

# Portbury Parish Council

## MINUTES

Minutes of the meeting held 7th December 2021

**Present:**

**Councillors:** Cllr Mr Romanski Cllr Mr Phipps Cllr Mr Cheek  
Cllr Mr Mangnall Cllr Mr Coles Cllr Mr Lanham

**Chairman:** Cllr Mrs Cowlard

**Clerk:** Minutes taken by Mrs Dawn Drower – Clerk

**Representatives:**

**Others:**

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Meeting commenced at 7.30pm

No	Item	Action
PC/1221/01	<b>Declaration of Interest by Members</b> – There were no declarations of interest.	
PC/1221/02	<b>Apologies received</b> – None, though due to traffic issues Cllr Mr Mangnall arrived at 7.35pm and Cllr Mr Lanham arrived at 8.00pm	
PC/1221/03	<b>Minutes</b> of PPC's monthly meeting held on the 2nd of November 2021 were presented. Cllr Mrs Cowlard went over the action points of the last meeting. Cllr Mrs Cowlard has spoken to Centre Great about our missing contract and further broken lights. Centre Great will attend to immediately and apologised also for being behind with their invoicing. Cllr Mrs Cowlard has been unable to get a response from Sean Walsh. There has been tree cutting along the edge of the M5, but the ones by the Play Park have not been cut down. All other action points are covered under the agenda.  The minutes were:	<b>ALL</b>

	<p>Proposed Cllr Mrs Cowlard    Seconded Cllr Mr Phipps</p> <p><b>Resolved that:</b> Minutes were agreed by all.</p>	
<b>PC/1221/04</b>	<p><b>Finance</b></p> <p><b>(a) Payments for authorisation</b> – As per schedule presented prior to meeting.  Clerk Mrs commented that all payments were in line with the finance notes except Kevin’s payment which has been amended, as Cllr Mrs Cowlard has queried his extra charge for cutting the play park. This charge should be part of his contracted 4 hours.  There is a payment to ALCA for the training course for Cllr Mr Mangnall and Cllr Mr Cheek. Both Cllrs thought the course was informative but too much information to take in in one go.  Cllr Mr Phipps commented that the budget figures could amalgamate into the finance sheet.  Clerk Mrs Drower commented that we are running very close to the annual budget for maintenance, with still 3 months to go.</p> <p><b>RESOLVED that:</b> The payments as scheduled in the Finance Report were approved.</p> <p>Proposed    Cllr Mrs Cowlard    Seconded Cllr Mr Phipps</p> <p>Agreed by all Cllrs.</p>	<b>ALL</b>
<b>PC/1221/05</b>	<p><b>Crime and Disorder</b></p> <p><b>(a) Crime Stats</b> -Clerk Mrs Drower commented the local crime stats showed no crime in Portbury.  <b>(b) Local crime</b> – Clerk Mrs Drower commented that there had been no local crime reported.</p>	<b>WC/DD</b>
<b>PC/1221/06</b>	<p><b>Planning</b></p> <p><b>Applications received:</b></p> <p><b>(a) 21/P/0474/MOD</b> – Land at Moor Farm – Deed of variation to modify mortgagee exclusions Clause – no update.  <b>(b) 21/P/2410/FUH</b> -1 Mill Lane – Proposed erection of two storey and single storey rear extension – approved.  <b>(c) 21/P/3063/FUH</b> – 1 Moor Gate – installation of conservatory at rear of property – Cllr Mr Phipps commented that there were no issues with this application. All Cllrs agreed.  <b>(d) 21/P/3091/FUH</b> – The Thatched Cottage, Sheepway – proposed erection of single storey extension to rear/side of property – Cllr Mr Phipps commented that there were no issues with this one. All Cllrs agreed.</p>	<b>MAP</b>

	<p><b>(e)21/P/3092/LBC</b> – The Thatched Cottage, Sheepway – LBC for erection or rear/side extension – no issues.</p> <p><b>(f)Enforcement notices</b> – Paddock Lakes, Wharf Villas and Elm Tree Park – no updates</p> <p>N.B 21/P/3266/EIA – Martcombe Road – solar panel farm This item was added to the agenda for discussion. Whilst not yet being a planning application, Cllr Phipps brought this request for an EIA screening opinion to the Council’s attention.</p> <p>The eventual proposal, if progressed, will see an application to install 9500 solar panels on land to the at the junction of the High Street and the A369. This land, to the South and East of the High Street, is in the green belt. The application is requesting an opinion as to whether an Environmental Impact Assessment (EIA) is needed for a full application. Cllr Phipps’ view was that given the acknowledged sensitivity of the Landscape to the South of Portbury an EIA was clearly necessary. All Cllrs agreed and Cllr Phipps will register an appropriate comment with NSC. There was some discussion about whether this scheme would go ahead, as the applicant is not the landowner.</p>	<p><b>KL/DD/MAP</b></p> <p><b>MAP</b></p>
<p><b>PC/1221/07</b></p>	<p><b>Maintenance</b></p> <p><b>(a)Lengthsman</b> – Clerk Mrs Drower commented that along with Cllr Mrs Cowlard, they will update Kevin’s contract letter. Looking for other contractors who can quote for the work will be revisited. Clerk Mrs Drower commented that Kevin has reminded us that he will be charging the ‘one off’ annual fee agreed of £100 to remove the green waste.</p> <p>Cllr Mrs Cowlard mentioned the track to the woods was very overgrown and NSC have no funds to cut it back. Cllr Mr Cheek and some colleagues have already cut it back.</p>	<p><b>WC/DD</b></p>
<p><b>PC/1221/08</b></p>	<p><b>Council Administration/Correspondence</b></p> <p><b>(a)Monthly meetings date amendments</b> – Clerk Mrs Drower commented that some of the earlier 2022 meetings fall so early in the month that it makes it very difficult to prepare the finance figures.</p> <p>Cllrs agreed that the meetings on the 4/1/22 will move to 11/1/22, the meeting on the 1/2/22 will move to the 8/2/22 as will the March meeting from 1/3/22 to 8/3/22. Clerk Mrs Drower will amend calendar on website.</p> <p><b>(b)Notice boards</b> – Cllr Mr Phipps commented that the Perspex on the noticeboard on the green is very scratched now and needs replacing and suggested that possibly the complete top part of the noticeboard needs replacing. This will be used for information about the village. Cllrs agreed to replace the notice board with a mounted board, possibly on the back of the War</p>	<p><b>DD</b></p> <p><b>MAP</b></p>

	<p>Memorial. Cllr Mr Phipps will get a price for the replacement.</p> <p><b>(c)Portbury Sea Wall/Nature Reserve update</b> –Cllr Mr Mangnall commented that he has been researching predictions of sea level rising, and climate change and how this could affect us locally. Cllr Mr Mangnall commented that some predictions suggest a major flood every 7 years, which luckily has not happened yet. This would flood the nature reserve up to 2 metres in places. However, the available data is not really conclusive. Cllr Mangnall will continue to search for definitive data on the extent and likely frequency of flooding in the area. Even if we cannot verify some of the worst predictions, we can still write to Cllr Ashton and Liam Fox pointing out the difference in the predictions and ask then for more work to be done.</p> <p><b>(d)Playing field – gate replacement</b> – Cllr Mr Phipps commented that the current gate has no post and needs replacing. Cllr Mr Phipps commented that a budget of £750 should be allowed for.</p> <p>Proposed Cllr Mr Phipps      Seconded Cllr Mrs Cowlard</p> <p>All in favour</p> <p><b>(e)Neighbourhood Plan and site assessment</b> – Cllr Mr Phipps commented that he had distributed the latest site assessment to all Cllrs but feels that it should now go public. Cllr Mr Phipps commented that he feels comfortable with the section which mentions land that could be developed. The report has been government funded and could be used as a benchmark for development in the future. Cllrs agreed that this site assessment document should be available to the residents. The local plan should include the allocation of the field next to the Village Hall as a car park. Cllr Mr Phipps has conversed with Newcombe Estate about leasing the field for a car park, and they would like a bigger discussion about the site.</p> <p><b>(f)Neighbourhood Plan public questionnaire</b> – Cllrs agreed to send out the document to residents now, but advise residents that this may be updated when NSC publish their updated Local Plan, which may be early next year.</p> <p><b>(g)To do list</b> – Cllr Mrs Cowlard asked if the new emails were all up and running with all Cllrs. Clerk Mrs Drower commented that she needed some help. Cllr Mr Phipps proposed that all Cllrs set up their new e-mail addresses by 1<sup>st</sup> January 2022. He will e-mail all to check status later in December. All Cllrs agreed and will contact Cllr Phipps if any help is needed.</p> <p><b>(h)Jct 19 update</b> – Cllr Mr Phipps commented that he thought the flow of traffic was much improved.</p>	<p>JM</p> <p>MAP/NC</p> <p>MAP</p> <p>MAP</p> <p>DD</p> <p>All/MAP</p> <p>MAP</p>
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	<p><b>(i)War memorial research -</b>  Cllr Mr Phipps commented that he has been researching the history of individual residents who lost their lives during the 1<sup>st</sup> World War. Cllr Mr Phipps suggested that the research would be easier and more comprehensive using Ancestry.co.uk. Cllrs agreed to subscribe to this, which would also benefit residents who could use the site. The annual fee is c£90. Cllrs agreed to subscribe to this.</p> <p>Proposed Cllr Mrs Cowlard    Seconded Cllr Mr Romanski</p> <p>All in favour</p>	
<b>PC/1221/09</b>	<p><b>Sheepway –</b>  <b>(a)Potential use of field for business -</b> Cllr Mr Lanham and Cllr Mr Phipps have met with a gentleman who wishes to run a camp site from a field off the Portbury Hundred, just past the layby. Cllr Mr Phipps advised him to apply for a change of use, and that Highways may be an issue because of the speed on the Portbury Hundred. Cllrs advised the gentleman that Cllrs would not be able to consider this until an application for a change of use was submitted.</p>	
<b>PC/1221/10</b>	<p><b>Allotments update – no issues</b></p>	

**Meeting finished at 8.50 p.m.**

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