**Hewelsfield and Brockweir
Parish Council**

Minutes of the Meeting held on Tuesday 3rd April 2018 in The Loft, Village Shop, Brockweir.

**Present:** Cllr. Fox, Cllr. Bowen, Cllr. Sinfield, Cllr. Haythornthwaite and the Parish Clerk. More than 60 members of the public and Cllrs. Molyneux and McFarling were also present.

**3011 Apologies for Absence**

Cllr. Merrett, Cllr. Endersby and Cllr. Harris

**3012 Declaration of Interest**

Cllr. Sinfield declared an interest in the issue of Creating a Village Archive to be reviewed in the Parish Plan.

**3013 Adjournment for Members of the Public to raise matters**

All parishioners present were interested in planning application P0307/18/FUL, an agenda item. Of those present only the two applicants were in favour of the application. The Chairman outlined the process for planning applications and reminded parishioners that, by prior arrangement, members of the public and parish council representatives could attend planning committee meetings to state support or objections. The Chairman suggested that a spokesperson presented objections to the application and that other parishioners add any points that were not mentioned. There was agreement to this and a long list of issues were presented including the proximity to residential properties with problems of noise and increased traffic on a very narrow road at one of the major passing points. The road is one of only two routes across the valley and already takes a lot of traffic with few passing points. The site is in an AONB and already prone to flooding causing water run off to cascade down the road and in some cases into private properties. There was concern about safety on the developed site as there would be no supervision permanently based on site. Although proposed as a family site, pods would only accommodate one double bed. Concerns that the site would attract large groups of stag and hen parties. The serious impact on the environment of the developed site was also an issue. Another parishioner read out his letter of objection linking issues to the FODDC Core Strategy building on these issues. The applicants thanked people for their views which were valued and would enable them to give further consideration to the application. Cllr. Molyneux stated that he would recommend that the application goes to the planning committee once the planning officer had considered all comments and made his recommendation.

**The Chairman then reconvened the meeting and brought forward item 8 of the agenda.**

**3014 Planning Applications**

3014.1 P0307/18/FUL – Land at Hewelsfield, Off Mill Hill, Brockweir NP16 7NW. Change of use of agricultural land to a tourism site comprising of 10 camping pods, reception building and shower/washroom. Alterations to vehicular access and associated works.

Councillors were not in favour of the application and made the following additional points:

* Concerns about the site clearance from both the EIA and Forestry Commission including tree felling and disturbance of the badger sett.
* Concerns that approval for this development could set a dangerous precedent for development of other agricultural sites in the parish.
* Appreciation for the applicants attending the meeting and listening to concerns.
* Being so close to the field used for the newly reinstated annual firework display would prevent this event from being held in future years.
* The proposed development is outside the settlement area for permanent structures for the parish.

Cllr. McFarling stressed the importance of attending the planning committee to put forward views linked to the Core Strategy, implications on AONB and possible disruptions to the bat community.

**Action:** The Clerk was asked to write to FODDC putting forward points for not supporting this application.

3014.2 The schedule of previous applications was reviewed and decisions duly noted.

**3015 To Confirm Minutes of the Parish Council Meetings of 6th March 2018**

Minutes of the Parish Council Meetings held on 6th March 2018 were confirmed. Proposed by Cllr. Bowen and seconded by Cllr. Sinfield.

**3016 Finance**

3016.1The Financial Statement for March 2018 was agreed.

3016.2 Payments were agreed and cheques signed by Councillors for:

|  |  |  |
| --- | --- | --- |
| **Payee** | **Service** | **Amount** |
| Lynda Skuse | Clerk Salary & Expenses | £309.23 |
| Forest Equipment Services | Emptying Bins | £74.76 |
| Forester Newspaper | Ad for Grass Cutting Tender | £71.04 |

3018.3 Preparations to transfer the accounts to Lloyds Bank, Chepstow branch were progressing.

3016.4 No funding requests had been received or opportunities identified.

**3017 Councillors’ Report**

The report had been circulated to all councillors and there was no further comment. Cllr. Molyneux advised that an additional £20,000 per annum had been made available for local highway maintenance. Three weeks of ‘Lengthsman’ work was being scheduled in April and he invited suggestions for this. The Clerk was asked to write to Cllr. Molyneux raising the issue of run off water as a result of blocked drains and grips and the dangerous state of the road bridge surface. Cllr. Molyneux also advised of a £30,000 fund over the next three years for Growing the Community and invited suggestions.

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

**3018 Clerk’s Report**

The Clerk’s report for March had been circulated to all councillors and several issues would be discussed in the Parish Plan review.

**3019 APP/P1615/W/17/3177951 – P1102/16/FUL – Gregory Farm, Brockweir**

Cllr. Endersby had contacted the developer about any future plans for the site. In her absence it was agreed to discuss this further at the next meeting.

**Action:** Clerk to add to May Agenda

**3020 Review of Annual Plan – Issues Raised**

3020.1 *Be responsible for parish council finances.*

The Clerk outlined the new procedures of the annual audit and it was agreed that having met all the criteria, the parish certified itself as exempt from providing full documents and would complete a Certificate of Exemption and notify the external auditor.

**Action:** Clerk to complete Certificate and notify external auditor

3020.2 *Make parishioners more aware of community events and organisations.*

An offer to help with local community projects had been received from staff at Two Rivers Housing as part of their community work. The Clerk was asked to invite them to attend a council meeting to explain the scheme.

 **Action:** Clerk to respond to the email

3020.3 *Support the facility of a playground within the parish.*

Cllr. Fox had received an email outlining the need for additional funding for the playground which he would forward to the Clerk.

**Action:** Cllr. Fox to forward the email to the Clerk

3020.4 *Preserve the heritage of our parish for future generations.*

A contract for the purchase of the telephone box in the village was signed and the Clerk was asked to return the contract with the fee of £1.00.

 **Action:** Clerk to return the contract with the fee.

3020.5 *Alleviate problems of flooding along the riverbank and from brooks.*

The Clerk had received a telephone call from Daniel Tredwin of the Environment Agency giving an update on the proposed solutions. Funding applications should be finalised by June when a public meeting would be organised to inform owners of properties affected by flooding of the possible options open to them. Although flood barriers etc. had been discussed, the Environment Agency considered that the most effective solutions would be individual property surveys and alleviation/prevention measures appropriate for each property. The Clerk was asked to monitor the situation and to contact Mr Tredwin in May to check progress.

 **Action:** Clerk to contact seek an update in May.

3020.5 *Ensure the safety of the community and visitors.*

Progress was being made with the Emergency Plan which would be presented at the Annual Parish meeting in May.

3020.6 *Maintain a safe environment for pedestrians and vehicles using roads and paths.*

No replies had been received in response to the Invitation to Tender for grass cutting services within the parish. The Clerk was asked to extend the time period for responses and to place the advert in the parish magazine and also to remind the existing contractors that they could tender for parts of the contract.

 **Action:** Clerk to place ad and contact existing contractors

It was agreed that a decision on whether to sign up for the Dementia Friendling Charter would be discussed at the next meeting.

 **Action:** Clerk to add to May agenda

Costings for additional street lighting, should the parish decide to go ahead with a speed restriction through the village, were still awaited from Highways.

 **Action:** Cllr. Merrett to report at next meeting.

The Clerk was asked to thank Ollie Davies and Rob Simmonds for their work in clearing the roads during the recent snow storms and also to investigate the provision of a snow shovel from Highways.

Action: Clerk to contact Brian Watkins and to write to Mr Davies and Mr Simmonds.

3030.7 *Raise the profile of the parish council.*

The Community Engagement Policy was formally adopted.

The application for Quality Award was reviewed and it was confirmed by resolution that the council publishes on line all the required policies and documents to meet the Foundation and Quality levels and also can provide electronic copies of all documents required for both levels. Cllr. Sinfield was thanked for his help with completing the application. The Clerk was asked to finalise the application form on behalf of the council and submit to GAPTC.

 **Action:** Clerk to submit the application form.

There being no further business, the Chairman declared the meeting closed.

**The date of the next meeting is Tuesday 1st May 2018 at 7pm The Loft, Village Shop, Brockweir**