**Broadwell Parish Council**

**Notice of an Extraordinary Parish Council Meeting**

I hereby give notice that a Parish Council Meeting will be held in the

**Village Hall, Millbrook Ley, Broadwell**

on

**Monday, 13 October 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.

T Leonard

**Tony Leonard, Chairman of the Parish Council**

**Clerk@broadwellparishcouncil.gov.uk**

**Dated: 8 October 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:** 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:**
	1. To confirm and sign the minutes of the ordinary meeting held on 9 July 2025.
	2. To confirm and sign the minutes of the ordinary meeting held on 17 September 2025.
6. **Correspondence List:** To receive correspondence pertaining to this agenda.
7. **Time Sheets:** To receive the clerk’s timesheet for hours worked in September.
8. **Finance:**
	1. To receive list of payments made by online banking since last meeting.
	2. To receive online payment confirmation form from councillors appointed to approve the September 2025 payments.
	3. To agree, retrospectively, to authorize Cllr Leonard to purchase fuel for the Kubota machine.
	4. To note purchase of fuel for the Kubota machine, at a cost of £25.71, was made by Cllr Leonard on 30 September 2025 using the council’s bank debit card held in his name.
	5. To authorise the list of payments to be made in October - Appendix A refers.
	6. To note final installment of precept has been received.
	7. To note other income received.
	8. To review bank mandate and agree removal/addition of signatories.
9. **Planning:**
	1. To consider planning applications received and agree responses for the following: -
		1. **25/03057/TCONR** - Works to trees in conservation areas for T1: Lime Pollard to approx 2.3 - 2.5m. Overhanging garden borders. T2: Crab apple, formative prune and reduce height by 3 3.5m. Thin crossing branches at Swallow Barn 1 Old Quinmoor Farm Broadwell Moreton In-Marsh Gloucestershire
	2. To consider any urgent planning applications received since the publication of the agenda and agree a response, if appropriate.
	3. To note decision notices received from Cotswold District Council.
10. **Insurance (Kubota Machine):**
	1. To receive and review quotations to renew the council’s insurance policy for the Kubota machine (expires on 31 October 2025)
	2. To agree preferred insurer for the Kubota machine.
	3. To review current practices for management of Kubota machine and agree process to ensure the council is meeting all its health and safety responsibilities and obligations.
11. **Financial Regulations:** To review and approve financial regulations (as required by fin.reg. 19.1)
12. **Civility and Respect Protocol:** To review and adopt the Civility and Respect Protocol.
13. **Defibrillator:**
	1. To note the defibrillator is without an appointed guardian and agree process for status checks.
	2. To receive correspondence from the electrician appointed to investigate the intermittent fault and agree expenditure to replace the whole defibrillator unit.
	3. To receive an alternative quote to investigate the intermittent fault/replace the heating unit and agree actions arising.
14. **Office Equipment:**
15. To receive quotes to replace the council’s printer and agree preferred option.
16. To review printer ink subscription and agree whether to continue/cancel.
17. **Playground Equipment:** To receive safety inspection reports and agree actions arising.
18. **Training:**
	1. To identify training needs for councillors.
	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).
19. **Items for Future Meetings:** To note items for future consideration and not for discussion.
20. **Dates and Time of Next Meeting:** To confirm date(s) of next meeting(s).

Appendix A



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