

Portbury Parish Council

MINUTES

Minutes of the meeting held 5th February 2019
Village Hall, High Street, Portbury

Present:

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

Chairman: Cllr Phipps

Clerk: Minutes taken by Dawn Drower - Clerk

Representatives: Alex Hearne - NSC

Others: 5 members of general public

Meeting commenced at 7.30pm

No	Item	Action
	<p>Standing orders were suspended to give the public time to comment.</p> <p>One member of the general public asked Cllrs to explain what the £13,500 budget for the War Memorial comprised of. Cllr Longstaff commented that the professional advice of a specialist had been sought, and the estimate for the repair of the Memorial was £13,500. Cllr Phipps commented that this had been discussed at the February meeting. Cllr Longstaff further commented that we are still investigating the grant available from the War Memorial Trust, which could amount to 75% of the repairs. Three separate estimates are required for the grant application. However, there is an upfront non-refundable fee for the specialist of approximately £1700 to consider as this is payable whether or not we receive the grant. Cllr Phipps commented that we are also exploring other fundraising options.</p> <p>Four residents of Elm Tree Park attended for the first time, and introduced themselves, and Cllr Phipps gave a brief presentation of the role of PPC and the work carried out by the cllrs. The residents indicated that they had reformed the Residents' Association that had become dormant.</p>	

PC/02/01	Declaration of Interest by Members – none were declared	
PC/02/02	Apologies received – Cllr Mrs Cowlard, Cllr Lanham and Les Summerfield - footpaths	
PC/02/03	Minutes of PPC’s monthly meeting held 5th January 2019 were presented. Resolved that: Minutes were agreed by all.	ALL
PC/02/04	Chairman’s report Prior to the meeting Cllr Phipps had circulated a report for review to councillors. Cllr Phipps commented on May elections, finance, crime and disorder, website, Portbury Lane closure, war memorial and playing field parking. All are covered in the relevant sections.	MP
PC/02/05	Finance (a) Payments for authorisation – As per attached schedule RESOLVED that: The payments as scheduled were approved apart from the payment for the fence repair on the border of the allotments and a neighbouring agricultural field as Cllrs wished to inspect the new fence first. 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. Cllr Phipps commented that the precept agreed at last month’s special council meeting has been submitted, and so far accepted. No comment has been received back from NSC at this point. Given the extra funds now available in the budget it is proposed to press ahead with the employment of a Parish Clerk, with a job description as described to Councillors prior to the meeting. Any final comments or concerns regarding the finances for this course of action were requested at this stage. There were no remaining concerns and thus the Council unanimously agreed to proceed with recruitment. Councillors have agreed via e-mail to the purchase of a new 1100L black bin with gravity lock, so that “fly tipping” into it can be avoided. The old bin would not accept a lock. It will cost £272.	ALL DD ALL
PC/02/06	Crime and Disorder	

	<p>(a) Neighbourhood Watch – Clerk Mrs Drower commented that there had been no reported crime stats from PSCO Hayley Hembury, but we are aware of a plague of fly tipping.</p> <p>Cllr Phipps commented for the benefit of the new resident attending, that common areas for fly tipping are under the M5 bridge on Caswell Lane, by the allotments and along Sheepway particularly by the railway bridge.</p> <p>Cllr Phipps also commented that whilst crime in our Parish is thankfully low (nearly none existent?) we need to be aware that there are a lot of shed and garage thefts around us. Vigilance as always.</p> <p>We should also note that there is a further outbreak of dog poo. If we are able to get a statement from a villager identifying a culprit, we can then issue a warning; we continue to monitor Facebook.</p> <p>Alex Hearne NSC commented that persistent offenders can be fined a significant sum including costs.</p> <p>Cllr Phipps will contact Carol Pike from NSC to ask if she can visit Portbury and do some dog fouling patrols.</p> <p>Cllr Phipps commented that the next newsletter should include a section highlighting the current dog fouling issue.</p>	<p>DD</p> <p>ALL</p> <p>ALL</p> <p>MP</p> <p>WC</p>
<p>PC/02/07</p>	<p>Planning</p> <p>(a) Applications received:</p> <p>18/P/4572/FUL – Shipway Gate Farm – Change of use 4No agricultural buildings to holiday lets – Cllr Phipps commented that he had exchanged correspondence with NSC about the approval of this scheme. Their reply points to Policy DM57, which can be found in their suite of Development Management Policies, pointed out to Councillors via e-mail. The relevant paragraphs state Policy Aim - To support new, improved and replacement visitor accommodation in rural areas, in areas <u>of demand</u>, where development would be in keeping with the character and appearance of the countryside and would not have adverse highway effects. The conversion or re-use of rural buildings for visitor accommodation will be permitted provided that:</p> <p>iii the development will not result in an adverse effect on the character of the area due to a proliferation of tourist accommodation; and further states The National Policy Planning Framework supports sustainable rural tourism that benefits businesses in rural areas, communities, visitors and which respects the character of the countryside. This includes the provision and expansion of appropriately located tourist and other visitor facilities to <u>meet identified needs</u> which aren't already met in service villages. Provision of tourist accommodation in the countryside both catered and self-catering has often occurred as farmers have diversified through the</p>	<p>MP</p> <p>MP</p>

	<p>conversion of rural buildings. There is a need to ensure that there is a genuine demand for provision and that it is suitable for long term use. Therefore, the policy sets out a 10 year timeframe for the use to be retained as tourist accommodation to ensure that any new proposal is genuinely seeking to establish a long-term business use as tourist accommodation. Conversion to self-catering accommodation should not be regarded as a stepping stone to gaining full residential use.</p> <p>There was no data in this particular application to suggest what level of demand is expected. It is recommended that we make a further representation about this policy when it is finally released for consultation in June. The wording about demand could be stronger.</p> <p>Clerk Mrs Drower commented that the decision date notified to us was the 3rd January, but the decision was made on the 18th December before we had a chance to comment.</p> <p>Alex Hearne NSC commented that he would look at the email trail reference this. There appears to be a loophole in the new policy which omits the need for demand and would contravene the national policy where run down agricultural buildings can be converted into holiday lets, then can convert to residential with no further planning needed.</p> <p>18/P/4101/FUL – Newlyn, Mill Lane – an appeal has been lodged regarding the refusal of the new build on this site.</p> <p>(b)Enforcement update –</p> <p>Oakham Farm – – the road signage is still in place and the case officer had passed the case to enforcement.</p> <p>Paddock Lakes – a site visit has happened, and the result is that the vehicles have to be removed. However, the pigeon loft is still under investigation as its not completely clear how long it has been there. Cllr Lanham will make enquiries. The site should have been restored to its original agricultural state.</p>	<p style="text-align: center;">AH</p> <p style="text-align: center;">KL</p>
<p>PC/02/08</p>	<p>Maintenance</p> <p>(a) Lengthsman – Cllr Mrs Cowlard wrote a report in her absence that Kevin has notified us that he is away from 7/2 on holiday.</p> <p>Cllr Cowlard also wrote that Prince William is asking for all of us to keep our ‘spaces’ clear of litter/waste etc; there has been a lot of press around litter picking and if all in agreement, she would like to highlight this in the next newsletter and maybe ask for volunteers. All agreed.</p>	<p style="text-align: center;">WC</p>
<p>PC/02/09</p>	<p>Council Administration/Correspondence</p> <p>(a)Task monitor – Clerk Mrs Drower commented that the fencing at the layby has still not been repaired despite</p>	

	<p>being reported some time ago. Alex Hearne NSC will look into this for us.</p> <p>(b) Safety of crossing on Portbury Hundred - Cllr Romanski commented that for safety reasons a light in the bus shelter on the Portbury Hundred is needed.</p> <p>(c) Website – Cllr Phipps commented that work on evaluating possible website provides continues, no volunteers have come forward in response to the notice in the last newsletter asking for help to load up data. Cllr Phipps commented that due to a misunderstanding the current website is no longer available. Cllr Phipps commented therefore that the new website is in the process of being made available to people. Papers for this month’s meeting have been uploaded as a trial. Clerk Mrs Drower to check with ALCA how far we need to go back reloading data onto the new website.</p> <p>(d) Mill Lane Parking – Cllr Romanski raised concerns over the parking in Mill Lane where vehicles are now parking over the drop curb which was put in for residents with mobility aids. Not only is the drop kerb blocked but it is very difficult for residents to use the pavement.</p> <p>(e) Speedwatch update – Cllr Mrs Cowlard in her absence wrote a report commenting that we now have a new officer, Martin Faithfull, who unfortunately due to a large increase in burglaries to deal with, has had to now give Speedwatch a low priority. Cllr Mrs Cowlard has notified all volunteers. We have also received a new Speedwatch handbook which has been circulated.</p> <p>Cllr Phipps commented that the recent data collected from the 20mph mobile speed detector supported the fact that speed was increasing again along the High Street, with over 20,000 vehicles exceeding 20mph.</p> <p>(f) Portbury Lane closure. Cllr Phipps commented that we only got to hear of the closure of Portbury Lane via a post on Facebook. Resurfacing and drainage works were planned. We managed to speak to the Engineer and got agreement to extra drain clearing, re-erection of the demolished 40mph sign, and a litter pick. Regrettably the litter pick did not happen, we are not clear if any extra drain clearing was done. The need to communicate with the PC was emphasised to the Engineer, copies of e-mails were sent to Mr Alex Hearn. Cllr Romanski had taken photos of the drains that had been cleared and showed that the job was substandard.</p> <p>(g) Village Gateways – for reserve funds – Cllr Phipps commented that this was no further forward.</p> <p>(h) War Memorial update – Cllr Phipps commented that he had placed a collection tin along with a poster in the Priory for donations to the repair of the War Memorial. Cllr Phipps thanked Mr Stuart Terry of the Priory for his support with this and commented that some donations</p>	<p>AH</p> <p>ALL</p> <p>DD</p> <p>DD</p> <p>DL</p> <p>MP</p>
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	<p>had already been made. An article he had placed in the North Somerset Times had gained some interest. Cllr Phipps had also written to Welcome Break asking for a donation but had heard nothing back so far.</p> <p>Cllr Mrs Cowlard in her absence wrote that as we are so close to the March deadline for submitting a grant application to the War Memorial Trust, she would support leaving this alone and putting the effort into updating the small children’s play area. She further commented that there is no guarantee that if we pay the consultant, we would be successful in obtaining the grant.</p> <p>Cllr Longstaff commented that the application to the Trust is in bands and we would be in the second band of up to £13000. The phase we are now in needs an architect to produce a specification and drawings, which will cost c£1700. The War Memorial Trust will only grant up to a maximum of 75%, and the balance of c£3500 would need to be found. Cllr Longstaff commented that the consultant now needs to come up with a firm figure so we can vote at the next meeting. Cllr Longstaff further commented that when we have three competitive bids, the figure may well be less than £13000. It was decided that no further work should be carried out by the architect unless and until we have funds to cover his whole fee. This means raising a further £1400. Once we have a full design documentation we can then begin applying to other sources of funding, such as the National Lottery.</p> <p>(i) Community café figures – Clerk Romanski commented that he still wanted to see the figures produced for the café – Cllr Phipps pointed out that this had been discussed at the previous meeting.</p> <p>Cllr Phipps commented that a request has been made to PPC by the over 60’s club for a donation to their rent at the village hall. Cllrs did not feel able to support this as it was not for a community wide activity. . Clerk Mrs Drower to write to them and explain.</p> <p>(j)Playing field parking – Cllr Phipps commented that there is competition for parking at the Church/School on some Sundays in the Winter. Both the Rugby Club and the Church require quite a lot of spaces. Both organisations have been asked if they would contribute to a share of the cost of installing grass reinforcement to create safe parking at the top end of the playing field. Neither has said yes but are willing to discuss this if we secure costs. There is a solution that could be achieved by a combination of voluntary effort for laying mesh, and paid labour to lay chippings from the gate.</p> <p>Cllr Longstaff commented that the church has now secured further parking for its congregation at the school. This obviates the need for any parking at the playing field for the moment. We will keep the situation under review.</p>	<p>DL</p> <p>MP</p> <p>DD</p> <p>DD</p>
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	<p>Cllr Romanski enquired as to who would upkeep the road to the playing field.</p> <p>Cllr Mrs Cowlard in her absence wrote that unless the Church and the Rugby Club were prepared to invest in not only monies but volunteer time, it would not be a service to the village as a whole.</p> <p>(k)White Line application – A resident has asked the parish council to approve a white line application outside of his house at the Old School House on Station Road. All cllrs agreed. Clerk Mrs Drower to action.</p> <p>(l)Scope recycling bins – Clerk Mrs Drower commented that the charity Scope had asked if PPC would allow them the place a clothes recycling bin in the village. Cllrs would like to know more about the service before deciding.</p>	DD
PC/02/10	Sheepway issues – There are no Sheepway issues.	
PC/02/11	<p>Allotments – Cllr Mr Coles commented that allotment holders are waiting for their invoices for the annual rent – Clerk Mrs Drower commented that she will attend to this. Cllr Mr Coles commented that the new green bin has not been emptied. Clerk Mrs Drower will follow up and report the missed collection.</p>	DD

Meeting finished at 9.30p.m.

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