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| Members Present: | Councillors, T Leonard (TL) Chairman, N Brindley (NB), W Neill (WN), & E Ashton (EA)* |
| Attendees: | Debbie Braiden, Clerk, Cllr David Cunningham (DC) & 0 MOPs |
| Noted | Meeting started at 7.33 pm. *EA arrived at 7.35 pm |
| Minute 2308/1 | Apologies – Apologies were received from Cllr Wodzianski & Cllr Ross Absent – Cllrs Morse |
| Minute 2308/2 | Interest to Declare – No interests were received. |
| Minute 2308/3 | Public Recess – No members of public were present. |
| Minute 2308/4 | Minutes – It was resolved to approve the minutes from the parish council meeting held on 5 th July 2023 as a true record with the Chairman duly signing. It was noted the agenda stated (Annual Meeting) incorrectly. |
| Action: Clerk to post minutes on website. | |
| Minute 2308/5 | Report from District Councillor – DC confirmed that there was not much to report due to there being no cabinet meetings through August. He informed council that the next meetings would be Cabinet on 12/9/23, Planning 13/9/23 & Full Council on 20/9/23. The HFA summer activities was taking place through August for the summer holidays Supporting children and families - Cotswold District Council Also engagement with family fun days with the safety community partnership. No report from the County Councillor was received. |
| Minute 2308/6 | (The Chairman moved to motion 7, before motion 6) Various discussions took place for the advantages and disadvantages of having committees. In conclusion, and to prevent extra workloads for the clerk it was recommended and approved , to make delegations as and when required, to certain members as a working group, and to hold extraordinary meetings to speed up processes for decisions to be made. Members have also been invited to forward items to be added to the agendas. |
| Minute 2308/7 | 7.1 Planning applications received. Members resolved to make the following comments. 23/01907/FUL & 23/01908/LBC - Vine House, Broadwell Proposed vehicle access, parking court and storage Closing date 10 th August – Time extension until 16 th August. Comments: The Parish Council has taken note of the deferral request from the Highways department. The PC accepts the importance of road safety and traffic flow in our village as essential. We note the proposed development's potential impact and overall accessibility. However, the PC also notes the comments from the Conservation Officer regarding the preservation of the old Cotswold Wall holding significance. The PC acknowledges the historical and cultural value that this wall holds for our village. Any alteration or removal of this structure should be meticulously assessed, considering its contribution to the overall heritage and aesthetic appeal of the area. The removal of/part of the old Cotswold stone wall raises important questions about the balance of road safety and the potential impact on the village's character; whether it aligns with our community's identity and whether it complements the existing architectural and historical elements. Other concerns raised by the PC were the accumulation of rainwater on the |

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| | <p>roadside in that area and some reservations about the proposed turning circle being sufficient.</p> <p>23/01683/FUL – Manor Farm Barn, Broadwell Demolish existing conservatory, install French doors and replacement of windows at the main house. Re-instatement of two doors to outbuilding. Closing date 17th August. Comments: The PC find the plans are not coherent and concurred with the conservation officer.</p> <p>23/02407/AGFO – Quinmoor Farm, Evenlode Road Agri & Forestry Notification for prior notification for the erection of a general-purpose agricultural storage building. Closing date – 16th August. No comments to make as advisory.</p> <p>23/00418/OUT – Land parcel opposite Wheat Close Outline application for the erection of No. 3 dwellings including details of access (some matters reserved) Closing date – 18th August Comments: We express our ongoing concerns regarding the proposed development and its potential impact on parking and traffic within the Kennel Lane and Wheat Close areas. The Parish Council, in its commitment to the well-being and safety of our community, requests your attention to the following matters: We invite Highways to conduct an inspection during out-of-hours and weekends, when the main parking activities take place, in order to gain an accurate understanding of the parking situation. Our intention is to provide evidence that the plans and traffic consultation submitted do not accurately reflect the parking reality during peak periods. We believe that such observations will be essential to ensure that the proposed development adequately addresses the real-time parking demands. The surrounding housing comprises a significant number of elderly residents, who are particularly vulnerable in emergency situations. We hold grave concerns that the proposed development may cause obstruction to access for emergency and service vehicles in parts of the road due to the existing parking conditions. Safety is crucial and that the proposed development does not compromise access for essential vehicles. The Parish Council over time, has consistently received expressions of concern from residents regarding parking and traffic difficulties in Kennel Lane and Wheat Close. We were trying to identify new areas to be used as parking to alleviate the current situation. If the parking area is replaced for this development, it will only exacerbate the situation. It is evident that the existing challenges have not been adequately addressed. We urge the planning authority to consider these concerns seriously and ensure that the proposed development takes meaningful steps to alleviate making the parking and safety issues in this area more significant</p> <p>7.2 To receive & discuss planning correspondence if any – Email from Mr Joiner received and noted.</p> |
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| | <p>7.3 To note any decisions and comments made by email with delegated authority (Minute 221109/8/3 & Broadwell PC SO 15/b)</p> <p>23/01923/FUL - The Tallett and The Linney Sydenham Farm Broadwell Closing date 26th July. Comments – No objections</p> <p>7.4 To receive and discuss comments for post agenda applications received. (Clerk to advise) None received.</p> <p>NOTE: DC left the meeting.</p> |
| Action: Clerk to add comments to planning portal & update planning overview spreadsheet | |
| Minute 2308/8 | The clerk confirmed that she had not done an action sheet, however the work covered could be seen from the July timesheet. The July timesheet was approved and it was noted that the clerk had 18 hours over time. Members resolved to pay the clerk for the 18 hours and to add this to every agenda to review hours each month. |
| Action: Clerk to arrange payment for the 18 hours overtime and add to next agenda. | |
| Minute 2308/9 | Winter Update – EA confirmed she had spoken to Paul Teague, the snow warden for Broadwell, and he was happy to continue within the role. He also confirmed that he still had a store of 30 bags of salt, so no need to order any more. Members agreed no more grit bins were required in the village. |
| Action: Clerk to confirm to Glos CC the above | |
| FINANCE | |
| 2308/10 | Internal Audit – To note that the first bi-annual internal audit check for the accounts had been carried out by Cllr Ashton on Monday 14 th August. |
| Action: Clerk to file. | |
| Minute 2308/11 | Income - Members received and approved income during July for £10.98 interest on savings account and £224.35 VAT reclaim for 22/23 year. |
| Minute 2308/12 | Expenditure – Members received and approved expenditure during July of £375.05. |
| Minute 2308/13 | PAYMENTS List - Members received the list as Appendix A (copy in Minutes book) and approved payments made and payments due to be made. Resolved: The Clerk drew attention to the HP Instant Ink which was paid at £9.99, as the account had been changed over to the old plan for £4.49 and to be paid by the new debit card held by the clerk for Lloyds Treasurer’s account. Upon changeover of plans, a month’s notice delay was created to change the plan back to £4.49 per month. The Clerk has since paid £5.50 personally, to cover her printing for study work into the council’s bank account and this will be listed in August’s income. |
| Minute 2308/14 | Fete Donation – It was resolved to request a donation of £1000 from the fete pot to contribute towards the following: To repair and rebuild the wall by the splash. To move forward this year with Highways for the splash replacement railings for safety reasons (Please see AOB for Highways working with communities’ plans). The PC would like to be involved with the design for this as would prefer like for like replacement in keeping with the village character. Plan in 24/25 for railings at the pub and Watery Lane to be replaced. It was resolved for NB to lead with assistance from WN to find quotes for all of the above and correspond with Rhodri Grey from Highways and bring back to Full Council at the next meeting. |
| Action: Clerk to inform Fete Committee. | |

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| Minute 2308/15 | Village sign – RR had requested that a fourth green sign to be purchased as per the approved signs in the last meeting on 5 th July. Members Resolved the purchase of the fourth green sign. |
| Action: Cllr Ashton purchased the signs. Cllr Morse to erect them. | |
| SUNDRY ITEMS | |
| Minute 2308/15 | The Clerk notes that the agenda numbering is 15, the same as the previous line but under different titles, FINANCE & SUNDRY ITEMS. Members noted the correspondence list at Appendix B, no further actions required. |
| Minute 2308/16 | Matters Arising – It is noted that conversations with DC were held during his report at motion 5, before leaving the meeting after planning discussions. EA discussed the need to find deeds for land owned by the charity and the parish council, and volunteered to retrieve them from Gloucester Archive at the County Council. NB brought attention to the grips, gullies and pothole on the Broadwell Hill approach into the village. He will speak to Highways about the concerns this will cause for the house at the bottom who will be affected. EA asked for litter bin replacements to be on the next agenda. NB found out more information for Highways working with communities’ plans as per the following: - 50/50 Community match scheme – each party goes half on costs for projects. Community action support other than funding. Highways carry out the work then charge back. Works on verges etc require cultivation licences – tree gates at access points to the village would require these licences. Overhang proforma forms to fill in to report fauna encroaching highways. Top up scheme – we can order further jetting of drains but will be charged. TL raised concerns with DC before he left regarding Thames Water digging up outside a house and has left it in a bad state of repairs. Apparently, there was no communication from TWA. DC gave a couple of names to contact, one being Andrew at TWA and Sir Clifton-Brown our local MP. DC confirmed that TWA does not need to give prior notice for works. Stow NDP – DC spoke with James Brain at CDC to find there has not been any news from Stow TC, therefore, there is no change. NB raised the point that the consultation amendments should be published and have they breached consultation regs? DC confirmed the interim housing supply update is adequate for the Local Plan. There was no need to update the SHELAA. DC confirmed that one house had flooded at the bottom of Broadwell Hill and recommended the grips and gullies to be raised with Highways. WN noted that the willow trees had been cut back. DC – noted that there was a tree down at Donnington Gate. WN confirmed that the tree had fallen on half of church property and half onto Highways land. Dave will clear in the next few days. TL requested that the resurfacing projects, railings design review, information from Highways and budgets be added to the next agenda. |
| Action: Clerk to find out details for the file archiving. NB speak to highways re Broadwell Hill. Clerk to add items to the next agenda. | |
| Minute 2308/17 | Next Meeting – The next meeting was arranged for the 27 th September 2023. No schedule for future meetings has been fixed. |
| Minute 2307/18 | Close of business - With all business concluded the chairman closed the meeting at 9.35 pm. |

