

**MINUTES OF THE 170<sup>TH</sup> ORDINARY MEETING OF  
PORTISHEAD & NORTH WESTON TOWN COUNCIL  
HELD AT THE FOLK HALL, HIGH STREET, PORTISHEAD  
ON WEDNESDAY 13<sup>TH</sup> JUNE 2007**

**PRESENT** Councillor Mrs Mason – in the Chair

Councillors Cameron, Cruse, Mrs Cruse, Hazelton, Howells, Mrs Knight, Mrs Lord, McMurray, Miers, Parker, Pasley, Miss Stanley, Terry, Mrs Way, Walters, Wright

Mrs P Rendle – Clerk of the Council

**APOLOGIES** There were no apologies for absence

**1463 PUBLIC PARTICIPATION**

Standing Orders were suspended to allow Sergeant Terry Scoble to address the Council. Sergeant Scoble was pleased to report that a 19 year old male had recently been arrested in connection with the outbreak of graffiti in the Town. The offender, who was currently on police bail, had admitted to 150+ offences which Sergeant Scoble estimated to have caused over £20,000 worth of damage. Police investigations were still continuing but he anticipated that the offender would be appearing in court.

The Chairman thanked Sergeant Scoble for attending the meeting and for providing this very welcome news.

Standing Orders were resumed.

**1464 DECLARATIONS OF INTEREST**

Councillor Hazelton

- Personal interest in Planning Application No. 07/P/1260/F 21-23 High Street, Portishead – Refurbishment of existing shop, demolition of rear buildings and rebuilding for enlarged shop  
Reason – Member of the Chamber of Trade

Councillor Knight

- Personal interest in Minute No. 1471(a) Representatives on Outside Bodies – Portishead Community Safety Local Action Team  
Reason – Chairman of Portishead Community Safety Local Action Team

Councillor Pasley

- Personal interest in Minute No. 1471(a) Representatives on Outside Bodies – Portishead Community Safety Local Action Team  
Reason – Member of Portishead Community Safety Local Action Team
- Personal interest in Minute No. 1471(b) Representatives on Outside Bodies – Gordano Councils Transport Group  
Reason – Chairman of Gordano Councils Transport Group

**Declaration by members who serve on both the Town Council and District Council**

Councillors Mrs Knight, McMurray, Pasley and Terry stated that any views they expressed on matters to also be considered at North Somerset Council would be provisional and based on the facts known. They would be exercising their rights to reconsider the matter afresh when the matter went before North Somerset Council.

**1465 CONFIRMATION OF MINUTES**

RESOLVED that the Minutes of the 169<sup>th</sup> Ordinary Meeting of Portishead and North Weston Council held on 16<sup>th</sup> May 2007 be confirmed as correct.

**1466 GORDANO SCHOOL – CONSULTATION ON FOUNDATION STATUS**

Members were reminded that at their previous meeting it had been agreed to review the Town Council's position on the proposal to change the status of Gordano School from a Community School to a Foundation School once the statutory consultation process was underway (Minute Nos. 1447 and 1457 refer). It was confirmed that the statutory consultation notice had now been published.

During the ensuing debate some members reiterated their previous concerns, particularly with regard to the uncertainty about the future admissions policy, and stated that they considered the change to foundation status would be of no benefit to residents of Portishead. However, another councillor stated that he was disappointed with the negative remarks being made and expressed the view that the Council should be supporting Gordano School.

RESOLVED that

The Town Council, having reconsidered the matter, re-confirms the decision made in Minute No. 1447 of the Town Council meeting held on 18<sup>th</sup> April 2007 –

That the Town Council object to the proposal to change the status of Gordano School to a Foundation School because of concerns about the future Admissions Policy and use of Community Facilities.

Councillor Pasley voted against this decision and asked that this be recorded.

**1467 AMENDMENT TO STANDING ORDERS**

In accordance with Standing Order No. 38.2 this matter had been adjourned, without discussion, at the 16<sup>th</sup> May meeting of the Town Council (Minute No. 1459 refers).

Members were now asked to consider amending Standing Orders in order to give the Staffing Committee delegated powers to enable it to fulfil its role in implementing the Council's Grievance, Discipline and Complaints Procedures.

RESOLVED that

Standing Orders be amended to include the following new clause –

## **42 STAFFING COMMITTEE**

42.1 The remit of the Staffing Committee shall be –

1. The membership of the Committee to be the Clerk (advisory and non-voting capacity), Chairman, the Vice-Chairman and, normally<sup>1</sup>, the Chairman of the Recreation & Works Committee and the Chairman of the Planning Committee.
2. To be responsible for all employment matters.
3. To oversee the job descriptions and terms and conditions of employment of all members of staff, through the Clerk.
4. To oversee the Policies which employers are required to have for their employees eg Health and Safety, Equal Opportunities, Bullying and Harassment, Grievance and Discipline, Complaints Procedure.
5. To hold delegated powers for the implementation of the Council's Grievance, Discipline and Complaints Procedures and to conduct formal hearings (not appeals<sup>2</sup>) which arise under these policies.
6. To oversee the Personal Development Review process, through the Clerk.
7. At least two members of the Committee, normally including the Clerk, to conduct interviews of potential staff.

42.2 The Staffing Committee be given delegated authority to fulfil its role in implementing the Council's Grievance, Discipline and Complaints procedures only.

## **1468 FUTURE AMENITY NEEDS OF THE POPULATION OF PORTISHEAD**

Councillor Pasley reminded members that at the 6<sup>th</sup> December 2006 meeting of the Town Council it had been agreed to consider setting up a working party after the May 2007 elections to consider the future amenity needs of the wider population of Portishead. He further reported that the results from the recent survey in the North Somerset Times had shown that as well as wanting improved infrastructure and public transport facilities (predominantly the re-opening of the railway) residents wanted more entertainment and leisure amenities.

RESOLVED that a working party consisting of 6 members be set up to consider the future amenity needs of the wider population of Portishead. The following members to serve on the working party – Councillors Hazelton, Pasley, Miss Stanley, Walters, Mrs Way, Wright.

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<sup>1</sup> The 'normally' is inserted here to give the Council the option of nominating another Councillor who may have considerable expertise in the area of Human Resources.

<sup>2</sup> Appeals Panels will be conducted by the most recent ex-Chairman of the Council and two other members who do not sit on the Staffing Committee.

Councillor Walters agreed to convene the first meeting.

**1469 FINANCIAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2007**

Members received the Financial Report for the Year Ended 31<sup>st</sup> March 2007.

The report consisted of an Income and Expenditure Account compared with the Budget, a Balance Sheet setting out the financial position of the Council and a Supporting Statement detailing the Council's fixed assets. It was noted that at the year end the Council had a General Reserve (uncommitted sums) of £91,223.02.

RESOLVED that the Financial Report for the Year Ended 31<sup>st</sup> March 2007 be APPROVED.

Councillor McMurray further reported that it was his intention to reconvene the North Weston Village Hall working party in order to continue the investigation into the provision of car parking facilities for the North Weston Hall. The working party would consist of the Portishead South and North Weston Councillors and the Clerk.

The Financial Report is attached to and forms part of these Minutes.

The Clerk was congratulated on producing a concise and precise set of accounts.

**1470 SCHEDULE OF PAYMENTS AND BANK RECONCILIATION/CASH STATEMENT FOR THE MONTH OF MAY 2007**

RESOLVED that the Schedule of Payments and Bank Reconciliation/Cash Statement for the month of May 2007 be APPROVED.

**1471 REPRESENTATIVES ON OUTSIDE BODIES**

**(a) Local Action Team**

Members were informed that Councillor Wright had decided to withdraw as one of the Town Council's representatives on the Portishead Community Safety Local Action Team due to a conflict of interest with his employment.

RESOLVED that Councillor Walker, being the current substitute member, replace Councillor Wright as one of the Town Council representatives on the Portishead Community Safety Local Action Team.

**(b) Gordano Councils Transport Group**

Councillor Pasley reminded members that the main objective of the Gordano Councils Transport Group was to work together with NSC and other organisations to maintain the pressure to reopen the passenger railway between Portishead and Bristol. Whilst historically the Group had consisted of Town and Parish Councillors representing Councils in the Gordano area, they now wished to widen their membership to include other people who had the relevant expertise to assist the group. He considered that former District

Councillor Peter Burden, who had previously been very involved with discussions with the Government Office for the South West, would be an asset to the group and asked the Council to nominate him as an additional Town Council representative on the Gordano Councils Transport Group.

The Clerk confirmed that the Group's constitution did not restrict the number of representatives that could be nominated by the Town Council.

RESOLVED that

1. Mr Peter Burden serve on the Gordano Councils Transport Group as an additional representative of the Town Council.
2. As there was no restriction on the number of representatives that could be nominated by the Town Council, Councillor Howells to be a full member, not a substitute.

#### **1472 PLANNING COMMITTEE**

Councillor Mrs Lord presented the report of the Planning Committee meeting held on 6<sup>th</sup> June 2007.

RESOLVED that the report and recommendations thereon be APPROVED, subject to the following –

#### **TREE WARDEN VACANCY**

Councillor Mrs Lord reported that the previous Tree Warden, former Councillor Jon Gething, had confirmed his willingness to continue in the role.

RESOLVED that Mr Jon Gething be appointed as the Town Council's Tree Warden.

The report of the Committee meeting held on 6<sup>th</sup> June 2007 is attached to and forms part of these minutes.

#### **1473 MATTERS THE CHAIRMAN PUT BEFORE THE COUNCIL**

Town Council Office Administration – Sharon Sherborne commenced employment as office administrator on 1<sup>st</sup> June 2007.

Smokefree England – Signs displayed in Town Council premises

NSC Chairman – Councillor Shopland to attend a meeting of the Town Council during his year of office.

The following reports were circulated for information –

NSC Streetscene Newsletter – May 2007

Port Marine Public Art Steering Group – 20.3.2007

Avon Way MUGA Initiative – Confirmation of design

NSC dematters – May 2007

There being no further business the Chairman closed the meeting at 8.20pm

..... Chairman

11<sup>th</sup> July 2007