

Portbury Parish Council

MINUTES

Minutes of the meeting held 5th June 2018
Village Hall, High Street, Portbury

Present:

Councillors: Cllr Longstaff Cllr Mr Coles arrived 7.40pm Cllr Mrs Cowlard
Cllr Lanham (arrived 7.40pm)

Chairman: Cllr Phipps

Clerk: Minutes taken by Dawn Drower

Representatives: Mandy Bishop – NSC Les Summerfield - footpaths

Others:

Meeting commenced at 7.30pm

No	Item	Action
PC/06/01	Declaration of Interest by Members – Cllr Longstaff and Cllr Coles declared and interest in the allotments.	
PC/06/02	Apologies received – Cllr Romanski Cllr Mrs Coles	
PC/06/03	Minutes of PPC's monthly meeting held 1st May 2018 Resolved that: Minutes were agreed and signed off by Chair of the meeting	ALL
PC/06/04	Chairman's report Prior to the meeting Cllr Phipps had circulated a report for review to councillors. Cllr Phipps commented on finance, crime and disorder, planning, and council administration. All are covered in the relevant sections.	MP
PC/06/05	Finance	

	<p>(a) Payments for authorisation – As per attached schedule</p> <p>RESOLVED that: The payments as scheduled were approved.</p> <p>(b) The annual return was presented by Clerk Mrs Drower. Mrs Drower explained where the figures had come from in relation to the annual accounts. Cllr Phipps and Cllr Longstaff duly signed the annual return after all councillors agreed.</p> <p>(c) Annual insurance. Mrs Drower explained to councillors that our previous insurers had retired from the market. The new insurers BHIB had come in at an even lower price saving council £304 against budget. Cllr Longstaff enquired that the cover remained the same. Clerk Mrs Drower commented that she had compared the previous and this year's and was happy it was. Cllrs agreed to go ahead with BHIB.</p> <p>(d) Allocation of reserve budget. Cllrs had been circulated prior to the meeting with a proposed new format for the finance sheet, breaking down the reserve account into ring fenced, running cost and free reserve. This is to enable cllrs, when considering spend outside of the annual budget, to make a more informed decision. Cllr Phipps suggested that PPC create a 'wish list' of projects which may need funding and to prioritise these. Cllr Phipps also commented that outside funding sources/grants would continue to be investigated. Cllr were invited to bring items for the list to the next monthly meeting</p>	<p>ALL</p> <p>PBS</p> <p>PBS</p> <p>ALL</p>
<p>PC/06/06</p>	<p>Crime and Disorder</p> <p>(a) Neighbourhood Watch – Cllr Phipps commented that whilst things were generally quiet, there have been reports of pressure selling in the village. Cllrs agreed to include this in a NW circular to the village distribution list. Cllr Coles reported that there had been an attempted break in at the garage. Clerk Mrs Drower commented that there had been a report on FB of a garden prowler.</p>	<p>MP</p>
<p>PC/06/07</p>	<p>Planning</p> <p>(a) Applications received:</p> <p>18/P/2644/FUL Shipway Farm, conversion of a barn building to a dwelling house. Cllr Phipps commented that this application is a follow up to a prior application as CUPA (prior approval) which PPC had considered in December 2017. At that time no comment was made, and Cllr Phipps proposed that no comment be made this time as the full application merely confirmed the detail of the proposal in the CUPA. All councillors agreed.</p> <p>18/P/3018/LDE – Caswell Farm, application for lawful use certificate for a farm building that has already been increased</p>	

	<p>in height. Cllr Phipps does not consider this to be a contentious application and proposes no comment. All cllrs agreed</p> <p>18/P/2953/FUH – 2 Mill Lane – Cllr Phipps commented that this is an update of a previous application which had been refused. This new application proposes further improvements. Cllr Phipps proposed no comment. All cllrs agreed.</p> <p>18/P/2563/FUH – The Barn, Portbury Lane, erection of a garage at The Barn – Cllr Phipps commented that the previous application despite no comment from PPC had been refused. The applicant has written to PPC asking for us to attend a meeting along with NSC to discuss the application. Cllr Phipps commented that he was not inclined to attend such meeting, but proposes writing to the applicant outlining the comments PPC had made at the original meeting when the application was discussed. All cllrs agreed.</p>	
PC/06/08	<p>Maintenance</p> <p>(a) Lengthsman - Cllr Cowlard commented that she is now receiving lots of calls and emails from residents about maintenance. Cllr Cowlard commented that Kevin has suggested to her that we pay him to remove our waste. Cllr Phipps commented that he has discussed this with NSC and as it is viewed as commercial waste, we await a quotation from NSC before deciding on the course of action. Cllr Cowlard commented that she needs clarification as to where Portbury responsibilities end with regard to maintenance. Cllr Phipps referred to the original appointment letter for Mr Weeks as the base. Cllr Cowlard will use work from this to write up a more specific definition of duties. Clerk Mrs Drower commented that now we do not have a defined menu form NSC s to what they will do, it is quite confusing.</p> <p>Cllr Phipps commented that we have now had a full year of maintenance with Kevin. Cllr Cowlard also commented that there is some confusion over Kevin’s technical certificates which need further investigation, he does now hold a COSH certificate.</p> <p>Clerk Mrs Drower commented that the free flowers for the green were not available this year and asked cllrs to consider voting a small sum of money towards this. Especially as it is centenary year. Cllrs voted £100 towards this.</p> <p>Cllr Cowlard also commented that she would obtain the flowers and would also try and get some donations from local businesses.</p>	<p>MP</p> <p>WC</p> <p>WC</p>
PC/06/09	<p>Council Administration/Correspondence</p> <p>(a)Task monitor – Clerk Mrs Drower commented that there are no new items. Clerk Mrs Drower acknowledged that Mr Summerfield had emailed two items into the office and would process them.</p>	PBS

	<p>(b) Recording of council meetings – Cllr Phipps commented that Clerk Mrs Drower has asked for cllrs to consider if it would be appropriate to record Parish Council meetings. This is purely to produce an accurate set of minutes which on some occasions has been quite taxing when a)the agenda is very full, and b)when Mrs Drower needs to be part of the discussion. Cllr Phipps commented that some councils do already record their meetings. The public have since 2014 had a right to record meetings anyway, so this would not be a controversial step. Cllrs were in agreement and also agreed that the recordings should be kept for three months. Cllr Phipps will produce a specific policy for this, based upon the examples already researched.</p> <p>(c) Communication – residents and internal – Cllr Cowlard commented that she would like to try and improve communications with residents. She was concerned over the poor turnout at the recent ARM, though Cllr Phipps commented that this was not unusual, and indeed Portbury probably had a better turnout than some councils. Cllr Mr Coles thought PPC should do more socially with residents involved. Suggestions included an annual event on the green. Cllr Phipps commented that it could also be a good way to raise funds for the community. Cllr Cowlard and Cllr Coles agreed to take a table at the local church event to introduce themselves to residents and talk about communication and events. Cllr Cowlard also commented that she would like to have a better system of communication between councillors. After discussion it was agreed to trial a cllrs WhatsApp group.</p>	<p>PBS</p> <p>WC/TC</p>
<p>PC/06/10</p>	<p>Sheepway issues – Cllr Lanham reported no issues but enquired as to where enforcement is at Paddock Lakes. Clerk Mrs Drower to follow up with NSC.</p>	<p>PBS</p>
<p>PC/06/11</p>	<p>Allotments –</p> <p>(a) Allotment proposal by Cllr Mr Coles – Cllr Coles commented that he has started to clear away the old dead tree and overgrowth around the perimeter. Cllr Coles commented that the overall appearance at the allotments was improved, with holders now more active. Cllr Coles asked cllrs to support a proposal to make funds available for a communal shed to be placed at the allotments. The shed would be used as a community base, not for storing equipment. Cllr Longstaff suggested that part of the allotment fees be set aside for future needs at the allotments. All cllrs thought this was a good idea. Cllr Cowlard raised concerns that the money was set aside for only 10 residents but was happy to proceed once consideration had been given to the fact that it was for the allotment now and in the future. Cllrs agreed to ring fence £1000 towards a shed,</p>	<p>TC</p> <p>ALL</p>

	providing the ongoing maintenance costs would be funded by allotment holders.	
PC/06/12	Date and time of next meeting – 3rd July 2018 commencing at 7.30pm in the village hall.	

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