

**MINUTES OF THE 292nd ORDINARY MEETING OF
PORTISHEAD TOWN COUNCIL
9th AUGUST 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 16 members of the public.

2842 APOLOGIES (Agenda item 1.)

There were no apologies for absence.

2843 DECLARATIONS OF INTEREST (Agenda item 2.)

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

Cllr. M. Cruse, R. Cruse and Lord declared a personal interest in agenda item .10 (RW 1721) as members of Portishead Twinning Association.

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.

2844 REPORTS TO COUNCIL (Agenda item .3)

Nailsea & District Community Transport

Janice Walsh introduced herself as the new operations manager for Nailsea & District Community Transport. They provide a door to door service for anyone who would find it difficult to use public transport. They cover Nailsea, Clevedon, Portishead and the surrounding areas. They currently support about 50 people in Portishead but they would like to increase this number. She welcomes any suggestions on how they can increase their exposure to the public and thanked the Town Council for its continued support.

The following recommendation was made:

Portishead Town Council sends a letter of thanks to Lesley Timmins of Nailsea and District Community Transport for all that she has done over the years.
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A vote was taken with all in favour.

Portishead in Bloom (PiB)

Cllr. Cottrell spoke on behalf of Portishead in Bloom. A copy of the report is attached as appendix 'A' and forms part of these minutes.

The following recommendation was made:

Portishead Town Council sends its best wishes to Sandy and her husband.

A vote was taken with all in favour.

**Clerk's note: Cllr. Clark arrived at 7.37pm*

2845 PUBLIC PARTICIPATION (Agenda item .4)

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

- A resident spoke against the Protection for Staff Policy.
- A resident spoke about a Portishead skatepark. The resident asked that the RoSPA guidelines and North Somerset Planning Officer advice is followed. She handed out copies of a document on skateparks and asked for the Council's continued support.
- A resident spoke about the lack of the Town Council's presence on social media including live streaming on Facebook, also about a Portishead skatepark, and restructuring council meetings to have a dialogue with the public.
- A resident spoke about the re-development of Old Mill Road and also about developers suggesting Roath Road car park is used for parking as part of a recent planning application.

Clerk's Note: Cllr. Burden arrived at the meeting at 7.56pm

- A resident asked what is the point of public participation at Town Council meetings? No feedback is provided in writing or verbally.

Cllr. Cottrell responded that the Clerk provides a written response to questions each month within the Clerks report.

- A resident spoke about unanswered questions regarding Portbury Wharf Nature Reserve, also about a Portishead Skatepark.
- A resident thanked Luke Palmer and Portishead Arts for the Arts Trail and skatepark equipment at H & W. She spoke about the proposed Slade Road skatepark site and also referred to a meeting of North Somerset Council ward councillors.

- A resident requested a copy of the Standing orders is sent to him and went on to speak about a Portishead Skatepark and the possible site at Slade Road.

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

2846 CONFIRMATION OF MINUTES (Agenda item .5)

The following recommendation was made:

The Minutes of the 291st Ordinary Meeting of Portishead Town Council held on 12th July 2017 are confirmed as a correct record. The Minutes were duly signed by the Chairman.

A vote was taken with all in favour.

2847 TO RECEIVE A VALUATION REPORT FROM DAVID JAMES AND PARTNERS (Agenda item .6)

The following recommendation was made:

Portishead Town Council notes the valuation report.

A vote was taken with all in favour.

2848 PROPOSED AMENDMENT TO STANDING ORDER 4 (I) & (M) (Agenda item .7)

The following resolution was made:

The amended Standing Orders 4 (I) and (M) was agreed to be amended to:
The quorum of this committee will be 3 ~~members~~ councillors.

A vote was taken with all in favour.

2849 TO ADOPT THE POLICY FOR STAFF PROTECTION (Agenda item .8)

The following recommendation was made:

Portishead Town Council adopts the amended Policy for Staff Protection.

A vote was taken with a majority in favour.

2850 CLERK'S REPORT (Agenda item .9)

The Clerk's report had been previously circulated to members.
Minutes of Full Council 09/08/17

- **JD17/2017: QUARTERLY FINANCIAL MANAGEMENT REPORT
1st QUARTER**

The following recommendation was made:

The 1st Quarter Financial Management report is noted.

A vote was taken with all in favour.

- **JD18/2017: SCHEDULE OF PAYMENTS AND BANK
RECONCILIATION / CASH STATEMENT FOR THE MONTH OF
JULY 2017**

The following recommendation was made:

The Schedule of Payments for the month of July 2017 and bank reconciliation was noted. The word 'payments' is to replace the words 'cheques drawn' on the bank reconciliation report.

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

- **JD19/2017: ACTIVITIES/PROJECTS PROGRESS UPDATE**

The following proposal was made:

The Activities/Projects progress report for July/August was noted.

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

2851 RECREATION AND WORKS COMMITTEE (Agenda item .10)

The minutes of the Recreation and Works Committee Meeting held on 26th July 2017 had been previously circulated to members.

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

RW1721 TO DISCUSS A LETTER RECEIVED FROM FRANK DERRICK OF PORTISHEAD SENIORS FORUM

The following recommendation was made:

Portishead Town Council advises these three groups (Portishead Twinning Association, Portishead Folk Hall Senior Citizens and Royal British Legion Women's Section) that they will be charged the going rate but can submit a grant application to cover their hire costs if they wish. A period of notice should be given (1st January 2018), before the introduction of the full hire fees, to allow assistance with any grant application.

A vote was taken with all favour.

RW1722 TO DISCUSS THE REQUEST FOR A REDUCED HIRE FEE FROM THE ORGANISER OF THE REDCLIFFE BAY HALL BEER FESTIVAL

The following recommendation was made:

Portishead Town Council turns down the request for discounted hire fees for the Redcliffe Bay Hall Beer Festival.

A vote was taken with a majority in favour.

RW1723 TO RECEIVE ANY UPDATES ON THE PILL PARK CONSULTATION

The Clerk read out a letter from Russ Currie of North Somerset Council which stated that following extensive feedback it has been agreed that the best solution is to provide an artificial beach to the waterfront. The new beach will include a point of access to allow small craft to enter the wharf. Work will now begin on the design of the beach, with a view to having a scheme ready to put before Executive Members (*sic*) of North Somerset Council during September 2017.

The following recommendation was made:

Portishead Town Council notes the letter from Russ Currie of North Somerset Council.

A vote was taken with all in favour.

RW1726 TO DISCUSS THE REQUEST FROM PORTISHEAD IN BLOOM TO TURN THE FLOWER BEDS IN THE FOLK HALL CAR PARK INTO RAISED BEDS

The following recommendation was made:

Portishead Town Council seeks quotes for the cost of raising the flowerbeds in the Folk Hall car park with a suitable material, for example railway sleepers.

A vote was taken with all favour.

RW1727 TO DISCUSS THE INSTALLATION OF AN OUTSIDE TAP FOR THE TOWN ORDERLY

The following recommendation was made:

Portishead Town Council is to install an outside tap at the Folk Hall for use by the Town Orderly.

A vote was taken with all in favour.

RW1728 SKATE/WHEELS PARK

The following recommendation was made:

Portishead Town Council will encourage a group of people to get together, form a company limited by guarantee and become a registered charity. The Council will finance reasonably the cost of said company/charity. The group may come back to the Town Council with their findings and the Council will provide the group with seed funding.

A vote was taken with a majority in favour.

The following recommendation was made:

Portishead Town Council wishes to let it be known that the land known as the Slade Road playground and amenity area, which is in their ownership, could be used for a skatepark if the new trustees of the proposed Skatepark Trust wish to consider this site.

A vote was taken with a majority in favour. Cllr. Terry asked that it be recorded that he abstained from the vote.

RW1729 ITEMS FOR NEXT MEETING

1. To discuss a request from North Somerset Council to fund the replacement of a climbing frame at Brocken/Nightingale Rise play area.
2. To receive any updates on the Cabstand/Brunel Court improvement works
3. To receive a report from the Social Media Working Party
4. Pill Park update
5. Avon Way Hall update

The minutes of the Recreation and Works Committee held on 26th July 2017 are confirmed as a true record of the meeting and form part of these minutes.

2852 PLANNING AND REGULATORY COMMITTEE (Agenda item .11)

The minutes of the Planning and Regulatory Committee Meeting held on 2nd August 2017 had been previously circulated to members.

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

PL552 SECTION 2 – PLANNING MATTERS (RECOMMENDATIONS TO TOWN COUNCIL)

5. OTHER PLANNING MATTERS

5.1 LATE PLANNING APPLICATIONS & CONSULTATIONS

17/P/1725/F 78 HIGH STREET, PORTISHEAD, BS20 6EH

Erection of a first and second floor level to create 3no. flats. Works to include bay windows to both the front and rear elevations and 3no. rooflights to the side elevation

Clerk's note: Cllrs. R & M. Cruse declared a personal interest in this application as they are patients at the dental practice.

The following recommendation was made:

Objects on the grounds that it does not comply with North Somerset Council's parking standards.

A vote was taken with a majority in favour.

17/P/1728/F 74 COMBE AVENUE, PORTISHEAD, BS20 6JT

Proposed ground and lower ground floor extension with Juliet balcony on ground floor

The following recommendation was made:

No objection subject to no valid objection from neighbours.

A vote was taken with all in favour.

17/P/1730/NMA 36 LINDSEY CLOSE, PORTISHEAD, BS20 8RR

Non-material amendment to planning permission 16/P/0098/F (First floor extension over existing single storey dwelling) to allow a window to first floor North elevation. Change of upper rendered walls to facing brickwork to match existing

The following recommendation was made:

No objection subject to no valid objection from neighbours.

A vote was taken with all in favour.

17/P/1735/F 212 DOWN ROAD, PORTISHEAD, BS20 8DG

Dormer extensions to first floor, internal remodelling, landscaping, re-roof & replacement doors/windows.

The following recommendation was made:

No objection subject to no valid objection from neighbours.

A vote was taken with all in favour.

**17/P/1744/F UNITS 9 & 10, HARBOUR ROAD TRADING
ESTATE, PORTISHEAD, BS20 7BL**

Change of use from gymnasium (D2) to storage and distribution (B8) together with minor external alterations to include windows and doors re-configured, new aluminum framed entrance, external cladding, new bollards to front elevation and handrail to rear elevation

The following recommendation was made:

No objections.

A vote was taken with all in favour.

17/P/1748/F 69 WETLANDS LANE, PORTISHEAD, BS20 6RJ
Single storey front extension.

The following recommendation was made:

No objections subject to no valid objections from neighbours.

A vote was taken with all in favour.

17/P/1755/LB Flat C, 39 Woodhill Road, Portishead, BS20 7EY

Listed building consent for the replacement of the purlin with a steel purlin to include repairs to the wall plate as detailed in the survey. Replacement of 2no. dormer windows on the second floor on the rear elevation

The following recommendation was made:

No objections subject to no valid objections from neighbours.

A vote was taken with all in favour.

5.3 BUS SERVICE IN PORTISHEAD

The following recommendation was made:

Portishead Town Council writes to Chris Hanson to formally invite him to attend the next Planning and Regulatory committee meeting on Wednesday 6th September 2017 to make a presentation and receive questions.

A vote was taken with all in favour.

The Clerk was asked to publicise Mr. Hanson's attendance at the Planning and Regulatory Committee.

5.4 DISABLED PARKING BAY APPLICATIONS

5.4.1 10424333 - Mr. Thomas Henry Knight

6 Rippleside, Portishead, BS20 6JG

An application form, plan and completed C3 disabled bay consultation form was considered.

The following recommendation was made:

No objections – supports the disabled parking bay application.

A vote was taken with all in favour.

5.4.2 364675 – Master Benjamin James Pritchard

3 Gardner Road, Portishead, BS20 7ER

An application form, plan and completed C3 disabled bay consultation form was considered.

The following recommendation was made:

No objections – supports the disabled parking bay application.

A vote was taken with all in favour.

5.4.3 364945 – Robert A Jones

5 Charlton View, Portishead, BS20 6NN

An application form, plan and completed C3 disabled bay consultation form was considered.

The following recommendation was made:

No objections – supports the disabled parking bay application.

A vote was taken with all in favour.

5.6 ASSESSING NEW NUCLEAR POWER STATION DESIGNS – ASSESSMENT OF HITACHI-GE'S ADVANCED BOILING WATER REACTOR (ABWR) NUCLEAR POWER

The following recommendation was made:

To note this consultation and take up the offer made by a colleague of Councillor Pasley to attend any future nuclear power briefings on behalf of Portishead Town Council in order to supply them with a report to respond to consultations.

A vote was taken with all in favour.

Clerks note: Cllr. Pasley is to forward his colleague's contact details to the Clerk.

5.7 INSIDE GOVERNMENT – PREPARING AND DELIVERING EFFECTIVE LOCAL PLANS

The following recommendation was made:

To pay costs associated with a representative from Portishead Town Council attending on 8th November 2017, hopefully the Vice Chair Councillor Peter Mitchell.

A vote was taken with a majority in favour.

5.8 PORTISHEAD TREE WARDEN

The following recommendation was made:

Portishead Town Council formally writes to thank Norma Parfitt for her sterling work over the last few years in assisting this council and uses its resources to advertise for a new Tree Warden, emphasising that enthusiasm and an ability to learn is foremost.

5.9 NORTH SOMERSET COUNCIL SITE ALLOCATIONS PLAN EXAMINATION

The following recommendation was made:

Part 1:

Portishead Town Council writes to object strongly to the inclusion of 350 dwellings at Old Mill Road as being “broadly in conformity with the Core Strategy framework”. We call upon the Executive Member responsible for this document to withdraw any reference to this number of dwellings on land allocated for employment. As a town that has absorbed so much development over recent years with little extra employment we cannot afford to lose any site with existing employment.

Part 2:

Portishead Town Council agrees to the formation of a Working Party to respond to North Somerset Council's Site Allocations Plan on behalf of Portishead Town Council. Councillors Burden, Cottrell, Koops and Terry will form a working party.

A vote was taken with all in favour.

The minutes of the Planning and Regulatory Committee held on 2nd August 2017 are confirmed as a true record of the meeting and form part of these minutes.

2853 MATTERS THE CHAIRMAN WISHES TO PUT BEFORE THE COUNCIL

(Agenda item .12)

The Chairman read out a letter from Cllr. M. Cruse which stated “In accordance with Portishead Town Council Financial Regulations Clause 2.2 (adopted on 8th March 2017) I have reviewed bank reconciliations for all accounts for the month ended 30th June 2017. In my opinion, there are no long-outstanding cheques or other anomalous entries in existence. I have signed the reconciliation and the original bank statements or similar document as evidence of my review.”

Portishead Town Council noted the Chairman’s Matters.

A vote was taken with all in favour.

2854 ITEMS FOR THE NEXT MEETING (Agenda item .13)

The following items were submitted for the next agenda.

1. Public participation
2. The recording of names in public participation
3. To receive an update on Governance Petition

2855 STAFFING AND FINANCE COMMITTEE (Agenda item .14)

SF411 To receive a copy of the Council’s Financial Management Report: Quarter 1 (1st April 2017 – 30th June 2017) (Agenda item.4)

This was approved under minute number 2850.

SF412 To discuss presentation from CCLA

The following recommendation was made:

Portishead Town Council has reviewed the presented information and agreed that it was only of value if the council were to have a long-term investment.

A vote was taken with all in favour.

SF413 To review the office opening hours

The following recommendation was made:

Portishead Town Council permanently change the office opening hours to Monday – Friday 10am to 12.30pm. Signage on the building will be altered to reflect the new hours.

A vote was taken with all in favour.

SF415 Peninsula update, Health & Safety (Lone Workers)

The following recommendation was made:

Portishead Town Council notes the comments made in the Health & Safety Evaluation. The Clerk is to seek professional advice on the location of the new fire extinguisher. The Clerk will ensure going forward that all health and safety briefings given to staff are recorded and acknowledged by each employee's signature.

The Town Council requests that the Clerk seeks professional advice on the use of the upper floors of the building by people with limited mobility. The Clerk will discuss lone working at the next Staff Meeting.

A vote was taken with all in favour.

SF416 Avon Pension Fund

The following recommendation was made:

Portishead Town Council notes the changes in the Avon Pension Fund and requests that the Clerk seeks to appoint an authorised medical practitioner who can deal with long term ill health cases.

A vote was taken with all in favour.

SF417 Review of Risk Assessment

The following recommendation was made:

Two or three councillors plus the Clerk are to gather their ideas for suggested amendments to the Risk Assessment document. The newly collated Risk Assessment document will be brought to the October Staffing and Finance Committee meeting for further discussion.

A vote was taken with all in favour.

SF419 Items for the Next Meeting of the Staffing & Finance Committee

1. To discuss insurance policy quotes
2. To discuss the Appraisal Policy
3. To discuss the amended Risk Assessment document

4. To continue the review of accounting arrangements

SF420 Review of Accounting Arrangements

The meeting discussed the report at length and the following recommendation was made:

The report was noted and the Clerk was tasked with seeking further information to bring to the next meeting.

A vote was taken with all in favour.

2856 Prior to consideration of the following agenda item, members will be 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 at 9.58pm, the meeting reconvened at 10.00pm. Cllr. Pasley left the meeting after the press and public.

2857 TO RECEIVE AN UPDATE ON BRISTOL ROAD PLAYING FIELDS (Agenda item .15)

The meeting discussed Bristol Road playing field and the following recommendation was made:

Portishead Town Council requests that Cllr. Peter Burden contacts North Somerset Council on its behalf and finds out what the section 106 liabilities are on the land at Bristol Road Playing Fields.

A vote was taken with all in favour.

2858 TO DISCUSS LAND AT HEAVENS FIELD (Agenda item .16)

There was nothing to be discussed.

There being no other business the Chairman closed the meeting at 10.18pm.

.....Chairman

13th September 2017