

Minutes for Broadwell Annual Parish Council Meeting held 22nd June 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 Brindley (NB) – Cllr Ashton (EA) - Cllr Neill (WN)– In accordance with LGA 1972, Sch 12, para 40)

Attendees: Debbie Braiden - Clerk – with one Member of the Electorate (MofE)

The Chairman started the meeting at 19:40 hrs

220622/1 – Public Session – The clerk confirmed she would send the link to the (MofE) for the agendas and minutes. The Chairman (TL) duly signed the previous year's final figures for both **village charities** as requested.

Paul reiterated his thoughts on the installation of **village gates** as not appropriate for the village. This was discussed further later in the meeting. Paul also wanted to say a big thank you to the organisers of **the Jubilee Party celebrations**. The chairman also agreed and thanked all involved, especially Rebecca, Emma and Shy for their organising. Paul also mentioned the **street light** and power cables being overtaken by cherry[?] tree growth, he was happy to cut this down if agreed. After discussion, it was agreed that Paul could proceed. Paul asked the PC members for their comments re the **Stow Town Council consultation** for their **neighbourhood plan** to include affordable housing. There are two options and one of those options will encroach into Broadwell Parish District. TL confirmed that the PC had been in discussion with Stow TC prior to the consultation. Following various discussions, it was agreed the clerk would send the link to Rebecca as the PC would encourage all to take notice as it could affect Broadwell. The consultation meeting dates have passed but you can find all the necessary information on the following link: [Neighbourhood Plan – Stow on the Wold Town Council \(stowonthewold-tc.gov.uk\)](https://www.stowonthewold-tc.gov.uk)

220622/2 - Apologies for absence Apologies were received for Cllrs Burtonwood who was going away the next day and for Cllr Wodzianski who was isolating. TL motioned to approve with EA, WN, & NB agreeing. **Resolved.** It is noted additional apologies were received from the District Councillor (DC).

220622/3 - Minutes of the last annual meeting held on 12th May 22 - TL motioned for the minutes to be approved as a true record of the meeting held, with all other members agreeing. **Resolved.**

220622/4 – Interest declarations – Members approved Cllr Ashton's continued interest as a land owner in the flood plan for this and future meetings through 2022/23. No other interest was received.

220622/5 – Chairman and Vice Chairman - TL duly signed his acceptance of office as chairman to the council. As KB was absent her form will be signed in a following meeting.

220622/6 & 7 Reports – No reports were received from the District or County Councillors.

220622/8/1 & 2 – Planning – No planning applications were received. However, an item was brought up by DC regarding any comments members would make about the planning system and matters. It was agreed in general, planning matters for Broadwell raised no concerns however, due to recent events, NB will respond on the PC's behalf as he has been involved with planning enforcement.

220622/9 - Clerk Items - The clerk confirmed that the **external audit** confirmation of exemption had been received and the only item remaining was closure of the public rights of notice due to end on the 22nd July 22. She wanted members to note that the **annual invoice for insurance** amounting to £471.03 had been received after this agenda had been set, so she will pay it and add it to the next agenda for official approval as paid. All documents and forms were presented to NB to carry out the last **internal audit checks** for 2021/22 and he will pass on the same documents to KB for her part.

The clerk confirmed during May that **overtime of 20 hours** had been accrued for the extra work involved of year-end, the audit process & the creation of new year documents. TL asked the clerk to obtain a template in order to carry out an **appraisal** & for the clerk to forward amendments of her contract to him prior to approval. The clerk confirmed that her **annual leave** hours carried forward from last year amounted to 16.5 hrs with a further 32 hours for the current new year (April to March 23). She asked for retrospective approval to take five hours of this year's leave for the first week in June. Following discussions, the following items were **Resolved:** The clerk is to be paid for her accrued 20 hours overtime & paid for the 16.5 hrs annual leave

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brought forward. The clerk confirmed she would ask PATA to include these payments. It was agreed for the first week in June to be added as annual leave. Note: TL requested in future, that leave to be taken, as & when requested within the working year.

220622/10 – Village Matters –

1. **Highways** - Following various discussions the members agreed to the following three issues to forward to the County councillor: 1) **Kenel Lane** – kerb stones required to prevent damage to the grass areas or drainage for the natural spring that occurs in the area. 2) **General drains** around the village have not been cleaned out, they are blocked with debris. Harry Webb started the maintenance work last year but has not returned to complete. 3) NB reported that he had been considering traffic calming alternatives to village gates and suggested that we could **Consider adopting the “Quiet Lane” initiative** - some of the roads through the village are sections of the Monarch Way. There are numerous walkers on the road, with no paths. A Quiet Lane designation would assist to calm down speed through the village, enhanced by a 20 MPH.

The clerk also noted that the advertised roadworks due in June, have been extended until the 29th June.

2. **Flood Plan** – Members commented that they are disappointed nothing has happened yet and the clock is ticking. Works have to be done as the budget is only available for this financial year. Clerk to chase LK & recall conversation of works being completed this calendar year. NB raised the gulley which runs down from the bottom of Broadwell Hill along the South side of the Green adjacent to Broadwell Barn, which is overgrown and currently very blocked. Volunteers are required to assist unblock this gulley to ease restrictions of waterflow.

3. **Bus shelter roof repairs** – The clerk confirmed that one quote was received, one quote was on its way and another contractor refused to quote from checkatrade. EA confirmed that her builder was unable to quote. Members approved for the first quote to be given the work if the second quote was not received within 7 days of the meeting. If the second quote was received in the time limit stated and cheaper, the clerk will inform the members. **Resolved.**

4. **Defibrillator** – AW absent therefore no check confirmed.

5. **Play Area** – The clerk has requested a check list from Kompan who installed the swings for AW. **NOTE:** Members wanted to convey how beautiful **the village green** was looking and would like to thank Mr Walker for his time and effort for its upkeep.

6. **Parking Issues** – Clerk to ask DC to chase.

7. **Trees** – As per public session above, Paul Teague & WN to look into cutting the cherry tree invading the lamp

8. **Safety of calor gas compound** - The clerk confirmed Calor Gas were dealing with the failing compound and were due to do further works in early August 22.

9. **Listed buildings** – No further information has been received for the Old Smithy. The PC will ask for an update at the next meeting.

FINANCE

220622/11 – Banking – Members received and approved the following figures: Expenditure so far prior to making these payments is £1,556.52. The only item over budget is for the repairs of the Kubota. Income for the quarter so far is £5048 precept and interest of 41 pence. Balances at the bank, savings £16,104.02 & treasurer account £8,354.57. **Resolved.**

220622/12 – CIL money & Village Gates – Following discussions NB gave further suggestions of planting trees boxed with low fences strategically placed at the entrance of the village, this would be dependent on the widths of the verges. Permission is required from GCC but this would be more in keeping with the ruralness of the village. Thought is needed for what type of tree would be suitable. WN suggested a beech as this would keep its foliage through the winter months. NB confirmed that village gates are primarily used by villages that are on ‘A’ roads. The clerk confirmed she had contacted a few parish councils and most had decided not to use village gates. Further discussions will follow & TL was pleased with the progress.

220622/13 – Kubota – Following various repairs, an amount (third) will be added as a reserve to the 22/23 budget for the next replacement. **Resolved.**

220622/14 – Memorial bench – All were happy in principle with the memorial bench placement, although more information is required in respect to the base plinth and whether it will be secured in place? It will need to be sympathetic to mowing placed either lower or flush in levels. Therefore, the installation will need to be done in line with member approval. **Resolved.**

220622/15 – Policies – The new retention policy was approved by all. **Resolved.** It was noted that no members of the PC held keys for the two filing cabinets in the village hall. The clerk was concerned that files were not locked away. TL and the clerk

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would try to ascertain who had keys and what was kept in the two filing cabinets.

220622/16 – Charles Arnold Baker book – members approved the purchase of the latest book to assist the clerk in her role.

Approved. TL asked how often does it get updated.

220622/17/1 & 2 – Payments made and to be made for the following: All members approved the following payments already made and to be made. **Resolved.**

1 To approve payments paid:

Payee	Details & authority	Amount	Cheque/BACS/ date of payment
D Braiden	Salary – basic plus homeworking allowance for May 22.	Personal	S/O 1st of the month - minute 211208/15

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 May 12 th meetings	£19.80	BACS 24/6/22
D Braiden	April HP Instant Inks @ £4.49 plan per month paid on clerk's Mastercard. Paid by clerk on her card	£4.49	BACS 24/6/22
D Braiden	May for One Drive increase in storage plan - Paid by clerk on her card	£1.99	BACS 24/6/22
D Braiden	Balance owed after tax deductions for pay increase arrears for 21/22	£60.71	BACS 24/6/22
HMRC	First quarter tax 22/23 & 21/22 arrears	£115.00	BACS 24/6/22
Hunts Engineering td	Invoice 14668 filter blocked & flushed tank	£200.04	BACS 24/6/22
PATA	Invoice 21/1262/PPS for £17.95, plus 20p as per statement underpaid	£18.15	BACS 24/6/22

220622/18 – Correspondence -

1. It was noted that **Stow Town Council's neighbourhood plan** was in consultation for two significant developments one of which would intrude partially into Broadwell Parish boundary. TL requested that this information be circulated through the village news process.

2. **Village gates** – objections – The clerk confirmed to date only three objections had been received.

3. It was noted receipt of the community **emergency plan template**, guidance & testing toolkit.

220622/19 – Matters Arising – WN noted two bollards on triangle by Vine Cottage have been knocked over and are rotten (report to Highways). EA also noted the post fallen down on Monarch's way on Broadwell Hill, is going to be replaced by the warden.

220622/20 – Next Meeting date - It was agreed to hold the next PC meeting prior to holidays as 20th July 22 at 7.30 p.m.

220622/21 – Close of Business - With all council and public discussions completed, the chairman closed the meeting at 21:10 hrs.