**Broadwell Parish Council**

**Parish Council Meeting**

held in the **Village Hall, Millbrook Ley, Broadwell**

on

**Wednesday, 17 September 2025, 7:00 pm**

**MINUTES**

**Present:** Cllrs Ashton, Burtonwood, Kenner and Wilcox.

**In attendance:** Dawn Laird (Clerk), District Councillor Cunningham and one resident.

As the chairman (Cllr Leaonard) was not present at the meeting, it was **agreed** to appoint Cllr Burtonwood to chair the meeting.

1. **Apologies:** Cllrs Leonard, Ross and Tweedle-Kearney gave apologies and were accepted by the council. It was confirmed the meeting was quorate.
2. **Declarations of Interest:**
3. With the exception of Cllr Burtonwood, the councillors present at the meeting confirmed an up-to-date Register of Interest Form (which included those of their spouse/cohabitee) had been submitted to the monitoring officer. Cllr Burtonwood was reminded to submit her form as soon as possible.
4. Councillors present at the meeting confirmed they were aware that any change to their (or spouse/cohabitee) register of interests had to be submitted to the monitoring officer within 28 days of that interest being known.
5. No declarations of interest were received.
6. **Dispensations:** No requests for dispensation were received.
7. **Public Session**: The following questions/comments were received: -

* The council had a healthy supply of grit - 30 bags.
* It was disappointing to see the grit had been delivered to areas without bins. Would this be an environmental hazard if rain washed it into the river?
* What was the outcome of the meeting with the Highways Department in July?
* Is council aware certain residents had received letters from County Highways?
* The fence by Smithy Barn needs to be removed.

1. **Minutes:** It was **agreed** to defer approval of the minutes for the meeting held on 9 July 2025.
2. **Correspondence List:** 
   1. Parish Council - The monthly correspondence list was received. No comments made.
   2. District Council - No correspondence was passed to the district councillor to progress.
   3. County Council – No correspondence was passed to county council to progress.
3. **County Councillor’s Report**: The County Councillor sent apologies for the meeting.
4. **District Councillor’s Report**: The district councillor submitted a report prior to the meeting, and reported the following: -

* The district council has no in-date Local Plan, so planning applications will be considered against the National Planning Policy Framework.
* Work is underway to create a new Local Plan by the end of 2027, with £1M set aside to achieve this.
* It is expected the lack of a Local Plan will see more speculative planning applications from developers, but ‘tilted balance’ will come into play, where planning authorities are expected to look positively on applications.
* Neighbourhood Committees are being considered when Unitary Authorities are introduced.

Public session ended at 19:39.

It was agreed to move Item 16 to this juncture. The district councillor highlighted to council that any comments submitted for 16a would not be included in the public record.

1. **Planning:**
   1. Agricultural planning application **25/02663/AGFO** - Prior notification for erection of a traditional agricultural Dutch barn | Fosseway Farm Broadwell Road Gloucestershire GL56 0UQ was considered. It was **agreed** to submit the following to the planning officer: -

* The comments submitted for the previous application refer.
* Size and scale are inappropriate. A substantial reduction in size is required.
* The structure is very prominent in the landscape. A less prominent position is required.
* Preference would be to site in the North-East corner, in line with the existing buildings.
* A two-storey structure is inappropriate and excessive. Single storey preferable.
  1. A **No Comment** decision**,** made by delegated authority between meetings, was **ratified** - Minute reference 221109/8/3 & Broadwell PC SO 15/b: -

1. **25/02126/CLOPUD** – Certificate of Lawful proposed use under Section 192 of the Town and Country Planning Act 1990 for the installation of a drop kerb for vehicle access and creation of hardstanding using permeable tarmac material – 20 Wheatclose, Broadwell, Moreton-in-Marsh, Gloucestershire, GL56 0TH
   1. No planning applications had been received.
   2. No urgent planning applications had been received since the publication of the agenda.
   3. No decision notices had been received from Cotswold District Council.
2. **Clerk’s Report:** The clerk reported support for the 20 miles per hour speed limit had been submitted to County Highways.
3. **Pay Award:** The Local Government Services pay agreement 2025 - 3.2% increase, effective for all staff from 1 April 2025 was noted.
4. **PATA:**
   1. It was **agreed** to delegate authority to the new clerk to become the council’s payroll contact.
   2. It was **agreed** to approve and sign the Change of Payroll Contact Information form.
   3. It was **agreed** to authorise the new clerk to amend payroll contact details.
   4. It was **agreed** to authorise monthly processing of the new clerk’s basic salary.
5. **Bank Accounts:**
   1. It was **agreed**, retrospectively, to open a third account (‘32-day account’, which is a nominated account of the existing Community Instant Access account) with Lloyds Bank.
   2. It was **agreed**, retrospectively, to appoint Cllrs Ashton, Leonard and Ross as bank signatories for the savings account in 12a
   3. Funding the account in 12a was clarified. It was **agreed** to ratify the decision to transfer £14,000 from the Community Account to the Commercial Instant Account, followed by a transfer of £25,000 to the new account in 12a - minute reference 2507/13 (9 July 2025) refers.
   4. It was **agreed** to notify the council’s bank of the change of clerk and to remove address details of the outgoing clerk. Cllr Ashton to advise the bank.
   5. It was **agreed** the new clerk would become Service Administrator for all council bank accounts. Cllr Ashton to advise the bank.
   6. It was **agreed** all council bank accounts would be amended to the clerk’s home address. Cllr Ashton to advise the bank.
   7. Changes to interest rates for council bank accounts was noted.
6. **Financial Regulations:** It was **agreed** not to review and approve financial regulations (as required by fin.reg. 19.1.) and was deferred to the next meeting.
7. **Time Sheets:**
   1. The outgoing clerk’s timesheet for hours worked in July was received. It was **agreed** to approve 19 hours and 5 minutes of overtime and pay with final salary.
   2. The outgoing clerk’s unused holiday entitlement was noted. It was **agreed** to pay 8.5 hours with final salary.
   3. The new clerk’s timesheet for hours worked in August was received.
8. **Finance:**
   1. The list of payments to be made in September was authorized – Appendix A refers. Cllrs Ashton and Leonard to authorize the payments once set up by the Service Administator.
   2. Payment of the clerk’s basic salary in October was **authorized.** The clerk advised the payslip figures would be circulated to councillors prior to setting up the payment for authorisation.
   3. The budget monitoring report for the year to date was received. It was noted several budget classes were overspent.
   4. It was **agreed** to make the following virements between budget classes: £206 to Council Insurance, £57.96 to Website and I.T Costs, £12.00 to Data Protection and £80.00 to Meeting Room Rental, all from the Contingency budget.
9. **Defibrillator:** 
   1. It was noted the recently-appointed guardian could no longer make status checks. No decision was made regarding alternative arrangements for defibrillator checks.
   2. The intermittent fault was noted. The clerk was **authorised** to contact the electrical company that installed the defibrillator and instruct to investigate.
   3. It was **agreed** to replace the heating unit if found to be the fault.
10. **Playground Equipment:** No safety inspection reports were received. Cllr Wilcox agreed to make checks and report to the next meeting.
11. **Insurance:**
    1. It was noted the council’s insurance policy for the Kubota machine expires on 1 November 2025 [post meeting note - expires 31 October 2025]. It was **agreed** to call an extraordinary meeting in October to consider renewal quotes and appoint an insurer.
    2. The existing insurance policy for the Kubota machine was not reviewed. It was **agreed** to review arrangements at the extraordinary meeting. Cllr Kenner agreed to review the policy thoroughly between meetings.
12. **Training:**
    1. Training needs for councillors were not considered.
    2. To authorise newly co-opted councillor(s) to attend GAPTC’s ‘Being a Better Councillor’ Course at a cost of £90 per person (dates to be agreed). This item was deferred.
13. **Office Equipment:**
14. It was **agreed** to purchase a carry bag for the council’s laptop, at a cost not exceeding £25.00, inclusive of VAT.
15. It was noted the council’s printer had broken. It was **agreed** not to repair the printer. The clerk was asked to provide three quotes to purchase a new machine at the next meeting. The clerk explained she was using her own printer/ink for council business.
16. The printer ink subscription was not reviewed. It was **agreed** to review whether to continue/cancel at the next meeting.
17. **Council Documents**:
    1. The change of lock on the archive filing cabinet at the village hall was noted. The clerk explained the reason this action was taken.
    2. It was **agreed** to archive minutes of the parish council with County Council Archives for years up to and including 2020. Cllr Ashton agreed to transport the minutes to County Archives.
    3. The request to return documents temporarily withdrawn from County Archives in February 2009 (Document Reference P61a PC6/1) was noted.

Cllr Burtonwood left the meeting at this juncture – 21:35 hours.

It was **agreed** Cllr Willcox would chair the remainder of the meeting.

* 1. It was **agreed** **not** to authorise the clerk to return the withdrawn documents in 22c to County Archives in person. Cllr Ashton agreed to return the withdrawn documents.
  2. To approve reimbursement of the clerk’s associated mileage costs to return withdrawn documents to County Archives. This item became redundant as the clerk was not authorized to return the withdrawn documents.

1. **Winter Action Plan:** The County Council Winter Operations Manager’s request for information was noted. It was **agreed** to request three half-barrels and three yellow grit bins. The clerk was asked to check that the Snow Plough Operator was still happy to provide the service and to take delivery of the grit bins until the council had agreed locations to site them.
2. **Green Space Designation:** The Cotswold Local Green Space Toolkit 2025 was received. It was **agreed not** to put forward local open space for formal designation as a Local Green Space.
3. **Governance Review:** Correspondence received from Cotswold District Council was noted. It was **agreed** no amendments to the council’s status/member numbers were required.
4. **Projects:** Councillors were asked to consider priorities for the next financial year and bring proposals for how to progress outstanding issues to the next meeting.
5. **Pond Clearance:** The quotation to clear the pond in the village was received. It was **agreed** not to appoint the contractor, at a cost of £1,050.00, excluding VAT, this year. The clerk was asked to contact the company that had quoted to identify land ownership in the parish and add this area to determine ownership.
6. **Items for Future Meetings:** Insurance for the Kubota machine and review of financial regulations to be considered at the extraordinary meeting.
7. **Dates and Time of Next Meetings:** It was confirmed the council would call an extraordinary meeting towards the end of October 2025 and the next ordinary meeting would be held on 19 November 2025.

There being no further business, the meeting closed at 22:21 hours.

**Appendix A**

**Payments list for September 2025**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Payee** | **Date of Invoice** | **Details** | **Amount (£)** | **VAT (£)** | **Total (£)** | **Relevant Minutes** | **Power to Spend** |
| ***Paid Between Meetings*** |  |  |  |  |  |  |  |
| Salary - D Braiden | 31.07.25 | July salary - partial payment | - | - | XXX | 2507/14 | LGA1972 s.112 |
| Salary - J Clifford |  | June salary - partial payment | - | - | XXX | 2507/14 | LGA1972 s.112 |
|  |  |  |  | Total | 360.00 |  |  |
| ***To authorise this meeting*** |  |  |  |  |  |  |  |
| Debbie Braiden | Sep-25 | July salary | - | - | XXX |  |  |
| Dawn Laird | Sep-25 | Salary - August & Sept | - | - | XXX |  | LGA1972 s.112 |
|  |  |  |  | Total | 1,353.76 |  |  |
| HMRC | Sep-25 | PAYE & NI(er) | - | - | 385.56 |  | LGA1972 s.112 |
| Debbie Braiden | 12.09.25 | Reimbursement - mileage | - | - | 25.20 |  | LGA 1972 s.111 |
| Dawn Laird | 12.09.25 | Reimbursement - mileage & stationery | 17.16 | - | 17.16 |  | LGA 1972 s.111 |
| Village Hall | 04.08.25 | Meeting room hire – July 2025 | 15.00 | - | 15.00 |  | LGA 1972 s.111 |
| Village Hall | 12.09.25 | Meeting room hire – September 2025 | 15.00 | - | 15.00 |  | LGA 1972 S.111 |
| PATA | 12.09.25 | Payroll services (July to Sept) | 47.50 | - | 47.50 |  | LGA 1972 s.111 |
| ***Direct Debits*** |  |  |  |  |  |  |  |
| HP Instant Ink | Aug-25 | Printer ink subscription |  |  | 3.99 |  | LGA 1972 S.111 |
| HP Instant Ink | Sep-25 | Printer ink subscription |  |  | 3.99 |  | LGA 1972 S.111 |
| Microsoft Ltd | 18.07.25 | Microsoft 365 basic | 1.66 | 0.33 | 1.99 |  | LGA 1972 S.111 |
| Microsoft Ltd | 18.08.25 | Microsoft 365 basic | 1.66 | 0.33 | 1.99 |  | LGA 1972 S.111 |
| ***Income Received*** |  |  |  |  |  |  |  |
| Bank of Parish Council |  | Interest - September |  |  | 1.41 |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

Signed: ………………………………………………………………… (Chairman of the meeting)

Print name: …………………………………………………………..

Date: …………………………………………………………………….