

BROADWELL PARISH COUNCIL

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

Minutes of Broadwell Annual Parish Council Meeting held on Thursday 9th May 2019 in the Village Hall, Broadwell

Councillors Present: Tony Leonard, Emma Ashton, Susanna Wilcox, William Neill.
In attendance: Ruth Waller (Clerk) and three members of public

Minutes

Cllr Leonard opened the meeting at 7.37pm

190507/1 To elect the Chairman of the Council for 2019/20 and to receive the Declaration of Acceptance of Office: Cllr Leonard confirmed he was happy to re-stand as Chairman of the Council, if no other Cllr wished to stand. Cllr Wilcox proposed Cllr Leonard as Chairman and this was seconded by Cllr Neill. Cllr Leonard accepted the Office of Chairman and duly signed the Declaration of Office.

190507/2 To elect a Vice Chair and to receive the Declaration of Acceptance of Office: Cllr Leonard proposed that Cllr Wilcox took the role of vice-chair. This was seconded by Cllr Neill. Cllr Wilcox accepted the office of Vice-chair and duly signed the Declaration of Office.

190507/3 To receive and consider apologies for absence: apologies were received and accepted from Cllr Gina Disney.

190507/4 To approve the minutes of the Parish Council meeting held on the 4th April 2019: The minutes were approved as a true account and duly signed by the Chairman. The minutes of the Council meeting held in March were also approved and signed.

190507/5 To receive Clerk's report in relation to minutes: The Clerk's brief report had been circulated to Councillors prior to the meeting and the contents noted.

190507/6 To co-opt Councillors (2 seats vacant): Cllr Leonard had raised concern prior to the meeting regarding the pressure of co-opting anyone as Councillor following election. Georgina Thorley and Kate Burtonwood were Co-opted and welcomed as members onto the Council. Both then signed their Declaration of Office.

190509/7 To allocate councillor responsibilities in respect of: Highways: Cllr Wilcox, **Trees:** Cllr Neill. **Finance:** this responsibility would be shared with the introduction of an Internal Control Policy (see min. 190509/10h below).

190509/8 To appoint representatives or nominees to outside/partnership bodies:
Broadwell Charities: Cllr Ashton; **Village Hall:** Cllr Neill; **Fete:** Cllr Burtonwood

190509/9 To confirm that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and meets the exemption criteria: The Clerk explained the necessary criteria and, in line with the Clerk's advice, **the Council resolved to certify themselves exempt from a limited assurance review and confirmed it met the Exemption criteria.**

190509/10: To review and decide if any changes are needed to the following Policies:

- a) Standing Orders: No changes required, **policy approved**
- b) Code of Conduct No changes required, so **policy approved**
- c) Financial regulations: one amendment was required, as recommended by the Internal Auditor.
Action: Clerk to add the reference to Government Contract Finder and Public Contracts Regulations 2015 section for approval at next Council meeting.
- d) Complaints Policy No changes required, **policy approved**
- e) Health and Safety Policy No changes required, so **policy approved**
- f) Risk Management Scheme No changes required, **so policy approved**
- g) Parish Council's Asset register No changes required, policy approved.

Action: Clerk to upload most recent register onto the website.

Minute ref: 190509

signature.....

Date.....

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h) To consider if any other council documents require consideration, as advised by the Clerk: Clerk recommended the Council adopted an Internal Controls policy.

Action: Clerk to draft proposed policy for approval at next council meeting.

190509/11: To confirm Current Clerk will remain on SCP 21 (new SCP 11): Following brief discussion, Cllr Leonard confirmed current Clerk would remain on Salary Scale 21 (new SCP 11), working 3.5 hrs a week despite the Internal Auditor's recommendation of a minimum of 4 hours. No vote was taken on this.

190509/12 To review the Council's Insurance Policy Cover is adequate and to approve provider for the forthcoming year: The Clerk had obtained 3 quotes via Came and Company and recommended that the Council went with Inspire with a 3 year binding Long Term Agreement (LTA). **Council resolved that it would accept the 3 year contract Policy with Inspire, as it met all the requirements** and was slightly cheaper than the other options. This Payment of £520 was approved.

190509/13 To consider if this council is eligible and wishes to adopt the General Power of Competence: The Clerk confirmed the Council was eligible to adopt the GPC. Following discussion regarding the advantages and risks involved with using the GPC, **Council resolved not to adopt the General Power of Competence.**

190509/14 To receive comments and concerns from members of the public: A member of the public had raised concern regarding a vehicle parked on the Village Green.

190509/15 To receive reports from District and County Councillors: None received

190509/16 To provide an update to outstanding Highway matters, including trees and PROW: All work noted at previous meeting remained outstanding.

Action: Clerk to contact GCC Highways dept to again request that the gulleys are cleared.

Action: Clerk to write to resident regarding an overgrown bush which was causing a hazard for pedestrians (near the Village Hall).

190509/17 To approve the Annual Government Statement (Section 1 of AGAR) 2018/19: Council considered and approved the Annual Government Statement. The form was then duly signed by the Chairman and the Clerk.

190509/18 Finance:

a) The Annual Accounts for year ending 31st March 2019 were approved and bank reconciliation signed.

Receipts & Payments Summary	Purpose	Amount	Total £.p	BUS Account	Treasurers Account
			12137.78	1100.63	11037.15
Receipts to date			10444.14	0.57	10443.57
Payments to date			6520.83	0.00	6520.83
Balances			16061.09	1100.63	14959.89
Bank reconciliations					
Balance as above			16061.09	1101.20	14959.89
Add: Cheques not yet presented					12.75
					456.06
					43.80
					126.00
					28.00
					40.00
					189.00
					205.00
					30.00
Balance					16090.50
Less earmarked funds;	setts	1150.00			
Balance on Bank Statements			17191.70	1101.20	16090.50

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b) The following payments were approved:

Cheque No	Payee	Purpose	Authority	Cheque Value	VAT to be reclaimed
0619	Came + Company	Insurance Cover 2019/20	LGA 1972, s.111	£333.14	None
0620	Playsafety Ltd.	Annual ROSPA play equipment inspection	PHA 1875,s.164	£82.20	None
0621	GAPTC	Internal Auditor	LGA1972,s150(2)	£164.95	None

It was noted that the 1st part of the Precept had been received from Cotswold District Council: £4762

190509/19 To note the Internal Auditors report and recommendations: The Internal Auditor's report was good with only minor recommendations including the update required to Financial regulations (see min.190509/9c above), invoices to be initialled and to purchase encrypted memory stick (to provide back up to electronic files)

190509/20 To consider and approve Accounting Statement (Section 2 of AGAR): The accounting statement was considered and approved by members. The RFO and Chairman then signed this section of the AGAR.

190509/21 Planning: No planning applications for consideration

For noting: 19/00855/FUL | Erection of single storey rear extension. New door and window openings on the rear elevation. Replacement windows and roof lights | Millham Cottage Chapel Street Broadwell Moreton-In-Marsh Gloucestershire GL56 0TW: **Application Permit**

190509/22 To receive annual report from ROSPA on playground area and note any actions required: The ROSPA report had been circulated to Councillors prior to the meeting. Some repairs were required to the swing posts. Cllrs Neill and Leonard to inspect the swings and address the matters raised.

190509/23 To note any correspondence received and decide actions, if any:

- Cllrs regarding Call for projects in the vicinity of pylon line ZF3 and 4TE1: **Clerk to forward this email to Cllrs**, although it was unlikely the Parish was within the area.
- Emergency contact list/Plan: **to be added to agenda for next meeting**
- Fete Donation: **Clerk to send letter to Fete committee to request a donation, as last year.**

190509/24 To confirm the next meeting dates of Broadwell Parish Council: The following dates were confirmed: Thursday 6th June, Thursday 4th July and 5th September 2019

190509/25 Closed item: Clerk vacancy update: Although it had not been questioned prior to the meeting, the Chairman decided that this item should not be a closed agenda item. Three people had expressed an interest in the Clerk position but only one official application had been received before the closing date stated on the job vacancy advert. Cllrs Leonard and Burtonwood were delegated the task of selecting and interviewing the candidates.

The Chairman thanked all for attending and closed the meeting at 9.30pm