

Portbury Parish Council
MINUTES

Minutes of the meeting held 4th April 2019
Village Hall, High Street, Portbury

Present:

Councillors: Cllr Mr Longstaff Cllr Romanski

Chairman: Cllr Phipps

Clerk: Minutes taken by Dawn Drower - Clerk

Representatives: None

Others: 2 members of general public

Meeting commenced at 7.30pm

No	Item	Action
	Standing orders were suspended for members of the general public to speak – A member of the general public asked when the AGM was going to happen. After discussion it was confirmed that the AGM to elect new Chair, Vice-chair and officers would be at 7.00pm on the 7 th May before the monthly parish council meeting.	

PC/04/01	<p>Declaration of Interest by Members – Cllr Mr Phipps declared an interest in the allotment issue by way of personal friendship. Cllr Mr Longstaff declared an interest in the allotments issue by way of being a plot holder.</p>	
PC/04/02	<p>Apologies received – Alex Hearne - NSC</p>	
PC/04/03	<p>Minutes of PPC’s monthly meeting held 12th March 2019 were presented. Resolved that: Minutes were agreed by all.</p>	<p>ALL</p>
PC/04/04	<p>Chairman’s report Prior to the meeting Cllr Phipps had circulated a report for review to councillors. Cllr Phipps commented on crime and disorder, planning, parish clerk and allotments all on the agenda, and two non-agenda items – highway repairs 19/20 and website. All are covered in the relevant sections, except the two non-agenda items below: a) Highway repairs 19/20 update - following active lobbying by resident Mr Cooke we expect work to be carried out on Priory Road in 2019/20 financial year, despite this having not been put into the budget initially. Work to pavement does not come from the same budget and so we will have to make separate representations about the 2 other priority pavement areas. b) Website - The website can be considered as fully live, although some data still needs to be added, in particular the biographies of Councillors need to be included, this will be done after the new term of office begins. A notice has been posted on both Village noticeboards and at the Village Hall giving a QR code which opens the website. This gives residents access to the full range of papers for each meeting, whereas previously only agendas were published. We will be posting on the noticeboards a list of future Parish Council meetings for residents’ information.</p>	<p>MP</p>
PC/04/05	<p>Finance (a) Payments for authorisation – As per attached schedule RESOLVED that: The payments as scheduled were approved. Clerk Mrs Drower commented there were no unexpected costs this month, and we are still on target to have a small surplus at the end of March.</p>	<p>ALL DD</p>

	<p>The allotment shed purchased with the 'Bags for Life' donation has been removed now from ring fenced reserves.</p> <p>Cllr Phipps commented that he had now collected the donation jar for the War Memorial repairs which was situated at the Priory and contents totalled £108.42.</p>	
<p>PC/04/06</p>	<p>Crime and Disorder</p> <p>(a)Neighbourhood Watch – Cllr Mr Phipps commented that there were no crime reports for Portbury during the preceding month.</p> <p>However Cllr Phipps further commented that there had been reports of vulnerable residents possibly being targeted by cold callers and trade scammers.</p> <p>Cllrs discussed the possibility of a system being implemented in the village to alert other residents of this.</p> <p>Cllr Phipps commented that in response to our recent Facebook post about trade scammers, a resident has queried about the status of the “no call calling zone” that was set up many years ago. It appears that to set up such a zone then application needs to be made to the “local authority”, but no information can be gleaned from published material on their website. Councillors were asked to consider whether there may be benefits from pursuing this. There is a national initiative at present which is attempting to revitalise this scheme. Some useful insight can be obtained here.</p> <p>Clerk Mrs Drower will do some research on the implementation of Portbury as a ‘No Cold Calling Zone’.</p> <p>Clerk Mrs Drower suggested putting this as an agenda item at the ARM.</p> <p>Cllr Phipps also commented that that the Community café would be a good place to raise awareness.</p> <p>Cllr Phipps commented that at the March meeting of the Council it was reported that a dog had been seen in the village that was the subject of a written order in relation to who could walk it. This followed an attack on another dog in which a resident also got injured. Whilst we have not seen the actual written order it does appear that the conditions have been breached. Councillors need to consider therefore what, if any, action to take.</p> <p>Cllr Romanski commented that he had seen the dog being walked again by the elderly owner and possibly without a muzzle.</p> <p>Cllrs all agreed to contact PSCO Hayley Hembury to report and discuss the matter.</p> <p>Cllr Romanski commented on a crime reported on the local news whereby a lady had been phoned by her bank who</p>	<p>DD</p> <p>DD</p>

	<p>told her that her bank account had been compromised and she needed to withdraw all her money and put it into another safe bank account. The caller gave the lady the new account number. On the way to the bank in a taxi, the lady recounted the information to the driver who recognised it as a scam and was able to prevent this crime.</p> <p>Clerk Mrs Drower reported a telephone scam whereby the caller informs you that you are about to be arrested by HMRC for non-payment of taxes – and then give you a bank account to pay the specified amount into.</p> <p>Clerk Mrs Drower will put an alert on the Facebook Portbury Parish Council Noticeboard page.</p>	
<p>PC/04/07</p>	<p>Planning (a) Applications received: 15/P/0465/FUH – 5 Hillside – Cllr Phipps commented that we are aware that neighbours on both sides of this property have objected to the proposed extension. The history of this property shows that a previous application, 18/P/4367/FUH in 2018 was approved, after an application in 2017, 17/P/2532, had been rejected. The main difference in the 2018 scheme compared to the 2017 scheme is that the rear facing windows are now part of bedroom and bathroom space, whereas the 2017 scheme was to be living space with a Juliet balcony. PPC commented on the 2017 scheme, but only to point out that despite the low-level impact of raising the roof ridge, it did include 3 velux windows which would have some, albeit small impact on the front elevation. The internal layout changes made were following the case officer report on the privacy impacts of the scheme, the velux windows remain. The 2019 application is the same as in 2018 except that the roof ridge has now been lifted by a further 230mm, presumably to afford more head height. This in itself does not increase any privacy issues, but the extra height is a matter of concern to the neighbours. The increase in height would be barely perceptible from either the front or the rear of the house, see drawings below. Councillors are asked to consider this application in the light of the comments received by the near neighbours. The proposed increase in ridge height is unlikely to have any significant impact upon views or privacy when compared to the 2018 application. Nevertheless, any increase in ridge height should be fully justified. The application does not give any detailed justification for the need for more height.</p> <p>Cllr Longstaff enquired as to whether the overall pitch would make a difference to the roofline of the other</p>	<p>MP</p> <p>MP</p>

	<p>houses in the road. It was felt that it would look marginally different.</p> <p>Cllrs all agreed for Cllr Phipps to write with comments pointing out that the ridge height had yet again increased and that this had not been justified.</p> <p>Caswell Cross Cottages 18/00042/BCN – enforcement update - It has come to our attention that a further application has been received at Caswell Cross Cottages concerning the use of the building. This item was not on our circulated report from NSC and thus timescales are tight. Cllr Phipps commented that the stables are not being used in accordance with current planning. The new planning application is to allow storage of equipment. After discussion Cllrs agreed that an objection needs to be submitted to NSC as the proposed storage is not agricultural. Cllrs feel that a change of use also needs to be submitted by the applicant.</p> <p>(b)Enforcement update –</p> <p>Oakham Farm – Cllr Phipps commented that the appeal against the decision to refuse the signage on Portbury Lane has been studied. The main case given for appeal is that an experimental sandwich board was placed on Portbury Lane for a period and this appeared to increase footfall at the Treasures.</p> <p>Whilst this is not technically based and sufficient in itself to justify the appeal against approval, it is not felt necessary to add further comment to that initially made on the planning application for this sign.</p> <p>All Cllrs agreed to let NSC deal with it.</p> <p>Paddock Lakes – Cllr Phipps commented that there has been a further exchange of letters and e-mails with NSC about this site. It has been reported to us that a planning application has now been lodged by the landowner for permanent storage, but this has not yet been registered. The drainage issues are now being pursued by resident Mr Fox who is trying to get advice from the Inland Drainage Board.</p>	<p>MP</p>
<p>PC/04/08</p>	<p>Maintenance</p> <p>(a)Lengthsman – no comments.</p> <p>Cllr Cowlard and volunteers are due to do a village litter pick this Saturday 6th April. Cllr Longstaff commented that he hopes that the activity has been risk assessed and that safety of volunteers is paramount at all times. It was emphasised that it would not be safe to pick litter on the highway, and only wide verges should be tackled if there is no footpath.</p>	
<p>PC/04/09</p>	<p>Council Administration/Correspondence</p>	

	<p>(a) Task monitor – Clerk Mrs Drower commented that the fencing at the layby which had been reported twice on the NSC My Account web page, had completely disappeared along with all the other maintenance reports. Alex Hearne NSC is still trying to sort.</p> <p>Cllr Romanski reported some fly tipping of old roofing materials on the verge about 200m along from the M5 bridge along Caswell Lane. Clerk Mrs Drower to report</p> <p>(b) Broadband – Truespeed have agreed to do a short presentation to residents explaining the benefits of using the Government initiative to bring super-fast broadband to villages.</p> <p>Another supplier Gigiclear who provide a similar service do not have good customer feedback but will still be looked at.</p> <p>Alex Hearne NSC suggested looking at the Devon and Somerset initiative also.</p> <p>Clerk Mrs Drower to investigate</p> <p>(c) Speedwatch update – Cllr Phipps commented that the volunteers have now been speedwatching.</p> <p>Cllr Romanski commented that the training had been very good.</p> <p>The speedwatch sites have been risk assessed.</p> <p>(d) Village Gateways – for reserve funds – Clerk Mrs Drower commented that she has been researching companies who supply village gateways and is waiting for prices. Also, contractors who have NSC approval to install gateways will be contacted for prices.</p> <p>(e) War Memorial update – Cllr Phipps commented that donations totalling £104 had been received from the collection jar in the Priory. Cllr Phipps further commented that Welcome Break had been in touch saying that they will comment in due course about our request for a donation for the War memorial repairs.</p> <p>Cllr Longstaff has been in touch with architect to find out how much his fees will be for getting 3 estimates for the repairs.</p> <p>Cllr Phipps commented that we should be sorting out repairs in the near future from the donations received by family members of relatives listed on the war memorial.</p> <p>Cllr Longstaff commented that contractors are currently working at the church, so now would be a good time to ask them. He undertook to enquire of them if they could do the necessary immediate repairs.</p> <p>(f) Parish Clerk update – Cllr Phipps commented that he has had a very fruitful meeting with Clerk Mrs Drower the draft Job Description for the full Clerk role was reviewed. Due to a change in her business demands, Mrs Drower is now in a position to offer the PC 5 additional hours per week to add to what she already does. This brings the total hours to 10 per week, which would go a long way to filling</p>	<p>AH</p> <p>DD</p> <p>DD</p> <p>DD</p> <p>DL</p> <p>DL</p>
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	<p>the gap between what she currently does and what duties could be offloaded from the Chair role. The Chair accepted her offer knowing that a) the Council preferred the option of continuing with PBS's services and also b) that we have ample budget to cover this. Councillors were asked to ratify this decision. Cllr Phipps further pointed out that he was already seeing a difference in the administrative burden placed on the Chair and was very confident that this will ease the task of future Councillors and Chairs. Cllrs approved the action taken by Cllr Phipps.</p> <p>(g) Standing Orders approval – Cllr Mr Phipps commented that this item needs to be referred to the next meeting as there were not enough Cllrs present that evening to vote. Cllr Phipps also commented that the financial approval levels need standardising between the Standing Orders and Financial Regulations. He also pointed out that the Standing Orders do not specify the minimum number of Councillors needed to form a valid Council. He believed the number to be 5, with a voting quorum of 3. This will be checked out and included in any edits of the Standing Orders.</p> <p>(h) Financial Regulations approval – See Standing Orders comments above.</p> <p>(i) ARM agenda approval – Cllr Phipps commented that he still needs to finalise the ARM agenda items.</p> <p>(j) No Cold Calling – as discussed and reported in Chair's report section PC/04/04.</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p> <p>MAP</p>
<p>PC/04/10</p>	<p>Sheepway issues – No issues at have been reported.</p>	
<p>PC/04/11</p>	<p>Allotments update – Cllr Mr Phipps commented that the next-door neighbour to the allotments has queried the permission to erect sheds on the allotments, quoting agreements that were made in the 1960's which restricted them. There are no restrictive covenants in the land registry documents and no evidence can be found of any written undertakings that might have been given at the time. An ex allotment holder who was in the village at the time recalls that there were many restrictions but cannot specifically confirm any relating to sheds. A former Chair of the Council, Mr Summerfield, cannot shed any further light on the issue. The original terms of lease of the allotments make no reference to any restrictions concerning sheds, but these were modified in 2016 to permit sheds. No request has come forward from a plot holder for one, but this year the allotment group as a whole have requested a shed, which has now been erected. After discussion with the neighbour it is apparent that their concern is about multiple sheds, and this is why there was discussion in the</p>	

	<p>1960's on the matter. Given the provision of a communal shed by the Council, Councillors are requested to consider placing a restriction on the remainder of the allotment to prevent further sheds being erected.</p> <p>Cllr Longstaff commented that he believes each allotment holder is entitled to a small 6'x4' shed. Given the interest declared by both Cllr Phipps and Cllr Longstaff there were insufficient voting Cllrs present and therefore no resolution was proposed. The item will be brought forward to the May meeting.</p> <p>Cllr Romanski commented that the allotment gate needs a lock. Cllr Phipps commented that a lock had been approved and voted previously. Cllr Longstaff commented that he has a lock that can be used.</p>	<p>TC</p>
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Meeting finished at 9.20p.m.

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