

<b>DRAFT MINUTES FOR BROADWELL PARISH COUNCIL ANNUAL MEETING</b>	
<b>Date</b>	24 <sup>th</sup> May 2023
<b>Members Present:</b>	Councillors, T Leonard (TL) Chairman, A Wodzianski (AW) W Neill (WN) & R Ross (RR)
<b>Attendees:</b>	Debbie Braiden, Clerk – 1 Member of the public (MOP)
Minute Number 2305/1	<b>Election of Chairman</b> – It was noted this item was only for the election of the chairman not including the vice-chairman as per the agenda. The outgoing Chairman asked if anyone would like to put their name forward for election as chairman. All present did not come forward and therefore <b>resolved</b> for Tony to be re-elected as Chairman. WN proposed, with RR seconder
Minute Number 2305/2	<b>Election of Vice-Chairman – Resolved</b> to offer to NB with no other members volunteering. NB’s name was put forward subject to his approval. Proposed by TL with WN seconder
Minute Number 2305/3	<b>Acceptance of Office – Resolved.</b> The Chairman duly signed and accepted the terms to the office of Chairman. It was noted that due to being an uncontested election, other members had made their acceptances in April’s meeting leaving Cllrs Ashton and Morse still to accept theirs due to being absent. It was agreed for them to sign in the next meeting when they are back in the country.
Minute Number 2305/4	<b>Apologies</b> – The Chairman confirmed acceptance of apologies from Cllr Ashton and it was noted Cllr Morse was absent. Cllr Brindley had previously given his apologies in the Parish Assembly Meeting where he had to leave at 8 p.m.
Minute Number 2305/5	<b>Minutes</b> – It was <b>resolved</b> to approve the minutes from the parish council meeting held on 18 <sup>th</sup> April 2023 as a true record with the Chairman duly signing.
2305/6	<b>Interest to Declare</b> – None were declared.
Minute Number 2305/7	<p>Planning – It was noted the agenda items should read 7.1 &amp; 7.2 and not 8.1.etc</p> <p><b>7.1</b></p> <p>23/01172/FUL – Erection of a stable building and outdoor manege, access track, siting of ground mounted solar panels, plus repositioning of agricultural barn approved under 22/02335/AGFO at North Rye House, Donnington GL56 0XU – closing date 8/6/23. Comments resolved – No objections</p> <p>23/0138/FUL &amp; 23/01051/LBC – Amend height of stone boundary wall, including at main entrance and replace collapsed garden gate (part retrospective), also Listed building consent at Rectory Farmhouse, Broadwell GL56 0TL – closing date 8/6/23 Comments resolved – No objections</p> <p>23/01257/FUL – Erection of two-storey rear extension and porch extension, render walls and remove stack at Lyndon kennel Lane, Broadwell. – closing date 24/5/23 (one day extension has been granted for comments) Comments resolved – No objections</p> <p>23/01086/LBC - Listed Building Consent for Conversion of open fronted stone barn to create residential holiday let (amendment to approved consent - 20/00371/LBC) at Lower Farm House Donnington Road Broadwell Moreton-In-Marsh Gloucestershire. Closing date 1/6/23. Comments resolved – No objections</p> <p><b>7.2</b> – There were no post agenda applications received to consider.</p>
Minute Number	<b>VILLAGE MATTERS: -</b>

2305/8	<p><b>1) Highways</b> – Highways works at Kennel Lane has been completed, but the erupting spring will erode the surface again. WN raised concerns about the barrier at the Ford. RR will they replace it with concrete and not wooden parts. TL, could we have an example of what they will replace it with and when will they do. We would like for like and sympathetic with the village, if not please consult us first before doing any work. Clerk to email.</p> <p><b>2) Listed Buildings</b> – DC has investigated and confirmed it is not a listed barn.</p> <p><b>3) Flood Plan</b> – Paul was not sure where it had got to but assured there was nothing outstanding from their side. TL - Ask DC regarding the funding and is it still available. Paul, mentioned he found it odd the properties at the end of the field knew nothing about the flood plan.</p> <p><b>4) Play Area</b> – AW confirmed the Play Area was still waiting for the matting area to be redone under the swings. The see saw could do with a wood treatment. TL will inspect the wood and decide on treatment. All happy with the recent ROSPA report. AW gave the clerk the inspection forms.</p> <p><b>5) Defibrillator</b> – AW confirmed all ok but the batteries would soon need replacing.</p> <p><b>6) Land ownership</b> – The clerk confirmed she had obtained information from the Estates Officer at CDC and downloaded some registered titles and plans from the land registry.</p>
2305/9	<p><b>Projects</b> – TL confirmed he had been in contact with the Public House. He also confirmed that John has permission to cross the land to access his cottage. It was <b>resolved</b> to leave this item and add it to the next agenda when Cllr Brindley is present.</p>
2305/10	<p><b>Policies – Resolved</b> to accept the minor amendments recommended by the clerk.</p> <ol style="list-style-type: none"> <li>1. Financial Regulations – Minor amendments (internal control checks, contract amounts, &amp; debit cards)</li> <li>2. Standing Orders – review and approve new updated version.</li> <li>3. Code of Conduct – review and approve existing policy.</li> <li>4. Health &amp; Safety – review and approve existing policy.</li> <li>5. Risk Management – review and approve amended policy.</li> <li>6. Filming Guidelines for Broadwell – review and approve existing policy.</li> <li>7. Internal Financial Control Checks Policy – policy amended to simplify as per internal audit recommendation.</li> </ol>
Minute Number 2305/11	<p><b>FINANCE</b> 11.1 &amp; 11.2 <b>Resolved</b> to adjourn this item as per clerk’s advice and accept the bank balance quarterly as per Standing Orders, which will alleviate the clerk’s workloads.</p>
Minute Number 2305/12	<p><b>Internal Controls</b> – All resolved for the existing councillors to do the internal audit checks and bank checks. These are currently Cllrs Leonard, Brindley &amp; Ashton.</p>
Minute Number 2305/13	<p><b>Election Recharges – Resolved.</b> It was approved to keep 2k already earmarked but no need to continue with the additions as per the budget set in November 22. This arose from the election being uncontested and therefore no charges received.</p>
Minute Number 2305/14	<p><b>Audit 22/23</b> -. The clerk confirmed that all the audit processes had been carried out and all was compliant. The Certificate of Exemption had been sent to the external auditor before 30<sup>th</sup> June.</p>

Minute Number 2305/15	<b>Notice of Public Rights and Publication of the Annual Governance &amp; Accountability Return – Resolved.</b> All agreed to set the publication dates as 5 <sup>th</sup> June to 14 <sup>th</sup> July inclusive.
2305/16	<b>Increase Clerk's hours:</b> - All approved to increase the clerk's hours to 6 per week w.e.f. 1/5/23 – <b>Resolved</b>
Minute Number 2305/17	<b>PAYMENTS</b> - Members received the list as Appendix A in Minutes book and approved payments made and payments due to be made. <b>Resolved:</b>
Minute Number 2305/18	<p><b>Matter Arising</b> - The bus shelter has been graffitied, Cllr Ross spoke to the youths in the bus shelter. It needs a coat of paint inside to cover up and it is dirty inside, the bench is ok. It was agreed to put request on village newsletter asking for volunteers. Add to next agenda to buy paint.</p> <p>WN - fires – It appears not to be just for the building site in Broadwell, it smelled of burning plastics. Why are there two yards for the building -On-going building left to do. One of the yards is vast, PC to ask David to keep the pressure on. The smell is crossing the village.</p> <p>AW Kennel lane mentioned the speed bumps but would prefer using signage. AW also confirmed that the email for funding – she confirmed she had read it and pcs are not eligible for that funding.</p> <p>Discussions were held regarding Rose Cottage and parking. TL has asked the owner to inform the PC as to the actions/signage he will be using. PC to talk to the PH tenants.</p>
2304/23	<b>Next meeting date</b> – It was agreed to confirm a schedule for future meetings for the year at the next meeting with more present. Next meeting will be 5 <sup>th</sup> July 23.
Minute Number 2304/23	<b>Close of business</b> - With all business concluded the chairman closed the meeting at 9.40 pm.