a good thing to ask villagers about their views on development within the Parish. Cllr Longstaff suggested that an outline discussion document would be a good idea.</p> <p>Cllr Phipps commented that he would give councillors some thoughts for consideration about the Parish Plan before the next meeting.</p>	<p><b>MP</b></p> <p><b>MP</b></p>

<p><b>PC/02/08</b></p>	<p><b>Planning</b>  <b>(a) Applications received;</b>  <b>17/P/0019/F – Redding Lodge – side extension</b> – no comment will be submitted to NSC from PPC</p>	
<p><b>PC/02/09</b></p>	<p><b>Maintenance</b>  <b>(a)Village Green</b> – Cllr Phipps reported that the results of the Village Green questionnaire have been analysed. There were 42 replies received. The question relating to the centre path did not yield clear results and this question may need to be posed again. Other answers were clear and can now be incorporated into the plan for the Village Green. This will involve the centre path, some more flower borders and possible seating. There was clear support (74%) for more recreational equipment, and the playing field was thought to be the best place for toddler play equipment. Returning the centre path to grass had 36% support and a harder surface 35%. There were queries raised from members of the general public about spending the money on a hard path when the green had sinking spots. Cllr Phipps produced some photographs of various options for the centre path, including reinforced grass, and a hard path with edging. Cllr Phipps has requested some quotes for various options. Cllr Hale suggested contacting the Port Liaison as they may have a work experience engineer who could give us some advice.  Cllr Phipps has received an offer of £1000 funding from Tesco, subject to terms and conditions which would not be onerous.  The subject of a bench around the village green tree was discussed. Concerns were raised from Cllr Hale about children using the bench to climb the tree. Concerns were also raised for the general public that the roots may be damaged by the bench and that the ground surrounding the tree is on a slope.  Mrs Longstaff asked PPC if the church could run a fundraising event on the Green on 17/6/17. This was agreed by all councillors.  <b>(b)Wessex Water update</b> – Cllr Longstaff reported that there had been a lot of activities carried out by Wessex Water. The CCTV survey had been carried out, but the results were not yet available. They did however find tree roots, and have cleared them out. Wessex Water are going to jet the main sewer all along from the Pump Station on the Portbury 100 through to the village. The plans that Cllr Longstaff has received of the sewer system are not comprehensive unfortunately. Cllr Longstaff commented that all sewers are the responsibility of Wessex Water. PPC have been offered some free leaflets by Wessex Water for distribution highlighting to residents how to look after the sewer system e.g the importance of NOT flushing wet wipes down the toilet. Cllr Phipps also commented that there was an increased pressure on the sewers in Portbury due to the Hospice now linking into it.  <b>(c)Litter Picking</b> – Both Mill Lane and Portbury Hundred need litter picking. A lot of litter has been exposed since the hedgerows were cut back. With regard to the potential services cut back and buying in extra services, Cllr Phipps suggested that Portbury may need extra litter picking. Cllr Phipps also commented that the contact at NSC for this is John Flanagan, and we should let him know as soon as possible extra services we will need. Extra services currently identified by Cllr Phipps are:- road cleansing x twice yearly, rain water gulleys and drains(key ones) x twice yearly, hedge trimming x twice yearly in</p>	<p><b>MP</b></p> <p><b>MP</b></p> <p><b>PBS/DL</b></p>

	<p>areas where road signs are affected with the ability to add occasional extra items, litter clearance following hedge trimming, weed treatment of footpaths and verges x once yearly.</p> <p>Cllr Ireland proposed street cleaning x twice annually in flood critical areas and other areas once yearly. Cllr Langdon commented that not all hedges in Portbury are the responsibility of PPC, that some are the responsibility of NSC and individual land owners. Mandy Bishop commented that NSC will still do signage and bend trims and any area of traffic safety.</p> <p>PPC to ask for a standard maintenance from NSC, so we will know what extra services we would need.</p> <p>Cllr Romanski commented that there are still hedgerows that are overgrown with branches/brambles sticking out which could be dangerous to cyclists.</p> <p>Cllr Phipps is going to discuss with Cllr Ashton the blue route.</p> <p><b>(d)Village Stiles</b> – NSC have suggested to Mr Summerfield (footpaths) that PPC install metal gates at the stiles needing repair. NSC would need a 50% contribution of £100 - £200 per gate from PPC. Cllr Phipps commented that perhaps we should consider doing this at the busiest stiles. Cllr Phipps asked Mr Summerfield to identify the stiles which would need replacing with a metal gate.</p> <p><b>(e)Bluebell Walk</b> – The confirmed dates for the Bluebell Walk are four consecutive weekends starting 14/4/17. The parking issue was discussed and Cllr Phipps suggested contacting the landowners adjacent to the Rugby Club. The difficulty with using the Rugby Club’s car park is that the rugby season has not finished at the time of the bluebell cafe.. Cllr Langdon commented that he believed the on last weekend only of the bluebell walk the rugby season has finished. Cllr Ireland suggested the land opposite the vicarage. Mr Summerfield suggested the overflow school car park. Cllr Ireland suggested advertising the walk and the parking facilities, Cllr Phipps suggested sourcing volunteers to help on the weekends, though Cllr Ireland thought volunteers may be difficult to recruit</p>	<p>MP</p> <p>LS</p> <p>MP</p>
<p><b>PC/02/10</b></p>	<p><b>Council Administration/Correspondence</b></p> <p><b>(a) Task Monitor</b> – PPC to send outstanding items on task monitor to Mandy Bishop. PPC also to send updated task monitor to Cllrs.</p> <p>The tree on the green needs some maintenance. PBS to get advice and quotes.</p> <p><b>(b)Flower Festival</b> – Cllr Phipps commented that PPC have been asked if they would like to do a flower display for the festival. Cllr Ireland volunteered to do arrangement.</p> <p><b>(c)Defibrillator</b> – Mrs Drower commented that PPC are still waiting for an update from the Portishead Lions.</p> <p><b>(d)List of responsibilities</b> – With the impending resignation of Cllr Hale, her duties after discussion were allocated as follows: – Cllr Langdon – Vice Chair, Cllr Ireland – Clerk, Cllr Longstaff – Nature Reserve and Port Liaison. PPC need to notify NSC council that PPC now have a councillor vacancy. PBS to produce a revised list of responsibilities.</p> <p><b>(e)Code of Conduct policy</b> – After the recent Neighbourhood Plan meeting attended by Cllr Phipps, the subject of Councillor Conduct was raised. Cllr Phipps commented that PPC do not have a Code of Conduct in their Standing Orders, and after much research has written a draft for councillors’ consideration. This was circulated prior to the meeting. Cllr Phipps drew councillors’ attention to the confidentiality clause. It was agreed by all to adopt and to publicise on the</p>	<p>PBS</p> <p>PBS</p> <p>AI</p> <p>PBS</p> <p>PBS</p>

	<p>website.</p> <p><b>(f)Free trees update</b> – Cllr Phipps commented that the trees need to be planted by 31/3/17 and wasn't sure if this was feasible. Cllr Phipps asked if anyone would like to take the project on. Cllr Randall agreed to take this on.</p> <p><b>(g)AOB</b> – Cllr Weeks has requested that AOB return to the agenda. After discussion because of the agenda being published to the public it was decided that this cannot be an item on future agendas.</p>	<p>PBS</p> <p>SR</p>
PC/01/11	<p><b>Transport and Traffic</b></p> <p><b>(a) M5 Footbridge update</b> - Mandy Bishop agreed to follow up on the installation of the barriers and what the current situation is. Cllr Phipps showed some larger CCTV signs he has purchased for the either side of the footbridge. He will arrange fixing them with the Lengthsman</p> <p><b>(b) M5 Jct 19 congestion update</b> – Cllr Phipps reported that Paul Smart at NSC had facilitated the strimming on the island, and it was looking much tidier. Cllr Phipps is also talking to Highways England about Jct 19. HE have reported to Cllr Phipps that they are subject to cutbacks and only have a budget for safety only maintenance.</p> <p>Also Cllr Phipps has asked the lengthsman to bag up the rubbish collected near the services in order to present to the Services Manager and discuss a contribution towards the cost of clearing the rubbish.</p> <p><b>(c) Sheepway issues update</b> – Mr Lanham (Sheepway representative) commented that there are no potholes, but Sheepway needed a litter pick. Feedback on the new First buses is that they are slimmer and quieter. The frequency however seems erratic. Mr Lanham also reported that the land near the fishing lakes although closed, and the owner saying that the site will be cleared, there are still several vehicles parked there and sheds without planning permission. Cllrs discussed starting enforcement procedures but concluded that this should be only after there ahs been time for clearing up to be carried out. Cllr Phipps has now arranged a meeting with First Bus to discuss Sheepway issues concerning traffic congestion. Mr Lanham will also attend the meeting as the Sheepway representative.</p> <p><b>(d)HGV and road traffic signage on the A369 approach</b> – Cllr Phipps has spoken to HE about signage for the docks, and has identified some signs which might help. HE were receptive to Cllr Phipps' suggestions. Mandy Bishop commented that NSC were meeting with HE to look at overall Jct 19 solutions. Cllr Phipps has reported to HE about the heavy overgrowth around Jct 19, HE said they would investigate. Cllr Phipps also suggested contacting other local parishes to help keep Jct 19 tidy. Cllr Phipps will also contact Port Liaison.</p> <p>Cllr Phipps also reported that the 20mph zone will go into the new NSC traffic orders.</p> <p><b>(e)Docks update</b> – Cllr Phipps reported that the proposed multi storey car park at Wharf Lane is not now going ahead.</p>	<p>MB</p> <p>MP/B W</p> <p>MP</p> <p>MP</p> <p>PBS</p> <p>MP/KL</p> <p>MP</p>
PC/01/12	Allotments – Nothing to report	

<b>PC/01/13</b>	<b>Date and time of next meeting</b> – 7 <sup>th</sup> March 2017 commencing at 7.30pm in the village hall.	
-----------------	---	--

**Meeting finished at 9.30 pm**

**Portbury Parish Council**

**Adcroft House, 15 Roath Road. Portishead BS20 6AW**

**Tel: 01275 815012 portbury\_parish\_council@hotmail.co.uk**