

Portbury Parish Council

MINUTES

Minutes of the meeting held 7th April 2020
via Video Link

Present:

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

Chairman: Cllr Phipps

Clerk: Minutes taken by Dawn Drower - Clerk

Representatives:

Others:

Meeting commenced at 7.30pm

No	Item	Action
PC/0420/01	Declaration of Interest by Members – None declared	
PC/0420/02	Apologies received – None	
PC/0420/03	Minutes of PPC's monthly meeting held on the 7th March 2020 were presented. Proposed Cllr Mr Cooke Seconded Cllr Mrs Cowlard Resolved that: Minutes were agreed by all.	ALL
PC/0420/04	Chairman's report The agenda for this video link meeting had been publicised in advance on Facebook and via the email distribution list in order to give members of the public the chance to write in with any comments and issues. No comments or questions had been received by the Clerk. 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.	MAP

<p>PC/0420/05</p>	<p>Finance (a)Payments for authorisation – As per schedule presented prior to meeting. RESOLVED that: The payments as scheduled in the Finance Report were approved. Clerk Mrs Drower commented that at the end of our financial year we were actually underspent by £1566. The bulk of this was an underspend of £900 on clerk duties, £500 underspend on consultancy as none was needed, £425 underspend on contingencies and £444 underspend on maintenance, this was offset by an overspend of £742 on donations. Clerk Mrs Drower asked Cllrs if they were happy to agree the March expenditure as previously circulated and on the website. All Cllrs were in agreement. Clerk Mrs Drower commented that the annual audit, which she would normally be preparing for in April/May, had been postponed due to Covid-19 and awaits further instructions from ALCA.</p>	<p>ALL</p> <p>DD</p>
<p>PC/0420/06</p>	<p>Crime and Disorder (a)Crime Stats -Clerk Mrs Drower commented that there were no crime stats to report. (b)Local crime – Clerk Mrs Drower commented that whilst there had been no reported local crime, we should be aware that there had been a further attempted break-in to an outbuilding at the Clapton end of Caswell Lane.</p>	<p>DD</p>
<p>PC/0420/07</p>	<p>Planning Applications received: (a)20/P/0289/CQA – Honor Farm – prior approval for conversion of agricultural building to residential - granted (b)20/P/0579/FUH – 25 Caswell Lane, erection of garage, stores and office following demolition of existing garage and stables – Cllr Mr Phipps commented that the application uses the footprint of the previous single storey garage and store, to erect a garage and store with office above. Whilst NSC may have issues with the height Cllr Mr Phipps commented that the structure is set back well off the road, and the design is very sympathetic. All Cllrs agreed that no comment was necessary. Enforcement: No updates</p>	<p>MP</p>
<p>PC/0420/08</p>	<p>Maintenance (a)Lengthsman – Clerk Mr Phipps thanked Cllr Mr Coles for assisting with the dog bins in the absence of our lengthsman. Cllr Mr Phipps commented that the village green will be in need of a cut shortly, and wondered if possible, someone in the village would be able to help. Cllrs agreed</p>	<p>DD/WC</p>

	<p>they would be happy to pay someone. Cllr Mr Romanski suggested maybe Gordano Rugby Club could help with the loan of their mower, or we could pay them to do it for us. Cllr Mrs Cowlard suggested Glendale, but Cllr Mr Cooke commented that Glendale have been diverted onto other tasks by NSC.</p> <p>Cllr Mr Phipps commented that he would explore the options after the meeting.</p>	<p>MAP</p>
<p>PC/0420/09</p>	<p>Council Administration/Correspondence</p> <p>(a)Portbury Rangers – Clerk Mrs Drower commented that a resident had written to the Parish Council about organising a group of volunteer residents to keep the village tidy (whilst they are out exercising), in the absence of the lengthsman. He was looking for our support. All Cllrs were in full support of this. Clerk Mrs Drower commented that we have already emailed him giving our support, but wondered if we might help out with bin bags and use of our equipment. Clerk Mrs Drower offered to bring the equipment donated by NSC over, Cllr Mr Romanski offered to coordinate the equipment by keeping it at his house and leaving it outside for collection when requested, observing social distancing rules. Cllrs thought it important that the resident keep the project under his control, and not adopted by the Parish Council. Clerk Mrs Drower will respond to the resident about the equipment and suggest he also puts the group on Facebook.</p> <p>(b)Gulley clearance – Cllr Mr Phipps commented that despite numerous emails and calls, we are still no further forward with any of the gulleys. Cllr Mr Phipps commented that the gulleys in Mill Lane are still blocked. Now we are past the worst of the weather, it is the perfect time to get the drains dug out.</p> <p>(c)Play equipment – inspection report – Cllr Mrs Cowlard commented that we have all seen the report from GB Sport. We are going to speak to the manufacturer to find out what they advise. The equipment is only 9 years old, so should be well within its lifespan. Cllr Mr Phipps suggested capping the wooden posts with lead to weather proof them.</p> <p>Cllr Mr Phipps asked cllrs to consider whether the play equipment should be closed down during the Covid-19 crisis.</p> <p>Cllr Mrs Cowlard commented that the play equipment should be shut down to public use. Cllrs had varied opinions as the whether they thought playgrounds had to be shut down because of Covid – 19. Clerk Mrs Drower commented that the Prime Minister ordered on March 23rd in his press conference that all playgrounds had to shut. Cllrs voted 4 to 2 to close the play equipment.</p>	<p>DD/TR</p> <p>MP/ALL</p> <p>DD</p>

	<p>Cllr Mrs Cowlard commented that we need to put some signs up informing the public that the play equipment is closed.</p> <p>Cllr Mr Cooke commented that he has some red and white tape which could wrap around the equipment.</p> <p>Cllr Mrs Cowlard commented that there was some hazard tape left over from a previous car accident.</p> <p>Cllr Mr Phipps commented that we should also post a notice on the gate.</p> <p>Clerk Mrs Drower will post on Facebook advising residents that the play equipment is closed.</p> <p>(d)Covid – 19 response – Cllr Mr Phipps commented that so far, we have actioned and paid for an emergency dedicated mobile phone for the support group for residents who may need assistance.</p> <p>Cllr Mr Phipps commented that the Annual Residents meeting will be cancelled due to the current situation.</p> <p>Cllr Mr Phipps asked Cllrs to give some thought to what we can do as a village to celebrate once life returns to normal.</p> <p>(e)Green initiative for the Parish – Cllr Mr Phipps suggested to Cllrs that they give some thought to green initiatives around the village such as tree planting, re-wilding of certain areas, and whether or not we put some of our funds towards it.</p> <p>(f)Parking restrictions review – Cllr Mr Phipps commented that we were invited to consider by NSC whether to implement wider parking restrictions in the village. There are two areas where parking by non-residents, particularly car clubbers, causes nuisance and hazard. The area adjacent to the school where early parking causes difficulties for parents who need to drop their children off. Cllr Mr Phipps suggested a 30-minute restriction between the hours of 8am and 6pm, as long as this doesn't cause staff a problem. The other area is the passing place on Caswell Lane, which is causing a hazard for vehicles wishing to pass here. Cllr Mr Phipps suggested double yellow lines here.</p> <p>Cllr Mr Cooke commented that the church has events that sometimes last a few hours, so the parking restrictions would need to work for the church. Cllr Mr Cooke commented that we should talk to the church formally for their views.</p> <p>Cllr Mr Phipps agreed and would contact the church.</p> <p>Cllr Mr Cooke further commented that the signs at the passing place in Caswell Lane are not very clear and only show No Parking coming into the village, so may not be clear to the people parking there.</p> <p>Cllr Mr Phipps will comment to NSC that we will accept their recommendations to stop people parking in the passing places.</p> <p>(g)Mill Lane – WPD tree trimming – Clerk Mrs Drower needs to respond to WPD that we are happy with the work carried out. Cllr Mr Romanski will check.</p>	<p>PC</p> <p>DD</p> <p>ALL</p> <p>MAP</p> <p>MAP</p> <p>TR</p> <p>PC</p>
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	<p>(h)War Memorial – meeting update with BPC – Cllr Mr Cooke commented that due to the current situation he has not followed up with BPC. However, the BPC are happy to supply apprentices to help repaint the War Memorial once things return to normal.</p> <p>(i)Section 106 monies – update - Clerk Mrs Drower commented that Nigel Ashton is following this up.</p> <p>(j)Your neighbourhood update – Cllr Mr Phipps commented that the planned public sessions did not happen due to the growing Covid-19 situation. In the absence of the meeting Cllr Mr Phipps has written a response to Gemma Dando NSC outlining our thoughts on “Your Neighbourhood” consultation. Cllr Mr Phipps was disappointed with the scope of services that the consultation covered.</p> <p>(k)New scams currently circulating – Cllr Mrs Cowlard advised about a scam going around currently abusing the Covid-19 situation. Scammers knock on the door of vulnerable people and offer to do their shopping and take cash to do so. After a couple of times, once they have gained the persons trust, they then use an excuse that shops will no longer take cash and ask for a debit card instead along with the PIN. Then they disappear along with the person’s funds. Cllr Mr Cooke suggested posting this on Facebook, and the distribution list. Cllr Mr Phipps commented that a mini interim newsletter to residents including scam details would be appropriate. Cllr Mrs Cowlard will produce the mini newsletter.</p>	<p>MAP</p> <p>MAP</p> <p>WC</p>
PC/0420/10	<p>Sheepway issues – Cllr Mr Lanham commented that Sheepway is very busy with walkers, horse riders, cyclists and runners but they did appear to be observing social distancing.</p>	<p>KL</p>
PC/0420/11	<p>Allotments update – Clerk Mrs Drower commented that the rent invoices for the allotments for the coming year have been emailed out to tenants.</p> <p>Cllr Mr Coles commented that he is currently producing some more forms such as ‘application to erect a small shed’ and will present them to the council for approval.</p>	<p>TC/DD</p>

Meeting finished at 8.20p.m.

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