

Portbury Parish Council

MINUTES

Minutes of the meeting held 4th September 2018
Village Hall, High Street, Portbury

Present:

Councillors: Cllr Mr Coles Cllr Mrs Cowlard Cllr Romanski
Cllr Longstaff

Chairman: Cllr Phipps

Clerk: Minutes taken by Dawn Drower - Clerk

Representatives: Les Summerfield – Footpaths
Mandy Bishop - NSC

Others: 2 members of general public

Meeting commenced at 7.30pm

No	Item	Action
	<p>Standing orders were suspended for members of the general public to comment.</p> <p>One member of the general public asked Cllr Phipps what the reason was behind only allowing members of the general public 2 minutes to speak. Cllr Phipps responded that this was to bring us in line with other councils.</p> <p>One member of the public asked if the Chair's report could be issued alongside the agenda. Cllr Phipps said he would consider this, but there was difficulty as the report is only produced 2 to 3 days before the meeting.</p> <p>One member of the general public wished to raise the issue that as an allotment holder decisions had been made at a meeting which affected her. Concern was raised that the notification of the meeting had been give to her so late that she was unable to attend due to previous commitments.</p>	
PC/09/01	<p>Declaration of Interest by Members – None were declared.</p> <p>(a) Procedure – Clerk Mrs Drower reminded councillors that all interests pecuniary or financial no matter how small must be disclosed, and to give attention to this a priority when reading the agenda. If in doubt always bring to the attention of the chair and clerk.</p>	

PC/09/02	Apologies received – Cllr Lanham and Cllr Mrs Coles	
PC/09/03	<p>Minutes of PPC’s monthly meeting held 7th August 2018</p> <p>Resolved that: Minutes were agreed and signed off by Chair of the meeting.</p>	ALL
PC/09/04	<p>Chairman’s report</p> <p>Prior to the meeting Cllr Phipps had circulated a report for review to councillors. Cllr Phipps commented on finance, crime and disorder, planning, and council administration. All are covered in the relevant sections.</p> <p>Cllr Phipps commented that we are nearly there with the green bin! We are just waiting for confirmation from NSC that the gravity lock can be used in conjunction with the bin lorry.</p> <p>Cllr Phipps commented that the meeting tonight will be the last for Mandy Bishop (NSC) before starting her new role with BANES. Mandy Bishop commentated that she had been our coordinator with NSC for 14 years. Mandy Bishop commented that our new coordinator will be Mr Alex Hearn.</p> <p>Cllr Phipps on behalf of PPC wished to record our thanks to Mandy for all her hard work on our behalf.</p> <p>Cllr Phipps presented Mandy with a small clock made out of Portbury yew.</p> <p>Mandy was also presented with other thank you gifts and a card.</p>	MP
PC/09/05	<p>Finance</p> <p>(a) Payments for authorisation – As per attached schedule</p> <p>RESOLVED that: The payments as scheduled were approved.</p> <p>(b) Free reserve budget proposals – Cllr Phipps opened the discussion about the free reserve spend items and asked cllrs if they had now ranked them in order of importance to them. Only Cllr Mrs Cowlard had ranked the current proposed items, other cllrs commented that they needed more time.</p> <p>Cllr Longstaff commented that the progress on the war memorial grant application was slow and that we wouldn’t be able to make the November deadline. However, we should still be able to make the March 2019 date which is</p>	<p>ALL</p> <p>ALL</p>

	<p>the next deadline. Cllr Phipps asked Cllr Longstaff if we could get the necessary paperwork completed before the end of the year. Cllr Longstaff commented that he is currently doing the pre-application form. Cllr Longstaff commented that just renovating the memorial will cost around £11000, and the grant would fund 75% of this, so we should be looking to allocate c£3000 from the reserve budget. Cllr Longstaff added that the other thing to consider is a completely new memorial slate which would increase the overall cost to c£18000. Cllr Phipps commented that the amount of support funding needed, perhaps by PPC, should be taken into account when ranking the reserve list.</p> <p>Cllr Phipps commented that he had been in touch with NSC about the upgrade of the street lighting, currently an item on the reserve spend list. NSC have said that they do not have the budget to replace the lights – approximately £1000 per lamp. Cllr Phipps will talk to Nigel Ashton as the replacement cost is way beyond the means of the Parish Council.</p>	<p>DL</p> <p>MP</p>
PC/09/06	<p>Crime and Disorder</p> <p>(a) Neighbourhood Watch – Cllr Phipps commented that traffic speeds in the village continue to be a concern. Cllr Phipps has reported two speeding cars to our PSCO Hayley Hembery. Action was suggested as being possible, plus a patrol car will visit from time to time to observe and record. Cllr Phipps urged everyone to take registration numbers if possible and report them to Hayley.</p> <p>Clerk Mrs Drower commented that she had received crime stats from Hayley Hembery – a suspected theft of saddles from Sheepway in the early hours of 2nd August, and a public order issued for a vehicle being driven dangerously along Sheepway.</p> <p>Cllr Romanski expressed concern about the wall along the car park needing major repair. Cllr Phipps agreed to write to Newcombe Estates in the first instance. Cllr Romanski also commented that the gate by the village hall is not being locked. Cllr Phipps will email Chris re the gate.</p>	<p>MP</p>
PC/09/07	<p>Planning</p> <p>(a) Applications received:</p> <p>18/P/3854/FUH – 12 Moor Gate - Single storey extension to replace an existing conservatory – Following discussion no comment was deemed necessary.</p> <p>18/P/3952/FUH – 13 Caswell Lane - Rear extension – Following discussion no comment was deemed necessary.</p> <p>18/P/3940/FUH – The Barn, Portbury Lane – updated application for double garage to rear – Cllrs discussed this</p>	

	<p>new application and agreed that no comment was necessary, but thought it appropriate to submit to NSC a copy of the letter sent to the applicant following his request for our opinion.</p> <p>(b) Enforcement action – Oakham Farm – Cllr Phipps has written to Oakham Farm concerning the caravan site and new sign on Portbury Lane. The letter has been acknowledged asking for time to address our questions. Cllrs agreed to give the request 28 days before referring to NSC.</p>	<p>MP</p>
<p>PC/09/08</p>	<p>Maintenance</p> <p>(a) Lengthsman – Clerk Mrs Drower and Cllr Mrs Coles agreed to have a meeting with Kevin Weekes to discuss procedure and further a better future relationship.</p> <p>(b) Village Volunteers Group – Cllr Mrs Cowlard will put a notice on the noticeboard and on Facebook encouraging residents to join the group.,</p>	<p>DD/WC</p> <p>WP</p>
<p>PC/09/09</p>	<p>Council Administration/Correspondence</p> <p>(a) Task monitor – A new report of fly tipping under the M5 bridge will be reported to NSC.</p> <p>(b) Conservation Volunteers – Cllr Mr Coles commented one of the caveats was that a high level of community engagement was required. Cllr Mr Coles commented that until the cost of the Foundation is covered, nothing more will move forward. There is a need for a bank account and a postal address. Cllr Mr Coles suggested putting a letterbox at the allotments.</p> <p>(c) Advertisement hoardings – The recent spate of large hoardings which had been placed locally, including the very large one at the end of the High Street had been removed by NSC. Mandy Bishop commented that NSC are in communication with The Inflatable Theme Park who had erected the advertisement hoardings.</p> <p>(d) Photos for website – Clerk Mrs Drower reminded cllrs that a personal photos for the parish website were still outstanding from some cllrs.</p> <p>(e) Community Café – The Community Cafe is now set to come back to the village hall. Cllr Phipps will request figures to show how much funding the event raises and confirmation of the charity(s) benefitting.</p> <p>(f) M5 signage – Cllr Phipps has spoken to HE about a sign directing HGV's for Nailsea to use Jct 20. HE are supportive of this and Cllr Phipps has written to HE requesting this formally. It will take time and there will be resistance from "the authorities".</p>	<p>DD</p> <p>TC</p> <p>DD</p> <p>MP</p> <p>MP</p>

	<p>(g) Councillors Code of Conduct – approval. The code was recirculated for final sign off by councillors. All cllrs agreed to adopt.</p> <p>(h) Speedwatch update – Cllrs Mrs Cowlard and Cllr Romanski have filled in the application forms requested by Avon and Somerset police. Cllr Cowlard commented that a few residents have shown an interest on Facebook. The next step is to contact Avon and Somerset police for training and equipment.</p> <p>(i) Tree screening on M5 – Cllr Phipps has mentioned possible funding to Highways England. There is a project at present to invest in a planting scheme along the M5 to make it more environmentally friendly. Cllr Phipps and HE have walked along the Portbury section of the M5 today and have said there is potential funding for it. HE also pointed out dead and dying trees, mainly elm and ash, which will need to be removed anyway. , which will have an impact as new trees will take some time to grow. HE will write a report on a long-term plan for trees and hedging. Cllr Longstaff enquired if they could also include a noise barrier.</p> <p>(j) Clerk advert – A draft job description for a clerk had been circulated previously to cllrs. Cllr Phipps proposed that the position be now formally advertised locally and through ALCA. Cllr Phipps circulated current pay scales for clerks, and suggested 15 hours per week would be appropriate.</p>	<p>WC</p> <p>MP</p> <p>DD</p>
<p>PC/09/10</p>	<p>Sheepway issues – None to report</p>	
<p>PC/09/11</p>	<p>Allotments –</p> <p>(a) Allotment update – Cllr Mr Coles reported that a lot of work has been carried out at the allotments. The dead elm tree has now been removed. Cllr Mr Coles reported that there are another 4 dead elms which need to be removed. Cllr Mr Coles is reviewing the rents and agreement and how it is structured. Standing orders were suspended to allow a member of the public and allotment tenant to raise concerns that had been expressed earlier in the meeting. These concerns were duly noted by Cllr Coles and would be followed up directly outside the meeting.</p> <p>Cllr Longstaff commented that as an allotment holder, he was unhappy that decisions which affected his plot were being made without him being present at the meetings. The meeting was notified too late to Cllr Longstaff that he was unable to attend due to a prior commitment. Cllr Coles apologised for the late notification of the meeting. Cllr Longstaff strongly objected to the situation and left the meeting at this point. Cllr Phipps expressed his hope that</p>	<p>TC</p>

	the misunderstandings in communication could be resolved amicably outside the meeting.	
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Meeting finished at 9.30p.m.

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