

# Portbury Parish Council

## MINUTES

Minutes of the meeting held 6th March 2018  
Village Hall, High Street, Portbury

**Present:**

**Councillors:** Cllr Romanski Cllr Longstaff Cllr Mr Coles Cllr Mrs Cowlard Cllr Mrs Coles

**Chairman:** Cllr Phipps

**Clerk:** Minutes taken by Dawn Drower

**Representatives:** Mandy Bishop – NSC  
Les Summerfield - Footpaths  
Cllr Nigel Ashton - NSC

**Others:** One member of the general public

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Meeting commenced at 7.35pm

No	Item	Action
	<p>Councillor Ashton was welcomed to the meeting by the Chair and was asked if he would like to say anything or give an update on matters of interest. Cllr Phipps therefore suspended standing orders to allow an input from Cllr Ashton and a Q&amp;A session afterwards.</p> <p>Cllr Ashton gave a brief overview of the housing allocations for the North Somerset Region and indicated that he planned to ask all Town and Parish Councils if they had any desire to accept small scale development within their boundaries even if this meant taking some land out of green belt. He felt that this was much preferable to a full green belt review, which may be called for by central government in the future. In such an overall review he was concerned that large developers would simply dominate the process by bringing forward large areas of land for review, which may not be in the best interest of local people.</p> <p>By asking Towns and Parishes whether they wished to see some development he felt that this could be kept under control and reasonable, sustainable development could be achieved. He would be writing to Towns and Parishes soon and wanted to put this initiative into perspective in advance. It would not matter if Towns and Parishes were not ready to consider development yet, or if they felt that this would be some way into the future, the</p>	

	<p>important thing was to give Towns and Parishes a say. Cllr Phipps asked what influence Neighbourhood Plans that were in progress would have. Cllr Ashton replied that this would not affect matters, any development proposals coming out of that process would simply be considered when the plans are adopted. Cllr Phipps thanked Cllr Ashton for this important update and was glad that the question could be considered prior to the Annual Parish meeting planned for May.</p> <p>Cllrs then asked Cllr Ashton a number of questions; summary points from the discussion were;</p> <p>Rates – despite the pressures upon Portbury Parish from large neighbours, such as the Docks and Gordano Services, it is not possible to increase the financial resources available from, say, business rates as this money goes straight to central government. Cllr Ashton advised that if there is extra pressure on things such as litter, then the Parish can raise its own precept to cover this. At present there is no plan to cap or limit increases in Parish Precepts, and Portbury is a relatively low-cost area compared to similar Parishes elsewhere.</p> <p>On the question of litter Cllr Ashton noted the problem with the Portbury Hundred and agreed to look at this. He felt it could be tackled without a road closure notice. Mill Lane was a different matter however as this is a very narrow road and safety issues have to be taken into account.</p> <p>On the matter of the 20mph speed restriction it is expected that this will be implemented in April. This will require a road closure order and so work on Mill Lane and the High Street that also needs a closure notice could be done at the same time. Litter picking and pothole repairs are particular items that could be tackled.</p> <p>On the question of drains and flood risk Cllr Ashton understood the importance of keeping on top of drain maintenance. Cllr Phipps recounted that even with the offer of payment to NSC for extra cleans by Portbury Parish it seemed impossible to keep on top of the problem. Cllr Ashton and Mrs Bishop thought that this should not be the case and that they would look into the matter again.</p> <p>Cllr Phipps thanked Cllr Ashton for his input to the meeting and invited him to remain for the continuation of the formal agenda. Cllr Ashton thanked Cllr Phipps but left the meeting at this point. Standing Orders were restored at this point to return the meeting to the published agenda.</p>	
<b>PC/03/01</b>	<b>Declaration of Interest by Members</b> – None declared	
<b>PC/03/02</b>	<b>Apologies received</b> – Cllr Steve Randall Keith Lanham	

	<p><b>Agenda item PC/03/10 – (c)</b>  <b>New Councillors</b> – Cllr Phipps welcomed three new councillors to Portbury, Cllr Tony Coles, Cllr Mrs Jo Coles and Cllr Mrs Wenda Cowlard. There was no request for an election during the Notice of Vacancies and we are now able to co-opt up to four councillors. Mr Coles, Mrs Coles and Mrs Cowlard were nominated by Cllr Phipps and seconded by Cllr Longstaff. Each new councillor read out aloud the Declaration of the Acceptance of Office. The Declarations were then signed, dated and witnessed.</p>	
<b>PC/03/03</b>	<p><b>Minutes</b> of PPC’s monthly meeting held 6th February 2018</p> <p><b>Resolved that:</b> Minutes were agreed and signed off by Chair of the meeting</p>	<b>ALL</b>
<b>PC/03/04</b>	<p><b>Chairman’s report</b>  Prior to the meeting Cllr Phipps had circulated a report for review to councillors. Cllr Phipps commented on allocation of councillor responsibilities, finance including the administrator/clerk role, crime and disorder, planning, maintenance, and council administration. All are covered in the relevant sections.</p>	<b>MP</b>
<b>PC/03/05</b>	<p><b>Allocation/review of councillor responsibilities.</b>  Cllr Phipps along with councillors agreed who would be responsible for the various councillor duties, and it was agreed that:-  Footpaths &amp; Rights of Way - Mr L Summerfield  Finance &amp; Donations – Mrs Drower  Highways, Lighting, Parking, Road Diversions, Traffic Signs, Verge Maintenance &amp; Bus Shelters – Cllr Longstaff  Recreation facilities Village Green, Seating, Playing Field and Allotments - Cllr Mr Coles  Communications – Cllr Cowlard  Web Coordination – Cllr Phipps  Planning and Development – Cllr Phipps  Crime &amp; Disorder – Cllr Romanski  Wildlife - Cllr Mrs Coles  Bye Laws – Full Council  Land Acquisition/Disposal – Full Council  War Memorial – Cllr Longstaff  Village Lengthsman – Cllr Cowlard</p>	<b>ALL</b>
<b>PC/03/06</b>	<p><b>Finance</b>  <b>(a)Payments for authorisation</b> – As per attached schedule</p>	<b>ALL</b>

	<p><b>RESOLVED that:</b> The payments as scheduled were approved.</p> <p>Cllr Phipps asked for councillor prior approval for extra paid hours where necessary for PBS Admin Mrs Drower as currently the allocated hours are not always sufficient for the demands of the administrator role. Cllr Phipps indicated that up to 2 extra hours per week may be needed, depending on particular circumstances. The cost of this can be offset against the budget now allocated to the Clerk role. All agreed</p>	<b>ALL</b>
<b>PC/03/07</b>	<p><b>Crime and Disorder</b>  <b>(a) Neighbourhood Watch</b> – Cllr Phipps reported that there have been no reported crimes in the last month. Mrs Drower commented that an email had been received from PC Jen Clark confirming this.</p>	
<b>PC/03/08</b>	<p><b>Planning</b>  <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 - refused  17/P/5137/FUH – Birch Cottage, Sheepway – Two storey side extension – no update  17/P/5557/FUH – Forge End – Replacement conservatory – Cllrs made no comment  18/P/2197/FUL – Tanks at Forfarmers Ltd – Extended storage facilities – Cllrs made no comment  18/P/2198/ADV – Tanks at Forfarmers Ltd – Erection of non-illumination sign – Cllrs made no comment.  18/P/2260/FUH – Birchwood Cottage – Erection of garage – withdrawn but expected to be resubmitted – Cllrs made no comment.</p>	
<b>PC/03/09</b>	<p><b>Maintenance</b>  <b>(a) Rubbish and recycling collection update</b> – Cllr Phipps reported the PPC black wheelie bin re-sited by the footbridge/allotments, despite assurances from NSC, still hasn't been emptied. This is really frustrating as it's getting really full, and is at risk of fly tipping as it remains unlocked waiting emptying. Kevin Weekes has tried to fit the gravity lock purchased, but it will not fit our bin. Cllr Phipps asked councillors to consider the purchase of a new black bin to accommodate the gravity lock. The cost would be c£250 – All councillors agreed. Cllr Phipps also asked councillors to approve the purchase of a green bin for our green waste as currently the lengthsman is taking this home. This would be around £300 - All councillors agreed</p>	<p><b>MB/MP</b></p> <p><b>MP/PBS</b></p>

	<p><b>(b) Dog mess</b> – Cllr Phipps reported that sadly uncleared dog mess has returned to the playing fields and the church path. Whilst no one has been identified, Cllr Romanski commented that lots of children walk the family dog and maybe are not clearing up. Cllr Phipps commented that there is also a lot of uncleared mess in the woods. Cllr Phipps suggested purchasing some additional signage and bag dispensers to place at strategic places. There was a general concern amongst councillors about providing plastic dog bags. All agreed for more signage. Mrs Drower will source.</p> <p><b>(c) Green waste bin</b> – Already discussed in <b>(a)</b> above.</p>	
<p><b>PC/03/10</b></p>	<p><b>Council Administration/Correspondence</b></p> <p><b>(a) Task monitor</b> – Mrs Drower reported that there was no update to the task monitor</p> <p><b>(b) Disabled facilities in Portbury</b> – No update</p> <p><b>(c) Councillor vacancies</b> – The three new councillors were elected and minuted above. Mr Keith Lanham has also accepted office but was unable to attend this meeting.</p> <p><b>(d) War memorial grant</b> – Cllr Longstaff has received two quote/alternatives for the refurbishment of the War Memorial. The first one was for £4285, and the second was for £6083 (using Welsh Slate). Cllr Longstaff commented that the War Memorial Grant would cover a maximum of 75% of the cost, and that PPC would need to provide 25%. Cllr Coles enquired as to why the current slate was not on the other side facing into the green. Cllr Phipps responded that when that had been suggested before there had been strong opposition. Cllr Phipps enquired as to how much the professional advice will cost to submit the grant application on our behalf. Cllr Longstaff commented that he will advise when he has had the meeting with Simon Cartilage. Cllr Phipps pointed out that although the refurbishment is expensive and there is a funding gap, some maintenance work is necessary and it is our best chance of paying for it. Cllr Phipps suggested fundraising for the balance. Mandy Bishop suggested that contacting John Flannigan at NSC as he might be able to give some advice. Cllr Phipps suggested for that to accompany the refurbishment of the War Memorial, a book of remembrance might be appropriate, and asked Cllrs to consider for discussion at next meeting. Cllr Cowlard suggested getting the school involved also.</p> <p><b>(e) Parking problems</b> – Mrs Drower reported that the letter Cllr Phipps has written to the residents of Mill Close has been posted.</p> <p><b>(f) Date/agenda for the ARM</b> – Cllrs agreed on Tuesday 15<sup>th</sup> May. Cllr Phipps will check the availability of the hall.</p> <p><b>(g) Date for April meeting</b> – Mrs Drower asked Cllrs if the April meeting could be changed to the following Tuesday the 10<sup>th</sup> as she was unavailable on the 3<sup>rd</sup>. Subject to availability of the hall councillors agreed.</p> <p><b>(h) Clerk</b> – Mrs Drower suggested that whilst the position of clerk</p>	<p><b>PBS</b></p> <p><b>PBS</b></p> <p><b>DL</b></p> <p><b>PBS/MP</b></p>

	was resolved that she would stand in as clerk pending final position. All agreed.	<b>PBS</b>
<b>PC/03/11</b>	<b>Transport and Traffic</b> <b>(a) Sheepway issues</b> – Cllr Phipps commented that there were no new issues reported at Sheepway.	
<b>PC/03/12</b>	<b>Allotments –</b> <b>(a) Disclaimer sign update</b> – Mrs Drower has sourced some disclaimer signs starting at £20. All agreed. <b>(b) Overgrown trees</b> – PPC has received a quotation of £200 to reduce/remove the overgrown trees at the allotments. Cllr Coles commented that he was unsure which trees needed cutting back and wanted to investigate further.	<b>PBS</b> <b>TC</b>
<b>PC/03/13</b>	<b>Date and time of next meeting</b> – 3rd April 2018 commencing at 7.30pm in the village hall.	

**Meeting finished at 10.00p.m.**  
**Portbury Parish Council**  
**Adcroft House, 15 Roath Road, Portishead, BS20 6AW**