

# **Portbury Parish Council**

## **MINUTES**

**Minutes of the meeting held 8<sup>th</sup> July 2025**

**Present:**

**Councillors:** Cllr Mr Campbell Cllr Mr Penn  
Cllr Mr Chilcott (8.10pm)

**Chairman:** Cllr Mrs Cowlard

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

**Representatives:**

**Others** 1 member of general public

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Meeting commenced at 8pm

No	Item	Action
PC/0725/01	<b>Declaration of Interest by Members</b> – No declaration of interest.	
PC/0725/02	<b>Apologies received</b> – Cllr Campbell will be joining later.	
PC/0725/03	<b>Minutes</b> of PPC’s monthly meeting held on the 10th of June 2025 were presented.  Action point from last meeting – Cllr Mrs Cowlard commented that the newsletter will now be September due to lack of response. The allotment group are now going to contribute.  The minutes were:  Proposed Cllr Mr Chilcott Seconded Cllr Mrs Cowlard  <b>Resolved that:</b> Minutes were agreed by all.	<b>DD</b>
PC/0725/04	<b>Finance</b> <b>(a) Payments for authorisation</b> – As per schedule presented prior to meeting.	

	<p>Clerk Mrs Drower commented that all payments were in line with the finance sheets.</p> <p>There are three payments for authorisation – Clerk Jun administration and expenses, K&amp;E (lengthsman) – June maintenance, Speed camera.</p> <p><b>RESOLVED that:</b> The payments as scheduled in the Finance Report were approved.</p> <p>Proposed Cllr Mr Seconded Cllr Mr</p> <p>Agreed by all Cllrs.</p>	<b>DD</b>
<b>PC/0725/05</b>	<p><b>Crime and Disorder</b>  <b>(a)Crime Stats</b> – No crime to report  <b>(b)Local crime</b> – No local crime</p>	<b>WC/DD</b>
<b>PC/0725/06</b>	<p><b>Planning</b>  <b>Applications received:</b>  <b>(a)25/P/0496/FUL – Elm Tree Farm, Sheepway</b> - Section 73 application to vary Cond 2 of planning to replace existing building with 2 No new buildings – Clerk Mrs Drower commented that the Parish Council comments are now on the NSC planning portal.  <b>(b)25/P/09051/FUH – Beech Barn, Portbury Common</b> – retrospective planning for conversion of car port to residential annexe – Cllrs agreed to object – Clerk Mrs Drower commented that the Parish Council are now on the NSC planning portal.  <b>(c)25/P/1024/FUH – Old Station House, Station Road</b> – proposed extension of two storey side extension to create 2 bed annexe for multi-generational living – no update.  <b>(d)Enforcement notices</b> – Beech Barn, Sheepway – Clerk Mrs Drower commented that enforcement remains until planning is granted. And will resume if not.</p>	<b>DD/SC</b>
<b>PC/0725/07</b>	<p><b>Maintenance</b>  <b>(a)Lengthsman</b> – Clerk Mrs Drower commented that Kevin has increased the cost for cutting the Village Green from £50 to £55. Cllrs were happy to approve this. Cllr Mrs Cowlard has asked Kevin to put a hold on the play park repairs until we have the annual inspection report.</p> <p>Proposed Cllr Mr Chilcott Seconded Cllr Mr Penn</p> <p>All in agreement.</p>	<b>WC/DD</b>

<p><b>PC/0725/08</b></p>	<p><b>Council Administration/Correspondence</b></p> <p><b>(a)Proposed development of market garden field</b> – Cllr Mrs Cowlard has spoken with the representatives of Newcombe Estates. They are still interested in developing the market garden, but it is still early days and nothing is definite yet, and they will keep us informed. Cllr Mrs Cowlard informed them about the sewage problems in that field.</p> <p>Clerk Mrs Drower commented that some of the areas in Portbury are now ‘grey belt’ does this change our need to submit a local plan. Cllr Mrs Cowlard will speak with Mike Phipps about this.</p> <p><b>(b)Black bins/devolution –update</b> – Cllr Mrs Cowlard commented that we now only have one bin to empty. We are waiting on a response from John Carson about replacement bins.</p> <p><b>(c)Play Park – football, play equipment i.e vandalism</b> – Cllr Mrs Cowlard commented that she had seen some young men sitting on the roof of the playhouse, and had asked them not to do that. The response was that there is nothing to do in Portbury for their age. Cllrs agreed to approach the teenagers and families to ask them for their thoughts on what we can do to provide facilities. However, this could not be provided by the Parish Council and would need the input from the families.</p> <p><b>(d)Bus lane</b> – Cllr Mrs Cowlard commented that she has emailed NSC and asked for an update, and they responded saying they met with the Ward Councillors – but wouldn’t say what the outcome was. They now want to meet with Parish Councils – Cllr Mr Chilcott, Cllr Mrs Cowlard and Clerk Mrs Drower are happy to attend on the offered date of 22<sup>nd</sup> July at 11.00am. Cllr Mrs Cowlard will arrange the meeting.</p> <p><b>(e)Royal Portbury Dock – litter situation</b> – Cllr Mr Chilcott asked if The Bristol Port Company had sorted the issue out. Clerk Mrs Drower will follow up.</p> <p><b>(f)Blister packs – recycling</b> – A resident gave a presentation on a recycling service for medicine blister packs, which could be sited in the Village Hall. The resident will forward details to the Clerk for circulation to the residents.</p> <p>Proposed Cllr Mrs Cowlard    Seconded Cllr Mr Penn</p> <p>All in favour</p> <p><b>(g)Annual insurance renewal</b> – Clerk Mrs Drower commented that our insurance renewal had increased by nearly £200 and had queried with Clear Council Insurance – they had responded with a list of items which had increased our rate. Clerk Mrs Drower will ask ALCA for clarification as to what we need.</p> <p><b>(h)To do list – No update</b></p>	<p><b>WC</b></p> <p><b>DD/WC</b></p> <p><b>ALL</b></p> <p><b>ALL</b></p> <p><b>DD</b></p> <p><b>DD</b></p>
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<b>PC/0725/09</b>	<b>Sheepway – No issues.</b>	
<b>PC/0725/10</b>	<b>Allotments update – No issues.</b>	

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

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

**The next meeting is on Tuesday August 5<sup>th</sup> at 8.00pm in the Village Hall**