

# **Portbury Parish Council**

## **MINUTES**

**Minutes of the meeting held 6th May 2025**

**Present:**

**Councillors:** Cllr Mr Campbell Cllr Mr Penn Cllr Mr Lanham

**Chairman:** Cllr Mrs Cowlard

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

**Representatives:** Mr Phipps

**Others**

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Meeting commenced at 8pm

<b>No</b>	<b>Item</b>	<b>Action</b>
<b>PC/0525/01</b>	<b>Declaration of Interest by Members</b> – No declaration of interest.	
<b>PC/0525/02</b>	<b>Apologies received</b> – Cllr Mr Chilcott	
<b>PC/0525/03</b>	<p><b>Minutes</b> of PPC’s monthly meeting held on the 11th of March 2025 were presented.</p> <p>Action point from last meeting – Cllr Mrs Cowlard commented that the outstanding points are: Checking that Kevin is covered under our insurance.</p> <p>The minutes were:</p> <p>Proposed Cllr Mr Campbell Seconded Cllr Mr Penn</p> <p><b>Resolved that:</b> Minutes were agreed by all.</p>	<b>DD</b>
<b>PC/0525/04</b>	<p><b>Finance</b> <b>(a) Payments for authorisation</b> – 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 commented that the April bank statements have not arrived, so the bank is reconciled to March.</p> <p>There are four payments for authorisation – Clerk March/April administration and expenses, K&amp;E (lengthsman) – March/April maintenance. CPRE membership and Village Hall rent Feb/March.</p> <p>Clerk Mrs Drower commented that we have a £6527 underspend which will be discussed next meeting after councillors have considered.</p> <p>Clerk Mrs Drower commented that we are still waiting for the invoice for the traffic camera.</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 Campbell</p> <p>Agreed by all Cllrs.</p>	<p><b>DD</b></p> <p><b>DD</b></p>
<b>PC/0525/05</b>	<p><b>Crime and Disorder</b></p> <p><b>(a)Crime Stats</b> – No crime to report</p> <p><b>(b)Local crime</b> – Cllr Mr Lanham commented that sheep had been killed by dogs in a field on Sheepway.</p>	<b>WC/DD</b>
<b>PC/0525/06</b>	<p><b>Planning</b></p> <p><b>Applications received:</b></p> <p><b>(a)25/P/0496/FUL – Sheepway Farm</b> - Section 73 application to vary Cond 2 of planning to replace existing building with 2 No new buildings – Cllrs agreed to ask Mr Phipps to review and comment.</p> <p><b>(a)Enforcement notices</b> – Beech Barn, Sheepway – no update. Clerk Mrs Drower commented that she has chased NSC for an update.</p>	<b>DD/SC/MP</b>
<b>PC/0525/07</b>	<p><b>Maintenance</b></p> <p><b>(a)Lengthsman</b> – Cllr Mrs Cowlard commented that she will clarify and agree with Kevin his rate for moving the speed camera.</p>	<b>WC/DD</b>
<b>PC/0525/08</b>	<p><b>Council Administration/Correspondence</b></p> <p><b>(a)ARM format</b> – Cllr Mrs Cowlard commented that she is going to make the meeting less formal and hand the meeting over to the residents to ask PPC questions and</p>	<b>WC</b>

	<p>make suggestions per the agenda. Subject to numbers it was agreed to hold the meeting in the lounge this year. Clerk Mrs Drower will post this on Facebook.</p> <p><b>(b)Proposed development of market garden field</b> – Mr Phipps commented that in the NSC local plan, they have to find sites for 8,000 new homes. Currently NSC are looking at sustainable sites. The proposed sites in Portbury have been identified as less sustainable. Mr Phipps commented that Newcombe estates contacted him to say they are currently taking steps to put forward some of their land in Portbury for development. The rest of the meeting reverted to reserved matters.</p> <p><b>(c)Tree planting on private land</b> – Cllr Mrs Cowlard commented that a resident has planted two trees on the playing field without permission. Cllr Mr Penn will speak to the resident.</p> <p><b>(d)Black bins update – no update.</b></p> <p><b>(e)National Highways – proposed drainage over allotments</b> – Cllr Mrs Cowlard commented that she will attend a meeting with Mr Coles with Oliver Hyde from National Highways to see what is actually proposed.</p> <p><b>(f)Town &amp; Parish forum meeting – update</b> – Cllr Mrs Cowlard commented that the meeting was mainly about devolution – divulging some current tasks carried out by NSC to Town and Parish councils. Portbury will be largely unaffected by this apart from drain clearing. This lends itself to other questions such as liability, which a Parish Council is not set up for. Also we didn't budget for this in the precept as we hadn't been informed.</p> <p><b>(g)Resident considering fireworks/bonfire on 5/11</b> – Cllrs commented that the event would not be supported by PPC and the resident needs to be aware of the liability involved.</p> <p><b>(h)To do list – No update</b></p>	<p><b>SC/MP</b></p> <p><b>WC/SP</b></p> <p><b>WC/TC</b></p> <p><b>WC</b></p> <p><b>WC</b></p>
<b>PC/0525/09</b>	<b>Sheepway</b> – No issues.	
<b>PC/0525/10</b>	<b>Allotments update</b> – See 08/e above.	

**Meeting finished at 8.45p.m.**

**Portbury Parish Council Charterhouse Cottage, Clapton in Gordano, BS20 7RD**

**The next meeting is on Tuesday June 10<sup>th</sup> at 8.00pm in the Village Hall**