

Broadwell Parish Council

Minutes for the ANNUAL Parish Council Meeting held 5th May 2021

Present: Cllr Tony Leonard (TL) (Chairman) – Cllr Neil (WN) – Cllr Ashton (EA) – Cllr Brindley (NB) – Cllr Thorley (GT)

Attendees: Debbie Braiden - Clerk - with 4 Members of public joining for the start of the meeting but leaving soon after.

The Chairman started the meeting at 20:13 hrs

| Reference | Details | Action |
|-----------|--|----------|
| 210505/1 | Election of Chairman for 21/22 – WN put forward Tony Leonard to be re-elected, with EA seconding. Declaration of acceptance to be signed at next month's physical meet. | Resolved |
| 210505/2 | Election of Vice Chairman for 21/22 – TL put forward Kate Burtonwood to be re-elected with EA seconding. Declaration of acceptance to be signed at next month's physical meet. | Resolved |
| 210505/3 | Apologies – The apologies for KB were accepted and approved. | Resolved |
| 210505/4 | Declarations of interest – None received. | |
| 210505/5 | Minutes for the last meeting held 14th April 2021 – All approved. | Resolved |
| 210505/6 | Allocation of member's duties - NB requested that consideration should be given to have two members responsible for each subject to cover absences, all agreed and this will be covered in the next available meeting. The current responsibilities were confirmed: (EA) Finance, Planning & Charities – (GT) Highways including speed awareness – (NB) IT & Policies – (WN) Trees, temporarily Village Committees & open spaces. | Resolved |
| 210505/7 | Public session – No comments were received. | |
| 210505/8 | Replacement of swings - NB, WN, EA & GT volunteered to assist. TL requested NB to lead with primarily two of the councillors concluding and deciding which quote to go with. An expenditure of £5,000, +10% leeway, excluding VAT, was approved. It is noted that CIL monies received could be used to offset against the expenditure for swings. | Resolved |
| 210505/9 | Highway's update – GT has had various discussions with Highway's manager, Rhodri Grey (RG), in respect to various issues. In connection to the speeding , RG advised that advice was received from the 'Department of Transport' regarding speeding signs. Their advice was that we should be careful where the signs are sited and to use the signs temporarily to make residents and visitors aware in the first instance – e.g., wheelie bin stickers. GT managed to have two '20 is plenty signs' put aside for the village from the 'Road Safety Community Hub', with RG to pick up and erect (due to advice above from D of T, GCC have to agree as to where they are sited). All agreed to try the 20 is plenty temporarily whilst investigating other options. Village gates were examined as a potentially better long-term option and if the PC can fund, GCC will install, but a process for funding will be required. The decision for where the village gates would be placed | Resolved |

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| | <p>was discussed, as there are 4 main roads into the village. Consideration is required for the different verge widths etc. As per the last meeting TL & GT will organise a map with all the highway issues highlighted on it, so that RG can view and ascertain all the issues together, to be able to draw up a schematic for the future plan of works and costings for budgets.</p> | |
| 210505/10 | Flood action – following discussions TL agreed to contact LK at CDC. | |
| 210505/11 | <p>Clerk's update for the last minutes actions – Internal audit has taken place and completed with the 'Exercise of Public Rights Notice` period set to begin on 7th June 21. The internal audit report contained various pointers for going forward into the next year for which, the clerk relayed to the members and confirmed the audit advice will be followed up during the year. Quotes for insurance renewal had been collated. TL and clerk to consider against asset register for a decision on renewal, noting renewal date is 1st June. Due to the completion of internal audit, end of year balances, procurement for insurance renewal and ongoing work with the new website, the clerk confirmed that no progress had been made with the actions from the last meeting. The clerk noted that a VAT claim was still required for the previous year/s. Therefore, over time will still be required for the next couple of months. GT would like noted that the defib is currently out of action as it requires new pads. (Note: During the time writing these minutes, GT has confirmed that the defib is back in action)</p> | Resolved |
| 210505/12 | <p>Planning – 21/01301/FUL & 21/01302/LBC Full Application & Listed building consent - 2no. replacement gates at Broadwell Manor Church Road Broadwell Moreton-In-Marsh Gloucestershire – closing date 6th May – No comments to make.</p> | Resolved |
| 210505/13 | <p>Finance –</p> <ol style="list-style-type: none"> 1. Noted amendments to HMRC payments. 2. Income noted for April/May 2021 as first precept payment of £4762, plus a CIL payment for £399.54. 3. All agreed to confirm the Parish Council, wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Small Authorities) Regulations 2015 and meets the exemption criteria. 4. All approved the 'Financial Statement of Accounts` for 2020 to 2021 as listed below: - | <p>2.Resolved</p> <p>3.Resolved</p> <p>4.Resolved</p> |

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| Broadwell Parish Council Receipts & Payments Summary 2020/2021 | | Purpose | Amount | Overall Totals £ | BUS Saving Account £ | Treasurers Account £ |
|--|--|----------------|---------|------------------|----------------------|--|
| Brought Forward | | | | 19685.62 | 1101.76 | 18583.86 |
| Receipts to date | | | | 7100.00 | | 7100.00 |
| Interest received 20/21 | | | | 0.30 | 0.30 | 0.00 |
| Transfer of funds from Treasurers acc | | | | 15000.00 | 15000.00 | 0.00 |
| Payments to date | | | | 5301.42 | 0.00 | 5301.42 |
| Transfer of funds to BUS savings acc | | | | 15000.00 | 0.00 | 15000.00 |
| Balances | | | | 21484.50 | 16102.06 | 5382.44 |
| Bank reconciliations | | | | | | |
| Balance as above | | | | 21484.50 | 16102.06 | 5382.44 |
| a) Add: Cheques not yet presented | | | | | | 0.00 |
| b) Less Earmarked funds; | | setts | 1150.00 | | | -1150.00 |
| Working balance (bank balance minus a) & b) above | | | | | | 3882.44 |
| Balance on Bank Statements | | | | 21484.50 | 16102.06 | 5382.44 |
| to date; | | Box 8 on Audit | | | | |
| 210505/13 continued | <ol style="list-style-type: none"> 5. All agreed to approve receipt of the AIAR (Annual Internal Audit Report) for 20/21 and to note the Internal Auditor's recommendations. 6. All agreed to approve 'Accounting Statement' (Section 2 of AGAR) for 20/21. 7. All agreed approval for ILCA training for the clerk with SLCC for £120 plus VAT. 8. All payments were approved as per the schedule below, with NB requesting that the clerk confirm the amounts for the TEEC payments. The clerk has confirmed the payments are correct | | | | | 5.Resolved 6.Resolved 7.Resolved 8.Resolved |

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| | <p>with VAT added hence the amounts looking different to quotes.</p> <p style="text-align: center;">1) To approve retrospectively, invoices paid:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Payee</th> <th style="width: 35%;">Details</th> <th style="width: 15%;">Amount</th> <th style="width: 35%;">Cheque/date of payment</th> </tr> </thead> <tbody> <tr> <td>Community Heartbeat</td> <td>Invoice 6231 for the year 25/01/20 to 24/01/21 – Found in Audit trail.</td> <td style="text-align: right;">£126.00</td> <td>Cheque 647 paid 11/5/2020</td> </tr> <tr> <td>D Braiden</td> <td>Recompense for SLCC membership for clerk and council</td> <td style="text-align: right;">£72</td> <td>Clerk paid personally BACS 10/5/21</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;"> <thead> <tr> <th style="width: 15%;">Payee</th> <th style="width: 35%;">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>Salary for contracted hours only for April (April's extra hours to be paid next time)</td> <td style="text-align: center;">Personal</td> <td>BACS 10/5/21</td> </tr> <tr> <td>HMRC</td> <td>Tax for last quarter minus the overpayment of £99.80 as per agenda item 10.1 above</td> <td style="text-align: center;">Personal</td> <td>Payment to be confirmed and made by BACS</td> </tr> <tr> <td>GAPTC</td> <td>Invoice 6897 for 20/21 Audit fees</td> <td style="text-align: right;">£175.00</td> <td>BACS 10/5/21</td> </tr> </tbody> </table> | Payee | Details | Amount | Cheque/date of payment | Community Heartbeat | Invoice 6231 for the year 25/01/20 to 24/01/21 – Found in Audit trail. | £126.00 | Cheque 647 paid 11/5/2020 | D Braiden | Recompense for SLCC membership for clerk and council | £72 | Clerk paid personally BACS 10/5/21 | Payee | Details | Amount | Cheque/date of payment | D Braiden | Salary for contracted hours only for April (April's extra hours to be paid next time) | Personal | BACS 10/5/21 | HMRC | Tax for last quarter minus the overpayment of £99.80 as per agenda item 10.1 above | Personal | Payment to be confirmed and made by BACS | GAPTC | Invoice 6897 for 20/21 Audit fees | £175.00 | BACS 10/5/21 | |
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| <p>210505/14 This was listed as item 13.10 under finance on the agenda but should be number 14 on the agenda.</p> | <p>Correspondence –</p> <ul style="list-style-type: none"> • Children encouraging cars to go through the splash faster – GT received correspondence asking the PC to consider how to prevent this behaviour. All agreed that an email should be sent through the village, requesting parents to discourage children who were encouraging cars to go fast, as this was also not in alignment to the PC's recent drive to reduce speeding through the village. • Fires, farmland on the North side of Church Road– various correspondence has been received in respect to the thick black smoke. The PC confirmed that CDC planning had been notified with Julian stating in the Parish Assembly meeting, that the CDC environmental services should be contacted with regards to any pollution in the air (clerk to find name for WN). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>210505/15 As above listed as 13.11 on the agenda</p> | <p>Matters arising –</p> <ul style="list-style-type: none"> • NB - following up from the last meeting, please note that the top grass by the bus shelter has been harrowed out, planted with mixed wildflower seeds and rolled - all completed by Peter and friends (thank you!). NB confirmed there is an | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| but should be number 15 on the agenda. | <p>invoice due for the wildflower seeds. The PC thanked Peter and friends for their efforts and we all look forward to seeing the end results.</p> <ul style="list-style-type: none">• Clerk mentioned that the general Notice of Public Enquiry for the accounts is to be set and begin from 7th June 21 for 30 working days.• WN mentioned that a village hall committee member is still required. TL asked for this to be in the next agenda to ask for a volunteer. | |
| 210505/16 As above listed as 13.12 on agenda, should be 16. | <p>Next Meeting date – The village hall will need to be booked up for the next meeting (WN to provide a contact email to the clerk). It was agreed the next meeting will be 16th June 2021 at 19:30hrs.</p> | |
| 210505/17 | <p>With there being no further business to discuss the Chairman closed the meeting at 21:31 hrs</p> | |