

(Draft) Minutes for Broadwell Parish Council Meeting held 26th January 2022, at 19:30 in the Village Hall *(In accordance with LGA 1972, Sch 12, para 41 (1))*

Present: Cllr Tony Leonard (TL) (Chairman) – Cllr Kate Burton wood (KB) (Vice Chairman) - Cllr Neill (WN) – Cllr Ashton (EA) in accordance with LGA 1972, Sch 12, para 40)

Attendees: Cllr David Cunningham (DC) (District Councillor), Debbie Braiden - Clerk - with 3 Members of the electorate

The Vice-Chairman started the meeting at 19:30 hrs

222601/1 - Public Session – to receive comments from the electorate.

Queen’s Platinum Jubilee - Rebecca confirmed a meeting date for the village to discuss options for celebrating the Queen’s Platinum Jubilee. The brain storming meeting will be held on the 15th February 22 at 19:00 hrs at the village hall. Everyone is welcome to participate and put forward ideas. Volunteers are required to assist planning the weekend celebrations in June. The annual fete could be combined with the celebrations depending on village feedback. The fete is also important as it provides money for the village pot. The idea is for Donnington to join Broadwell in the celebrations as a combined effort. She confirmed there is currently an amount of money left in the village pot to go towards the costs of the celebrations but any donations would be very welcome. Ideas so far is to have some live music on the green, to bring in caterers and Ed, from the Fox Inn, would like to have a firework display and maybe hold a hog roast. A few parishes will be lighting beacons across the country so this may be an event to look out for. Rebecca is hoping to send out a survey monkey to get as many requests and wishes in as possible. The parish council would encourage volunteers to come forward to help make it a successful and enjoyable weekend to remember.

220126/2 - Apologies for absence Apologies were received for Cllr Brindley. TL motioned to approve with EA, KB & WN agreeing. **Resolved.**

220126/3 - Minutes of the last Parish Council meeting held 27^h October 2022. TL motioned for the minutes to be approved with EA, KB & WN agreeing. **Resolved.**

220126/4 – Declaration of any interests in items on the agenda (Localism Act 2011) It is noted and agreed that EA will continue to have an interest in the flooding plan for this and future meetings. **Resolved.**

220126/5 – Cllr Thorley resignation – TL confirmed receipt and acceptance. He advised that he had written to Georgia on behalf of the PC, to say thank you for all of her time, effort and contributions, especially in connection to her Highway’s work. We shall miss her but hope to see her around in the future. **Resolved.**

REPORTS

220126/6 - Report from the District Councillor – A copy of the full report can be found on the council’s website.

Flooding – DC spoke with Mr King at CDC regarding the flood plan for Broadwell village. DC confirmed that Mr King requires confirmation from the PC that they are in principle agreeing with the plans produced by Mr King. Once confirmation is received, Mr King will engage contractors to estimate costs for both sides of the plan. At this stage there will be clarity as to how much work Mr King’s funds will cover, at which point a decision can be made as to what can be done. Following this, the legal agreements will be followed up.

ACTION: DC to confirm details to the PC in an email.

Land north of Manor Farm – The ERS officer from CDC has attended site recently to ensure no illegal substances were being burned in bonfires.

Tree line – DC confirmed that the site was under review with planning.

Highways –No update received.

Parish Council election recharges – DC confirmed that this motion will go through and be approved. Rates for contested 4 yearly elections at a rate of 50% in 2023 and 100% in 2027. For contested by-elections at the following rates from 1 April each year: 2024 = 50%, 2025 = 75%, 2026 = 100%. An estimate will be sent out this October in time for budget setting for they year

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2023. DC stated that he will request PCs can pay in arrears as an add on.

220126/7 - Report from the County Councillor. No report was received.

PLANNING

220126/8/1 - To consider planning applications – No applications received. However, DC confirmed building will commence on the (Sainsbury field) at Dunstall Farm. He also confirmed some amendments would be required to the Redhill Farm application as the proposed building was considered too large for the streetscape. Planning officer is awaiting conservation details.

220126/8/2. – Consider planning applications received after agenda was set – None received.

220126/9 – Highways & Flood Plan – Both were covered in the District Councillor’s report and discussions. It is noted that GT had been the PC’s Highways representative and this responsibility will need to be taken over.

220126/10 – Biodiversity – KB confirmed that plans were being made to plant the whips.

220126/11 – GAPTC survey for remote meetings – Following discussions the member’s decided it may be advantageous to be able to hold remote meetings in certain circumstances. Voted yes to rally the government to amend the law. **Resolved.**

ACTION – Clerk to fill in the GAPTC survey.

220126/12 – Clerk’s Update – Resignation - The clerk confirmed she had written to CDC in respect to the resignation of GT and has now received the relevant public notice for the vacancy. This has been advertised on the website and the notice board inviting villagers to step forward and volunteer for the two vacant posts on the council.

Neighbourhood Plan – the clerk will spend some time to look into how much work will be required and costs involved, to see if it is a worthwhile pathway for the village.

IT – She confirmed that all backing papers for meetings will be uploaded throughout the weeks building up to the next meeting for councillors to have more time to preview. Also, payments over £100 including the last quarter have been posted on the website.

Business Plan and Annual Leave forms – the clerk has found templates for these two items and will be looking to introduce them in the new year.

Audit Report from last year – Recommendations still to implement: Play equipment and defibrillator monthly checks to be reported and minuted. Update risk management to include pandemics such as Covid. Review policies (to be reviewed in our annual meeting). Two internal financial checks during the year (one check has been completed in Dec/Jan).

Precept – Completed form has been sent to CDC for the next year’s funding receipt.

GAPTC internal auditor – Engagement form has been completed and sent to GAPTC to commence our year end internal audit.

220126/13 – Bus shelter repairs – One quote has been received. The clerk confirmed that two more quotes are required for our procurement rules. **ACTION:** The clerk will attempt to collate more quotes.

220126/14 – Defibrillator- With the resignation of GT, the PC discussed who would take over responsibility for the monthly checks of the defibrillator and play equipment. Anna, a member of the public present, stepped in to volunteer. All members agreed for Anna to do the checks. **Resolved.** *POST NOTE: GT confirmed the defib to be in working order. **ACTION:** Clerk to send Anna a checklist in order for her to carry out the correct checks for both. GT is happy to do a handover.

FINANCE

220126/15 – Banking third quarter - All members approved the following for the third quarter: 40 pence interest earned on the savings account for October to December 21. A CIL payment received from CDC for £3,595.86, and payment of £476.00 received from GIGACLEAR. Total Income £4,072.26. Expenditure to date amounting to £10,607.37. Current business bank balanced at £5995.47 & business savings account balanced at £16,103.22. **Resolved.**

220126/16 – Finance Regs – TL asked for this to be moved to the next meeting due to NB being absent. **ACTION:** Clerk to add to next agenda.

220126/17 – Internal checks audit – EA & KB kindly produced and completed internal check forms. These were accepted by the council. **Resolved.** **ACTION:** Clerk to copy and file.

220126/18 – Estimated Election Recharges from CDC – Noted the information provided for estimated costs also mentioned above in the District Councillor’s report.

Minutes are held to be a true record and approved by chairman _____

Date _____

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220126/19 – CIL Money - All members unanimously agreed to spend the amount of £3,595.86 towards purchasing village gateways to aid reducing speed throughout the village. **Resolved.** **ACTION:** To find out details for installation form GCC and also guidance for width etc.

220126/20 – Audit for 20/21 – All members agreed to the Parish Council certifying themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Small authorities) Regulations 2015 and meets the exemption criteria. **Resolved**

220126/21/1&2 – NOTE* The clerk brought to the member’s attention two items listed incorrectly on the agenda as per the following: listed *20.1 & 20.2 incorrectly for the following item, it should read as 21.1 & 21.2. **Also, payments already made as per 21.1, salary for December only should be approved and not include January, as this has not yet been paid. All members unanimously approved the amendment for payments made, payments made, payments due and receipts for recompense, as scheduled below: **Resolved.** **ACTION:** Clerk to make relevant payments listed below and register for SLCC membership.

1) To approve payments already paid:

Payee	Details	Amount	Cheque/BACS/date of payment
Debbie Braiden	December Salary **(not January as not yet paid)	£ Personal	Standing Order 04/01/22

2) To approve payments to be made:

Payee	Details	Amount	Cheque/date of payment
D Braiden	Mileage for 44 miles @ 0.45p for November’s meeting	£19.80	BACS 03/02/22
D Braiden	HP Instant Inks @ £3.49 monthly plan paid on clerk’s Mastercard	£3.49	BACS 03/02/22
SLCC	Annual membership subs wef 1/2/22	£80.00	To be paid on registration 03/02/22 BACS
Broadwell Village Hall Account	Hire of hall for meetings OCT to DEC Invoice 006RBM/09/2022	£30	BACS 03/02/22
TEEC Ltd	Planning tracker for website inv 4037	£28.80	BACS 03/02/22
Community Heartbeat	Invoice 10925, Annual support cost Yr 6 25/01/22 – 25/01/23	£151.20	BACS 03/02/22

220126/22 – Correspondence – Community First Oxfordshire membership – During conversations regarding NHP, it was decided to wait for the information for the NHP to be fed back to the members prior to looking into this membership.

Remembrance Seat – A member of the public has made a request to place a commemorative bench on council land in memory of their mother. **ACTION:** Clerk to speak to the family in respect to some ideas raised.

220126/23 – Matters Arising – EA reminded the members of the next litter pick. **ACTION:** – Clerk to add to next agenda & book up litter pick items.

220126/24 – Next Meeting Date – The next scheduled meeting was agreed as 16th March. **ACTION** – Clerk to book up village hall and action agenda.

220126/25 – Close of Business - With all council business completed, the chairman closed the meeting at 21:05 hrs.