**Hewelsfield and Brockweir
Parish Council**

Minutes of the Meeting held on Tuesday 11th October 2016 in The Loft, Village Shop, Brockweir.

**Present:** Cllr Fox,Cllr. Sinfield, Cllr. Harris, Cllr. Endersby, Cllr. Wilson, Cllr. Bowen and the Parish Clerk. Four members of the public were also present.

**2673 Apologies for Absence**

All present.

**2674 Declaration of Interest**

None declared

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

* A representative of the organisers of the Soap Box Rally thanked the Parish Council for its support of a very successful and entertaining event. The Chairman thanked them for organising an enjoyable event which had brought the parish community together.
* Details of the Street Warden was requested in connection with dog fouling issues in Bailey Lane.
* A parishioner brought an article referring to purchase of pubs to the attention of the council. He also pointed out that where successful purchase had been made by other councils, there were no other pubs in the area and there are several other pubs within a few miles of Brockweir, which should be noted.
* An update was requested on the provision of high speed broadband within the parish and also at St Briavels. It was stated that this would be high on the agenda at a meeting with our MP this month and that it was hoped the parish would be included in the next phase undertaken by BT.

The Chairman reconvened the meeting.

**2675 To Confirm Minutes of the Parish Council Meeting on 6th September 2016**

The Minutes of the Parish Council Meeting held on 6th September were confirmed. Proposed by Cllr. Sinfield and Seconded by Cllr. Wilson.

**2676 Clerk’s Report**

The Clerk’s Report had been circulated and read by all Councillors. There were no matters arising.

**2677 Councillors’ Reports**

The Councillors’ Reports had been circulated and read by all Councillors. There were no matters arising.

**2678 Finance**

**2678.1** The Financial Statement for September 2016 was agreed.

**2678.2** Payments were agreed and cheques signed by Councillors for:

|  |  |  |
| --- | --- | --- |
| **Payee** | **Service** | **Amount** |
| Forest Equipment Service | Empty/Reline Dog Foul Bins | £135.07 |
| A E B Price | Litter Pick/Strim/ Empty Bins | £160.00 |
| Henry Bendall | Grass Cutting | £100.00 |
| Lynda Skuse | Clerk Salary | £249.76 |
| Herefordshire Council | AONB Study Tour | £15.00 |
| GAPTC | Training | £70.00 |

**2678.3 Street Cleaning**

An amount of £306.00 was shown in the bank statement received today which the Clerk was asked to confirm was for Street Cleaning.

 **Action**: Clerk to confirm payment details.

**2678.5 Replacement flat hose and filter for pump.**

Purchase was agreed.

 **Action: Cllr. Endersby to purchase.**

The Chairman adjourned the meeting to allow members of the public to suggest suitable projects that could be considered when setting the Precept.

* There was a suggestion that perhaps there should be one project per annum agreed and executed.

The Chairman reconvened the meeting and asked the Clerk to circulate the Budget Sheet to Councillors.

 **Action: Clerk to circulate Budget Sheet**

The Chairman also advised that a notice would be put in the Parish Magazine inviting suggestions for expenditure, from parishioners, for inclusion in the Precept.

 **Action: Chairman to organise notice**

**2679 Report from the Public Rights of Way Working Group**

The tools and materials had been acquired to make new finger sign posts and suggestions were invited from the various groups in the parish.

 **Action: Cllr. Bowen to contact various groups**

**2680 Report from the Parish Improvement Group**

Various road works had been completed and the fence along the footpath to the Moravian Church repaired. There were still some outstanding issues including equipment for cleaning Quayside. All outstanding issues will be included in the agenda for the meeting with Mark Harper.

 **Action: Clerk to write to Brian Watson, copy Patrick Monlyneux**

**2681 Planning Applications**

 **P1102/16/FUL – Gregory Farm, Brockweir**

The full submission from the Council objecting to this application had been sent to Tony Pope and Patrick Molyneux, including all the relevant reports. All these documents were now available on the FODDC planning department website. There was some uncertainty whether the application would go before the November planning committee, but it had been confirmed that we would be notified of any site visit which we could attend and make comment. The Chairman asked for views on whether the council should make an application for alternative use for the land. It was agreed that it would be worth further investigation.

 **Action: Clerk to add to November Agenda**

**P1188/16/FUL – Wall Cottage, South Bank, Hewelsfield, Lydney**

The council agreed no formal objection to this application but would recommend a caveat that the building remain part of the residential dwelling.

 **Action: Clerk to write to Planning Dept.**

 **P1334/16/FUL – Rookery Cottage, Hewelsfield Court, Hewelsfield**

The council agreed no formal objection to this application

 **Action: Clerk to write to Planning Dept.**

 **Public Consultation re. Telephone Boxes**

It was agreed that a notice would be put in the Parish Magazine asking for any interest in purchasing the boxes to be notified to the Parish Council by 22nd November as the deadline for the Consultation is 1st December 2016.

 **Action: Cllr. Fox to add to notices in Parish Mag**

**2682 Meeting Format/Standing Orders**

It was agreed that the current system of sending out Councillor and Clerk reports with the paperwork for the meeting should continue. The Clerk was asked to keep a record of outstanding actions.

 **Action: Clerk to instigate a list of outstanding actions**

It was agreed that Standing Orders and Financial Regulations would be reviewed during October by the Clerk, Cllr. Endersby and Cllr. Sinfield.

**Action: Clerk to organised a meeting date and place.**

**2683 The Future of the Brockweir Country Inn**

The Chairman had prepared a draft business plan and suggested an informal meeting of Councillors should be held to discuss the draft and produce a document to be presented to parishioners. This meeting will be held on 25th October.

 **Action: Cllr. Fox to send all details to Councillors to review ahead of the meeting.**

Following discussion, it was agreed not to commission a full structural survey at this stage as the survey conducted by a parishioner is sufficient until firm decisions by parishioners regarding purchase are made.

**2684 The condition of road signs and traffic mirrors**

It was noted that some road signs were missing and others in a bad state of repair. The Clerk was asked to contact Brian Watkins to seek assistance in replacing and repairing.

 **Action: Clerk to contact Brian Watkins**

**2685 Casual Vacancy**

This was still open as the deadline for applications is 25th November 2016. There had been one interested party and the Clerk was asked to send details of how to apply.

**Action: Clerk to send details of application process.**

**2686 Responses to Parishioners**

Various communications had been received from Parishioners and duly noted.

**2687 Fund Raising**

The Clerk was asked to look for suitable funding opportunities to be discussed at the next meeting.

 **Action: Clerk to add to next Agenda**

**2688 Training, Training Plan and Policy**

Expenditure for attendance at the Budget/Setting Precept Training organised by GAPTC was agreed.

The Clerk was asked to prepare a draft Training Plan/Policy for the council and present it at the November meeting for discussion, approval and adoption.

 **Action: Clerk to prepare draft training plan/policy.**

**2689 Meeting with Mark Harper, MP**

The Clerk was asked to send an updated Agenda to Ben Stone for this meeting.

 **Action: Clerk to send Agenda to Ben Stone**

The Shop Committee had not responded to requests for a briefing meeting to enable their issues to be discussed at the meeting. Cllr. Endersby agreed to send another email requesting the details.

 **Action: Cllr. Endersby to write to Shop Committee**

**2690 Brockweir Conservation Area Character Assessment**

Cllr. Endersby confirmed that the document had been sent to Sam Jarman but as she is currently not at work it should be sent to her boss.

 **Action: Cllr. Fox to supply name to Cllr. Endersby**

When the final document is received from FODDC it will need to be approved and adopted by full Council.

**2691 Damaged Cobbles – Quayside**

The Clerk was asked to remind the contractor that construction work was now complete and the cobbles need to be repaired as agreed.

 **Action: Clerk to contact the contractor**

**Part B Confidential Items for Discussion**

The Chairman asked members of the public to leave the meeting at this point.

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

**The date of the next meeting is Tuesday 1st November 2016.**