

Portbury Parish Council

MINUTES

Minutes of the meeting held 5th August 2025

Present:

Councillors: Cllr Mr Chilcott Cllr Mr Penn

Chairman: Cllr Mrs Cowlard

Clerk: Minutes taken by Mrs Dawn Drower – Clerk

Representatives:

Others 1 member of general public

Meeting commenced at 8pm

No	Item	Action
PC/0825/01	Declaration of Interest by Members – No declaration of interest.	
PC/0825/02	Apologies received – Apologies Cllr Campbell and Cllr Lanham	
PC/0825/03	<p>Minutes of PPC’s monthly meeting held on the 8th of July 2025 were presented.</p> <p>Action point from last meeting – Cllr Mrs Cowlard commented after last month’s meeting she had consulted with Mr Phipps that the grey area for planning is not an immediate concern and is not legal yet. We may have to do another plan but that’s many years away. Clerk Mrs Drower will go back to the resident who made the enquiry.</p> <p>The black bin devolution – Cllr Mrs Cowlard commented that we have only one bin to empty (bin by bus stop in Sheepway has been removed) on the Village Green. But Cllr Mrs Cowlard has found another bin on Mill Close.</p>	DD

	<p>Clerk Mrs Cowlard asked Clerk Mrs Drower to report to John Carson NSC.</p> <p>Cllr Mrs Cowlard has spoken to the father of one of the boys who were sitting on top of the Play Park building. The father was not concerned. Cllr Mrs Cowlard commented that she had also mentioned that we have asked the boys what facilities the boys would like to see in Portbury for them. Cllrs were concerned about our liability for the boys at the Play Park. Cllr Mr Chilcott will research disclaimer signs for the Play Park.</p> <p>Clerk Mrs Drower commented that the blister pack recycling box has been ordered.</p> <p>The minutes were:</p> <p>Proposed Cllr Mr Penn Seconded Cllr Mr Chilcott</p> <p>Resolved that: Minutes were agreed by all.</p>	
PC/0825/04	<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 three payments for authorisation – Clerk July administration and expenses, K&E (lengthsman) – July maintenance, GB Sports – Playground inspection, June/July rent for Village Hall.</p> <p>RESOLVED that: The payments as scheduled in the Finance Report were approved.</p> <p>Proposed Cllr Mrs Cowlard Seconded Cllr Mr Chilcott</p> <p>Agreed by all Cllrs.</p>	DD
PC/0825/05	<p>Crime and Disorder (a) Crime Stats – No crime to report (b) Local crime – Cllr Mr Chilcott commented that there had been a couple of bike thefts which had been posted on Facebook.</p>	WC/DD
PC/0825/06	<p>Planning Applications received: (a) 25/P/0496/FUL – Elm Tree Farm, Sheepway - Section 73 application to vary Cond 2 of planning to replace existing building with 2 No new buildings – no update.</p>	DD/SC

	<p>(b)25/P/09051/FUH – Beech Barn, Portbury Common – retrospective planning for conversion of car port to residential annexe – no update.</p> <p>(c)25/P/1024/FUH – Old Station House, Station Road – proposed extension of two storey side extension to create 2 bed annexe for multi-generational living – approved.</p> <p>(d)Enforcement notices – Beech Barn, Sheepway – Clerk Mrs Drower commented that enforcement remains until planning is granted. And will resume if not.</p>	
PC/0825/07	<p>Maintenance</p> <p>(a)Lengthsman – Cllr Mrs Cowlard commented that she has followed up with Kevin about emptying the dog poo bins and strimming the Play Park.</p>	WC/DD
PC/0825/08	<p>Council Administration/Correspondence</p> <p>(a)Proposed development of market garden field – Cllr Mrs Cowlard has had no further communication.</p> <p>(b)Black bins/devolution –update – see PC/0825/03.</p> <p>(c)Play Park – football, play equipment i.e. vandalism – See PC/0825/03.</p> <p>Cllr Mr Penn is getting prices for the new football posts. Cllr Mrs Cowlard commented that she is waiting for costs for the replacement parts that were vandalised. Cllr Mr Chilcott commented that the annual inspection report on the Play Parks was very thorough, and Cllrs agreed to have the zip wire mechanism further inspected.</p> <p>(d)Bus lane – Cllr Mr Chilcott commented that after the last meeting NSC had taken away the comments made and represented an amended solution. Cllr Mr Chilcott felt the new proposal was far more acceptable.</p> <p>(e)Royal Portbury Dock – litter situation – Cllr Mr Chilcott commented that the rubbish situation was still the same. Clerk Mrs Drower will follow up.</p> <p>(h)To do list – No update</p>	<p>WC</p> <p>DD/WC</p> <p>DD</p>
PC/0825/09	Sheepway – No issues.	
PC/0825/10	Allotments update – No issues.	

Meeting finished at 8.40p.m.

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

The next meeting is on Tuesday September 9th at 8.00pm in the Village Hall