

# Portbury Parish Council

## MINUTES

Minutes of the meeting held 9th January 2018  
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  
Les Summerfield - Footpaths

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

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Meeting commenced at 7.30pm

No	Item	Action
PC/01/01	<b>Apologies received</b> – Keith Lanham, Sheepway representative	
PC/01/02	<b>Minutes</b> of PPC’s monthly meeting held 5th December 2017  <b>Resolved that:</b> Minutes were agreed and signed off by Chair of the meeting.  Declarations of Interest – there were none related to the agenda as published.	<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. Cllr Phipps commented on standing orders, finance, crime and disorder, parish plan, planning, the village green, traffic issues, and disabled access assessment. 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	<b>MP</b>

	<p>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 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 reminded of the need to declare an interest if appropriate at the beginning of each meeting.</p>	
<b>PC/01/04</b>	<p><b>Finance</b>  <b>(a) Payments for authorisation</b> – As per attached schedule</p> <p><b>RESOLVED that:</b> 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>	
<b>PC/01/05</b>	<p><b>Crime and Disorder</b>  <b>(a) Neighbourhood Watch</b> - Cllr Phipps reported that there has been no reported crime in Portbury during the last month, and Mrs Drower commented that there had been no report from Jenny Clark.</p>	
<b>PC/01/06</b>	<p><b>Parish Plan</b> – Cllr Phipps reported that there were no updates this month on the Parish Plan</p>	<b>MP</b>
<b>PC/01/07</b>	<p><b>Planning</b>  <b>(a) Applications received:</b>  17/P/1891/F – 47 Caswell Lane – refused  17/P/2532/F – 5 Hillside, loft conversion – no update  17/P/2611/F – Holford House, Sheepway – no update  17/P/2665/TPO – The Old Vicarage – reduction of oak tree – granted.  17/P/5186/CQA – Shipway Farm, change of use – having reviewed the application, councillors made no comment.  17/P/5211/FUH – 2 Mill Lane – double garage – having reviewed the application, councillors made no comment.  17/P/5137/FUH – Birch Cottage, Sheepway – Two storey side extension – having reviewed the application, councillors made no comment.</p>	
<b>PC/01/08</b>	<p><b>Maintenance</b>  <b>(a) Rubbish and recycling collection update</b> – Mrs Drower</p>	

	<p>commented that there are still isolated ongoing collection issues. Mandy Bishop asked Mrs Drower to send her any specific details.</p> <p><b>(b) Gully cleaning</b> – Cllr Romanski expressed concern over the general state of the gullies and drains around the village. Mrs Drower reported that the drains and gullies have been reported via My Account and were supposed to have been jetted/dug out again in October. Mandy Bishop will follow this up with Phil Bush of NSC.</p> <p><b>(c) Road sweeper</b> – Cllr Romanski reported that the recent road sweeper which attended the village just before Christmas only cleaned in Station Road and Mill Lane and felt that other roads should have been swept. Cllr Phipps commented that he thought only main roads were swept.</p> <p><b>(d) Old Quarry, Portbury Lane</b> – Cllr Romanski reported that where lorries had been going in and out of the old quarry, the road edge had become quite eroded, the white lines missing and a large pothole had appeared. PBS will report to NSC.</p>	<p>PBS</p> <p>MB</p> <p>PBS</p>
<p>PC/01/09</p>	<p><b>Council Administration/Correspondence</b></p> <p><b>(a) Task monitor</b> – Mrs Drower has circulated an updated task monitor to councillors prior to meeting. Mrs Drower asked Cllr Phipps to update her on the items he had reported as they were not available on the PPC My Account to view.</p> <p><b>(b) Defibrillator update</b> – Mrs Drower commented that a request had been made by the Portishead Lions for an annual donation of £10 to be made for the defibrillator. All councillors agreed. Resident Mr Cooke emailed a request that the £200 left over in ring fenced reserves for the defibrillator be available for the training sessions being arranged with St Johns Ambulance for the residents. All councillors agreed.</p> <p><b>(c) Disabled facilities in Portbury</b> – Cllr Phipps reported that he had completed an initial assessment of the suitability of streets in Portbury for the ambulant disabled. Cllr Phipps has identified areas of concern:</p> <ol style="list-style-type: none"> <li>1. Mill Lane – There is no footpath along one side of long stretches of Mill Lane, the crossing of this main road is necessary for residents of Brittan Place and Forge End. There is no drop kerb on Mill Lane to facilitate this., it would be sensible for it to be near to the Bus Stop which is opposite Brittan Place. Residents of Forge End can use existing drop kerbs lower down Mill Lane.</li> <li>2. Priory Road – There is no drop kerb to help the crossing of the junction with the rear access way to Priory Walk and some of the Priory Road houses.</li> <li>3. The Village Green – There is no provision for crossing the green or to access the benches.</li> <li>4. Caswell Lane – The whole of Caswell Lane is void of footpaths and is therefore difficult for pedestrians and disabled.</li> <li>5. Sheepway – There is little in the way of footpaths in Sheepway, all of which are located on one side of the road only. This makes Sheepway difficult for those with ambulant disability.</li> </ol>	<p>PBS</p> <p>ALL</p> <p>ALL</p>

	<p>Cllr Phipps proposes installing drop kerbs in Mill Lane and Priory Road as a priority. Mandy Bishop commented that the costs for installing a drop kerb were around £1000 each. Mandy Bishop commented that she would talk to Phil Bush to see if these could be incorporated into any proposed paving works due.</p> <p>The faulty duct cover in Mill Lane remains an issue and this needs to be followed up or reported once more.</p> <p><b>(d) Councillor vacancies</b> – Cllr Phipps commented that there are still no candidates.</p> <p><b>(e) War memorial grant</b> – Mrs Drower commented that we are awaiting a response from Simon Cartlidge who can assist us with the grant.</p> <p><b>(f) Review of standing orders and risk review</b> – Cllr Phipps commented that he has now reviewed and amended the standing orders as agreed at the December meeting. Cllr Phipps asked councillors if they were in agreement with the amended version which had been previously circulated to them for review. It should be noted that the Standing Orders and Financial Regulations are now in alignment. Both allow for single quote action for items less than £1000, but only where the purchase is approved by the Council. The regulations stipulate that tender processes should be followed as required by the Standing Orders. The Standing Orders now require a tendering process for items costing more than £5000. For items between £1000 and £5000 it is acceptable to secure comparison prices, but always to seek best value for money. In all cases it must be clear that the prices secured are for a defined package of work or supply. All agreed. PBS will now finalise the Policy Documents and update them on the website.</p> <p>There has been no risk review since 2015 and this is now overdue. There is some doubt as to whether the Council has its own bespoke risk register or whether this is a generic list gained from ALCA or similar body. The risk data available will be circulated in advance of the February Meeting and Councillors were directed to examine this and to consider whether there are other relevant risks that need to be recorded. Cllr Phipps pointed out that it wasn't necessary to identify specific risks, e.g. tripping hazards on footpaths, rather it is the generic risk that these things are not picked up and actioned.</p> <p><b>(g) Parking problems</b> – Cllr Phipps reported that the parking problems continue at Mill Close, and he is trying to determine whether driveways that have been created there, by removing boundary fencing, should have required permission of any kind. Cllr Phipps is awaiting a response from NSC.</p>	<p><b>MB</b></p> <p><b>PBS</b></p> <p><b>PBS/DL</b></p> <p><b>ALL</b></p> <p><b>MP</b></p> <p><b>ALL</b></p> <p><b>PBS</b></p>
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	<b>(h)</b> – Mrs Drower had previously circulated the agenda for the finance meeting on the 23 <sup>rd</sup> January. All agreed the agenda.	
<b>PC/01/10</b>	<p><b>Transport and Traffic</b></p> <p><b>(a) M5 Jct 19 update</b> – Cllr Phipps reported that Welcome Break have agreed to pay for a new litter bin at the bus stop adjacent to the services on the A369 towards Bristol. PBS to send invoice to Welcome Break.</p> <p><b>(b) Sheepway issues</b> – Cllr Phipps commented that there were no new issues reported at Sheepway.</p> <p><b>(c) 20mph Speed Limit</b> – Cllr Phipps reported that NSC have confirmed that we will now get a new 20 mph traffic order. Cllr Phipps has requested a sign on approach from Clapton to indicate that pedestrians may be in the road on Caswell Lane. Mrs Drower commented that Abbots Leigh Parish Council had written in looking for support for a general 50mph speed limit on main through roads through local villages. They have suggested a meeting to discuss the proposal. All councillors were in favour. PBS to respond to letter.</p>	<p><b>PBS</b></p> <p><b>PBS</b></p>
<b>PC/01/11</b>	<p><b>Allotments –</b></p> <p><b>(a) Disclaimer sign update</b> – Still outstanding.</p> <p><b>(b) Overgrown trees</b> – Still outstanding.</p>	<p><b>PBS</b></p> <p><b>PBS</b></p>
<b>PC/01/12</b>	<b>Date and time of next meeting</b> – 6th February 2018 commencing at 7.30pm in the village hall.	

**Meeting finished at 8.30p.m.**  
**Portbury Parish Council**  
**Adcroft House, 15 Roath Road, Portishead, BS20 6AW**