

Portbury Parish Council

MINUTES

Minutes of the meeting held 5th December 2017
Village Hall, High Street, Portbury

Present:

Councillors: Cllr Romanski Cllr Randall Cllr Longstaff

Chairman: Cllr Phipps

Clerk: Minutes taken by Dawn Drower

Representatives: Mandy Bishop - NSC

Others: Three members of the general public

Meeting commenced at 7.30pm

No	Item	Action
PC/12/01	Apologies received – Keith Lanham, Sheepway representative Les Summerfield - Footpaths	
PC/12/02	Minutes of PPC's monthly meeting held 7th November 2017 Resolved that: Minutes were agreed and signed off by Chair of the meeting.	ALL
PC/12/03	Chairman's report Prior to the meeting Cllr Phipps had circulated a report for review to councillors. Cllr Phipps commented on planning, rubbish and recycling, budgeting, fracking, Facebook, review of standing orders and the 20mph speed limit. All are covered in the relevant sections. Cllr Phipps commented at this point to remind everyone present of the procedures that apply in relation to participation of the general public. Anyone who wishes to comment on an agenda item should make this known to the council at the beginning of the meeting. The Chair will then allow up to 2 minutes for each	MP

	<p>member of the public to speak. After that the matter raised will be discussed by Councillors alone with further influence from the public, unless further input or clarification is requested by the Chair. If a wider discussion is desirable, such as when questionnaire responses were being discussed, the Chair may then suspend the standing orders in order for a fuller discussion to take place.</p> <p>Councillors were also asked to declare an interest if appropriate at the beginning of each meeting.</p> <p>Cllr Phipps pointed out that the standing orders and communication strategy were the documents relevant to these particular procedures, but that the documents needed to be better cross referenced. He undertook to edit these documents.</p>	
PC/12/04	<p>Finance (a) Payments for authorisation – As per attached schedule</p> <p>RESOLVED that: The payments as scheduled were approved.</p> <p>Mrs Drower reported that all finances were in order, budget spend was as agreed and reserves were healthy.</p>	
PC/12/05	<p>Crime and Disorder (a) Neighbourhood Watch - Cllr Phipps reported that there has been no reported crime in Portbury during the last month, and Mrs Drower reported that PC Jenny Clark had also confirmed no local crime had occurred.</p>	
PC/12/06	<p>Parish Plan – Cllr Phipps reported that he had carried out some more analysis on the questionnaires, and that apart from the usual traffic concerns, a consistent theme of concern over car parking issues within the village was there, and also space for the recycling bins.</p>	MP
PC/12/07	<p>Planning (a) Applications received: 17/P/1531/F – Newlyn – refused. Cllr Phipps commented that the report was interesting as it did not approve the roof design, but did approve the side extension design. The resident has appealed re the building on the land. 17/P/1891/F – 47 Caswell Lane – no update 17/P/2532/F – 5 Hillside, loft conversion. Cllr Phipps commented that the conversion was at the back of the house. There was a suspension in the standing orders at this point whilst members of the general public raised objections to this planning application due the conversion raising the roof line and causing</p>	

	<p>visual obstruction and impairment. Standing orders were recommenced. Cllr Phipps commented that he would look at this application again along with the residents' comments on the roof line, but that the principle of extending at the back could not realistically be challenged 17/P/2611/F – Holford House, Sheepway – erection of double garage with mezzanine. Cllr Phipps commented that whilst the position of the double garage was not necessarily an issue, the internal design with the mezzanine was interesting as to what the end result may be. Council voted to make no comment. 17/P/2665/TPO – The Old Vicarage – reduction of oak tree. Council voted no issue.</p>	
PC/12/08	<p>Maintenance (a) Rubbish and recycling collection update – Cllr Phipps commented that the parking issues are very serious at Mill Close and that the recycling and rubbish collection lorries are having to mount the verges to pass the parked vehicles, and are causing considerable damage. Residents are becoming increasingly concerned. Cllr Phipps has referred the problem to NSC. Cllr Phipps also commented that the recycling collections are still being missed, Mandy Bishop commented that it's a good idea to leave the reporting of missed collections for 24 hours because if the lorries are full, BIFA will probably come back the next day with empty lorries. (b) Brittan Place – tree stump – Mrs Drower reported that NSC do have the tree stump on their list, but as it's not dangerous is very low on the list. Cllr Phipps will ask K and E Services to remove.</p>	<p>MP</p> <p>MP</p>
PC/12/09	<p>Council Administration/Correspondence (a) Task monitor – Mrs Drower has circulated an updated task monitor to councillors prior to meeting. Mrs Drower commented that the NSC My Account system was improving all the time, and sometimes TM items were dealt with in between meetings so never show. (b) Defibrillator update – Mrs Drower reported that the defibrillator is now live and ready for use. Cllr Randall commented that he was concerned about how easy it would be to use, and whether residents would be apprehensive in using it. Two residents are now trying to organise some training sessions for residents in the village hall. Mrs Drower offered the support of PPC in circulating to residents' information about the training sessions. (c) Disabled facilities in Portbury – no update. (d) Budget for next financial year – The finance meeting to set the budget for the next financial year was arranged for Tuesday 23rd January 6pm at the council offices in Portishead. Mrs Drower</p>	<p>PBS</p> <p>PBS</p>

	<p>will circulate projections and financial information before Christmas for councillors to peruse. Cllr Phipps asked councillors to think carefully about the budget requirements for the coming years. Portbury will probably have to increase its annual spend on maintenance as NSC has less available funds. Also now that the village lengthsman has retired, the alternatives are more expensive. Councillors agreed to advertise within the village for another lengthsman or village orderly. Cllr Phipps also suggested that the village precept should now look to increase the funding for dedicated clerk to cover up to 15 hours a week to take over some of the roles currently carried out by councillors.</p> <p>(e) Fracking – Cllr Phipps reported that in his recent meeting with Nigel Ashton, he reported our concerns about the prospect of fracking in the area and the affect on our carbon footprint. Nigel Ashton stated that he would consult with the populace if we needed to consider it, but would be a difficult choice with current financial pressures.</p> <p>(f) Feedback on Blagdon Parish Council meeting – Cllr Phipps reported that he found the recent Blagdon parish meeting that he attended in November extremely useful. The meeting had many similarities to our own meetings. The clerk role was much more extensive than Portbury, with the clerk presenting the planning applications, and interfacing with contractors and negotiating contracts and prices as required. However the Blagdon clerk worked more hours and commanded a higher salary as a result. Blagdon also has a village orderly employed directly at a cost of £9 per hour.</p> <p>(g) Councillor vacancy – Mrs Drower reported that there are currently four vacancies with one available for co-option. The other three will be advertised by NSC first.</p> <p>(h) War Memorial Grant – Mrs Drower commented that Portbury has a real opportunity to receive a grant towards the repairs necessary to the war memorial. Cllr Longstaff will invite Mrs Drower to the next meeting with Simon Cartlidge who is a consultant for St Marys Church on listed and monuments.</p> <p>(i) Facebook presence – Cllr Phipps has now set up an information only group where PPC should be able to post information/agendas/minutes/vacancies etc. Cllr Romanski suggested consulting Neil Lange for advice.</p> <p>(j) Review of standing orders and risk review – Current standing orders had been circulated prior to the meeting for review. Mrs Drower asked councillors to carefully read them and have comments ready for the next meeting. Mrs Drower and Cllr Phipps will review the financial standing orders and report to councillors at the next meeting.</p> <p>(k) Parking problems – The parking problems at Mill Close were discussed in PC/12/08 (a) above.</p>	<p>ALL</p> <p>MP</p> <p>DL/PBS</p> <p>MP</p> <p>ALL</p> <p>PBS/MP</p>
PC/12/10	Transport and Traffic	

	<p>(a) M5 Jct 19 update – Cllr Phipps has reported the overgrown trees at the junction of A369.</p> <p>(b) Sheepway issues – Cllr Phipps commented that the issues at paddock lake do not appear to have been looked at by NSC despite writing two letters. Mandy Bishop will look into this for PPC.</p> <p>(c) 20mph Speed Limit – Cllr Phipps reported that at his recent meeting with Nigel Ashton, the 20mph speed limit was the main topic of conversation. The public petition made a significant impact upon the situation and Cllr Ashton made a site visit. The 20mph zone will now hopefully be widened to include all entry point to the Village. However there are no plans for traffic calming measures at this stage. Cllr Phipps and Cllr Aston agreed that if the signage does not influence traffic speeds, then he would support the instillation of a speed camera.</p>	<p>MP</p> <p>MB</p> <p>MP/NA</p>
PC/12/11	<p>Allotments –</p> <p>(a) Disclaimer sign update – Mrs Drower reported that having spoken to other councils and after attending the recent risk assessment course, a disclaimer sign was not necessary. However councillors are keen to have No Dogs Allowed sign. Mrs Drower will check if this is in the lease contract that the allotment holders sign.</p> <p>(b) Overgrown trees – Still outstanding.</p>	<p>PBS</p> <p>PBS</p>
PC/12/12	<p>Date and time of next meeting – 9th January 2018 commencing at 7.30pm in the village hall.</p>	

Meeting finished at 9.30p.m.
Portbury Parish Council
Adcroft House, 15 Roath Road, Portishead, BS20 6AW