

**Portbury Parish Council**

**MINUTES**

**Minutes of the meeting held 6th February 2018**

**Village Hall, High Street, Portbury**

**Present:**

**Councillors:** Cllr Romanski Cllr Longstaff

**Chairman:** Cllr Phipps

**Clerk:** Minutes taken by Dawn Drower

**Representatives:** Mandy Bishop – NSC  
Keith Lanham – Sheepway representative

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

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Meeting commenced at 7.30pm

No	Item	Action
PC/02/01	<b>Declaration of Interest by Members</b> – None declared	
PC/02/02	<b>Apologies received</b> – Cllr Steve Randall Les Summerfield – footpaths	
PC/02/03	<b>Minutes</b> of PPC's monthly meeting held 9th January 2018 <b>Resolved that:</b> Minutes were agreed and signed off by Chair of the meeting	<b>ALL</b>
PC/02/04	<b>Chairman's report</b> Prior to the meeting Cllr Phipps had circulated a report for review to councillors. Cllr Phipps commented on finance including maintenance budget and ratification of next year's budget, crime and disorder, parish plan, planning, council administration, and traffic issues. 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 member of the public to speak. After that the matter raised will be discussed by Councillors alone without further input 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.	<b>MP</b>

<p><b>PC/02/05</b></p>	<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>Cllr Phipps reported that all finances were in order, budget spend was as agreed and reserves were healthy.</p> <p>Cllr Phipps explained that PPC have set a budget of £24950 for the next financial year's precept, which was based upon the Finance meeting of 22<sup>nd</sup> January 2018. This took into account the need to increase the budget for the cost of a Parish Clerk/Administrator to £15000 in order to secure additional support hours for the work of the council. It was concluded at the meeting that due to our financial position, we would no longer, for the time being, be able to make any donations to organisations such as the church or village hall. Cllr Phipps commented that NSC still has to agree the budget.</p> <p>The maintenance budget which is set at £5000 for the year is the same as last year. We have not yet had a full year of maintenance under our new contract with K and E Services. We already know that the cost for this service will be greater than previous years. To achieve budget next year will be demanding, as there is still quite a lot not being done, especially at Sheepway. Cllr Phipps itemised the main areas of demand on the budget as:</p> <ol style="list-style-type: none"> <li>1. Drainage ditches</li> <li>2. Verge maintenance</li> <li>3. Litter collections</li> <li>4. Village Green maintenance</li> <li>5. Seats</li> <li>6. War Memorial upkeep</li> <li>7. Playing fields and equipment</li> <li>8. Street lighting</li> </ol> <p>The current contract with K and E Services is provisional which provides 2.5 hours per week. The cost of this service is £25 per hour compared with the £18 per hour of the previous lengthsmen. A full year of just basic maintenance will be £3250, leaving a balance of £1750 for other work. Mrs Drower commented that we are actively searching for another quote for the work, and there is another possible lengthsmen who has offered to quote. However there is not an abundance of people/businesses set up to do this type of work.</p> <p>Mandy Bishop suggested contacting Portishead council about their lengthsmen to see if anything could be arranged for Portbury. Cllr Phipps commented that our aim is to get the hourly rate average under £25.</p> <p>Cllrs were asked to ratify the budget. All agreed.</p>	<p><b>PBS</b></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 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. Cllr Romanski commented that there has been a lot of crime in Pill.</p>	
<p><b>PC/02/07</b></p>	<p><b>Parish Plan</b> – Cllr Phipps reported that there were no updates this month on the Parish Plan. However Cllr Phipps commented that Claverham PC has now published its Parish Plan online.</p>	<p><b>MP</b></p>

	Councillors were asked to have a look at this plan as there were similarities with the issues faced in Portbury with regard to future housing sites.	
<b>PC/02/08</b>	<p><b>Planning</b></p> <p><b>(a) Applications received:</b>  17/P/2532/F – 5 Hillside, loft conversion – no update  17/P/2611/F – Holford House, Sheepway – no update  17/P/5211/FUH – 2 Mill Lane – double garage – having reviewed the application, councillors made no comment.  17/P/5137/FUH – Birch Cottage, Sheepway – No update  17/P/5557/FUH – 1 Forge End – replacement conservatory – Cllrs could not comment as no details are available yet online.</p>	
<b>PC/02/09</b>	<p><b>Maintenance</b></p> <p><b>(a) Rubbish and recycling collection update</b> – Mrs Drower commented that there were no specific problems to report. Cllr Phipps proposed purchasing a gravity lock for the council bin which has now been resited by the footbridge. All agreed.</p> <p><b>(b) Road sweeper</b> – Mrs Drower commented that where the road sweeper had been in Priory Road, a resident had submitted photos to the office showing that there was some damage to the road which was now exposed. Councillors believed that this damage was already there, covered by detritus. The street cleansing operation had merely revealed the damage. The issue of repair to footpaths and roads in general was discussed at this point. Mandy Bishop advised that there was such high demand for work to roads in general that the likelihood of getting any progress on anything other than chronic repair problems was very low. Cllr Phipps asked if it was worth submitting a long range plan for repair needs looking 5 or more years ahead, Ms Bishop thought that this would not progress things any quicker.</p> <p><b>(d) Old Quarry, Portbury Lane</b> – Mrs Drower reported that NSC have inspected the damage to the road caused by the lorries turning in and do not consider the damage enough to warrant a repair. Cllr Romanski was concerned about the appearance of a pothole, and felt this should be attended to. PBS to follow up again.</p>	<p><b>MP</b></p> <p><b>PBS</b></p>
<b>PC/02/10</b>	<p><b>Council Administration/Correspondence</b></p> <p><b>(a) Task monitor</b> – Mrs Drower commented that the street lights on the island at end of High Street had been reported– SSC were attending to.  Cllr Romanski commented the wooden fence at the entrance to the village was in a poor state of repair.  The litter picking requested is reported as closed on NSC My Account with a comment of rejected as needs traffic management. So it is not clear exactly what is happening. Mandy Bishop will follow up.</p> <p><b>(b) Disabled facilities in Portbury</b> – Mandy Bishop reported that it has agreed that the drop kerbs will go in when the 20MPH zones are implemented, along with the dig out of the drains.</p> <p><b>(c) Councillor vacancies</b> – Cllr Phipps commented that we now have three potential new councillors. One can be co-opted now and the other three vacancies which are currently advertised can be co-opted after the 8<sup>th</sup> February if no election has been called for.</p> <p><b>(d) War memorial grant</b> – Cllr Longstaff has researched the</p>	<p><b>PBS/MB</b></p> <p><b>MB</b></p> <p><b>PBS</b></p> <p><b>DL</b></p>

	<p>potential grant available for the War Memorial and commented that it appears that the grant will only fund 75% of any proposed works. Cllr Phipps commented that the slate can now be replaced by a very hard wearing man made material. He had quotes from one supplier which will be passed onto Cllr Longstaff.</p> <p><b>(e) Parking problems – update</b> Cllr Phipps reported that the problems continue at Mill Close and are getting worse. Cllr Phipps suggested that he writes a letter to all the residents there saying that we understand the parking issues they are experiencing, but to be as considerate as they can whilst we look for a possible solution. All Cllrs agreed that it is a very difficult problem.</p> <p><b>(f) Council Complaints Procedure</b> – prior to the meeting Cllr Phipps had circulated to Cllrs a proposed complaints procedure for adoption. All councillors agreed to adopt.</p>	<p><b>MP</b></p> <p><b>MP</b></p>
<b>PC/02/11</b>	<p><b>Transport and Traffic</b></p> <p><b>(a) M5 Jct 19 update</b> – no update</p> <p><b>(b) Sheepway issues</b> – Keith Lanham reported that the Sheepway needs litter picking, and also asked for the enforcement on Paddock Lake to be followed up. Keith also reported that the pothole by the bridge is still outstanding and the sinking manhole cover. Both of these items have been previously reported to NSC by PBS.</p> <p><b>(c) 20mph Speed Limit</b> – Cllr Phipps reported that this really has been a victory for the village. A revised 20mph traffic order has now been publicised, extending the 20mph zone to the whole of the main village out to Church Lane and along to Caswell Lane. Cllr Phipps has asked for a sign at the entry at Caswell Lane entry to warn of pedestrians in the road, he thought this request had been denied. A 50mph limit along the length of Portbury Lane has also been denied.</p>	<p><b>PBS</b></p>
<b>PC/02/12</b>	<p><b>Allotments –</b></p> <p><b>(a) Disclaimer sign update</b> – Still outstanding.</p> <p><b>(b) Overgrown trees</b> – Mrs Drower has spoken with Mr Peters and he is going to inspect the trees and report back to us.</p>	<p><b>PBS</b></p> <p><b>PBS</b></p>
<b>PC/02/13</b>	<p><b>Date and time of next meeting</b> – 7th March 2018 commencing at 7.30pm in the village hall.</p>	

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