

Broadwell Parish Council

Minutes for the Parish Council Meeting held 16th June 2021

Present: Cllr Tony Leonard (TL) (Chairman) – Cllr Kate Burtonwood (KB) (Vice-Chairman) - Cllr Neill (WN) – Cllr Ashton (EA) – Cllr Brindley (NB) – Cllr Thorley (GT)

Attendees: Debbie Braiden - Clerk - with 3 Members of the public

The Chairman started the meeting at 19:34 hrs

Reference	Details	Action
211606/1	<p>Public session – Anna reiterated her concerns of new parking on Kennel Lane. The Chairman confirmed there were currently no plans for any works. He agreed there is some erosion in the verges and probably some works would be appropriate to consider in Kennel Lane. EA confirmed that Paul Teague would be able to assist with the application for allotments. Ana Knight requested for Cllr Cunningham to visit the horse chestnut tree where a 40% reduction had been promised, however, the work carried out appeared to be on only on one side of the tree. Since the works being carried out the tree has grown. Green algae were reported in the persistent puddles/running water on the road near Wheat Close and could be a potential slip hazard. WN was concerned that the new golden leylandii trees planted on Bromford land (where other trees were recently removed) would cause further problems in the future. The clerk will ask Cllr Cunningham for a contact number for Bromford.</p>	
211606/2	<p>Apologies – The apologies for Cllr Cunningham were accepted.</p>	
211606/3	<p>Minutes - the minutes for the Annual Parish Council meeting and the extraordinary Parish Council meeting held on 5th and 28th May 2021 were approved and signed by the chairman.</p>	Resolved
211606/4	<p>Declarations of interest – None received.</p>	
211606/5	<p>Report from the District Councillor - The report can be viewed on the Parish Council’s website. Two subjects for public notice were; Green initiative – Members of the public are being invited to comment on the District Council’s draft Green Infrastructure Strategy and give their views about how green spaces in their communities should be shaped in the future. The consultation period will start on Monday 14th June and end on Monday 26th July. Garden Waste – New customers can buy up to two licences for two green bins. If you need a green bin either as a new customer or for a second bin there will be a £10 delivery charge. Important to note is once CDC reaches the maximum number of licences, new applications for a green bin will be placed on a waiting list and contacted when there is capacity. The alternative would be to compost garden waste. Discounted bins are available from ‘Get composting’ website https://getcomposting.com The clerk will ask the village email to circulate the above information.</p>	

Minutes approved & signed by the Chairman - _____

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	County Councillor - No report was received.	
211606/6	<p>Highway's update -</p> <p>GT confirmed she had been out taking videos and photos of running water in the village. She asked if someone could take some photos of the blocked drains by the church to add to her report.</p> <p>Various discussions regarding options to reduce speeding through the village took place. TL confirmed that the PC will continue to pursue. Residents will be invited to place 20 MPH signs on wheelie bins in prominent locations around the village. Village gates appeared still to be worth investigating as a long-term option.</p>	
211606/7	Councillors noted & approved amendment of minute/agenda numbering for 5 th May 2021 Annual Parish Meeting, 13.10 to 14., 13.11 to 15., 13.12 to 16. & 13.13 to 17.	Resolved
211606/8	Councillor duties & back up – Members agreed to assist each other with other duties should the need arise. The vice-chairman agreed to make representations on behalf of other members at meetings, should they not be able to attend. It was noted, finance, being one of the most vital duties, already has three responsible councillors, EA, TL & NB.	Resolved
211606/9	<p>Village Hall Committee member –</p> <p>WN confirmed due to other commitments he would be stepping down as the PC committee member for the village hall. Following various discussions, the following was noted.</p> <ul style="list-style-type: none"> • The VH committee holds short meetings once a month and one can volunteer any amount of time one has available, there are no set hours of commitment. • A new committee member does not have to be a PC member; it was agreed overall that PC members are already giving much of their time and efforts to their PC roles and noting the PC is also a member down in numbers. • Suggestion – to make contact with the VH committee and potentially work together to advertise through the village email - for both a village hall committee member and a council member. 	
211606/10	Public Exercise of Right of Notice – It was noted and approved that the start date as the 6th June and 30 days thereafter, for the publishing of, 'Public Exercise of Rights Notice', for audit purposes.	Resolved
211606/11/1	Planning – 21/01858/LBC - Listed Building Consent for Repairs and minor alterations to Bothy at Broadwell Manor Church Road Broadwell Moreton-In-Marsh Gloucestershire – Closing date 24/6/21. No comments to make.	Resolved
211606/12	<p>Finance</p> <p>Pension - The clerk was offered a pension take-up by the PC, which was declined with gratitude.</p>	Resolved

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211606/13	<p>Holiday entitlement for the clerk</p> <p>It was agreed that the hours worked by the clerk were the equivalent of 10%.</p> <p>It was noted that a start date of 17th October needed to be added to the clerk's contract. The annual leave year will commence from the clerk's start date of 17th October 20.</p> <p>NOTE: The clerk queried annual leave due for hours worked over set contract hours as this was calculated and added on at her previous two posts.</p> <p>POST MEETING NOTE: GAPTC confirmed the clerk is entitled to holiday pay for additional hours.</p> <p>Various discussions then followed as to whether 3.5 hours was sufficient to do the role. The clerk believed GAPTC/SLCC guidelines and recommendations were 5 hours per week for a small council but will investigate and produce the documentation at the next available meeting for the members to discuss.</p>	<p>Resolved</p> <p>Resolved</p>																				
211606/14	<p>Payments paid, payments due, and receipts for recompense as scheduled below were approved and will be paid by BACS:</p> <p style="text-align: center;">1) To approve payments already paid:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 25%;">Payee</th> <th style="width: 30%;">Details</th> <th style="width: 15%;">Amount</th> <th style="width: 30%;">Cheque/date of payment</th> </tr> </thead> <tbody> <tr> <td>GAPTC</td> <td>Membership for 21/22</td> <td style="text-align: right;">£97.59</td> <td>BACS 18/5/21</td> </tr> <tr> <td>D Braiden</td> <td>Recompense for purchase of 3 printer toners (2 spare)</td> <td style="text-align: right;">£52.97</td> <td>BACS 18/5/21</td> </tr> </tbody> </table> <p style="text-align: center;">2) To approve payments to be made:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 25%;">Payee</th> <th style="width: 30%;">Details</th> <th style="width: 15%;">Amount</th> <th style="width: 30%;">Cheque/date of payment</th> </tr> </thead> <tbody> <tr> <td>D Braiden</td> <td>Salary for April overtime of 15:50 hrs, May basic plus 12 hours overtime</td> <td style="text-align: center;">Personal</td> <td>BACS 18/6/21</td> </tr> </tbody> </table>	Payee	Details	Amount	Cheque/date of payment	GAPTC	Membership for 21/22	£97.59	BACS 18/5/21	D Braiden	Recompense for purchase of 3 printer toners (2 spare)	£52.97	BACS 18/5/21	Payee	Details	Amount	Cheque/date of payment	D Braiden	Salary for April overtime of 15:50 hrs, May basic plus 12 hours overtime	Personal	BACS 18/6/21	
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	HMRC	Tax payment if due	Personal	
	D Braiden	Fairford to Broadwell Mileage 44 miles @ 0.45p for insurance talk with TL	£19.80	BACS 18/6/21
	D Braiden	Copier Paper	£2.99	BACS 18/6/21
	Peter Skea	Wild flower seeds	£99.60	BACS 18/6/21
	Hunts Engineering Ltd	Annual Kubota mower servicing	£354.12	BACS 18/6/21
	The clerk noted that another invoice was outstanding for ROSPA. This will be paid and added to the next agenda.			
211606/15	<p>Correspondence –</p> <ul style="list-style-type: none"> • A case reference was received in respect to planning at land north of Manor Farm. • John Shelton re sports complex. Members agreed with no comment to make. • It was noted Laurence King had completed digging and analysis of trial holes as part of the investigation for a future flood plan. • A complaint was noted about the speed of cars coming down Broadwell hill. Members broadly agreed that some vehicles were driving quickly, but it was noted that they may be within the 60-mph limit, making enforcement difficult – one to monitor with GT agreeing to add it to the list of highways issues. 			
211606/16	<p>Matters arising –</p> <p>New website – The clerk confirmed some details being discussed by our new provider and outgoing provider. Once these were sorted, the website can go live together with the councillor’s new email addresses. NOTE: Since the meeting was held, the clerk has agreed on the date as 1st July for all to be live.</p> <p>New Swings – NB confirmed extra grass mats had been included in the order due to there being a credited amount of savings made from the first quote. This will improve the safety impact for the swings and assist with passing future safety inspections. The clerk will send an order for the agreement of purchase and installation of the 4-swing set.</p>			

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	GT confirmed that the £400 from the BBC should have arrived in the PC's bank for filming near the Green. EA confirmed this had been paid.	
211606/17	Next Meeting date – The village hall will need to be booked up for the next meeting. It was agreed the next meeting will be on 21 st July 2021 at 19:30hrs.	
210505/17	With there being no further business to discuss the Chairman closed the meeting at 21:06 hrs	