

**208<sup>th</sup> ORDINARY MEETING OF  
PORTISHEAD & NORTH WESTON TOWN COUNCIL  
11 AUGUST 2010**

**PRESENT** Councillor Mrs Knight – in the Chair

Councillors Cameron, Mrs Cruse, Cruse, Hazelton, Howells, Mrs Lord, Mrs Mason, McMurray, Miers, Pasley, Parker, Miss Stanley, Terry (Vice Chairman), Walker, Mrs Way and Walters.

Mr M Dolton – Clerk of the Council

**APOLOGIES** Councillor Wright.

There were 12 members of the public and press present at the meeting.

**1819 DECLARATIONS OF INTEREST**

Councillors Mrs Knight, McMurray and Pasley stated that any views they expressed on matters to also be considered at North Somerset Council would be provisional and based on the facts currently known. They would be exercising their rights to reconsider the matter afresh when the matter went before North Somerset Council.

Councillor Terry :-

- Personal Interest in Item PL010 – Portishead Youth Centre – Landlord’s Permission – Reason – member of the Youth Centre Management Committee.
- Personal Interest in Item RW973 – Allotment Land Acquisition – Reason – committee member of Portishead Allotment Association.
- Personal Interest in Item PL006 – Modification of the Definitive Map, claimed footpath, Merlin Park – Reason – Member of Avon & Somerset Police Authority.

Councillor Mrs Cruse :-

- Personal Interest in Item PL010 – Portishead Youth Centre – Landlord’s Permission – Reason – member of the Youth Centre Management Committee.

Councillor Mrs Lord :-

- Personal Interest in Item No PL 008 – Lake Grounds Café – Reason – proximity of residence.

## 1820 PUBLIC PARTICIPATION

There were 5 members of the public wishing to address the meeting. The Chairman reminded speakers that the meeting was for Town Council matters only and that any issues concerning North Somerset Council or its members should be addressed at another place.

- (i) Mr Paul Maltby, a resident of South Road Portishead addressed members. Mr Maltby acknowledged that the responsibility for refuse collection within Portishead was that of North Somerset Council. However, he felt that the current confusion and lack of service now being experienced, with examples of his personal experience of recycling material not being collected on the day of this meeting, had become unacceptable, and asked that members of the Town Council consider writing to North Somerset Council expressing these comments.

The Chairman of the Council responded to Mr Maltby that she, as Chairman of the Town Council and a District Councillor, would personally take this matter up with North Somerset Council.

- (ii) Mr Brian Clayton, the Chairman of the Portishead P.A.C.T. group spoke to the meeting. Mr Clayton summarised the history of the formation of P.A.C.T. groups, emphasising the need to consult with various bodies within the community including the Town Council. He thanked those councillors who regularly attend the publicised meetings, and asked all members to make all possible efforts to attend in future. Mr Clayton explained the minimal funding of the group and gave examples of the monthly priorities that had been set, stressing that the group are not part of the police organisation and are totally non political. He reminded members that the next scheduled meeting was to be held at Avon Way Hall on Wednesday 25<sup>th</sup> August 2010 at 6.45pm.

The Chairman thanked Mr Clayton for his attendance and update to members.

- (iii) Mrs Annette Hennessy a resident of Albert Road Portishead then commented that her experience of the P.A.C.T. meetings had been very positive, with two local young persons attending the last meeting with her. Mrs Hennessy then spoke to members about the need to provide the young persons of the town with further facilities. There had been a good deal of talk recently about the need for a youth shelter or a café

environment to enable young people of the town to gather and meet. She explained that in order to ensure that any future provision was what the young people actually wanted, a survey was being arranged and will be conducted within the town.

Mrs Hennessy in closing, asked that some members of the Council re consider their position in relation to the application to site a new skate park facility at the Lake Grounds.

The Chairman responded to Mrs Hennessy by summarising the previous efforts that had been made to provide a youth shelter in the town. A suitable site had in the past been agreed but the land owners declined permission.

At the invitation of the Chairman the Clerk suggested to Mrs Hennessy that the results of the survey that was to be conducted could be passed to him for members to then consider at an appropriate committee meeting what action they felt the Town Council could take. The Clerk also commented that the skate park application had been through the Town Council's process several months ago resulting in no objection being made.

- (iv) Mrs Sandy Tebbutt, the Chairman of Portishead In Bloom then addressed members. Mrs Tebutt summarised the activities of the group in what had been a very busy past month. The judging for South West in Bloom on 9<sup>th</sup> July had seemed to go well with positive feedback from the judges. Whilst the group were happy with the preparation they conducted for the National Britain in Bloom judging held on the 2<sup>nd</sup> August, the judges did not provide much feedback on the day and the group now awaited the formal results.

The award ceremonies are to be held on 16<sup>th</sup> September for South West in Bloom, and the 29<sup>th</sup> September for the National Britain in Bloom.

Mrs Tebbutt pointed out the extremely high cost of watering all the displays this year, with some £600 having to be spent just in the month of July. She reminded members and residents of the John Dawes Cup to be awarded to a community volunteer at the group's A.G.M. later this year. Mrs Tebbutt asked for nominations to be proposed to her and also commented that a sponsor for the £100 award that accompanies the cup was still sought.

The Chairman thanked Mrs Tebbutt for the update, and asked that she convey the appreciation of the Council members to all involved in the group for their continued sterling work that contributes so much to the living and community environment of Portishead.

- (v) Sergeant Jim Robinson of the Portishead police then updated members on the usage and results of the community speed gun that the Town Council had contributed towards. The Sergeant gave details of the locations and the number of excessive speeds that had been recorded, which in summary, had resulted in some 39 letters being sent to motorists.

Sergeant Robinson urged members and residents to attend the regular P.A.C.T. meetings and inform the police and other participants of resident's concerns and priorities.

At the invitation of the Chairman, Councillor Hazelton asked the Sergeant to arrange another operation to enforce the parking restrictions in the High Street. The sergeant commented that he would note the comments, but the police were actively and regularly conducting such enforcement.

Councillor Howells then asked the Sergeant about the coverage and usage of the town's CCTV system which the Sergeant responded to without detail for security reasons, and Councillor Mrs Mason asked about the exact location of the speed gun checks in Down Road.

Councillor Terry then raised issues about the P.A.C.T. process and meetings, stating that he held concerns that the police were reacting and prioritising as a result of those meetings, and not taking full account of the priorities raised by elected members. He felt that the persons forming the P.A.C.T. group were not elected by the community and that the parking problems in the town, regularly stated by elected councillors were not being given sufficient credence.

Sergeant Robinson repeated the purpose and representation of the P.A.C.T. process, and responded that the views of elected councillors were taken into account.

The Chairman then addressed the meeting, stating that earlier that day she had attended the funeral Mrs Edwina Tovey, a life long resident of the town and long standing Vice Chairman of the Portishead Horticultural Society. As a mark of respect and recognition of Mrs Tovey's lengthy contribution to the local community, the Chairman called for a 1 minute silence by all present. This was observed.

The Chairman then stated that many members had become aware of the sign now erected by the new owners at Court Farm indicating that renovations were to take place to provide a private residence only at the site. The Chairman also informed members that she had met with the new owners earlier in the week, in the presence of the Clerk, and the owners had confirmed that intention. She intended to follow the advice of the Clerk to now take no further action and await any planning application that may be submitted, thereby ensuring that the Town Council remain neutral and unbiased in it's consideration of any such application.

## **1821 CONFIRMATION OF MINUTES**

The Minutes of the 207th Ordinary Meeting of Portishead and North Weston Town Council held on 14 July 2010 were presented to the meeting.

***RESOLVED that***

The Minutes of the 207th Ordinary Meeting of Portishead and North Weston Town Council held on 14 July 2010 be confirmed as correct and signed by the Chairman.

**1822 SCHEDULE OF PAYMENTS AND BANK RECONCILIATION / CASH STATEMENT FOR THE MONTH OF JULY 2010**

Members considered the report of the Clerk.

No members wished to discuss the report.

***RESOLVED that***

The schedule of payments and bank reconciliation / cash statement for the month of July 2010 is approved.

The schedule is attached to and forms part of these minutes

**1823 REVIEW OF STANDING ORDERS / FINANCIAL REGULATIONS**

Members had received the report of the Clerk which asked members to consider the need for a working group to review the Council's Standing Orders and Financial Regulations in light of the audit requirement for an annual review, and the recently published model standing orders.

No members wished to discuss the report, and Councillor Walters proposed that he and Councillor Cruse should be two members of the Working Group. The Chairman asked members if any other member would be willing to join the Group and Councillor Mrs Lord indicated that she would be pleased to do so.

It was unanimously resolved that the recommendation of the Clerk be approved, and Councillors Mrs Lord, Cruse, and Walters with the assistance of the Clerk, form the working party and report back to the Council at a future date.

***RESOLVED that***

Portishead and North Weston Town Council establish a working group comprising of Councillors Mrs Lord, Cruse, and Walters, together with the Clerk to review the Standing Orders and Financial Regulations of this Council and report accordingly.

## 1824 RECREATION AND WORKS COMMITTEE

Councillor Mrs Cruse presented the report of the Recreation and Works Committee meeting held on 28<sup>th</sup> July 2010 by summarising each item.

In doing so Councillor Mrs Cruse further updated members on item RW 973 (allotment land acquisition) that since the date of the meeting on the 28<sup>th</sup> July she had been working with the Clerk and the planning application had now been submitted, the report of the District Valuer had been received and stated that it was a reasonable and appropriate use of public funds, and a meeting had taken place with the solicitor to ensure the purchase could now progress.

Members discussed item RW 965, the provision of the Nick Brown memorial clock in the new library. Councillor Mrs Lord explained that the time scale envisaged by North Somerset Council was such that she would need to be able to commence the selection of the clock and therefore needed authorisation of the Council in relation to total costs. There was agreement amongst members that the original resolution to provide the clock, in 2007, was meant as a more fitting memorial than a bench, and that it had therefore been intended that the clock would cost a similar amount to a bench.

It was proposed, duly seconded and agreed by unanimous vote that the clock provision be to a maximum cost of £850.

### ***RESOLVED that***

The report of the Recreation and Works Committee meeting held on the 28<sup>th</sup> July 2010 is approved subject to the following amendment:-

RW 965 – Provision of Nick Brown Memorial Clock, new library, to now read :-

‘Portishead and North Weston Town Council note that Councillor Mrs Lord will liaise with the North Somerset Council officer responsible for the library relocation project in relation to the provision of a memorial clock, and the Council authorises expenditure to a maximum of £850 to facilitate the provision’.

The report of the Recreation and Works Committee meeting held on 28 July 2010 is attached to and forms part of these Minutes.

## 1825 PLANNING COMMITTEE

Councillor Howells presented the report of the Planning Committee meeting held on 4 August 2010.

The Section 2 items, for consideration and approval by members were summarised by Councillor Howells.

In relation to item PL008 (Lake Grounds Concession) Councillor Mrs Lord expressed her concern that the holder of the concession for the café etc has installed a trampoline on the piece of land that North Somerset Council has fenced which she understood was to be a dog free area for the benefit of all users of the area.

As there is a charge for the use of the trampoline Councillor Mrs Lord suggested that this goes against the philosophy of the fenced area and that it goes against the lease agreed between North Somerset Council and the concessionaire which states that the tenant shall not alter or interfere in any way with any part of the Lake Grounds.

Councillor Mrs Lord therefore proposed an amendment to the recommendation of the planning committee that a letter now be sent to North Somerset Council expressing concern over the trampoline location and usage. The amendment was duly seconded and members unanimously agreed to so amend the recommendation.

***RESOLVED that***

Section 2 of the report of the Planning Committee meeting held on 4 August 2010 is approved, subject to the following amendment :-

PL 008 – Lake Grounds Café – now to read:-

‘Portishead and North Weston Town Council will write to North Somerset Council expressing concerns about the location and usage by payment for the trampoline at the Lake Grounds, and ask that action is taken’.

Sections 1 and 3 of the report of the Planning Committee meeting held on 4 August 2010 are noted.

The report of the Planning Committee meeting held on 4 August 2010 is attached to and forms part of these Minutes.

**1826 MATTERS THE CHAIRMAN WISHES TO PUT BEFORE THE COUNCIL**

The Chairman stated that she wished to publicly thank Mr Richard Penska of North Somerset Council for his co-operation and assistance whilst performing the role of Parish Liaison Officer to this Town Council.

The Chairman informed members that the uptake from local community groups and organisations for the open day on 18<sup>th</sup> September had resulted in a very positive response of some 50 groups indicating their attendance.

- **Representations by Chairman on behalf of the Council :-**

|                        |  |
|------------------------|--|
| 9 <sup>th</sup> July   | Greeting 'South West In Bloom' regional judges (Portishead In Bloom)   |
| 11 <sup>th</sup> July  | Prizegiving : Raft Race  |
| 19 <sup>th</sup> July  | Represented Town Council at Youth Centre Press Photograph              |
| 31 <sup>st</sup> July  | Attended as guest (with the Clerk and his wife) at the Flower Show Tea |
| 2 <sup>nd</sup> August | Greeting 'Britain In Bloom' national judges (Portishead In Bloom)      |

- **Correspondence Received :-**

- Letter from Mr Richard Penska, North Somerset Council, informing members that he is no longer able to continue as the Parish Liaison Officer for this Town Council due to other commitments. A new Liaison Officer will be appointed in the near future.
- Letter from M J Amos, Secretary of North Somerset Farmers Market Ltd, informing members that Councillor Mrs Mason has been invited to be co-opted onto the Board of that organisation for a further year.

- **Publications and Reports –** The following items have been received and are available in the Town Council Office –

- Monthly CCTV statistics for June 2010
- North Somerset Council 'What's on in North Somerset' – 28<sup>th</sup> July – 22<sup>nd</sup> August 2010
- 'Vision North Somerset' – Poster / invite to attend charity social event 'Fabulous Swinging 60's' Saturday 25<sup>th</sup> September 2010, Worlebury Golf Club
- North Somerset Council 'Streetscene' publication – July 2010

## **1827 REPORT OF THE STAFFING AND FINANCE COMMITTEE**

Councillor Walters presented the report of the Staffing and Finance Committee meeting held on the 21 July 2010 by summarising each item.

Councillor Mrs Lord proposed an amendment to the recommendation of the committee relating to item SF0011 – 'Telephone To Clerk'. It was proposed, duly seconded and agreed unanimously that the recommendation be amended with the words 'to the Recreation and Works Committee' added at the end of the paragraph.

**CONFIDENTIAL EXEMPT ITEMS :-**

***Prior to discussion on the following item members resolved by majority vote :-***

***“Pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 (as extended by S.100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following item of business on the grounds that its consideration would involve the disclosure of exempt information as defined in Part 1”***

Members then discussed item SF009 - 'Office Staffing Levels : Office Assistant'

Members considered and discussed the matter at length, with a wide range of views expressed. A proposal to refer the matter to committee (as permitted under Standing Orders) was duly seconded but failed on vote.

It was proposed, seconded, and resolved by majority vote that the recommendation of the Staffing and Finance Committee relating to item No SF009 be approved without amendment.

All other recommendations of the committee, except the amendment to Item SF0011 as above, were approved.

***RESOLVED that***

The report of the Staffing and Finance Committee meeting held on 21 July 2010 be approved subject to the following amendments:-

- (i) SF0011 : Telephone To Clerk

Portishead and North Weston Town Council ask the Clerk and the Chairman of the Council to investigate the costs and practicality of a second telephone line provision within the Town Council office and report further to the Recreation and Works Committee.

The report of the Staffing and Finance Committee meeting held on 21 July 2010 is attached to and forms part of these minutes.

There being no further business the meeting closed at 9.20pm

Chairman .....

8th September 2010