

**MINUTES OF THE 301st ORDINARY MEETING OF
PORTISHEAD TOWN COUNCIL
16th MAY 2018 8.15pm**

PRESENT

Councillor: Cllr. Mitchell – in the Chair

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

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

There were approximately 31 members of the public and two members of the press present.

2992 APOLOGIES (Agenda item 1.)

There was one apology for absence from Councillor Terry.

2993 DECLARATIONS OF INTEREST (Agenda item 2.)

There were 7 declarations of interest recorded in the Declaration of Interest Register.

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.

Councillors R. Cruse, Lord and Pasley declared a personal and pecuniary interest with granted dispensation for agenda item .13 as trustees of Portishead Youth Centre.

Councillors Lord and Oyns declared a personal interest in agenda item .9 as the tennis courts are visible from their houses.

2994 PUBLIC PARTICIPATION (Agenda item .3)

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

- Mrs. Ann Townsend spoke about public participation at Town Council meetings and stated that the current format is not working. She went on to say that without two-way discussion meetings will remain adversarial.

- Mr. Jonathan Mock spoke about public participation, he also commented on the Town Council's lack of a Facebook page or Twitter feed. He went on to speak about Portishead Residents Annual Meeting.
- Mr. Chris Sperring spoke about the natural environment and requested that the Town Council looks into carrying out an audit of green areas in the town. The greenery absorbs vehicle pollution.
- Mr. Geoff Hardman spoke about a number of issues:
 1. The speed limit in Clapton-in-Gordano, Weston-in-Gordano and Walton-in-Gordano is 20mph, why can't Bristol Road have a 20mph speed limit.
 2. Which S.106 fund has been allocated towards the work on the Precinct?
 3. Has Brunel Road car park been costed and if so how much and where is the funding coming from? Has the costing taken into account the high voltage cables under the site?
 4. When will the work to the Avon Way signage start?
 5. Has the Neighbourhood Plan working party created a vision to guide expenditure and future plans and how does it propose to engage with the public?
 6. Development in Portishead, has the final wording been drafted and when does the public get invited to be shortlisted to assist?
 7. NSC Local Plan 2036, has the Town Council received a response from NSC regarding the Town Council's reservations?
 8. Can the Town Council advise why NSC's waste collection is so poor?
 9. Portishead Air Cadets will be putting on a float for this year's carnival.

Cllr. Cottrell advised Mr. Hardman that Biffa have said that they are revising all refuse and recycling routes and rationalising the collections. This process will start on the 4th June. Every residential dwelling will receive a letter explaining the new system.

- Mrs. Mary O'Hara spoke about speeding of vehicles coming from High Street and travelling into Bristol Road. She went on to say traffic calming measures are required along with double yellow lines.

Cllr. Lord suggested that the Speed Review Working Party looks at this situation.

- Ms Barbara Bennett spoke about Bristol Road Playing Fields. She asked why is there not a series of John Pyle lookalikes lining up to tender? She referred to a Gordano School Governors meeting where the Headmaster John Inman reported that he declined a request from the Town Council to put in writing that the school favours the Football Clubs proposal.

Cllr. Cottrell responded that she was bemused by the fact that Mr. Inman has received a letter from Portishead Town Council. The Clerk was asked whether such a letter has been sent and Clerk responded no. Mrs

Bennett confirmed that it was not a letter it was a request from the Town Council.

- Ms Lin Morrissey spoke about Bristol Road Playing Fields and questioned how the feasibility group are getting on and asked if there are any minutes that can be shared with the public. She referred to the agreement between the Football Club and the Lenton Lane Group.
- Mrs Judy Brighton spoke about “flip flop” councillors. She commented that councillors vote one way at Town Council meetings and then vote differently at North Somerset Council meetings. She proposed that dual hatted members are called to account.
- Mrs Annette Hennessy spoke about letters in the newspaper, also about the Portishead Residents Annual Meeting.

Cllr. Pasley corrected Mrs Hennessy with regard to the content of the letter in the newspaper.

- Mr. Smith referred to the new development being built at Harbour Road as a monstrosity, also about whether Portishead could get some of the West of England Local Enterprise Partnership funding. Finally, he spoke about Frome Town Council.

Cllr. Pasley said that he would like to hear from residents in his ward and is available the last Saturday of the month in the Library.

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

2995 REPORTS TO COUNCIL (Agenda item .4)

Portishead Carnival

Gemma Cooper co-organiser of Portishead Carnival addressed the Council regarding issues with their main sponsor dropping out.

Turn the Tide

Alison Leech Co-Chair of Turn the Tide gave a presentation to Council. A copy of the presentation is attached to these minutes.

Clerk's note: Councillors Clark and Oyns left the meeting 9.17pm. Agenda item .12 was brought forward

2996 PROPOSAL TO COUNCIL (Agenda item .12)

That this Council supports the Surfers Against Sewage Plastic Free Coastline (PFC) campaign in an effort to reduce the use of single use plastics (e.g. cutlery, straws, cups, fish and chip boxes etc.) in the town which, in turn, contribute not only to the plastic pollution epidemic to our waters, but also to the litter problem on our streets.

Cllr. Cottrell offered to represent the Town Council.

The following recommendation was made:

Portishead Town Council supports the Surfers Against Sewage Plastic Free Coastline (PFC) campaign in an effort to reduce the use of single use plastics (e.g. cutlery, straws, cups, fish and chip boxes etc.) in the town which, in turn, contribute not only to the plastic pollution epidemic to our waters, but also to the litter problem on our streets.

In doing so the Council recognises that in achieving this accreditation requires 5 objectives to be met, these are:

Objective 1: Local Governance
 Objective 2: Resistance Hubs: Local Businesses
 Objective 3 Plastic Free Allies
 Objective 4: On the Ground Action
 Objective 5: Local Resistance Strategic Group

A vote was taken with all in favour.

2997 CONFIRMATION OF MINUTES (Agenda item .5)

The following recommendation was made:

The Minutes of the 300th Ordinary Meeting of Portishead Town Council held on 11th April 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.

2998 TO CONFIRM THE APPOINTMENT OF AN INSURANCE COMPANY
(Agenda item .6)

The following recommendation was made:

Based on the quotes provided Portishead Town Council proceeds with insuring the Council and its assets with Zurich for a period of 3 years with effect from 1st June 2018, at a cost of £4,591.17 per annum.

A vote was taken with all in favour.

2999 CLERK'S REPORT (Agenda item .7)

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

- **JD14/2018: SCHEDULE OF PAYMENTS AND BANK RECONCILIATION / CASH STATEMENT FOR THE MONTH OF APRIL 2018**

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

- **JD15/2018: ACTIVITIES/PROJECTS PROGRESS UPDATE**

The activities and project progress report was noted.

- **JD16/2018: RESPONSES TO PUBLIC PARTICIPATION APRIL 2018**

The responses to public participation were noted.

3000 TO RECEIVE A VERBAL UPDATE FROM THE CENTENARY MEMORIAL WORKING PARTY – Cllr. Cameron (Agenda item .8)

Cllr. Cameron briefly updated the meetings and thanked Valerie Payne and Sandy Tebbutt for all their work researching the content for the Memorial website. He stated that as soon as the data inputting is complete members of the public will be invited to review the content and give feedback.

The following recommendation was made:

Portishead Town Council does not proceed with the idea of a bandstand.

A vote was taken with a majority in favour and one abstention.

Cllr. Pasley asked it to be noted that he has had no involvement with the Memorial Bandstand project. Cllr. Cameron confirmed this to be the case. Cllr. Koops thanked Cllr. Cameron for all his hard work.

Clerk's note: Cllr. Oyns returned to the room at 9.28pm.

3001 PLANNING AND REGULATORY COMMITTEE (Agenda item .9)

The minutes of the Planning and Regulatory Committee Meeting held on 2nd May 2018 had been previously circulated to members.

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

PL620 18/P/2729/FUL Portishead Lawn Tennis Club

Clerk's note: Cllr. Pasley declared a conflict of interests and took no further part in the discussions on application 18/P/2729/FUL.

The following recommendation was made:

Portishead Town Council refuses the applications on the grounds that the need for additional tennis courts has not been demonstrated.

A vote was taken with the majority in favour. Cllrs. Burden and Pasley abstained from the vote.

PL621 SECTION 2 – PLANNING MATTERS (RECOMMENDATIONS TO TOWN COUNCIL)

5. OTHER PLANNING MATTERS

5.1 LATE PLANNING APPLICATIONS & CONSULTATIONS

18/P/2643/FUH 315 NORE ROAD, PORTISHEAD, BS20 8EN

Single storey side extension and first floor dormer extension to the back of the property, porch to the front entrance door and linkage between two existing first floor front dormers

The following recommendation was made:

Portishead Town Council responds no objection subject to no valid objection from neighbours and compliance with North Somerset Council's parking standards.

A vote was taken with all in favour.

18/P/2914/FUH 67 THE DEANS, PORTISHEAD, BS20 6EQ

Demolition of existing Garage, construction of new two-story side extension and single-story outbuilding [for storage]

The following recommendation was made:

Portishead Town Council responds no objection subject to no valid objection from neighbours and compliance with North Somerset Council's parking standards.

A vote was taken with all in favour.

18/P/2926/FUH 1 LITTLE HALT, PORTISHEAD, BS20 8JQ

Proposed alterations and additions to existing rear two storey extension/conservatory

The following recommendation was made:

Portishead Town Council has no objection subject to the privacy issues for no.3. Little Halt being addressed.

A vote was taken with all in favour.

5.3. ROAD SPEED REVIEW

The following recommendation was made:

Portishead Town Council forms a working party to progress the road speed review. Cllrs Burden, Huffadine-Cooper, Cottrell and Oyns form a working party.

A vote was taken with all in favour.

5.4 VISION STATEMENT/NEIGHBOURHOOD PLANNING

The following recommendation was made:

The Council asks the Clerk to investigate the options of employing individual facilitators. These to advise on how best to progress the initial public consultation on the scope of the Town Vision and report to members at the earliest opportunity.

A vote was taken with a majority in favour.

The minutes of the Planning and Regulatory Committee held on 2nd May 2018 are confirmed as a true record of the meeting and form part of these minutes.

3001 STAFFING AND FINANCE COMMITTEE (Agenda item .10)

The minutes of the Staffing and Finance Committee Meeting held on 18th April 2018 had been previously circulated to members.

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

SECTION 'A' – NON-CONFIDENTIAL ITEMS

SF453 To Receive a Copy of the Council's Financial Management Report: Quarter 4 (1st January 2018 – 31st March 2018)

The following recommendations were made:

Portishead Town Council approves the income, expenditure and the Earmarked Reserves set out in the 4th quarter Financial Management report.

Portishead Town Council writes to the Youth Centre Trustees on an annual basis following the year end accounts making them aware of the expenditure and the value of the remaining Youth Centre Building Contingency Restricted Reserve.

A vote was taken with all in favour.

SF456 To note the changes to the Governance and Accountability for Smaller Authorities in England guide.

The following recommendation was made:

Portishead Town Council notes the changes to the Governance and Accountability for Smaller Authorities in England Guide.

A vote was taken with all in favour.

SF457 To discuss the NALC General Data Protection Regulations Toolkit for Local Councils

The following recommendations were made:

Portishead Town Council approves the adapted privacy notices and consent forms as provided by the Town Clerk. It was agreed that these should be reviewed in 12 months' time by the Staffing and Finance Committee.

Portishead Town Council sets a budget of up to £1,000 from the Audit and Professional budget head to cover the provision of a Data Protection Officer (DPO). The Clerk, Chairman of Staffing and Finance and the Town Council Chairman will review quotes prior to appointing a DPO.

A vote was taken with all in favour.

SF460 To review salaries (Pay award 1st April 2018)

The following recommendation was made:

Portishead Town Council notes and adopts the National Joint Council for Local Government Services pay scales. Payments are to be backdated to 1st April 2018.

A vote was taken with all in favour.

SF461 To review Financial Regulations

The meeting discussed the Council's Financial Regulations and increasing the values of 1.14 and 4.1 from £1,000 to £2,000 and increasing the values of 4.5 and 11.1(i) from £3,000 to £5,000.

A new regulation is introduced at 6.19 dealing with the handling of un-presented cheques. The new regulation reads "Cheques which remain un-presented after a period of 3 months or more from the date of issue will be cancelled. Prior to their cancellation the RFO should make all reasonable attempts to contact the payee and establish whether they still hold the cheque and intend to bank it. Alternative forms of payment may be offered. Details of any cancelled cheques must be recorded in the cashbook as a negative payment and analysed to ensure no duplication of expenditure."

Financial regulation 11.1(i) was altered to reduce the burden of seeking three quotes for the supply of goods, services etc. between £250 and £3,000. The

new regulation is to read 'When it is to enter into a contract of between £5,000 and £25,000 for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials or specialist services as are excepted as set out in paragraph (a) the RFO will obtain three quotations. Otherwise, Regulation 10.3 above shall apply.'

The following recommendation was made:

Portishead Town Council adopts the changes to Financial Regulations 1.14, 4.1, 4.5 and 11.1(i) and the introduction of Regulation 6.19.

A vote was taken with all in favour.

SF462 To note the changes to Avon Pension Funds Monthly online data returns

The meeting noted the Avon Pension Fund information on online data returns and Portishead Town Council's deficit recovery figures for 2018/2019.

The following recommendation was made:

Portishead Town Council notes the changes to the Avon Pension Funds monthly online data returns.

SF463 To review costs for the setting up of a Book of Remembrance within the Town Councils own website

The following recommendation was made:

Portishead Town Council approves a payment of £140 to Net-Digital to cover the cost of supplying an additional page to the Town Council website featuring a Book of Remembrance. The payment is to come from the website budget. The Town Council formally thanks Net-Digital for splitting the costs of the new additional page.

A vote was taken with all in favour.

The minutes of the Staffing and Finance Committee held on 18th April 2018 are confirmed as a true record of the meeting and form part of these minutes.

3003 RECREATION AND WORKS COMMITTEE (Agenda item .11)

The minutes of the Recreation and Works Committee Meeting held on 25th April 2018 had been previously circulated to members.

Cllr. Oyns ran through the minutes of the Recreation and Works Committee.

The minutes of the Recreation and Works Committee held on 25th April 2018 are confirmed as a true record of the meeting and form part of these minutes.

3004 PORTISHEAD YOUTH CENTRE SEEKS LANDLORDS PERMISSION FOR SOLAR PANELS ON THE OLD SECTION OF FLAT ROOF (Agenda item .13)

The following recommendation was made:

Portishead Town Council grants landlord's permission for Portishead Youth Centre to place solar panels on a section of the roof above the dance studio.

A vote was taken with a majority in favour.

Clerk's Note: Councillors R. Cruse, Lord and Pasley abstained from voting.

3005 TO DISCUSS THE SOUTH WESTERN AMBULANCE TRUSTS MEMORANDUM OF UNDERSTANDING WITH REGARD TO THE FOLK HALL DEFIBRILLATOR COMING TO AN END AND NEXT STEPS (Agenda item .14)

The following recommendation was made:

Portishead Town Council purchases an AED defibrillator at a cost of £975 + VAT to replace the South Western Ambulance defibrillator.

A vote was taken with a majority in favour.

3006 WASP – WOULD THE TOWN COUNCIL BE WILLING TO APPLY FOR AND COVER THE COSTS OF CARRYING OUT 'NEW ROADS AND STREET WORKS ACT SEARCH' (NRSWA) ON BEHALF OF WASP FOR THE LAND OFF OF HARBOUR ROAD. (£49.50) (Agenda item. 15)

Cllr. Pasley offered to take up the matter of the NRSWA search of the land off of Harbour Road with North Somerset Council on behalf of WASP.

Cllr. M. Cruse asked that it be noted that the Chairman's Event was excellent and thanked Cllr. Cottrell, her husband and all their helpers for putting on such a great event.

3007 ITEMS FOR THE NEXT MEETING (Agenda item .16)

There were no items submitted for the agenda and there being no other business the Chairman closed the meeting at 10.05pm.

..... Chairman

13th June 2018