

**MINUTES OF THE 288th ORDINARY MEETING OF
PORTISHEAD TOWN COUNCIL
19th APRIL 2017 7.30pm**

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

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

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

There were approximately 17 members of the public present.

2765 APOLOGIES (Agenda item 1.)

Apologies were received from Cllr. Terry.

2766 DECLARATIONS OF INTEREST (Agenda item 2.)

There were 2 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 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.

2767 PUBLIC PARTICIPATION (Agenda item .3)

There were 8 members of the public in attendance who wished to address the meeting: -

- A resident spoke about the lack of residents' names being recorded in the minutes, plus about a skatepark and the proposed railway line.
- A resident spoke about Cllr. Cameron's document "Helpful information relating to Portishead Town Council and North Somerset Council for those contributing to public participation".
- A resident spoke about the removal of the Town Council noticeboards, plus about motorhomes parking along Portishead sea front day and night.
- A resident spoke about comments made at the last Recreation & Works Committee with regard to a Portishead Skatepark.

- A resident spoke about the Government's New Homes Bonus, plus about a Freedom of Information Act request, the precept and called for the resignation of Cllr. Cameron.
- A resident spoke about the lack of residents' names being recorded in the minutes, plus about the location of a skatepark and benches.
- A businessman from a company called Redleaf spoke about an event they have organised for the 16th July 2017 called the Portishead SoapBox Race.
- A resident spoke about the need to record names within the minutes of Council meetings.

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

2768 REPORTS TO COUNCIL (Agenda item .4)

Avon & Somerset Police

A report was tabled from PC John Shaddick. A copy of the report is attached as appendix 'A' and forms part of these minutes.

Portishead in Bloom

Mrs Tebbutt spoke on behalf of Portishead in Bloom. She outlined details of the work they have carried out on; the Town Garden, various working parties and a bottle top art project. The Town will be judged regionally on 14th July and nationally on 7th August. First Portishead Scouts were entered into a RHS competition and received an award of £500 towards gardening goods. They are planting up Esplanade Meadow with the children from a local nursery. The Open Gardens event will take place on 3rd and 4th June 2017.

Cllr. Cottrell congratulated 1st Portishead Scouts on their achievement.

2769 CONFIRMATION OF MINUTES (Agenda item .5)

The following recommendation was made:

The Minutes of the 287th Ordinary Meeting of Portishead Town Council held on 8th March 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.

2770 CLERK'S REPORT (Agenda item .6)

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

- **JD08/2017: SCHEDULE OF PAYMENTS AND BANK RECONCILIATION / CASH STATEMENT FOR THE MONTH OF MARCH 2017**

The following recommendation was made:

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

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

- **JD09/2017: QUARTERLY FINANCIAL MANAGEMENT REPORT 4th QUARTER**

The following recommendation was made:

The Quarterly Financial Management report for the 4th quarter/year end was noted.

- **JD10/2017: ACTIVITIES/PROJECTS PROGRESS UPDATE**

The following proposal was made:

The Activities/Projects progress report for April was noted.

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

2771 PLANNING AND REGULATORY COMMITTEE (Agenda item .7)

The minutes of the Planning and Regulatory Committee Meeting held on 5th April 2017 had been previously circulated to members.

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

PL526SECTION 2 – PLANNING MATTERS (RECOMMENDATIONS TO TOWN COUNCIL)

OTHER PLANNING MATTERS

5.4 Late Planning Applications

The following recommendations were made:

17/P/0660/F 66 WEST HILL, PORTISHEAD, BRISTOL, BS20 6LR

Resolved: Portishead Town Council responds - no objection providing the application can demonstrate that it complies with North Somerset Council's parking guidelines.

17/P/0695/TPO COUNCIL LAND OPPOSITE FOOTPATH FROM 11 LYNTON CLOSE, PORTISHEAD, BRISTOL, BS20 6YS

Resolved: Portishead Town Council responds – objects to the reduction.

17/P/0697/TPO 19 WHITE LODGE PARK, PORTISHEAD, BRISTOL, BS20 7HH

Resolved: Portishead Town Council responds - objects to the reduction.

17/P/0709/ADV 38 - 40 HIGH STREET, PORTISHEAD, BRISTOL, BS20 6EN

Resolved: Portishead Town Council responds – no comment.

17/P/0721/F 8 LADYMEAD, PORTISHEAD, BS20 7LJ

Resolved: Portishead Town Council responds – The Town Council requests that the Planning Officer considers the overbearing nature of the proposed extension, particularly in light of the potential reduction in light on the neighbouring property.

17/P/0725/F 24 HILLSIDE ROAD, PORTISHEAD, BS20 8EU

Resolved: Portishead Town Council responds – no objection subject to compliance with North Somerset Council's parking standards.

17/P/0726/F BRACKENWOOD GARDENS, PORTISHEAD, BS20 8FD

Resolved: Portishead Town Council responds – no objection subject to the policy being met in another way.

17/P/0738/F 103A Nore Road, Portishead, Bristol, BS20 8DW

Resolved: Portishead Town Council responds – no objection subject to no valid objection from neighbours

17/P/0740/F 21 COMBE AVENUE, PORTISHEAD, BRISTOL, BS20 6JS

Resolved: Portishead Town Council responds - no objection subject to no valid objection from neighbours, providing the application can demonstrate it complies with North Somerset Council's parking guidelines.

17/P/0756/TPO 29 HIGHFIELD DRIVE, PORTISHEAD, BRISTOL, BS20 8JD

Resolved: Portishead Town Council responds – objects to the felling of this tree

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

5.6 Preventing Homelessness Strategy for North Somerset

The following recommendation was made:

Portishead Town Council notes the consultation

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

5.7 Harbour Edge

The following recommendation was made:

Portishead Town Council writes to North Somerset Council in support of introducing a new footpath linking Harbour Edge and Phoenix Way along Portbury Ditch as a priority to coincide with the completion of the development of Harbour Edge.

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

5.8 Portbury Parish Council – Planning Application 17/P/0429/F – Days Inn, hotel extension

The following recommendation was made:

Portishead Town Council writes to North Somerset Council in support of Portbury Parish Council's wishes for Welcome Break to improve the entranceway to Gordano Services so that it is more welcoming.

A vote was taken with all in favour.

5.9 North Somerset Council – Site and Policies Plan, Part:2 Site Allocations Plan

The meeting discussed the issue of not being able to participate at the Sites and Policies Plan, Part:2 Site Allocations Plan hearing. The following recommendation was made:

Portishead Town Council formally writes to North Somerset Council asking why the Town Council is not being allowed to speak during the hearings process.

Portishead Town Council nominates Cllrs. Cottrell and Koops to attend the hearing as representatives of the Town Council.

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

The minutes of the Planning and Regulatory Committee held on 5th April 2017 are confirmed as a true record of the meeting and form part of these minutes.

2772 RECREATION & WORKS COMMITTEE (Agenda item .15)

The minutes of the Recreation & Works Committee meeting held on the 29th March 2017 had been previously circulated to members.

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

RW1676 TO DISCUSS THE DONATION OF BENCHES FROM THE PORTISHEAD LIONS CLUB TO THE TOWN

The following recommendation was made:

Portishead Town Council accepts the very kind offer of benches from Portishead Lions Club and allow them the total freedom to select the style of bench and location.

A vote was taken with a majority in favour.

RW1679 TO NOTE THE FINAL PLANS FOR THE CABSTAND/BRUNEL COURT IMPROVEMENT WORKS AS PROVIDED BY NORTH SOMERSET COUNCIL FOLLOWING REQUESTS FOR FURTHER INFORMATION FROM THE TOWN COUNCIL

A discussion took place and the following recommendation was made:

Portishead Town Council expresses its concern regarding the lack of a pedestrian crossing outside the petrol station on the southbound carriage way of the High Street.

A vote was taken with a majority in favour.

RW1681 TO RECEIVE A REPORT ON THE FELLING OF A DECAYING OAK TREE AT MEAD ROAD PLAY AREA

The following recommendation was made:

Portishead Town Council agrees to the felling of a decayed oak tree at its Mead Road play area. The work is to cost £1,420 plus VAT. The work is to take place as soon as possible, with a certain amount of timber being left on site for ecology reasons. The Town Council will consider the necessity for replanting the felled tree at a later stage.

A vote was taken with a majority in favour.

The minutes of the Recreation & Works Committee held on 29th March 2017 are confirmed as a true record of the meeting and form part of these minutes.

2773 TO AGREE THE FILMING PROTOCOL
(Agenda item .9)

The following recommendation was made:

Portishead Town Council adopts the Filming Protocol.

A vote was taken with all in favour.

2774 TO DISCUSS HELPFUL INFORMATION FOR THOSE WISHING TO CONTRIBUTE DURING PUBLIC PARTICIPATION – CLLR. CAMERON
(Agenda item .10)

No discussion took place and the item was deferred for a cycle. It was suggested that any councillor comments be forwarded to the Clerk prior to the next meeting.

2775 MATTERS THE CHAIRMAN WISHES TO PUT BEFORE THE COUNCIL
(Agenda item .11)

The Chairman asked whether any Councillors wished to attend and represent the Town Council at the Outlook Portishead event on the 9th June.

A discussion took place and the following proposal was made:

Portishead Town Council writes to the organisers of Outlook Portishead and express its dismay that the event is happening outside Portishead. This does not give the best impression to people that are attending who have not been to the area before and have no opportunity to look at the Town.

The decision to attend will be discussed again at the May Town Council meeting.

A vote was taken with all in favour.

The Clerk is to establish the procedure for requesting grit bins from North Somerset Council and report back to Council.

The Chairman gave a brief update of the Phase One of MetroWest. Cllrs Cottrell, Mitchell, Burden and Oyns attended a West of England Joint Transport Board Meeting and asked pertinent questions. MetroWest have confirmed that they are committed to Portishead having a railway line and will progress the project as quickly as they are able to. The Town Council will continue to attend meetings and apply pressure including lobbying the local MP.

The Chairman will be considering Mr. Maltby's suggestion for altering the order of the meeting agenda.

2776 ITEMS FOR THE NEXT MEETING (Agenda item .12)

1. Community Governance Review
2. Cllr. Cameron's paper on Public Participation
3. Change to named residents in the minutes. (September 2017)
4. Attendance at Outlook Portishead

2777 STAFFING & FINANCE COMMITTEE

Minutes of the Staffing & Finance Committee Meeting held on the 12th April 2017

SF389 To Review the appointment of an Internal Auditor for the Financial Year Ending 31st March 2018

The following recommendation was made:

Portishead Town Council forms a working party to carry out a review of the effectiveness of the overall internal audit arrangements. Councillor Mitchell, Cottrell and Lord offered to sit on the Working Party.

A vote was taken with all in favour.

SF390 To Receive an Update on Investments

The following recommendation was made:

Portishead Town Council notes the updated investments report.

Portishead Town Council invites Mr. Mark Davies (Market Development, CCLA) to give a talk at the next Staffing and Finance Committee meeting on CCLA's property fund.

A vote was taken with all in favour.

SF391 To review and update Financial Regulations

The following recommendation was made:

Portishead Town Council updates Financial Regulation 11.1.(h) to read: *'Any invitation to tender issued under this regulation shall be subject to Standing Order 18 (d) and shall refer to the terms of the Bribery Act 2010.'*

A vote was taken with all in favour.

SF392 The Council should give further consideration to the advisability of preparing appropriate detailed policies, procedures and strategies governing areas such as anti-fraud and corruption, risk management and overall governance arrangements

The following recommendation was made:

Portishead Town Council awaits the completion of the National Association of Local Council's (NALC) model policies, procedures and strategies governing areas such as anti-fraud and corruption, risk management and overall governance arrangements. Once NALC has published the model policies and procedures the Town Council will form a working party to review and make recommendations.

A vote was taken with all in favour.

SF394 To note the latest version of Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to Proper Practices to be applied in the Preparation of Statutory Annual Accounts and Governance Statements March 2017

The following recommendation was made:

Portishead Town Council notes the latest version of Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to Proper Practices.

A vote was taken with all in favour.

***** **EXEMPT ITEM** *****

Prior to consideration of the following agenda items, members were invited to pass the following resolution –

Pursuant to the provisions of Public Bodies (Admissions to Meetings) Act 1960 (as extended by s100 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.

A vote was taken with all in favour.

Clerk's Note: The press and public left the meeting 8.55pm

SF396 To note an appraisal report

The following recommendation was made:

The cycle of appraisals for the year has been completed, the Clerk's appraisal being the final one.

The constructive discussions during this process have revealed areas where the Council could consider taking action in order to facilitate more efficient working practices.

A vote was taken with all in favour.

The meeting discussed at length the various options for modernising the office space including the establishment of a new separate office space for the Town Clerk.

The following recommendation was made:

The Clerk seeks professional advice on the feasibility of redesigning the council office space to include a separate office for her and brings the advice/quotes to a future meeting.

A vote was taken with all in favour.

2778 TO DISCUSS LAND AT HEAVENS FIELD (Agenda item .14)

There was nothing to be discussed.

There being no other business the Chairman closed the meeting at 9.31pm.

.....Chairman

17th May 2017