

Portbury Parish Council

MINUTES

Minutes of the meeting held 4th April 2023

Present:

Councillors: Cllr Mr Phipps Cllr Mr Lanham
Cllr Mr Coles (7.40p.m.) Cllr Mr Romanski

Chairman: Cllr Mrs Cowlard

Clerk: Minutes taken by Mrs Dawn Drower – Clerk

Representatives:

Others

Meeting commenced at 7.30pm

No	Item	Action
PC/0423/01	Declaration of Interest by Members – No declarations of interest.	
PC/0423/02	Apologies received – Cllr Mr Cheek	
PC/0423/03	Minutes of PPC’s monthly meeting held on the 7th of March 2023 were presented. Cllr Mrs Cowlard went over the action points of the last meeting: Clerk Mrs Cowlard commented that Mr Nick Carter-Brown – Green Channel Energy had commented that he felt the minutes from March 22 were incorrect, and did not reflect the fact that he attended the meeting and talked to us. Clerk Mrs Drower commented that she had spoken to ALCA and discussed the matter with them. As such Mr Carter-Brown had not asked to speak to the Parish Council before the meeting, so this was not an agenda item. Also the conversation he had with the Parish Council was before the meeting was convened. Therefore the minutes are correct and no mention should be made of his attendance and comments.	DD DD WC DD

	<p>However the parish council do acknowledge that Mr Carter-Brown was at the meeting. Clerk Mrs Drower will go back to Mr Carter-Brown and explain our position.</p> <p>Cllr Mrs Cowlard commented that the footbridge repairs have not happened. Clerk Mrs Drower commented that she had been told that the repairs would be finished by the end March. She will follow this up.</p> <p>Cllr Mrs Cowlard commented that we have had no response from the resident of The Old Dairy, and that she too had delivered another letter. We will wait another two weeks, then get on with clearing the ditch.</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 Romanski</p> <p>Resolved that: Minutes were agreed by all.</p>	<p>DD</p> <p>WC</p>
<p>PC/0423/04</p>	<p>Finance (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.</p> <p>There are four payments for authorisation – PBS March administration, K&E (lengthsman) March maintenance, ALCA annual subs, and rent for Village Hall for March. Clerk Mrs Drower commented that we at the end of our financial year, and we are underspent against budget by £4974, and asked Cllrs to consider for the next meeting what if they would like to ring fence this money or just leave in free reserves. Cllr Mr Phipps commented that around £2000 should be ringfenced towards possible maintenance/drain clearing.</p> <p>RESOLVED that: The payments as scheduled in the Finance Report were approved.</p> <p>Proposed Cllr Mr Lanham Seconded Cllr Mrs Cowlard</p> <p>Agreed by all Cllrs.</p>	<p>DD</p>
<p>PC/0423/05</p>	<p>Crime and Disorder (a) Crime Stats – none reported. (b) Local crime – none reported</p>	<p>WC/DD</p>

<p>PC/0423/06</p>	<p>Planning Applications received: (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 – no update. (c)22/P/2756/FUH – Racecourse Farm – Change of use, external and internal alterations to existing office and create a dwelling – no update. (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. (e)22/P/2899/FUH – Russett Chapel, Caswell Lane – Demolition of existing conservatory and proposed erection of single storey extension – approved. (f)23/P/0169/FUL – Land at Caswell Hill – dog exercise area and vehicular access – no update. (g)22/P/3015/FUL – Land at the Drove – Change of use and siting 3No prefabricated units, installation of fencing – for 2 years – no update. (h)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. (i)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. Cllrs agreed to write to the planning officer - NSC to consider this. (i)Enforcement notices – Caswell Cross Cottages and Racecourse Farm – Cllr Mr Phipps commented that he had been contacted by NSC re the cattle barn at Racecourse Farm. Cllr Mr Phipps commented that the main issue was the access and amount of traffic. NSC will carry out a full traffic survey.</p> <p>Cllr Mr Phipps commented that the planning portal is still not acknowledging and recording our comments and will follow this up with NSC.</p> <p>Cllr Mr Phipps commented that the planning for the inside storage of caravans has now spilled over to a huge outdoor parking area and thinks this should go to enforcement.</p>	<p>MAP</p>
<p>PC/0423/07</p>	<p>Maintenance (a)Lengthsman – Clerk Mrs Drower commented that Kevin is highlighting finger traps at the new play park.</p>	<p>WC/DD</p>

	<p>Cllr Mrs Cowlard will ask Kevin to attend and sort it.</p> <p>Cllr Mrs Cowlard has contacted the National Grid to repair the broken fence at the allotments which they damaged.</p>	
PC/0423/08	<p>Council Administration/Correspondence</p> <p>(a)Coronation - update – Cllr Mrs Cowlard commented that the celebration at the playing field is going ahead, in the form of a ‘picnic in the park’. There will be games for the children, maypole dancing. Pete Cooke is supplying the PA system. This will be on Sunday 7th May. There will be a quiz in then Village Hall in the evening.</p> <p>(b)Bluebell Wood – parking – Cllr Mrs Cowlard commented that the visitors to Priors Wood will be arriving soon. Clerk Mrs Drower commented that we need to let NSC know if we are putting cones out. Cllrs agreed to put the cones out weekends only, not to stop parking but to guide parking so that narrow areas do not become impassable.</p> <p>(c)Play Park – new equipment update – Cllr Mrs Cowlard commented that the equipment is all in situ now, with the climbing net just to be finished.</p> <p>(d)Councillor vacancies – update – Clerk Mrs Drower commented that we have now have three residents who wish to become a parish councillor.</p> <p>(e)Mill Close - parking – Cllr Mr Phipps commented that he has still to contact NSC about a traffic scheme.</p> <p>(f)ARM - format – Clerk Mrs Drower asked Cllrs if they wanted to add anything to our normal format. Cllr Mr Phipps commented that we should ask residents their opinion on the surplus from last year and whether we should ring fence it for maintenance. Cllr Mr Phipps commented that we should ask the residents about their views on the parking cones for bluebell wood.</p> <p>(g)Website updates – Cllr Mr Phipps commented that he is now upgrading our website to Spanglefish 3, and suggested that we transfer documents currently on the To do List for Cllrs to view (password protected so only Cllrs can view). Clerk Mrs Drower commented that we must comply with GDPR. All Cllrs agreed.</p> <p>(h)Traffic Schemes – update – Cllr Mr Phipps commented that NSC are not going to be looking at traffic schemes until around June, and is hopeful that Portbury will be in the budget.</p> <p>(i)Caswell Lane – Speed limit sign – Cllr Mr Phipps commented that as you are leaving Portbury along Caswell Lane there is a redundant national speed limit sign in the 20mph zone. Cllr Mrs Cowlard will ask Kevin to take it down.</p> <p>(j)To do list – No discussion.</p>	<p>WC</p> <p>WC/DD</p> <p>DD</p> <p>MAP</p> <p>DD</p> <p>MAP</p> <p>MAP</p> <p>WC</p>

PC/0423/09	Sheepway – no issues.	
PC/0423/10	Allotments update – no issues.	

Meeting finished at 8.45 p.m.
Portbury Parish Council Adcroft House, 15 Roath Road, Portishead, BS20 6AW

The next meeting is on Tuesday May 9th at 7.30pm in the Village Hall