

Portbury Parish Council

MINUTES

Minutes of the meeting held 3rd April 2018
Village Hall, High Street, Portbury

Present:

Councillors: Cllr Romanski Cllr Lanham Cllr Mr Coles Cllr Mrs Cowlard

Chairman: Cllr Phipps

Clerk: Minutes taken by Dawn Drower

Representatives: Mandy Bishop – NSC
Les Summerfield - Footpaths

Others: Two members of the general public

Meeting commenced at 7.35pm

No	Item	Action
PC/04/01	Declaration of Interest by Members – Cllr Phipps declared and interest in the planning application for 1 Mill Lane.	
PC/04/02	Apologies received – Cllr Longstaff Cllr Mrs Coles	
PC/04/03	Minutes of PPC's monthly meeting held 6 th March 2018 Resolved that: Minutes were agreed and signed off by Chair of the meeting	ALL
PC/04/04	Chairman's report Prior to the meeting Cllr Phipps had circulated a report for review to councillors. Cllr Phipps commented on new councillor, finance, neighbourhood plan, crime and disorder, planning, maintenance, and council administration. All are covered in the relevant sections.	MP

PC/04/05	<p>New councillor – Acceptance of office – Cllr Phipps offered a warm welcome to Mr Keith Lanham. Cllr Lanham read out the Acceptance of Declaration of office, and was duly signed in. Cllr Lanham then signed the Declaration and was witnessed by Mrs Drower.</p>	
PC/04/06	<p>Finance (a) Payments for authorisation – As per attached schedule</p> <p>RESOLVED that: The payments as scheduled were approved.</p> <p>Cllr Phipps commented that we have reached the year end and finances appear to be on target to slightly overspend, as forecast in previous reports. Next year’s budget seems to have been approved without the need for further justification of the increase in our precept, thus we can begin planning in accordance with the budget as set out in our February finance meeting. The budget as set out at that meeting will be circulated prior to the meeting.</p> <p>Cllr Tony Coles queried that in the coming financial year there was no allocation of precept to donations in comparison to what was spent in the last financial year. Cllr Coles enquired as to where those funds would come from if a donation arose. Cllr Phipps explained that the donation could come from reserves or the current precept if savings had been made.</p>	ALL
PC/04/07	<p>Parish Plan – Cllr Phipps had circulated previous to the meeting an analysis of data collected from the development questionnaire sent to residents. Cllr Phipps commented that despite a relatively small response (39 questionnaires) the pattern remains the same – if development occurs, the number one concern was traffic problems, including parking. More residents are now saying they are not in support of an early green belt review. However if and when the review takes place, residents are keen to prioritise affordable housing, 2 – 3 bed houses for downsizing. Residents would like to see properties which fit in with the current development in Portbury. Residents are concerned about lack of parking at the village hall and street parking in general.</p> <p>Cllr Phipps commented that we had also written to every business and organisation in Portbury, and despite a disappointing return, the consistent message was affordable housing. This would be important for staffing of local businesses.</p> <p>Cllr Phipps commented that he thought we could now draw a line under this and incorporate its conclusions into the plan Cllr Phipps explained that following Cllr Nigel Ashton’s visit to our March meeting, he was giving parish councils a chance to invite development even where this is in the Green Belt. . Cllr Phipps’ conclusion is that we are not in a position to say to NSC that we</p>	

	<p>want development currently. Cllr Phipps will write a report for the Annual Residents' Meeting. Cllr Coles enquired as to what the definition of 'affordable housing' was. Cllr Phipps replied that he would ensure that this was defined. Cllr Coles also enquired that with so few responses to the questionnaire, was this viable data? Cllr Phipps responded that he thought a sample of 38 was in fact statistically reliable. He also noted that after the first 30 responses within the first report there had been little change in the key conclusions after the final returns were added.</p>	<p>MP</p>
<p>PC/04/08</p>	<p>Crime and Disorder (a) Neighbourhood Watch – Cllr Phipps reported that there had been a break in to a garden shed in Mill Close. Mr Summerfield commented that there are regular night time visits to the layby by the church of young people arriving in cars, and taking nitrous oxide. The layby is littered with spent nitrous oxide capsules. Mr Summerfield commented that whilst it may not be an offence to take nitrous oxide, it would be an offence for the drivers to be under the influence. Cllr Lanham suggested contacting the police. Mrs Drower will contact PC Jenny Clark.</p>	<p>PBS</p>
<p>PC/04/09</p>	<p>Planning (a) Applications received:</p> <p>17/P/2611/F – Holford House, Sheepway – granted 17/P/5557/FUH – Forge End – Replacement conservatory – granted 18/P/2197/FUL – Tanks at Forfarmers Ltd – Extended storage facilities – granted 18/P/2198/ADV – Tanks at Forfarmers Ltd – Erection of non-illumination sign – granted. 18/P/2298/FUH – 1 Mill Lane – erection of two storey and single storey extension to rear. Cllr Phipps abstained from the discussion. Cllrs after discussion decided that they would make no comment. 18/P/2525/FUH – 16 High St – erection of two storey rear/side extension. Cllrs after discussion decided that they would make no comment. 18/P/2489/FUH – 8 Moor Gate – erection of conservatory. Cllrs after discussion decided they would make no comment. 18/P/2563/FUH – The Barn, Portbury – erection of garage – Cllr Phipps commented that whilst concerns from a resident had been raised about the visibility of the proposed garage, it didn't appear to have an impact other than from public footpaths, and this was minimal. Cllrs decided to make no comment.</p>	<p>MP</p>

	<p>18/P12144/FUL – Caswell View Stables – erection of 25m x 40m ménage. Cllrs commented that though the ménage was not a concern they were concerned about the general increase in horse transport from expanding equestrian facilities. However this site is already in such use. Cllrs decided to make no comment.</p> <p>17/P/5211/FUH – 2 Mill Lane – Cllr Phipps commented that whilst this application has been withdrawn, there is the intention to submit a new application. The resident had emailed Cllr Phipps for comments on the proposed new application. Cllr Phipps had drafted a response, previously distributed to councillors, and asked if they were in agreement. All councillors were in agreement that the details received from the resident indicated an improvement on a proposal that had already been accepted.</p>	
<p>PC/04/10</p>	<p>Maintenance</p> <p>(a) Rubbish and recycling collection update – Cllr Phipps commented that we are still not in a position to know what is happening about the new green bin as no response had been received yet from NSC.</p> <p>(b) Lengthsman - Cllr Phipps commented that Cllr Phipps, Cllr Cowlard and Mrs Drower met with Kevin Weekes to discuss the extension of his contract with us. Cllr Cowlard has independently reviewed the costs of alternative suppliers by securing informal prices. Her conclusion is that whilst we may be able to secure labour at a cost of between £15 and £20 per hour, this does not include the range of machinery or transport that is required for our work, nor any consumable materials, e.g. waste bags, petrol etc. K and E Maintenance are therefore considered to be value for money for the work we need. We have therefore agreed in principle to extend the lengthsman contract by 12 months from March this year, subject to review of certain tasks that he undertakes. Following discussion with Kevin, Cllrs Phipps and Cowlard were very concerned at his methods for litter picking where no footpath exists. It is no coincidence that NSC now decline to litter pick such areas without a road closure notice. K Weekes was asked to conduct a risk assessment of this work, with help from his insurers if appropriate, so that PPC could be sure that it was acceptable to ask him to do this work. Independent research shows that a good proportion of Councils do not permit litter picking on the highway, due to safety concerns. We have therefore stopped Kevin from doing this work until a full risk assessment has been done and approved. K Weekes has since contacted his insurers and they will not assist him with a risk assessment, he has to carry this out himself. Cllr Phipps commented therefore that for the moment litter picking can only be done by lengthsman where there is a clear footpath.</p> <p>Cllr Cowlard commented that whilst the alternative suppliers were less expensive, they were unable to produce risk</p>	<p>MP</p> <p>MP WC PBS</p>

	assessments or inspection services for the play equipment.	
PC/04/11	<p>Council Administration/Correspondence</p> <p>(a) Task monitor – Mrs Drower reported that we are still waiting for the broken fence in the layby at the A369 junction to be sorted.</p> <p>CllrRomanski commented that the wall along the edge of the village hall car park had virtually disappeared and therefore was no longer a barrier to the field behind. He also raised a concern about the potential problem of traveller parking, something needed to be done about sealing off the gap. Cllr Phipps will write to Newcombe Estates about the wall.</p> <p>(b) Request for summer picnic at playing fields – all councillors were in agreement.</p> <p>(c) War memorial grant – No update. Cllr Cowlard queried the closing date for application.</p> <p>(d) Parking problems – Cllr Romanski commented that after reports of a truck and car being permanently parked in Mill Close, he had been to visit Mill Close, and all vehicles were taxed. There appears little more that we can do to help solve this problem.</p> <p>(e) Parking for Bluebell Wood – Cllr Phipps commented that in previous years we have coned of various areas of the village to prevent inappropriate parking. Mrs Drower will contact Adam Wood to request loan of traffic cones. Cllr Phipps has been in conversation with the Church about using the playing field as parking as the Church will also be having open days during the bluebell walk period. This was agreed as acceptable in principle if the ground is firm enough and if marshals are provided.</p> <p>(f) Risk assessment – Cllr Phipps and Cllr Tony Coles have discussed the methodology for a revised council risk assessment. The risk assessment proposed a matrix model which had been previously circulated to councillors. This model measures impact and likelihood numerically and multiplies the two numbers. This would then result in a green/amber/red classification which would ensure that the main critical risks were both recorded and mitigated. Cllr Phipps commented that the council risk is primarily around the assets owned and their public safety – the playing field equipment, village green, tree on village green etc.</p> <p>Councillors’ duty is to see that adequate inspections take place and that advice or fault report is recorded. It is then the duty of the Parish Clerk to ensure that this is acted upon.</p> <p>Cllr Coles commented that if a risk is identified by the public, then it should be assessed by the councillor responsible. It must then be recorded.</p> <p>Cllr Phipps commented that the recording responsibility falls to the Parish Clerk followed by action to follow this up. Many items of this nature are already on the task monitor. If they remain on this list for too long a period Councillors then have the opportunity to escalate the problem so that it is resolved.</p>	<p>PBS</p> <p>MP</p> <p>DL</p> <p>ALL</p> <p>TC/MP</p>

<p>PC/04/12</p>	<p>Sheepway issues – Cllr Lanham commented that the recent fly tipping had been removed. Also that the litter along Sheepway had been removed by the lengthsman. Cllr Lanham reported that the manhole cover is breaking up even more, even though reported twice by Mrs Drower. Cllr Lanham also commented that the footbridge is now in a very poor state of repair. Cllr Phipps commented that he thought this was under the control of HE. Mrs Drower will contact Cllr Longstaff to discuss as he has had a lot of involvement with the bridge.</p>	<p>PBS</p>
<p>PC/04/13</p>	<p>Allotments – (a) Disclaimer sign update – Cllr Phipps to assist Mrs Drower with correct sign to purchase. (b) Overgrown trees – Cllr Coles will inspect trees again, as after reviewing quotation thought he may have originally inspected the wrong trees.</p>	<p>PBS/MP TC</p>
<p>PC/04/14</p>	<p>Date and time of next meeting – 1st May 2018 commencing at 7.30pm in the village hall.</p>	

Meeting finished at 9.30p.m.
Portbury Parish Council
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