

# **Portbury Parish Council**

## **MINUTES**

**Minutes of the meeting held 10<sup>th</sup> June 2025**

**Present:**

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

**Chairman:** Cllr Mrs Cowlard

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

**Representatives:**

**Others** 1 member of general public

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Meeting commenced at 8pm

<b>No</b>	<b>Item</b>	<b>Action</b>
<b>PC/0625/01</b>	<b>Declaration of Interest by Members</b> – No declaration of interest.	
<b>PC/0625/02</b>	<b>Apologies received</b> – No apologies	
<b>PC/0625/03</b>	<p><b>Minutes</b> of PPC’s monthly meeting held on the 6th of May 2025 were presented.</p> <p>Action point from last meeting – Cllr Mrs Cowlard commented that the outstanding points are: Checking that Kevin is covered under our insurance. Clerk Mrs Drower confirmed that he is. Cllr Mrs Cowlard commented that Kevin has agreed £25 each time to move the speed camera.</p> <p>The minutes were:</p> <p>Proposed Cllr Mr Campbell Seconded Cllr Mr Chilcott</p> <p><b>Resolved that:</b> Minutes were agreed by all.</p>	<b>DD</b>

PC/0625/04	<p><b>Finance</b>  <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.</p> <p>There are four payments for authorisation – Clerk May administration and expenses, K&amp;E (lengthsman) – May maintenance, ALCA subs and petrol receipts for Nick Cheek.</p> <p><b>RESOLVED that:</b> The payments as scheduled in the Finance Report were approved.</p> <p>Proposed Cllr Mr Lanham Seconded Cllr Mr Penn</p> <p>Agreed by all Cllrs.</p>	DD
PC/0625/05	<p><b>Crime and Disorder</b>  <b>(a) Crime Stats</b> – No crime to report  <b>(b) Local crime</b> – Cllr Mr Penn commented that a resident reported that a young man in a balaclava rang on his doorbell and ran away.</p>	WC/DD
PC/0625/06	<p><b>Planning</b>  <b>Applications received:</b>  <b>(a) 25/P/0496/FUL – Sheepway Farm</b> - Section 73 application to vary Cond 2 of planning to replace existing building with 2 No new buildings – Clerk Mrs Drower commented that she has logged the Parish Council comment.  <b>(b) 25/P/09051/FUH – Beech Barn, Portbury Common</b> – retrospective planning for conversion of car port to residential annexe – Cllrs agreed to object – Clerk Mrs Drower will log on NSC planning portal.  <b>(c) 25/P/1024/FUH – Old Station House, Station Road</b> – proposed extension of two storey side extension to create 2 bed annexe for multi generational living – Cllrs agreed to make no comment.  <b>(d) Hinkley Point planning</b> – Cllr Mrs Cowlard commented that we were notified really late. Cllr Mr Chilcott commented that the planning is to reinstate the access points created during the pylon upgrade.  <b>(e) Proposed Failand build</b> – Cllr Mrs Cowlard commented that a developer is proposing to build new homes in Failand. However, until firm proposals are submitted it is difficult for PPC to comment. The main concern would be traffic volume.  <b>(a) Enforcement notices</b> – Beech Barn, Sheepway – Clerk Mrs Drower commented that as retrospective planning has been submitted, this is no longer under enforcement.</p>	DD/SC

PC/0625/07	<p><b>Maintenance</b></p> <p><b>(a)Lengthsman</b> – Cllr Mrs Cowlard commented that Kevin will recommence cutting the Village Green in the absence of Nick Cheek.</p> <p>Kevin is going to repair the seesaw. We are just waiting for replacement part costs from GB Sports.</p> <p>Kevin has cleared Hillside this week.</p> <p>Cllr Mr Penn commented whether the playing field could be rolled? Cllr Mrs Cowlard will investigate.</p> <p>Cllrs agreed to replace the goal posts. Cllr Mrs Cowlard will investigate costs.</p>	WC/DD
PC/0625/08	<p><b>Council Administration/Correspondence</b></p> <p><b>(a)Proposed development of market garden field</b> – Cllr Mrs Cowlard has received an email from Newcombe Estates asking for a Parish Council contact. Cllr Mrs Cowlard has responded to contact her.</p> <p><b>(b)Black bins update –update</b> – Cllr Mrs Cowlard commented that John Carson – NSC has informed us that we need to purchase a commercial bin and arrange commercial collection. PPC has responded that we have already purchased 1 commercial bin, then 3 x 360l bins at the request of NSC (who said they were too big for their waste lorries) at a cost to residents of nearly £700, and that we are not prepared to buy any more. Clerk Mrs Drower has asked John Carson NSC – to provide us with a suitable bin.</p> <p>Cllr Mrs Cowlard commented that without a replacement bin, we would not accept them devolving the bins to us.</p> <p><b>(c)National Highways – proposed drainage over allotments</b> – Cllr Mrs Cowlard commented that she has met with a representative from NH who explained that the drain will go right across the allotments then along the edge affecting the path and one allotment. NH will reinstate everything.</p> <p><b>(d)Newsletter/engagement of Residents</b> – Cllr Mr Campbell commented that he has been unable to do a new newsletter yet as he has had no response from contributors. Therefore the next one is likely to brief.</p> <p><b>(e)Hinkley Point surveys</b> – already discussed under planning.</p> <p><b>(f)Annual accounts</b> – Cllr Mrs Cowlard signed off the annual AGAR 24/25.</p> <p>All councillors agreed there was no conflict of interest with BDO.</p> <p><b>(h)To do list – No update</b></p>	<p>WC</p> <p>DD/WC</p> <p>WC/TC</p> <p>CC</p> <p>DD</p>
PC/0625/09	Sheepway – No issues.	

<b>PC/0625/10</b>	<b>Allotments update – No issues.</b>	
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**Meeting finished at 8.45p.m.**  
**Portbury Parish Council Charterhouse Cottage, Clapton in Gordano, BS20 7RD**

**The next meeting is on Tuesday July 8<sup>th</sup> at 8.00pm in the Village Hall**