

Public notice is given for an Annual meeting of Broadwell Parish Council to be held on Wednesday 24th May 2023 at the village hall, beginning at approximately 7.30 p.m. following on from the Annual Parish Assembly at 7 p.m.

To all Members of the Council:

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

Members of the public and members of the press are all welcome to attend.

Debbie Braiden – Clerk and RFO

DATE: 18/5/2023

AGENDA

1. **Election of Chairman & Vice-Chairman** - To vote in and approve the Chairman.
2. **Election of the Vice-Chairman** – To vote in and approve the Vice-Chairman.
3. **Acceptance of Office** – Following the election, to receive, sign and witness, forms for new terms in office.
4. **Apologies** - To receive and consider apologies for absence.
5. **Minutes** - To confirm and approve the minutes of the parish council meeting held on 18th April 23.
6. **Declaration of interest** - To declare any interests for items on the agenda (Localism Act 2011).
7. **PLANNING**
 - 8.1. To consider applications received.

23/01172/FUL – Erection of a stable building and outdoor manege, access track, siting of ground mounted solar panels, plus repositioning of agricultural barn approved under 22/02335/AGFO at North Rye House, Donnington GL56 0XU – closing date 8/6/23

23/0138/FUL & 23/01051/LBC – Amend height of stone boundary wall, including at main entrance and replace collapsed garden gate (part retrospective), also Listed building consent at Rectory Farmhouse, Broadwell GL56 0TL – closing date 8/6/23

23/01257/FUL – Erection of two-storey rear extension and porch extension, render walls and remove stack at Lyndon kennel Lane, Broadwell. – closing date 24/5/23 (one day extension has been granted for comments)

23/01086/LBC - Listed Building Consent for Conversion of open fronted stone barn to create residential holiday let (amendment to approved consent - 20/00371/LBC) at Lower Farm House Donnington Road Broadwell Moreton-In-Marsh Gloucestershire. Closing date 1/6/23.
 - 8.2. To consider planning applications received after the agenda had been set – clerk to advise.

8. **VILLAGE MATTERS** - To receive updates if any, for the following:
 1. **Highways** – To receive any updates or issues.
 2. **Listed Buildings** – Email received from DC regarding dismantled barn.
 3. **Flood Plan** – To receive an update if available from DC.
 4. **Defibrillator** – To receive inspection report.
 5. **Play Area** – To receive inspection report & note safety report carried out in April. To receive and discuss the ROSPA report carried out in April 23.
 6. **Land ownership** – To receive an update from the clerk.

9. **Maintenance Projects** – To discuss and approve the following infrastructure improvements using CIL money: -
 - a) **Prichard's Piece:** To resolve the specification of this work and resident contributions. Also, whether the PC should lease the parking area to residents and whether this should be resolved for the current maintenance work or considered as the approach in the future.
 - b) **Watery Lane:** To resolve levelling and resurfacing the path.
 - c) **Pond:** To resolve light dredging of field silt from the pond next to the pub.
 - d) **Pub roadway potholes:** To discuss the result of contribution discussions with pub and brewery and resolve a way forward for the patch repairs.
 - e) **Monarch's Way:** To discuss the result of contribution discussions with Cotswold Conservators/Wardens and resolve resurfacing work.

10. **Policies to review:** -
 1. Financial Regulations – Minor amendments (internal control checks, contract amounts, & debit cards)
 2. Standing Orders – review and approve new updated version.
 3. Code of Conduct – review and approve existing policy.
 4. Health & Safety – review and approve existing policy.
 5. Risk Management – review and approve amended policy.
 6. Filming Guidelines for Broadwell – review and approve existing policy.
 7. Internal Financial Control Checks Policy – policy amended to simplify as per internal audit recommendation.

FINANCE

11. **Banking** – To receive and approve the following
 1. Bank balances & reconciliation to 30/4/23
 2. Receipts & payments to 30/4/23.
 3. To approve three members as bank signatories.
12. **Internal Control Checks** – To discuss and confirm which councillors will do the internal audit checks.
13. **Election recharges** – As the last election was uncontested, £2k is still earmarked from last year. As approved in budget, to decide if further election charges will be earmarked in this financial year.
14. **Audit for 2022/23** – To receive an update from the clerk.

15. **Notice of Public Rights and Publication of the Annual Governance & Accountability Return** – To set the publication dates to run from the 5th June through to the 14th July inclusive.
16. **Increase in Clerk's hours** – To approve an increase in the clerk's hours by one extra hour per week.
17. **Insurance** – To review and approve annual insurance policy and premium.
18. **Payments due** - To approve payments already made, payments due and receipts for recompense as scheduled in Appendix A
19. **Matters Arising** - For Information Only (items can be added to the agenda for the next meeting).
20. **Next meeting date** - To confirm a schedule of meetings. Note the table tennis club will occupy the main hall on Wednesdays.
21. **Close of Business** – To record the end of the meeting.