

## Broadwell Parish Council

### Public notice is given for a meeting of Broadwell Parish Council to be held on Wednesday 18th January 2023 at the village hall, beginning at 7.30 p.m.

To Councillors T Leonard (TL) Chairman, E Ashton (EA), W Neill (WN), N Brindley (NB) & A Wodzianski (AW)

Dear Councillors, you are hereby summoned to attend the above meeting of Broadwell Parish Council to be held for the purpose of transacting the business listed in the agenda below.

Debbie Braiden, Clerk & RFO to the council.

Members of the public & press are welcome to attend



DATE: 10/01/2023

### AGENDA

1. **Public Recess** - Members of the public are invited to make representations to the Council on any matters relating to the work of the Council. Public Bodies (Admission to Meetings) Act 1960
2. **Resignation of Councillor Burtonwood** – Chairman to confirm.
3. **Apologies** - Members who cannot attend a meeting should tender apologies to the Parish Clerk or the Chairman. Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting.
4. **Co-option** – To confirm & receive the application from Rebecca Ross and to approve her as a valid candidate for co-option to join as a member of the PC. To sign, Declaration of Acceptance Form.
5. **Minutes** - To approve the minutes of the last Parish Council meeting held on 9<sup>th</sup> November 2022.
6. **Interest declaration** - Members are invited to declare disclosable pecuniary interests and other interests in any items listed on this agenda. Note: EA continued interest carried forward for flood plan. As required by the Council's Code of Conduct for Members and by the Localism Act 2011.
7. **VILLAGE MATTERS - To receive updates for the following (if any): -**
  1. **Conservation and Listed buildings** – To discuss progress for the Old Smithy (NB)
  2. **Flood Plan** – (Cllr Cunningham)
  3. **Highways** – To approve a member as 'Highways' representative to lead on issues. To receive & discuss correspondence received from the public re speed.
  4. **Parking issues** – To discuss current issues regarding Bromford and parking land (AW). To receive and discuss correspondence from resident.
  5. **District Councillor** - To receive a report.
  6. **County Councillor** - To receive a report.
  7. **Defibrillator** – Monthly checks. (AW)
  8. **Play Area** – Monthly checks. (AW)
  9. **All areas of trees** – To discuss any village tree issues - village entrances (NB)
  10. **Projects** –
    - 10.1) Progress for the **bus shelter** roof. To approve extra expense on replacing concrete slab £375 plus VAT.
    - 10.2) To discuss metal gate left at **the Calor Gas** compound.
    - 10.3) **Green and Clean from CDC** – Discuss and decide if any, what projects the members would like to take forward with the 'Green and Clean', section of CDC.

10.4) To discuss replacement of **litter bins**, broken and missing.

### 8. **PLANNING**

**8.1. To consider applications received.** None received.

**8.2. To consider planning applications received after agenda had been set** – clerk to advise at the meeting.

**8.3 To note applications received and comments made by email as per delegated authority (minute 221109/8/3).**

22/03811/FUL Sydenham Farm Cottage – No objection

22/03955/TCONR – Broadwell Barn – No comments made

22/03851/FUL – Templis – No objections from PC

22/04221/TCONR – The Old Bakery Chapel Street – No objections from PC

### 8.4 Correspondence Received

To note correspondence received from Cllr Cunningham in respect to the planning officer's recommendation to refuse planning application 22/02943/FUL Creation of a private equestrian arena with assoc. facilities, reinstatement and surface treatment of access track plus repositioning of agri. Barn approved under 22/02335/AGFO – North Rye House, Donnington – The PC did not request a further review by the Planning Committee by delegated authority.

9. **Clerk Items** – To receive clerk's action sheet & timesheets for Oct, Nov & December 22

10. **Stow Neighbourhood Plan** – To discuss events and decide next steps

11. **New Policies** – To agree with new wording of the policies listed below which were approved to be added to our policies list at the September meeting.

1. Dignity at work policy which replaces the harassment and bullying policy. To also consider & approve if the council want to sign up for the Civility and Respect pledge & training.
2. Equality and diversity policy
3. To re-approve the Publication Scheme policy.

### **FINANCE**

12. **Banking** - To receive report for current balances of both income & expenditure, both bank balances & note remaining budget report.

13. **Audit** – For the council to confirm it wishes to be exempt from and for the purpose of the financial year 22/23, to confirm the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Small Authorities) Regulations 2015 and meets the exemption criteria. To also note GAPTC have now been requested to carry out the internal audit on behalf of the BPC and that the council has assured itself that the auditor is independent and competent.

14. **PATA Payroll Services** – To note and agree with increase in charges for HR services, from £7.75 to £8.60 per month for one employee.

15. **Budgets** – To discuss and approve allocation of where money will be spent, to decide projects to be included in the next budget.

16. **Precept** – Following on from the budget details, to discuss and agree precept figure for next financial year.

17. **Reimbursement for Kubota costs** – To discuss the way forward for payments made by volunteers for diesel etc.

18. **Kubota Servicing** – To discuss information received back from Peter Skea re procurement for maintenance of the Kubota.

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**19. Payments** - To approve payments due and receipts for recompense as scheduled below:

**1 To**

**approve payments paid:**

Payee	Details & authority	Amount	Cheque/BACS/ date of payment
D Braiden	Salary – basic plus homeworking allowance for 1 <sup>st</sup> December 22.	Personal	S/O 1st of the month - minute 211208/15
D Braiden	One drive storage – September, October, November & December 22	£1.99 £1.99 £1.99 £1.99	S/O 1 <sup>st</sup> of the month minute 220922/11
D Braiden	HP Instant Inks @ £4.49 plan per month paid by clerk on her card for December	£4.49	S/O 1 <sup>st</sup> of the month minute 220922/11
PATA UK	Invoice 22/0408/PPS October to December Payroll submission	£17.95	BACS 8/12/22

**2 To approve payments to be made:**

Payee	Details	Amount incl VAT	Date of payment/ Cheque/BACS
Community Heartbeat Trust Solutions Ltd	Annual support Cost Year 7 25/01/23 – 25/01/2024	£151.20	BACS
SLCC	Annual Subscription fees	£80	BACS
GAPTC	Annual Membership fees	£140	BACS
Hunts Engineering Ltd	Kubota not running correctly – Test, remove fuel tank and clean out, same with fuel lines & filter.	£243.01	BACS
GAPTC	For the purchase of Arnold Baker Publication for clerks as approved in June meeting minute 220622/16	£140	BACS

**20. Correspondence** - To receive and note correspondence list.

**21. Matters Arising** - For Information Only (items can be added to the next agenda).

**22. Next meeting date** - To confirm next scheduled meeting. Note the table tennis club will occupy the hall on Wednesdays.

**23. Close of Business** – To record the end of the meeting.