

Portbury Parish Council

MINUTES

Minutes of the meeting held 6th August 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: Mr Summerfield

Others:

Meeting commenced at 7.30pm

| No | Item | Action |
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| | A member of the general public requested to comment about his proposed planning application at 2c Priory Road. The member of the general public explained that the garage conversion to a small living accommodation was to provide living space for a family member already living in the main house and would not add any motor vehicles to the property. Cllr Mr Phipps thanked the member of the public for the advance notification and commented that the discussion by PPC would be minuted under the planning section. | |
| PC/08/01 | Declaration of Interest by Members – None declared | |
| PC/08/02 | Apologies received – Cllr Mr Coles | |
| PC/08/03 | Minutes of PPC’s monthly meeting held 2nd July 2019 were presented. Proposed Cllr Mr Cooke Seconded Cllr Mrs Cowlard Resolved that: Minutes were agreed by all. | ALL |
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| PC/08/04 | <p>Chairman's report Prior to the meeting Cllr Mr Phipps had circulated a report for review to councillors. Cllr Mr Phipps commented on planning, and council administration. All are covered in the relevant sections.</p> | MAP |
| PC/08/05 | <p>Finance (a) Payments for authorisation – As per attached schedule</p> <p>RESOLVED that: The payments as scheduled were approved. Clerk Mrs Drower commented there were no unexpected costs this month. Clerk Mrs Drower commented that currently expected overspend projected for the end of the year is estimated at £1445. However several budget areas will most likely be underspent and thus a balance or near balance is expected by the year end, pending other calls upon funds. Clerk Mrs Drower commented that Kevin's invoice arrived after the cheques were written again this month, but as the meeting is quite early in the month and the meeting papers are prepared before the end of the month, this invoice does not appear in the current report. It is quite difficult for him to get the invoice to us on time, as he sends all his invoices out at the month end. Clerk Mrs Drower asked councillors if they were happy to sign his cheque for the month of July at this meeting. All cllrs agreed that as long as the invoice was with PPC by the meeting, then we would raise a cheque at that meeting. Cllr Mr Phipps commented that he would like to see (as previously discussed) presentation in the finance notes of the allotment finance, income and expenditure, including the receipt of the grant from Tesco Bags for Life.</p> <p>(b) Bank account signatories – Clerk Mrs Drower commented that Cllr Mr Cooke had been unable to come into the office to fill in the mandate forms and Cllr Mr Cooke signed the new mandate at the meeting. Cllr Mr Cooke also has to fill in a Current Account Additional Party Form for identification which Clerk Mrs Drower also brought to the meeting.</p> | <p>ALL</p> <p>DD</p> <p>PC/DD</p> |
| PC/08/06 | <p>Crime and Disorder Clerk Mrs Drower commented that PCSO Hayley Hembury had reported no crimes in the area in the last month.</p> | |
| PC/08/07 | <p>Planning Applications received: None</p> | |

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| | <p>(a)Docks proposal for Shipway Farm – Cllr Mr Phipps commented that at a recent liaison meeting with the Port Company, we were advised that plans were being drawn up to extend the dock estate into Shipway Farm. Plans indicate that the land will be used for further car storage, and whilst there is some hedgerow to screen the parking, the inevitable light pollution to nearby residents is of concern. The application does have to go through several stages. Firstly central government will decide if the application can be dealt with by NSC. But given that it is a National Infrastructure asset, this may be decided by a central planning panel, as was the case with the Hinkley Connection Project. Secondly it will need to be decided if the land can be taken out of the green belt. Thirdly there would be an environmental impact assessment. Cllr Mrs Cowlard enquired if the land does get taken out of the green belt, would it then be dealt with by NSC. Cllr Mr Phipps commented that it might not. Cllr Mr Phipps commented that he was prepared to do the work looking into this, as there were several aspects which needed considering. Cllr Lanham commented that there is a track along the current car park which leads into natural fields full of wildlife. Cllr Mr Cooke commented that this proposal could lead to a public enquiry. Cllr Mr Phipps commented that the project might have been accelerated because of the proposed coastal path which would run through the site. Mr Summerfield commented that the coastal path has now been agreed and submitted to the Secretary of State.</p> <p>(b)2c Priory Road planning proposal – Cllr Mr Phipps commented that whilst there is not a lot to say about the proposal, there is however a parking issue in Portbury, and the conversion of garages which reduces off road parking space is specifically discouraged in our current Neighbourhood Plan draft. We will await the registration of the proposed planning application and discuss it more fully at that time.</p> <p>(c)Affordable Housing – Cllr Mr Phipps commented that the JSP for the region has been sent back for amendment, but he has not seen the comments yet, and it is likely the JSP may be amended. It seems though that the housing numbers in the JSP meet the Government targets, but the method of delivery through New Towns has been questioned. It does not follow that there will be more housing allocated in our part of North Somerset, but we will need to monitor any modifications to the JSP in the future. A Housing Developer approached Portbury Parish Council offering to carry out a Housing Need Assessment, which is a key step in any plan to allocate sites for Housing. This may have been prompted by the rejection of the JSP. Cllr Mr Cooke commented as to whether Portbury meets the criteria for affordable housing. Cllr Mr Phipps</p> | <p>MAP</p> <p>MAP</p> <p>MAP</p> |
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| | <p>commented that any developer could carry out their own housing needs assessment without informing PPC, and thus we would have no influence on the methodology used. Cllr Mr Cooke agreed that we need to keep control of the report and that it should be a report for the PPC. Cllr Mr Phipps proposed that he talks to the builder first to explore terms of reference for the assessment before taking any further steps. The full Council will be involved to determine if we should go ahead.</p> | |
| <p>PC/08/08</p> | <p>Maintenance (a)Lengthsman – No comments, but see comments under finance re invoicing. (b)Layby fencing – Clerk Mrs Drower commented that Alex Hearne – NSC had emailed saying that there was currently no budget available to repair the fencing and asking if PPC had any budget to repair it. Their solution would be to remove the broken fencing. Cllr Mrs Cowlard commented that if we were to do that, then it would probably become our long-term responsibility. Cllr Mr Cooke commented that some large stones/rocks placed along the fence line could work. Clerk Mrs Drower mentioned the used motorway barriers. Cllr Mr Cooke said that he would make some enquiries. Cllr Mr Phipps asked Clerk Mrs Drower to respond to Alex Hearne – NSC.</p> | <p>DD/PC</p> |
| <p>PC/08/09</p> | <p>Council Administration/Correspondence (a)Task monitor – Clerk Mrs Drower commented that there were no new items. (b)Sheepway (Moor Gate) noticeboard – Cllr Mr Phipps commented that the noticeboard is not currently updated by a local volunteer resident and is currently only updated by Cllr Mr Phipps. At present the board shows the schedule for meetings and the QR code needed for accessing the website. Details of the parish elections and results were also posted there. Furthermore, the board is not sited where it is particularly accessible and is facing south, so notices fade quite quickly. Cllr Mr Phipps asked Cllrs what their thoughts were about dispensing with the board. Cllr Mr Phipps commented that maybe we should mailshot residents about removing the noticeboard, and assess responses before acting. This also raises the question of the one on the village green. Cllr Mrs Cowlard commented that the one at the village hall is used regularly but doesn't think the one on the village green is. Cllr Mr Cooke commented as to whether there was any legal reason why we should keep them. Clerk Mrs Drower commented that it was agreed several years ago that if there was a noticeboard on the village green then there should be one</p> | <p>DD</p> |

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| | <p>at Moorgate for the Portbury residents who lived there. It was agreed that we should seek advice from the Democracy Unit at NSC about our legal responsibilities regarding physical notices.</p> <p>(c)Village Gateway – for reserve funds. Cllr Mr Phipps commented that although the no conclusion had yet been drawn he and Cllr Mr Cooke have been looking at suitable sites. Cllr Mr Phipps had done a mockup on photoshop to show various potential sites which had been circulated. Cllr Mr Phipps commented that the site furthest away from the village is virtually opposite the entrance to Church Lane. It may also be possible therefore to put some hand rails up on this bend and then possibly put some posters up made by the children for example with e.g. “Please drive slowly in our village”. Cllr Mrs Cowlard commented that she had tried to engage the school on other matters with no response. We would still need to get permission from NSC.</p> <p>(e)War Memorial update – Cllr Mr Phipps commented that the docks had been approached, and the response had been very favourable. Cllr Mr Cooke commented that he was still waiting for a response from them and would follow up. Cllr Mrs Cowlard commented that the repairs need to be done in any case before the bad weather sets in.</p> <p>(f)Dog mess - update – Cllr Mr Phipps commented that there are still sightings of dog mess around the village and asked Cllrs to be vigilant.</p> <p>(g)Grants and funding – Tesco Bags of Help update – Cllr Mr Phipps commented that confirmation had been received from Tesco that grant from the Bags of Help Scheme can be used for the purchase of the allotment shed, with any surplus going toward other upgrade works carried out there. Also, as part of the community nature of the awards we have indicated that the Volunteer group will be based at the allotments, and the equipment received from NSC will be stored there in another shed if necessary.</p> <p>(h)Priory Road repairs - Cllr Mr Phipps thanked Cllr Mr Cooke for his help, and for keeping the residents informed as to what was happening on a daily basis. Cllr Mr Phipps and Cllr Mr Cooke will have a look around the village for pavement areas that need upgrading and propose the works to get them into next year’s budget cycle if possible. Cllr Mr Cooke commented that alongside the repairs there were properties in Priory Road whose overgrown vegetation and trees were preventing the use of the pavements. Cllr Mr Cooke further added that if we send details of the owners to NSC, they will write to them and if nothing is done, then NSC will remove the overgrowth and invoice the resident for the work. Cllrs Mr Cooke and Mr</p> | <p>PC/MAP</p> <p>ALL</p> <p>MAP</p> <p>PC/MAP</p> |
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| | <p>Romanski will identify the properties and owners and send the information to the office.</p> <p>(i) Nature Reserve – meeting with NSC – Cllr Mr Phipps commented NSC have invited us to a meeting to discuss the future of the nature reserve. Cllr Mr Phipps commented that he would be prepared meet with NSC, and also we should invite Mr Les Summerfield to attend. Cllr Phipps also asked that Nigel Ashton be in attendance. Clerk Mr Drower commented that she would also attend. Clerk Mrs Drower to respond to NSC and set a date.</p> <p>(k) Round Britain coastal path update – this was discussed under 7(a) above.</p> <p>(l) Mill Lane closure – Cllr Mr Phipps commented that we had received notice that the Mill Lane closure will commence on 12th August. Cllr Mr Phipps emailed Pavel at NSC to ask if it could possibly be rearranged so as not to coincide with Portishead. However, Pavel is now on holiday. Cllr Mr Phipps will call NSC tomorrow to see if someone else can help. Clerk Mrs Drower suggested talking to either Shelly Lee or Alex Hearne – Clerk Mrs Drower will forward Shelley’s contact details to Cllr Mr Phipps tomorrow. Cllr Mr Phipps will also ask if the drains in the area of the works can be dug out during the road closure, an ideal time to do this.</p> <p>(n) Website accessibility regulations – Cllr Mr Phipps has looked into the information emailed to us by NALC, and thinks it is not as difficult to achieve as it seems on the face of it. The regulations are to ensure that visually impaired people can read the website. Cllr Mr Phipps has already started making some changes. Cllr Mr Phipps commented that the main things we have to do is make sure our colour contrast is right, and also that when we have pictures there are text alternatives when specialist readers for the visually impaired are used. We also need to make a provision to provide documents in large format. Cllr Mrs Cowlard commented that we just need to be able to provide a document in word format, and the equipment that anyone with visual impairment has will be able to enlarge it. Cllr Mrs Cowlard suggested that we should put a comment on our website saying that we can provide documents in word format.</p> | <p>DD</p> <p>DD/MAP</p> <p>DD/MAP</p> |
| <p>PC/08/10</p> | <p>Sheepway issues – Paddock Lakes - Cllr Mr Lanham commented that the owner has placed a justification statement on the NSC planning portal. His response to the complaints raised is that the site is viable for farming, so needs to store plant/agricultural equipment there. His primary point is it is a fishing lake and the running of it has been sub contracted. Cllr Mr Phipps has responded to this via the</p> | <p>KL/MAP</p> |

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| | <p>planning portal asking that the owner should send the membership list to NSC.</p> <p>Elm Tree Park – Cllr Mr Lanham has had a meeting with Mr Fox and the head of Elm Tree Park residents’ committee. The residents are concerned about recent site clearing which indicates more homes are to be sited there. There are currently 48 homes on the site, and the permission is for 50, however the new owners say it is 50 per hectare, not in total. Cllr Mr Phipps will do some research into what the new owner is saying. Although putting an extra 2 homes there at the moment would definitely comply with the planning permission. Since this specific issue was not on the agenda we were unable to come to any resolutions, but Cllr Phipps proposed that if he discovered a clear breach of planning by the new site owner then he should raise the matter with NSC as soon as practicable even if this is before the next meeting. This proposal was agreed. It was also agreed that the issue should be on next month’s agenda as a particular item and that Residents’ Committee should be invited to attend for the discussions.</p> | KL/MAP |
| PC/08/11 | Allotments update – There was no update from Cllr Mr Coles | |

Meeting finished at 9.30p.m.

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