



Portishead Town Council

The Folk Hall, 95 High Street, Portishead, BS20 6PR Tel: 01275 847078
www.portishead.gov.uk

Summons & Notice for a Meeting of the Town Council Wednesday 15th January 2025 at 7.30pm

Thursday 9th January 2025

To: All Members of the Council

Dear Councillor

You are hereby summoned to attend a Meeting of Portishead Town Council, at The Folk Hall, 95 High Street, on Wednesday 15th January 2025 at 7.30pm. The meeting will consider the agenda items set out below.

Please inform the Town Clerk if you are unable to attend.

Yours sincerely

Steve Milton

Steve Milton
Locum Town Clerk

Agenda and papers are available at www.portishead.gov.uk

This meeting will be recorded and published with a link from the Council website, except for confidential or exempt items, which may need to be considered in the absence of the press and public.

To attend in person:

- Residents are welcome to join the meeting in person.
- If you would like to submit statements or questions in advance please email enquiries@portishead.gov.uk

To attend the meeting live via Zoom:

Meeting ID: 967 8324 3207

Passcode: 919652

Link: <https://zoom.us/j/96783243207?pwd=TDhKNTIkZzBHOVBKUGJaV0tpQWlOU09>

Dial in from your phone: 0131 460 1196 (this will be charged at the normal national call rate).

Agenda:

1. Chairmans Welcome (Chairman)

1.1 Fire Safety and exiting the building.

2. Apologies for absence (Town Clerk)

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

To note and accept apologies for absence from Councillors.

3. Declaration of Councillors' interests and requests for dispensations (Chairman)

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk (Localism Act 2011 s29-34).

4. Chairman's update report

To receive a verbal report from the Chairman.

5. To receive a ten-minute presentation/update from each of the following:

5.1 Yue He titled "Please help the most vulnerable Mainland Chinese community living in fear".

5.2 Kelley Croxton and Sue Regan relating to the future of Portishead Foodbank premises.

6. Public Participation

To receive from members of the public any statements or questions relevant to Portishead to which an answer will be given, or if necessary, a written reply will follow, or the questioner will be informed of the appropriate contact details. If you would prefer to submit questions or statements in advance, please email enquiries@portishead.gov.uk. Each person will be limited to 5 minutes and the total amount of time set aside will be 30 minutes.

7. North Somerset Councillors' reports

To receive a verbal update from North Somerset Councillors.

8. Minutes of previous meetings

To consider and approve the Minutes of the Town Council meeting held on Wednesday 13th November 2024, and Extraordinary Town Council meetings held on Thursday 5th December 2024 and Wednesday 12th December 2024 – attached.

Recommendation: for members to consider and approve Minutes of the Town Council meeting held on Wednesday 13th November 2024 and Extraordinary Town Council meetings held on Thursday 5th December 2024 and Wednesday 12th December 2024, and for the Chairman to sign the Minutes as a correct record.

9. Bus Service Improvement proposals A369 Martcombe Road and Portishead High Street junction

To receive and consider a verbal report relating to North Somerset Council's Bus Service Improvement proposals for change at the A369 Martcombe Road and Portishead High Street junction.

10. Road Safety – Clevedon Road, Portishead

To receive and consider a report from Councillor Afzal relating to road safety on Clevedon Road – attached.

11. Planning Advisory Group

To receive an update from the Chairman of the Planning Advisory Group on planning applications that have been considered by the group.

12. Highways Improvements Policy

To consider a recommendation from PAG for the Town Council to adopt the Highways Improvements Policy – attached.

13. Commonplace Engagement Tool License

To consider approving the procurement of a new Commonplace Engagement tool license to support both on and offline consultation and engagement during 2025/2026. The following options are available: a) £6250 plus VAT (six thousand two hundred and fifty pounds) for an annual license or b) £11,250 (eleven thousand two hundred and fifty pounds) plus VAT for a two-year license (10% discounted). This would assist with any potential devolution investigations and assessment. To authorise the Proper Officer of the Council to sign the agreement with Commonplace on behalf of the Council.

Recommendation: to approve the procurement of a new Commonplace Engagement tool license to support consultation and engagement during 2025/2026 @ £11,250 (eleven thousand two hundred and fifty pounds) plus VAT for a two-year license (10% discounted). To authorise the Proper Officer of the Council to sign the agreement with Commonplace on behalf of the Council.

14. Community Matters Committee

To receive an update from the Chair of the Community Matters Committee on decisions that have gone through the Committee.

15. Staffing and Finance Committee

To receive an update from the Chair of the Staffing & Finance Committee on financial implications for the Town Council.

16. Staff Appraisal / Performance Review System

To consider the adoption of a staff appraisal and performance review policy – to follow.

Recommendation: that the policy is adopted for the 2025/26 municipal year.

17. Finance

17.1 To approve payment of Invoice Number 800461069 North Somerset Council for £14,474.48 By-election costs x 2 - Invoice attached. A breakdown of the costs had previously been circulated to members under separate cover.

Recommendation: To approve payment of Invoice Number 800461069 for £14,474.48 By-election costs x 2.

17.2 To approve payment of Invoice Number 800465785 North Somerset Council for £15,850.42 Civil Enforcement Officer patrols to cover Portishead under an SLA agreement for period April 2024 to July 2024 - invoice attached.

Recommendation: To approve payment of Invoice Number 800465785 North Somerset Council for £15,850.42 Civil Enforcement Officer patrols to cover Portishead under an SLA agreement for period April 2024 to July 2024.

17.3 In consultation with the Chairs of the Council and the Staffing and Finance Committee, authority was granted to engage the support of a locum clerk for an initial period of two-weeks – on-site 3 days per week (Order No: PTC 1015 - LGRC) to assist with the backlog of work arising from the Clerk's absence. The Council is asked to grant authority for the extension of this arrangement if required – on the agreed day rate plus expenses. The Deputy Clerk will oversee the locum's work and determine how long this is required (in consultation with the aforementioned Chairs).

Recommendation: to confirm the appointment of the locum clerk as outlined above.

18. Communications Output

To agree a communications plan for the items from this meeting.

19. Date of next meeting

The date of the next Ordinary Town Council meeting is Wednesday 12th March 2025 at 7.30pm.

20. Exclusion of the Public and Press:

Under the Public Bodies (Admissions to Meetings) Act 1960 Members of the public and press are required to leave the meeting at item 21 due to the items being confidential matters – confidential staffing matters (Section 11 of the Local Government and Housing Act 1989).

Recommendation: To agree to exclude the public and press.

CONFIDENTIAL ITEMS

21. Staffing Structure

To receive an update on the progress of the Town Council's Staffing Structure.

The Chairman will close the meeting.



Portishead Town Council

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MINUTES OF AN EXTRAORDINARY MEETING OF THE TOWN COUNCIL HELD ON THURSDAY 5TH DECEMBER 2024 IN THE FOLK HALL, 95 HIGH STREET, PORTISHEAD, BS20 6PR

This was a hybrid meeting to enable community participation

Members present:

Councillor Johnston (Vice-Chairman, Chairing)	Councillor John Davey
Councillor Janet Davey	Councillor P Gardner
Councillor J Eastman (<i>arrives 17:05</i>)	Councillor T Snaden (<i>arrives 17:05</i>)
Councillor D Gunnell	

Members online:

Councillor Whitfield

North Somerset Councillors Present:

None

Officers present:

Sharon Sherborne – Deputy Clerk (*Clerk & minutes*)
Mike McDonald IT & cameras)
Rachel Johnston – RFO (online)

Members of the public present:

None present

Members of the public online:

Mr Christian Cartlidge – Osmond Tricks

TC227/12/24 Chairman's Welcome

The Chairman of the meeting introduced himself by welcoming everyone. He is in fact the Vice-Chairman of the Town Council residing in the absence of Councillor Whitfield. No fire drills are planned but if the alarm sounds, please vacate the building and make your way to the assembly point in our car park opposite.

TC228/12/24 Apologies for absence (Town Clerk)

In accordance with (LGA1972 s85) apologies were received and accepted from Councillors Blackmore and Whitfield.

RESOLVED: to accept and authorise the absence of Councillors Blackmore and Whitfield owing to prior commitments.

TC229/11/24 Declaration of Councillors' interests and requests for dispensations

In accordance with (Localism Act 2011 s29-34) there were no declarations of interests or requests for dispensations received from Members of Portishead Town Council.

There were no declarations of interests received.

TC230/12/24 Halls Refurbishment – Tender Submission Approval

Members had previously received under separate cover a report from the Town Council's appointed Project Management Contractor, Osmond Tricks. Councillor John Davey gave an overview of the work undertaken by Osmond Tricks, which encompassed a detailed review of the project. For convenience the project has been divided into two sections – Priority 1 dealing with health and safety matters and Priority 2 dealing with working conditions and other matters. In total seven tender bids were received for priority stages 1 and 2. The bids ranged from £306k to £645k. Osmond Tricks undertook detailed reviews on the four lowest bids. At the end of the process Jones Building Group @ £326, 808.00, after adjustment for replacement of provisional sums by specific sums net of VAT, were the preferred bid. This sum excludes fees payable to Osmond Tricks and other consultants. He has briefly reviewed the published financial statements of the group which disclose that the company has been established for about 45 years, has an office in Portishead to oversee our project, its accounts are free from audit criticism, it has a turnover of around £30million a year and is profitable. He considered that that there was a low risk of the group becoming financially unstable in the near future.

The Halls Working Group was unanimously in favour of awarding the contract to Jones Building Group and the Town Council has received an excellent trade reference for the company from Alliance Homes.

It was understood that the tendering process was undertaken with priority 1 and priority 2 not being undertaken concurrently owing to other financial commitments.

Councillors Eastman and Snaden join the meeting.

TC229/11/24 Declaration of Councillors' interests and requests for dispensations

In accordance with (Localism Act 2011 s29-34) there were no declarations of interests or requests for dispensations received from Members of Portishead Town Council.

There were no declarations of interests received.

TC230/12/24 Halls Refurbishment – Tender Submission Approval (cont'd)

The report recommends the appointment of Jones Building Group as the Principal Contractor for the works, with the summary of costs as follows:

	Item	Priority 1	Priority 2	Combined
1.	Jones Building Group (Based on tender)	£178,023.29	£148,785.20	£326,808.49
	VAT	£35,604.65	£29,757.04	£65,361.69
	TOTAL	£213,627.94	£178,542.24	£392,170.18

Councillor John Davey proposed and Councillor Gardner seconded to accept Jones Building Group as the preferred contractor for the Halls refurbishment (Folk Hall, North

Weston and Redcliffe Bay) at a rate of £326,808.49 and the Council duly authorises the Proper Officer to sign all the relevant contractual commitments.

Vote: all in favour

RESOLVED to accept Jones Building Group as the preferred contractor for the Halls refurbishment (Folk Hall, North Weston and Redcliffe Bay) at a rate of £326,808.49 and duly authorises the Proper Officer to sign all the relevant contractual commitments.

TC231/12/24 Exclusion of the Public and Press:

Under the Public Bodies (Admissions to Meetings) Act 1960 Members of the public and Press are required to leave the meeting at item 6 due to the items being confidential matters – confidential contractual matters.

Councillor Johnston proposed and Councillor John Davey seconded to exclude members of the public and press from item 6 – VAT.

Vote: all in favour

RESOLVED: that the public and Press leave the meeting due to item 6 being confidential – confidential contractual obligations relating to provisions and facilities in the town.

The audio recording of the meeting was stopped.

TC232/12/24 : VAT Recommendations

Members considered a report on VAT that had been sent under separate cover to members only, and received the recommendation from the Staffing & Finance Committee to charge VAT on: The Folk Hall, High Street, Portishead BS20 6PR from 1st January 2025, Redcliffe Bay Hall, Newhaven Road, BS20 8LH from 1st January 2025 and North Weston Village Hall, Clevedon Road, BS20 6TB from 1st January 2025, and delegate to the Halls Manager implementing a new pricing regime for all room hiring rates with effect from 1st April 2025 with a mandate to retain hirers.

Councillor John Davey explained that input VAT on work undertaken on the office space at the Folk Hall was recoverable but not that for the remainder of the whole renovation project. The Staffing and Finance committee had taken advice from The Parkinson Partnership LLP on VAT loss and recovery. Opting to tax each building for VAT purposes enabled all input VAT to be recovered, but at the price of having to charge VAT on all hall hires. To be effective the option must be made before work starts on the Hall project and a date of 1 January 2025 was proposed.

A discussion took place regarding phased increased hourly hire rates to alleviate the impact on hirers.

For context the following hire rates were explained by the Halls Manager:

Current Rates (2024)			Proposed Charges 2025-27			
	Casual	Discounted	2025 Casual	2025 Discounted	2026 Discounted	2027 Discounted
Folk Hall			Folk Hall			
Mon-Sun, 9am-6pm	£16.00	£12.00 (25%)	£16.00	£12.80 (20%)	£13.60 (15%)	£14.40 (10%)
Mon-Sun, 6pm-10pm	£20.00	£16.00 (20%)	£20.00	£16.00 (20%)	£17.00 (15%)	£18.00 (10%)
Fri-Sat, 10pm-Mid	£24.00	£24.00 (0%)	£25.00	£25.00 (0%)	£25.00 (0%)	£25.00 (0%)
Fedden Room	£5.00	£5.00 (0%)	£6.00	£6.00 (0%)	£6.00 (0%)	£6.00 (0%)
Eve Wigan Room	£8.00	£8.00 (0%)	£9.00	£9.00 (0%)	£9.00 (0%)	£9.00 (0%)
Redcliffe Bay			Redcliffe Bay			
Mon-Sun, 9am-6pm	£14.00	£10.00 (29%)	£15.00	£12.00 (20%)	£12.75 (15%)	£13.50 (10%)
Mon-Sun, 6pm-10pm	£16.00	£10.00 (38%)	£18.00	£13.50 (25%)	£14.80 (18%)	£16.20 (10%)
Snooker Hall	£180.00	N/A	£220.00	£220 (0%)	£220 (0%)	£220 (0%)
North Weston			North Weston			
Mon-Sat, 9am-6pm	£12.00	£9.50 (21%)	£12.00	£9.60 (20%)	£10.20 (15%)	£10.80 (10%)
Mon-Sat, 6pm-10pm	£14.00	£9.50 (32%)	£15.00	£12.00 (20%)	£12.75 (15%)	£13.50 (10%)

Prices also subject to inflationary rise in 2026, 2027

Hirers would be notified of the hire charges before the New Year.

The meeting noted that the Staffing and Finance Committee had met yesterday and proposed that the Council absorb the VAT on the increase in hire charges for Jan-March 2025 and then introduce increased rates from 1st April 2025. The renovation is essential work and could otherwise jeopardize the longevity of providing a hall to hire.

Councillor Janet Davey proposed and Councillor Gunnell seconded that Portishead Town Council opt to tax:

1. The Folk Hall, High Street, Portishead BS20 6PR from 1st January 2025
2. Redcliffe Bay Hall, Newhaven Road, BS20 8LH from 1st January 2025
3. North Weston Village Hall, Clevedon Road, BS20 6TB from 1st January 2025
4. Delegate to the Halls Manager implementing a new pricing regime for all room hiring rates with effect from 1st April 2025 with a mandate to retain hirers

Vote: all in favour

RESOLVED to recommend to Town Council that Portishead Town Council opt to tax:

5. The Folk Hall, High Street, Portishead BS20 6PR from 1st January 2025
6. Redcliffe Bay Hall, Newhaven Road, BS20 8LH from 1st January 2025
7. North Weston Village Hall, Clevedon Road, BS20 6TB from 1st January 2025
8. Delegate to the Halls Manager implementing a new pricing regime for all room hiring rates with effect from 1st April 2025 with a mandate to retain hirers:

Current Rates (2024)

	Casual	Discounted
Folk Hall		
Mon-Sun, 9am-6pm	£16.00	£12.00 (25%)
Mon-Sun, 6pm-10pm	£20.00	£16.00 (20%)
Fri-Sat, 10pm-Mid	£24.00	£24.00 (0%)
Fedden Room	£5.00	£5.00 (0%)
Eve Wigan Room	£8.00	£8.00 (0%)
Redcliffe Bay		
Mon-Sun, 9am-6pm	£14.00	£10.00 (29%)
Mon-Sun, 6pm-10pm	£16.00	£10.00 (38%)
Snooker Hall	£180.00	N/A
North Weston		
Mon-Sat, 9am-6pm	£12.00	£9.50 (21%)
Mon-Sat, 6pm-10pm	£14.00	£9.50 (32%)

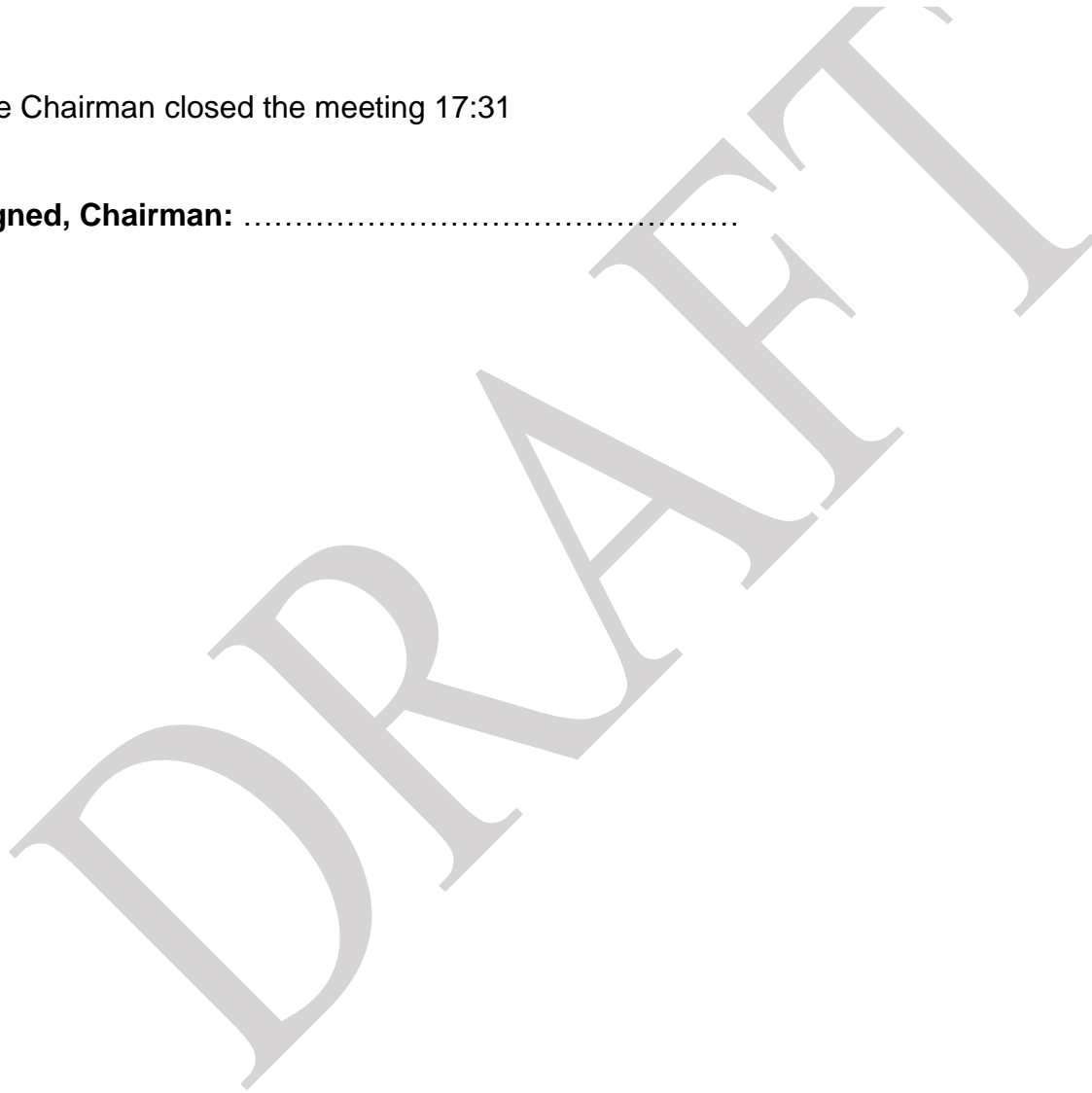
Proposed Charges 2025-27

	2025 Casual	2025 Discounted	2026 Discounted	2027 Discounted
Folk Hall				
Mon-Sun, 9am-6pm	£16.00	£12.80 (20%)	£13.60 (15%)	£14.40 (10%)
Mon-Sun, 6pm-10pm	£20.00	£16.00 (20%)	£17.00 (15%)	£18.00 (10%)
Fri-Sat, 10pm-Mid	£25.00	£25.00 (0%)	£25.00 (0%)	£25.00 (0%)
Fedden Room	£6.00	£6.00 (0%)	£6.00 (0%)	£6.00 (0%)
Eve Wigan Room	£9.00	£9.00 (0%)	£9.00 (0%)	£9.00 (0%)
Redcliffe Bay				
Mon-Sun, 9am-6pm	£15.00	£12.00 (20%)	£12.75 (15%)	£13.50 (10%)
Mon-Sun, 6pm-10pm	£18.00	£13.50 (25%)	£14.80 (18%)	£16.20 (10%)
Snooker Hall	£220.00	£220 (0%)	£220 (0%)	£220 (0%)
North Weston				
Mon-Sat, 9am-6pm	£12.00	£9.60 (20%)	£10.20 (15%)	£10.80 (10%)
Mon-Sat, 6pm-10pm	£15.00	£12.00 (20%)	£12.75 (15%)	£13.50 (10%)

Prices also subject to inflationary rise in 2026, 2027

The Chairman closed the meeting 17:31

Signed, Chairman:





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MINUTES OF AN EXTRAORDINARY MEETING OF THE TOWN COUNCIL HELD ON THURSDAY 12TH DECEMBER 2024 IN THE FOLK HALL, 95 HIGH STREET, PORTISHEAD, BS20 6PR

This was a hybrid meeting to enable community participation

Members present:

Councillor R Whitfield (Chairman)
Councillor Janet Davey
Councillor A George
Councillor John Davey
Councillor D Gunnell
Councillor M Rees

Councillor M Johnston (Vice Chairman)
Councillor J Eastman
Councillor E Blackmore
Councillor P Gardner
Councillor B Cartwright
Councillor T Snaden (arrived 17:07)

North Somerset Councillors Present:

None

Officers present:

Mrs S Sherborne – Deputy Clerk (Clerk & Minutes)
Mr M McDonald – Halls Manager (IT and cameras)
Mrs R Johnson - RFO

TC233/12/24 Chairmans Welcome

The Chairman welcomed everyone. There were no fire drills, but he explained how and where to evacuate if the alarm sounded.

TC234/12/24 Apologies for absence

In accordance with (LGA1972 s85) apologies were received and accepted from Councillors Afzal and Dowling.

RESOLVED: to authorise the absence of Councillors Afzal and Dowling.

TC235/12/24 Declaration of Councillors' interests and requests for dispensations

In accordance with (Localism Act 2011 s29-34) there were no declarations of interest or requests for dispensations received from Members of Portishead Town Council.

There were no declarations of interest.

TC236/12/24 Declarations of Acceptance of Office

The Declarations of Acceptance of Office were received and accepted from Councillor Michael Richard Gerard Rees as Elected Town Council Members. The Declarations of Office were countersigned by the Proper Officer of the Council.

The Chairman welcomed Councillor Rees.

TC237/12/24 Public Participation

There were no members of public present at the meeting or online.

TC238/12/24 Exclusion of the Public and Press:

Under the Public Bodies (Admissions to Meetings) Act 1960 Members of the public and press leave the meeting at item 7 due to the items being confidential matters – contractual matters relating to provisions and facilities in the town.

It was proposed by Councillor Whitfield and seconded by Councillor Johnston that the Public and Press leave the meeting at item 7 due to the items being confidential matters – confidential matters relating to provisions and facilities in the town.

Vote: majority in favour

RESOLVED: that the public and Press leave the meeting due to item 6 being confidential – confidential contractual obligations relating to provisions and facilities in the town.

The audio recording of the meeting was stopped.

CONFIDENTIAL ITEMS

TC239/12/24 North Somerset Council Delivering Together

A confidential report (Appendix A) had been circulated to members of the council prior to the meeting under separate cover. The meeting talked through and debated the report relating to the provisions and facilities within the Town. Particular focus was given to the financial impact on the Town Council, the legal and professional assistance required, for both short and long term.

Councillor Snaden arrives 17:07.

It was understood that North Somerset Council's financial position is still uncertain and this may involve them initiating a 114 notice and a cut back in services/provisions it currently support, which could have a dramatic impact on the town.

A meeting had been convened with neighbouring Town Councils who were currently considering a similar scheme "North Somerset Council Working Together" and the possibility of working in collaboration with these parishes is being explored. One particular parish is ahead of the curve and has provided good evidence and examples of the benefits to its parishioners.

TC240/12/24 Declaration of Councillors' interests and requests for dispensations

There were no declarations of interest received from Councillors Snaden and Rees. Councillor Whitfield reported that Councillor Bell had delegated himself as the decision maker at North Somerset Council for the NS Delivering Together project so that Councillors Whitfield and Councillor Young (Clevedon) would be able to vote on any decision in this project without any conflict of interest.

TC241/12/24 North Somerset Council Delivering Together

Councillor Gardner proposed and Councillor Gunnell seconded to approve an earmarked reserve of £30,000 (thirty thousand pounds) to cover legal and professional service fees in the 2024-2025 (January to March 2025) Financial Year.

Vote: all in favour

RESOLVED to: approve an earmarked reserve of £30,000 (thirty thousand pounds) to cover legal and professional service fees in the 2024-2025 (January to March 2025) Financial Year.

Councillor Gunnell proposed and Councillor Eastman seconded to delegate authority to the Deputy Clerk, Councillor Whitfield and Councillor Gardner to finalise a joint Letter of Intent with Nailsea and Clevedon to be sent to North Somerset for its agreement.

Vote: all in favour

RESOLVED to: delegate authority to the Deputy Clerk, Councillor Whitfield and Councillor Gardner to finalise a joint Letter of Intent with Nailsea and Clevedon to be sent to North Somerset for its agreement.

Councillor Gardner proposed and Councillor Snaden seconded that an offer in principle is made to North Somerset Council to purchase the Lake Grounds for £1.00 (one pound) subject to full due diligence and a public engagement process.

Vote: all in favour

RESOLVED to: make an offer in principle to North Somerset Council to purchase the Lake Grounds for £1.00 (one pound) subject to full due diligence and a public engagement process.

Councillor Cartwright proposed and Councillor Gunnell seconded that an offer in principle is made to North Somerset Council to purchase Roath Road Car Park for £1.00 (one pound) subject to full due diligence and a public engagement process.

Vote: all in favour

RESOLVED to: make an offer in principle to North Somerset Council to purchase the Roath Road Car Park for £1.00 (one pound) subject to full due diligence and a public engagement process.

Councillor Whitfield proposed and Councillor Snaden seconded to write to North Somerset Council requesting to handover Public Rights of Way technical knowledge to Portishead Town Council with a view to running the PROW (Public Rights of Way) in Portishead.

Vote: all in favour

RESOLVED to: write to North Somerset Council requesting to handover Public Rights of Way technical knowledge to Portishead Town Council with a view to running the PROW (Public Rights of Way) in Portishead.

Councillor John Davey proposed and Councillor Cartwright seconded to agree to set up a Working Party to agree a public consultation strategy with regard to the Devolution Project.

Vote: all in favour

RESOLVED to: set up a Working Party to agree a public consultation strategy with regard to the Devolution Project.

Councillor Whitfield proposed and Councillor Gardner seconded to consider agreeing to pay £21,500 (twenty-one thousand five hundred pounds) to North Somerset Council (NSC) subsidising the Glendale Contract, if Nailsea and Clevedon Town Councils also agree to pay its pro rata contribution to NSC. Confirmation to be given to NSC that there is no guarantee of any future subsidy from Portishead Town Council (PTC) beyond the transition financial year 2025-2026. NSC are recommended not to enter into contracts beyond 31/03/26 that require or rely upon funding from PTC and its formal approval.

Vote: majority in favour. Councillor Johnston abstained from voting.

RESOLVED to: consider agreeing to pay £21,500 (twenty-one thousand five hundred pounds) to North Somerset Council (NSC) subsidising the Glendale Contract, if Nailsea and Clevedon Town Councils also agree to pay its pro rata contribution to NSC. Confirmation to be given to NSC that there is no guarantee of any future subsidy from Portishead Town Council (PTC) beyond the transition financial year 2025-2026. NSC are recommended not to enter into contracts beyond 31/03/26 that require or rely upon funding from PTC and its formal approval

The Chairman closed the meeting at 18:06.



Portishead Town Council

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MINUTES OF A MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 13th November 2024 IN THE FOLK HALL, 95 HIGH STREET, PORTISHEAD, BS20 6PR

This was a hybrid meeting to enable community participation

Members present:

Councillor R Whitfield (Chairman)

Councillor M Afzal

Councillor Janet Davey

Councillor Mike Johnston

Councillor A George

Councillor E Blackmore

Councillor John Davey

Councillor P Gardner

Councillor D Gunnell

Officers present:

Mrs W Coulter-Woodman – Town Clerk (Clerk & minutes)

Mr M McDonald – (IT & cameras)

The Chairman gave a welcome and wished everyone a Happy Christmas and New Year. There were no fire drills planned other than the one that had just taken place.

TC203/11/24 Apologies for absence (Town Clerk)

In accordance with (LGA1972 s85) apologies were received and accepted from Councillors J Eastman, B Cartwright, M Dowling and T Snaden.

RESOLVED: to authorise the absence of Councillors Eastman, Dowling, Cartwright and Snaden.

TC204/11/24 Declaration of Councillors' interests and requests for dispensations

In accordance with (Localism Act 2011 s29-34) there were no declarations of interests or requests for dispensations received from Members of Portishead Town Council.

There were no declarations of interests or requests for dispensation received.

TC205/11/24 Chairman's Update Report

Members received a verbal report from the Chairman:

Remembrance Sunday - The Chairman attended the Remembrance Sunday Parade and service at St Peters Church where he laid a wreath on behalf of the Town. Remembrance He thanked everyone who helped arrange the event and who took part in the parade and the service including the new MP Sadik Al-Hassan.

Toilets – Wyndam Way toilets have been closed for some time – Item 14 will be discussing and seeking a working party to review the problems experienced and seek solutions going forward.

Town Council Expo Event - The Town Council held a fantastic sustainability Expo event on Saturday 2nd of November at the Somerset Hall. He thanked councillors and staff that worked hard to make this event successful.

Senior Citizens Questions - at a recent meeting of residents Councillor Whitfield agreed to set out the answers to questions from the senior Citizens Forum. Councillor Whitfield confirmed this has now been done. This information will be released on the Town Councils website and social media channels.

PAG membership - due to a prolonged recovery of illness Councillor Marin Dowling has stepped down with immediate effect as the vice chair of planning to give him time with his recovery. Councillor Dowling will continue as a councillor and he wished Councillor Dowling well in his recovery.

TC206/11/24 Portishead Community Fridge

A verbal presentation was made on behalf of the Portishead Community Fridge. The community fridge has been up and running for about two years. They are an environmental incentive to save food. Most weeks they give out about 140 bags of food working collaboratively with the food bank service, Olio App, and have had an enormous amount of help from the CO-OP, who provided a set up for this service and also fund the electric to run the fridges and freezers. Residents choose what they want in their own bags. They currently use some storage at the Somerset Hall. In total 30 volunteers currently help support the Portishead Community Fridge. Councillor Whitfield gave thanks to all that have supported and volunteered.

TC207/11/24 Public participation relating to meeting agenda items

Councillor Whitfield reminded speakers that not only is there a time limit for speakers, which will be monitored by Councillor Afzal but discussions should relate to items on the agenda and not individuals.

These notes are a precise and not verbatim. The video of the meeting can be viewed online <https://www.youtube.com/watch?v=dWM1998-5WU>

One resident thanked the Royal British Legion, the Town Council and everyone involved who helped organise and support the Remembrance event 2024. A request had already been made to the Town Council to support the extension of the stage for health, safety and space reasons and extension to the public address system. Members thanked everyone involved.

One resident gave thanks on behalf of the military section for helping to make the remembrance parade so special.

One residents gave concern regarding agenda item 9 - the Town Council's Behaviour Policy. Speakers at Town Council meetings being timed and allowed 4 minutes, which should be applied consistently.

One resident spoke to thank the Town Council for its representation at North Somerset Council in respect to the parking provisions in the town and the affect on the Town Council's own parking provisions.

TC208/11/24 North Somerset Councillors Reports

Councillor Masion gave a verbal report:

7.1 Dangerous flight of steps - one side of Avon way. North Somerset Council will address the matter.

7.2 Blocked road gully causing draining problems owing to a collapsed pipe.

7.3 Concerns over large tree on land where ownership is currently unknown. North Somerset Council has no funds to deal with trees where they have no responsibility.

7.4 Has arrangements the removal of a damaged metal barrier to be repaired on junction of Nore Road and Hillside Road and cutting back on the vegetation.

Councillor Whitfield gave a verbal report:

7.5 Executive decision to impose parking charges on northern towns.

7.6 The budget consultation is underway and North Somerset Council has now published a budget simulator for public viewing on their website.

7.7 With the change in government and planning they have opened up local plan to meet housing numbers imposed by the government and in turn land owners are being asked to indicate if they would like to make land available for development.

7.8 Demand in adult and children's social care remains high and although this isn't as severe as first thought the increasing pressure on North Somerset Council will mean that substantial cutbacks to balance budget for current and subsequent years will still be necessary.

TC209/11/24 Minutes of the last meetings

Members were asked to consider and approve the Minutes of the Council meeting held on 11th September 2024. It was proposed by Councillor John Davey and seconded by Councillor Gardner that the Minutes of the Council meeting held on 11th September 2024 be signed as a correct record.

Vote: 8 in favour, 1 abstention from Councillor Johnston who had not being present at meeting

RESOLVED that the Chairman sign the Minutes of the Town Council meeting held on 11th September 2024 as a true and accurate record.

The Chairman changed the order of the meeting.

Twinning Association:

Councillor Janet Davey gave an update. There had recently been two Twinning events. Two Town Councils led a walk around the Portishead Sculpture Trail.

TC210/11/24 Behaviour Policy Committee

Members were asked to note the conclusion of the Behaviour Committee. The recommendations had previously been circulated with the Minutes and were available for inspection.

TC211/11/24 Planning Advisory Group

Councillor Johnston gave a verbal report. The North Somerset Local Plan is likely to be changed owing to government housing stock requirements being increased.

TC212/11/24 Community Matters

Councillor Blackmore gave a verbal update on matters that had been raised: vandalism, CCTV for Slade Road, format of PRAM meetings, cycle forum held in Portishead, weeding trial, community engagement, Expo event, councillor conduct, Marina safety, Lake Grounds parking charges, BSIP transport hub, councillor conduct and vacancy, ongoing support for the RBL and grant applications considered.

TC213/11/24 Staffing and Finance

Councillor John Davey gave a verbal report. Latest set of accounts confirm on track with the budget. There is one area of uncertainty relating to hall repair costs. It is expected that a tender will be selected by our Project Managers shortly and works can commence early 2025 and finish by April. The Town Council is taking independent VAT advice.

A review of the town councils insurance cover is underway by consultants. Report is due and recommendations will go to council. Budget for the next financial year 2025-2026 is being prepared for a detailed review by council. This will be presented to council in January 2025 in accordance to last years' time table.

TC214/11/24 Community Engagement Working Group

Councillor Blackmore gave a verbal report. Resident drop in sessions have been scheduled for 22nd November and 20th December 2024 at the Folk Hall between 3.00-6.00pm. Further dates will be scheduled in the New Year.

TC215/11/24 Public Toilet Provision

Members considered setting up a Working Party to investigate options for providing a public toilet provision and to report back to a future council meeting. Councillor Whitfield proposed and Councillor Gardner seconded that Councillors Johnston, Blackmore, Afzal, Janet Davey.

Vote: all in favour

RESOLVED to create a Working Party to consider public toilet provisions in the town reporting back to Town Council, consisting of Councillors Johnston, Blackmore, Afzal, Janet Davey.

***Clerk note:** it was understood that an oversight had been made when considering a show of hands and that Councillor George should be included as a volunteer in the Working Party.*

TC216/11/24 Portishead Football Club - Community Use of Sports Facilities and Release of Funds

1 Community Use of Sports Facilities

Members were asked to approve the signing of the contract for the Community Use of Sports Facilities at the Portishead Football Club. Councillor Whitfield proposed and Councillor Blackmore seconded that the contract for Community Use of Sports Facilities should be signed.

Vote: all in favour

RESOLVED that the contract for Community Use of Sports Facilities should be signed on a behalf of the Town Council.

2 Release Of Funds £10,000 EMR

Members note that an additional £10,000 was set aside in earmarked reserves from the CIL Funds for the football club's new pitch, which has now been released to enable the completion of the new 3D Pitch.

TC216/11/24 Hall Hire

Members discussed a report previously circulated by the Halls Manager relating to the setting up of halls for hirers. Set up costs and terms of conditions were debated. The general suitability of existing chairs (weight and fire resistance) in the halls was considered. It was understood that a quote to replace chairs had already been sourced £3600 + VAT and attempts to recruit a Caretaker role for set up on a temporary basis were unsuccessful.

It was noted that a provision of £3500 (net) for new chairs would be made in the 2025/2026 budget. One suggestion was to engage with the groups who hire the hall to see their preference in terms of either getting lighter chairs for them to set up or for the Town Council to offer a set up service at an additional cost. A policy can then be created.

TC217/11/24 Bleed Kits

Members noted the report advising that one Bleed Kit had been installed at North Weston Village Hall.

TC218/11/24 Gertie Gales Allotments – Acknowledgement of Accounts

Members noted that the annual accounts from Gertie Gales Allotments have been received.

TC219/11/24 Festive Season – Office Opening Times

Members noted the Town Council office festive period opening hours, as follows:

16th to 20th December 2024 – Open as normal

23rd to 31st December 2024 – Closed

1st to 3rd January 2025 – Closed

6th January 2025 – Normal office hours resume

Information regarding the office hours will be published up to and during the festive season.

TC220/11/24 Finance

- i) To approve payment of Invoice Number 800461069 North Somerset Council for £14,474.48 By-election costs x 2.

Members discussed approving the invoice for payment. A breakdown of the costs will be obtained from North Somerset Council to be presented at the next Town Council meeting.

TC221/11/24 Communications Output

Councillor Whitfield had some communication output items that can be brought to website and social media:

21.1 The release of answers to citizen citizens forum

21.2 The bleed kits and information on accessing locations

21.3 The festive opening hours

21.4 The decision to set up a working party on the public toilets

21.5 Thank the Community Fridge

21.6 Thanks to Berkley and Ben – RBL event

21.7 Schedule for residents drop in sessions

TC222/11/24 Date of next meeting

The date of the next scheduled meeting of the Town Council is Wednesday 15th January 2025 at 7.30pm. It was understood that an extraordinary meeting maybe called to select a Tender for the hall's renovation project and to discuss the council's VAT status.

TC223/11/24 Exclusion of the Public and Press:

Under the Public Bodies (Admissions to Meetings) Act 1960 Members of the public and press are required to leave the meeting at item 24 due to the items being confidential matters – confidential staffing matters (Section 11 of the Local Government and Housing Act 1989).

RESOLVED to exclude the public and press from the meeting.

Vote: all

CONFIDENTIAL ITEMS

TC224/11/24 Staff Structure – Operational

Councillor Gunnell gave a verbal report on the latest version of the proposed Town Council staffing structure, which had been sent under separate cover for members of the Town Council only. Members considered approving in principle the proposed revision of the Town Council's Staffing Structure for the staff consultation to commence. Councillor Gardner proposed and Councillor Janet Davey seconded that the proposed revision of the Town Council's staffing structure is approved in principle for consultation with staff to commence.

RESOLVED the proposed revision of the Town Council's staffing structure is approved in principle to enable consultation with staff.

Vote: all in favour

Clerks note - staff members McDonald and Coulter-woodman left the meeting during the staff structure discussion.

TC225/11/24 Delivering with North Somerset

Councillor Gardner gave an update on recent meetings where the assets within the town have been discussed with North Somerset Council and neighbouring parishes.

The Chairman closed the meeting at 9.50pm



PORTISHEAD TOWN COUNCIL

Road safety on Clevedon Road

Produced For: Town Council 15/01/25

Date of Report: 08-Jan-2025

Summary of Key Issues: speeding on Clevedon Road, 11-year-old child and residents getting hit by cars on level crossing. Raised level crossing, raised roundabout, speed bumps requested and reduced speed to 20mph.

Purpose of the Report: Gordano student recently hit by car on level crossing on Clevedon Road. Concern of similar nature raised by residents.

Background: Town Councillor contacted regarding above mentioned issues. Residents have already contacted the north Somerset council who directed them to the police to enforce the law on speeding. Police subsequently directed them to their local Town Council that had triggered this report.

Quotations: currently not applicable

Financial Implications: cost of raising roundabout, level crossing and speed bumps

Legal & Policy Implications: In accordance with update NSC guidance relating to local highway improvements.

Note: residents have been informed that this matter will be discussed in the next Town Council meeting

Recommendation: to consider the residents request and to make appropriate recommendations to NSC.

Appendix: Not applicable.

Report Produced by: Cllr Maryam Afzal



The Folk Hall, 95 High Street, Portishead, BS20 6PR Tel: 01275 847078 www.portishead.gov.uk

Highways Improvements Policy and Procedure

Policy Name: Highways Improvements Policy and Procedures
Produced on: 31/12/24
Produced by: S. Sherborne
Adopted: TBC
To be reviewed: May 2026 Annual Council Meeting

Policy Statement

The Town Council will consider Highways Improvement requests received from either its residents or council members through receipt of a completed Highways Improvements form (appendix A). A copy of this form is available on request from the Town Council office.

Proposals will be acknowledged by parish council officers and details recorded on the Highways Improvements Log on the N Drive. The types of proposals that could be considered under the improvements scheme include:

- Parking issues
- Traffic management issues
- Speeding problems
- Walking and cycling improvements
- Public transport issues
- Road safety concerns

Outline of process

Portishead Town Council will present completed Highway Improvements forms to the next available Planning Advisory Group (PAG) meeting for consideration. Only proposals supported by PAG will be forwarded to the local authority, in this instance North Somerset Council (NSC), who are ultimately responsible for highways within the district of North Somerset.

Whilst the local authority do receive various types of funding for highways e.g. Department of Transport, s106 from developers, PAG should also consider if it will support the proposals financially. Unfortunately, at present there is no list available giving specific costs for improvement

works. Supported proposal will be submitted to NSC via its 'One Front Door' process within its Integrated Transport Scheme Pipeline.

Once received by NSC proposals will go through a seven stage process:

1. Added to the long list (assigned an IT number and applicant notified)
2. Policy checker (need to be aligned with NSC policies)
3. Officer assessment (deliverability, cost and benefits)
4. Design (includes feasibility and engagement plan)
5. Consultation (engagement plan to understand local issues and priorities)
6. Delivery (tendering – contractors)
7. Monitoring and evaluation

This will include assessment against NSC's policies:

- Joint Local Transport Plan 4 and Corporate Plan
- Place & Movement Framework
- West of England Bus Strategy
- Active Travel Action Plans

NSC will allocate each proposal with an IT reference number and assign to one of the following themes:

- Access to school
- Bus/access to bus
- Congestion management
- E-mobility
- Maintenance issues
- Parking management
- Public realm
- Rail/access to rail
- Rural active travel
- Speed reduction
- Urban active travel
- Parking restrictions and minor schemes (PrAMS)
- Access to work

Conclusion

NSC will notify Portishead Town Council of the outcome via its One Front Door. Portishead Town Council will then write to the applicant who made the application for improvement to inform them of the decision that has been made by NSC.

Related documents and online links:

1. Improvements Application Form: Appendix A Highways Improvements Application Form
2. Link to One Front Door: <https://northsomerset.gov.welcomesyourfeedback.net/s/99m86n>

Invoice

800461069



Invoice date: 11/09/2024

Order Ref:

Customer No: AR105723 Portishead Town Council

Portishead Town Council
The Folk Hall
95 High Street
Portishead
North Somerset
Bristol
BS20 6PR

Income Section
Town Hall
Walliscote Grove Road
Weston super Mare
BS23 1UJ

oliver.isaac@n-somerset.gov.uk

For queries on: Content of this invoice contact: **01934 888791**

Payment of this invoice see: **Payment Methods Overleaf**

Page 1 of 1

Details	Qty	Price per unit	VAT	£
Recharge of Election Expenses - Portishead by-election x 2 July 2024 Portishead Town Council by-election recharge July 2024	1.00	14,474.48	S5	14,474.48

Payment is now due

Vat Code	Description	Rate	Net	VAT	Subtotal	VAT	Total
S5	VAT Outside Scope Sales	0.00%	14,474.48	0.00	14,474.48	0.00	14,474.48

VAT Reg. No. 131-2084-20

Remittance Advice

Please see overleaf for all payment methods

Portishead Town Council
The Folk Hall
95 High Street
Portishead
North Somerset
Bristol
BS20 6PR

INVOICE NO: 800461069
CUSTOMER NO: AR105723
AMOUNT: 14,474.48



633555407200008004610692



Invoice

800465785

Invoice date: 06/11/2024

Order Ref:

Customer No: AR105723 Portishead Town Council

Portishead Town Council
The Folk Hall
95 High Street
Portishead
North Somerset
Bristol
BS20 6PR

For queries on: Content of this invoice contact:

Payment of this invoice see: **Payment Methods Overleaf**

Page 1 of 1

Details	Qty	Price per unit	VAT	£
Civil Enforcement Officer patrols to cover Portishead under an SLA agreement. from April 2024 to July 2024 inclusive.	1.00	13,208.68	S1	13,208.68

Payment is now due

Vat Code	Description	Rate	Net	VAT	Subtotal	
S1	VAT Standard Rates Sales 20%	20.00%	13,208.68	2,641.74	VAT	13,208.68
					Total	2,641.74
						15,850.42

VAT Reg. No. 131-2084-20

Remittance Advice

Please see overleaf for all payment methods

Portishead Town Council
The Folk Hall
95 High Street
Portishead
North Somerset
Bristol
BS20 6PR

INVOICE NO: 800465785

CUSTOMER NO: AR105723

AMOUNT: 15,850.42



633555407200008004657859

Payment Information

How to pay

1. Direct Debit

The council's preferred method of payment is by Direct Debit. If you are interested in setting up a regular payment, please call a member of the team

2. Online - computer

Go to www.n-somerset.gov.uk/pay

- Select 'make a payment'
- Choose the service you require to pay

Online - mobile phone or tablet

Go to www.n-somerset.gov.uk/pay

- Select 'make a payment'
- Select 'add' next to the service you require to pay
- Enter your payment amount and reference number
- Add this to your basket and make the payment

3. By telephone - 01934 888 121

- Quoting your invoice number

4. By BACS

Send payments to Barclays Bank
Account name: NSC General Account
Sort code: 20-95-08
Account: 43267636
Quoting your invoice number as the reference

If you are paying multiple invoices you can email your detailed remittance advice to

F&R - income.section@n-somerset.gov.uk

5. At your local Post Office.

If you cannot use the methods above, you will need to take the original invoice which has a bar code at the bottom and pay at the Post Office

Please note

North Somerset Council operates a policy of instigating automatic recovery procedures on unpaid invoices 30 days from the date of the invoice.

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