**Hewelsfield and Brockweir
Parish Council**

Minutes of the Meeting held on Tuesday 5th July 2016 in The Loft, Village Shop, Brockweir.

**Present:** Cllr. Fox (Chairman), Cllr. Harris, Cllr. Bowen, Cllr. Endersby, Cllr. Wilson, Cllr. Sinfield and the Parish Clerk. Two parishioners were also present.

**2610 Apologies for Absence**

All Councillors were present.

**2611 Declaration of Interest**

None declared

The Chairman closed the meeting for members of the public to raise matters.

A parishioner raised concerns over Planning Application Ref. P0866/16/OUT – Belmont Road, Hewelsfield.

The Chairman re-opened the meeting.

**2612 To confirm Minutes of the Parish Council Meeting of 3rd May 2016 and The Annual Meeting of 17th May 2016**

The Minutes of the meeting held on 14th June 2016 were confirmed. This was proposed by Cllr Harris and seconded by Cllr Endersby.

**2613 Planning Application Ref. P0866/16/OUT – Lowlands, Belmont Road, Hewelsfield**

There was a full discussion on this Application with reference to precedents and refusal of previous, similar applications. The Clerk was asked to write to the Planning Committee at FODDC to state that the members of this Council does not support this Application on the grounds of being too close to neighbouring property; insufficient land area; infill precedents and impact on neighbours.

 **Action: Parish Clerk to write to Planning**

The Clerk was also asked to write a separate letter to Cllr. Patrick Molyneux informing him of this decision.

 **Action: Parish Clerk to write to Cllr. Molyneux**

**2614 Matters arising from the Clerk’s Report**

As there had been no further communication regarding planned flood defences for the village, the Clerk was asked to write to Dawn Morgan again to seek an update on the situation.

 **Action: Parish Clerk to contact Dawn Morgan**

**2615 Councillors’ Reports**

The Winter Maintenance arrangements were discussed and it was unclear whether a snow plough would be provided by Amey for use in the parish. The Clerk was asked to contact Amey to clarify the situation.

 **Action: Parish Clerk to contact Amey**

.

**2616 Finance**

**2616.1** The Financial Statement for June 2016 was approved. Proposed by Cllr. Wilson and Seconded by Cllr. Sinfield.

**2616.2** Invoices were agreed and cheques signed by Councillors for Pleasant View Landscapes & Maintenance £160.00, GAPTC Training £35.00, Clerk Salary & Expenses £295.96 and Forest Equipment Services £72.73.

**2616.3** The Clerk informed Councillors that the necessary paper work to move accounts had been requested from Barclays and that signatories would be limited to three nominated persons. The meeting agreed that these three should be The Clerk, The Chairman and Cllr. Sinfield and that any two of these three nominated signatories would be required to sign cheques.

 **Action: Clerk to arrange transition.**

**­2617 Report from Public Rights of Way Working Group**

There was a full discussion on merging this Group with the Village Improvement Group. It was decided to leave them as two separate Groups with a view to reinvigorating both Groups. A proposal to merge the groups in the future would be discussed at a later date. A meeting of the Public Rights of Way Working Group was to be called for 7pm on Tuesday 19th July at The Loft, Village Shop.

**Action: Cllr. Wilson to give notice of the meeting**

**Action: Parish Clerk to book the meeting room**

**2618 Report from Village Improvement Group**

Following discussion, it was proposed that this Working Group should be known as the Parish Improvement Group. It was noted that Highways would be arranging an inspection of the road surface on Brockweir Bridge. Cllr. Bowen was asked to submit a budget at the next meeting for purchase of tools to enable signs to be made and positioned in the parish.

 **Action: Cllr. Bowen to submit a budget.**

It was noted that comments from parishioners and the council had been sent to FODDC to be forwarded to BT.

The Clerk was asked to write to OHES to stress that the cobbles in the lane next to Quay House need to be repaired and that it had been agreed that this was their responsibility.

 **Action: Parish Clerk to contact OHES**

There was discussion on the unpleasant and slippery accumulation of water on Quayside outside Quay House. This was thought to be associated with drainage issues. The Clerk was asked to notify Highways and ask for the matter to be investigated and request that the council is informed on the date of the inspection so a councillor could be present.

 **Action: Parish Clerk to write to Brian Watkins**

The Clerk was also asked to request the Water Damage sign to be removed from the entrance to Underhill as delivery vehicles were reluctant to use the road.

 **Action: Parish Clerk to write to Brian Watkins**

Following a request from a parishioner, there was discussion about placing a litter bin along Quayside adjacent to the Dog Foul bin. It was decided not to purchase and place a bin at present, but the Parish Improvement Working Group would be asked to organise litter picking in the area.

 **Action: Cllr. Endersby to contact Parishioner**

**2619 CPL/Oil Yard/HAPPA Site**

It had been noticed that various site meetings had been taking place at the site and the Clerk was asked to contact Tony Pope to seek an update on the current situation.

 **Action: Parish Clerk to contact Tony Pope**

**2620 Parish Character Assessment**

All Councillors had received a copy of the draft report and were asked to submit comments to Cllr. Bowen by 8th July. Any amendments would be made and the document re-submitted to FODDC.

**Action: All Councillors to review the document**

 **Action: Cllr. Bowen to re-submit document**

**2621 The Future Of the Brockweir Country Inn**

There was nothing further to report at this stage.

**2622 Progress of possible flood defences**

As there had been no contact from FODDC regarding these issues, the Clerk was asked to write to Dawn Morgan again seeking an update on the situation.

 **Action: Parish Clerk to write to Dawn Morgan**

**2623 Casual Vacancy**

The advert for this vacancy had been placed on all five notice boards in the parish, on the Facebook page and also on the parish website. There had been no response.

**2624 Request for Donation**

A request had been received from Forest Sensory Services for a donation from the Council. The Clerk was asked to inform them that it is the policy of the Council to budget for donations in the last quarter of the year and suggest that they make their request at that time.

 **Action: Parish Clerk to write to Forest Sensory Service**

**2625 Fund Raising/Grant Applications**

It was suggested that funding opportunities be discussed at the next meeting of the Public Rights of Way Working Group to be held on 19th July 2016.

**2626 Emergency Plan**

Three copies of the new booklet published by local councils and groups had been received. It was suggested that an electronic copy be placed on the website and parishioners should be encouraged to review the document. It was also decided that Cllr. Endersby would review the booklet on behalf of the Council for its relevance to the Parish and report at the next meeting.

 **Action: Cllr. Sinfield to add to Website**

 **Action: Cllr. Endersby to review booklet.**

**The date of the next meeting is Tuesday 2nd August 2016.**

**Signed………………………………………………… Dated………………………………….**