

**MINUTES OF THE 303rd ORDINARY MEETING OF
PORTISHEAD TOWN COUNCIL
13th JUNE 2018 7.30pm**

PRESENT

Councillor: Cllr. Mitchell – in the Chair

Councillors: - Burden, Cameron, Cottrell, M. Cruse, R. Cruse, Koops, Lord, Mason, Oyns and Pasley

Mrs. J. Duffy, Clerk, RFO & Proper Officer to the Council

There were approximately 20 members of the public and 3 members of the press present.

3013 APOLOGIES (Agenda item 1.)

There were two apologies for absence; Councillors Clark and Terry.

3014 DECLARATIONS OF INTEREST (Agenda item 2.)

There were 3 declarations of interest recorded in the Declaration of Interest Register.

Cllr. Mason declared a personal interest in agenda item .11 as she is acquainted with the neighbour of application no. 18/P/3072/FUL.

Councillors Oyns 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.

3015 PUBLIC PARTICIPATION (Agenda item .3)

There were 10 members of the public in attendance who addressed the meeting:

- Mr. Paul Maltby spoke about the Council banning members of the public from asking questions under the Freedom of Information Act or in other ways. He thanked the Council staff for their hard work. Decisions on whether a member of the public is vexatious should be clearly evidenced and considered in a fair and open way.
- Ms. Barbara Bennett had several questions about Bristol Road playing fields. She noted that her question on why there has been no parade of John Pyle lookalikes has still not been answered.

1. Has Mr. Inman of Gordano School been approached regarding who from the Council asked him to approve the project, and if so what was the answer?
2. Could the whole Council confirm that there has been no plan or proposal in respect of the playing fields?
3. What plans does the Council have for following up the motion at the Portishead Residents Annual Meeting (PRAM) that the plans be halted.
4. Could the Town Council share the brief given to consultants with regard to the Town Vision.
5. What opportunity will there be for residents to comment on the questionnaire before it is finalised.

Cllr. Mitchell responded with regard to Bristol Road Playing Fields and explained that Mr. Pyle is engaged with Portishead Town Football Club, with regard to the Town Council there is no formal proposal in relation to Bristol Road Playing Fields. The Town Council awaits a proposal.

- Mr. Ken Smith spoke about the public's right to ask for information from the Town Council, also about the declaration made by District Councillors at the beginning of Town Council meetings. He said, if dual hatted members vote differently at North Somerset Council (NSC) meetings an explanation should be given at Town Council meetings.

Cllr. Oyns confirmed his stance with regard to a planning decision made at a Town Council meeting and then subsequently at a District Council meeting.

- Mr. Geoff Hardman spoke about the poor state of the grassed areas around the town.
 1. Is Portishead Town Council in communication with NSC about approaching the owners of Old Mill Road to extend the business leases?
 2. Which S.106 money has been allocated to the Precinct?
 3. How much will Brunel Court car park cost and where will the funding come from? Has the costing taken into account the high voltage cables running under the site?
 He also spoke about Avon Way signage and a Portishead Neighbourhood Plan.
 4. What wording has the Town Council come up with, with regard to Mr. Mocks proposal and development in Portishead?

Cllr. Cottrell confirmed that the funding for the Precinct will be coming from the Gordano Gate Business Park S.106 agreement and from North Somerset Council unallocated capital funds.

- Mrs. Ann Townsend spoke about Portishead Town Council working parties and requested that the public is involved with them.

- Mrs. Annette Hennessy welcomed the work to make good the pavement on the High Street. She went on to speak about communication, also about the allegation made at PRAM about vicious attacks on the Clerk. Mrs Hennessy referred to a letter sent to her by the council under the Protection for Staff Policy. She requested that Cllr. Mitchell responds to her request for information following questions raised at PRAM. Mrs Hennessy went on to speak about the skate park project.
- Mr. Chris Holman spoke about his campaign to get a crossing and safety measures implemented on Avon Way, also that the police have confirmed prosecutions do not work. He requested an apology from Cllr. Cottrell and the Clerk with regard to PRAM.
- Ms. Lin Morrissey questioned whether the Clerk has written to Mr. Inman of Gordano School regarding his comments at a recent Governors meeting, also the outline brief given to consultants with regard to the Vision Statement.

Cllr. Cottrell confirmed there were no questions outlined in the brief to the consultants.

- Mr. Gardner spoke about democracy, also about PRAM. He referred to two of the motions put forward at the meeting; procurement panels to select consultants and working parties both to be made up of 50% residents and 50% elected officials. He referred to the pool of talent in the town.

Clerk's note: Cllr. M. Cruse and R. Cruse left the room at 8.27pm.

- Mrs. Janet Davey spoke about the Skate Park Poll and also about her Freedom of Information request with regard to councillor links to property developers.

These minutes summarise what was said during public participation and were views expressed by the speaker, not the Town Council.

3016 REPORTS TO COUNCIL (Agenda item .4)

There were no reports to Council.

3017 CONFIRMATION OF MINUTES (Agenda item .5)

The following recommendation was made:

The Minutes of the 25th Statutory Meeting of Portishead Town Council held on 16th May 2018 were confirmed as a correct record. The Minutes were duly signed by the Chairman of the meeting.

A vote was taken with all in favour.

The following recommendation was made:

The Minutes of the 301st Ordinary Meeting of Portishead Town Council held on 16th May 2018 were confirmed as a correct record. The Minutes were duly signed by the Chairman of the meeting.

A vote was taken with all in favour.

The following recommendation was made:

The Minutes of the Extraordinary Meeting of Portishead Town Council held on 23rd May 2018 were confirmed as a correct record. The Minutes were duly signed by the Chairman of the meeting.

A vote was taken with all in favour.

3018 CLERK'S REPORT (Agenda item .6)

The Clerk's report had been previously circulated to members.

- **JD17/2018: SCHEDULE OF PAYMENTS AND BANK RECONCILIATION / CASH STATEMENT FOR THE MONTH OF MAY 2018**

The Schedule of Payments for the month of May 2018 and bank reconciliation were noted.

- **JD18/2018: ACTIVITIES/PROJECTS PROGRESS UPDATE**

The activities and project progress report was noted.

- **JD19/2018: RESPONSES TO PUBLIC PARTICIPATION MAY 2018**

The responses to public participation were noted.

3019 TO RECEIVE A VERBAL UPDATE FROM THE CENTENARY MEMORIAL WORKING PARTY – Cllr. Cameron (Agenda item .7)

Cllr. Cameron briefly updated the meeting on the activities of the Memorial Working Party.

- The Book of Remembrance is now up and running on the Town Council's website and can be found under the subheading 'Discover Portishead'. www.portishead.gov.uk/Portishead-Book-of-Remembrance
- The Working Party are investigating into producing a hard copy of the Book of Remembrance.

- They are still considering a stone Memorial. Steve Gill is looking into this idea. The Royal British Legion have confirmed that they would support a small stone memorial.
- An event has been planned for the 4th November and will take place at Somerset Hall. It will include a lecture from Sandy Tebbutt.
- The working party are considering a 'memorials' trail around the Town, visiting all the Portishead memorials.

Clerk's Note: Cllr. R. Cruse returned to the meeting 8.43pm. The order of the agenda was altered to allow the public the opportunity to comment on agenda item .13.

3020 MOTION TO COUNCIL - Cllr. Cottrell (Agenda item .13)

"Portishead Town Council is to agree to make an application for the Old Mill Public House to be listed as an Asset of Community Value.

That Portishead Town Council agrees to investigate the possible use of the premises currently known as the Old Mill Public House for the benefit of the residents of Portishead".

Clerk's note: Standing Orders were suspended to allow the public to comment on the possible uses of the Old Mill Public House.

The meeting discussed the site at length. Comments included:

- Setting up a Heritage Centre
- Ideas for funding including Crowd Funding and Heritage Lottery Fund grant
- Business hub
- The recent unsuccessful running of the site as a public house
- Police Enquiry Centre
- Licensed bar
- Coffee shop
- Innovation centre
- Community centre
- Parking at the site currently being free
- The criteria for bidding for an Asset of Community Value
- Listing the site as an Asset of Community Value putting off potential businesses from taking on the lease.
- Licensed wedding venue

Clerk's note: Standing orders were re-instated.

The following recommendation was made:

Portishead Town Council agrees to meet with Enterprise Inns to discuss the future of the Old Mill Public House.

A vote was taken with a majority in favour.

3021 PORTISHEAD RESIDENTS' ANNUAL MEETING TOPICS RAISED (Agenda item .8)

The following recommendation was made:

The meeting noted the report.

A vote was taken with a majority in favour.

3022 REPORT FROM THE TOWN VISION WORKING PARTY (Agenda item .9)

The meeting discussed the report. The following comments were made:

- Should the Council interview the consultants?
- The use of a wealth of expertise within the town
- Finding out more about companies B and C. What experience they have with working with members of the public, as well as councillors.
- The need for the consultants to be independent, to involve as many residents who chose to be involved. Events and sessions should be carried out widely across the town, giving the public a voice.
- Presentations to be based on minute 3001: 'To advise on how best to progress the initial public consultation on the scope of the Town Vision'.

The following recommendation was made:

Portishead Town Council invites company B and C to an interview to find out more about them and what experience they have with working with the public as well as councillors, with the view to making a choice.

A vote was taken with a majority in favour. Cllr. Koops asked for it to be recorded that she voted against the motion.

3023 EMERGENCY GRANT APPLICATION (Agenda item .10)

The following recommendation was made:

Portishead Town Council awards the Friends of Portbury Wharf Nature Reserve a grant of £274 from the General community Grant budget. The Clerk is to write to the group reminding them that they must apply for a grant at the appropriate time e.g. September 2018 for the financial year 2019/2020.

A vote was taken with a majority in favour.

3024 PLANNING AND REGULATORY COMMITTEE (Agenda item .11)

The minutes of the Planning and Regulatory Committee Meeting held on 6th June 2018 had been previously circulated to members.

Cllr. Burden ran through the minutes of the Planning and Regulatory Committee.

PL629 SECTION 2 – PLANNING MATTERS (RECOMMENDATIONS TO TOWN COUNCIL)

5. OTHER PLANNING MATTERS

5.1 LATE PLANNING APPLICATIONS & CONSULTATIONS

18/P/3235/FUH 162 NEWFOUNDLAND WAY, PORTISHEAD, BS20 7PT
Introduction of aluminum copings to cap damaged render feature and walls

The following recommendation was made:

No objection.

A vote was taken with all in favour.

5.1.1 18/P/3294/FUH 7A FROBISHER AVENUE, PORTISHEAD, BS20 6XB
Erection of a dormer extension, new glazing to the first floor living space and new windows to the side elevations

The following recommendation was made:

No objection subject to compliance with North Somerset Council's parking standards.

A vote was taken with all in favour.

5.2.1 AVON WAY

The meeting discussed the plans submitted by North Somerset Council for Avon Way signage.

The following recommendation was made:

That in light of the additional comments made by West Ward Councillors and Cllr. Lord, the Clerk formulates a response to North Somerset Council as follows: -
"Some time ago West Ward Town Councillors together with West Ward District Councillor David Jolley and David Bailey from North Somerset Highways Department, met on Avon Way for a site visit to discuss possibilities to curb speeding. Unfortunately, what you are proposing is not what was agreed at our

site visit nor is it likely, in our opinion, to improve pedestrian and road safety at this site.

In effect, your proposal, to remove one section of guard rail and install dropped curb and tactiles at the junction with Channel View Road and install dropped curb and tactiles pavements on the playground side of the road, seems to be creating a 'crossing' but without any of the normal safeguarding signs. We believe that this proposal is dangerous and would have serious implications for pedestrians so close to the bend, especially children, attempting to cross Avon Way at this point. The barriers should not be removed and there are already tactiles on the opposite side of Channel View Road.

Therefore, our proposal is that the work is reconsidered in view of our comments, and that we are consulted again on any alternative proposal. Children's play area crossing signs are essential."

A vote was taken with all in favour.

5.3. ROAD SPEED REVIEW

The following recommendation was made:

That a Working Party is formed to consider in more detail all the comments received from the consultation before the next meeting with North Somerset Council. Cllrs. Burden, Oyns, Koops and Mitchell offered to form a working party.

A vote was taken with all in favour.

5.6 DELIVERING NORTH SOMERSET HOUSING NEEDS

The following recommendation was made:

Portishead Town Council believes that further significant residential development in the Town will be damaging to the community unless there is a significant improvement to our infrastructure. Such improvements should include the re-opening of the passenger railway service and the resilience of the road network to junction 19 M5, as well as education and medical facilities. The Town Council will continue to support appropriate development, but inappropriate conversions of retail and employment land to residential purposes and changes of use of empty office blocks to housing will be strongly opposed. We call upon the planning authority to use all its powers to protect such planning designations, including making Article 4 Directives and safeguard its employment land.

A vote was taken with all in favour.

The minutes of the Planning and Regulatory Committee held on 6th June 2018 are confirmed as a true record of the meeting and form part of these minutes.

3025 STAFFING AND FINANCE COMMITTEE (Agenda item .12)

The minutes of the Staffing and Finance Committee Meeting held on 30th May 2018 had been previously circulated to members.

Cllr. Lord ran through the minutes of the Staffing and Finance Committee.

SF468 To receive a copy of the Council's Annual Statement of Accounts 2017 -2018

The following recommendations were made:

Portishead Town Council approves the Annual Statement of Accounts 2017-2018.

A vote was taken with all in favour. Cllr. Mitchell and the Clerk signed the Annual Statement of Accounts 2017 - 2018.

SF469 To receive the Internal Auditors Report 2017 - 2018

The following recommendation was made:

Portishead Town Council notes the Internal Auditor's Report 2017 - 2018

A vote was taken with all in favour.

SF470 To Note the completed Annual Return for the Financial Year Ending 31st March 2018 including the Annual Governance Statements

The following recommendations were made:

3026

The Staffing and Finance Committee recommends to Town Council that in Section 1 – Annual Governance Statements 2017/18, a tick is placed in the 'Yes' column next to each statement.

A vote was taken with all in favour. Cllr. Mitchell and the Clerk signed section 1.

3027

The Staffing and Finance Committee recommends to Town Council that in Section 2 – Accounting Statements 2017/18, the figures are noted.

A vote was taken with all in favour. Cllr. Mitchell and the Clerk signed section 2.

The Staffing and Finance Committee recommends to Town Council that the Bank Reconciliation – pro-forma, Explanation of Variances and Reconciliation between Box 7 and Box 8 in section 2 pro-forma are noted as a correct record.

A vote was taken with all in favour.

SF471 To Receive an Update on Investments

The following recommendation was made:

Portishead Town Council notes the investments report.

SF472 To discuss the allocation of Earmarked Reserves 2018 - 2019

The following recommendations were made:

Portishead Town Council makes no changes to Earmarked Reserves at this present time.

SF473 To consider Internal Audit Provision

The following recommendation was made:

Portishead Town Council appoints the existing Internal Auditor, Auditing Solutions Ltd for the year ending 31st March 2019 and a further 2 years.

A vote was taken with all in favour.

SF475 To discuss the draft Whistleblowing Policy

The following recommendation was made:

Portishead Town Council adopts the Whistleblowing Policy.

A vote was taken with all in favour.

SF476 To discuss the draft Counter Fraud and Corruption Policy

The following recommendation was made:

Portishead Town Council adopts the Counter Fraud and Corruption Policy.

A vote was taken with all in favour.

SF477 To discuss the setting up of a bank account for Community Infrastructure Levy (CIL) payments

The following recommendation was made:

Portishead Town Council changes the name of the spare Lloyds Bank account to Portishead CIL Account.

A vote was taken with all in favour.

SF478 To review the statutory guidance on Local Government Investments

The following recommendation was made:

Portishead Town Council adopts the amended Investments Policy.

A vote was taken with all in favour.

SF479 Items for the Next Meeting of the Staffing & Finance Committee

1. Review of accounting arrangements

Clerk's note: The following comments have been minuted non-confidentially.

SF480 Staffing update

The following recommendation was made:

Portishead Town Council authorises the Clerk to spend up to £500 over 3 months from the 18th June 2018 on temporary staffing to deal with an increase in workload.

A vote was taken with all in favour.

The minutes of the Staffing and Finance Committee held on 30th May 2018 are confirmed as a true record of the meeting and form part of these minutes.

3028 ITEMS FOR THE NEXT MEETING (Agenda item .14)

1. Model Standing Orders
2. Communications (Recreation and Works agenda item)– Cllr. Mason

There being no other business the Chairman closed the meeting at 10.06pm.

..... Chairman

11th July 2018