

**MINUTES OF THE 290th ORDINARY MEETING OF
PORTISHEAD TOWN COUNCIL
14th JUNE 2017 7.30pm**

PRESENT Councillor: Cottrell (Chairman of the Council) – in the Chair

Councillors: - Burden, Cameron, Clark, M. Cruse, R. Cruse, Huffadine-Cooper, Koops, Lord, Mason, Mitchell, Oyns, Pasley & Terry

Mrs. J. Duffy, Clerk, RFO & Proper Officer to the Council and two members of the press

There were approximately 50 members of the public present.

2805 APOLOGIES (Agenda item 1.)

There were no apologies for absence.

2806 DECLARATIONS OF INTEREST (Agenda item 2.)

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

Cllr. Oyns & Pasley stated that any views expressed on matters to also be considered at North Somerset Council (NSC) would be provisional and based on the facts currently known. They would be exercising their right to reconsider the matter afresh when the matter went before North Somerset Council.

Cllr. Pasley declared a pecuniary interest in Planning Application 17/P/1115/F 7 Beach Hill, Portishead as he is the applicant.

Cllr. Mason declared an interest in planning application 17/P/1062/F 19 Valley Road as she is acquainted with the applicant.

Cllr. Koops declared an interest in planning application 17/P/1261/HAZ Redcliff Bay, Fuel Depot, Down Road as she lives within the vicinity.

Cllrs Lord, R. Cruse and Pasley all declared an interest with granted dispensation in Portishead Youth Centre.

All Portishead Town Councillors declared an interest in planning application 17/P/1115/F 7 Beach Hill, Portishead; the applicant is a member of Portishead Town Council.

2807 REPORTS TO COUNCIL (Agenda item .3)

Community Resilience North Somerset

Ian Wilson Community Resilience spoke about the organisation. They are now a Community Interest Company. The project was started back in 2012 and operates in 29 communities across the district. Clevedon has recently engaged in the project and subsequently trained 30 volunteers. Emergency services and responders are now in short supply nationally; there is now a need for communities to become more resilient and able to look after themselves in an emergency. He promised Portishead Town Council that if they felt unable to support the programme then it will be delivered without them. The “Community Resilience North Somerset” website can be viewed at <https://communityresilience-ns.org.uk/>

401 Challenge

Ben Smith spoke about the 401 Challenge and 401 Foundation which provides grants for small community projects and is due to be launched in the next couple of months. The Foundation will be hosting the first Festival of Running over the August Bank holiday which will take place in the Lake Grounds, Portishead. The event will include music and food. The Foundation has employed an events management team.

Portishead in Bloom (PiB)

Sandy Tebbutt spoke about PiB’s concerns regarding a planning application near the Portbury Hundred roundabout and its possible effect on the adjacent flowerbeds. ‘Bottle Top’ art will be on show for the In Bloom judging days. Miniature beach huts are being decorated by St. Peter’s School Art Club and will go on show at the Lido when complete. The flags are now up along the High Street and the Rodmore Gardens centre piece has been upgraded. A variety of gardens were on show at the Open Gardens event.

Christmas Lights Committee

Jonathan Lewis spoke about the Christmas Lights Committee. They have assisted PiB with putting up their flags, putting up bunting at the show ground and marshalling for the carnival. They will be marshalling at the Raft Race and the Soap Box Race. The committee has merged with the volunteers at West Hill and there will be big improvements to the West Hill Christmas lights.

Avon & Somerset Police

A report was tabled from PC Jenny Clark. A copy of the report is attached as appendix ‘A’ and forms part of these minutes.

2808 PUBLIC PARTICIPATION (Agenda item .4)

There were 14 members of the public in attendance who wished to address the meeting: -

- A resident spoke about the recent Parish Poll and urged the Town Council to make progress with a skate/wheels park. The resident thanked Janet Davey for leading the campaign.
- A resident thanked PiB and Pride in Portishead for their work in the town and commented that NSC needs to clear its hay fields up.

- A resident and her daughter thanked Janet Davey and Paul Maltby for their hard work on the Parish Poll. The resident's daughter went on to express the importance of a skate park with improving children's health by increasing exercise.
- A resident spoke about the parish poll and mis-information in the press. Skate parks prevent antisocial behaviour, they don't encourage it, they support the mental and physical health of children and will improve the economic development of the town.
- A resident spoke about his involvement with the Portishead Skate Park project in the past and urged the council to build a skate park.
- A resident spoke against the Redcliffe Bay Petroleum Storage Depot planning application and issues with NSC planning website.
- A resident spoke about public participation and the way it is minuted and also about a Parish Poll held in 1993.
- A resident spoke against a planning application at Cheviot Meadow. The plans are not accurate, the new build is not sustainable, and will impact on the town.
- A resident spoke about the parish poll and skate park and urged the town and district councillors to put Portishead first and requested that Portishead Town Council demands Cllr. Nigel Ashton attends a Town Council meeting.
- A resident spoke against Redcliffe Bay Petroleum Storage Depot planning application.
- A resident thanked the Town Council, Janet Davey and Paul Maltby for the parish poll and everyone who voted. Work must be carried out together to deliver a skate park with the Town Council suggesting suitable locations.
- A resident thanked everyone for helping to achieve a yes vote at the parish poll and requested that a working party is formed made up of the public and councillors.
- A resident spoke about the Vexatious Request Policy, also about the skate park and the over development of the town.
- A resident spoke about Vexatious Requests, videoing meetings and the results of the parish poll. The resident explained that he has purchased the domain name and resurrected the skate park project website www.portisheadsk8.org.uk.

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

2809 CONFIRMATION OF MINUTES (Agenda item .5)

Minutes of Full Council 14/06/17

The following recommendation was made:

The amended Minutes of the 24th Statutory Annual Meeting of Portishead Town Council held on 17th May 2017 are confirmed as a correct record. The Minutes were duly signed by the Chairman.

A vote was taken with all in favour of the recommendation.

The following recommendation was made:

The Minutes of the 289th Ordinary Meeting of Portishead Town Council held on 17th May 2017 are confirmed as a correct record. The Minutes were duly signed by the Chairman.

A vote was taken with all in favour of the recommendation.

2810 TO NOTE THE RESULTS OF THE PARISH POLL (Agenda item .6)

The Clerk read out the results of the Parish Poll.

In answer to the question 'The residents of Portishead demand that a fit for purpose concrete skate/wheels park is provided as soon as possible, sited within 15 minutes walking distance of the town's High Street. We demand that the necessary funding is met by the Town Council out of their current funds that are in excess of £500,000. Are you in favour of this, yes or no?'

Votes yes = 2453 89.98%
 Votes no = 271 9.94%
 Spoiled votes = 2
 Total votes counted = 2,726
 Turnout = 13.4%

The meeting discussed various aspects of the skate/wheels park and the results of the Parish Poll. It was agreed to refer the item to the Recreation & Works Committee.

The following recommendation was made:

Portishead Town Council formally recognises the results of the Parish Poll.

A vote was taken with all in favour.

Cllr. Burden left the room at 9.05pm and returned at 9.07pm

2811 TO RECEIVE A REPORT ON A COMMUNITY GOVERNANCE REVIEW (Agenda item .7)

The item was deferred pending a decision from North Somerset Council on the use of electronic petitions.

2812 TO DISCUSS HELPFUL INFORMATION FOR THOSE WISHING TO CONTRIBUTE DURING PUBLIC PARTICIPATION – CLLR. CAMERON (Agenda item .8)

The item was deferred until the next meeting of the Town Council.

2813 PROPOSED AMENDMENT TO STANDING ORDER 4 (I) & (M) (Agenda item .9)

It was proposed to make the following amendment to standing orders 4 (I) and (M).

The Committee will consist of 8 members: The Chairman, Vice Chairman, and normally 2 councillors representing each of East and West Wards, and 1 councillor representing each of North and South Wards. It is permissible to depart from this pattern of representation only if all wards are represented on the committee. The membership will be appointed at the Annual Meeting of the Town Council.

The following resolution was made:

The amended Standing Orders will stand adjourned until the July 2017 Town Council meeting.

A vote was taken with all in favour.

2814 TO DISCUSS THE REQUEST FROM PORTISHEAD YOUTH CENTRE FOR LANDLORD'S PERMISSION (Agenda item .10)

The following recommendation was made:

Portishead Town Council acknowledges the request from Portishead Youth Centre and grants landlord's permission for the structural work to go ahead to the required specification.

A vote was taken with all in favour.

2815 PORTISHEAD PRECINCT – CLLR. PASLEY (Agenda item .11)

Cllr. Pasley gave a presentation on Portishead Precinct and was joined by officers Mandy Bishop and Darren Coughlin-Smith of North Somerset Council.

- The Precinct is owned by London & Cambridge
- The site is leased to North Somerset Council (NSC)
- The surface has deteriorated over time
- Works to refurbish the surface are anticipated to cost £80k

- NSC have secured £40k towards the project
- Will the Town Council match funds towards the project?
- Designs were circulated to the meeting
- NSC have a duty to maintain the site to a safe standard
- London & Cambridge should be asked to contribute towards the scheme as well as grant landlord's permission.

The following recommendation was made:

Portishead Town Council forms a working party from Cllrs. R. Cruse, Koops, Mitchell, Mason, the Chamber of Trade (Tony Walmsley), Portishead in Bloom, an engineer from NSC and a representative from London & Cambridge. The relevant Ward Councillor is to be notified of the meeting date.

A vote was taken with all in favour.

The Chairman thanked the two NSC officers for their attendance.

2816 CLERK'S REPORT (Agenda item .12)

Clerk's Note: Cllr. M. Cruse left the room at 9.33pm.

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

- **JD13/2017: SCHEDULE OF PAYMENTS AND BANK RECONCILIATION / CASH STATEMENT FOR THE MONTH OF MAY 2017**

The following recommendation was made:

The Schedule of Payments for the month of May 2017 and bank reconciliation was noted.

A copy of the Schedule of Payments is attached and forms part of these minutes.

- **JD14/2017: ACTIVITIES/PROJECTS PROGRESS UPDATE**

The following proposal was made:

The Activities/Projects progress report for May/June was noted.

A vote was taken with all in favour of noting the Clerk's report.

Cllr. Pasley left the meeting at 9.34pm and Cllr. M. Cruse returned to the room at 9.35pm.

2817 PLANNING AND REGULATORY COMMITTEE (Agenda item .13)

The minutes of the Planning and Regulatory Committee Meeting held on 7th June 2017 had been previously circulated to members.

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

PL538 SECTION 1 – TO BE CONSIDERED BY THE PLANNING & REGULATORY COMMITTEE

Councillor Koops changed the order of the meeting, as follows:-

PLANNING APPLICATIONS

17/P/1057/F 33 - 37 & 37A WEST HILL, PORTISHEAD, BS20 6LG

Conversion and extension of existing office and flat to 3 three bed eco-friendly homes

The following recommendation was made:

Whilst the Town Council appreciates the improved elevation plans it objects on the grounds of unsatisfactory parking and access arrangements.

A vote was taken with all in favour.

17/P/1115/F 7 BEACH HILL, PORTISHEAD, BS20 7HT

Erection of a two storey extension fronting Beach Road West

The meeting noted that there were no online objections. It was drawn to the meeting's attention that they believed a comment had been made to North Somerset Council that was not listed on its website.

The following recommendation was made:

No objection subject to no valid objections from neighbours and a condition made that the extension does not become a separate dwelling without planning consent.

A vote was taken with all in favour.

PL539 SECTION 2 – PLANNING MATTERS (RECOMMENDATIONS TO TOWN COUNCIL)

1. OTHER PLANNING MATTERS

5.1 LATE PLANNING APPLICATIONS

17/P/1252/O - 33A Nore Road

The following recommendation was made:

Portishead Town Council asks for an extension on this application and request that the relevant Ward District Councillor calls the application to North Somerset Council's Planning & Regulatory committee if it is recommended for approval.

A vote was taken with a majority in favour.

17/P/1264/F - 21 South Road

The following recommendation was made:

Portishead Town Council asks for an extension on this application and request that the relevant Ward District Councillor calls the application to North Somerset Council's Planning & Regulatory committee if it is recommended for approval.

A vote was taken with all in favour.

5.4 SITE ALLOCATION PLAN

The meeting noted Cllr. Koops verbal report.

5.5 FIRST BUS – NEW TIMETABLE

The following recommendation was made:

Portishead Town Council writes to First Bus asking for a meeting with its representatives to discuss the Council's concerns regarding the reduction in service.

A vote was taken with all in favour.

5.6 C-3 DISABLED BAY CONSULTATION – 5 COMBE FIELDS

The following recommendation was made:

Portishead Town Council completes and returns to North Somerset Council Form C3 without objection.

A vote was taken with all in favour.

5.7 NORTH SOMERSET COUNCIL – CONSULTATION ON CHANGES TO EARLY YEARS FUNDING PROCESSES IN YEAR 2017-2018

The following recommendation was made:

Portishead Town Council responds:

Question 1: No, not everyone has online access
 Question 2: As you stated either date so we will respond 15th of the month
 Question 3: Yes
 Question 4: 30 minutes
 Question 5: No
 Question 6: No
 Question 7: No

A vote was taken with all in favour.

5.8 NEIGHBOURHOOD PLANNING - FINAL YEAR

The following recommendation was made:

Portishead Town Council forms a Working Party to consider the possibility of registering for financial assistance. Councillors Cottrell, Burden and Koops form the working party.

A vote was taken with the majority in favour.

5.9 PLANNING COMMENTS PROCESS

The following recommendation was made:

Portishead Town Council should allow the phrase “request that the relevant Ward District Councillor calls the application to North Somerset Council’s Planning & Regulatory committee if it is recommended for approval”, to be used at the discretion of the Planning & Regulatory committee as and when it wishes but not for it to be automatically included in every objection made.

A vote was taken with all in favour.

17/P/1261/HAZ REDCLIFF BAY, FUEL DEPOT, DOWN ROAD PORTISHEAD, BS20 8LB

Hazardous substance consent for the storage of petroleum products in tanks 14 and 15

Clerk’s Note: Cllr. Koops left the room at 9.57pm. Cllr. Burden ran through the remainder of the Planning and Regulatory Committee minutes.

The following resolution was made:

Portishead Town Council objects for the following reasons:

- Any consent should be for high flash distillates (aviation fuel kerosene) with a minimum flash point greater than 38° C in line with the current permission for operation of the rest of the site.

- Fire risk. The proximity of tanks 14 and 15 to the nearest houses is not shown on the maps provided. The risk to these houses must be at the acceptable level, according to HSE rules.
- An FOI by a resident application has revealed that an HSE assessment in 2013 reported that the use of tanks 14 and 15, even at reduced capacity, is incompatible with the safety of the neighbouring population of Waterside Park, should a leak occur.
- There is no HSE or EA report for this application on the website at present.
- The RPS letter admits that the tanks are currently being used without permission and have been operated from 2010 to late 2016 without consent.
- Local consultation was inadequate as it was not in a locally delivered newspaper, but in the Western Daily Press, which is a regional publication.
- The press notice does not mention the moveable container (there is one currently operating on site without consent), nor does the RPS letter.

Portishead Town Council requests that the relevant Ward District Councillor calls the application to North Somerset Council's Planning & Regulatory committee if it is recommended for approval.

A vote was taken with all in favour.

Clerk's Note: Cllr. Koops returned to the room at 10pm

The minutes of the Planning and Regulatory Committee held on 7th June 2017 are confirmed as a true record of the meeting and form part of these minutes.

2818 STAFFING AND FINANCE COMMITTEE (Agenda item .14)

The minutes of the Staffing and Finance Committee meeting held on the 31st May 2017 had been previously circulated to members.

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

SF400 To review the Vexatious Requests Policy

It was suggested that the name of the policy be changed to the Protection for Staff Policy.

The following resolution was made:

Portishead Town Council is to set up a working party to review the Protection for Staff Policy (Vexatious Requests Policy). Cllrs. Cottrell, Mitchell, Lord and Koops are to sit on the working party. Cllr. Lord will convene the working party.

A vote was taken with the majority in favour.

SF401 To Receive a Copy of the Council's Annual Statement of Accounts 2016 – 2017

The following resolution was made:

Portishead Town Council accepts the Annual Statement of Accounts on the proviso that the accruals are corrected to reflect the pool cover invoice.

A vote was taken with all in favour.

SF402 To Note the Completed Annual Return for the Financial Year Ended 31 March 2017 Including the Annual Governance Statements

A discussion took place and the following resolution was made:

Minute 2819

The Town Council responds 'yes' to all Annual Governance Statements except statement 4 where the Council will respond 'no' and include the following explanation:

Portishead Town Council acknowledges the opinion of Grant Thornton with regard to the 2015/2016 audit and the period for the exercise of public rights. The Council has reflected on the comments and recognises the importance of the accuracy of the information it provides to the public, in respect to their formal right to object, inspect and question the external auditor. Going forward the Council is ensuring these dates are checked prior to publishing, so ensuring the provision of a proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

No member of the public informed the Council that, because of the error in the published dates, they were prevented from exercising this right in 2015/2016. Therefore, the Council believes that in this instance there was no operational or financial implication for the year 2016/2017.

Minute 2820

Portishead Town Council approves the completed 2016/17 Annual Return.

A vote was taken with all in favour.

SF403 To Receive the Internal Auditor's Report 2016 - 2017

The meeting discussed the items raised within the Internal Audit Report.

Review of Accounting Arrangements

R1 Further consideration should be given to bringing the accounting function in-house and employing a part time book-keeper with potential cost savings to the Council.

The following resolution was made:

Portishead Town Council notes the Internal Auditor's comments and re-evaluates the in-house accounting function in light of the specialist accounting packages now available. The Clerk is to seek costs for hiring an appropriately qualified member of staff to carry out the accounting function, the costs for an additional computer and accounting package and bring to the July Staffing & Finance Committee meeting.

A vote was taken with all in favour.

Review of Corporate Governance

R2 The Council should take appropriate action to develop appropriate detailed policies, procedures and strategies governing areas such as anti-fraud and corruption, risk management and overall governance arrangements in advance of any documentation that may be provided by NALC.

The following recommendation was made:

The Clerk is to contact ALCA and establish if NALC has completion dates for its model Anti-fraud and Corruption, Risk Management and overall Governance Arrangements.

A vote was taken with all in favour.

Assessment and Management of Risk

R3 Consideration should be given to developing a more robust register of potential risk areas than is currently in place.

The following recommendation was made:

The Town Council notes the comments of the Internal Auditor. The Clerk is to ask for a copy of the promised 'risk' documents. The matter is to be re-visited at the July Staffing & Finance Committee meeting.

A vote was taken with all in favour.

Clerk's note: The Clerk is now in receipt of the document.

SF404 To Receive a Report from the Internal Audit Review Working Party

The following recommendation was made:

Portishead Town Council notes the report from the Internal Audit Working Party

A vote was taken with all in favour.

SF405 To Discuss the Allocation of Earmarked Reserves 2017/2018

A brief discussion took place and the following recommendation was made:

Portishead Town Council amends the Earmarked Reserves as follows:
One new earmarked reserve is created
'Parish Poll' with an opening balance of £15,000.
'Major Community Projects' to be increased to £85,000.
'Major Works Programme-Halls' to be increased to £10,000.
Office IT Equipment to be increased to £2,000.
Environment/Cultural/Heritage/Allotment to be increased to £20,000.
All other reserves to remain unchanged.

A vote was taken with all in favour.

SF406 To Note the Report on the Valuing of the Town Council Owned Assets

Clerk's Note: The Chairman has written to David James & Partners to arrange a meeting to discuss the various issues that have arisen with the quality of their report.

SF407 To Review the Appraisal Policy and Procedures

The following recommendation was made:

Portishead Town Council forms a working party to review the Appraisal Policy and Procedures. Cllrs. Oyns, Cottrell and Clark offered to sit on the working party.

SF408 Items for the Next Meeting of the Staffing & Finance Committee

1. To review the office opening hours
2. To discuss the investments
3. To review costs for the office refurbishment
4. To review the 1st quarter accounts

The minutes of the Staffing & Finance Committee held on 31st May 2017 are confirmed as a true record of the meeting and form part of these minutes.

2821 MATTERS THE CHAIRMAN WISHES TO PUT BEFORE THE COUNCIL
(Agenda item .15)

The report was noted.

Clerk's note: The Clerk is to write to Kensington & Chelsea Council and offer Portishead Town Council's deepest condolences for the recent tragedy at Grenfell Tower.

Cllr. Cottrell will write to the worker who has recently been injured at the Cabstand works and wish him a speedy recovery.

2822 ITEMS FOR THE NEXT MEETING (Agenda item .16)

There were no items submitted for the next agenda.

2823 TO DISCUSS LAND AT HEAVENS FIELD (Agenda item .17)

There was nothing to be discussed.

There being no other business the Chairman closed the meeting at 10.28pm.

.....Chairman

12th July 2017