

## **Draft** MINUTES 20<sup>th</sup> September 22 – Broadwell Parish Council Meeting

**Members present:** Cllr Tony Leonard (TL) Chairman, Cllr William Neill (WN), Cllr Anna Wodzianski (AW), Cllr Emma Ashton (EA)

**Attendees present:** District Councillor David Cunningham (DC) and Debbie Braiden as clerk

**220920/1 - Public Recess** – No attendees

**220920/2 - Apologies** – The chairman approved apologies received from Cllr Brindley who was away and also Cllr Burtonwood who was working. **Resolved.**

**220922/3 - Minutes** - The minutes of the last Parish Council meeting held on 20<sup>th</sup> July 22 were approved as a true record of the meeting. **Resolved.**

**220922/4 - Interest declaration** – Cllr Wodzianski disclosed her interest in a planning application for her home. Note: EA continued interest carried forward for flood plan. **Resolved.**

### **220922/5 - VILLAGE MATTERS**

- 1. Conservation and Listed buildings** – No further progress for the Old Smithy. (AW) to investigate further in the Kennel Lane building.
- 2. Flood Plan** – DC confirmed Mr King had been in touch with Mr Teague and provided details. Mr King planned to visit site and run through the details with Mr Teague. DC was still awaiting estimated costs for the scheme. TL raised concerns regarding the budget being lost if the works aren't carried out in this financial year. DC believes that the money held by GCC is held in earmarked reserves. **POST Note:** - DC has confirmed the budget will not be available after the current financial year.
- 3. Highways** – The clerk has raised the issue of the missing bin with GIGACLEAR. The clerk has received confirmation reports from GCC for the broken bollards and the poles by the ford.
- 4. Parking issues** – It is noted the cones from Kennel Lane have been removed. The building surveyor from CDC has given (DC) two quotes for works in the corner at Wheat Close, to provide further parking area. (DC) confirmed that although CDC own the land and are giving permission for the works to tidy up the area, they cannot fund the project. **ACTION** (DC) suggested that if the village collect some monies through crowdfunding, County Council (build back better fund) and use some CIL money towards it, CDC may be more willing to assist with topping up. **ACTION:** Clerk to follow up.
- 5. District Councillor** – The full report can be found on the Parish Council's website. Discussions were held in respect to the Stow Neighbourhood Plan. (DC) suggested the PC meet with the chairman of CDC and James Brain, Forward Planning Manager, CDC to have their questions answered. **ACTION:** Clerk to organise a meeting for the 12<sup>th</sup> or 20<sup>th</sup> October.
- 6. County Councillor** – No report was received.
- 7. Defibrillator** – (AW) stated that the defibrillator had gone missing but has now been returned. A report was not sent to say it had been used, so presuming all is well.

- 8. Play Area** – (AW) raised concerns of the matting lifting under the swings. **ACTION** The Clerk will contact the supplier under warranty to see if it can be resurfaced.
- 9. All areas of trees** – Village entrances were not discussed due to (NB) not being present. Further concerns were raised regarding the willow trees at Willow Cottage. The trees were shedding and intertwined with telecommunication lines. **ACTION** (WN) to take photos and the clerk will forward to Highways for works to be done.
- 10. Projects** – It is noted that the calor gas compound was nearly finished and it appeared to be a good job. The memorial seat is still in situ.
- 11. Communication** – Face book page. The clerk has created the FB page with a very small following.

### 220922/6 - PLANNING

#### 6.1.

**22/02489/FUL** Erection of ancillary swimming pool outbuilding – The Dutch Barn – It is outside of the conservation area. No objections recorded

**22/02683/LBC** Replace existing Cotswold slate roof tiles with imitation cardinal slates - College House, Chapel Street – No objections recorded

**22/03088/FUL** Full Application for Installation of flying mullion casement window to end gable, two Velux windows and relocation of existing boiler flue at 21 Wheat Close Broadwell Moreton-InMarsh Gloucestershire GL56 0T – No objections.

#### 6.2.

**22/03119/FUL** Erection of oak framed porch at Millham Barn, Chapel Street, Broadwell – No objections.

**6.3** To decide whether the members want to authorise making planning decisions by delegated authority by email was not discussed.

**220922/7 - Clerk Items** – The clerk’s annual leave for 26<sup>th</sup> September to 30<sup>th</sup> September was duly noted leaving 12 hrs remaining for the rest of the year. The clerk’s monthly timesheet carrying 3 hours in credit forward was noted. The clerk confirmed she has commenced the CiLCA training and most items on the action sheet from July’s meeting had been completed.

**220922/8 - New Policies** – All agreed to approve adopting the following policies. The clerk will bring the policies for approval at the next meeting. **Resolved.**

1. Dignity at work policy which replaces the harassment and bullying policy.
2. Equality and diversity policy

### FINANCE

**220922/9 - Banking** – The clerk confirmed an application for a VAT reclaim of approximately £1700 had been made. Balances for the business account of £6,246.69 & savings account of £16,104.69 were noted. Expenditure to date is £4,064 with income totalling £400 from Father Brown and £1.08 interest. The clerk raised one item of over spend on the budget, the Kubota maintenance. (WN) suggested the maintenance provider be reviewed for procurement. **ACTION:** Clerk to talk to Peter Skea regarding future maintenance.

**220922/10 - CIL monies & Budgets** – Members discussed and agreed that CIL money to be used for the

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village trees at gateways and parking at Wheat Close. **Resolved.**

**220922/11 - Standing orders** – All approved for the regular payments made by the clerk to be paid automatically by monthly standing order payments instead of BACS payments for HP instant inks and one drive storage plan. **Resolved. ACTION:** Clerk to create the standing orders.

**220922/12 - Minute correction for Finance 12<sup>th</sup> May 22** – The following payment was listed on the agenda for May’s payments list but omitted from May’s minutes following approval. The details are as follows: Minute item 220512/17/1 – Payment to TEEC Limited (Annual Website hosting) £151.19.

**220922/13 - Payments** – The following payments and receipts for recompense were approved by all. **Resolved.**

### 1 To approve payments paid:

Payee	Details & authority	Amount	Cheque/BACS/ date of payment
D Braiden	Salary – basic plus homeworking allowance for 1 <sup>st</sup> July & August 22.	Personal	S/O 1st of the month - minute 211208/15
Hunts Engineering Ltd	Invoice 16187 for repairs	£345.59	BACS 10/8/22
GAPTC	For CiLCA training course & mentoring	£235	BACS 7/9/22

### 2 To approve payments to be made:

Payee	Details	Amount incl VAT	Date of payment/ Cheque/BACS
D Braiden	Mileage for 44 miles @ 0.45p for July meeting	£19.80	BACS 22/9/22
D Braiden	HP Instant Inks @ £4.49 plan per month paid by clerk on her card July & Aug	£4.49 £4.49	BACS 22/9/22
D Braiden	Monthly plan for One Drive storage plan - Paid by clerk on her card July & Aug	£1.99 £1.99	BACS 22/9/22
SLCC	Annual Subscription for membership to Society of Local Council Clerks Invoice MEM238209-1	£80	BACS 22/9/22
SLCC	For the clerk’s training registration with SLCC for CiLCA – (clerk to invoice SAPC for half)	£410	BACS
Alan as per Tony Leonard	Recompense for items paid for grounds maintenance – P4 Diesel £32.50 plus vat £6.50 Orange funnel £16.25 plus vat £3.25	£39 £19.50	BACS 22/9/22 BACS 22/9/22

**220922/14 - Correspondence** – Correspondence noted.

1. Flood resilience public meeting by Sir Clifton-Brown MP in Moreton in Marsh 21/10/22
2. A public request was made for more notice of road closures during the next filming of Father Brown
3. Oddington Village News – Balance of monies to be shared between parishes.

**220922/15 - Matters Arising** – No other matters were raised.

**220922/16 - Next meeting date** – The next PC meeting will be scheduled for 9<sup>th</sup> November 22.

**220922/17 - Close of Business** – The chairman closed the meeting at 8.50 p.m.