

Portbury Parish Council

MINUTES

Minutes of the meeting held 7th October 2025

Present:

Councillors: Cllr Mr Chilcott Cllr Mr Penn Cllr Mr Campbell
Cllr Mr Lanham

Chairman: Cllr Mrs Cowlard

Clerk: Minutes taken by Mrs Dawn Drower – Clerk

Representatives:

Others 40 members of general public

Meeting commenced at 8pm

No	Item	Action
	A resident commented on behalf of the residents attending about the land at the end of the High Street - and wished to express their objection to unauthorised development in the Green Belt at the end of the High Street – see agenda item P/C1025/06(e). There were 40 members of the general public attending, and most left the meeting before the agenda item above was discussed.	
PC/1025/01	Declaration of Interest by Members – No declaration of interest.	
PC/1025/02	Apologies received – No apologies received.	
PC/1025/03	Minutes of PPC’s monthly meeting held on the 9th of September 2025 were presented. Action point from last meeting – Cllr Mrs Cowlard commented that the replacement parts for the Play Park have been ordered.	

	Cllr Mr Chilcott commented that we could have bespoke disclaimer signs for the Play Park which obviously cost more. Cllrs agreed to order 2 generic ones. Clerk Mrs Drower has not yet reported the weeds on the footbridge. Cllr Mr Penn commented that he has sourced the new goal posts but advised it would be preferable to wait until the Spring. Clerk Mrs Drower has not had an update on the litter situation at the Docks, The minutes were: Proposed Cllr Mrs Cowlard Seconded Cllr Mr Chilcott Resolved that: Minutes were agreed by all.	SC SP DD
PC/1025/04	Finance (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. There are three payments for authorisation – Clerk September administration and expenses, K&E (lengthsman) – September maintenance. We have had our second half of the precept paid in. RESOLVED that: The payments as scheduled in the Finance Report were approved. Proposed Cllr Mrs Cowlard Seconded Cllr Mr Lanham Agreed by all Cllrs.	DD
PC/1025/05	Crime and Disorder (a) Crime Stats – No crime to report (b) Local crime – No local crime	WC/DD
PC/1025/06	Planning Applications received: (a) 25/P/0496/FUL – Elm Tree Farm, Sheepway - Section 73 application to vary Cond 2 of planning to replace existing building with 2 No new buildings – no update. (b) 25/P/0951/FUH – Beech Barn, Portbury Common – retrospective planning for conversion of car port to residential annexe – no update.	DD/SC

	(c)25/P/181/TEN – Notification under Regulation 5 of the Electronic Communications code for intention to install electronic communication apparatus. (d)25/P/1771/FUH – 35 Caswell Lane – Proposed erection of first floor extension, creation of front canopy and installation of rear rooflights. Cllrs agreed to make no comment. (e)25/P/1738/FUL – Land off High St – Change of use to mix of equestrian and a residential caravan site to provide 2 pitches to be occupied by Gypsy/Traveller. Cllr Mr Chilcott commented that there is a lot of information from the applicant logged on the portal. There are currently there are 12 comments on the portal with the majority being an objection to development in the Green Belt. Cllr Mr Campbell commented that the proposal is quite clearly for 2 pitches. Cllr Mrs Cowlard commented that should planning be granted that it should be quite clear that it is only for 2 pitches. Clerk Mrs Drower commented that with other developments similar to this, we have asked applicants what their long-term intentions are with regards to the site. Cllr Mrs Cowlard commented that the application states that the fencing is acoustic (retrospective as fencing is largely there). The fencing erected is not acoustic fencing. Clerk Mrs Drower commented that we have a duty of care to try and protect the applicant from spending too much money on the development before planning decision. Cllr Mrs Cowlard commented that the applicant has stated in his planning statement that the site will be restored to its original state if planning is disapproved. Cllr Mrs Cowlard commented that there are plans for the widening of the High Street next to the field including an extra lane. Cllr Mrs Cowlard commented that the entrance to the field is right where the High Street widening is planned. Cllr Mr Penn commented that one of the main objections is development in the green belt. Cllrs agreed to object. Clerk Mrs Drower will draft this for the planning portal and circulate before submitting. (f)Enforcement notices – Beech Barn, Sheepway – no update.	
PC/1025/07	Maintenance (a)Lengthsman – No comments.	WC/DD
PC/1025/08	Council Administration/Correspondence	

	(a)Wreath for Remembrance Day – Clerk Mrs Drower commented that we had an email to advise us that wreaths need to be purchased direct from the Royal British Legion. (b)Library consultation – Clerk Mrs Drower commented that library services are likely to be downgraded around the County. Residents are being asked to complete the online consultation. (c)Play Park – football, play equipment. Already discussed under PC/1025/03 (d)Royal Portbury Dock – litter situation – Clerk Mrs Drower is still waiting for a response. (e)Black bins/devolution –update – Cllr Mrs Cowlard commented that NSC are asking Parish Councils to take on more and more maintenance, but we don't have the resources or the insurance cover to do so.	DD SP/DD SC/DD WC/DD
PC/1025/09	Sheepway – No issues.	
PC/1025/10	Allotments update – Public Liability and risk assessment. Clerk Mrs Drower commented that it is still not clear what insurance cover we can provide for the communal parts of the allotments, and enquiries to our insurance provider have not provided a satisfactory answer yet.	

Meeting finished at 9.00p.m.

Portbury Parish Council Charterhouse Cottage, Clapton in Gordano, BS20 7RD

The next meeting is on Tuesday November 11th at 8.00pm in the Village Hall