

# Portbury Parish Council

## MINUTES

Minutes of the meeting held 6th February 2024

**Present:**

**Councillors:** Cllr Mr Chilcott Cllr Mr Penn

**Chairman:** Cllr Mrs Cowlard

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

**Representatives:**

**Others** One member of general public

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Meeting commenced at 7.30pm

| No                | Item   | Action    |
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|                   | <p>A resident commented that he had been the target of identity fraud by someone using his address to set up a company with Companies House and wanted to make Cllrs and residents to be aware. The resident checked on the Companies House website and it appears Portbury addresses are being used also to set up bogus companies.</p> <p>Cllrs were happy to post about this on the Facebook page after doing some research.</p> <p>A resident commented that he was concerned about the pinch point at the bottom of Mill Lane and the traffic not giving way to each other.</p> |           |
| <b>PC/0224/01</b> | <b>Declaration of Interest by Members</b> – No declaration of interest.  |           |
| <b>PC/0224/02</b> | <b>Apologies received</b> – Apologies were received from Cllr Mr Campbell, Cllr Mr Lanham and Cllr Mr Cheek.   |           |
| <b>PC/0224/03</b> | <b>Minutes</b> of PPC’s monthly meeting held on the 9th of January 2024 were presented.  | <b>WC</b> |

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|                   | <p>Cllr Mrs Cowlard asked if we had an update on the street light at Hillside. Clerk Mrs Drower commented that we have had no update and will follow up.</p> <p>Cllr Mrs Cowlard commented that all other action points from the January meeting were covered under the agenda.</p> <p>The minutes were:</p> <p>Proposed Cllr Mr Chilcott Seconded Cllr Mrs Cowlard</p> <p><b>Resolved that:</b> Minutes were agreed by all.</p>   |                                   |
| <b>PC/0224/04</b> | <p><b>Finance</b></p> <p><b>(a) Payments for authorisation</b> – As per schedule presented prior to meeting.</p> <p>Clerk Mrs Drower commented that all payments were in line with the finance sheets.</p> <p>Clerk Mrs Drower went over the bank account balances and figures on the finance sheets.</p> <p>There are five payments for authorisation – Clerk January administration and expenses, K&amp;E (lengthsman) January maintenance, Village Hall rent. There is one cheque to be ratified since the January meeting for Amanda Doyle, the solicitor who registered the Village Green and Allotments with Land Registry.</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 Penn</p> <p>Agreed by all Cllrs.</p> | <p><b>DD</b></p> <p><b>DD</b></p> |
| <b>PC/0224/05</b> | <p><b>Crime and Disorder</b></p> <p><b>(a) Crime Stats</b> – none reported.</p> <p><b>(b) Local crime</b> – none reported. Cllr Mrs Cowlard commented that the reason we never have our local PCSO attend our meetings is because they do not work on Tuesday evenings.</p>  | <b>WC/DD</b>                      |
| <b>PC/0224/06</b> | <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) 23/P/1900/FUL – Elm Tree Business Park</b> – Replacement of existing commercial buildings with 2 new buildings – no update.</p>   | <b>DD/SC</b>                      |

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|                   | <p><b>(c)23/P/2005/FUH – 2 Mill Lane</b> - relocation of existing building to facilitate the proposed erection of a two-storey side extension – no update.</p> <p><b>(d)23/P/2601/FUL – Shipway Gate Farm</b> – proposed change of use of land from agricultural to dog walking field – approved.</p> <p><b>(e)23/P/2658/FUL – 56 Caswell Lane</b> – Removal of holiday use and allow use of property as residential – approved.</p> <p><b>(h)Enforcement notices</b> – none.</p>   |   |
| <b>PC/0224/07</b> | <p><b>Maintenance</b></p> <p><b>(a)Lengthsman</b> – Cllr Mrs Cowlard commented that Kevin was asking about the replacement bins. Clerk Mrs Drower will follow up again.</p> <p>Cllr Mr Cheek is happy to continue grass cutting of the Village Green, and Kevin is happy to cut the grass when necessary.</p>   | <b>WC/DD</b>  |
| <b>PC/0224/08</b> | <p><b>Council Administration/Correspondence</b></p> <p><b>(a)PPC and Social Media</b> – Clerk Mrs Drower commented that she cannot post on the Portbury Village until we are accepted onto the Portbury Village Noticeboard.</p> <p><b>(b)Traffic scheme</b> – Cllr Mr Penn commented things were no further forward.</p> <p>Cllr Mr Penn commented that he is trying to get Hannah Young to do a walk around the village to observe the traffic problems.</p> <p>Cllr Mr Penn commented that a resident had asked him to report the missing yellow box at the top of the High Street which he has done. Because the bus lane on the A369 hasn't been decided yet, the yellow box will not be installed.</p> <p>Cllr Mrs Cowlard commented that we should now go the Chief Executive with our concerns about lack of response.</p> <p>Cllr Mr Penn commented that David Bailey has agreed that we can have a 20mph advisory vehicle activated speed camera in the Village. This has to be moved every two weeks. Cllr Mrs Cowlard will ask Kevin if he can help.</p> <p>Cllr Mrs Cowlard commented that NSC are going to start the kerbing works from Oakham Farm down Mill Lane to try and direct the water away from the verges and the village. They will also be doing a dig out of the drains along the route. This will start on the 12<sup>th</sup> February.</p> <p><b>(c)Speedwatch and weight limit – update</b> – Cllr Mr Penn commented that we are unable to do Speedwatch in the Village as there is a 20mph on Mill Lane. The missing sign was reported last June, and Cllr Mr Penn has been chasing since November.</p> | <p><b>CC/DD</b></p> <p><b>SP</b></p> <p><b>SP</b></p> |

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|                          | <p>Cllr Mrs Cowlard commented that the new weight limit signs on Portbury Lane are now installed. There is definitely a reduction in the village of HGV's since advising transport managers of the companies.</p> <p><b>(d)ALCA response re PPC communications</b> – Clerk Mrs Drower commented that ALCA have said that WhatsApp is ok to use as communication as long as no agenda items are discussed. The messages are subject to FOI. Cllr Mrs Cowlard commented that it would be better to discuss this when we have full council. This will go on the next agenda.</p> <p><b>(e)Mill Lane High Street junction – safety concerns</b> – Cllr Mr Chilcott commented that a resident had complained about the parking around the junction which impedes vision for drivers trying to negotiate the junction, and wondered if the Parish Council could do anything about it.</p> <p>Cllr Mrs Cowlard commented that it has been looked at as a safety issue mainly for the cyclists, who have to negotiate the parked cars and the junction.</p> <p><b>(f)Streetlighting</b> – update – Cllr Mr Chilcott commented that a resident had asked if anything could be done at the end of Station road with regard to more lighting as since the other lights had been fixed, it accentuates the darkness further down the road.</p> <p><b>(g)Flooding around Village – action plan?</b> Agree meeting date – Cllrs agreed a provisional date of 12<sup>th</sup> March subject to availability of the Village Hall. Clerk Mrs Drower will book this date if available. This will be advertised to all residents to attend.</p> <p>This is an initial meeting for residents and councillors to gather views and possible remedies.</p> <p><b>(h)To do list</b></p> | <p><b>ALL</b></p> <p><b>ALL</b></p> <p><b>DD</b></p> <p><b>DD</b></p> |
| <p><b>PC/0224/09</b></p> | <p><b>Sheepway</b> – No issues.</p>   |   |
| <p><b>PC/0224/10</b></p> | <p><b>Allotments update</b> – No issues.</p>  |   |

**Meeting finished at 9.50 p.m.**

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

**The next meeting is on Tuesday March 5<sup>th</sup> at 7.30pm in the Village Hall**