

# Broadwell Parish Council

## Extraordinary Parish Council Meeting

held in the **Village Hall, Millbrook Ley, Broadwell**  
on  
**Monday, 13 October 2025, 7:00 pm**

### MINUTES

**Present:** Cllrs Ashton, Burtonwood, Kenner, Leonard (Chairman), Ross and Tweedle-Kearney.

**In attendance:** Dawn Laird (Clerk). No members of the public.

1. **Apologies:** Cllr Wilcox gave apologies for absence and were accepted by the council. It was confirmed the meeting was quorate.
2. **Declarations of Interest:** No declarations of interest were received.
3. **Dispensations:** No requests for dispensations were received.
4. **Public Session:** No members of the public present.
5. **Minutes:**
  - a. As the clerk had no access to a printer, the chairman was asked to print the unconfirmed minutes and bring to the meeting. The 'unconfirmed minutes' watermark had not been removed. The clerk explained it would be better to bring a clean copy to the next meeting. It was **agreed** to accept the copies with the watermark and score through the 'un' of 'unconfirmed'. The minutes of the ordinary meeting held on 9 July 2025 were confirmed as accurate and signed by the chairman.
  - b. As the clerk had no access to a printer, the chairman was asked to print the unconfirmed minutes and bring to the meeting. The 'unconfirmed minutes' watermark had not been removed. The clerk explained it would be better to bring a clean copy to the next meeting. It was **agreed** to accept the copies with the watermark and cross out the 'un' of 'unconfirmed'. The minutes of the ordinary meeting held on 17 September 2025 were confirmed as accurate and signed by the chairman.
6. **Correspondence List:** No correspondence pertaining to this agenda had been received.
7. **Time Sheets:** The clerk's timesheet for hours worked in September was received. Cllr Ross questioned why the clerk was posting the agenda on the notice board in the village when this had not been the practice for the council previously. The clerk explained it was part of her role to ensure the agenda was correctly posted in the parish. Citing saving money for the residents, the council informed the clerk that councillors would post the agenda in future.
8. **Finance:**
  - a. The list of payments made by online banking since last meeting was received. The signed copy to be attached to invoices in the working file.

- b. The Online Payment Confirmation Form for councillors appointed to approve the September 2025 payments was received from Cllr Ashton. Cllr Leonard did not bring his form to the meeting. The signed copy to be attached to invoices in the working file.
- c. It was agreed, retrospectively, to authorize Cllr Leonard to purchase fuel for the Kubota machine.
- d. The purchase of fuel for the Kubota machine, at a cost of £25.71, made by Cllr Leonard on 30 September 2025 using the council's bank debit card held in his name, was noted.
- e. The list of payments to be made in October was authorised - Appendix A refers.
- f. It was noted the final installment of the precept has been received.
- g. Other income received was noted. Cllr Ross informed council the 32-day account had received interest totalling £118.28 in the time since she and Cllr Ashton opened the account in June 2025. The clerk explained that statements ought to come to her and that the balance was the only information she could view online for the 32-day account. Cllr Ross sent statements 1, 2 and 3, by e-mail, to the clerk during the meeting.
- h. The bank mandate was reviewed. It was agreed no changes would be made and signatories would remain as Cllrs Ashton, Leonard and Ross. Cllr Ashton confirmed ex-Councillor Nigel Brindley had been removed as a signatory. [In October, the Commercial Instant account received £0.90 interest. The Community Interest account received XX]

#### 9. Planning:

- a. The following planning applications were received and responses **agreed** as follows: -
  - i. **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 – **No comment.**
- b. The following planning applications were received since the publication of the agenda and responses agreed as follows: -
  - i. **25/03162/AGFO** - Prior notification for erection of a traditional agricultural Dutch Barn. Fosseway Farm, Broadwell Road, Gloucestershire, GL56 0UQ –
    - o **Previously-submitted comments apply**
    - o **This application is building on the ridge**
    - o **Council does not want to see this application encourage infill between the site and Stow-on-the-Wold (the clerk advised this was not a material planning consideration)**
    - o **Request that a condition be applied to ensure the application remains for agricultural use and not be converted to residential use**
    - o **The character of the countryside is being changed**
  - ii. **25/03018/TCONR** - Removal of nine ash trees which are within the confines of our curtilage, but have a risk of falling onto the public footpath adjoining our boundary - Rectory Farmhouse Broadwell Moreton-In-Marsh Gloucestershire GL56 0TL ??
  - iii. **25/03205/TCONR** - T3 - Willow - Remove all side branches and pollard to old points at 5 metres. The Old Bakery Chapel Street Broadwell Moreton-In-Marsh Gloucestershire GL56 0TW - **No comment.**
  - iv. **25/03057/TCONR** - 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 - Swallow Barn 1 Old Quinmoor Farm Broadwell Moreton-In-Marsh Gloucestershire GL56 0TB - **No comment.**

- v. **25/03103/COMPLY** - Compliance with conditions 2 (design and details), 7 (ventilation and extracts) and all remaining conditions (1, 4, 8, 9, 10 & 11) of consent 24/01440/LBC - Erection of single-storey rear infill extension, internal alterations and associated works - Millbrook House Donnington Road Broadwell Moreton-In-Marsh Gloucestershire GL56 0TN - **Noted**

c. To note decision notices received from Cotswold District Council.

- i. **25/03136/TCONR** Fell Leylandii 4 The Bank Broadwell Moreton-In-Marsh Gloucestershire GL56 0TZ - **No objection**

**10. Insurance (Kubota Machine):**

- a. Quotations to renew the council's insurance policy for the Kubota machine (expires on 31 October 2025) were received and discussed.
- b. It was agreed to accept MS Amlin's renewal policy for the Kubota machine.
- c. The current practices for management of the Kubota machine were discussed. The clerk highlighted that by accepting the insurance policy, the council was confirming that all users of the machine held correct licences, did not hold any convictions, etc. and questioned the process for confirming those facts. It was confirmed that records for users of the machine were not currently held by the council. Discussion further ensued about the need for the council to consider all its health and safety responsibilities and obligations. It was **agreed** to consider these requirements at a later date, perhaps in January 2026.

11. **Financial Regulations:** For the second time, it was **agreed** to defer review of financial regulations (as required by fin.reg. 19.1). Council requested more time to consider how best to relax the process for approval of online payments.

12. **Civility and Respect Protocol:** It was **agreed not** to adopt the Civility and Respect Protocol.

**13. Defibrillator:**

- a. It was noted the defibrillator was without an appointed guardian and was not currently being checked. Cllr Burtonwood advised her husband had agreed to become the appointed guardian and make regular status checks, which the council accepted.
- b. The electrician appointed to investigate the intermittent fault had advised they would only replace the whole defibrillator housing unit, at a cost of approximately £1,000. It was **agreed not** to replace the whole defibrillator unit.
- c. An alternative quote to investigate the intermittent fault/replace the heating unit was received, at a cost of approximately £700. It was **agreed** to accept this option, subject to Cllr Burtonwood's husband examining the fault and offering his opinion on the best course of action.

**14. Office Equipment:**

- a. Quotes to replace the council's printer were received. It was agreed to purchase an A3 colour printer, at a cost not exceeding £150.00 inclusive of VAT.
- b. The printer ink subscription was reviewed. It was **agreed** to continue with a subscription. The clerk was delegated authority to review options (transfer current subscription to new machine or cancel and set up a new contract) depending on the most cost-effective solution.

15. **Playground Equipment:** No safety inspection reports were received. The clerk was asked to write to the councillor each month to remind them to inspect the equipment and submit a report.

**16. Training:**

- a. Training needs for councillors were discussed. Several councillors expressed a view that training was an unnecessary expense. Cllr Tweedle-Kearney expressed an interest in receiving training to aid her understanding of the requirements of her role as a councillor.
- b. It was **agreed** Cllr Tweedle-Kearney could attend GAPTC's 'Being a Better Councillor' Course, at a cost of £90 per person (dates to be agreed). Cllr Tweedle-Kearney was asked to circulate training notes to other councillors following the training session.

**17. Items for Future Meetings:** A response to the district council's Local Plan consultation to be agreed at the next meeting.

**18. Dates and Time of Next Meeting:** The date of the next meeting was agreed as 19 November 2025.

There being no further business, the meeting ended at 20:39 hours.

Unconfirmed Minutes

## Appendix A

| Payee                                          | Date of Invoice | Details                       | Amount (£) | VAT (£) | Total (£) | Relevant Minutes | Power to Spend |
|------------------------------------------------|-----------------|-------------------------------|------------|---------|-----------|------------------|----------------|
| <b>To authorise this meeting</b>               |                 |                               |            |         |           |                  |                |
| Dawn Laird                                     | Oct-25          | Salary - October              | -          | -       | XXX       |                  | LGA1972 s.112  |
| Dawn Laird (Reimbursement)                     | 19.09.25        | HP - Laptop Bag               | 15.79      | 3.16    | 18.95     | 17.09.25-21a     | LGA 1972 s.111 |
| Dawn Laird (Reimbursement)                     | 13.10.25        | Mileage - home to meeting     | 5.58       | -       | 5.58      |                  | LGA 1972 s.111 |
|                                                |                 | <b>TOTAL</b>                  | 21.37      | 3.16    | 24.53     |                  |                |
| <b>Paid by Debit Card</b>                      |                 |                               |            |         |           |                  |                |
| From Community account - Councillor T. Leonard | 30.09.25        | Fuel for Kubota machine       | 25.71      | -       | 25.71     |                  | LGA 1972 s.111 |
| <b>Direct Debits</b>                           |                 |                               |            |         |           |                  |                |
| HP Instant Ink                                 | Oct-25          | Printer ink subscription      |            |         | 3.99      |                  | LGA 1972 s.111 |
| Microsoft Ltd                                  | 19.09.25        | Microsoft 365 basic           | 1.66       | 0.33    | 1.99      |                  | LGA 1972 s.111 |
| Lloyds Bank                                    | 19.09.25        | Service charge - bank account | 4.25       | -       | 4.25      |                  | LGA 1972 s.111 |
| <b>Income Received</b>                         |                 |                               |            |         |           |                  |                |
| Bank of Parish Council                         |                 | Interest - October            |            |         | tbc       |                  |                |
| Precept - final installment                    |                 |                               |            |         | 2,950.00  |                  |                |

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

Print name: .....

Date: .....