

Portbury Parish Council

MINUTES

Minutes of the meeting held 3rd September 2019
Village Hall, High Street, Portbury

Present:

Councillors: Cllr Mr Cooke Cllr Mr Romanski Cllr Mrs Cowlard
Cllr Mr Coles (19.45pm)

Chairman: Cllr Phipps

Clerk: Minutes taken by Dawn Drower - Clerk

Representatives:

Others:

Meeting commenced at 7.30pm

No	Item	Action
	<p>Two members of the general public from the Residents Association at Elm Tree Park requested to comment about the further development at Elm Tree Park. Cllr Mr Phipps suspended standing orders so that they could speak. The first member of the general public expressed concerns about whether the developer was siting the new homes in the correct place and within the boundaries of the permitted development.</p> <p>The second resident expressed concerns over the supply of the services to the new mobile homes as they appeared not to have their own electricity supply, and this caused doubt about how the other services of water and sewerage would be brought in. There was also concern from both residents that building regulations were not being adhered to. Cllr Mr Phipps thanked them for their comments and invited them to stay for the meeting when the development at Elm Tree Park would be discussed under the planning section of the agenda.</p>	
PC/09/01	Declaration of Interest by Members – None declared	
PC/09/02	Apologies received – Cllr Mr Lanham	

PC/09/03	<p>Minutes of PPC's monthly meeting held 6th August 2019 were presented.</p> <p>Proposed Cllr Mrs Cowlard Seconded Cllr Mr Cooke Resolved that: Minutes were agreed by all.</p>	ALL
PC/09/04	<p>Chairman's report</p> <p>Prior to the meeting Cllr Mr Phipps had circulated a report for review to councillors. Cllr Mr Phipps commented on crime and disorder, planning, and council administration. All are covered in the relevant sections.</p>	MAP
PC/09/05	<p>Finance</p> <p>(a) Payments for authorisation – As per attached schedule</p> <p>RESOLVED that: The payments as scheduled were approved.</p> <p>Clerk Mrs Drower commented that aside from the usual running costs, we had received an invoice from NSC for £45 as a contribution to the recent costs of the elections. Clerk Mrs Drower will query this with NSC as we have not been charged this before, nor had any advance warning of cost, so is not in our budget.</p> <p>Clerk Mrs Drower commented that there is also a cheque for £80 for the Community Café rent for 3 sessions in the village hall during this summer. Cllr Mr Cooke enquired as to why this was so. Cllr Mr Phipps commented that the café would normally be held in the church, but this hasn't been possible due to repair work being carried out in the church. The parish council had agreed previously to also cover this rent.</p> <p>Clerk Mrs Drower commented that currently expected overspend projected for the end of the year has reduced from last month (£1445) down to £438. This is due to some reallocation of the costs – the grant for the rent to the village hall does not all come under donations as some of the rent was budgeted for the council meetings.</p> <p>Clerk Mrs Drower commented that Kevin's invoice for August had not arrived in time for the meeting. So in line with council procedure there is no cheque signed for this month's maintenance.</p> <p>(b) Bank account signatories – Clerk Mrs Drower confirmed that the forms had been handed into the bank for processing and would follow this up as it is unlikely that we would be informed that the new signatories had been added.</p>	<p>ALL</p> <p>DD</p> <p>DD</p>

<p>PC/09/06</p>	<p>Crime and Disorder Cllr Mr Phipps commented that sadly after several quiet months a theft of a motorcycle had occurred at 1 Mill Lane. An angle grinder had been used to break the chain securing the bike in the early hours of the 11th August. The theft had clearly been planned. We are still waiting for an update from the police. Clerk Mrs Drower commented that the van parked in the layby, and the caravan and van parked in Station Road have been reported to our PCSO Hayley Hembury for investigation. Clerk Mrs Drower commented that the office had received several complaints from residents.</p>	<p>DD</p>
<p>PC/09/07</p>	<p>Planning Applications received: None (a)Docks proposal for Shipway Farm – Cllr Mr Phipps commented that he had done some research into the proposed growth of the Docks and is studying published papers on the subject of economic growth versus sustainability. Cllr Mr Phipps considers that we can mount a credible challenge based upon new thinking about sustainability. Cllr Mr Cooke enquired if Nigel Ashton will be consulted – Cllr Mr Phipps commented that Nigel Ashton has been informed, but there is nothing for him to do yet. (b)Elm Tree Park – Cllr Mr Phipps commented that the issues brought up by the residents at the start of the meeting have been taken on board and will be investigated by the parish council, and we will discuss with NSC. Cllr Mr Phipps commented that the Housing Officer from NSC has been in touch with the Elm Tree Park Residents Association, however the two members who were present were not aware of this. However, it is likely that she spoke to the Chairman of the Association who will report on it at the next meeting. The Housing Officer will regulate this because it is an approved site. Apparently, she has been in touch with the owner of the site as well. Cllr Mr Phipps commented that the owner is allowed to have 50 units per hectare on the site. The new owner appears to want to put 54, and it is difficult to assess if this is within the earmarked redline development area of the site. The new owner has challenged the current red development line saying that it is marked in the wrong place. It appears to residents that the new owner has moved into the protected area by moving fences. Cllr Mr Phipps further commented that the Housing Officer is quite clear about the landscaping, but the new owner is trying to make a case by saying that current residents have extended their gardens beyond where they should be. Cllr Mr Phipps</p>	<p>MAP</p> <p>MAP</p>

	<p>commented that the new owner may be self-certifying on building regulations. Cllr Mr Phipps will continue to investigate and also suggested that the Residents Association also raise their concerns with the Housing Officer.</p> <p>(c)Affordable Housing – Cllr Mr Phipps commented that he had contacted the developer who had offered to carry out a housing needs survey on our behalf in order to establish and understanding of the process. The assessment is done for the Parish Council and usually commissioned by the Parish Council and thus we would have full control of the process. An external consultant would normally be commissioned, but the developer has offered to do it for us. We could use the information to support the neighbourhood plan. This particular developer offers a product for small scale affordable developments of around 5 or 6 houses. They ensure that the occupation of the houses is either retained by residents who are truly local, or they hand the scheme over to a housing association. Cllr Mr Cooke enquired if the survey also looks at the needs of the local residents. Cllr Mr Phipps commented that yes it will.</p> <p>Cllr Mrs Cowlard enquired if the Local Neighbourhood Plan would cover this. Cllr Mr Phipps commented that yes it could do.</p>	<p>MAP</p>
<p>PC/09/08</p>	<p>Maintenance (a)Lengthsman – No comments.</p>	
<p>PC/09/09</p>	<p>Council Administration/Correspondence (a)Task monitor – Clerk Mrs Drower commented that the current items being monitored are the layby fencing and the reported vans and caravan. (b)Sheepway (Moor Gate) noticeboard – Clerk Mrs Drower commented that after investigating whether or not PPC had to legally have noticeboards, NSC did not know, NALC did not know, but ALCA has confirmed that there is no legal requirement to have a noticeboard. However, there is a legal requirement to be able to place statutory notices in a prominent position. Clerk Mrs Drower commented that we are able to post physical notices on the board at the Village Hall, we can advertise in local press, on our website and on social media. Cllr Phipps proposed that we indicate in the October Newsletter that we are proposing to dispense with noticeboards, and also to post on social media about this. He also suggested that we send a physical mailshot to residents of Moorgate to tell them that the noticeboard there would be dispensed with.</p>	<p>DD</p> <p>DD</p> <p>DD</p>

	<p>It was further suggested that the board on the green be relocated to the village hall, Cllr Phipps noted that this would have to be discussed with the Club committee as someone would have to hold the key.</p> <p>(c) Elm Tree Park bus stop – litter bin – Clerk Mrs Drower commented that a litter bin would be useful here as there is nowhere for people using the bus stop to put their rubbish, so inevitably a lot just gets dropped on the floor. Cllr Mr Phipps commented that the cost of purchase and installation of the bin was prohibitive at likely to be around £500. Clerk Mrs Drower offered to approach business owners in Elm Tree Park business park for contributions to fund a bin.</p> <p>(e) Community Emergency Shelter Scheme – Cllr Mr Phipps commented that we have been approached to see if we have suitable premises that might be used in an emergency. Both the Village Hall and the Church have been asked if they would consider being registered under this scheme, and both have responded positively. They will discuss this with their own committees before making a final decision.</p> <p>Cllr Mr Cooke commented that this had been looked at in the past, and when both premises had been inspected, the problem with using them for emergency accommodation was the lack of parking.</p> <p>(f) Pavement survey – update – Cllr Mr Phipps commented that Cllr Mr Cooke and himself had completed a visual inspection survey of pavement condition in the main village. Cllr Mr Phipps added that there is a copy of the website, and the report has been sent to NSC Highways Dept. Copies will also be sent to Alex Hearne and relevant councillors with responsibility for Asset Management and Budgets. Cllr Mr Phipps commented that we have about 2500m of tarmac pavements in the village, with much of it being over 40 years old, and in need of repair. In the report we have requested that 5% of pavements be urgently resurfaced, and thereafter a programme of repair to be instituted. Cllr Mr Phipps commented that given the amount of pavement in the village, it is important to begin tackling the rest within the next 5 years by setting up an annual programme.</p> <p>Cllr Mr Phipps asked cllrs to consider whether they would be prepared to put some funding towards it as NSC may well suggest this to move us up the priority list. Cllrs Mrs Cowlard, Mr Cooke and Mr Coles were not in favour of this.</p> <p>(g) Nature Reserve – meeting with NSC – update – Cllr Mr Phipps commented that no meeting had yet been arranged, and this wouldn't happen without Nigel Ashton present anyway. Cllr Mr Phipps also commented that it</p>	<p>MAP</p> <p>MAP/PC</p> <p>MAP</p>
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	appears that Portishead would be quite keen to take over the management. There appears to be some confusion over who actually own or have rights to the nature reserve. Clerk Mr Drower will investigate.	
PC/09/10	Sheepway issues – none this month. Cllr Mr Phipps commented that he is keen to remove headline items off the agenda such as Sheepway issues if there is nothing to report because residents need to know if something is up for discussion. Other Cllrs were not keen to remove headline items, and going forward we will put a ‘no issues reported’ comment on the agenda. It was also agreed that if a substantial item comes up under these headline items, then it should be discussed informally and then formally put on the agenda for the next meeting, Councillors can then discuss and propose resolutions accordingly having published the item more specifically. Elm Tree Park was a good example of this where resident had come to a meeting some time ago but only when we had noted a specific item on the agenda was any action proposed and minuted.	
PC/09/11	Allotments update – Cllr Mr Coles commented that the fence to the left of the entry gate is rotten needs replacing and asked for funds to repair it. All councillors agreed.	

Meeting finished at 9.20p.m.

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