# **Hewelsfield and Brockweir Parish Council**

# Minutes of the Meeting held on Tuesday 1st May 2018 in The Loft, Village Shop, Brockweir.

**Present:** Cllr. Fox, Cllr. Bowen, Cllr. Sinfield, Cllr. Haythornthwaite. Cllr. Merrett, Cllr. Endersby, Cllr. Harris the Parish Clerk and one parishioner.

**3021 Apologies for Absence**

All present.

**3022 Declaration of Interest**

None declared.

**3023 Adjournment for Members of the Public to raise matters**

Mr Kim Hilton attended the meeting to discuss an issue that has arisen following the planning application to erect camping pods on land adjacent to Mill Hill. Mr Hilton asked that the following statement be recorded in the minutes:

“It has come to my attention that certain people locally have been spreading false rumours about me, saying that I am intending to use a field I own locally to do the same. They have used my name in local email correspondence in the campaign again the pods, and also in writing encouraged my exclusion from local communications concerning the campaign. I want to put on record in the minutes and the printed version that goes out in the Village Magazine that I have no involvement whatsoever with the proposed pods and have no intention of having pods on my land – these are false rumours and completely untrue. I would further say that I don’t appreciate the spreading of these malicious lies and urge people locally not to listen to them.”

All councillors were shocked and stated that they could not condone such behaviour.

**The Chairman then reconvened the meeting.**

**3024 To Confirm Minutes of the Parish Council Meetings of 3rd April 2018**

Minutes of the Parish Council Meetings held on 3rd April 2018 were confirmed. Proposed by Cllr. Haythornthwaite and seconded by Cllr. Sinfield.

**3025 Finance**

3025.1The Financial Statement for April 2018 was agreed.

3025.2 Payments were agreed and cheques signed by Councillors for:

|  |  |  |
| --- | --- | --- |
| **Payee** | **Service** | **Amount** |
| Lynda Skuse | Clerk Salary & Expenses | £77,25 |
| HM Revenue & Customs | PAYE | £227.77 |
| GAPTC | Training Fee | £40.00 |

3025.3 Preparations to transfer the accounts to Lloyds Bank, Chepstow branch were progressing.

3025.4 No funding requests had been received or opportunities identified.

**3026 Councillors’ Report**

The councillors’ reports had been circulated. Cllr. Sinfield confirmed that CIC had agreed to make equipment available for use in the Emergency Plan.

**Action:** Cllr. Sinfield to confirm the location of the equipment for inclusion in the plan.

**3027 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.

**3028 Planning Applications**

3028.1 P0523/18/FUL – Mill Bank, Mill Hill, Chepstow. Erection of a two-storey garage to provide first floor residential accommodation over, replacement of roof on existing dwelling and external wall alterations with associated works.

Councillors concurred with the pre-planning advice regarding the roof height and also commented that enlarged building would be dominant in the AONB landscape.

3028.2 PO592/18/FUL – Annexe, The Rock, Mill Hill, Brockweir. Variation of condition 02 (Approval Plans) to allow changes to the shower room of planning permission P1022/17/FUL.

Councillors had no comment to make on this application.

**Action:** The Clerk to relay these comments to FODDC Planning

3028.3 The schedule of previous applications was reviewed and decisions duly noted. The FODDC Enforcement Officer had confirmed that there had been no planning infringement at Ferry Farm.

**3029 APP/P1615/W/17/3177951 – P1102/16/FUL – Gregory Farm, Brockweir**

Following contact with the developer of the site Councillor Endersby read his email to the Parish Council and it was agreed that councillors Endersby, Haythornthwaite and Sinfield would meet with the developer to gain more information about his future plans for the site.

**Action:** Cllr. Endersby to arrange the meeting.

**3030 Commemorating the centenary of the end of WW1**

Parishioners had enquired about the council’s involvement in this commemoration and there was a suggestion to investigate the purchase of seated Perspex models to represent those from the parish who lost their lives in WW1, for display in the church.

**Action:** Cllr. Harris to investigate costs and report at next meeting.

**3031 Review of Annual Plan – Issues Raised**

3031.1 *Be responsible for parish council finances.*

It was agreed to renew the Annual Insurance cover at the figure recommended by the Broker.

**Action:** Clerk to confirm the renewal with the Broker.

3031.2 *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. It was felt that this could be of benefit to the Playground Committee and Councillor Haythornthwaite agreed to pass on the details of the offer.

**Action:** Cllr. Haythornthwaite to pass on information.

3031.3 *Support the facility of a playground within the parish.*

Cllr. Haythornthwaite had attended a meeting to discuss future funding for the playground, at which it was agreed that this is an important facility and asset to the parish and that a commitment of financial support from the parish council would be welcome.

**Action:** Cllr. Haythornthwaite to suggest that a formal request for funding is made to the parish council for review

3031.4 *Preserve the heritage of our parish for future generations.*

A signed contract for the purchase had been received.

**Action:** The Clerk to enquire about the next steps.

3031.5 *Alleviate problems of flooding along the riverbank and from brooks.*

The Clerk was asked to monitor the situation and to contact Mr Tredwin of the Environment Agency later in the month to check progress.

**Action:** Clerk to contact seek an update for the June meeting.

3031.6 *Make footpaths usable and easily located and build a register/map of land ownership in the parish.*

Cllr. Bowen reported that the definitive footpath map was being revised and that he was assisting in identifying various paths within the parish. It was agreed that a meeting of the PROW working group be called to discuss any variations from the definitive map.

**Action:** Cllr. Bowen to arrange the meeting

3031.7 *Ensure the safety of the community and visitors.*

A draft copy of the Emergency Plan had been produced and would be circulated to all councillors ahead of Cllr. Harris presenting it at the Annual Parish meeting in May.

**Action:** Cllr. Harris to circulate the plan to all councillors.

3031.8 *Provide adequate parking for residents and visitors.*

Brian Watkins of GCC Highways had confirmed that plans for additional parking in the layby at the bottom of Mill Hill were in place when funding was available. It was agreed to monitor this situation.

3031.9 *Maintain a safe environment for pedestrians and vehicles using roads and paths.*

The time for responding to the Invitation to Tender for grass cutting had been extended to end of May and the invitation placed in the Parish Magazine.

It was agreed that the council would not sign up to the Dementia Friendly Charter as it was felt this was more appropriate for the Village Shop and Mackenzie Hall Committees.

**Action:** Clerk to convey the decision to the department in FODDC

It was agreed to rescind the earlier decision recorded in Minute 2916 at the 7th November meeting following representation from parishioners.

Cllr. Fox reported that he had met Brian Watkins, GCC Highways, to discuss the possible additional street light required for a speed restriction of 30mph. The new light would be sited on the left-hand side going up Mill Hill, where the footpath ends, and 30mph signs would be installed at either side of the road and at the Monmouthshire side of the bridge. This work would be fully funded by Highways.

**Action:** Cllr. Merrett to present this information at the Annual Parish meeting

Cllr. Fox also reported that the running water at the side of Weir House would be investigated by Mr Watkins.

**Action:** Cllr. Merrett to update Mr Watkins on the current situation

Mr Watkins also agreed to check on the situation with clearing drains in the parish.

**Action:** The Clerk to remind Mr Watkins of the problem drains.

3031.10 *Raise the profile of the parish council.*

The application for Quality Award had been submitted and a decision is awaited.

A revised set of model standing orders had been received from NALC which will need to be incorporated into the council’s policy.

**Action:** Cllr. Endersby agreed to amend Standing Orders for adoption at the next meeting.

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

**The date of the next meeting is Tuesday 5th June 2018 at 7pm The Loft, Village Shop, Brockweir**