

Broadwell Parish Council

Notice of a Parish Council Meeting

I hereby give notice that a Parish Council Meeting will be held in the
Village Hall, Millbrook Ley, Broadwell, GL56 0TR
on

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

Members of the Council are hereby summoned to attend this meeting for the purpose of considering the business to be transacted as set out hereunder. **All residents** of the Parish and **Press** are welcome to attend.

D Laird

Dawn Laird, Parish Clerk & RFO
Clerk@broadwellparishcouncil.gov.uk

Dated: 12 September 2025

Matters raised which do not relate to the agenda will only be noted, and no discussion entered into. Anyone wishing to bring matters, not appearing on the agenda, to the attention of the council is advised to write to the clerk.

Agenda

1. **Apologies:** To receive and accept apologies for absence and to confirm the meeting is quorate.
2. **Declarations of Interest:**
 - a. To confirm all councillors have submitted an up-to-date Register of Interest Form (which includes those of their spouse/cohabitee) to the monitoring officer.
 - b. To confirm all councillors are aware that any change to their (or spouse/cohabitee) register of interests must be submitted to the monitoring officer within 28 days of that interest being known.
 - c. To receive declarations of interest on matters relating to the agenda.
3. **Dispensations:** To receive and approve requests for dispensation on matters relating to the agenda.

4. **Public Session:** To provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Order 3f, this will not exceed 10 minutes and three minutes per person.
5. **Minutes:** To confirm and sign the minutes of the ordinary meeting held on 9 July 2025.
6. **Correspondence List:**
 - a. Parish Council - To receive the monthly correspondence list and agree actions arising.
 - b. District Council - To note correspondence received relating to district council responsibilities and pass to district councillor to progress.
 - c. County Council - To note correspondence received relating to county council responsibilities and pass to county councillor to progress.
7. **County Councillor's Report:** To receive reports for information.
8. **District Councillor's Report:** To receive reports for information.
9. **Clerk's Report:** To receive a report on outstanding actions from previous meetings not covered elsewhere on the agenda.
10. **Pay Award:** To note Local Government services pay agreement 2025 - 3.2% increase, effective for all staff from 1 April 2025.
11. **PATA:**
 - a. To delegate authority to the new clerk to become the council's payroll contact.
 - b. To approve and sign the Change of Payroll Contact information form.
 - c. To authorise the new clerk to amend payroll contact details.
 - d. To authorise monthly processing of the new clerk's basic salary.
12. **Bank Accounts:**
 - a. To agree, retrospectively, to open a third account with Lloyds Bank.
 - b. To agree, retrospectively, the bank signatories for the savings account in 12a
 - c. To clarify and ratify the decision to transfer funds to the new account in 12a - minute reference 2507/13 (9 July 2025) refers.
 - d. To agree to notify the council's bank of the change of clerk and to remove address details of the outgoing clerk.
 - e. To agree administrator access for the new clerk for all council bank accounts.
 - f. To authorise change of address for all the council's bank accounts.
 - g. To note changes to interest rates for council bank accounts.
13. **Financial Regulations:** To review and approve financial regulations (as required by fin.reg. 19.1)
14. **Time Sheets:**
 - a. To receive the outgoing clerk's timesheet for hours worked in July and approve the number of overtime hours to be paid.
 - b. To note the outgoing clerk's unused holiday entitlement and agree to pay with final salary – 8.5 hours
 - c. To receive the new clerk's timesheet for hours worked in August.
15. **Finance:**
 - a. To authorise the list of payments to be made in September – Appendix A refers.
 - b. To authorise payment of clerk's basic salary in October.
 - c. To receive the budget monitoring report for the year to date.
 - d. To agree vires between budget classes as required.

16. Planning:

- a. To consider agricultural planning application 25/02663/AGFO and agree a response - Prior notification for erection of a traditional agricultural Dutch barn | Fosseway Farm Broadwell Road Gloucestershire GL56 0UQ
- b. To ratify decision(s) made by delegated authority since the last meeting - Minute reference 221109/8/3 & Broadwell PC SO 15/b: -
 - i) 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
- c. To consider planning applications received and agree responses – none at time of writing agenda.
- d. To consider any urgent planning applications received since the publication of the agenda and agree a response, if appropriate.
- e. To note decision notices received from Cotswold District Council.

17. Defibrillator:

- a. To note the recently-appointed guardian can no longer make status checks and agree actions arising.
- b. To note the intermittent fault and agree to appoint an electrician to investigate.
- c. To agree expenditure to replace the heating unit if found to be the fault.

18. Playground Equipment: To receive safety inspection reports and agree actions arising.

19. Insurance:

- a. To note the council's insurance policy for the Kubota machine expires on 1 November 2025 and agree process for renewal.
- b. To review the existing insurance policy for the Kubota machine and agree actions arising.

20. Training:

- a. To identify training needs for councillors.
- b. 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).

21. Office Equipment:

- a. To agree to purchase a carry bag for the council's laptop, at a cost not exceeding £25.00, inclusive of VAT.
- b. To note the council's printer has broken and agree whether to replace or repair.
- c. To review printer ink subscription and agree whether to continue/cancel.

22. Council Documents:

- a. To note change of lock on the archive filing cabinet at the village hall.
- b. To agree to archive minutes of the parish council with County Council Archives.
- c. To note request to return documents temporarily withdrawn from County Archives in February 2009 (Document Reference P61a PC6/1).
- d. To authorise the clerk to return the withdrawn documents in 22c to County Archives in person.
- e. To approve reimbursement of the clerk's associated mileage costs to return withdrawn documents to County Archives.

23. **Winter Action Plan:** To note County Council Winter Operations Manager's request for information and agree a response.
24. **Green Space Designation:** To receive Cotswold Local Green Space Toolkit 2025 and decide whether to put forward local open space for formal designation as a Local Green Space.
25. **Governance Review:** To note correspondence received from Cotswold District Council and agree a response to retention/amendment of parish council status (decision to be submitted by 30 September 2025 if amendment requested).
26. **Projects:** To consider priorities for the next financial year and agree process to progress outstanding issues.
27. **Pond Clearance:** To receive quotation to clear the pond in the village and agree to appoint the contractor, at a cost of £1,050.00, excluding VAT.
28. **Items for Future Meetings:** To note items for future consideration and not for discussion.
29. **Dates and Time of Next Meetings:** To confirm date(s) of next meeting(s).

Appendix A
Payments list for September 2025

Payee	Date of Invoice	Details	Amount (£)	VAT (£)	Total (£)	Relevant Minutes	Power to Spend
<i>Paid Between Meetings</i>							
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
<i>To authorise this meeting</i>							
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
<i>Direct Debits</i>							
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
<i>Income Received</i>							
Bank of Parish Council		Interest			tbc		