

# Portbury Parish Council

## MINUTES

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

**Present:**

**Councillors:** Cllr Mr Cooke Cllr Mr Romanski Cllr Mrs Cowlard  
Cllr Mr Lanham

**Chairman:** Cllr Phipps

**Clerk:** Minutes taken by Dawn Drower - Clerk

**Representatives:** Les Summerfield (ROW) – 7.45pm, PSCO Hayley Hembury

**Others:** 4 members of general public

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Meeting commenced at 7.30pm

<b>No</b>	<b>Item</b>	<b>Action</b>
<b>PC/06/01</b>	<b>Declaration of Interest by Members</b> – Cllr Mr Phipps declared an interest in the allotments.	
<b>PC/06/02</b>	<b>Apologies received</b> – Cllr Mr Coles	
<b>PC/06/03</b>	<b>Minutes</b> of PPC’s monthly meeting held 7th May 2019 were presented. <b>Resolved that:</b> Minutes were agreed by all.	<b>ALL</b>
<b>PC/06/04</b>	<b>Chairman’s report</b> Prior to the meeting Cllr Mr Phipps had circulated a report for review to councillors. Cllr Mr Phipps commented on finance, planning including enforcements, and council administration. All are covered in the relevant sections.	<b>MP</b>
<b>PC/06/05</b>	<b>Finance</b> <b>(a) Payments for authorisation</b> – As per attached schedule	

	<p><b>RESOLVED that:</b> The payments as scheduled were approved.  Clerk Mrs Drower commented there were no unexpected costs this month.</p> <p><b>(b)Budget review</b> – Cllr Mr Cooke requested more time to comment on this agenda heading. Clerk Mrs Drower will carry forward to next meeting.</p> <p><b>(c)Bank account signatories</b> – Cllr Mr Phipps proposed that now Cllr Mr Cooke has taken over the role of overseeing finances, and with Clerk Mrs Drower’s enhanced role, both should now become bank signatories. Cllr Mr Phipps further commented that in line with the standing orders, Clerk Mrs Drower can authorise emergency repair work up to a value of £500 on her own authority. Cllr Mr Phipps also requested the removal of Mr Longstaff from the bank account signatories as he was no longer a member of the council.</p> <p>Proposed Cllr Mr Phipps      Seconded Cllr Mrs Cowlard  All in favour</p>	<p><b>ALL</b></p> <p><b>DD</b></p>
<p><b>PC/06/06</b></p>	<p><b>Crime and Disorder</b></p> <p>Cllr Mr Phipps welcomed PCSO Hayley Hembury to the meeting. PCSO Hayley Hembury commented that although Portbury was a very low crime area, the main issues are parking problems. Residents should call 101 and a PCSO will attend.</p> <p>PCSO Hayley Hembury enquired if the parking issues during the bluebell season at Priors Wood had been satisfactory. Cllr Mr Phipps commented that for the best part the parking restriction cones had been effective, but there still had been a few visitors who had parked inconsiderately. PCSO Hayley Hembury commented that if that happens in the future call 101 and someone will come out and advise or issue parking tickets.</p> <p>Cllr Mr Cooke advised that there are regular parking contraventions in Priory Road, again PCSO Hayley Hembury said to call 101.</p> <p>PCSO Hayley Hembury enquired as to the measures taken to protect another lead theft from the Village Hall. Cllr Mr Phipps commented that the replacement material was not lead. Cllr Mr Phipps also commented that the lighting and detection cameras need to be improved and he will recommend this to the Village Hall Committee.</p> <p>PCSO Hayley Hembury requested to join the Speedwatch training. Cllr Mrs Cowlard said she would forward details of times and dates. PCSO Hayley Hembury will drop off speedwatch leaflets for distribution around the village to Cllr Mrs Cowlard.</p>	<p><b>HH/WC</b></p>

	<p><b>(a) Dog order update</b> – Clerk Mrs Drower commented that the update on the dog order from the dog control officer confirmed that the dog must be walked muzzled and on a leash, and not in the playing fields. However, it is still unclear if there is a restriction on who can walk the dog. We will try to clarify this.</p>	DD
PC/06/07	<p><b>Planning</b></p> <p><b>(a) Applications received:</b></p> <p>19/P/0465/FUH – 5 Hillside – Cllr Mr Phipps commented that this has now been approved.</p> <p>19/P/0758/FUH – 27 Caswell Lane – Cllr Mr Phipps commented that there is no update, but confirmed that an objection has been lodged.</p> <p>19/P/0251/FUL – Caswell Cross Cottages – no update.</p> <p>19/P/0701/CQA – Honor Farm – prior approval – Cllr Mr Phipps commented that this has been refused. Cllr Mr Phipps explained that this application has been refused on the grounds that the amount of demolition is more substantial than expected under the classification for this type of application. In addition, the footprint of the building would be enlarged by the use of exterior cladding and the steel roof is not considered of sufficient strength to support the weight of the roman tiles proposed Cllr Mr Phipps pointed out that the principle of converting the barn was not challenged.</p> <p><b>Enforcement –</b></p> <p>Oakham Treasures – Cllr Mr Phipps commented that there is no new information regarding the appeal concerning the signage on Portbury Lane. Clerk Mrs Drower commented that information had arrived in the office yesterday informing us that the appeal has been dismissed.</p>	
PC/06/08	<p><b>Maintenance</b></p> <p><b>(a) Lengthsman</b> – Cllr Cowlard commented that she had asked Kevin for a list of tools he has that belong to PPC. Kevin confirmed that he has the strimmer. Cllr Mrs Cowlard has also asked Kevin to confirm all areas around the village he cuts/strims. Cllr Mrs Cowlard is going to meet with Kevin and walk around the areas Kevin cuts/strims/maintains.</p> <p>Cllr Mr Cooke enquired as to when Kevin’s contract expires and if there are any other contenders for the work.</p> <p><b>(b) VH Car Park fence</b> – Cllr Mr Phipps thanked all concerned for erecting the fence along the car park, and further commented what an excellent job it was.</p> <p><b>(c) Tools and working support parties</b> – Cllr Mrs Cowlard commented that the village is looking rather untidy. The weeds on pavements along Priory Road, Mill Lane, Hillside and Sheepway are shocking, and in some places have</p>	<p>WC</p> <p>DD</p> <p>WC</p>

	<p>started to lift the tarmac. The overhanging bushes and trees onto the walkways are the responsibility of the householders, but for the safety of pedestrians, Cllr Mrs Cowlard has asked Kevin to trim them back. Cllr Mrs Cowlard also commented that she is trying to get volunteers to join the working party to help tidy the village up.</p> <p>Clerk Mrs Drower commented that she has chased NSC up for the 'promised' free tools for litter picking and maintenance, but apparently, they are having supplier difficulties.</p> <p>Cllr Mr Romanski commented that if a few of us tidied up Hillside, it might set an example and encourage others to help.</p> <p>Cllr Mr Phipps thanked Cllr Mrs Cowlard for all her hard work tidying up the village green.</p> <p>Cllr Mrs Cowlard commented that she and Mrs Marshall have planted the free flowers in the village tubs and have put a new planter at Forge End.</p> <p>Cllr Mr Phipps commented that we should get some hi-viz vests with Portbury Volunteers printed on the back of them. All agreed this was a good idea.</p>	<p><b>TR</b></p> <p><b>DD</b></p>
<p><b>PC/06/09</b></p>	<p>Council Administration/Correspondence</p> <p>(a) Task monitor – Clerk Mrs Drower commented that there is nothing to report. Cllr Mrs Cowlard commented that the bench at Mill Close needs repairing.</p> <p>(b) Truespeed update – Mr Cowlard and Cllr Mr Cooke have been assessing the information given to us by Truespeed at the ARM. Mr Cowlard gave a resume of their findings, and reported that it is of no real benefit to Portbury to commit to this company of super-fast fibre broadband at this present time, especially as there are other contenders in the market. It was concluded that a simple reference to the company offer should be made on the website, thus allowing residents to register interest if they wish.</p> <p>(c) Black bin update – Cllr Mrs Cowlard commented that NSC have now provided three smaller black bins which have a 'fill to' line in them. Cllr Mrs Cowlard is arranging a meeting with John Carson to discuss the issues Portbury has been having getting the bins emptied, however this week they have been emptied.</p> <p>(d) Village Gateways – Cllr Mr Cooke commented that he is happy to take this on board and Clerk Mrs Drower will forward all the information she has found out to date.</p> <p>(e) War Memorial update – Cllr Mr Phipps has asked John Chaplin from the Docks for an update meeting to discuss the memorial and their potential offer to supply free apprentice labour to help with the restoration.</p>	<p><b>PC/MC</b></p> <p><b>DD</b></p> <p><b>MAP</b></p>

	<p>(f)Community Infrastructure Levy – Clerk Mrs Drower commented that the CIL is a grant available that runs alongside the s106 contributions. The amount available depends upon whether or not there is a Neighbourhood Plan in place. Grants can be used to support physical, social and green infrastructure, education facilities, sports and community halls and park and play areas. Cllrs were asked to consider if we were able to apply for a CIL grant, what they would support using it for.</p> <p>(g)Village Hall Rent – Cllr Mr Cooke suggested for discussion that PPC offer an annual up-front grant to the Village Hall to cover all rents for the PPC meetings, the Community Café and the WI meetings. Cllr Mr Cooke has calculated that the grant would be £950 based on a fixed number of meetings. This would assist local groups which are open to all residents and save administration time for PPC and the groups. Cllr Mr Phipps commented that the groups must definitely be open to all residents. Cllr Mr Lanham queried what would happen if another group approached us for help with rent. Cllr Mr Phipps commented that of course that would be considered accordingly. Cllr Phipps also commented that the grant would be paid in advance.</p> <p>Cllr Mr Cooke proposed                      Cllr Mr Phipps seconded All Cllrs in favour</p> <p>(h)Priory Road repairs - Cllr Mr Cooke has emailed the contractor for an update on the project plan but has not heard back yet. Cllr Mr Cooke has talked with the contractors previously to run over works that need doing, and indeed they have incorporated some more ideas too. Cllr Mr Cooke has also updated Facebook to inform residents.</p> <p>(i)No Cold Calling – Clerk Mrs Drower to inform residents on Facebook, Cllr Mrs Cowlard will put into the June newsletter and the leaflets given to us by PCSO Hayley Hembery will be placed in the Village Hall for residents.</p> <p>(j)Community Grant – Wildlife Reserve – Four members of the Friends of Parish Wharf Reserve attended the meeting and explained for a National Grid Community Grant award to fund improvements to the reserve. PPC fully support the endeavours of the Friends and will endorse any grant applications if asked to do so. Cllr Mr Phipps commented that we are not expert enough to give advice on wildlife matters. Cllr Mr Phipps however felt it unlikely the land would be developed due to the strategic importance of the site..</p> <p>(k)Complaints procedure – review and agreement. Cllr Mr Phipps commented that the Complaints procedure is only</p>	<p><b>ALL</b></p> <p><b>PC</b></p> <p><b>DD/WC</b></p> <p><b>DD/MAP</b></p>
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	<p>for procedural issues, and doesn't include complaints about an individual Cllr, clerk or officer. Cllrs agreed to have another short policy detailing the complaints procedure against an individual.</p> <p>(I)Councillors Code of Conduct – review and agreement Cllr Mr Phipps commented that he felt the current policy originates from a standard form issued by ALCA (NALC?) and has little variation from this apart from name customisation. The policy is all embracing and seems to cover the needs of any Parish Council. However, what is lacking perhaps is an emphasis on the fact that we represent our residents, especially in matters where we have been given a clear mandate to act. This means that in some circumstances it might occur that a Councillor personally disagrees with a course of action taken by the Council, but this action might have been fully supported by our “constituency”. Councillors should then act accordingly when it comes to taking resolutions as a Council. It is proposed that a form of words should be added to the General Principles section to explain this. Cllr Mr Phipps invited Cllrs consider this proposal. Cllrs agreed for Cllr Mr Phipps to amend to document to encompass that the parish council is there to support residents wishes over and above their own.</p>	<b>DD/MAP</b>
<b>PC/06/10</b>	<b>Sheepway issues</b> – No issues at have been reported.	
<b>PC/06/11</b>	<p><b>Allotments update</b> – There was no update from Cllr Mr Coles.</p> <p>Cllr Mr Phipps following on from last months meeting asked Cllrs to continue the discussion on the subject of tenants' use of personal sheds. Cllr Phipps declared an interest in this item as a representation had been made by a close friend of his. After discussion Cllrs were asked to vote on whether or not the lease for allotment holders should be amended to say that individual sheds allowed only with permission from PPC.</p> <p>Proposed Cllr Mr Romanski          Seconded Cllr Mr Lanham All in favour. Cllr Phipps did not vote.</p>	<b>DD</b>

**Meeting finished at 9.30p.m.**

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