

**Public notice is given for a meeting of Broadwell Parish Council to be held on
Wednesday 22nd June at the village hall, beginning at 7.30 p.m.**

To all Members of the Council:

You are hereby summoned to the above meeting of Broadwell Parish Council to be held for the purpose of transacting the business listed in the agenda below.

Members of the public are welcome to attend & may address the council during agenda item 1

Debbie Braiden – Clerk and RFO

DATE: 16/6/2022

AGENDA

1. **Public Session** - To receive comments and concerns from members of the public.
2. **Apologies** - To receive and consider apologies for absence.
3. **Minutes** - To approve the minutes of the Annual Parish Council meeting held on 12th May 22.
4. **Interest declaration** - To declare any interests in items on the agenda (Localism Act 2011). EA carried forward for flood plan.
5. **Chairman & Vice-Chairman** – Both to sign acceptance forms to posts.
6. **District Councillor** - To receive a report.
7. **County Councillor** - To receive a report.
8. **PLANNING**
 - 8.1. To consider applications received.
 - 8.2. To consider planning applications received after agenda had been set – clerk to advise
9. **Clerk Items** – To receive clerk’s update; to discuss timesheet for May and note hours accrued during year-end; to discuss & arrange annual appraisal together with amendments for employment contract. To discuss & agree annual leave brought forward from previous year.
10. **VILLAGE MATTERS** - To receive updates if any, for the following:
 1. **Highways** – To decide 3 issues to forward to County Councillor. Village gates are listed under 12.
 2. **Flood Plan**
 3. **Bus shelter roof repairs**
 4. **Defibrillator** – Checks.
 5. **Play Area** – Checks.
 6. **Parking issues**
 7. **Trees**
 8. **Safety of calor gas compound**
 9. **Conservation & Listed buildings**
11. **FINANCE**
 11. **Banking** - To approve income & expenditure, the bank balances & remaining budget.
 12. **CIL Monies & Village Gates** – To consider village response in respect to the installation of village gates. Note – the CIL money has to be spent within five years of receipt or it has to be returned.

13. Kubota – Following various repairs recently – to decide how much to allocate annually from budget as reserves for purchase of a replacement. Note: CIL money could be used to purchase a new grass cutter.

14. Memorial bench – To approve, decline or amend a request re positioning and choice.

15. Policies – To discuss and approve a retention policy as advised by clerk. Also, to discuss security of files in the hall and the clerk’s home.

16. Purchase of Charles Arnold Baker book for PCs – To approve/decline purchase of the book.

17. 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 May 22.	Personal	S/O 1st of the month - minute 211208/15

2 To approve payments to be made:

Payee	Details	Amount incl VAT	Date of payment/ Cheque/BACS
D Braiden	Mileage for 44 miles @ 0.45p for May 12 th meetings	£19.80	BACS
D Braiden	April HP Instant Inks @ £4.49 plan per month paid on clerk’s Mastercard. Paid by clerk on her card	£4.49	BACS
D Braiden	May for One Drive increase in storage plan - Paid by clerk on her card	£1.99	BACS
D Braiden	Balance owed after tax deductions for pay increase arrears for 21/22	£60.71	BACS
HMRC	First quarter tax 22/23 & 21/22 arrears	£115.00	BACS
Hunts Engineering td	Invoice 14668 filter blocked & flushed tank	£200.04	BACS
PATA	Invoice 21/1262/PPS for £17.95, plus 20p as per statement underpaid	£18.15	BACS

18. Correspondence - To note correspondence received and decide actions.

- Stow town council – Neighbourhood plan public consultation on their website w.e.f. 16/6/22
- Village gates objections –
- We received a community emergency plan template, guidance & testing toolkit
<https://www.glosprepared.co.uk/preparing-your-community/>

19. Matters Arising - For Information Only (items can be added to the agenda for the next meeting).

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

21. Close of Business – To record the end of the meeting.