

Portbury Parish Council

MINUTES

Minutes of the meeting held 7th August 2018
Village Hall, High Street, Portbury

Present:

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

Chairman: Cllr Phipps

Clerk: Minutes taken by Dawn Drower - Clerk

Representatives: Les Summerfield – footpath

Others: 1 member of general public

Meeting commenced at 7.30pm

No	Item	Action
PC/08/01	Declaration of Interest by Members – Declarations of interest were declared by Cllr Mrs Cowlard and Cllr Phipps on the High Street parking issues.	
PC/08/02	Apologies received – Mandy Bishop - NSC	
PC/08/03	Minutes of PPC's monthly meeting held 5 th July 2018 Resolved that: Minutes were agreed and signed off by Chair of the meeting A member of the public asked about the agenda item relating to the Community Café. He wished to know how the Council would fund the Café if there is no budget for donations. Cllr Phipps was thankful for the question and said that this would come up during the discussion of the agenda item. A statement was also made about the traffic order for double yellow lines on the High Street. The comment was made that more lines would result in higher traffic speeds and therefore the member of the public urged the Council to vote against the adoption of the traffic order. Again Cllr Phipps was thankful for the comment and said that this would be discussed as it was an agenda item.	ALL

<p>PC/08/04</p>	<p>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. Cllr Phipps reminded all councillors to do their bio's and photos for the website.</p>	<p>MP</p>
<p>PC/08/05</p>	<p>Finance (a) Payments for authorisation – As per attached schedule RESOLVED that: The payments as scheduled were approved. (b) Cllr Phipps had prior to the meeting circulated to Cllrs an example of a list of items including provisional costs for the free reserve budget spend. Cllr Phipps commented that he had included a column for scoring/prioritising the items proposed – by ranking each item by importance, and by how many of the parish the item would benefit for example. The total of the proposed spend is so far approx. £41,000, but possible fund raising and grants could cover some of the items. Cllrs Phipps asked cllrs if they needed some more time to think about the items on the list. Each item was then discussed in turn:- 1) Play equipment – currently the estimated cost is £12,000, there is already just under £4000 in ring fenced reserves. Cllr Phipps thought that we may be able to get a grant towards this. Cllr Romanski enquired as to what we could purchase for £12000. Cllr Phipps responded that this would fund the purchase of some apparatus with slides/tubes and climbing facilities. Cllr Romanski enquired as to where this would be sited. Cllr Mrs Cowlard commented that it needs to be sited where its accessible for pushchairs. The preferred location at the moment is at the playing field adjacent to the existing equipment. 2) Bench for Village Green – Cllr Phipps commented that a grant may be possible for this. Cllr Phipps also commented that a bespoke bench around the tree would be nice. 3) Centre path on Village Green – Cllr Phipps commented that this path is in need of repairing at some time in the future. Cllr Cowlard enquired as to why it cannot just be grassed over. Cllr Phipps commented that Mr Summerfield had already suggested a reinforced mesh. 4) Village Gateways – Cllr Phipps commented that this would advertise to people that you are entering into a village and might slow traffic. Clerk Mrs Drower commented that various emails and leaflets had come into the office from</p>	<p>ALL</p> <p>ALL</p> <p>DD</p>

	<p>companies who supply village gateways, and she would get some quotes for various options.</p> <p>5)Heritage Signage – Cllr Phipps commented that we could put some blue signs on building with information such as the Old Priory. Cllr Mrs Cowlard suggested an information board on the Green.</p> <p>6)Additional Waste Bins – Cllr Phipps commented that there was a need for more waste bins, but that they were expensive to buy. Cllr Cowlard suggested raising sponsorship from local businesses. Cllr Romanski enquired as to who would be responsible for emptying the bins. Cllr Phipps commented that PPC would be.</p> <p>7)Improvements to Black Spots – Cllr Phipps explained that this is to improve unkempt or unattractive areas in the village.</p> <p>8)War Memorial – Cllr Phipps commented that the War Memorial will need work done in the future and as presently there is a grant available by the War Memorial Trust of up to 75% of the cost of the repairs, then we should really prioritise this. Cllr Longstaff has had a quote of c£9000. Cllr Mrs Cowlard enquired as to whether a completely new memorial may be more cost effective. Cllr Mrs Cowlard enquired as to how long the repairs would last. Cllr Longstaff thought about 100 years. Cllr Phipps asked Cllr Longstaff if he proceed and finish a full proposal for the memorial so that we could determine exactly what we planned to do. Clerk Mrs Drower asked when the closing date is for the grant. Cllr Longstaff responded that it was open until March 2019.</p> <p>Cllr Mrs Cowlard asked for Portbury in Bloom to be added to the list.</p> <p>Cllrs commented that after discussion they would like more time to think about the ranking of budget spend proposals.</p>	<p style="text-align: center;">DL</p> <p style="text-align: center;">ALL</p>
<p>PC/08/06</p>	<p>Crime and Disorder</p> <p>(a) Neighbourhood Watch – Cllr Phipps commented that there had been no reported crime in the last month. Cllr Phipps commented that following the dog attack incident discussed last month, the Police have secured a written voluntary agreement from the owner of the dog that inflicted the injury. The agreement limits the walking of the dog to the owner, and for it to be muzzled in public. Cllr Phipps reported that a car had been burnt out in the Rugby Club car park.</p> <p>(b) Traffic speed measurements – Cllr Phipps commented that he had negotiated the taking of a further set of speed measurements in the village, given the perceptions that traffic speeds have increased lately. The measurements are shown in a report distributed to Cllrs earlier. Cllr Phipps commented that in brief there seems to be a reasonable</p>	

	<p>compliance with the new speed limits, although there are motorists who are still exceeding 30mph. Cllr Romanski enquired as to when the readings were taken. Cllr Phipps said that he only knew that they were taken during the day, he supposed between about 10.00 and 16.00 hrs. Cllr Phipps added that if we wish to have more data than this and at times specified by us we would have to pay for it, but we would have more control over the location of the measurements. This would cost £210 per occasion. Cllr Phipps asked Cllrs to consider whether or not to set aside some funds in this financial year for further measurements. Cllr Romanski enquired as to why we can't do further surveys ourselves? Cllr Romanski also volunteered for Speedwatch. Cllr Phipps asked Cllrs to note that NSC would take no action against anyone exceeding speed limits, whereas with Speedwatch results, the Police will issue a warning to drivers.</p> <p>Cllrs voted against setting aside any funds for another speed reading but to do it by Speedwatch volunteers.</p>	<p>WC/TR</p> <p>ALL</p>
PC/08/07	<p>Planning (a) Applications received: 18/P/2955/FUL – Provision of 12No electric charging bays at Gordano Services – no comment. (b)Enforcement action – Cllr Phipps commented that there is possible enforcement action to be taken at Oakham Farm which is operating a caravan park without the necessary planning permissions. Whilst the advert appears on its website, they are not visible from the road. A new blue sign has now also appeared adjacent to the entrance. Cllr Phipps agreed to a suggestion by Cllr Lanham that we write to the owner of Oakham Treasures in the first instance.</p>	<p>MP</p>
PC/08/08	<p>Maintenance (a) Lengthsman – Clerk Mrs Drower commented that she was still finding it difficult to reconcile Kevin Weekes invoices. Cllr Mrs Cowlard agreed to instruct Kevin by email, and copy the office in. (b) Village Volunteers Group – Clerk Mrs Drower suggested to Cllrs that PPC try and get support from residents for a volunteer group to help with maintenance around the village.</p>	<p>PBS</p>
PC/08/09	<p>Council Administration/Correspondence (a)Task monitor – Clerk Mrs Drower commented that there was one new item reported by Cllr Romanski. There is a dangerous missing drain cover at the Sheepway end of the</p>	<p>PBS</p>

	<p>footbridge. Clerk Mrs Drower has reported it, but in the interim Cllr Mrs Cowlard will ask Kevin Weekes to make safe.</p> <p>(b) Conservation Volunteers – Cllr Mr Coles commented that there is nothing new to report, however he has a meeting on Friday 10th August with the Conservation Volunteers Group. They want evidence that the wider community is interested.</p> <p>(c) Recording and Filming Policy for meetings – Cllr Phipps has amended the policy in line with comments from last month’s meeting. The amended policy was distributed to Cllrs prior to this meeting. All councillors agreed to adopt the policy.</p> <p>(d) Dog control orders – Cllr Phipps commented that NSC control this now and Open Spaces have given PPC some signs to put up around the village reminding people of their responsibilities whilst walking their dog. The representative who visited Cllr Phipps proposed to also visit the playing fields at random to speak to dog owners and ensure they were equipped with “poo bags. It is hoped that word will thus get around the dog walking community so that possible offenders would know this is being “policed”. Cllr Phipps commented that the dog attack incident has had a sensible outcome in that the owner has agreed to walk the dog himself, and the dog will be muzzled whilst out in public.</p> <p>(e) Community Café – Cllr Phipps commented that the community café rent for the village hall was underwritten from October last year for 6 months by PPC. The community café has been in the church for the summer, but now with the onset of winter, the church will be too cold. Cllr Phipps asked Cllrs if they would be consider underwriting the rent for another 6 months from October to March. Cllr Phipps commented that any profits from the café is donated to charity. There are now no fee paying stall holders, and thus the rent has to come from the funds generated by the café. Cllr Mr Coles commented that we remind ourselves of why we need a community café. All agreed that this was an important community event that should be supported and gives an opportunity also for Cllrs to be available to residents if they wished to raise matters. Cllr Mrs Cowlard commented that the village hall is the best place for the café. Cllr Lanham would like to know how much is actually donated to charity, and would like to see some figures. All agreed that it would be of benefit to PPC to know how much funding was generated for charity by the event, in the form of a simple estimate without detailed information. This might help support future grant bids for some of the projects already identified. Cllr Phipps commented that the rent would be £22 per month for 6 months. Clerk Mrs Drower reminded Councillors, in answer</p>	<p>TC</p> <p>ALL</p> <p>MP</p> <p>MP</p>
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	<p>to a question, that Parish Councils are not permitted to make donations to charity. Support of rent though would be acceptable.</p> <p>It was resolved that PPC should support the Community Café by paying the rent for the Village Hall for the next 6-months. This will allow the PPC to have a presence at the event. Mrs Chilcott would be informed and asked if she could inform PPC of roughly how much funding was raised for the nominated Charity through Community Café each year.</p> <p>(f) Coastal path meeting – Mr Summerfield (footpaths) attended a meeting with Clerk Mrs Drower about the coastal path which covers 2,600 miles around England, and in particular the stretch between Weston-super-Mare and the Severn Bridge. The current proposed path takes a route through the industrialised section of Avonmouth. Mr Summerfield met with representatives from NE – Mr Andrew Chester and NSC – Mr Andrew Carolle who are organising the coastal path on the 2nd August and walked the route which avoids Avonmouth and takes the walkers over the Avonmouth bridge and through Portbury. All agreed it was a superior route. However the land between the route and the sea then becomes available to the walkers, and the Port Authority are unlikely to give permission as this would involve the car parking areas. There is not enough time for the proposed route to be altered as the proposal is being submitted in October. However a suggestion of signposting the route through Portbury as an alternative route was looked upon favourably. This would require improvements to the crossing at Jct 19 services, which is hazardous. A positive outcome might be achieved by routing the footpath around the perimeter of the services., subject to agreement of the landowner, possibly Highways England.</p> <p>(g) Council black and green bin provisions – Cllr Phipps commented that he has now talked to NSC about both black and green bin collections for the PPC waste. NSC have confirmed that the collection of non-recyclable waste will be free. For the 240L green bin the collection charge would be between £7.30 and £7.80 per collection, A fortnightly collection would cost £189.80 per annum, and would drop to £101.40 for a monthly collection. We need to secure a green bin for the use of our lengthsman. Cllr Cowlard suggested asking Kevin Weekes how much he would charge to empty the bin. Cllr Phipps enquired if the allotments would need a bin too. Cllr Phipps suggested that the 240L bin should be sufficient for allotment holders to use as well. But this could be reviewed in due course.</p> <p>(h) Traffic control order for High Street – Cllr Phipps commented that as part of the review of the provision of the free school bus, we have been advised that we will lose</p>	<p>MP</p> <p>MP</p> <p>ALL/DD</p> <p>DD</p>
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	<p>the bus. As part of this NSC have conducted a safety assessment of the walking routes for children as they go to catch the X3/X4 or the 88 bus. NSC have suggested extending the double yellow lines in the area between No 1 Caswell Lane and No 6 High Street in order to improve pedestrian visibility. At the same time the 'ghost' footpath line will be widened to 1 metre. Cllr Phipps commented that the he has already suggested to NSC that a more physical measure is needed at the corner of Caswell Lane and High Street to slow traffic down, as the lack of parked cars could increase traffic speed. Cllr Phipps argued against a specific objection to increased double yellow lines as this would be easily be rebutted by reference to the safety assessment. Instead he recommended that PPC concentrate on the desired outcome from the measures and leaving BSC clearly as responsible for this.</p> <p>Cllr Phipps also commented that the overgrowth of trees along Mill Lane is causing a hazard with people stepping into the road to avoid it. NSC have proposed that they will prune this area and keep it under control. Cllr Phipps has commented to NSC that this will need to be done at least three times a year, and also cut at a high level to keep growth away from the light adjacent to the bus stop. Cllr Phipps is waiting for a response from NSC to his suggestions. Cllrs agreed that Cllr Phipps should respond to the traffic order pointing out that more double yellow lines would increase traffic speed and make it clear that NSC have the responsibility to make the crossing safe.</p> <p>(i)Councillors Code of Conduct – Cllr Phipps had previous to the meeting circulated the Code of Conduct adopted before the recent new councillors joined us for their information. This will be on the website shortly.</p> <p>(j) Speedwatch update – Clerk Mrs Drower commented that Avon and Somerset police have sent an application form through for volunteers for Speedwatch to fill in and will circulate. Cllr Romanski and Cllr Mrs Coles also agreed to volunteer for speedwatch.</p> <p>(k) ARM minutes – Cllrs were asked to approve the unapproved minutes of the ARM for the website. The minutes had previously been circulated. One minor change was pointed out by Cllr Mr Coles to the allotment rent. Clerk Mrs Drower has amended. All cllrs agreed with minutes.</p>	
<p>PC/08/10</p>	<p>Sheepway issues – Cllr Lanham commented that there was a lot of litter around the Sheepway area. Cllr Cowlard commented that lengthsman Kevin Weekes should be picking up the litter, and she would talk to him about it.</p>	<p>WC</p>

<p>PC/08/11</p>	<p>Allotments – (a) Allotment update – Cllr Mr Coles reported that at the last meeting they discussed the possibility of the accounts running through PPC and reserved as an allotment reserve. Cllr Phipps commented that if they need to show the funds as separate then they could keep their own generated funds in a cash tin. Cllr Phipps further suggested that the PPC monthly accounts could show an I & E line for the allotments- this would make it clear what the running position was and how much “surplus” was building up from plot rentals. Clerk Mrs Drower agreed to look at this.</p>	<p>TC</p> <p>DD</p>
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Meeting finished at 9.45p.m.

Portbury Parish Council Adcroft House, 15 Roath Road, Portishead, BS20 6AW