

Portbury Parish Council

MINUTES

Minutes of the meeting held 7th May 2024

Present:

Councillors: Cllr Mr Chilcott Cllr Mr Penn Cllr Mr Campbell

Chairman: Cllr Mrs Cowlard

Clerk: Minutes taken by Mrs Dawn Drower – Clerk

Representatives:

Others

Meeting commenced at 7.30pm

No	Item	Action
PC/0524/01	Declaration of Interest by Members – No declaration of interest.	
PC/0524/02	Apologies received – Cllr Mr Lanham offered his apologies.	
PC/0524/03	Minutes of PPC's monthly meeting held on the 9th of April 2024 were presented. Cllr Mrs Cowlard commented that all action points from the March meeting were covered under the agenda. Clerk Mrs Drower has not got any further with Unity bank. Cllr Mrs Cowlard commented that Kevin had been instructed to cut back the overgrown foliage from the obscured signs. Cllr Mr Penn commented that this has happened. Clerk Mrs Drower commented that the leaking drain reported by Cllr Lanham in Sheepway is actually the responsibility of Wessex Water, NSC say this has now	WC

	<p>been fixed.</p> <p>Cllr Mr Campbell commented that we have had some generic advice on the flooding from a drainage consultant, but would need a more in depth report. Clerk Mrs Drower will speak to the IDB for some advice.</p> <p>All other action points are covered under the agenda.</p> <p>The minutes were:</p> <p>Proposed Cllr Mr Campbell Seconded Cllr Mr Chilcott</p> <p>Resolved that: Minutes were agreed by all.</p>	<p>SC/DD</p>
<p>PC/0524/04</p>	<p>Finance</p> <p>(a) Payments for authorisation – 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>The balance left over from the precept from last year. Cllrs agreed to put £4k into reserve for a speed camera and the balance to flooding prevention.</p> <p>Proposed Cllr Mrs Cowlard Seconded Cllr Campbell</p> <p>There are five payments for authorisation – Clerk April administration and expenses, K&E (lengthsman) April maintenance, Village Hall rent. The ALCA subs paid after the last meeting needs ratifying.</p> <p>RESOLVED that: 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>
<p>PC/0524/05</p>	<p>Crime and Disorder</p> <p>(a) Crime Stats – none</p> <p>(b) Local crime – Cllr Mr Campbell commented that some persons riding electric bikes wearing balaclavas who have driven over the footbridge and into the village.</p>	<p>WC/DD</p>
<p>PC/0524/06</p>	<p>Planning</p> <p>Applications received:</p> <p>(a) 21/P/0474/MOD – Deed of variation to modify mortgagee exclusions clause – withdrawn.</p> <p>(b) 23/P/1900/FUL – Elm Tree Business Park –</p>	

	<p>Replacement of existing commercial buildings with 2 new buildings – no update.</p> <p>(c)24/P/0643/SJA – Unit 1 Bradley Road – prior approval of solar panels to roof – no update.</p> <p>(e)24/P/0558/IPI – 47 Caswell Lane – Permission in principle for the conversion of existing garage to make 1 No dwelling – approved.</p> <p>(f)Enforcement notices – none.</p>	DD/SC
PC/0524/07	<p>Maintenance</p> <p>(a)Lengthsman – Cllr Mrs Cowlard commented that .</p>	WC/DD
PC/0524/08	<p>Council Administration/Correspondence</p> <p>(a)Signing of annual return – Cllrs looked over the AGAR and had no queries. Clerk Mrs Drower commented that this year we have been selected for a more intrusive audit, each year 5% of parish councils are chosen. Cllr Mrs Cowlard read the form thoroughly and signed the form.</p> <p>All Cllrs agreed.</p> <p>(b)Traffic scheme – update - Cllr Mr Penn commented that he had emailed Cllr Bell (NSC) about the lack of response from the traffic department, and finally got a response after two weeks. Cllr Mr Bell (NSC) commented that he would follow this up with his colleagues and get back to us.</p> <p>Cllr Mr Penn commented that he had spoken to NSC about putting the speed camera on the lampposts. This was denied due to the weight of the camera but agreed to send someone out to see where a specific pole/s could be sited. However, if agreed it would take longer than 6 months to get the poles erected. Cllr Mr Penn commented that we need two poles, and handed out some costings to Cllrs.</p> <p>(c)Speedwatch and weight limit – update – Cllr Mr Penn commented that he is going to ask NSC about repeater signs for the lampposts.</p> <p>Cllr Mr Campbell enquired as to whether we are a 20mph zone of speed limit. Clerk Mrs Drower will clarify with NSC.</p> <p>Cllr Mr Penn handed out costings for repeater signs for bins and around the Village.</p> <p>Cllrs agreed to buy some 20mph repeater signs.</p> <p>Cllr Mr Penn will take them to hand out at the ARM.</p> <p>Proposed Cllr Mr Cambell Seconded Cllr Mr Chilcott</p> <p>All Cllrs agreed.</p>	<p>SC</p> <p>SP</p> <p>SP</p>

	<p>(d)Bluebell Wood – parking – Cllr Mrs Cowlard commented that the new parking arrangements at the church, and the minimal cones placed around the Village worked really well and there were no real issues for residents. Visitors were courteous and parked considerately.</p> <p>(e)Playground repairs – update – Cllr Mrs Cowlard commented that the repairs have now been carried out.</p> <p>(f)Mill/Portbury Lane recent works – update – Clerk Mrs Drower commented that NSC have responded that the patching has been done, but not all the drains due to time constraints.</p> <p>(g)Councillor resignation and vacancy – Cllr Mrs Cowlard commented that Cllr Mr Cheek has resigned but is still happy to help around the Village and do the grass cutting. Cllrs discussed a new Vice Chair, there were no volunteers, but Cllrs nominated Cllr Mr Lanham. Clerk Mrs Drower will ask Cllr Mr Lanham.</p> <p>(h)ARM format – Cllr Mrs Cowlard ran through the agenda with Cllrs. Cllr Mr Chilcott offered to produce a leaflet with a summary of what PPC has achieved and done for the Parish in the last year and would also add the finance sheets into it.</p> <p>(i)To do list –</p>	<p>DD</p> <p>SC</p>
<p>PC/0524/09</p>	<p>Sheepway – No issues.</p>	
<p>PC/0524/10</p>	<p>Allotments update – No issues.</p>	

Meeting finished at 9.00 p.m.

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

The next meeting is on Tuesday June 11th at 7.30pm in the Village Hall