

# Portbury Parish Council

## MINUTES

Minutes of the meeting held 1st May 2018  
Village Hall, High Street, Portbury

**Present:**

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

**Chairman:** Cllr Phipps

**Clerk:** Minutes taken by Dawn Drower

**Representatives:** Mandy Bishop – NSC

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

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Meeting commenced at 7.30pm

No	Item	Action
PC/05/01	<b>Declaration of Interest by Members</b> – Cllr Longstaff and Cllr Coles declared and interest in the allotments.	
PC/05/02	<b>Apologies received</b> – Cllr Mr Lanham Cllr Mrs Coles	
PC/05/03	<b>Minutes</b> of PPC's monthly meeting held 3rd April 2018  <b>Resolved that:</b> Minutes were agreed and signed off by Chair of the meeting	<b>ALL</b>
PC/05/04	<b>Chairman's report</b> Prior to the meeting Cllr Phipps had circulated a report for review to councillors. Cllr Phipps commented on finance, neighbourhood plan, crime and disorder, planning, maintenance, council administration and allotments. All are covered in the relevant sections.	<b>MP</b>

<p><b>PC/05/05</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><b>ALL</b></p>
<p><b>PC/05/06</b></p>	<p><b>Crime and Disorder</b>  <b>(a) Neighbourhood Watch</b> – Cllr Phipps commented that there were no reported crimes</p>	
<p><b>PC/05/07</b></p>	<p><b>Planning</b>  <b>(a) Applications received:</b> Mrs Drower commented that there have been no new applications since the last meeting.  <b>(b) Planning appeals</b> -Cllr Phipps commented on two recent planning appeals, Newlyn on Mill Lane and 47 Caswell Lane. Cllr Phipps commented that councillors may recall the planning applications for two schemes at Newlyn on Mill Lane. Both were initially rejected by NSC and the applicant has appealed both cases. What is worth noting is that in the case of the proposal to create a pitched roof on the original property, NSC has been overruled. The inspector did not see this as harmful to the green belt. PPC is quoted in the decision note, and the Inspector agreed with our comment that the removal of the flat roof would be an improvement on a building on a significant site on entry into the village.  In the case of the new build on the plot of land adjacent to Newlyn, bordering Mill Lane, whilst the Inspector upheld the rejection by NSC, this was not because of any perceived harm to the green belt. The critical issue with that proposal was in fact the proximity of windows to the adjoining property on Mill Lane. Our comments had been that a building would be acceptable, but that the proximity to other houses had to be considered.</p> <p>Cllr Phipps commented that it is worth taking note of these rulings in the context of what might come in the future, should any land be promoted for development within the village. NSC can be seen to be taking a very conservative stance about assessing the impact on the green belt (as is also evident in the case of the double garage at 2 Mill Lane). This has not been the view of the Planning Inspector. These rulings therefore will potentially be picked up and used in the future by other land developers. Indeed, an appeal has already been lodged for the new build site at 47 Caswell Lane, where a potential brown field site is involved. There is a good chance that this appeal will be successful.</p>	

	<p>Cllr Phipps commented that the Neighbourhood Plan must incorporate what we want, not what we don't want.</p>	
<p><b>PC/05/08</b></p>	<p><b>Maintenance</b></p> <p><b>(a) Drain clearance</b> – Cllr Phipps commented that after inspecting the drains throughout the village, many were in need of a dig out due to catchpots being full. Cllr Phipps also discovered drawings received from NSC do not include several drains in the Mill Lane area. The blocked drains have been reported to NSC with a request that they be cleared before the heavy rain period July. We have been promised that this work will be carried out alongside the works to implement the 20mph speed limit. Cllr Phipps will update the drawings and inform NSC (Pavel) of the omissions. Cllr Phipps thinks there are two separate drainage systems there.</p> <p>Mandy Bishop commented that the drains are due to be dug out between the 8<sup>th</sup> to 18<sup>th</sup> May alongside the 20mph works. They will then be incorporated into a regular inspection and maintenance plan which should be six monthly.</p> <p><b>(b) Lengthsman</b> - Cllr Cowlard commented that she had now met with two alternative lengthsman, though one has since withdrawn. The other gentleman was ex Woodspring DC and had plenty of experience, and had indeed worked in Portbury then. Cllr Cowlard said that in discussion with him, he had pointed out that playgrounds need to be inspected by someone with the relevant accreditation. Mrs Drower commented that we have an annual external inspection by a qualified accredited company. Cllr Cowlard commented that he was willing to help our current lengthsman with his risk assessment. Mandy Bishop commented that this needs to be documented in the PPC risk assessment. Cllr Longstaff commented that if our lengthsman is carrying out any weed killing (which had previously been done by NSC) then we also need to risk assess and abide by COSH regulations. Cllr Cowlard will follow this up with Kevin Weekes.</p>	<p><b>MP</b></p> <p><b>WC</b></p>
<p><b>PC/05/09</b></p>	<p><b>Council Administration/Correspondence</b></p> <p><b>(a) Task monitor</b> – Mrs Drower went through the task monitor item by item with councillors and amended where the task had been completed, as some of the items had been reported directly by Cllr Phipps.</p> <p><b>(b) Portbury school bus update</b> – Cllr Phipps commented that there had been considerable reactions amongst parents following communication received from NSC on Monday 16<sup>th</sup> April, that the school bus would cease from the 20<sup>th</sup> April. Cllr Phipps commented that Cllr Nigel Ashton had intervened and restored the service. Mandy Bishop explained that NSC have a</p>	<p><b>PBS</b></p>

	<p>duty to support parents under certain criteria to help get their children to and from school. The travelling arrangements are reviewed annually, and parents should have had 3-4 weeks' notice of any impending changes. NSC should also have consulted with the schools first to find out about the children's' needs.</p> <p><b>(c) War memorial grant</b> – Cllr Longstaff commented that he had now met with Simon Cartlidge and discussed the potential situation of repairing the war memorial. Simon will get a contractor involved to quote for the works. He also would like to know how the other repair had been carried out. Cllr Longstaff commented that the lead flashing needs replacing and extending to cover the cement fillet. The memorial also needs repointing. Simon will also be able to do the grant application for PPC.</p> <p><b>(d) Newsletter</b> – Cllr Cowlard has now produced Newsletter No 11 which PBS will send out the distribution list. Cllr Phipps has already put it up on Facebook.</p> <p><b>(e) Parking for Bluebell Wood</b> – Cllr Phipps commented that the drop kerb by the bus stop and in Priory Road have now been installed. Cllr Romanski commented that the holes in the concrete blocks in Priory Road have now been filled in.</p> <p><b>(f) Risk assessment</b> – Cllr Phipps and Cllr Tony Coles have found a risk assessment form another Parish Council that looks very suitable as a guide for Portbury.</p> <p><b>(g) 20mph update</b> – Cllr Phipps commented that work on the 20mph zone has started. Mandy Bishop commented that the works will be completed including road markings during the period of 8<sup>th</sup> to 18<sup>th</sup> May. Cllr Phipps commented that the mobile 20mph speed monitor has been in place again and over 3,000 drivers per day exceed the 20mph in the current 20mph zone.</p> <p><b>(h) GDPR Data Protection Officer</b> – Mrs Drower that an email had been received from ALCA that day saying local parish councils were now exempt.</p>	<p><b>ALL</b></p> <p><b>PBS</b></p> <p><b>MP/TC</b></p>
<p><b>PC/05/10</b></p>	<p><b>Sheepway issues</b> – None to report</p>	
<p><b>PC/05/11</b></p>	<p><b>Allotments</b> –</p> <p><b>(a) Allotment proposal by Cllr Mr Coles</b> – Cllr Coles had previous to the meeting circulated a new proposal for the allotments. Cllr Coles commented that he was hoping to revive the allotments with a holders group being formed. Cllr Coles commented that the allotments have deteriorate to such an extent there is a loss of morale there now. Cllr Coles suggested that PPC could put some finances towards clearing the rubbish and tidying the area up with the holders then under contract to upkeep it from that point.</p>	<p><b>TC</b></p>

	<p>Cllr Coles had drawn up proposed map of the resizing of the allotment to incorporate a new communal area. Cllr Longstaff commented that he and his wife had invested money and time in a fruit garden and also tidying up the bank. Cllr Longstaff was concerned that the if the new allotment sizes went ahead, they would lose part of their allotment. Cllr Phipps commented that part of the communal area – particularly the proposed shed could be sited elsewhere so as not to interfere with Cllr Longstaff’s plot and the fruit garden. Cllr Mr Coles also commented that there were several vacant plots and if they couldn’t be taken up by Portbury residents, were councillors in agreement to let them outside of the village. Whilst there was no objection in principle, every effort should be made to encourage Portbury residents to take the allotments. Cllr Mr Coles also proposed cutting the allotments in half as they really are large allotment plots in comparison to other parishes.</p> <p>Cllr Phipps asked councillors to review Cllr Mr Coles’ proposal with a view to voting at the next meeting.</p>	
<p><b>PC/05/12</b></p>	<p><b>Date and time of next meeting</b> – 5<sup>th</sup> June 2018 commencing at 7.30pm in the village hall.</p>	

**Meeting finished at 9.45p.m.**  
**Portbury Parish Council**  
**Adcroft House, 15 Roath Road, Portishead, BS20 6AW**