

(Draft) Minutes for Broadwell Parish Council Meeting held 21st July 2021, at 19:30 in the Village Hall

(In accordance with LGA 1972, Sch 12, para 41 (1))

Present: Cllr Tony Leonard (TL) (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 2 Members of the electorate

The Chairman started the meeting at 19:41 hrs

212107/1 - Public Session – to receive comments from the electorate.

- John discussed issues with the parking situation in Wheat Close. Suggestions were made to street signage and numbering of allocated spaces per household. He asked if the kerbstones under the chestnut tree could be removed to assist cars to pass without kerbing their wheels. It was noted that on street parking in Wheat Close causes problems for service vehicles to get through, such as waste bin lorries and emergency service vehicles.

TL confirmed the land is not owned by the PC; therefore, does not fall under PC control, but it is understood that actions required to move this forward, are for CDC to improve the area to enable GCC to adopt it. DC received a report from Rhodri Grey (GC Highways) stating it comes down to who will fund the works? DC requested an outline in costs for the works from Mr Grey with a view to talk to the County Councillor & the Finance Cabinet, to see how they can achieve the funding. DC suggested the area turning in to Wheat Close needs to be squared off and made into hard standing, with the area under the horse chestnut being taking back to the tree to widen the access. Provision also could be made opposite Wheat Close to make further parking.

Actions –

1. DC to find out approximate costings from Highways for the initial works
 2. Secure funding from CDC & GCC
 3. Carry out improvement works (hardstanding etc) for GCC to adopt as highway
 4. Discuss the various signage and allocations following improvement works
- Concerns were raised again regarding the leylandii trees having been planted on top of main sewer pipes behind the back fences of house numbers 13 to 18 Wheat Close.

Actions - Ana and the clerk will make contact with Thames Water and CDC in connection to who owns the land running directly behind these houses and where exactly the pipes are lying.

- The clerk reported that correspondence was received back from CDC in respect to the cutting back of the horse chestnut tree. Works had stopped due to faulty machinery. CDC confirmed that the contractor will be back to complete the 40% reduction.

212107/2 - Apologies for absence.

Apologies were received for Cllr Burtonwood, Cllr Thorley & Cllr Brindley. TL motioned to approve with EA & WN seconding. **Resolved.**

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212107/3 - Minutes of the last Parish Council meeting held 16th June 21.

TL motioned to approve the minutes of 16/06/21 with EA & WN seconding. **Resolved.**

212107/4 – Declaration of any interests in items on the agenda (Localism Act 2011).

EA expressed an interest in the flood action plan which was accepted by the Chairman.

212107/5 - Report from the District Councillor

Cotswold District Council's Green Infrastructure Consultation now extended until Monday 16 August 2021 – DC encouraged the residents to get involved to have their say. This consultation covers items such as cycle paths, paths, rivers etc. (Please note this has been circulated via the village new link from Rebecca). TL asked for more details and DC confirmed the information can be found on the website link. KB may be interested for the bio-diversity group.

Local Plan – Statutory Review of the local plan will take place over the next 18 months to 2 years – PC involvement is recommended.

Dog fouling – With the rise in dog ownership during lockdown, the council finds itself lacking extra capacity to clear the waste bins and their pickup vans are overfilling. The council are currently reviewing the topic as a whole and whether penalties for dog fouling are working. DC stated that due to the work overload for collections, a knock-on effect is making it difficult to obtain further new bins to be placed. In future good reasons backed by statistics would have to be provided to receive a new dog bin. EA suggested a dog bin to be located at the top of Broadwell Hill and during one of her litter pick sessions she will try to provide evidence of the dog bags being discarded. DC suggested a letter to the District Council in Stow on the Wold to make a polite request to their residents.

Planning – Review panel

Process - Planning applications go through to the planning officer who makes a recommendation which goes through to the ward member – the ward member decides if the recommendation requires to go to planning committee in consultation with PC; the review panel decides if it should go through to the planning committee. This process is to alleviate the pressure on the planning committee at CDC. DC recommends for the most impact, that early discussions held by the PC with the planning officer should take place prior to the planning officer's recommendation being made and for the PC to have most influence at this stage of the process. Objections can be made through an appeal but there now has to be 'material planning considerations' in order for a request to go to the planning committee.

The review panel was created due to the Planning Committee being under pressure with workloads. A letter was circulated by Quenington PC for our support, and to object to the review panel having control as to whether objections and appeals were being forwarded to the planning committee. The review panel sits between the process of the recommendation of the planning officer and the application going to committee.

Preservation Order - WN asked, was there a preservation order on the Old Smithy. DC asked H&D at CDC if they have any information, but confirms that no application has been made. It has a listed building registration but he is awaiting further information if there was a preservation order.

Flooding – DC requested an update from Mr King, for which the clerk confirmed has been received by the PC.

Land north of Manor Farm – Permissions have been granted to keep materials on site during construction but the area should be returned to the condition it was in before. DC confirmed that he believed the dark smoke has stopped on site.

212107/6 - Report from the County Councillor. No report was received.

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

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212107/7/1 -To consider planning applications –

21/02545/TCONR Works to trees in conservation areas for Fell Horse Chestnut at Broadwell Manor due to safety concerns at Broadwell Manor Church Road Broadwell Moreton-In-Marsh Gloucestershire- Circulated **with no comments received**.

212107/7/2. – Consideration for planning applications received after agenda had been set – None received.

212107/8 - GIGACLEAR installation of fibre broadband. Following their onsite meeting with Gigaclear, members were satisfied that the installation would be fairly unintrusive; however, it was noted that the system is reliant on the BT connection working. WN requested Gigaclear to provide a free connection to the village hall. Gigaclear will pay prior to the installation a 'one off', payment of £476 to the PC for use of their land. All members unanimously approved the installation. **Resolved.**

Action – Clerk to complete the documentation and send to Gigaclear for our agreement of the contract.

212107/9 – Clerk's Annual Leave - The members unanimously agreed, the accumulated annual leave entitlement for basic hours worked so far, to be 14 hours 36 minutes up to 30/6/21. They also approved the clerk's leave for the two middle weeks in August totalling 10 hrs, leaving a balance of 4 hours 36 minutes. **Resolved.**

212107/10 – Clerk's increase in hours – Due to continuous work loads in new projects and continuing to catch up, the members unanimously agreed to raise the clerk's working hours from 3.5 hrs to 5 hrs per week. The increase will be met by the Council reserves as not budgeted for. This will be reviewed annually. **Resolved.**

212107/11 – Flood Plans – TL to DC, how does the allocated £60k compare to the new plan prepared by Mr King at CDC. TL would like to know the costings for the new plan, to see if the costs are covered or if further funding would be required. DC confirmed that Mr King would be unable to provide figures until the legal agreements were in place including access to land. TL – Is the procurement process part of obtaining quotes?

Action – Clerk to phone Mr King in respect to the queries raised above.

Highways – GT has completed her plan of the highway issues in the village. The members agreed that issue 6 should be dropped from the plan. GT will forward the list of issues to Rhodri Grey at GCC to enable him to procure for the works required in his financial budgets. DC confirmed that more '20 is plenty signs', can be obtained directly from Rhodri Grey at GCC.

Action - Clerk/GT to obtain more signs from Rhodri Grey.

FINANCE

212107/12 – Income receipts - All members approved the following: £400 from BBC Studios for use of the green during filming. 35 pence interest earned on the savings account for April 21 to June 21. **Resolved.**

212107/13 – Bank Balances for first quarter – All members approved the bank balance for the first quarter as £5,980.82 & savings account as £16,102.41.

212107/14 - Bank interest rates from 0.05% to 0.01%. Members considered and discussed various items and projects. It is noted that the bus shelter rooves will require cleaning and repairs. The swings are being replaced this year. Village gateways may be purchased to indicate the start of our village and speed restrictions. Therefore, the savings could be spent on some of these projects and put to good use, instead of accumulating minute interest payments. The clerk advised that the **minimum** reserves figure to be held, should be a quarter of the PC's precept figure. It was agreed no current action required.

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212107/15 – New Financial Regs to be adopted – Following various suggestions the clerk will be continue creating a draft version to circulate for adoption at the next meeting in September.

212107/16 – Use of CIL monies received from CDC – All members unanimously agreed for the amount of £399.54 to be used towards the replacement cost of the four new swings on the Green. It is noted that the new swing delivery and installation will be early September. **Resolved.**

212107/17/1&2 – All members unanimously approved to **resolve** the payments made, payments due and receipts for recompense, as scheduled below:

1) To approve payments already paid:

Payee	Details	Amount	Cheque/BACS/date of payment
PATA UK	Payroll & HR services for April to June 21 invoice 20/1162/PPS	£18.40	BACS 22/6/21
ROSPA Play Safety	Safety inspection invoice 54640	£82.20	BACS 22/6/21
BHIB Insurance	PC insurance cover for 1/6/21 to 31/5/22 invoice LCO02156- 528389	£425.42	BACS 23/6/21
KOMPAN Ltd	Four new swings for the green – first deposit payment Invoice 235397	£2568.72	BACS 23/6/21

2) To approve payments to be made:

Payee	Details	Amount	Cheque/date of payment
D Braiden	Salary – basic for July – & overtime 3.50 hours for June	Personal	BACS 3/8/21
HMRC	Tax payment	Personal	None required - overpaid
D Braiden	Mileage for 44 miles @ 0.45p for June’s meeting	£19.80	BACS 3/8/21 one payment made with above salary

212107/18 – Correspondence –

The clerk received confirmation from CDC to confirm that works to the horse chestnut tree at Wheat Close had not been completed due to machinery breakdown. The contractor will return to finish a 40% reduction.

The clerk received information from Cllr Brindley in respect to HP printing service. The clerk would like to implement the plan for £3.49 per month for an allowance of 100 sheets where the toner cartridges will be replaced as and when by HP. This will save shopping around and purchasing time. **Action** – Add to the next agenda for approval.

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Post Meeting note – Defibrillator - Correspondence was received from Cllr Thorley, to confirm at the meeting that the defibrillator was checked on 20th July 21 and all was in working order.

212107/19 – Matters Arising – NB – reminded the clerk to make a date for a ROSPA inspection once the swings have been installed mid/late September.

Action – Clerk to diarise inspection.

212107/20 – Next Meeting Date – The next scheduled meeting will be held on 8th September at 19:30 hrs, in the Village Hall.

Action – Clerk to book up village hall.

212107/21 – Close of Business - With all council business completed, the chairman closed the meeting at 21:15 hrs.