



PORTISHEAD TOWN COUNCIL

DRAFT MINUTES SUBJECT TO COMMITTEE APPROVAL

MINUTES OF THE 322nd ORDINARY MEETING OF PORTISHEAD TOWN COUNCIL held on 11th MARCH 2020 at 7.30pm

PRESENT: Chairman: Gardner **Councillors:** Aldridge, Bull, Cartwright, Davey, Mason, Shepperdson, Slatter, Snaden, Sterndale and Temple. 11 in total.

IN ATTENDANCE: M Salisbury (Town Clerk). 12 members of the public were present.

A video recording of the public session of the meeting is available on the Town Councils website and Facebook page.

PTC20.205 APOLOGIES FOR ABSENCE *(Agenda Item 1)*

Apologies for absence were received and accepted from Councillors Charles, Goddard and Holland. Three in total absent.

PTC20.206 TO RECEIVE ANY DECLARATIONS OF INTEREST AND ANY REQUESTS FOR DISPENSATIONS *(Item 2)*

There were none.

PTC20.207 PUBLIC PARTICIPATION *(Item 3)*

Annette Hennessy – advised caution about giving reports and comments to the press, to ensure press reporting is correct. Having asked in a previous planning meeting if there had been any change in the s106 process, in respect of press reports that funds had gone to PTC. She said it was now known that monies are in fact held by NSC. She considered that press reports were based on comments of Councillors and they must be careful to ensure comments are accurate.

Further, regarding the £288,000 that has gone to NSC, she expressed disappointment that indexation of £112,000 was not paid. She also considered that press reporting that Persimmon worked with the council when the debt was brought to their attention was not accurate as this money had been known about for a long time. Again, she asked for caution in speaking to the press to ensure accountability and transparency in reporting.

She also she had been informed by London & Cambridge Properties of a rumour that a pay machine is due to be installed in the Aldi car park. She has suggested they write to Cllr Charles and the leader of NSC in connection with the ongoing car parking consultation as further charges would impact the High Street. The overall concern being that as the NSC decision will be taken by the full committee and not just the executive that charges are likely to be imposed. Cllr Mason noted that the Precinct car park is owned by Aldi and not NSC. It was also noted that LCP owns the Precinct retail outlets. There being continuing uncertainty over what is going to happen.

Cllr Cartwright voiced support for Annette as there is likely to be a domino effect once charges are introduced in one location they will spread.

Lin Morrissey – raised the issue of hedges on Bristol Road encroaching on to the pavement causing a safety issue. Cllr Gardiner suggested reporting to NSC with a photo normally and will provide NSC contact details if she emails him. There is also a PTC bus stop on Bristol Road which is next to a tree, near green cottage, that looks in a dangerous condition and could fall on the bus stop. **Action – to get tree warden to inspect and report back.**

Ken Smith – noted that George Ferguson did battle with motorists and was not re-elected. He was concerned that if parking charges are introduced, they will spread over all of Portishead. The council must say no to the parking proposals. Cllr Gardner noted PTC objections had been made clear with the 100 or so objections from the local consultation having been put forward. Alternatives to enforce time limits and take over the Roath Road car park have also been made. There is also coordination with Clevedon and Nailsea Town Councils who are using the same arguments.

He also thought that Weston benefits from regeneration grants and could do the same. It was noted that WSM gets grants for deprived areas that we cannot access but there are other grants, that come and go, that are being actively worked on.

Paul Maltby – expressed concern over Item 12 and the support for Weston General Hospital Smile magazine. He objects to this proposal as he is aware the fee goes to the company producing the magazine and only a small donation goes to the hospital. In his view precept is money paid by the people of Portishead for the good of Portishead.

In respect of Item 9, he urged the council to keep meetings on same day of each month and at the Folk Hall location, being the heart of the town.

Geoff Hardman – was concerned that as car parking will be voted on as a package across North Somerset that Portishead will not have a separate choice. He also questioned in there should be a vote for an increase in council tax over 6%, although it was clarified that this applied to Unitary and District Authorities and the NSC increase was 4.0%, including a 2% increase to fund adult social care. He was also concerned with shop closures in the High Street and asked what the council was doing about it? It was noted that Bristol City Council owned many of the High Street shops and the Neighbourhood Plan economy group would be looking at this area and how to entice business into town. Cllr Davey also updated on initiatives to bring more tourism into the town and promote, targeting visiting cruise ships.

Police Beat Officers – provided an update noting crime remain relatively low with a few cases of supermarket thefts, burglary, criminal damage, public order and a possible human trafficking case. There had been some reports of anti-social behaviour by youths on bikes causing damage by they were patrolling the reported areas regularly. They now have access to the library and will be holding beat surgery's there and Tony Hussey will be producing a monthly newsletter.

Residents raised concerns re the use of motorised skateboards on pavements was raised, the beat team had not had any reports but will look to it. There was also a question as to whether Portishead Marina had a customs officer to provide a defence from drug smuggling. Customs control does not come under police responsibility, but it was noted that drug issues in Portishead were isolated and relatively low.

Cllr Gardener – reported that PTC had participated in NSC CCTV replacement tender meetings and a preferred supplier with better cameras and monitoring system, able to get data more quickly to the Police, had been selected. The purchase of a mobile camera to be

deployed, to crime hotspots, around Portishead to assist the police was also been considered. Three bids had been reviewed and it is now proposed to award the contract to the lowest price tender. PTC will make capital contribution of around £12,000 for Portishead's share of the camera infrastructure. Revenue running costs are expected to be equivalent to the existing system. As part of the system and its associated SLA Portishead will seek a fair share of monitoring time and resource.

Resolved – to authorise NSC to proceed to award the CCTV contract to the lowest bidder with PTC contributing its proportionate share to capital and revenue costs – all in favour.

PTC20.208 CONFIRMATION OF THE MINUTES *(item 4)*

Resolved – the minutes of the meeting held on 12th February 2020 were confirmed as a true record and signed by the Chairman – approved with one abstention from Cllr Shepperdson who was not present at the last meeting.

PTC20.209 TO RECEIVE THE CHAIRMANS REPORT *(Item 5)*

A verbal report was received from the Chairman covering the following matters:

- **NSC Car parking consultation – status update**
It was noted this item had been covered under the public participation session.
- **PTC Neighbourhood Plan and NSC Local Plan coordination**
It was noted that the NSC Local Plan expires in 2026 so it was starting a new plan with sustainability and the climate emergency at its core. The NSC pre-commencement document has been published to kick off the planning process with all Cllrs involved in the formulation of the plan. The government has set a target of approximately 25,000 new homes over next 15 years for North Somerset which is a particularly challenging given the amount of land prone to flooding or part of an AONB or SSSI.

The NSC Local Plan (LP), will sit above the Portishead Neighbourhood Plan (NP), with the bulk of work being completed in the next 18 months, by January 2023. Work on the NP will proceed in parallel with the LP.

Cllr Shepperdson noted changes to the NP steering group with the recruitment of two more residents and that meetings had been had with other councils that had completed NP's, although the issues for Portishead were slightly different to those of smaller councils. The steering group was meeting to finalise the project plan and progress the first grant application at the end of March.

- **NSC Local Cycling & Walking Infrastructure Plan (LCWIP) consultation**

Cllr Bull noted that PTC would meet with NSC next week to discuss some of the feedback received from residents concerning the local walking and cycling route proposals and wider transport infrastructure planning issues.

- **FirstBus consultation announcement**

It was noted the results of the FirstBus consultation had been [published](#) and new timetables would come into operation from 5 April. There were a number of changes including a reduced bus service around the marina during the day, a linking service

to the town centre, a £1.50 fare around Portishead and a new fast (non-stopping) service to Bristol in the morning. *The new timetable has now been published as is available on the above link.*

- **NSC Your Neighbourhood Services consultation**

It was noted that the NSC consultation meeting would take place in Somerset Hall tomorrow evening. This is a wide-ranging review of the future of council services, including garden waste collection, leisure and sports centres, libraries, parks & open spaces and street cleansing.

- **MetroWest (Portishead Railway) DCO Examination relevant representations**

It was noted the Development Consent Order (DCO) had now entered the inspection phase and PTC had registered as an interested party wishing to see the station as an integrated transport hub and not just a 'shed' at the end of the line.

- **High Down School area parking problems and public meeting**

Cllr Bull explained the problems around High Down schools had been discussed at the public meeting yesterday as despite discussion with NSC not a lot of progress had been made. He mooted that the right of petition to NSC could be used to force debate and action. One issue is standard and inconsiderate nature of parking and the lack of enforcement of yellow line and road traffic standards.

- **Welcome to new Office Administrator & extended office opening hours**

A welcome was extended to the new PTC Office Administrator, Molly Cheek, who started this week and will enable the Office to open for longer hours (10am to 4pm) from April.

PTC20.210 TO RECEIVE REPORTS FROM NORTH SOMERSET COUNCILLORS (item7)

The receipt of written reports from the District Councillor Huw James for February and March was acknowledged.

Cllr James spoke in connection with NSC action on foster caring, school's choice, the approval of the Joint Local Transport Plan (JLTP) with the opposition to smart motorways and the problem of congestion in Portishead still not being dealt with. He urged residents to pay attention to the LCWIP that included some contentious proposals such as a one-way system for Portishead High Street and the low level of central government funding for NS bus services. He asked that EU citizens engage to check their rights under the EU settlement scheme. Finally, flooding on Bristol Road was acknowledged and that in the short term not much could be done but in the longer-term gully cleaning in co-ordination with the drainage bodies would be looked into.

PTC20.211 TO RECEIVE REPORTS FROM PORTISHEAD TOWN COUNCILLORS (item8)

Cllr Davey – informed that stage 1 of Folk Hall heritage centre project had been completed with the refurbishment of the display cabinet and new displays from Portishead in Bloom, the Gordano Society and British Legion could now be installed.

A technical problem with the water fountain project has been a disappointment and work will now be considered with Bristol Water to see if a solution can be found for installation at the Folk Hall. On a more successful front it was noted that Workers Educational Association (WEA) was planned to run adult educational courses at the library.

PTC20.212 PTC Ways of Working review for discussion (Item 9)

A discussion took place concerning the review of council meeting structure and ways of working. The need to balance council formal meetings with working group activity in order to progress projects was outlined with a streamlining of decision making and delegated authorities to increase efficiency and enable a more strategic focus for full council meetings. A need to increase and improve communication and event management was also a priority. The focus and cadence of meetings may change to achieve these objectives. The concerns raised in the public participation discussion were noted in this context and well as the need to encourage greater public participation in meetings and increase their accessibility.

Action – it was proposed that the current committee chairs meet with the Chairman and Vice Chairman to consider options with a view to bring a report to the April Town Council meeting.

PTC20.213 CANS (CITIZENS ADVICE BUREAU) SERVICE LEVEL AGREEMENT (item 10)

A report was presented for the proposal to enter into a one-year Service Level Agreement with CANS for the year to 31 March 2021, the current SLA expiring in March 2020. In accordance with the 2020-21 budget it extends the provision of CANS services at to 2 days per week from the current 1 day a week provision. A draft copy of the SLA was provided to the meeting for approval.

It is further planned to review the demand for and provision of CANS services over the course of the next year with the objective of agreeing a three-year SLA to cover the period 2021-24 as part of the next budget cycle.

Resolved – to approve the report proposal on the terms proposed for the provision of CANS services and enter into the service agreement on those terms for the 2020-21 year – all in favour.

PTC20.214 Horatio House Land Asset of Community Value Listing – for decision (item 11)

The five-year listing of Horatio House land as an asset of community value expired on 12 February 2020. As the land continues to be used as an open space for the town, and particularly by Portishead in Bloom, it is proposed that PTC reapply to list the land as an asset of community value for a further five-year period.

Resolved – that PTC make an application to restore the Asset of Community Value listing for Horatio House - all in favour

PTC20.215 Support for Weston General Hospital Smile Magazine – for decision (item 12)

The Smile Magazine is supported by advertising revenues that can be purchased at various costs, depending upon the space or position required. The base level being a 'Proud to Support' banner at a cost of £99. It is proposed that PTC support the magazine with the

purchase of a Proud to Support banner at a cost of £99, that will show the name and website address of PTC as a supporting organisation.

The concerns raised in the public participation discussion were acknowledged and an alternative proposal not to purchase the banner was put forward and seconded.

Resolved – the council should not purchase the support banner or other space in the Smile magazine – 10 councilors in favor with 1 abstention.

PTC20.216 Approval of Office Debit Card – for approval (item 13)

It is proposed to apply for a debit card for the Town Clerk to be able to purchase office sundries and other items as approved in accordance with the Financial Regulations, to avoid the need for the use of cheque and cash payments and to purchase items online.

Resolved that:

- a. **Portishead Town Council apply to Lloyds Bank plc (“the Bank”) for the issue of a Business Debit Card to the Town Clerk as an authorised user. The card to be subject to the Business Debit Card Terms and Conditions of the Bank, a copy of which is produced to the meeting for approval.**
- b. **That any two Councillors as authorised signatories of the Lloyds bank account mandate request the Bank to issue a Business Debit card to the authorised user and be authorised to sign the application form and any other relevant documentation on behalf of the Council.**
- c. **That the Bank be and is hereby authorised to debit the Business Account of the Council with all transactions effected under such Business Debit Card together with any interest thereon and with any fees for the issue and renewal of such Business Debit Card and that the Council will be responsible for any overdraft so created with interest.**
- d. **That the Bank be and is hereby authorised to disclose any information about the accounts in the name of the Council to any authorised user of the Business Debit Card.**
- e. **These resolutions shall be governed by and construed in accordance with the law of the country in which Council accounts with the Bank are held.**

- all in favour

PTC20.217 Approval of annual subscription to NALC ALCA – for approval (item 14)

It is proposed to renew the annual subscription to the National Association of Local Councils and the Avon Local Councils’ Association at a cost of £2,446.94. The subscription year running from 1 April 2020 to 31 March 2021 and the cost being included in the Council budget for that year.

An alternative proposal that a review of the benefits of NALC and ALCA membership should be undertaken and consideration of how funds of £2,446.94 could be most effectively used to support the Office be undertaken should be undertaken before committing to membership renewal. The funds being ringfenced with a report to the next meeting on their best use. This motion being proposed and seconded.

Resolved – the £2446.94 of funds be ringfenced with a proposal as to how they may be best be spent to be reported at the next meeting for decision.

PTC20.218 Membership of SLCC – for approval (item 15)

It is proposed to pay for Town Clerk to be a member of the Society of Local Council Clerks (SLCC) at an annual cost of £328, to be paid by the Council.

Resolved – the approval of expenditure of £328 for the Town Clerk to join the SLAA from 1 April 2020 - all in favour

PTC20.219 FINANCES (Month 11 February 2020) (item 16)

To receive and approve the attached schedule of payments and bank reconciliation for February 2020.

Resolved – the payments and bank reconciliation for February 2020 are approved – all in favour

PTC20.220 DATE OF THE NEXT MEETING (item 17)

It was noted the next Town Council meeting will be held on Wednesday 8 April 2020 at 7.30pm

Public Meeting Closed: 9.10pm

PTC20.221 EXCLUSION OF PRESS AND PUBLIC (item 18)

Resolved – pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from the meeting for the consideration of the following item by reason of the confidential nature of the matter relating to staff members – all in favour.

PTC20.222 CONSIDERATION OF STAFF PENSION ARRANGEMENTS (item 19)

Resolved – to accept the proposal in respect of staff pension arrangements – all in favor

Meeting Closed: 9.30pm

Signed:.....

Chairman. Portishead Town Council

Date:.....