

# Broadwell Parish Council

## Minutes for Meeting held 2<sup>nd</sup> December 2020

**Present:** Cllr Tony Leonard (Chairman) – Cllr Neil – Cllr Ashton – Cllr Thorley – Cllr Burtonwood

**Attendees:** Debbie Braiden – Clerk, District Councillor Julian Beale, Nigel Brindley & 3 members of the General Public

The Chairman started the meeting at 19:33

| Reference  | Details  | Action   |
|------------|--|--|
| 20201202/1 | <p>As per last month – the vegetation on the left verge side of the entrance to Millbrook Ley was raised. Cllr Beale confirmed he had met with Rhodri Grey &amp; Harry Roberts from Highways that day. He explained that Highways use standard machinery, stopping at the speed limit point so not to disturb the villagers. Moreover, Harry, with his years of experience, did not deem the verge to be visually dangerous. Cllr Beale relayed there was also a fine balance between budgets and responsibilities.</p> <p>Cllr Beale confirmed the ‘Lengthmen’s Scheme` was no longer available for such projects and that Highways were subcontracting work out which is proving to be more expensive.</p> <p>The chairman asked Cllr Beale if the verge was deemed to be dangerous would the work be done? A lack of County advice and absence from the meeting was noted. Cllr Beale suggested perhaps we need to think about volunteers to help clear areas within the village that aren’t being covered by Highways.</p> <p>The owner of Vine House had proposed to Cllr Beale and Highways to put in a one-way system around the triangle. This will be considered as part of the ongoing review of traffic safety in the village.</p> <p>Gavin Burtonwood asked that as there would be no ‘carol singing`, as such, could the village do something within permitted social distancing rules? Ed Simpson, Rich Rendell, Mark Smallwood &amp; Peter Skea are offering to assist. Is it possible to do this in the front of the car park or on the village green: as these were PC owned land, could they seek permission to use the land? The PC members could not see a problem with the land being used as long as social distancing restrictions were noted and adhered.</p> <p>Ana noted a sign on the oak tree in Wheat Close, giving notice of the upcoming crown reduction work, and thanked Cllr Beale for his assistance. She asked if there was any update on the parking issues and the sign which was still on the floor. The clerk confirmed the sign is still on her list to do. Cllr Beale informed the</p> | <p>Working Party as per AOB</p> <p>Volunteers to facilitate and monitor</p> <p><b>Action Clerk re sign</b></p> |

Clerk: Debbie Braiden – [broadwellpc@live.co.uk](mailto:broadwellpc@live.co.uk)

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|            | <p>PC that the street sign production has been off since March; therefore, to replace the sign will take time as they play catch-up. Cllr Beale confirmed he had spoken to the tree officer at CDC and he guarantees that the work will be done by the end of Feb.</p> <p>Wheat Close – complications arising from uncertainty over ownership are resolving, with CDC confirming they own the verges by the road. Rhodri Grey, of Highways, has therefore suggested converting some verges into parking spaces and Julian will confirm when funds and appropriate contractors will be available.</p> <p>The old garage area at the entrance to Wheat Close is owned by Bromford and still no confirmation as to what they will do yet. Ideally this area should be resurfaced and lighting added.</p> <p>Cllr Neil asked if the work would include drains and curbs as you turn into Wheat Close – Cllr Beale believes that the road may still belong to Bromford. More investigation into the road ownership is ongoing.</p>  |  |
| 20201202/2 | The clerk confirmed there were no apologies received.  |  |
| 20201202/3 | All unanimously approved the minutes for the meetings held on 28 <sup>th</sup> October and 6 <sup>th</sup> November, with the chairman to sign both.   | <b>Resolved</b>                        |
| 20201202/4 | The chairman confirmed he would like to have put on a future agenda, planning and scheduling of any works to be done by PC   | <b>Action clerk</b>                    |
| 20201202/5 | No interests were declared.  |  |
| 20201202/6 | <p><b>The County Councillor</b>, Lynden Stow – no report &amp; not present.</p> <p><b>The District Councillor</b>, Julian Beale – CDC were busy dealing with claims and disbursements of Covid.</p> <p>He noted there was short notice regarding road closures.</p> <p>Cllrs raised concerns with regards to the cutting back of so many trees on Broadwell Hill; were they all Ash trees as it appeared everything was being cut back indiscriminately? Cllr Burtonwood stated if it was Ash dieback, the contractor should have removed all the waste from site and not allow people to remove wood remains from site, encouraging trespass and potentially unsafe behaviour. Cllr Beale stated that he was limited to what he could do as this was not under District but County jurisdiction, but he will endeavour to make enquiries and report back. It was noted having Cllr Stowe present for these kinds of issues would be helpful for discussions. Cllr Leonard suggested that cutting back in this manner appeared to be in direct contravention of the policy letter sent out by Highways.</p> <p><b>Flooding</b> – Cllr Beale confirmed he had not received an update from Lawrence King apart from that the budget allocated was still available and ring-fenced for flood mitigation work in Broadwell. Cllr Beale asked Cllr Ashton if there had been an agreement to</p> | <b>Action Cllr Beale – report back</b> |

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Minutes approved: Chairman \_\_\_\_\_ Date: \_\_\_\_\_

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|                  |  | <b>Action – Cllr Thorley and Cllr Beale</b>                             |                        |        |                        |                  |                         |        |        |       |         |        |                        |           |                           |       |        |                              |
|------------------|--|---|------------------------|--------|------------------------|------------------|-------------------------|--------|--------|-------|---------|--------|------------------------|-----------|---------------------------|-------|--------|------------------------------|
| 20201202/7       | It was unanimously voted for Nigel Brindley to be co-opted.  | <b>Resolved</b>   |                        |        |                        |                  |                         |        |        |       |         |        |                        |           |                           |       |        |                              |
| 20201202/8       | It was agreed for the clerk to do a brief specification and obtain tenders for producing, hosting, new emails and compliance of the PC website.  | <b>Action clerk for Jan</b>   |                        |        |                        |                  |                         |        |        |       |         |        |                        |           |                           |       |        |                              |
| 20201202/9       | Highways to be taken forward to next agenda.   | <b>Clerk</b>  |                        |        |                        |                  |                         |        |        |       |         |        |                        |           |                           |       |        |                              |
| 20201202/10      | <b>Budgets</b> to be set in January in time for the precept application by 31 <sup>st</sup> January 2021. This will then include the new website compliance costs in January. Clerk to make comparison to previous years and this year table for members to view prior to meeting. Parish Plan – to protect village from large scale developments. Chairman asked the members to think about any projects to build on that should be included for budgets.   | <b>Action Clerk</b><br><br><b>Action All</b>                            |                        |        |                        |                  |                         |        |        |       |         |        |                        |           |                           |       |        |                              |
| 20201202/11      | <b>Laptop</b> – Extra payments made were unanimously approved.   | <b>Resolved</b>   |                        |        |                        |                  |                         |        |        |       |         |        |                        |           |                           |       |        |                              |
| 20201202/12      | <b>Precept</b> will be set in January meeting after discussing and agreeing budget.  | <b>Clerk</b>  |                        |        |                        |                  |                         |        |        |       |         |        |                        |           |                           |       |        |                              |
| 20201202/13      | <p>a) Section 1, Annual Governance Statement for 2019/20 was unanimously approved.</p> <p>b) Section 2, Accounting Statement for 2019/20 was unanimously approved.</p>   | <b>Resolved clerk to publish both on website</b><br><br><b>Resolved</b> |                        |        |                        |                  |                         |        |        |       |         |        |                        |           |                           |       |        |                              |
| 20201202/14      | <p>All payments scheduled were unanimously approved and noted a cheque to be sent Came &amp; Company as had not been paid as originally thought.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Payee</th> <th style="width: 20%;">Details</th> <th style="width: 15%;">Amount</th> <th style="width: 35%;">Cheque/date of payment</th> </tr> </thead> <tbody> <tr> <td>Came and Company</td> <td>Policy Agri 102536 2019</td> <td style="text-align: center;">£90.15</td> <td style="text-align: center;">000653</td> </tr> </tbody> </table> <p style="text-align: center;"><b>To approve payments to be made:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Payee</th> <th style="width: 20%;">Details</th> <th style="width: 15%;">Amount</th> <th style="width: 35%;">Cheque/date of payment</th> </tr> </thead> <tbody> <tr> <td>D Braiden</td> <td>Receipt 02 for Copy paper</td> <td style="text-align: center;">£6.00</td> <td style="text-align: center;">000654</td> </tr> </tbody> </table> | Payee   | Details                | Amount | Cheque/date of payment | Came and Company | Policy Agri 102536 2019 | £90.15 | 000653 | Payee | Details | Amount | Cheque/date of payment | D Braiden | Receipt 02 for Copy paper | £6.00 | 000654 | <b>Resolved Action clerk</b> |
| Payee            | Details  | Amount  | Cheque/date of payment |        |                        |                  |                         |        |        |       |         |        |                        |           |                           |       |        |                              |
| Came and Company | Policy Agri 102536 2019  | £90.15  | 000653                 |        |                        |                  |                         |        |        |       |         |        |                        |           |                           |       |        |                              |
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Minutes approved: Chairman \_\_\_\_\_ Date: \_\_\_\_\_

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|-------------|--|--|----------|--------|-------------------------------|
|             | D Braiden  | Receipt 01 for HP Printer                            | £39.99   | 000654 |                               |
|             | D Braiden  | Salary for Oct 10 hrs<br>Salary for Nov 35 hrs       | Personal | 000651 |                               |
|             | D Braiden  | Mileage for handover                                 | £20.70   | 000654 |                               |
|             | D Braiden  | Receipt 03 for laptop purchase and Microsoft package | £633.99  | 000654 |                               |
|             | D Braiden  | Receipt 04 for McAfee security package               | £5.60    | 000654 |                               |
|             | D Braiden  | Receipt 05 colour ink cartridge                      | £24.99   | 000654 |                               |
|             |  |  |          |        |                               |
| 20201202/15 | <b>Planning</b> – No new applications only updates on existing applications.   |  |          |        | No comments                   |
| 20201202/16 | <b>Correspondence</b> – The listed barn - concerns were raised as per above in (20201202/6). It is very much a focal point as you enter the village & is a charming historical building within the village, still having original bellows from the old forge inside it. Therefore, to try and prevent further deterioration & safety, it was agreed for the clerk to contact the planning team to make them aware and obtain feedback. |  |          |        | <b>Action clerk</b>           |
| 20201202/17 | <b>AOB Info only</b> - To save confusion regarding the purchase of a tree from Nicholson's nursery, Cllr Burtonwood will contact Suzanna to  |  |          |        | <b>Action Cllr Burtonwood</b> |

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|             | <p>enquire as to whether there was a tree waiting to be picked up by the PC &amp; query invoice for May 2019.</p> <p>Clerk to make contact with the County Council to see if we can have his input on County issues such as the Ash trees and highway issues.</p> <p>Cllr Burtonwood volunteered to be Vice-Chairman. This will be added to the January agenda for her to be voted in.</p> <p>The Chairman asked for an item to be added to next agenda. 'consider establishing a volunteer programme for village working parties', to work together for the care of common parts of the village and assist neighbours by doing small jobs and projects.</p> <p>Cllr Neil to facilitate the next meeting's Zoom booking and circulate.</p> | <p><b>Action Clerk</b></p> <p><b>Action Clerk</b></p> <p><b>Action Clerk</b></p> <p><b>Action Cllr Neil</b></p> |
| 20201202/18 | All agreed to hold the next meeting on the 13 <sup>th</sup> January 2021.  | <b>Resolved</b>   |
|             | With there being no further business to discuss the Chairman closed the meeting at 21:30 hrs   |   |

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Minutes approved: Chairman \_\_\_\_\_ Date: \_\_\_\_\_