

# Portbury Parish Council

## MINUTES

Minutes of the meeting held 7<sup>th</sup> April 2026

**Present:**

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

**Chairman:** Cllr Mrs Cowlard

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

**Representatives:**

**Others** 3 members of general public

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Meeting commenced at 8pm

No	Item	Action
PC/0426/01	<b>Declaration of Interest by Members</b> – No declaration of interest.	
PC/0426/02	<b>Apologies received</b> – No apologies	
PC/0426/03	<b>Minutes</b> of PPC's monthly meeting held on the 7th of March 2026 were presented.  Action point from last meeting –  Cllr Mrs Cowlard asked Clerk Mrs Drower if she had written to Mandy Bishop re the traffic situation. Clerk Mrs Drower commented that she would check.  The minutes were:  Proposed Cllr Mr Chilcott Seconded Cllr Mr Campbell  <b>Resolved that:</b> Minutes were agreed by all.	<b>DD</b>

<p><b>PC/0426/04</b></p>	<p><b>Finance</b>  <b>(a) Payments for authorisation</b> – 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 seven payments for authorisation – Clerk March administration and expenses, K&amp;E (lengthsman) – March maintenance, Mr Drew – allotment exps, ALCA subs 2026.</p> <p>Clerk Mrs Drower commented that we have a surplus of £2840.03 for the year and asked Cllrs to consider for decision at next meeting what they would like to allocate this to.</p> <p><b>RESOLVED that:</b> The payments as scheduled in the Finance Report were approved.</p> <p>Proposed Cllr Mr Campbell Seconded Cllr Mrs Cowlard</p> <p>Agreed by all Cllrs.</p>	<p><b>DD</b></p>
<p><b>PC/0426/05</b></p>	<p><b>Crime and Disorder</b>  <b>(a) Local crime</b> – No local crime reported .</p>	<p><b>WC/DD</b></p>
<p><b>PC/0426/06</b></p>	<p><b>Planning</b>  <b>Applications received:</b> None  <b>Enforcement notices</b> – None active, but Pill Orchard will come into force on 20<sup>th</sup> April.</p>	<p><b>DD/SC</b></p>
<p><b>PC/0426/07</b></p>	<p><b>Maintenance</b>  <b>(a) Lengthsman</b> – no comment.</p>	<p><b>WC/DD</b></p>
<p><b>PC/0426/08</b></p>	<p><b>Council Administration/Correspondence</b>  <b>(a)</b> Sink hole on Village Green - update – Cllr Mrs Cowlard commented that the lengthsman has investigated the sink hole and it is quite deep. The hole needs to be filled with stone. Lengthsman has made area safe and needs to get some extra help to finish filling the hole.  <b>(b)</b> Litter bin by bus stop at footbridge – Cllr Mrs Cowlard commented that John Carson – NSC has agreed to resume emptying the bin.  <b>(c)</b> Traffic volume and one way in High Street – Cllr Mrs Cowlard commented that she has written to our MP Sadik Al Hassan and arranged a meeting on the 23/4 at 3.30pm to talk about and view the issues at the one way on the High Street.</p>	<p><b>WC</b></p> <p><b>DD</b></p> <p><b>DD/WC</b></p>

<p><b>PC/0426/09</b></p>	<p><b>Sheepway –</b>  (a) Land drainage issues – update – Cllr Mrs Cowlard commented that the meeting with Mr Ventham was very productive, and he has quoted £2500 + VAT for a comprehensive report to survey the whole of the Portbury area with recommendations to improve the flooding issues.  All Cllrs agreed to commission the report.  Clerk Mrs Drower will write to Mr Ventham instructing him to do the report.  (b) Sheepway closure – bridge repairs (2026) – safety concerns – Cllr Mrs Cowlard commented that NSC have no firm proposals for the safety of residents and school children during the works which will completely close the bridges. There will be no buses during the closure. Cllr Mrs Cowlard commented that the representative from NSC said he would put her in touch with their safety team.  (b) Port Authority – Docks expansion – Cllr Mrs Cowlard commented that we have not had an update from the Docks since their meeting. Cllr Mr Lanham commented that we should as a Parish council follow up on the meeting and try and get some agreement with the Docks before planning is applied for.</p>	<p><b>DD/WC</b></p> <p><b>DD</b></p> <p><b>WC/KL</b></p>
<p><b>PC/0426/10</b></p>	<p><b>Allotments update –</b>  (a) National Highways works at the allotments – Cllr Mrs Cowlard has emailed again to try and get a start date.  (b) Public Liability Insurance – update – Cllr Mrs Cowlard commented that there is still no agreement re the PLI, but are still discussing with Allotment holders.</p>	<p><b>DD/WC</b></p> <p><b>WC</b></p>

**Meeting finished at 9.00p.m.**

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

**The next meeting is on Tuesday May 12<sup>th</sup> at 8.00pm in the Village Hall**