

# Portbury Parish Council

## MINUTES

Minutes of the meeting held 8th March 2022

**Present:**

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

**Chairman:** Cllr Mrs Cowlard

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

**Representatives:**

**Others** Two members of the general public

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Meeting commenced at 7.30pm

No	Item	Action
PC/0322/01	<b>Declaration of Interest by Members</b> -Cllr Mr Phipps declared an interest in the Village Hall	
PC/0322/02	<b>Apologies received</b> – Apologies were received from Cllr Mr Lanham.	
PC/0322/03	<b>Minutes</b> of PPC’s monthly meeting held on the 8th of February 2022 were presented. Cllr Mrs Cowlard went over the action points of the last meeting. Clerk Mrs Drower confirmed that 100 traffic parking cones have been ordered. Cllr Mr Phipps commented he had researched the memorial board costs, and that the cost for a printed acrylic insert into the noticeboard would be c£30. However, a free standing full interpretation board, then this would be c£1200. Cllr Mr Phipps commented that he had done some investigation into the tree reduction at Forfarmers	<b>DD</b>  <b>MAP</b>

	<p>and didn't feel it posed any issues regarding light pollution into Portbury. Cllr Mr Cheek commented that he is still to fix the See Saw in the new park.</p> <p>All other action points are covered under the agenda.</p> <p>The minutes were:</p> <p>Proposed Cllr Mr Phipps    Seconded Cllr Mr Coles</p> <p><b>Resolved that:</b> Minutes were agreed by all.</p>	<b>NC</b>
<b>PC/0322/04</b>	<p><b>Finance</b> <b>(a) Payments for authorisation</b> – As per schedule presented prior to meeting. Clerk Mrs Drower commented that all payments were in line with the finance sheets, and no exceptional payments this month. Clerk Mrs Drower commented that we are in line to be slightly over budget by year end. Cllr Mr Phipps commented that previously he has said he would like the funds put aside for the clerk role to catch up on outstanding tasks in the To Do list. Clerk Mrs Drower confirmed she was increasing her hours to accommodate this.</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 Mangnall</p> <p>Agreed by all Cllrs.</p>	<b>ALL</b>
<b>PC/0322/05</b>	<p><b>Crime and Disorder</b> <b>(a) Crime Stats</b> -Clerk Mrs Drower commented the local crime stats showed no crime in Portbury. <b>(b) Local crime</b> – Cllr Mrs Cowlard commented that there had been no reports of local crime.</p>	<b>WC/DD</b>
<b>PC/0322/06</b>	<p><b>Planning</b> <b>Applications received:</b> <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/2364/OUT</b> – Cole Acre Kennels - Outline planning for 1 No dwelling – no update. <b>(c) 21/P/2534/FUL</b> – 1 Wharf Villas – change of use of land to residential curtilage and erection of car port no update.</p>	<b>MAP</b>

	<p><b>(d)21/P/3247/FUH – 3 High Street</b> – 2 Storey side extension – Ratification of discussion at January meeting. Cllr Mr Phipps has sent a letter of no comment to NSC as agreed at last meeting.</p> <p><b>(e)21/P/3498/FUL – The Piggery</b> – Proposed conversion of existing office unit to extend and create an agricultural worker dwelling – no update.</p> <p><b>(f)21/P/3517/TPO – Forfarmers UK</b> – Tree reduction application – no update.</p> <p><b>(g)23 High Street</b> – Proposed single storey rear extension – no update.</p> <p><b>(h)Enforcement notices</b> – Paddock Lakes, Wharf Villas and Elm Tree Park – no updates on the above.</p> <p>Cllr Mr Phipps commented that although there was no update on the Local Plan, we are waiting imminently for the issue of the new local plan.</p>	
<p><b>PC/0322/07</b></p>	<p><b>Maintenance</b></p> <p><b>(a)Lengthsman</b> – Cllr Mrs Cowlard commented that Kevin no has his new contract, and he has been asked to let us know if he has any queries.</p> <p>Kevin now has the new dog poo bin, and the lid for the broken one.</p> <p>Cllr Mrs Cowlard found the sign for the playing field in the hedge and has asked Kevin to reinstate it.</p> <p>Cllr Mr Phipps commented that he has reported gullies at Mill Lane, outside the church and by The Priory and has had a favourable response re the Mill Lane and church ones.</p>	<p><b>WC/DD</b></p>
<p><b>PC/0322/08</b></p>	<p><b>Council Administration/Correspondence</b></p> <p><b>(a)Portbury Sea Wall/Nature Reserve update</b> – Cllr Mr Mangnall commented that there is no real update, and has not been able to get hold of Mr Heaton-Armstrong, and Mr R Cartwright offered to speak with him as he knows him.</p> <p><b>(b)Condition of bus stops at Sheepway/A369 junction</b> – Clerk Mrs Drower commented that this has all been reported to NSC transport department via Shelley Lee. Cllr Mr Phipps commented that he thinks the graffiti is potentially being carried out by someone local and we should make enquiries.</p> <p>Cllr Mr Coles commented that there has been some offensive graffiti put on the church wall.</p> <p>Cllr Mrs Cowlard has given the church our lengthsman’s number if they need help removing it.</p> <p><b>(c)Condition of footbridge</b> – Cllr Mr Phipps commented that he has inspected the handrail on the footbridge as its loose and potentially dangerous. He has taken some pictures and will report it to HE.</p>	<p><b>JM</b></p> <p><b>DD</b></p> <p><b>MAP</b></p>

	<p>Cllr Mr Coles commented that he had seen some men in yellow jackets inspecting the footbridge last week.</p> <p><b>(d)Drainage at Village Hall</b> – Cllr Mr Phipps commented that both the drains by the Village Hall are blocked and potentially the drains are collapsed. The Village Hall does not have the reserves to clear both of them. Only the one on the side is on their land, however the one on the pavement is on public land. Cllr Mr Phipps asked Cllrs what they were prepared to do about the one in the pavement.</p> <p>Cllrs agreed to contact NSC again to sort the one in the pavement.</p> <p><b>(e)Review of To Do list</b> - Cllr Mr Phipps reminded Cllrs that we monitor tasks to complete on a Microsoft To Do list. Cllr Mr Phipps went through the items outstanding on the To Do List and removed ones that are now completed. Clerk Mrs Drower will concentrate on items outstanding and complete as soon as possible.</p> <p><b>(f)Horses on Priory Walk</b> – Cllr Mr Romanski commented that he had received complaints from residents about horses being ridden along Priory Walk and leaving droppings behind on the pavements.</p> <p>Cllr Mrs Cowlard will speak with the horse riders.</p> <p><b>(g)Portbury Hundred clean up</b> – A visitor addressed the meeting - Mr Cartwright, who belongs to the group who regularly clean the litter from along the Portbury Hundred between March and October asked if Cllrs would approve the planting of wildflowers along the Portbury Hundred to try and dissuade people from leaving litter there. Mr Cartwright also asked if two signs could be erected to say ‘Welcome to Portishead’ with a message about not littering.</p> <p>Cllr Mr Phipps suggested approaching the fast-food drive throughs to ask for funds for signage etc as most of the rubbish is coming from their takeaways.</p> <p>Cllrs agreed in principle about the planting of wild flowers subject to advice being taken.</p> <p>Mr Cartwright will keep Clerk Mrs Drower informed before planting the flowers and the proposed signage for Cllrs to further consider.</p> <p><b>(h)Memorial plaque enquiry from resident</b> – Cllr Mr Cheek commented that a member of the general public had approached the Parish Council with a view to placing a memorial plaque in the village in memory of his parents who had strong connections to the village.</p> <p>Cllr Mr Phipps commented that the usual way would be for the plaque to be displayed on an asset.</p> <p>Cllrs agreed in principle that a plaque could be displayed on a bench supplied by the family.</p>	<p><b>MAP</b></p> <p><b>DD</b></p> <p><b>WC</b></p> <p><b>ALL</b></p> <p><b>NC</b></p>
<p><b>PC/0322/09</b></p>	<p><b>Sheepway</b> – no issues</p>	

PC/0322/10	Allotments update – no issues	
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**Meeting finished at 9.20 p.m.**  
**Portbury Parish Council Adcroft House, 15 Roath Road, Portishead, BS20 6AW**