

## **BROADWELL PARISH COUNCIL**

Copperfields, Colman. Temple Guiting. GL54 5RT  
Tel: 01451 850611, email:broadwellpc@live.co.uk

### **Minutes of Broadwell Parish Council Meeting held on Thursday 7<sup>th</sup> February 2019 in the Village Hall, Broadwell**

**Councillors Present:** Tony Leonard (Chairman), Emma Ashton and Susanna Wilcox  
**In attendance:** Ruth Waller (Clerk), District Councillor Julian Beale and one resident

#### **Minutes**

**Cllr Leonard opened the meeting at 7.37pm**

**190207/1 Apologies:** Apologies were received and accepted from Cllrs Neill and Disney. County Councillor Stowe also sent his apologies.

**190207/2 To approve the minutes of the Council Meeting held on 10<sup>th</sup> January 2019:** The minutes were approved as a true account and duly signed by the Chairman.

**190207/3 To receive Clerk's Report (in relation to the minutes):** A brief report was received and The Contents noted. The Clerk explained that elections to Cotswold District Council and every Town/Parish Council within Cotswold District will take place on Thursday 2 May. Apart from the chairman and vice-chairman, the current councillors will remain in office until the fourth day after the election day of 2 May, when they will retire and the new councillors will take office. The chairman and vice-chairman will remain until after a new chairman and vice-chairman has been elected the annual meeting following on from the elections (even if he/she does not seek re-election). Nomination packs will be available from 18 February and paper copies will be sent to clerks for distribution to interested parties. Copies will also be available on the CDC website

**190207/4 To declare any interests in items on the agenda (Localism Act 2011):** None declared

**190207/5 To receive comments and concerns from members of the public:** Paul Teague presented the Parish Council with a cheque for £600 from Broadwell Charity for Parish Church and Public Purposes. This donation was mainly towards the cost of the Village Newsletter.

**190207/6 To receive update from District and County Councillors:** The County Councillor had sent his apologies and confirmed that he had now secured funding for the tree work near the Ford. It had been confirmed that these were on unregistered land. Cllr Stowe was awaiting timescales, so will be in touch as soon as a GCC job reference had been allocated. District Cllr Beale reported that CDC had decided not to continue with the proposal to cease the green waste collection during the winter months. He also reported that houses were being sold at Fairford and residents would be searching for new homes. He also advised that £2,500 was available via the ward Development fund towards parish improvements such as notice boards. Funding was also available under the Lengthsman scheme to cut back the foliage on approach to the Ford.

**190207/7 To receive an update on the Flood Plan and to consider the laying of a pipe across the Village Green, for which the Parish Council would then maintain future responsibility or agree any other proposals:** Cllr Leonard provided those present the details of the arrangement for the proposed pipe. **Following discussion, Councillors decided that they were prepared to give consent for a pipe under the green.** However, Cllrs were reluctant to take on the responsibility for this pipe without first gaining more details.

**Action: Clerk to invite Lawrence King to the next Parish Council meeting in March.**

**190207/8 To discuss issues relating to the verges, trees and access in Wheat Close and agree next actions:** These matters were being dealt with by CDC and were in ongoing communications with the Clerk. Cllr Beale requested that the Clerk allowed him to deal with the trees. Clerk confirmed the details would be forwarded if it was confirmed they were CDC property.

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### 190207/9 Finance:

- a) **To consider statement of finances and bank reconciliation:** The bank statements and reconciliation were approved. January's bank reconciliation was also signed.

Receipts & Payments Summary	Purpose	Amount	Total £.p	BUS Account	Treasurers Account	cheque no/ counterfoil
			<b>12137.78</b>	1100.63	11037.15	
Receipts to date			<b>9844.05</b>	0.48	9843.57	
Payments to date			<b>3546.97</b>	0.00	3546.97	
<b>Balances</b>			<b>18434.86</b>	0.48	17333.75	
<b>Bank reconciliations</b>						
Balance as above			<b>18434.86</b>	1101.11	17333.75	
Add: Cheques not yet presented					44.49	601.00
					12.50	602.00
					577.69	603.00
					72.60	604.00
Less: Rcpts not yet credited						
Less earmarked funds;	setts	1150.00				
<b>Balance on Bank Statements</b>			<b>19142.14</b>	1101.11	18041.03	

- b) **To confirm proposed Budget for 2019/20:** Cllr Ashton proposed increasing the budget for the village hall rent from £50 to £200. This increase was agreed by Council. No further amendments were made. **The Budget was then approved by Council.**

Staff costs (inc.payroll)	2500.00
Admin expenses	100.00
Training	200.00
Audit	300.00
Insurances	700.00
Subscriptions	100.00
Mower repair + fuel	500.00
Ground Maintenance	1500.00
Web Site	150.00
HRMC tax payment	250.00
ROSPA	100.00
Donations	0.00
Village Hall rent	200.00
Miscellaneous	50.00
Projects	300.00

Minute ref: 190207

signature.....

Date.....

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Budget vs. Actual Spend to date:

Financial Year	End of Year figures 16/17	End of Year Figures 2017/18	Budget set 18/19	anticipated year end 2018/19	Expenditure/ Income to date 6/02/19
<b>A. Revenue Account</b>					
<b>RECEIPTS</b>					
Precept	£6,366.00	<b>6366.00</b>	<b>6215.00</b>	<b>6215.00</b>	6349
local tax support grant	£134.00	<b>134.00</b>	<b>134.00</b>	<b>134.00</b>	0
Donations/Grants Received	370	<b>2264.00</b>	<b>300</b>	<b>1364.00</b>	2,050
Bank Interest	£0.56	<b>0.56</b>	<b>1.00</b>	<b>1.00</b>	0.29
VAT refund	£0.00	<b>0.00</b>	<b>150.00</b>	<b>400.00</b>	1444.47
Rent	£1,183.00	<b>0.00</b>	<b>0.10</b>	<b>0.00</b>	0.1
Miscellaneous	£0.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	0
<b>Total receipts</b>	<b>£8,053.56</b>	<b>8764.56</b>	<b>6800.10</b>	<b>8114.00</b>	<b>9843.86</b>
<b>PAYMENTS</b>					
Staff costs (inc.payroll)	£1,500.00	<b>2010.00</b>	<b>2500.00</b>	<b>2500.00</b>	1071.23
Admin expenses	£100.00	<b>153.35</b>	<b>100.00</b>	<b>100.00</b>	44.49
Training	£150.00	<b>115.00</b>	<b>200.00</b>	<b>200.00</b>	0
Audit	£50.00	<b>252.60</b>	<b>300.00</b>	<b>100.00</b>	0
<b>Insurances</b>	<b>£750.00</b>	<b>532.11</b>	<b>700.00</b>	<b>657.94</b>	657.94
<b>Subscriptions</b>	<b>£90.00</b>	<b>97.22</b>	<b>100.00</b>	<b>99.35</b>	99.35
<b>Mower repair + fuel</b>	<b>£2,000.00</b>	<b>5966.37</b>	<b>500.00</b>	<b>500.00</b>	0
Ground Maintenance	£1,183.00	<b>1040.53</b>	<b>1500.00</b>	<b>1500.00</b>	1010.44
Web Site	£150.00	<b>210.00</b>	<b>150.00</b>	<b>150.00</b>	0
HRMC tax payment	£41.93	<b>253.00</b>	<b>250.00</b>	<b>250.00</b>	191.2
ROSPA	£78.00	<b>79.80</b>	<b>100.00</b>	<b>80.00</b>	79.8
Donations		<b>555.00</b>	<b>0.00</b>	<b>300.00</b>	0
Village Hall rent	£25.00	<b>25.00</b>	<b>50.00</b>	<b>50.00</b>	51
Miscellaneous	£226.37	<b>20.00</b>	<b>50.00</b>	<b>50.00</b>	0
projects- defib, sheep plan	£1,500.00	<b>216.73</b>	<b>300.00</b>	<b>300.00</b>	263.83
<b>Total Payments – General</b>	<b>7,844.30</b>	<b>11526.71</b>	<b>6,800.00</b>	<b>6837.29</b>	<b>3469.28</b>
Receipts	8053.56	8014.70		8014.70	9843.86
Payments	7844.30	11526.71		6837.29	3469.28
earmarked setts invoice					1150
<b>Revenue Account Balance c/f</b>	<b>209.26</b>	<b>-3512.01</b>		<b>1177.41</b>	<b>6374.58</b>

c) To approve outstanding Payments and Receipts. The following payments were approved:

Cheque No	Payee	Purpose	Authority	Cheque Value	VAT to be reclaimed
0564	Village Newsletter (ABODE)	Village Newsletter costs 2019	LGA 1972, s.142	£550	None
0574	Ruth Waller	Table tennis equipment (Reimbursement)	LG(MP)A 1976, s.19	£793.25	132.21

**190207/10 To appoint an Internal Auditor for 2019-20:** Council agreed to appoint GAPTC to undertake the Internal Audit.

Minute ref: 190207

signature.....

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**190207/11 To receive an update on any other Highway matters:** some items were added to the Lengthsman's list (see item 6)

**190207/12 To consider and approve the Planting of 2 trees on the Village Green to replace those recently lost.** Cost approximately £250, to include supportive posts: **Council approved the cost of the new trees and posts.**

**190207/13 To provide an update for the Tesco Ground Work Grant (Table tennis equipment):** The Clerk confirmed she had accepted delivery of the table tennis equipment to the Village Hall. A resident had volunteered to build the tables. Clerk confirmed the equipment had been added to the Parish Council asset's register.

**Action: Clerk to update Assets Register and to submit a VAT reclaim.**

### **190207/14 Planning: For consideration**

i) 19/00063/FUL | Two storey extension and alterations to porch; retrospective alteration to utility wall. | Aston House Kennel Lane Broadwell, GL56 0TJ: **Cllr Leonard decided that the Parish Council did not need to comment on this application.** No vote was taken on this by the Council.

ii) 19/00351/TCONR | Silver birch (T1) - fell | The Old Bakery Chapel Street GL56 0TW: No objection

### **For noting**

19/00127/TCONR | T1 - Acer platanoides 'Dissectum' - Reduce crown height and spread by 2-3M varying (cuts sub-80mm). Crown raise by 2M by the removal of minor growth back to source (cuts sub-80mm) | Temple Barn Chapel Street Broadwell GL56 0TW – No objection

**190207/15** To note any correspondence received and decide actions, if any:

- Village Litter Pick: 9<sup>th</sup> March starting 10.30am. **Clerk to book and collect equipment**
- X-ray update from North Cotswold hospital: An update from Health and Care Overview and Scrutiny Committee at GCC clarified that the reduction in X-Ray services at the North Cotswold Hospital is NOT related to financial cuts but rather the recruitment and retention of radiographers in the area.
- Election Timetable: Nomination packs will be available from 18 February and paper copies will be sent to clerks for distribution to interested parties. Copies will also be available on the CDC website along with a timetable of key events to be found here: <https://www.cotswold.gov.uk/about-the-council/elections/current-future-elections/>
- GAPTC updates (already circulated)
- Cotswold Visitor guide now available
- Cotswold Conservation Board: vacancy for Councillor member

**190207/16 To confirm the next meeting dates of Broadwell Parish Council:** Thursday 7<sup>th</sup> March 2019

**The Chairman thanked all for attending and closed the meeting at 9.00pm**