

Draft Minutes for Broadwell Parish Council Meeting –18/4/2023

Members Present:	Councillors, T Leonard (TL) Chairman, N Brindley (NB), A Wodzianski (AW) W Neill (WN) & R Ross (RR)
Attendees:	Cllr D Cunningham, (DC) District Councillor – Debbie Braiden, Clerk – 1 Member of the public (MOP)
Minute Number 2304/1	<p>An MOP was concerned regarding water coming down from Redhill farm, especially with the weather forecast for more rain in March. He also enquired about the area next to the pub and was concerned that digging out may undermine the wall, and that people have mentioned they like the area as it is. NB confirm he was present when the overgrowth was cleared out, and he noted that it use to be a pond. NB confirmed the area was silted up due to flow off from the hillside and by digging it out again, it will act as a balancing pond and reservoir to prevent flooding. It was suggested to perhaps chamfer away to the edge so not to undermine the wall. TL confirmed we need to keep it as sympathetic in keeping with the village, as well as taking into account the risk of flooding. NB reiterated, the only reason for looking into it was for the flood protection.</p> <p>Concerns were raised of an old barn near Quinmoor Farm; the next house along is a cart shed that was taken down with the slates having been taken off and there were rumours of it going to be knocked down. Should it be listed as we are in a conservation area. TL - we should raise it with the authorities as within the curtilage of listed buildings for protection.</p> <p>DC if it is not on the system, it would be difficult for enforcement to take a stance. DC asked if it was of historical importance? DC to enquire with CDC, as believed to be the same age as Quinmoor barn.</p>
Action: DC to enquire re the barn and listings.	
Minute Number 2304/2	Apologies – TL accepted and approved Cllr Ashton’s apologies. Resolved. It was noted Cllr Morse was absent.
Minute Number 2304/3	Minutes – Resolved. The minutes for the meetings held on 17 th February & 7 th March 23, were approved by all as a true record and duly signed by the Chairman.
Action:	Clerk to publish on website.
Minute Number 2304/4	Interest to Declare – Resolved. EA has a continued interest in the flood plan with no other interests declared.
Action: Clerk to post minutes on website.	
Minute Number 2304/5	<p>VILLAGE MATTERS: -</p> <p>1. District Councillor’s Report – The full report can be read on the PC’s website. DC confirmed there was very little to say due to council being in recess. The Election is on the 4th May. Planning has a new manager who appears to be making progress in clearing workloads; they are prioritising larger planning items; therefore, housing applications may take longer to clear. Energy efficiency - advice is available for older properties without damaging fabric of property.</p> <p>TL enquired to DC for progress of the Stow NDP. DC confirmed it was still ongoing and the application hasn’t been received by CDC yet. RR what percentage were for or against, and will we get to know? DC replied as it was a public consultation then yes you should be able to find the results of the consultation. The PC should ask for the output from the consultation as</p>

our next step? NB stated there were two next steps, historic and environmental, two certification processes prior to planning. AW asked everyone if they had heard from the King George's Field site. No news received so RR agreed to phone for an update.

No report received from the **County Councillor, Lynden Stow**.

2. **Flood Plan** – DC had received an update from the Legal Section at CDC, they confirmed there is ongoing discussions with the two parties involved and fees were being discussed, as these will come out of the budget available for the flood plan. James at GCC will be requesting an extension for the finance to be earmarked for 23/23 as ongoing.
3. **Parking Issues** – DC updated the members on the application for Wheat close, he confirmed more information is required, but 21 objections had been received. DC stated that Land Registry were showing no covenants to say the land should be used as a car park.
4. **Highways** –
 - NB had been obtaining **various quotes** for different areas, including the mats under the swings, the potholes in front of the cottages and the ground in front of the PH. NB has spoken to Rhodri Gray from Highways to install kerbstones along Kennel Lane. It was **resolved** for Sam Peet to carry out the groundworks beneath the swings.
 - Potholes in front of cottages – Following various discussions it was agreed to speak to the residents to participate in making the area tidy. RR and NB volunteered to speak to the residents.
 - Budget – It was **resolved** that CIL money will be used for infrastructure maintenance.
 - Public house frontage – As we are organising groundworks, the PH will be approached regarding the area in front of the PH. TL will look at the lease and talk to the new occupiers.
 - It was **resolved** for the Clerk to obtain information from the LR for ownership of land for all the different areas. Watery Lane & Monarch's Way do the PC own any of the land? Monarchs' Way is looked after by the Cotswold Wardens, who did the last work on it. WN thought the PC had made a contribution in the past. Clerk to make a search on previous minutes for matters related to Monarchs way.
 - Signage – All **resolved** to approve the sign NB had circulated. Clerk to order.
 - TL noted that all works carried out, are required to be sensitive to the village. NB added, and to be drier and safer.
5. **Defibrillator & Play Area** – AW confirmed all ok with the defib apart from it may need a batter replacement soon. The Play Area was ok also, just waiting for the matting area to be redone under the swings. It was noted that AW had to remove a sticker.

Action: 1. PC to enquire for the results of the public Stow consultation. RR to phone the second site at King George's Field. 4. Clerk to send a works order to Sam Peet for swing matting area. TL

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to look at PH lease and talk to new occupiers. Clerk to obtain records from LR. Clerk to order the signage.	
2304/6	<p>PROJECTS –</p> <ol style="list-style-type: none"> 1. John confirmed that he will be commencing the bus shelter roof soon. 2. Composting – Various discussions took place with some for and some against for practical reasons. WN stated we need to consider and try to make it available, if help is available from the community, and also to save the environment. We need to find out if there is a body of people in the village that would help with the project and if there is an interest in composting. We will ask at the annual meeting. Clerk to add to the agenda. The allotments were considered as an ideal spot. A chipper could be hired for the woody items. WN will talk to PT and EA and if there is enough interest in the village, could we use either the allotment land or the village hall land? Perhaps both. WN will visit composts to see how it works and report back to the council. 3. Clean & Green - WN could we get the village tree gates through this? TL - Watery Lane could be an area to consider? 4. Litter Bins – TL asked for further examples of larger bins.
2304/7/1	<p>Planning Applications received – 23/01136/TCNR Works to trees in conservation areas for T1 Willow - Reduce by 3.5 metres to reduce sail due to power line cutting at The Gables Broadwell Moreton-In-Marsh Gloucestershire GL56 0UF Closing date 19th April 23 – Resolved – No comments</p>
Minute Number 2304/7/2	<p>Members noted the following application received and comments made and agreed by email as per delegated authority (minute 221109/8/3). 23/00418/OUT – Outline application for erection of No. 3, 2 bed dwellings including details of access at Land Parcel Opposite Wheat Close, Kennel Lane, Broadwell – Approved comments made, attached as Appendix D.</p>
Minute Number 2304/7/3	<p>To note applications received after agenda had been set 23/01078/FUL Full Application for Variation of condition 2 (approved plans) of permission 20/00370/FUL - Conversion of open fronted stone barn to create residential holiday let (Amendment to planning permission 19/02249/FUL) at Lower Farm House Donnington Road Broadwell Moreton-In-Marsh Gloucestershire – Resolved: No comments.</p>
Action: Clerk to make comments on the planning portal for the above.	
Minute Number 2304/8	<p>Clerk's items – Members resolved to approve her timesheet for March 23. The clerk confirmed she was 17 hours in credit up to the end of March. Members resolved to pay for ten of those hours leaving 7 hours to lose in the next couple of months with a review of hours in July/August. It was also agreed to put the working weekly hours up to 6, this is to be added to the next agenda. It was resolved to approve the Coronation Bank Holiday Monday.</p>
Action: Clerk to inform PATA for payment of the 10 hours and add increase in hours to May agenda.	
Minute Number 2304/9	<p>Policies -. The following policies were all approved and resolved, with the Asset Register figures being amended to the agreed totals. Dignity at work, Complaints, Privacy Statement for Cllrs and staff & Asset Registrar</p>
Action: Clerk to amend the Asset Register figures as agreed. Clerk to publish newly approved policies..	

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Minute Number 2304/10	Year-end Figures - Members approved the year-end reconciliation figures, Savings Account £16,134.15 and the Business Account £6,121.32. Resolved and signed by the Chairman.
Action: Clerk to publish reconciliation figures.	
2304/11	INCOME: - Members received & approved the following receipts, interest for March of £7.60, and a total annual income of £9,620 received up to 31/3/23 – Resolved
Minute Number 2304/12	PAYMENTS - Members received and approved payments made up to 31/3/23 as £8,361. Resolved:
Minute Number 2304/13	Bank Balances – Members noted and approved the following: Resolved – the business treasurer’s account balance on 31/03/23 is £6,121.32 & the savings account balance is £16,134.15. Both the cash sheet and banks were balanced to the 31/3/23.
Minute Number 2304/14	Internal Control Bi-annual Audit – The internal checks were carried out by the Chairman and approved on the 7th March for the August 22 check. A further control check was carried out by NB prior to this meeting for the March 23 internal check. Resolved to note and approve the internal control checks were satisfactory and completed for the year 22/23.
Action: Clerk to amend the format as per the internal audit comments plus amend the Finance Regs accordingly	
Minute Number 2304/15	Printing plan charge for Donnington – Members approved for Donnington to share our printer and to pay 5p per A4 sheet printed. Clerk will keep a record.
Action: Clerk to keep a record and invoice Donnington	
Minute Number 2304/16	Certificate of Exemption 22/23 – It was resolved to confirm the council’s gross income and gross expenditure did not exceed £25,000, and the council wish to certify themselves as exempt from a limited assurance review under section 9 of the Local Audit Regs 2015. RFO & Chairman duly signed the certificate.
Action: Clerk to publish the certificate and send to the external auditor.	
Minute Number 2304/17	Annual Governance Statement Section 1 - 22/23 – It was resolved to confirm the council met their responsibility for internal control and sound financial systems. The Annual Governance Statement was signed by the clerk and chairman
Action: Clerk to publish the statement.	
Minute Number 2304/18	Accounting Statements – Section 2 – 22/23 – It was resolved for the council to certify the figures in their Accounting Statement of their Annual Governance & Accountability Return, based on their cash sheet. The Accounting Statement was duly signed by RFO and the chairman.
Action: Clerk to amend finance regs in connection to the card payments.	
Minute Number 2304/19	Resolved – All payments made, and items requiring payment were approved by members as per (Appendix A).
Action: Clerk to make the payments listed by BACS	
Minute Number 2304/20	Regular Monthly Payments – All approved for the regular payments to be made monthly by the clerk as in Appendix B
Action: Clerk to set the payments with the bank	
Minute Number 2304/21	Correspondence – The correspondence list was received and noted at Appendix C.
Action:	

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Minute Number 2304/22	<p>Matters Arising - For Information Only (items can be added to the next agenda)</p> <p>Items discussed were as follows: - The potholes by the Church are horrendous; however, they now have white lines around them so hopefully they will be dealt with soon. RR mentioned Mr J asked if the County Council were going to re-kerb. Could it be considered that the kerbs were double height. NB will ask Rhodri from Highways</p> <p>RR – There is a gulley blocked running down from the church to the ford, left hand has eroded the verge next to Aston House. NB will follow up with Rhodri.</p> <p>TL thanked the Guerilla undercover gardeners, for the snowdrop planting around the trees on the village green.</p> <p>Volunteers wanted to clean the grafitti.</p>
Action:	Clerk to book up the hall & set agenda.
2304/23	<p>Next meeting date – It was agreed to confirm a schedule for future meetings for the year, suggested dates see Appendix E, at the next meeting. The Annual Parish and Parish Council Meeting will be the 24th May 23 at 7.00 p.m.</p>
Minute Number 2304/23	<p>Close of business - With all business concluded the chairman closed the meeting at 9.35 pm.</p>