The meeting was held in Village Hall and opened at 19:05hrs

**Members Present**: Councillors Rebecca Ross (RR), Acting Chair, Emma Ashton (EA), Kate Burtonwood (KB)

**Co-optees present** – Laurie Wilcox (LW), Henry Kenner (HK) & Katie Tweedle-Kearney (KTK) **Members of Public** – 0 (MOP) **Officer:** Debbie Braiden, Proper Officer

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| **Minutes Broadwell Parish Council 9th July 2025** | | |
| **2507/1** | **Apologies** | Apologies were received from Cllr Leonard. As Cllr Leonard (Chairman) was absent, Cllr Rebecca Ross was elected to chair the meeting. |
| **2507/2** | **Interest declaration** | 1. No Members declared any disclosable pecuniary or other interests in agenda items. Note: EA's previously declared interest in the flood plan remains valid, following the Council’s Code of Conduct and the Localism Act 2011. 2. No requests for dispensation were received. 3. No dispensation forms were submitted. |
| **2507/3** | **Reports**  **& Public Recess** | **1.** The District and County Councillors were not present. The District Councillor submitted a report, which advised the following: - o The Chief Executive Officer, Robert Weaver, at Cotswold District Council stepped down on 30 June 2025, and Jane Portman will be his replacement.   * + Parish councils have been invited to a 5-Year Housing Land Supply online session on 9 July 2025.   + Gloucestershire County Council is working with other authorities to submit an interim proposal to Westminster for devolution to unitary authorities.   + ‘Chaser’ e-mails have been sent to ascertain whether the Flood Defence Scheme in Broadwell will be completed in 2025.   + Summer Holiday Activities information was provided. o The planning enforcement team is understaffed and works on a strict triage basis.   + A request for the Ward Member to present a planning application to be heard by the Planning Committee must be made within 28-days of the validation date.   **2.1** Public Issues Raised by Councillors:  RR queried why the grass behind the Tites bus stop remains uncut.  **ACTION**: RR to contact Peter to request the area be strimmed.  **2.2** Co-option of New Members:  Applications for Laurie Wilcox, Henry Kenner, and Katie Tweedle-Kearney were approved.  **ACTION**: The Clerk to create email accounts for the new councillors. |
| **2507/4** | **Minutes** | 1. The Parish Council’s Annual Meeting Draft Minutes held on 29 May 25, were   approved as a true record and were signed by the Chairman. RR.   1. Action points from the meeting were reviewed. Some remain outstanding. **ACTIONS**:    1. Clerk to follow up on incomplete items    2. HK to confirm permissible dredging times for the pond    3. KTK to contact The Fox Public House regarding ownership and maintenance of land behind the pond (concerns: overgrown area and hanging branch) RR expressed concern over the structural integrity of the pond's stone boundary wall. |
| **2507/5** | **Projects** | **1.** EA and RR reported on their meeting with Rhodri Grey and Bob Skellern (Highways, Gloucestershire).   * White gates will be installed before the Church and on Oddington Road (only one gate fits on the left side at Oddington Rd). * GCC's countywide "road safety blanket" is hoping to implement 20 MPH zones and optional 50 MPH limits on main roads, with information from consultees to be received by September 2025.   **ACTION:** TheClerk to register Broadwell for inclusion. o 30 MPH road markings will be repainted in red at Oddington Road and near the Church; white markings will be used on Broadwell Hill.   * "Shark teeth" markings will be added near the gates.   **ACTION:** EA and RR to respond to Highways.  *Note: Full Highways report attached to the minutes.*     1. Cllr David Cunningham (DC) confirmed that flood plan funding remains available from GCC. He has contacted Lawrence King (CDC drainage engineer) for an update. **POST MEETING NOTE:** Mr King has since responded, informing that other projects were prioritised due to recent flood events. No incidents reported in Broadwell within the past year, so it was deemed not a priority. CDC Legal awaits a scheduled date to complete project documentation.   **ACTION:** Clerk to send £3,000 invoice to Bob Skillern & Rhodri Grey (County Council Highways Department).     1. KTK to continue monitoring parking on Kennel Lane.      1. EA reported no response from Simon Escreet. **ACTION:** KTK to obtain another quote from a Chipping Campden firm.      1. Tree replacement on The Green to be removed from the agenda; two replacement trees have been planted. |
| **2507/6** | **PLANNING** | **1** No new applications listed in Appendix A. However, two applications noted in the District Councillor’s report were missed due to the Clerk's transition. No comments to be submitted for the following:  o Prior notification for the construction of a private road for agricultural machinery and livestock access  Quinmoor Farm Evenlode Road Broadwell Gloucestershire |

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|  |  | Ref. No: 25/01886/AGFO | Validated: Thu 19 Jun 2025 | Status: Awaiting decision ·  o Compliance with condition 4 (Barn C Roof Structure) of consent  23/03964/LBC- Re-roofing of barns and timber repairs  Broadwell Farm Broadwell Moreton-In-Marsh Gloucestershire GL56 0TU Ref. No: 25/01837/COMPLY | Validated: Mon 16 Jun 2025 | Status: Awaiting decision     1. There was no planning correspondence received. 2. No comments were made by email with delegated authority (Minute 221109/8/3 & Broadwell PC SO 15/b). |
| **2507/7** | **Play & Defib** | 1. The Clerk confirmed Laura will be added to the Community Heartbeat Webnos   system to register checks**.**   1. Cllr Wilcox volunteered to oversee play area checks.   ***Note:*** *ROSPA annual check completed in April.*  **ACTION:** TheClerk to arrange safety training for Cllr Wilcox. |
| **2507/8** | **Clerk Items** | 1. Clerk’s May & June 2025 timesheets were approved and signed by the Chair. 2. Next agenda to include: Eckersley donation and redundant wires around the village. 3. New Clerk appointment approved effective 01/08/25. Contracted for 20 hours/month at scale point 24 (rising to 26).   **ACTION**: Clerk to draft new contract.   1. Outgoing Clerk’s 2.5 hours of carried-over leave (2024/25) approved for payment. |
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| **FINANCE** | | |
| **2507/9** | **Receipts** | Interest and income of £14,710.34 for the 1st quarter, April, May & June was **approved.** It was noted this included 1st Precept, VAT for 24/25 & CIL money  £3611.64. |
| **2507/10** | **Payments** | Payments of £1,803.79 for the 1st quarter, April, May & June were **approved**. Clerk noted standing order for the outgoing clerk was paid on 1 July in error. The £220.20 was refunded (£300 minus what he was due for payment from this meeting) by the outgoing Clerk and the standing order was cancelled. |
| **2507/11** | **Payments List** | **All payments** are approved as scheduled in Appendix B. |
| **2507/12** | **Budget** | Q1 budget reviewed. £292 paid in salary and mileage to outgoing Clerk. The yearend salary budget may be impacted due to overlap during both handovers. |
| **2507/13** | **Banking** | 1. Retrospective **approval** was granted for fund transfers to a new savings account opened by EA & RR. All approved £25,000 transfers from the two existing Lloyds accounts to safeguard funds during Clerk changeover and benefit from improved interest rates. 2. **It was noted** that the new clerk will open and sign up to Unity bank. |
| **2507/14** | **Regular**  **Payments** | Clerk given delegated authority to process regular monthly and annual payments as  listed below:  Clerk monthly pay by standing order on 1st of each month ICO Data annual charge DD  HPI instant ink monthly subscription  Microsoft Cloud monthly subscription  Lloyds Bank monthly charges – until Unity bank is open. |
| **2507/15** | **Audit** | Clerk confirmed previously approved Internal Auditor could not be used due to  GAPTC’s online submission deadline closing early May, and as the PC Annual  Meeting was late 29 May, an alternative independent Internal Auditor (Sharon Tupman- Accountant) was appointed to meet the 30th June deadline and avoid penalties. Members confirmed Sharon to be independent from the Council. The IA report was noted by members, with there being no valid recommendations made. |
| **2507/16** | **Insurance** | Insurance review deferred to next meeting, with specific attention to volunteer cover. |
| **SUNDRY ITEMS** | |  |
| **2507/17** | **Correspondence** | The correspondence list was noted in Appendix C with no comments made. |
| **2507/18** | **Close** | The meeting was closed at 8.40 pm and confirmed the next meeting as 17th September 25 as the next Parish Council Meeting & 19th November 2025. |

**Appendix A: - Payments authorized**

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| **Payee** | **Details & authority under General Power of Competence** | **Amount** | **Cheque/BACS/ date of payment** |
| Debbie Braiden        Jacob Clifford | Salary        Salary - Training & meeting 29/5/25 9.5 hrs | Personal        Personal | S/O 1st of the month - minute  211208/15    BACS |
| HP Instant Ink | The monthly charge for printing June & July | £3.99  £3.99 | Direct Debit |
| Microsoft | OneDrive -monthly storage charge June &  July 25 | £1.99  £1.99 | Direct Debit |
| Jacob Clifford | Reimbursement – mileage for training on  29.05.25 (44 miles) | £19.80 | BACS |
| Debbie Braiden | Reimbursement - mileage for training (8 times May/June 8.5 miles per one way) | £30.78 | BACS |
| Debbie Braiden | Salary for June (April & May paid by S/o) plus 2.5hrs annual leave included 24/5 | Personal | BACS |
| Hunts Engineering | Invoice 34336 April repairs to Kubota | £777.74 | BACS |
| TEEC Ltd | Planning add-on for website inv 5280 & INV  4827 | £28.80  £28.80 | BACS  BACS |
| HMRC | 1st Qtr return | £222.20 | BACS |
| Internal Audit | For carrying out IA – Sharon Tupman | £150.00 | BACS |
| PATA Payroll | April to June 25 | £32.50 | BACS |
| ROSPA | Annual Play checks Inv. No. 86957 | £96.00 | BACS |