

Portbury Parish Council

MINUTES

Minutes of the meeting held 27th November 2018
Village Hall, High Street, Portbury

Present:

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

Chairman: Cllr Phipps

Clerk: Minutes taken by Dawn Drower - Clerk

Representatives: Helen Bailey - NSC

Others: 1 members of general public

Meeting commenced at 7.30pm

No	Item	Action
PC/11/01	Declaration of Interest by Members – None were declared.	
PC/11/02	Apologies received – Cllr Mr Lanham and Cllr Mrs Coles	
PC/11/03	Minutes of PPC’s monthly meeting held 4th September 2018 and 2 nd October 2018 presented. Resolved that: Minutes were agreed by all.	ALL
PC/11/04	Chairman’s report Prior to the meeting Cllr Phipps had circulated a report for review to councillors. Cllr Phipps commented on crime and disorder, planning, enforcement, local plan, village gateway, website and County wide car parking strategy. All are covered in the relevant sections.	MP
PC/11/05	Finance (a) Payments for authorisation – As per attached schedule	ALL

	<p>RESOLVED that: The payments as scheduled were approved.</p> <p>Clerk Mrs Drower commented that the finance notes now included two extra sheets, one showing the reconciliation of the bank account balance to available funds, and the other showing projected spend to the end of the financial year.</p> <p>Clerk Mrs Drower commented that the budgeted funds for maintenance and grass cutting were almost spent. Cllr Phipps commented that PPC could allocate some more budget depending on councillors agreeing. We could use the current contingency in order to supplement the allocated budget. It was agreed that the maintenance budget could overspend by up to the amount in the contingency budget. A Halloween Party at the Village Hall had raised some £250 towards the children's play equipment. An acknowledgment is to be posted on Facebook.</p>	
PC/11/06	<p>Crime and Disorder</p> <p>(a) Neighbourhood Watch – Clerk Mrs Drower commented that there had been no reported crime from our PSCO Hayley Hembury. Cllr Phipps commented that the car in Portbury which had its windows smashed was not showing up on the crime stats, which was a concern However this appeared to be an isolated incident.</p> <p>(b) Cllr Phipps commented that there had been several reports of wild birds allegedly being shot in Priors Wood. Cllr Phipps also commented that not only is it illegal, but potentially unsafe. Cllr Mrs Coles to speak to Avon Wildlife Trust.</p>	JC
PC/11/07	<p>Planning</p> <p>(a) Applications received:</p> <p>18/P/4367/FUH – 5 Hillside – Loft conversion – Cllr Phipps commented that this application raises the roofline by 400mm but is unlikely to be noticeable given the elevated position of these house. Cllrs agreed no comment.</p> <p>18/P/44753/ADV – Oakham Farm – one double non-illuminated sign on road at the entrance – Cllr Phipps commented that this is a retrospective planning application for the mounting of a sign on Portbury Lane at Oakham Treasures. The sign is not overly oppressive and appears reasonable, NSC planning dept will be asked to check on its size in relation to permitted standards and size – 4.6sq.m maximum is allowed. Cllr Phipps will write to NSC to ensure cumulative sizes of all signs do not go over the allocation.</p> <p>(b)Enforcement action –</p>	MP

	<p>Oakham Farm – The owner has applied as above for planning for the sign. Clerk Mrs Drower commented that a planning application was notified to the office today reference the caravan site, seeking approval to 5 spaces. Their website has already been amended to advertise only 5 spaces.</p> <p>Paddock Lakes – Clerk Mrs Drower commented that planning officer Ms Karen Bartlett had visited site, and her report did not seem to reflect the extent of the buildings that have appeared illegally. Cllr Phipps to write to Karen Bartlett to point out the wide extent of the transgression.</p> <p>(c) Final opportunity to comment on the Local Plan to 2036 – Cllr Phipps commented that the local plan is now in its final 6 weeks of consultation and we have the opportunity to add any further comments to the issues and options documentation now in the public domain. Cllr Phipps commented that PPC have already commented to NSC at least twice now. Cllr Phipps does not expect there to be any changes that will affect Portbury significantly, but the extra housing at Nailsea would increase traffic through the village.</p> <p>Cllr Phipps commented that he has not been given a mandate by the residents to encourage development. Cllr Phipps explained that the settlement hierarchy plan says Weston super Mare is the main focus, followed by Clevedon, Portishead and Nailsea. Local villages may be identified for development concentrating on infill. Portbury is washed over green belt.</p> <p>We are being asked to consider 3 options a development hierarchy.</p> <ol style="list-style-type: none"> 1. To keep the current hierarchy. 2. To Expand the hierarchy with an extra tier for small service villages. Cllr Phipps pointed out that we are in a sustainable location, being on bus routes, close to the commercial services in Portishead and Bristol, and have sites available. Thus, if allocations are not met we may be proposed as a potential location for housing. 3. A growth base strategy – on a case by case basis. <p>Cllr Phipps has already written to NSC and said that current hierarchy need not be changed.</p> <p>Cllr Mr Coles commented that we are already likely to be captured within the current hierarchy definitions anyway. Cllr Phipps commented that the current hierarchy would demand special circumstances to take us out of the green belt.</p> <p>Cllr Phipps commented on possible settlement boundary review. Portbury is currently considered to be in the countryside. If the boundary is reviewed then anything outside a new boundary would be excluded from planning,</p>	<p style="text-align: center;">MP</p> <p style="text-align: center;">MP</p>
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	<p>but within a new boundary development would be possible. Cllr Phipps advised that, since we have no mandate to encourage development we should resist any suggestions for general settlement boundary review as this might prompt developers to act without consideration of PPC's views.</p> <p>Cllr Phipps also commented that this again underlines that we need to finish our neighbourhood plan.</p>	
PC/11/08	<p>Maintenance</p> <p>(a) Lengthsman – Cllr Mrs Cowlard commented that she and Clerk Mrs Drower had met with Kevin Weekes and resolved the queries on his invoices. Cllr Mrs Cowlard also commented that Kevin Weekes has purchased a new mulching lawn mower. Lengthsman Kevin Weekes has offered to remove all excess leaves he clears for £100 per annum. All Cllrs agreed subject to production of a waste certificate.</p> <p>Clerk Mrs Drower commented that she has contacted Glendale to inform us what their schedule is for Portbury, but so far no one is able to confirm. Helen Bailey from NSC will try and find out the bins that Glendale empty and any other works they do. This is to avoid duplication with our lengthsman.</p> <p>Cllr Romanski commented that the drains from Oakham farm to the High Street have not been dug out and this is now urgent. Clerk Mrs Drower to contact Shelley Lee at NSC.</p> <p>Cllr Romanski reported that he had spoken to Anne Longstaff about the tree left in the playing field ditch and that she would get volunteers to cut up and remove.</p> <p>(b) New Christmas tree base. – Clerk Mrs Drower commented that after speaking to Kevin Weekes, the new base for the Christmas tree should be ready by beginning of December.</p>	<p>ALL</p> <p>DD</p> <p>DD</p>
PC/11/09	<p>Council Administration/Correspondence</p> <p>(a) Task monitor – Clerk Mrs Drower commented that the two new items on the task monitor added last meeting – the drain cover by the bus stop on Sheepway has been repaired and the damaged bus stop has been removed. Clerk Mrs Drower to find out what is happening about the bus stop.</p> <p>(b) Playing field lease – Clerk Mrs Drower reported that the lease seems in order and that the rent has increased from £238 per quarter to £250. All Cllrs were happy to sign new lease. Cllr Phipps suggested that an early request to install new play equipment is flagged at this time.</p>	<p>DD</p> <p>ALL</p>

	<p>(c) Website – Cllr Phipps commented that Mr Cowlard has very kindly offered to research and build a new website for PPC which is currently underway. This should make things easier and quicker to upload documents. A small cost will be incurred to set up a prototype. Clerk Mrs Drower to enquire with NSC if there are any grants available.</p> <p>(d) Community Café – Cllr Phipps has now met with Mrs Chilcott and she has explained that there is little demand for craft tables at the Café, hence she cannot defray any costs. The event makes between £20 - £40 surplus. This is donated to a charity supporting Crohn’s disease. Cllr Phipps commented that this underlines the need to support the rent for the Café, which is a well-loved community event, so that the organisers are relieved of the cost burden.</p> <p>(e) Speedwatch update – Cllr Mrs Cowlard reported that she hadn’t heard from Gary Lewis – Avon and Somerset Police, but has since been contacted by Nick Gough who explained that Gary has moved on, and they are currently looking for a replacement. Nick Gough said we are in the system – and the risk assessment is currently being done. .</p> <p>(f) Bristol Port Company meeting update. Cllr Phipps and Cllr Longstaff had a meeting with BPC on Monday 26th November. Cllr Phipps reported that there was no real news. The M5 slipway works would not be carried out before 2020. There was no news on Shipway Farm.</p> <p>(g) Village Gateways – for reserve funds – Cllr Phipps commented that the proposal to add a village gateway to our entrances was agreed as a top priority for investment of our reserve funds. The cost of such items is around £500 per location, though we could see if we could do it ourselves using local suppliers and our lengthsman. Cllr Phipps asked Cllrs where they would prioritise the gateway being placed. Cllr Mrs Cowlard thought that the High street would be the best place for the first as it was the easiest site. All Cllrs agreed. Cllr Phipps will contact Highways to see what permission is required.</p> <p>(h) War Memorial update – Cllr Longstaff commented that the reply he’d received from the War Memorials Trust was non-committal. To progress the grant further we now need to hire the services of an architect. Cllr Longstaff asked Cllrs if they were willing to commit funds to this even if the grant application was unsuccessful. Clerk Mrs Drower commented that there is a £500 allocation in the budget for consultants’ fees already. Cllr Phipps asked Cllr Longstaff if he could get a quote from the architect, Cllr Longstaff will arrange a meeting. Cllr Longstaff commented that the trust needs three quotes for the work to the memorial. Cllr Longstaff will reply to the Trust’s email.</p>	<p>MP/WC</p> <p>DD</p> <p>WC</p> <p>DD</p> <p>MP</p> <p>DL</p>
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	<p>Cllr Longstaff commented that he had approached the Docks for a contribution. They have said they would be willing to supply supervised labour who have already worked on churches, but no cash support was offered. Cllr Longstaff commented that the Trust is against us replacing the slate unless it is structurally unsound.</p> <p>(i) Car parking strategy throughout North Somerset – Cllr Phipps commented that Nigel Ashton – NSC – has written to us asking for our views. Cllr Phipps commented that housing development is a major problem as there are never enough parking spaces allowed, and the accessibility of public transport is not sufficient. Cllr Mr Coles asked what we need to write about. Cllr Mr Coles also commented that the reliability of public transport is an issue. Cllr Phipps commented that the issues for Portbury are</p> <p>a) Residents’ parking and that there is not enough and</p> <p>b) Business and shopping commuters.</p> <p>Cllr Phipps asked Cllrs to consider Nigel Ashton’s letter and to send their comments to him (Cllr Phipps).</p>	<p>ALL</p>
<p>PC/11/10</p>	<p>Sheepway issues – None</p>	
<p>PC/11/11</p>	<p>Allotments –</p> <p>(a) Allotment update – Cllr Mr Coles commented that there was nothing to report. Clerk Mrs Drower commented that the neighbour with the field next to the allotments had called the office after the hedge was removed. He was concerned that his cattle who he was moving into the field would get into the allotments due to the unstable fence. Cllr Phipps and Clerk Mrs Drower had made the decision to fund the new fence up to a value of £250 to avert any problems. However, the fence had been replaced and the invoice had come in substantially higher. Also, the invoice included VAT and was not made out to PPC. Cllrs directed Clerk Mrs Drower to talk to the neighbour and explain the situation re the increased cost and attempt to secure the work for the agreed £250.</p> <p>(b) Agree new rates for the allotments – Clerk Mrs Drower asked Cllrs to agree rates for the annual allotment year 2019. After discussion it was agreed that the rate would go up to £30 per annum. Clerk Mrs Drower commented that some allotment holders had paid bonds and some not. After discussion it was agreed to return the bonds to the holders who had paid. It was further agreed that the concept of requesting bonds is questionable, as many new allotment holders had to clear their plots themselves</p>	<p>DD</p> <p>DD</p>

	anyway. It was agreed not to request bonds within the lease agreements.	
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Meeting finished at 9.40p.m.
Portbury Parish Council Adcroft House, 15 Roath Road, Portishead, BS20 6AW