

## Draft Minutes for Broadwell Parish Council Meeting – 9th November 22

Members Present:	Cllrs K Burtonwood (KB) Vice-Chairman, E Ashton (EA), W Neill (WN), N Brindley (NB) & A Wodzianski (AW) Minute taker
Attendees:	Cllr D Cunningham, (DC) District Councillor – 2 Members of the public (MOP), 2 Clean & Green Representatives (CDC)

Minute Number 221109/1	<p><b>Public Address</b> - MOP raised concern with Broadwell Parish Council website not loading planning applications. Comment raised on planning application North Rye House, Donnington 22/02335/AGFO. Suggested for MOP to submit comments.</p>
Action:	Clerk to investigate. Post note* Clerk has created a Planning Overview Record for future reference.
Minute Number 221109/2	<p><b>Apologies</b> – The Vice-Chairman (KB) accepted apologies from Cllr Leonard, Chairman, for family circumstances and also Debbie Braiden, Clerk (Covid). All accepted and approved the apologies.</p>
Minute Number 221109/3	<p><b>Minutes</b> – To approve the minutes of the last two Parish Council meetings held on 20th September &amp; 12th October 22. All approved as a true record. Comment that notes from J Brain from last meeting is missing from the Parish Council website.</p>
Action:	Clerk to add to the website. Post Note* Clerk believed all the relevant information was covered in the above minutes hence not required on the website.
Minute Number 221109/4	<p><b>Declaration of Interests</b> - No interest was declared other than EA continued interest carried forward for flood plan</p>
Minute Number 221109/5	<p><b>Green &amp; Clean</b> Representatives (CDC) - Millie and Jo comprise the team of Clean and Green from within Cotswold Council. They can offer wildflower planting, planters at village exit &amp; entrance points, composting scheme, shrubbery planting &amp; composting. Up to £200 per project available as funding. Community undertakes voluntary work &amp; Clean &amp; Green fund &amp; facilitate. Also conduct educational work in schools &amp; educate on areas such as fly tipping &amp; litter picking - tailored to issues of the area.</p> <p>They provided examples of local projects which may work in Broadwell:</p> <ul style="list-style-type: none"> <li>• Ebrington: road side planters to entrance of village. Awaiting input from Highways team before completing (need Highways assessment, £80 for Highways permit). Community group required to maintain planters.</li> <li>• Men in Sheds in Moreton-in-Marsh are producing planters, funding provided by Clean &amp; Green, and the gardening club pick planters. In this area, Clerk or PC to implement succession line for future-proofing the maintenance and care of the plans.</li> <li>• Bourton-on-the-Water : cub group - wildflower planting in perimeter, got children involved, creates connection between children &amp; the area. Bourton planter £70 for planter, compost donated, WI donated flowers.</li> <li>• Our consideration of tree planting at village entrance to provide visual perception of road narrowing to reduce speeding was discussed. Clerk would contact Highways to arrange permit, but Clean &amp; Green can facilitate. NB requested 2-3 typical case studies. Clean &amp; Green to send to Clerk in the next week.</li> <li>• EA - query on what the litter picking initiative is - facilitate lending of equipment, come along to help &amp; promote it &amp; village take part. Could link with Rissington parish as they are keen for local parishes to adopt new litter picking strategies. Discussed village shrub removal: this would be out of</li> </ul>

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	scope for Clean & Green. Parish Council are interested to learn more and take forward.
Minute Number 221109/6	<b>Stow Neighbourhood Plan</b> - Reiterated discussion points from last week. Broadwell Parish Council to follow up with Stow Town Council.
Action:	Clerk to collate all comments and enter into correspondence letter.
Minute Number 221109/7	<p><b>VILLAGE MATTERS</b></p> <ol style="list-style-type: none"> <li>1. <u>Old Smithy</u>: planning application for restoration has been submitted.</li> <li>2. <u>Flood plan</u> update from DC: there was a flood forum in Moreton-in-Marsh two weeks ago. DC confirmed a plan will need to be put in place by spring 2023 to benefit from the proposed funds. Mr. Teague has a proposed meeting with Mr. King on 11th November. Parish Council awaiting Mr. King to draw up the flood plan. Parish Council understand that the work is in the pipeline to be done pending the next steps being completed.</li> <li>3. <u>Highways matters</u>: Willows at end of Kennel Lane - unsure of response received, to follow up with the Clerk. Post note: Clerk has received response from Highways.???</li> <li>4. <u>Parking</u> - DC to follow up with Bromford.</li> <li>5. <u>Report from District Councillor</u> – The full report can be viewed on the PC’s website. CDC budget consultation opened 8th Nov, runs until first week of Dec, is about how to spend council money and is important to have a say. Will be a budget consultation event at Tesco Stow Nov 15th 10am-1pm. Clerk to request sent to village email once information received from DC.</li> </ol> <p>DC advised to make provision in case of election; PC confirmed provision made. DC noted we are encouraged to recycle more. Informed that last month CDC successfully prosecuted three separate cases of fly tipping resulting in penalties. UKSPF &amp; Rural England prosperity fund: as part of levelling up the PC can request money from CDC. The prosperity fund covers the whole of the Cotswolds. DC to send details to Clerk. DC advised that Rissington Road carpark at Bourton-on-the-Water is closed for four months due to refurbishment.</p> <ol style="list-style-type: none"> <li>6. No report was received from the <u>County Councillor</u>.</li> <li>7. Defibrillator checks – reported as ok.</li> <li>8. Play area checks – reported as ok apart from swing mat already reported.</li> <li>9. Trees - Parish Council to follow up regarding Leylandii overhanging (WN).</li> <li>10. Progress for bus shelter roof work - Clerk to follow up to confirm John has been awarded the work. <b>Post note*</b> Clerk confirms John will commence work soon.</li> </ol>
Action:	5. Clerk to send to village email once information received from DC. 9. WN will follow up with Leylandii.
Minute Number 221109/8	<ol style="list-style-type: none"> <li>1. <b>PLANNING</b> The Smithy 22/03255/FUL &amp; 22/03256/LBC Conversion and restoration of the former Smithy to form ancillary accommodation for disabled person - no comments</li> </ol>

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	<p>North Rye House, Donnington 22/02335/AGFO – Creation of a private equestrian arena &amp; facilities and repositioning of agricultural barn (approved under LPA ref: 22/02335/AGFO) 6.2 - no comments</p> <ol style="list-style-type: none"> <li>2. No further applications were received.</li> <li>3. To decide whether the members want to authorise making planning decisions by delegated authority by email, when closing dates are prior to meeting dates - unanimous agreement in favour unless development has an impact on village, in which case call an extraordinary meeting.</li> </ol>
Action:	Clerk to update planning comments to LA website.
Minute Number 221109/9	To receive & discuss clerk's update, timesheet and annual leave for December – approved.
Minute Number 221109/10	<p>New Policies – To agree with new wording of the policies listed below which were approved at the September meeting.</p> <ol style="list-style-type: none"> <li>1. Dignity at work policy which replaces the harassment and bullying policy. To also consider &amp; approve if the council want to sign up for the Civility and Respect pledge &amp; training</li> <li>2. Equality and diversity policy</li> <li>3. To re-approve the Publication Scheme policy</li> </ol> <p>Comments from NB: not wholly suitable for our purposes, for example, (no clear escalation process, no SOPs as stated in the policies). Consider rewording. NB to track changes and submit suggestions. Reapproving publication scheme policy - postpone and all policies can be reviewed together.</p>
Action:	Clerk to resubmit on the next agenda.
Minute Number 221109/11	Banking - budget report noted
Minute Number 221109/12	<p>Pay increase &amp; extra annual leave – To note the National Association of Local Councils (NALC) has been notified by the Local Government Association (LGA) that it has come to an agreement on the 2022/23 pay offer with the unions representing local government employees of an additional £1925 w.e.f. 1/4/22 and an additional one day increase in annual leave from 1/4/2023. To approve the above for backdated pay, pro rata, and the additional one day leave w.e.f 1/4/23. - Approved</p>
Action:	Clerk to instigate with HR company PATA for next pay.
Minute Number 221109/13	<p>Budgets – To discuss and approve allocation of where the money will be spent, to decide projects to be included in the next budget. This will assist the clerk to put a budget together: bus shelter roof included in budget. EA suggested to put aside funds for a new mower. Discussion around this as may also need a new mower shed. To discuss at a later date.</p>
Action:	Clerk to add to next agenda.
Minute Number 221109/14	Precept – Following on from the budget details, to discuss and agree precept figure for next financial year. Deferred until the next meeting.
Action:	Clerk to add to the next agenda.
Minute Number	Internal Auditor for 22/23 financial year – To agree who to appoint for the internal audit for end of year - EA and NB - appointed GAPTC

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221109/15																																											
Action:	Clerk to advise and assist.																																										
Minute Number 221109/16	Reimbursement for Kubota costs – To discuss the way forward for payments made by volunteers for diesel etc – Deferred as TL is leading on this.																																										
Action:	Clerk to add to next agenda.																																										
Minute Number 221109/17	Kubota Servicing – To discuss information received back from Peter Skea re procurement for maintenance of the Kubota – Deferred as TL is leading on this.																																										
Action:	Clerk to add to next agenda.																																										
Minute Number 221109/18	<p>Payments due, made and receipts for recompense as scheduled below. All approved.</p> <p style="text-align: center;">1 Payments made</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Payee</th> <th style="width: 40%;">Details &amp; authority</th> <th style="width: 15%;">Amount</th> <th style="width: 25%;">Cheque/BACS/ date of payment</th> </tr> </thead> <tbody> <tr> <td>D Braiden</td> <td>Salary – basic plus homeworking allowance for 1st September, October &amp; November 22.</td> <td>Personal</td> <td>S/O 1st of the month - minute 211208/15</td> </tr> <tr> <td>Insurance</td> <td>Policy Ref 106208988 for Kubota insurance renewal</td> <td>£144.98</td> <td>BACS 28/10/22</td> </tr> <tr> <td>D Braiden</td> <td>HP Instant Inks @ £4.49 plan per month paid by clerk on her card for September, October &amp; November</td> <td>£4.49 £4.49 £4.49</td> <td>S/O 1st of the month minute 220922/11</td> </tr> </tbody> </table> <p style="text-align: center;">2 Payments to be made:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Payee</th> <th style="width: 40%;">Details</th> <th style="width: 15%;">Amount incl VAT</th> <th style="width: 25%;">Date of payment/ Cheque/BACS</th> </tr> </thead> <tbody> <tr> <td>D Braiden</td> <td>Mileage for 44 miles @ 0.45p for September &amp; October meeting</td> <td>£19.80 £19.80</td> <td>BACS 11/11/22</td> </tr> <tr> <td>Alan Walker</td> <td>Receipt from Bence Builders for UV Protective oil extra clear satin 2.5 L</td> <td>£66.00</td> <td>BACS 11/11/22</td> </tr> <tr> <td>D Braiden</td> <td>Stationary receipt for print paper Postage receipt for VAT claim</td> <td>£9.00 £3.45</td> <td>BACS 11/11/22</td> </tr> <tr> <td>Village Hall Meetings</td> <td>Invoice 006RBM/04/2022 July and September meetings</td> <td>£20</td> <td>BACS 11/11/22</td> </tr> <tr> <td>Freddie Wilcox</td> <td>Receipt for diesel for the Kubota</td> <td>£24.14</td> <td>BACS to do</td> </tr> </tbody> </table>			Payee	Details & authority	Amount	Cheque/BACS/ date of payment	D Braiden	Salary – basic plus homeworking allowance for 1st September, October & November 22.	Personal	S/O 1st of the month - minute 211208/15	Insurance	Policy Ref 106208988 for Kubota insurance renewal	£144.98	BACS 28/10/22	D Braiden	HP Instant Inks @ £4.49 plan per month paid by clerk on her card for September, October & November	£4.49 £4.49 £4.49	S/O 1st of the month minute 220922/11	Payee	Details	Amount incl VAT	Date of payment/ Cheque/BACS	D Braiden	Mileage for 44 miles @ 0.45p for September & October meeting	£19.80 £19.80	BACS 11/11/22	Alan Walker	Receipt from Bence Builders for UV Protective oil extra clear satin 2.5 L	£66.00	BACS 11/11/22	D Braiden	Stationary receipt for print paper Postage receipt for VAT claim	£9.00 £3.45	BACS 11/11/22	Village Hall Meetings	Invoice 006RBM/04/2022 July and September meetings	£20	BACS 11/11/22	Freddie Wilcox	Receipt for diesel for the Kubota	£24.14	BACS to do
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Action:	Clerk to make the payments.																																										
Minute Number 221109/19	To note correspondence received list for the month.																																										
Minute Number	Matters Arising - For Information Only (items can be added to the next agenda) - WN mentioned the bus shelter bins have been damaged beyond use. Will need to replace.																																										

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221109/20	Bin on green also damaged but possibly not to the same extent. Start discussing locations for car charging points around the village. Precept for next financial year - not discussed/had information, carry over to next meeting & decide. Can hold brief additional meeting if deadline requires. Special thanks to Mr. Walker for painting the benches.
Action:	Clerk to add to next agenda.
Minute Number 221109/21	Next meeting date - To confirm next scheduled meeting. Next day: 18th January 23
Action:	Clerk to arrange next meeting.
Minute Number 221109/22	The Vice-Chairman closed the meeting at 9.22 p.m.