

Portbury Parish Council

MINUTES

Minutes of the meeting held 11th July 2023

Present:

Councillors: Cllr Mr Cheek Cllr Mr Campbell

Chairman: Cllr Mrs Cowlard

Clerk: Minutes taken by Mrs Dawn Drower – Clerk

Representatives: Mr Coles - Allotments

Others

Meeting commenced at 7.30pm

No	Item	Action
PC/0723/01	Declaration of Interest by Members – No declarations of interest.	
PC/0723/02	Apologies received – Cllr Mr Lanham and Mr Chilcott	
PC/0723/03	Minutes of PPC’s monthly meeting held on the 4th of April 2023 were presented. Cllr Mrs Cowlard went over the action points of the last meeting: Cllr Mrs Cowlard commented that the footbridge repairs have not happened. Clerk Mrs Drower commented that she had been told by NSC that the repairs would be finished by the end March. She will follow this up. All other action points are covered under the agenda. The minutes were: Proposed Cllr Mrs Cowlard Seconded Cllr Mr Cheek Resolved that: Minutes were agreed by all.	WC DD

PC/0723/04	<p>Finance</p> <p>(a) Payments for authorisation – As per schedule presented prior to meeting. Clerk Mrs Drower commented that all payments were in line with the finance sheets. Clerk Mrs Drower went over the bank account balances and figures on the finance sheets.</p> <p>There are four payments for authorisation – PBS April, May and June administration, K&E (lengthsman) April, May and June maintenance, David James – lease for playing field, GB Sports – new play equipment and Mrs Muller-Haus – expenditure for the Coronation party.</p> <p>(b) Cllr Mrs Cowlard signed the Annual Return and the associated forms. All Cllrs present agreed to be cheque signatories – Mrs Wenda Cowlard (Chair), Mr Nick Cheek (Councillor), Mr Cris Campbell (Councillor), Mrs Dawn Drower (Clerk). Clerk Mrs Drower will action.</p> <p>RESOLVED that: The payments as scheduled in the Finance Report were approved.</p> <p>Proposed Cllr Mrs Cowlard Seconded Cllr Mr Cheek</p> <p>Agreed by all Cllrs.</p>	<p>DD</p> <p>DD/WC</p>
PC/0723/05	<p>Crime and Disorder</p> <p>(a) Crime Stats – none reported. (b) Local crime – none reported. Clerk Mrs Drower commented that several isolated yards in Caswell Hill and Clapton in Gordano had been broken into.</p>	WC/DD
PC/0723/06	<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. (b) 22/P/2426/FUH – Holford House, Sheepway – Creation of new outbuilding to house swimming pool – refused. (c) 22/P/2756/FUH – Racecourse Farm – Change of use, external and internal alterations to existing office and create a dwelling – refused.</p>	

	<p>(d)22/P/0130/FUL – Racecourse Farm – retrospective planning for change of use from agricultural to light industrial use, alterations to external appearance of building, insert 2 No mezzanine floors – no update.</p> <p>(e)23/P/0169/FUL – Land at Caswell Hill – dog exercise area and vehicular access – no update.</p> <p>(f)22/P/3015/FUL – Land at the Drove – Change of use and siting 3No prefabricated units, installation of fencing – for 2 years – no update.</p> <p>(g)23/P/0580/FUH – West Side, Sheepway – Proposed demolition of existing conservatory and erection of oak framed garden room to rear of property – Cllrs agreed to make no comment – approved.</p> <p>(h)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>(i)23/P/0698/FUH – 22 High St – Proposed single storey rear extension – approved.</p> <p>(j)23/P/0319/FUL – Kerry Foods – erection of single storey extension to provide covered unloading bay. Cllrs agreed to make no comment.</p> <p>(k)Enforcement notices – Caswell Cross Cottages, Racecourse Farm and Wharf Villas</p>	DD/WC
PC/0723/07	<p>Maintenance</p> <p>(a)Lengthsman – Clerk Mrs Cowlard commented that Kevin has requested two more bins for council waste.</p>	WC/DD
PC/0723/08	<p>Council Administration/Correspondence</p> <p>(a)Councillor responsibilities – Clerk Mrs Drower commented that as two councillors are absent from this meeting, we would discuss this at the next meeting. Councillors present were asked to consider which responsibilities they could take on. Cllr Mr Campbell was happy to look after the Social Club.</p> <p>(b)Weight limits through Portbury – Cllr Mr Cheek commented that the amount of HGV's through the village is increasing. Clerk Mrs Drower commented that if the registration and company name is given to her, she will write to the company concerned advising them of the weight limit through Portbury and asking them to refrain from using this route. Cllr Mr Cheek commented that some of the lorries are not sign written.</p> <p>(c)Councillor vacancies – update – Clerk Mrs Drower commented that we have three vacancies and Cllrs agreed to advertise on Facebook and via the distribution list. Cllr Mr Cheek commented that we should also put this in the next newsletter. Cllr Mr Cheek also suggested explaining to residents what the alternative would be if</p>	<p>ALL</p> <p>WC/DD</p> <p>DD/CC/WC</p>

	<p>we weren't quorate, and effectively didn't have a council.</p> <p>(d) Potholes – Mill Lane – A resident has written to NSC about the state of the potholes. NSC have responded and said to repair these would mean a road closure. Clerk Mrs Drower will contact NSC and ask them to attend to these and the ones outside the school on the High Street.</p> <p>(e) Mill close – parking – there is no clear direction from Residents as to what could be done.</p> <p>(f) Kerbing along Failand/Mill Lane – Cllr Mrs Cowlard commented that NSC has contacted the Parish Council about our opinion of kerbing from Mill Lane up to Failand Lane at Oakham Farm to help with the run off of the water into the drains, whether we want intermittent kerbing or the full length. We have responded that we would prefer the whole length to stop further erosion in the gaps. Cllr Mr Campbell suggested that the gullies are cleared at the same time. Cllr Mr Cheek commented that the drains are in the wrong place to capture the running water. Clerk Mrs Drower will suggest a meeting with NSC to discuss the problem and where the water runs v where the drains are.</p> <p>(g) Mill close – damaged grit bin – Clerk Mrs Drower will go back to NSC and ask when it was decided that the replacement/repair of the grit bins was passed on to the Parish Councils</p> <p>(h) Ditch clearing – Old Dairy – Cllr Mrs Cowlard has had no response from the resident of the Old Dairy advising them about the ditch clearing. Cllr Mrs Cowlard has asked Kevin to clear the ditch.</p> <p>(i) H Bar request – a resident has requested an H Bar in Mill close at the top. Cllr Mr Cheek will go and have a look at the site before council agree.</p> <p>(j) Traffic Scheme – update – Cllr Mrs Cowlard commented that we have put in a request to NSC for a traffic scheme in the village, but as of yet we have had no response. Mr Phipps is following this up. Cllr Mrs Cowlard commented that PCSO Kylie Howard is keen to set up another Speed watch to give to NSC more data for the Traffic Scheme. Cllr Mrs Cowlard and Cllr Mr Campbell both said they would join the Speed watch volunteers.</p> <p>(k) Bus Lane consultation – Clerk Mrs Drower commented that following our meeting with NSC about the introduction of a bus lane on the A369, the Parish Council asked for a public consultation and feasibility study. We have had no response so far. Cllr Mrs Cowlard will follow this up.</p> <p>(l) Parking restrictions – Church Lane – Cllr Mrs Cowlard commented that we have not received any response from the school yet.</p> <p>(m) Footbridge repairs and streetlight maintenance – the footbridge still hasn't been repaired, nor the</p>	<p>DD</p> <p>DD</p> <p>DD</p> <p>WC</p> <p>MC/WC</p> <p>MAP/WC</p> <p>WC</p> <p>WC</p> <p>DD</p>
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	<p>streetlights. Clerk Mrs Drower will follow up with HE and NSC.</p> <p>(n)Caswell Lane – speed limit sign – Cllr Mr Campbell commented that 20mph sign painted on the road on Caswell Lane needs to be installed. Clerk Mrs Drower will contact NSC.</p> <p>(o)Parking on playing field for Church event – Cllr Mrs Cowlard commented that the Church have asked if they can use the playing field for parking for an event they are holding in October.</p> <p>Cllrs agreed that the field will be too wet at this time of year. The rugby club will be using the field for training, and the play parks may be being used.</p> <p>Cllrs also felt this was outside the terms of their lease with Newcombe Estates.</p> <p>Cllr Mr Campbell suggested that the Church approach the rugby club to use their car park, hire some minibuses and shuttle visitors to and fro.</p> <p>Cllrs agreed not to allow the field to be used. Clerk Mrs Drower will write to the Church.</p> <p>(p)Church Lane Orchard – TPO – NSC have put a TPO on the trees in the field which is for sale at the end of the High Street, close to the Church.</p> <p>(q)To do list – No discussion.</p>	<p>DD</p> <p>DD</p>
<p>PC/0723/09</p>	<p>Sheepway – no issues.</p>	
<p>PC/0723/10</p>	<p>Allotments update – Expense reimbursement to allotment holders – Mr Coles commented that the reimbursement to allotment is unsatisfactory, and expense incurred in April had still not been paid. Clerk Mrs Drower explained that unfortunately due to the councillors not being elected in May, the May meeting had been cancelled, and the cheque drawn had not therefore been signed. Clerk Mrs Drower suggested a petty cash amount being held for such matters as long as it is a small amount. Larger amounts need to be agreed in advance and a cheque raised for reimbursement.</p> <p>Going forward we are looking at other banks than our current one which understands how Parish Councils operate, so we can operate online payments. In the meantime, if the spend was an emergency and the payer could not wait, then the Clerk could authorise the payment and ratify it at the next meeting. Mr Coles was satisfied with the method going forward.</p>	<p>DD</p>

Meeting finished at 9.30 p.m.

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

The next meeting is on Tuesday August 8th at 7.30pm in the Village Hall