

**MINUTES OF THE 305th ORDINARY MEETING OF
PORTISHEAD TOWN COUNCIL
8th AUGUST 2018 7.30pm**

PRESENT Councillor: Cllr. Mitchell – in the Chair

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

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

There were 19 members of the public present.

3042 APOLOGIES (Agenda item 1.)

There was one apology for absence; Councillor Clark

3043 DECLARATIONS OF INTEREST (Agenda item 2.)

There was five declaration of interest recorded in the Declaration of Interest Register.

Councillors Lord, R. Cruse and Pasley declared a personal and pecuniary interests with granted dispensation for agenda item .10 as trustees of Portishead Youth Centre.

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.

3044 PUBLIC PARTICIPATION (Agenda item .3)

There were 9 members of the public in attendance who addressed the meeting:

- Mr Charles Murphy spoke about his views of how North Somerset Council (NSC) has handled the access to the water and foreshore at the Marina and also about the condition of the lake at the Lake Grounds. He felt the lake was degrading into a stagnant unhealthy swamp. He asked that the Town Council uses its influence with NSC to ensure the two issues are addressed.
- Mrs Janet Davey spoke about providing information to councillors to aid them in refuting allegations.

Clerk's note: The Chairman stopped Mrs Davey and advised her to take any allegations she may have to the police.

- Ms Tanya Slatter spoke about the closing date for comments on Old Mill Road and Martingale Way. She also spoke about dual hatted members changing their vote at District level with regard to the development of Cheviot Meadows and the various anomalies within the plans for the development of the site. Finally, Ms Slatter asked what is the Town Council going to do to push NSC to sort out the lake at the Lake Grounds.
- Mr. Johnathan Mock spoke about NSC's lack of available funding to put right the issues with the lake at the Lake Grounds and also the absence of any mention of the mud issue within NSC's Lake Grounds Management Plan.
- Mr. Ken Smith spoke about his dislike of District Councillor allowances and the Executive System, also about a lack of a skate park in the Town. He called on District Councillors to be truthful.
- Mrs. Ann Townsend spoke about recent articles in the North Somerset Times with regard to the Portishead Railway. She also spoke about the overgrown grass at Portishead Golf Course and discussions between NSC and the lessee with regard to conditions within the lease.
- Mr. Heaton-Armstrong spoke about the lake at the Lake Grounds and asked the council if they think the volume of mud in the lake is acceptable. He stated that it is about time that Portishead received money to deal with the matter.
- Mrs. Patricia Gardener spoke about her disgust at NSC ceasing to provide school uniform grants for low income families and asked if the Town Council would consider providing the funding.
- Mrs. Annette Hennessy asked who does a member of the public complain to regarding councillors conduct at the Portishead Resident annual meeting? She also asked if Cllrs. Mitchell and Cottrell could confirm that they have no planned future meetings with John Pyle, Lenton Lane Estates, any other developers or Portishead Town Football club with regard to developing Town Council owned green belt land? She asked the Town Council whether they can confirm that residents are safe from vicious attacks when they attend council meetings in the Folk Hall? Can the Town Council confirm that the police have been notified to reassure the public? She stated that the Town Council website incorrectly gives the war memorial stone commemorating those civilians who lost their lives in WW2 during bomber raids in Portishead location as the corner of Brampton Way and the High Street, it should read High Street and Albert Road. She asked all councillors to review the code of conduct around prejudicial interests and stated that you do not have to see a property to have a prejudicial interest in it. Finally, she asked when will Cllrs. Cottrell, Mitchell and the Town Clerk respond to her various requests for answers or information which has been promised.

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

3045 REPORTS TO COUNCIL (Agenda item .4)

Mr Jonathan Lewis Treasurer of Portishead Christmas Lights briefed the meeting on their latest activities. The group have assisted Portishead in Bloom with putting flags up, they have marshalled at Portishead Carnival, the Raft Race and at the Soap Box race. They made the National Finals of a Christmas Lights competition run by Blachere Illuminations, they were placed 6th and won £1,000 to spend on lights. This year they will be improving the tree lights around the town and to mark the Centenary of World War 1 the trees will have a Red, White and Blue theme.

Cllr. Cottrell asked Jonathan to congratulate his team for all their hard work and commended them for coming 6th in a national competition.

3046 CONFIRMATION OF MINUTES (Agenda item .5)

The following recommendation was made:

The Minutes of the 304th Ordinary Meeting of Portishead Town Council held on 11th July 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.

3047 CLERK'S REPORT (Agenda item .6)

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

- **JD23/2018: SCHEDULE OF PAYMENTS AND BANK RECONCILIATION / CASH STATEMENT FOR THE MONTH OF JULY 2018**

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

- **JD24/2018: ACTIVITIES/PROJECTS PROGRESS UPDATE**

The activities and project progress report was noted.

- **JD25/2018: RESPONSES TO PUBLIC PARTICIPATION JULY 2018**

The responses to public participation were noted.

- **JD26/2018: QUARTERLY FINANCIAL MANAGEMENT REPORT 1st QUARTER**

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| The quarterly Financial Management report (1 st Quarter) was noted. |
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The Clerk advised the meeting that the office has received a quote to re-instate the electricity supply at the telephone kiosk in North Weston. The quote was for £1,400. The Clerk suggested that the defibrillator is installed on the wall of North Weston Hall as a cheaper alternative. The meeting agreed to the relocation.

Cllr. R. Cruse asked it to be noted that the minutes of the Avon Way site meeting were circulated promptly by the Assistant Clerk following the meeting and the delay in approval of those minutes lies with North Somerset Council and not the Town Council.

3048 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 working party has considered an alternative in the form of a drinking water fountain.
- The virtual Book of Remembrance is still being researched and corrections made.
- A hard copy of the Book of Remembrance is still being considered by Mr. Brian Stokes and Cllr. Cottrell.
- An event has been planned for 4th November which will include a lecture and various other items. Sandy Tebbutt and Cllr. Cottrell are jointly working on this aspect.
- There has been the suggestion of a small poster campaign, which could include the details of the all the events and could be placed in shop windows.
- There will be a Memorial Trail on the afternoon of 4th November. A number of volunteers will man the memorials and stamp the trail cards of the people taking part.
- The Beacon of Light at Battery Point is progressing with details of what will happen during the event, including the suggestion that children could plant a small wooded cross to represent those lost in the conflict.
- North Somerset Council has confirmed that Battery Point is now registered as a Centenary Field with Fields in Trust. The site will be dedicated on 17th October as part of the legacy.

The members discussed the suggestion of a memorial drinking water fountain. The Town Garden at Horatio House was one suggested location for the fountain, but it was noted that there would be a number of difficulties to overcome at this location. Rodmoor Gardens was also suggested as another possible location.

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| In principle Portishead Town Council supports the idea of providing one drinking fountain, in a location to be agreed in due course. |
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A vote was taken with a majority in favour.

3049 To Review Standing Orders (Agenda item .8)

Cllr. Cameron said he has reviewed the new National Model and felt that it is not suitable to adopt in totality and proposed that the new elements be worked into the existing Standing Orders by a Working Party. The Working Party should also consider suggestions made by the public and a draft prepared to be placed before the Council.

Cllr. Cottrell made a counter proposal, that the Council accepts the NALC model that relates to the new requirements e.g. GDPR and the Transparency Code. The remaining Standing Orders could be reviewed by the new Council following the 2019 election.

The meeting discussed the two proposals.

The following recommendation was made:

Portishead Town Council sets up a working party to produce an edited version of the new NALC Model Standing Orders, taking account of amendments and considering residents suggestions, with the view to producing a draft for the next Town Council Meeting.

A working party will be made up of councillors Terry, Pasley, Mason and Cameron.

A vote was taken with majority in favour.

3050 Staffing and Finance Committee (Agenda item .9)

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

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

SF484 To review the current office phone system with a view to purchasing a call handling system

The meeting discussed the report and the various aspects of the proposed telephone system.

The following recommendation was made:

Portishead Town Council approves quote C at a cost of £102 per month for a five-year contract.

A vote was taken with all in favour.

SF485 To consider a review of accounting arrangements.

Cllr. Lord suggested that the review of Accounting Arrangements is deferred until the October Staffing and Finance Committee Meeting, as the Clerk has only been in her new office for approximately 6 weeks.

SF486 To Receive an Update on Investments

The meeting noted the update and discussed the Investments Working Party meeting in October, prior to the maturity of the Lloyds Bank investment. Arrangements will need to be made to find a mutually convenient date.

SF487 To consider the appointment of a Data Protection Officer

The following recommendation was made:

Portishead Town Council accepts quote B at a cost of £1,045 per annum, with a review of the provision after 12 months.

A vote was taken with all in favour.

SF488 To consider the purchase of an air-conditioning unit for the main Council office

The following recommendation was made:

Portishead Town Council installs a permanent air-conditioning unit in the main office of the Folk Hall at a cost of £2,521 plus VAT. The cost of the work is to come from the Major Works to Halls Earmarked Reserve.

A vote was taken with all in favour.

SF489 Items for the Next Meeting of the Staffing & Finance Committee

1. Review of Health & Safety providers
2. Pensions Discretionary Policy review
3. Complaints Policy review

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

3051 Recreation and Works Committee (Agenda item .10)

Minutes of a Full Council Meeting 08/08/18

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

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

RW1844 TO DISCUSS THE CLIMBING BOULDER AT PARISH WHARF

The following recommendation was made:

Portishead Town Council approves the multi play unit, design B. To be installed on the grassed area at Parish Wharf, with safety surfacing and fencing at a cost of £14,500 + VAT.

A vote was taken with a majority in favour.

RW1845 TO DISCUSS THE REQUEST FROM PORTISHEAD YOUTH CENTRE TO ALLOW HONEY TREE NURSERY TO USE THE YOUTH CENTRE IN THE EVENT OF AN EVACUATION

The following recommendation was made:

Portishead Town Council is to grant landlords consent for the Youth Centre to be used by Honey Tree Nursery as an emergency meeting point, in the unlikely event of a fire or other emergency necessitating the evacuation of their building.

A vote was taken with a majority in favour. Councillors R. Cruse, Pasley and Lord abstained from the vote.

RW1846 TO RECEIVE THE PLAY AREA ANNUAL INSPECTION REPORT.

The office is to action all repairs highlighted. Portishead Town Council notes the Annual Play Area Inspections reports.

RW1847 TO RECEIVE AN UPDATE ON THE LAND AT HORATIO HOUSE

Clerk's note: Cllr. Pasley left the room at 8.58pm

Cllr. Koops briefed the meeting on the background to this agenda item, stating that the Committee had agreed that this item should be added to future Recreation and Works Committee agendas to ensure that if North Somerset Council makes a decision on the lands future the Town Council can act swiftly.

The meeting discussed Horatio House at length. It was suggested that discussion should take place in a closed session and dual hatted members be excluded from those discussions.

RW1848 ITEMS FOR NEXT MEETING

1. Public green spaces in Portishead.
2. To receive an update on the land at Horatio House.

RW1849 HEAVEN'S FIELD – UPDATE

The Clerk confirmed that she has visited the site today and everything is in order.

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

3052 PLANNING AND REGULATORY COMMITTEE (Agenda item .11)

The minutes of the Planning and Regulatory Committee Meeting held on 1st August 2018 had been previously circulated to members.

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

PL645 SECTION 2 – PLANNING MATTERS (RECOMMENDATIONS TO TOWN COUNCIL)

5. OTHER PLANNING MATTERS

5.1 LATE PLANNING APPLICATIONS & CONSULTATIONS

**18/P/3776/DCO HINKLEY POINT C CONNECTION PROJECT,
BETWEEN BRIDGWATER IN SOMERSET AND
SEABANK SUBSTATION, NORTH OF
AVONMOUTH**

Hinkley C Connection Project. Stage 1.1 Churchill Substation Discharge of Requirement 25 (3) (Highway signage plan) of the National Grid (Hinkley Point C Connection Project) Order 2016 (as amended). THIS IS NOT A PLANNING APPLICATION

The meeting noted that the map didn't reflect it affecting Portishead.

The following recommendation was made:

There was no recommendation made

A vote was taken with a majority in favour.

**18/P/2955/FUL GORDANO SERVICE AREA, GORDANO
MOTORWAY SERVICES, GORDANO SERVICES
AT JUNCTION 19, BRISTOL, BS20 7XG**

Provision of 12 bay car parking specifically to provide electric vehicle charging points together with 19 new standard car parking spaces

The following recommendation was made:

Portishead Town Council writes asking for access to footpath LA8/8/20 to be maintained throughout the development.

A vote was taken with a majority in favour.

18/P/3618/FUL 70 BRISTOL ROAD, PORTISHEAD, BS20 6QG
Erection of two dwellings with associated parking

The following recommendation was made:

Portishead Town Council writes to North Somerset Council requesting a time extension to consider the application at its next meeting on 5th September 2018.

If North Somerset Council are unable to give an extension, the Clerk is to advise Cllr. Burden who will call the matter to NSC's Planning committee for determination.

A vote was taken with a majority in favour.

**18/P/3732/MMA ABBOTS LEAP, 3B WOODHILL ROAD,
PORTISHEAD, BS20 7EU**

Application to vary condition 2 on application 18/P/2032/FUH (Rebuild roof to alter and extend for new dormer rooms. Replace, alter and add windows and doors. Add new render and cladding. Replace fascia and rainwater goods. Rebuild rear balcony. New window seat at first floor rear. New front gate posts and gate.) to amend windows and doors and change some materials used.

The following recommendation was made:

Portishead Town Council responds – no comment

A vote was taken with a majority in favour.

5.2 HIGHWAYS UPDATE & PARKING

5.2.1 AVON WAY

An onsite meeting with North Somerset Council Officers and Portishead Town Council was held on 27th July. Typed notes had been prepared but are waiting the approval of NSC's.

The following recommendation was made:

The Planning and Regulatory Committee will revisit this item once in receipt of North Somerset Council's approval of the notes and any response from their officers.

A vote was taken with a majority in favour.

5.2.2 SOAPBOX DERBY PARKING

The following recommendation was made:

Portishead Town Council's Planning and Regulatory committee consider any problems that have occurred during Soapbox and other events in the town e.g. Eat/running festival, later in the year (after September 2018) once all the events have taken place.

A vote was taken with a majority in favour.

5.3. ROAD SPEED REVIEW

The meeting briefly discussed the inaccuracy of the flashing speed sign on Nore Road. The Clerk confirmed that the sign is not the one loaned to the Town Council by NSC.

The Clerk reiterated NSC's offer of speed reading equipment, which for a fee of £210 per location will record the time, speed and direction of travel of vehicles.

The following recommendation was made:

Portishead Town Council to continue recording the number of speed activations on suggested roads around the town. Any further suggestions for roads to be monitored should be submitted to the Town Clerk. This agenda item is to remain on the Planning and Regulatory agenda.

A vote was taken with a majority in favour.

5.4 PLANNING POLICY (ISSUES & OPTIONS)

The meeting understood that whilst the consultation is not yet open, the document is available to view. Link to the Local Plan <http://apps.n-somerset.gov.uk/cairo/docs/doc28898.pdf>

The Working Party set up to respond to this consultation, which is the same created for the Landscape Assessment consultation, will meet up as and when the Issues & Options consultations is open.

The following recommendation was made:

There was no recommendation made.

A vote was taken with a majority in favour.

5.5 STREET NAMING

The following recommendation was made:

Portishead Town Council responds that it is happy to provide proposed new road names at the early planning stage and not beforehand.

A vote was taken with a majority in favour.

5.6 BRISTOL AIRPORT – DRAFT NOISE ACTION PLAN

The following recommendation was made:

Portishead Town Council notes the Draft Noise Action Plan that Bristol Airport is currently running covering the period 2019 to 2024.

A vote was taken with a majority in favour.

5.7 NORTH SOMERSET LANDSCAPE CHARACTER ASSESSMENT SPD

The following recommendation was made:

Portishead Town Council responds:

- The document is very impressive
- Page 46 Evaluation – Forces for change
Last bullet point should read:
Pressure for recreational land including Portishead and sports pitches close to Clevedon.
- Page 281 - Appendix 4
A2 Clapton Moor states that its condition is good, this should be changed to declining.
- Page 136 Strategy – Landscape Guidelines
Third from bottom bullet point should read:
Encourage traditional methods of land management, e.g. coppice (woodlands) and grazing (pasture) and meadows.
- Page 258 - reference made to municipal buildings (page 258), what does this relate to?
- Appendix 5 – page 11 – East Wood

No information available - should be investigated as other LNR's have details listed

A vote was taken with a majority in favour.

The meeting expressed its gratitude for all the hard work the Working Party put in to considering this application.

5.8 NHS RESOLUTION

The following recommendation was made:

Portishead Town Council responds to the consultation that its preference is for a pharmacy at the Marina Health Centre, 2 Haven View, Portishead.

A vote was taken with a majority in favour.

5.9 APPLICATION FOR PREMISES LICENCE – COURT HOUSE FARM – NSC/052709

The following recommendation was made:

There was no recommendation made.

A vote was taken with a majority in favour.

5.10 BRISTOL ROAD

The following recommendation was made:

Portishead Town Council writes back to North Somerset Council thanking them for their note, but express our severe concern that one of the main roads into Portishead is, following engineering works carried out by North Somerset Council, failing at such an early stage. The Town Council believes that this road should be given a higher priority.

A vote was taken with all in favour.

The minutes of the Planning and Regulatory Committee held on 1st August 2018 are confirmed as a true record of the meeting and form part of these minutes.

3053 ITEMS FOR THE NEXT MEETING (Agenda item .12)

1. To discuss Special Expenses.

There were no more items suggested for the next meeting.

CONFIDENTIAL ITEMS – EXEMPT ITEMS

The following resolution was made:

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 Clerk left the meeting at 9.23pm to allow the meeting to discuss a confidential matter concerning her.

SF490 Staffing update

Cllr. Lord briefed the meeting.

There being no other business the Chairman closed the meeting at 9.32pm.

..... Chairman

12th September 2018