Minutes of the Annual Meeting followed by the Monthly Parish Council Meeting Held on Tuesday 1\textsuperscript{st} SEPTEMBER 2015 in the Brigsley Village Hall, St Helens Cres, Brigsley, N.E. Lincs, DN37 0RG.

Ward Cllr I Colquhoun. PCSO S Lee 
K Kirkham (Clerk)

**ANNUAL MEETING.**

15/13 **Election of Chair.**
The Clerk welcomed everyone to the first meeting of the new council and asked if there were any nominations for Chairman.
Cllr P Watts proposed Cllr S Dixon and Cllr S Merritt seconded. 
Cllr S Dixon agreed to accept the position. Chair duly elected; Declaration of Acceptance of Office signed.

Clerk to notify NELC

15/14 **Apologies.** 
Apologies received from Ward Cllr P Jackson, Cllr I. Colquhoun (he will be attending late).

15/15 **Declaration of Interest.** (Localism Act 2011)
   a) No interests were declared on any item listed on the agenda.
   b) No dispensations.

15/16 **Election of Vice Chair Person.**
Cllr Dixon proposed Cllr Watts and Cllr Merritt seconded. Cllr Watts agreed to accept the position. Vice-Chair duly elected; Declaration of Acceptance of Office signed.

15/17 **Register of Interests.**
Councilors reviewed their Register of Interest (DPI) forms; no amendments required. DPI’s to be kept on file and by the Monitoring Officer of the N.E.L.C. To be filed as appropriate.
Appointment of Committee Members.
Councillors agreed Personnel Committee members for the year. Clerk to update document and file.

Address by Chairman.
The Chairman Cllr S. Dixon gave his annual report for 2014/15. Brief summary – Two Councillors have resigned this year, along with the serving Clerk; Planning applications, various donations to local causes. Main issues Unsafe parking, flooding to Waith Lane area, new road surfaces at both the north and south ends of the village. Ward Councillors funding supported the purchase of a new flag. Thanks given to the Police and Ward Councillors. All matters that have not been resolved will continue into the forth coming year.

Annual Meeting Concluded at 7.10pm

MONTHLY PARISH COUNCIL MEETING

Co-opting of new Councillors.
Councillors discussed the casual vacancy.

RESOLVED: Cllrs to continue to canvas for candidates

Declaration of Interest. (Localism Act 2011)

a) No interests were declared on any item listed on the agenda.
b) No dispensations.

Issues Raised by Members of the Public.
Cllr Dixon advised that he has received an anonymous correspondence regarding children playing football on the road (St Helens Crescent). Councillors discussed this matter and agreed that they could not take any action because no name was given.

RESOLVED: No action required.

Minutes of Previous Meeting.
It was agreed that the minutes of the meeting held on the 7th April 2015 were a true record and were duly signed by the Chairman, Cllr S. Dixon. Proposer – Cllr P. Watts, seconded – Cllr S Merritt.

Update of Matters Outstanding from Previous Meeting.

a) Reply from K. Walker, NELC re the hedgerow cutback along Main Rd - Cannot start work until the end of the bird nesting season in August.
b) Reply from A. Hartley re narrow footpath alongside Main Rd – Cannot start work until the winter when the grass is wet and easy to remove.
c) Reply from P. Windley re web space on NELC/Transparency Code requirements; to discuss applying to ERNLLCA for grant funding for own web site.
d) Reply from Anglian Water re flooding issues. Engineers have arranged a site meeting and will provide an update after their visit

RESOLVED: to action each item as stated.
15/25  **Police Report.**
Clerk distributed copies of the Police reports for August & September to the Councillors. PCSO Shaun Lee attended the meeting; he apologised for being late. He informed the Parish Council that the Police Crime Commissioner will be attending Waltham’s Parish Council on 3\(^{rd}\) November. PCSO Lee advised there is an on line reporting system for anyone who cannot get through on the 101 telephone number. The link is as follows:—[www.humberside.police.uk/report-a-crime](http://www.humberside.police.uk/report-a-crime)

**RESOLVED:** Clerk to put Police Report on notice boards.

15/26  **Planning Matters.**
Decisions Received:

a)  **DM/0123/15/FUL – The Paddocks, Main Rd, Brigsley.**
Erection of detached dwelling and associated access and landscaping works.
APPROVED with conditions - 9th April 2015

b)  **DM/0077/15/FUL – Ellesmere House, Waltham Rd, Brigsley.**

c)  **DM/0206/15/FUL – Welbeck, Waltham Rd, Brigsley.**

**Application Proposal:** (Received during the month).

d)  **DM/0294/15/FUL – Land Parcel 2, Church Lane, Brigsley.**
Variation of condition 8.
Comments were required at NELC Planning Dept by 1\(^{st}\) May. None forwarded due to election protocol/meeting dates.
APPROVED with conditions – 13\(^{th}\) May 2015.

e)  Temporary use of caravan  The Strand received too late for comments

Clerk informed Councillors that the next Planning Committee Meeting is on Wednesday, 9\(^{th}\) September at 9.30am.

**RESOLVED:** To action item as stated.

15/27  **Future Dates.**

a)  ERNLLCA Good Councillor Course 3 days – June/July and September – various dates available 7pm -9pm. £15 +VAT per delegate. Nil attendees

b)  ERNLLCA 2015 Conference – Fri 23\(^{rd}\) October at the Village Hotel, Hull
Nil attendees due to other commitments.

**RESOLVED:** To forward any replies if required.
Ward Fund.
Cllr Colquhoun advised that the ward funding amount decreases each year and would consider up to £1000 for any projects the Parish Council would like to put forward. Councillors briefly discussed the possibility of dog poo bins. Concerns were raised on who would empty them. To be place on the agenda for October to discuss further.
On the subject of ward funds Cllr Colquhoun reported that the little barrier on the grass area has been damaged and the rail has broken. Clerk to contact NELC
Cllr Watts advised that the bend warning sign posts are badly worn. Clerk to report to NELC

RESOLVED: Clerk to action each item as required

Received Correspondence / Information Exchange.

a) Resignation of Cllr Staples received by Chair – resigned before the elections however did not complete nomination forms therefore would not have become a councillor for this year.
b) To consider any comments to forward re the Horncastle Neighbourhood Plan Proposal – Consultation running from 20th May to 3rd July 2015 no comments
c) Letter from NALC.
d) ERNLLCA website password issued to Councillors.
e) ERNLLCA letter re the Desktop Advisory Service only to be available in the mornings.
f) Email from NELC asking for the details of the Clerk/Interim. Clerk to confirm.
g) NELC Waste Management Consultation – runs from 17 Aug to 8 Nov. Clerk to place poster on notice boards.
h) ERNLLCA AGM booking form to be completed if representing or not and return by 16 September. Clerk to forward details to Councillors.
i) The Chair confirmed he has received the Insurance Policy. Clerk to place on file.

RESOLVED: Clerk to action above items as stated

Audit.

a) Audit Commission Form; explained accounting statement, Cllrs all agreed, Section 1 signed by Chair and ex Clerk.
b) Audit Governance Statement Approval 2014/15 – read out governance statements, Cllrs agreed replies. Section 2 signed by Chair and ex clerk. Internal Auditor has completed Section 4 and signed off.

RESOLVED: Ex Clerk has finalised documents and forwarded to Auditors.

Finance.

(Proposed exempt item; Cllrs agreed to discuss item a) as exempt from press & public due to the confidential nature of the item re Local Government Act 1972, sch 12a).
b) Annual Insurance Renewal, Ex Clerk obtained quotes, Cllrs agreed an insurance company; cheque written and signed. Ex Clerk has organised extension of payment date with the policy still continuing as renewal date was 1st June.
c) Chairman’s Fund cheque to be signed re Auditor, item already purchased by ex-clerk; monies to be repaid.
d) To consider & agree on further members required for cheque book signatories. Mandates to be completed if available. Also to remove ex cllr D. Staples. The Parish Council agreed that each member is a signatory. Mandate forms to be completed by Cllr’s Watts and Merritt and personally taken to the bank.

**RESOLVED:** Clerk to action each item as required.

15/32 **Clerk’s Resignation.**
Clerk’s letter of resignation received on 1st May 2015. (Employment ended 1st June 2015). A letter of thanks to be send. Cllr Dixon agreed to pick up filing cabinet. The Parish Council agreed to the appointment of the new clerk on a 3 month trial period.

**RESOLVED:** To action item as stated

15/33 **Date of Next Meeting.**
*Meeting date confirmed as:-*
Tuesday 6th October 2015 @ 7pm

Agenda items /Apologies by 25th September 2015.

Meeting ended 8.15 pm

(Draft copy only; still to be agreed by council).

Signed  ------------------------------- Chair  6th October, 2015.

Closed 20.15
Minutes of the Meeting held on Tuesday 6TH OCTOBER, 2015 in the Brigsley Village Hall, St Helens Cres, Brigsley, N.E. Lincs, DN37 0RG.

Present: Cllr S. Dixon (Chair), P. Watts (Vice Chair)
Cllrs S. Merritt and P Bagga
K Kirkham (Clerk)
Two Members of the Public

15/34 **Apologies.**
Apologies received from Ward Cllrs P Jackson and I. Colquhoun

15/35 **Declaration of Interest.** (Localism Act 2011)
  a) No interests were declared on any item listed on the agenda.
  b) No dispensations.

15/36 **Co-opting of new Councillors.**
P Bagga asked to be co-opted back onto the council. All Councillors agreed, duly co-opted. Declaration of Acceptance of Office signed and Register of Interest form reviewed and signed

**RESOLVED: Cllrs to continue to canvas for candidates**

15/37 **Issues Raised by Members of the Public.**
Resident raised concerns regarding the planning application for Welbeck, (agenda item 15/042 b)) Issues discussed were proximity to neighbours reduced to 3 meters and design has slightly changed. The Chair thanked the resident for attending; stating that the Parish Council would discuss the matter further in the agenda item listed.

15/38 **Minutes of Previous Meeting.**
It was agreed that the minutes of the meeting held on the 7th April 2015 were a true record and were duly signed by the Chairman, Cllr S. Dixon.
Proposer – Cllr P. Watts, seconded – Cllr S Merritt.
15/39 **Update of Matters Outstanding from Previous Meeting.**
a) Reply from K. Walker, NELC re the hedgerow cutback along Main Rd – Clerk advised that no update was received. Clerk to chase for an update for November’s meeting.
b) Reply from Anglian Water re flooding issues - Clerk advised that she has requested an update; no update was received in time for the meeting.
c) Reply from Martin Graham, NELC, chevron sign - Inspection showed damage to the corner of the sign and peeling of the plastic coating on one of the support poles. The damaged corner has been repaired. The pole was deemed to be rusty and perfectly sound and safe condition. No further action is required

d) Reply from Phil Hewitt, NELC re wood barrier near grass area - NELC confirmed they would fund this repair, however given reduced budgets would be hesitant should another repair be needed in the future. The repair work has been completed. No further action is required

**RESOLVED:** to action each item as stated.

15/40 **Police Report.**
Clerk distributed copies of the Police reports for October to the Councillors. Police were unable to attend the meeting.

**RESOLVED:** Clerk to put Police Report on notice boards.

15/41 **ERNLLCA Transparency Funding Information and Application Form**
To discuss Funding for Website. Clerk advised that she attended a training sessions on Tuesday 6th October, 2015

**RESOLVED:** Clerk to complete form for Website funding

15/42 **Planning Matters.**
Application Proposal: (Received during the month)

a) **DM/0782/15/FUL – Tudor Croft, Waltham Road, Brigsley**
   Erect two storey extension including basement level, sunken patio, additional rooms within existing loft space and entrance gates. Councillors reviewed the plans and no objections were raised.

b) **DM/0808/15/FUL – Welbeck, Waltham Road, Brigsley**
   Demolition of existing bungalow and erection of replacement dwelling (amendment to previous approved application DM/0206/15/FUL) Councillors reviewed the plans, taking into consideration comments made by the residents. Councillors agreed to send objections (proximity changes being reduced to 3 meters to go alongside previous objections)

c) **DM/0789/15/FUL – Land at Green Lane, Brigsley**
   Proposed alterations to Plot 1, House Type, including erection of a detached garage. Councillors reviewed the plans and agreed to object on the following grounds: - The design, drainage and lack of landscaping

   Clerk informed Councillors that the next Planning Committee Meeting is to be held on Wednesday, 7th October at 9.30am.

   **RESOLVED:** Clerk to inform Planning Department as stated.

15/43 **Ward Fund.**
Councillors considered an extra litter bin in the village.

**RESOLVED:** To be discussed further at November’s meeting

15/44 **Received Correspondence / Information Exchange.**
a) ERNLLCA Newsletter – September, 2015. Information only
b) Wheels to Work Leaflets – To be placed on notice boards
c) Hornsea Offshore Wind Farm – Change in Ownership of the Applicant.
   Information sent to councillors prior to meeting. Information only
d) Third and final cut of Public Rights of Way for this year will take place over the
   next two weeks. Information only
e) NALC Survey – deadline for submissions 6th November, 2015 Councillors agreed
   not to complete survey
f) ERNLLCA is launching a consultation with its member councils and parish
   meetings about the future governance structure of the organisation. Councillors
   agreed not to comment
g) Mayors Charity Fund Raising ‘Coffee Morning’ – Saturday 17th October, 2015 at
   Cleethorpes Town Hall, Knoll Street. Admissions £2.50 each. Attendance to be
   confirmed by Monday 12th October for catering purposes
h) The Chair raised his concerns that Waith Lane potholes were not repaired when
   NELC completed the repairs to Church Lane. He also asked that the slip road
   potholes need repairs. Clerk to contact NELC

RESOLVED: Clerk to action above items as stated

15/45 Audit
To receive details from Audit Report – The Audit Commission reported that in their
opinion the information in the annual return is in accordance with proper practices and no
matters have come to their attention giving cause for concern that relevant legislation and
regulatory requirements have not been met. On other matters affecting their opinion one
item was noted: Box 2 and 3 precept did not agree

RESOLVED: Ex Clerk has finalised documents and forwarded to Auditors.

15/46 Finance.
Proposed exempt item; Cllrs agreed to discuss item a) as exempt from press & public
due to the confidential nature of the item re Local Government Act 1972, sch 12a).

a) Cheque for clerk’s salary (May 2015) Not signed as Signatories not in place with
   the bank.
b) Cheque for clerk’s salary August/September, 2015. Not signed. Signatories not in
   place with the bank
c) Mandates to be completed. The Parish Council agreed that each member is a
   signatory. Mandate forms to be completed by Cllr’s Watts and Merritt and
   personally taken to the bank.

RESOLVED: Notice of conclusion and Annual Return to be placed on the
Notice Boards.

15/47 Date of Next Meeting.
Meeting date confirmed as: - Tuesday 3rd November 2015 @ 7pm

Agenda items /Apologies by 23rd October, 2015.

Meeting ended 8.40 pm

(Draft copy only; still to be agreed by council).

Signed --------------------------- Chair 3rd November, 2015.
Minutes of the Meeting held on
Tuesday 3rd November, 2015 in the
Brigsley Village Hall, St Helens Cres,
Brigsley, N.E. Lincs, DN37 0RG.

Present: Cllr S. Dixon (Chair), P. Watts (Vice Chair)
        Cllr S. Merritt
        K Kirkham (Clerk)
        One Member of the Public

15/48 **Apologies.**
Apologies received from Ward Cllrs P Jackson and I. Colquhoun

15/49 **Declaration of Interest.** (Localism Act 2011)
a) No interests were declared on any item listed on the agenda.
b) No dispensations.

15/50 **Co-opting of new Councillors.**
No applications have been received.

   **RESOLVED: Cllrs to continue to canvas for candidates**

15/51 **Issues Raised by Members of the Public.**
Resident raised concerns regarding a felled mature Copper Beech tree with TPO. He advised that NELC have raised an Enforcement Notice. He asked if the Parish Council can support this as a matter of urgency, as NELC are looking into the case at the moment. Cllr Watts suggested that the council need to act on this for all residents. The Chair thanked the resident for attending; stating that the Parish Council would discuss the matter further in the agenda (item 15/56).

15/52 **Minutes of Previous Meeting.**
It was agreed that the minutes of the meeting held on the 6th October, 2015 were a true record and were duly signed by the Chairman, Cllr S. Dixon.
Proposer – Cllr P. Watts, seconded – Cllr S Merritt.
Update of Matters Outstanding from Previous Meeting.

a) Reply from K. Walker, NELC re the hedgerow cutback along Main Rd – Clerk advised that Highways are waiting for traffic management to sort.

b) Reply from Anglian Water re flooding issues – Chair read out the reply, which explained there was a site visit and that nothing was found to be wrong with the system. Anglian Water will continue to monitor the situation and will investigate further if the problem re-occurs. No further action is required. Item to be deleted.

c) Reply from Martin Graham, NELC re potholes Waithe Lane – Waithe Lane has been fully inspected on 2nd November and actionable defects were found. These repairs are scheduled under normal procedures and should be repaired within three months.

RESOLVED: to action each item as stated.

Police Report.

Clerk distributed copies of the Police reports for November to the Councillors. Police were unable to attend the meeting.

RESOLVED: Clerk to put Police Report on notice boards.

ERNLLCA Transparency Funding Information and Application Form

To discuss Funding for website. Clerk advised that she has received three quotes for the creation of a website ranging from £400 to £575. She advised that Habrough and New Waltham Parish Councils have their websites up and running, both sites have been created by Trevor Ellis. Councillors agreed to look at both sites.

RESOLVED: Clerk to e-mail Councillors details.

Enforcement Notice EN/1003/15 – Felled Mature Copper Beech with TPO

The Parish Council discussed this item further and agreed that NELC should be contacted to ascertain where they are at with the above Enforcement Notice. Clerk to circulate their response.

RESOLVED: Clerk to action as stated

Planning Matters.

Pending Consideration:

a) DM/0782/15/ FUL – Tudor Croft, Waltham Road, Brigsley
Erect two storey extension including basement level, sunken patio, additional rooms within existing loft space and entrance gates.

b) DM/0808/15/ FUL – Welbeck, Waltham Road, Brigsley
Demolition of existing bungalow and erection of replacement dwelling (amendment to previous approved application DM/0206/15/ FUL)

c) DM/0789/15/ FUL – Land at Green Lane, Brigsley
Proposed alterations to Plot 1, House Type, including erection of a detached garage.

Clerk informed Councillors that the next Planning Committee Meeting is to be held on Wednesday, 4th November, 2015 at 9.30am.

Ward Fund.

Councillors considered an extra litter bin in the village. They agreed that a litter bin should be sited near the Notice Board on the B1203

RESOLVED: Clerk to contact Philip Jackson

Received Correspondence / Information Exchange.

a) ERNLLCA Newsletter – September, 2015. Information only

RESOLVED: Clerk to action above items as stated
15/60 **Finance.**
Proposed exempt item; Cllrs agreed to discuss item a) as exempt from press & public due to the confidential nature of the item re Local Government Act 1972, sch 12a).

b) Cheque for clerk’s salary August/September/October, 2015. Agreed & signed

c) Cllr Watts confirmed that he had taken in all his forms to the bank and is now a signatory. Cllr Merritt advised that the bank has misplaced his documents. Clerk to ring TSB bank.

**RESOLVED:** Clerk to action above items as stated

15/61 **Date of Next Meeting.**

**Meeting date confirmed as:** - Tuesday 8th December, 2015 @ 7pm

Agenda items /Apologies by 27th November, 2015.

**Meeting ended 8.20 pm**

*(Draft copy only; still to be agreed by council).*

Signed ---------------------------- Chair 8th December, 2015.
Minutes of the Meeting held on
Tuesday 8\textsuperscript{TH} DECEMBER, 2015 in the
Brigsley Village Hall, St Helens Cres,
Brigsley, N.E. Lincs, DN37 0RG.

Present: Cllr S. Dixon (Chair), P. Watts (Vice Chair)
    Cllr S. Merritt
    Ward Cllr I Colquhoun
    K Kirkham (Clerk)

15/62 **Apologies.**
    Apologies received from Cllr P Bagga and Ward Cllr P Jackson

15/63 **Declaration of Interest.** (Localism Act 2011)
    a) No interests were declared on any item listed on the agenda.
    b) Dispensations have previously been granted by the clerk to all members of the
council to enable them to discuss the precept – agenda item 15/73(b)

15/64 **Co-opting of new Councillors.**
    No applications have been received. The Parish Council discussed and it was agreed
to e-mail two residents the details of becoming a councillor.
    RESOLVED: Clerk to e-mail details

15/65 **Issues Raised by Members of the Public.**
    No issues were raised

15/66 **Minutes of Previous Meeting.**
    It was agreed that the minutes of the meeting held on the 3\textsuperscript{rd} November, 2015 were a true
record and were duly signed by the Chairman, Cllr S. Dixon.
    Proposer – Cllr P. Watts, seconded – Cllr S Merritt.

15/67 **Update of Matters Outstanding from Previous Meeting.**
    a) Reply from K. Walker, NELC re the hedgerow cutback along Main Rd – Hedgerow
work has been completed by NELC.
    b) Reply from Martin Graham, NELC re potholes on slip road – Work has been
completed.
c) Update on path width, Main Road - Clerk advised that Andrew Hartley has left NELC and that Phil Hewitt has taken over, and has asked for a site meeting to discuss the footpath width. The Chair agreed that he would arrange a site meeting.

**RESOLVED:** to action each item as stated.

15/68 **Police Report.**
Clerk distributed copies of the Police reports for November to the Councillors. Police were unable to attend the meeting. Cllr Colquhoun reported that garage and shed burglaries were on the up. Mainly high value bikes and tools.

**RESOLVED:** Clerk to put Police Report on notice boards.

15/69 **ERNLLCA Transparency Funding Information and Application Form**
Clerk to finalise funding document.

**RESOLVED:** Clerk to forward finalised document to ERNLLCA.

15/70 **Planning Matters.**
Pending Consideration:

a) **DM/0782/15/ FUL – Tudor Croft, Waltham Road, Brigsley**
Erect two storey extension including basement level, sunken patio, additional rooms within existing loft space and entrance gates.

b) **EN/1003/15 – Felled Mature Copper Beech with TPO**
Wheatlands, Waithe Lane, Brigsley

Decision Received:

   c) **DM/0808/15/ FUL – Welbeck, Waltham Road, Brigsley**
Demolition of existing bungalow and erection of replacement dwelling
(amendment to previous approved application DM/0206/15/ FUL) **APPROVED**

   d) **DM/0789/15/ FUL – Land at Green Lane, Brigsley**
Proposed alterations to Plot 1, House Type, including erection of a detached garage.

**APPROVED**

15/71 **Ward Fund.**
Councillors discussed quote received from Glasdon for an extra litter bin. It was agreed that the bin should have the parish council name printed on it and would prefer a square litter bin. They agreed that the litter bin should be sited near the entrance of Grange Close, near to the entrance of the public rights of way footpath. Clerk to obtain a quote and send costing information to Ward Cllr Colquhoun.

**RESOLVED:** Clerk to action as stated above

15/72 **Received Correspondence / Information Exchange.**

a) **ERNLLCA Newsletter – November, 2015.** Information only

b) **Request for a copy of the full Register of Electors 2015/2016.** Councillors completed the requests forms. Clerk to post to NELC

c) **Town & Parish Liaison Committee – November Agenda, September Minutes & Charter.** Cllr Colquhoun gave an update on the Public Footpath 72 Waltham. No action required

d) **Waste Collection Vehicles.** Information only

e) **NELC New Local Plan Timetable gets Green Light.** Information only

f) **NELC are supporting a campaign to clear up Britain for Her Majesty The Queen’s 90th Birthday and are welcoming support for weekend on March 4th, 2016 to mobilise an army of volunteers to get involved with the clean-up.** Councillors agreed to register. Clerk to complete registration.

g) **Councillors discussed & agreed meeting dates for 2016; clerk to distribute and place flyer on notice boards.**
h) Planning Committee Meeting – Wednesday 6th January, 2016 at 9.30am, Town Hall, Grimsby. Information only

**RESOLVED:** Clerk to action above items as stated

15/73 **Finance.**

a) Cheque for clerk’s salary (November, 2015) £129.96. Agreed & signed

b) Precept – Councillors discussed and unanimously agreed to keep the precept amount the same for 2016/17 as last year, **no increase**

c) Councillors discussed making a donation towards the Church Tower Lighting and agreed an amount of £30. Cheque written and signed

d) Councillors discussed making a donation towards the upkeep of the Churchyard and agreed an amount of £210. Cheque written and signed

**RESOLVED:** Clerk to action above items as stated

15/74 **Date of Next Meeting.**

Meeting date confirmed as: - Tuesday 2nd February, 2016 @ 7pm

15/75 **Planning Matters**

a) DM/0892/15/FUL Erection of one new dwelling, Land Parcel 3 Green Lane, Brigsley. Councillors perused plans and discussed; agreed to object. It was agreed that section 106 should be applied for the upkeep of the road. Chairman taken documents to read for further points to be included in reply; to email clerk asap so that she may send an objection letter to the planning department, NELC by 22nd December, 2015

**RESOLVED:** Clerk to action as stated above

Agenda items /Apologies by 22nd January, 2016.

**Meeting ended 8.20 pm**

(Draft copy only; still to be agreed by council).

Signed -------------------------- Chair 2nd February, 2016.