

Public notice is given for an Annual meeting of Broadwell Parish Council to be held on Thursday 12th May 22 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: 5/5/2022

AGENDA

1. **Election of the Chairman & Vice-Chairman** - To vote and approve the chairman & Vice-Chairman roles.
2. **Apologies** - To receive and consider apologies for absence.
3. **Minutes** - To approve the minutes of the Parish Council meetings held on 16th & 30th March 22.
4. **Interest declaration** - To declare any interests in items on the agenda (Localism Act 2011). To approve Cllr Ashton's continued interest as a land owner in the flood plan for future meetings throughout 2022/23.
5. **VILLAGE MATTERS** - To receive updates if any, for the following:
 1. **Highways & Flood Plan**
 2. **Bus shelter roof repairs** – To discuss quotes.
 3. **Defibrillator** – Checks.
 4. **Play Area** – Checks & note safety report carried out in April.
 5. **Parking issues**
 6. **Trees** – Kennel Lane WN
 7. **Safety of calor gas compound**
 8. **Listed buildings**
6. **PLANNING**
 - 6.1. To consider applications received. Note. An extension in time has been applied for.
 - College Tythe Barn Chapel Street Broadwell Moreton-In-Marsh Gloucestershire GL56 0TW
Ref. No: 22/01169/FUL | Received: Thu 31 Mar 2022 | Validated: Fri 01 Apr 2022 | Status: Pending Consideration
 - 3 The Bank Broadwell Moreton-In-Marsh Gloucestershire GL56 0TZ
Ref. No: 22/01481/TCONR | Received: Wed 27 Apr 2022 | Validated: Wed 27 Apr 2022 | Status: Pending Consideration
 - North Rye House Donnington Moreton-In-Marsh Gloucestershire GL56 0XU
Ref. No: 22/01275/FUL | Received: Thu 07 Apr 2022 | Validated: Fri 08 Apr 2022 | Status: Pending consideration
 - 6.2. To consider planning applications received after agenda had been set – clerk to advise
7. **Policies Review** – To review and approve the following:
 1. Standing orders – approve new version updated by NALC in 2020 (minor change to section 18)
 2. Code of Conduct – review & approve existing policy

3. Complaints Policy – review & approve existing policy
4. Filming guidelines for Broadwell – review & approve existing policy
5. Health & Safety Policy – review & approve existing policy
6. Asset Register – review & approve new version updated by clerk
7. Risk Management including Pandemic – review and approve as one policy

FINANCE

8. **Banking** - To approve the year-end bank balances for income & expenditure.
9. **Year-end overpayment** - To note the clerk has been overpaid by £17.31 at year-end due to tax being due and this will be deducted from April's salary 2022 to realign.
10. **Finance Regulations** – To note Cllr Brindley is happy with physical amendments made and the final version of Financial Regs which have already been adopted by the council in December, can be published as approved.
11. **Internal audit of finance** – To discuss and agree internal audit checks to be made by Cllrs and to approve members for bank signatories.
12. **Estimated election recharges** – To approve reserves amount in budget for recharges of election costs from CDC. Advisory £1000 - £1500.
13. **Audit for 2021/22** –
 1. To receive and consider completed AIAR (internal audit report) & any advisories
 2. To approve the Annual Governance Statement Section 1
 3. To approve the Accounting Statements Section 2
 4. To approve the Certificate of Exemption and to certify that during the financial year 2021/22, the higher of the authority's gross income for the year or gross annual expenditure for the year, did not exceed £25,000.
 5. To set the date for the exercise of Notice of Public Rights, suggested 13th June to 22nd July 22
14. **Government pay increase for 2021 of 1.75%** – To review and discuss the clerk's salary for previous year and agree a salary point from the pay scales for 2021 and going forward.
15. **Direct Debits and Standing Orders for 22/23** – To approve the following automatic payments for the year:
 - ICO DATA annual charge by DD
 - Clerk's salary by standing order
 - HP Instant Inks monthly BACS payment called on Clerk's card
16. **Government changes in payroll** – To note the following:
 - The National Insurance threshold will be raised by **£3,000**, meaning employees must earn **£12,570** per year before paying National Insurance.
 - From April **2024**, the basic rate of income tax will change from **20%** to **19%**.
 - Employment Allowance allows eligible employers to reduce their annual National Insurance liability by up to £5,000. You'll pay less employers Class 1 National Insurance each month you run your payroll until the £5,000 has gone or the tax year ends (whichever is sooner).

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

17.1 To approve payments already paid:

Payee	Details & authority	Amount	Cheque/BACS/ date of payment
D Braiden	Salary – basic plus homeworking allowance for January & April (minus £17.31 overpaid in March)	Personal	S/O 1st of the month - minute 211208/15
PATA	invoice 21/0987/PPS for final payroll services Jan, Feb & up to end of March 22.	£12.95	BACS 13/4/22
HMRC	End of year tax payment for 21/22	£114.40	BACS 13/4/22
TEEC Ltd	Invoice 4154 Annual hosting for website	£151.19	BACS 13/4/22

17.2 To approve payments to be made:

Payee	Details	Amount	Cheque/BACS date of payment
D Braiden	Mileage for 44 miles @ 0.45p for March 16 th meeting	£19.80	
D Braiden	April HP Instant Inks @ £4.49 plan per month paid on clerk's Mastercard. Plus, copier paper £3.49 (home bargains receipt)	£7.98	
Broadwell Village Hall	Hire of hall for January & March meetings @ £10 plus 2 extraordinary meetings 24 th Feb and 30 th March invoice 006RBM/04/2022	£40	
GAPTC	Internal Audit – inv 7303	£175.00	
ROSPA	Invoice 62099 Annual safety play inspection	£84.00	
Hunts Engineering	Invoice 13610 Repairs to mower	£394.72	

18. Cloud Storage – An increase in storage is required, consider purchase of expansion on one drive.

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

1. WN re builders' yard – it is noted there has been additional items dumped – DC has replied.

2. Mr Bonner – A request to assist with pollarding of trees in Kennel Lane. WN

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

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

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