

# Portbury Parish Council

## MINUTES

Minutes of the meeting held 5th December 2023

**Present:**

**Councillors:** Cllr Mr Campbell Cllr Mr Lanham  
Cllr Mr Penn Cllr Mr Cheek

**Chairman:** Cllr Mrs Cowlard

**Clerk:** Minutes taken by Mrs Dawn Drower – Clerk

**Representatives:**

**Others** Two members of general public

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Meeting commenced at 7.30pm

No	Item	Action
PC/1223/01	<b>Declaration of Interest by Members</b> – none	
PC/1223/02	<b>Apologies received</b> – Cllr Mr Chilcott has sent his apologies.	
PC/1223/03	<b>Minutes</b> of PPC's monthly meeting held on the 7th of November 2023 were presented. Cllr Mrs Cowlard went over the action points of the last meeting:  Cllr Mrs Cowlard asked Clerk Mrs Drower if the obscured light on Hillside had been reported to Western Power. Clerk Mrs Drower commented that it had not been reported yet.  All other action points are covered under the agenda.  The minutes were:	<b>WC</b>  <b>DD</b>

	<p>Proposed Cllr Mr Lanham Seconded Cllr Mr Cheek</p> <p><b>Resolved that:</b> Minutes were agreed by all.</p>	
PC/1223/04	<p><b>Finance</b></p> <p><b>(a) Payments for authorisation</b> – As per schedule presented prior to meeting. Clerk Mrs Drower commented that all payments were in line with the finance sheets. Clerk Mrs Drower went over the bank account balances and figures on the finance sheets.</p> <p>There are five payments for authorisation – Clerk November administration and expenses, K&amp;E (lengthsman) November maintenance, Mr Cheek – lawnmower fuel, Sheepway trees – Christmas tree for green.</p> <p><b>RESOLVED that:</b> The payments as scheduled in the Finance Report were approved.</p> <p>Proposed Cllr Mrs Cowlard Seconded Cllr Mr Campbell</p> <p>Agreed by all Cllrs.</p>	<p>DD</p> <p>DD</p>
PC/1223/05	<p><b>Crime and Disorder</b></p> <p><b>(a) Crime Stats</b> – none reported. <b>(b) Local crime</b> – none reported.</p>	WC/DD
PC/1223/06	<p><b>Planning</b></p> <p><b>Applications received:</b></p> <p><b>(a) 21/P/0474/MOD – Land at Moor Farm</b> – Deed of variation to modify mortgagee exclusions Clause – no update.</p> <p><b>(b) 22/P/0130/FUL – Racecourse Farm</b> – retrospective planning for change of use from agricultural to light industrial use, alterations to external appearance of building, insert 2 No mezzanine floors – no update.</p> <p><b>(c) 22/P/1956/FUH – Bracken Barn, Sheepway</b> – Construction of double garage with room over. Cllrs agreed to make no comment – refused.</p> <p><b>(d) 23/P/2213/LDP – The Barn, Portbury Lane</b> – Cert of Lawful Development for proposed installation of 40 solar panels to provide energy to dwelling – no update.</p> <p><b>(e) 23/P/1900/FUL – Elm Tree Business Park</b> – Replacement of existing commercial buildings with 2 new buildings – Cllr Mr Lanham commented that the existing business park has passed on to a new owner. The new owner had spoken to Cllr Mr Lanham about the proposed development. The proposal to update the business park is not in itself unwelcome. Local residents had a meeting to discuss. The main concern is the size of</p>	DD/WC

	<p>the proposed development including the height of the new buildings and the amount of parking, traffic and noise which will be generated. The residents are also concerned that the date by which they should comment by is very soon, and they haven't enough time to consider it. Clerk Mrs Drower will request an extension to this date to give everyone, including the Parish Council, more time to respond and investigate. Also no notices have been posted in the vicinity advertising the planning application.</p> <p><b>(e)Enforcement notices</b> – Caswell Cross Cottages, Racecourse Farm - no update.</p>	<b>DD</b>
<b>PC/1223/07</b>	<p><b>Maintenance</b>  <b>(a)Lengthsman</b> – Cllr Mrs Cowlard commented that Kevin was going to put the Christmas tree up.</p>	<b>WC/DD</b>
<b>PC/1223/08</b>	<p><b>Council Administration/Correspondence</b>  <b>(a)PPC and Social Media</b> – Cllr Mr Campbell commented that he would like to set up a Parish Council Facebook account for information only (no commenting allowed), to enable the Parish Council to keep residents more informed on what we are doing. Cllr Mr Campbell will set up a Parish Council Facebook page. Clerk Mrs Drower commented that she was against residents having email conversations with individual Cllrs as this would be outside of the core record keeping of the council. Cllr Mrs Cowlard commented that she was keen to use WhatsApp as a Cllr communication vehicle. This is for further discussion whilst the Clerk checks with ALCA to see if this is an acceptable form of communication. Cllrs voted on Facebook page:</p> <p>Proposed Cllr Campbell      Seconded Cllr Mr Penn  All in favour</p> <p><b>(b)Footbridge repairs and street light maintenance</b> – Clerk Mrs Drower commented that we have had confirmation that the footbridge has been repaired, but only temporary repairs again. Cllr Mrs Cowlard commented that the surface is already bubbling again. Clerk Mrs Drower commented that Centregreat have reported that the light over the footbridge has been repaired. The two lights in Station Road are due for repair this week.</p> <p><b>(c)Traffic scheme</b> – Cllr Mr Penn commented that after the good meetings he had had with Hannah Young nothing more had transpired despite chasing her. Cllr Mr Penn has met with some Parish Councillors from Pill and Failand and discussed the vehicle activated signs they have. They had to purchase them and have permission to use them, however they cannot be fixed in a permanent place, they need to be moved around. They</p>	<p><b>CC</b></p> <p><b>DD</b></p> <p><b>SP</b></p>

	<p>recommended contacting David Bailey NSC. Cllr Mr Penn spoke with David Bailey who said there are no official guidance from NSC on VAS, so we are not allowed to use the. We can however use speed indicator signs. The cost would be in the region of £2500. Cllr Mr Penn will further research the recommendations to use these.</p> <p><b>(d)Speedwatch and weight limit – update</b> – Cllr Mrs Cowlard commented that at the moment, the Speedwatch has all gone quiet. Cllr Mr Penn commented that John Hunter NSC has emailed him asking him to be the Speedwatch coordinator and will attend a meeting with Cllr Mr Penn and Kylie Howard.</p> <p><b>(e)Bank compensation and Village projects</b> – Clerk Mrs Drower commented that she had had no response from residents from the Facebook post asking for suggestions as to how they would like the money spent. Clerk Mrs Drower will put this on our new Facebook page once its ready.</p> <p><b>(f)Priors Wood - management plan</b> – Cllr Mrs Cowlard commented that Cllr Mr Chilcott, Cllr Mr Cheek and herself will attend the walk round with AWT to get further information on what the plan is for the management plan. A further discussion will be held at the next meeting.</p> <p>Clerk Mrs Drower will send a courtesy email to Norbert Kovacs to let him know that we are meeting AWT on 14<sup>th</sup> December, so we will miss his request for a response from us by the first week in December.</p> <p><b>(g)New bins</b> – Clerk Mrs Drower has emailed Shelley Lee NSC to see if she can help over the lack of response re the request for new bins for the Parish and Shelley advised emailing John Carson.</p> <p><b>(h)To do List</b> – Cllr Mrs Cowlard commented that she has tried to follow up re the proposed Bus Lane but has had no response yet. Cllr Mr Penn commented that the project has been put on hold temporarily.</p>	<p>SP</p> <p>DD</p> <p>WC/NC/SC</p> <p>DD</p> <p>DD</p>
PC/1223/09	<b>Sheepway</b> – no issues.	
PC/1223/10	<b>Allotments update</b> – No issues	

Meeting finished at 9.00 p.m.

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

The next meeting is on Tuesday January 9<sup>th</sup> at 7.30pm in the Village Hall