

# Portbury Parish Council

## MINUTES

**Minutes of the meeting held 7th May 2019**  
**Village Hall, High Street, Portbury**

**Present:**

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

**Chairman:** Cllr Phipps

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

**Representatives:** Mr Alex Hearne (NSC)

**Others:** 2 members of general public

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Meeting commenced at 7.30pm

<b>No</b>	<b>Item</b>	<b>Action</b>
<b>PC/05/01</b>	<b>Declaration of Interest by Members</b> – Cllr Mr Phipps declared an interest in the allotment issue by way of personal friendship. Cllr Mr Coles declared an interest in the allotment issue as a plot holder, and Cllr Mr Romanski declared an interest in the allotment issue by way of personal friendship. Cllr Mr Phipps declared an interest in the Village Hall.	
<b>PC/05/02</b>	<b>Apologies received</b> – Les Summerfield	
<b>PC/05/03</b>	<b>Minutes</b> of PPC’s monthly meeting held 4th April 2019 were presented. <b>Resolved that:</b> Minutes were agreed by all.	<b>ALL</b>
<b>PC/05/04</b>	<b>Chairman’s report</b> Prior to the meeting Cllr Phipps had circulated a report for review to councillors. Cllr Phipps commented on crime and disorder, planning including enforcements, and council administration. All are covered in the relevant sections.	<b>MP</b>

<p><b>PC/05/05</b></p>	<p><b>Finance</b>  <b>(a) Payments for authorisation</b> – As per attached schedule</p> <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) Ongoing funding of the Community Café</b> - Cllr Mr Phipps commented that we have funded the rent for the community café for the last two winters in order to minimise the cost burden on the organisers of the event. It was now appropriate to review the on-going situation as it is anticipated that the Church will not be available as a venue during the major works going on there at present. Councillors were asked to consider continuing the funding support, including possible needs in June, July and September. This can also be put to the ARM in May to secure a mandate for doing this.  Cllr Mr Cooke enquired as to whether the organiser has requested assistance in writing and pointed out that there is no budget put aside for donations. Cllr Mr Phipps commented that there was no budget, but we could set aside the amount from contingencies.  3 councillors were in favour  2 abstained  Councillor Phipps did not vote</p> <p><b>(c) Approval of Annual Return</b> – All councillors approved the submission of the Annual Return after the internal audit.</p>	<p><b>ALL</b></p> <p><b>DD</b></p>
<p><b>PC/05/06</b></p>	<p><b>Crime and Disorder</b></p> <p><b>(a) Neighbourhood Watch</b> – Cllr Mr Phipps commented that there had been a major theft in the village on the 16th of April when the leadwork on the flat roof at the Village Hall was stolen. The incident was reported to the Police but a lack of evidence as to who performed the act meant that this was not followed up. The circumstances surrounding the incident will be discussed under reserved business. It is expected that the cost of re-instatement will be covered by insurance.</p> <p><b>(b) Dog order update</b> – Clerk Mrs Drower commented that there was no update on the dog control order due to difficulties in finding out who the get the information from. Enquiries will continue until we get to the correct person to assist us.</p>	<p><b>DD</b></p>

<p><b>PC/05/07</b></p>	<p><b>Planning</b></p> <p><b>(a) Applications received:</b></p> <p>15/P/0465/FUH – 5 Hillside – Cllr Mr Phipps advised that a comment was registered along the lines agreed at the last meeting where this item was discussed.</p> <p>19/P/0758/FUH – 27 Caswell Lane - change of use of outbuilding/garage to residential. Cllr Mr Phipps commented that this outbuilding/Garage sits within the curtilage of Bracken House, 27 Caswell Lane. When the main house was being re-built it was converted, without permission, into temporary accommodation for the owner of the site. This application sought to make the residential use permanent. The site is large and could accommodate increased intensity of use but this would still constitute development in the green belt. No justification was given to support development in the green belt. No statement of use had been included with the application, as required by NSC Policy. This statement should indicate who will use the building and what relationship the user has to the occupants of the main house. In the absence of information that describes the intended use of the building Councillors were recommended to object to this application, pending further information. Councillors were asked to consider this recommendation.</p> <p>Cllr Mr Cooke also commented that the proposed floor plan is different to the existing.</p> <p>All cllrs accepted the recommendation to seek refusal of this application.</p> <p>19/P/0251/FUL – Caswell Cross Cottages – Cllr Mr Phipps commented that an objection has been registered concerning this application as agreed at the last Council meeting.</p> <p>19/P/0701/CQA – Honor Farm – prior approval – Cllr Mr Phipps commented that this application falls within the classification of a General Permitted Development Order, class Q relating to conversion of agricultural buildings. The building in question will not be enlarged, the roof structure will remain but will be modified to suit the residential design. The overall design of the proposal appears to acceptable and in sympathy with the rest of the site. There is a nominal qualifying prior erection date of 2013 for this to be an allowable development under this classification and this barn satisfies that criterion. Councillors were advised that there seemed little reason to object to this proposal, albeit that it constitutes development in the Green Belt. Councillors accepted that there was no valid reason to object to this application.</p> <p>18/P/4101/FUL – Newlyn – Appeal unsuccessful – Cllr Mr Phipps commented that the Inspector has determined that the overlooking effect on no51 Mill Lane would still be</p>	<p><b>MP</b></p> <p><b>MP</b></p>
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	<p>unacceptable, although again the principle of a development on this site is still upheld.</p> <p>18/P/2525/FUH – 16 High Street – Appeal unsuccessful – Cllr Mr Phipps commented that the applicant went to appeal against the refusal decision for this application, but that fact did not appear on our weekly/monthly lists of information. It is unlikely that we would have commented on the appeal. The appeal was refused on the grounds that the side extension would disrupt the view from the High Street of the rear garden area.</p> <p><b>Enforcement –</b></p> <p>Oakham Treasures – no information regarding the appeal concerning the signage on Portbury Lane.</p> <p>Paddock Lakes – no planning application has been notified to us.</p>	
<b>PC/05/08</b>	<p><b>Maintenance</b></p> <p><b>(a)Lengthsman</b> – Cllr Cowlard commented that the village is looking a bit untidy at present. With regard to the rubbish collected by Kevin and placed in the PPC black bin, Kevin has suggested disposing of it for us, and Cllr Mrs Cowlard has asked him for a cost. It was noted that our current black bin is emptied FOC by NSC and thus represents the best cost solution, even if we have to purchase further lockable bins.</p> <p>Clerk Mrs Drower commented that she is still waiting for a response from Andy Prestt or John Carson reference the locking proposals of the new bins provided by NSC to replace the original bin provided by PPC.</p> <p>Clerk Mrs Drower to check again that the bins will be emptied weekly.</p>	<p><b>WC</b></p> <p><b>DD</b></p>
<b>PC/05/09</b>	<p>Council Administration/Correspondence</p> <p>(a)Task monitor – Clerk Mrs Drower commented that there is nothing to report.</p> <p>(b) Councillor vacancy – co-option – Mr Keith Lanham was duly co-opted onto council. Cllr Mr Phipps proposed, all cllrs were in favour.</p> <p>(c) Black bin emptying - Clerk Mrs Drower will chase up weekly emptying of black bins.</p> <p>(d) Village Gateways – for reserve funds – Clerk Mrs Drower commented that the only company who seem to provide village gateways – Glasdon – have provided a quote of c£1500 for one gateway, and only two contractors from the approved list were interested in quoting for installation. The two quotes ranged from £1000 to £1500. All cllrs agreed that this was a high cost and would like time to think about it.</p>	<p><b>DD</b></p> <p><b>DD</b></p>



	<p>should be secured for items over £500 (as now in standing orders). There can be single action by the Clerk for any emergency item of repair – up to £500. The Chair must sign this off as soon as practicable. (as now in standing orders). The Clerk and Chair can jointly agree to procure any item below £500, so long as this is for an “expected” item of expenditure (as now in standing orders). E-mail can be used to also secure the approval of Councillors outside of Council Meetings. The approval (by Council) must be sought for any grant or a single commitment in excess of £1000. (as now in standing orders) For items up to a value of £5000 formal estimates must be secured for contracts for works or service. The estimate should indicate as accurately as possible the scope of work. For goods supply contracts the specification of the item should accompany the estimate. In this way the Council can ensure that both value and performance are being achieved. (new authority level) For items of value between £5000 and £10000 a formal quotation should be secured detailing full scope of work (service) or detailed specification (goods). The person bringing forward the proposal for purchase must provide a comparison report to Council indicating which supply represents the best value for money and why. (new authority level) For items above £10000 a formal tendering process is required whereby proposals are received by a specified time and are opened in the presence of a minimum of 2 Councillors or 1 Councillor and the Clerk. The tenders can then be recorded and tabulated as received with any qualifications noted in order that a value for money analysis can be carried out. Should items above £25000 be procured the Council is required to engage a suitable professional person or body to carry out the specification and tendering process. It is proposed to write new clauses embodying the above to replace those currently in the Financial Regulations. The Standing Orders should then be modified to cross refer to these, and perhaps to include the detail in an appendix. Councillors are invited to consider the above principles and also to review the authority levels suggested here. In recommending these levels reference has been made to other small Councils’ regulations.</p> <p>Cllrs approved and Cllr Mr Phipps will make the appropriate changes.</p> <p>(h)Financial Regulations approval – See Standing Orders comments above.</p> <p>(i)No Cold Calling – Clerk Mrs Drower and Alex Hearne NSC confirmed that Portbury is registered as a No Cold Calling Zone. Clerk Mrs Drower commented that residents were entitled to ask cold callers to leave. The police can be called should unsolicited traders refuse to leave.</p>	<p style="text-align: center;"><b>MP</b></p>
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<b>PC/05/10</b>	<b>Sheepway issues</b> – No issues at have been reported.	
<b>PC/05/11</b>	<p><b>Allotments update</b> – Cllr Mr Phipps enquired as to the current situation on a committee for the allotments as the donation of the shed from PPC was partly for this purpose. Cllr Mr Coles commented that there has been some difficulty setting up a committee, but the aim was still there. Cllr Mr Phipps (declared an interest) commented about the issue raised by a member of the general public of multiple sheds on the allotment in addition to the main shed.</p> <p>Cllr Mr Phipps commented that the lease states that individual small sheds can be erected and suggested that the lease be amended to preclude sheds without permission.</p> <p>Cllr Mr Coles asked for time to consider this.</p>	<b>TC</b>

**Meeting finished at 9.55p.m.**

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