

Portbury Parish Council

MINUTES

Minutes of the meeting held 8th August 2023

Present:

Councillors: Cllr Mr Chilcott Cllr Mr Campbell Cllr Mr Lanham

Chairman: Cllr Mrs Cowlard

Clerk: Minutes taken by Mrs Dawn Drower – Clerk

Representatives:

Others

Meeting commenced at 7.30pm

No	Item	Action
PC/0823/01	Declaration of Interest by Members – No declarations of interest.	
PC/0823/02	Apologies received – Cllr Mr Cheek	
PC/0823/03	Minutes of PPC's monthly meeting held on the 11th of July 2023 were presented. Cllr Mrs Cowlard went over the action points of the last meeting: Clerk Mrs Drower has requested a meeting with Liam Abercrombie NSC to discuss the proposed kerbing along Mill/Portbury Lane. Cllr Mrs Cowlard is happy to attend. Clerk Mrs Drower has requested that NSC remove the damaged grit bin. Clerk Mrs Drower has an email from NSC stating they are not responsible for replacement of grit bins. Cllr Mrs Cowlard commented that the H Bar request has been forwarded to the resident who requested it. Cllr Mrs Cowlard will keep in contact with the resident.	WC DD/WC DD WC

	<p>Cllr Mrs Cowlard commented that we now have 7 volunteers for Speed watch.</p> <p>All other action points are covered under the agenda.</p> <p>The minutes were:</p> <p>Proposed Cllr Mrs Cowlard Seconded Cllr Mr Campbell</p> <p>Resolved that: Minutes were agreed by all.</p>	WC
PC/0823/04	<p>Finance</p> <p>(a) Payments for authorisation – As per schedule presented prior to meeting.</p> <p>Clerk Mrs Drower commented that all payments were in line with the finance sheets.</p> <p>Clerk Mrs Drower went over the bank account balances and figures on the finance sheets.</p> <p>We have received our lengthsman grant of £123.47 from NSC.</p> <p>There are six payments for authorisation – Clerk July administration and expenses, K&E (lengthsman) July maintenance, BHIB annual insurance, Mrs Muller-Haus – coronation expenses</p> <p>(b) Clerk Mrs Drower commented that the process of setting up the new mandate for bank signatories is with Nat West. We shall let this be set up, and then add Cllrs Chilcott and Lanham as signatories.</p> <p>RESOLVED that: The payments as scheduled in the Finance Report were approved.</p> <p>Proposed Cllr Mrs Cowlard Seconded Cllr Mr Campbell</p> <p>Agreed by all Cllrs.</p>	DD DD
PC/0823/05	<p>Crime and Disorder</p> <p>(a) Crime Stats – none reported.</p> <p>(b) Local crime – none reported.</p>	WC/DD
PC/0823/06	<p>Planning</p> <p>Applications received:</p> <p>(a) 21/P/0474/MOD – Land at Moor Farm – Deed of variation to modify mortgagee exclusions Clause – no update.</p> <p>(b) 22/P/0130/FUL – Racecourse Farm – retrospective planning for change of use from agricultural to light</p>	

	<p>industrial use, alterations to external appearance of building, insert 2 No mezzanine floors – no update.</p> <p>(c)23/P/0169/FUL – Land at Caswell Hill – dog exercise area and vehicular access – refused.</p> <p>(d) 23/P/0456/FUH – Beech Barn Portbury Common – proposed erection of 1.5 storey car port and storage area to east of property – Cllr Mr Phipps commented that the footprint for the barn is almost as big as the house – no update.</p> <p>(e)23/P/0319/FUL – Kerry Foods – erection of single storey extension to provide covered unloading bay – no update.</p> <p>(f)23/P/0020/FUH – 2 Forge End – Demolition of existing lean to and proposed erection of single and two storey side extension - Cllrs agreed to make no comment.</p> <p>(k)Enforcement notices – Caswell Cross Cottages, Racecourse Farm.</p>	<p>DD/WC</p>
<p>PC/0823/07</p>	<p>Maintenance</p> <p>(a)Lengthsman – Cllr Mrs Cowlard commented the Kevin has now cleared the ditch by the Church Hall.</p> <p>Clerk Mrs Drower has ordered the two extra bins that Kevin requested.</p>	<p>WC/DD</p>
<p>PC/0823/08</p>	<p>Council Administration/Correspondence</p> <p>(a)Councillor responsibilities – Cllrs agreed on the responsibilities they were happy to take on, Clerk Mrs Drower will circulate the new List of Responsibilities.</p> <p>(b)Councillor vacancies – update – Clerk Mrs Drower commented that last meeting we agreed to recruit by putting a board outside the village Hall, and a post on Facebook. Cllrs agreed to put it in the next newsletter.</p> <p>(c)Planning page on website/website updates – Cllr Mr Chilcott asked if the new parish councillors’ profiles and pics could be uploaded onto the website as soon as possible. Clerk Mrs Drower to load all the information she has before the next meeting.</p> <p>(d)Council communication and messaging – Cllr Mr Chilcott commented on whether before each meeting we could involve the residents with any issues they have. Clerk Mrs Drower commented that she will check with ALCA. Cllrs agreed to restrict all communications between themselves via the Parish Council email.</p> <p>(e)Newsletter – Cllr Mr Campbell put forward his ideas for the format of the newsletter which is similar to before, but including asking the Rugby Club, Avon wildlife Trust, Nature Reserve and other organisation/businesses in the Village. Cllrs agreed this was a good idea.</p>	<p>ALL</p> <p>ALL</p> <p>DD</p> <p>DD</p> <p>CC</p>

	<p>(f)Footbridge repairs and street light maintenance - update – Clerk Mrs Drower commented that NSC are commissioning an engineer to do a report on the condition of the footbridge as they are concerned that there is something more serious going on under the surface. This is what has held up the repairs. Clerk Mrs Drower commented that she has spoken to NSC and explained that we have not had any communication from Centre Great despite trying to contact them on numerous occasions. Clerk Mrs Drower further explained that our street lighting is in urgent need of repair and maintenance. Hopefully we will be able to this sorted now.</p> <p>(g)Feasibility study for parking facilities for Portbury – Cllr Mrs Cowlard commented that we have had a request from a resident to consider selling the allotments for building and using the funds to purchase land for parking for the Village. Cllrs agreed that the allotments are too close to the motorway for building, and are a valuable community asset. Cllrs agreed that the sale of the allotments was not an option.</p> <p>(h)Refuse bin at the Vale bus stop. Clerk Mrs Drower commented that a resident has requested a rubbish bin at the Vale bus stop. Cllrs agreed that currently we do not have the resources to do this. Clerk Mrs Drower will contact NSC to see if they can help.</p> <p>(i)Bus Lane consultation – Cllr Mrs Cowlard commented that we are still waiting for details of another meeting.</p> <p>(j) Traffic Scheme – update – Cllr Mrs Cowlard commented that we are still waiting for an update.</p> <p>(k)Playground inspection – Cllr Mrs Cowlard commented that there were only advisories on the report, and she will ask Kevin to attend to the recommendations.</p> <p>(l)To do List – no discussion.</p>	<p>DD</p> <p>DD</p> <p>WC</p> <p>WC</p>
PC/0823/09	<p>Sheepway – Sheepway wind turbine – Cllr Mr Chilcott commented that the decision on the preplanning has not been yet reached, but in advance of this wondered if it would be useful if a representative of Channel Green Energy came in to talk to councillors and answer any questions they may have. Cllr Mr Chilcott agreed to ask Mr Carter-Brown for an update and to respond to questions raised by residents at a previous meeting.</p>	CC
PC/0823/10	<p>Allotments update – No issues</p>	TC/DD

Meeting finished at 9.30 p.m.

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

The next meeting is on Tuesday September 5th at 7.30pm in the Village Hall