

Minutes for Broadwell Parish Council Meeting –7/3/23

Members Present:	Councillors, T Leonard (TL) Chairman, E Ashton (EA), N Brindley (NB), A Wodzianski (AW) & R Ross (RR)
Attendees:	Cllr D Cunningham, (DC) District Councillor – Debbie Braiden, Clerk – 4 Members of the public (MOP) & Colin Morse
Minute Number 2303/1	<p>Public Address –</p> <p>Following attendance at the meeting to consider responses Stow’s Neighbourhood Development Plan consultation, an MOP confirmed it comforting that it appeared very busy with various objections being raised from the floor. It was suggested that we should notify surrounding parish councils of the consultation encouraging them to participate.</p> <p>Paul Teague (MOP) addressed the members regarding the flood plan details. He confirmed that he had met Mr King (CDC) on site on November 11th. Following the meeting the agent received details from CDC on 22nd December 22. A return reply was sent in early January with no further contact from CDC until the end of February 23. A reply was sent again on 1st March with no further contact received from the Legal Department in CDC. He confirmed there were no issues, only the legal documents holding up the process. DC asked Paul to contact him directly in future, so that he could chase the legal section as six weeks delay in responding was not acceptable in this time sensitive project.</p> <p>Cllr Ashton said that their maintenance concerns had been addressed and that their solicitor had responded to the CDC legal team with a few queries but had not heard back yet.</p> <p>An MOP mentioned there were a couple of parcels of land that had come up for sale which were adjacent to the proposed development land near Tesco. One piece was in Stow parish and the other was in Broadwell parish. It was felt the timing appears to be significant.</p>
Minute Number 2303/2	Apologies – TL accepted and all approved Cllr Neill’s apologies. Resolved.
Minute Number 2303/3	Co-option – TL received and confirmed the application from Colin Morse as valid and a welcomed addition. Resolved: All members approved and were pleased to welcome Colin on board. Colin and the clerk signed his ‘Declaration of Acceptance’ form witnessed by the members.
Minute Number 2303/4	Minutes – Resolved. The minutes for the meeting held on 18 th of January 23 were approved by all as a true record and duly signed by the Chairman.
Minute Number 2303/5	Interest to Declare – Resolved. EA has a continued interest in the flood plan.
Minute Number 2303/6	<p>VILLAGE MATTERS: -</p> <ol style="list-style-type: none"> 1. Flood Plan – In addition to the public comments above, DC confirmed that he will chase the CDC legal section to push forward the legal documents and he will also contact James Blockley at GCC to ensure the funds continue to be earmarked for the project. 2. Highways – RR volunteered to be a lead in Highway issues with NB and the clerk attending to the amalgamation of the two issues list. RR confirmed she

had been in contact with our previous Highways Cllr and had gone through the list, so she was now aware of most of the items. Various items were discussed including verges being eroded, which was recently raised again by an elector. AW raised the kerb stones required on the bend of Kennel Lane and the subject of a possible reduction in the speed limit was discussed. The Chairman thanked RR for her assistance and confirmed it would be a joint effort and for progress of working through the list. DC confirmed that for Highways the PC needed to make requests to GCC, via Mr. Lynden Stowe and Mr. Rhodri Grey.

- 3. Parking issues** –AW confirmed although Bromford Housing agreed to consult with their tenants and residents in the area, to date no one has received notification. TL confirmed the PC will await the result of the consultation before further discussions. DC confirmed that it is unlikely CDC will assist with the funding for replacement parking. He advised the PC to make requests to GCC via Lyndon Stowe. DC also confirmed that he had enquired in respect to easements on the land but had not received any relevant information that would affect the sale or use of the land. NB asked if there could be a condition added to the planning approval (if an application is submitted) that the development include extra parking but DC did not believe this would be the possible. Parking would only be applicable to the build on site. TL asked the clerk to draft a request to Cllr Stowe and to copy Mark Hawthorn in. Colin confirmed he held a conversation with Thames Water regarding the spring. A leak was found in the garden of 24 Wheat Close. This has been fixed and stopped the spring. AW asked if anyone had heard from Bromford for the public consultation prior to selling the land. DC confirmed they should consult prior to planning application. It was confirmed no news had been received from Bromford. Colin confirmed he had been keeping a note as to how many cars/trucks were using the site each day. This could be used to prove how important this area was for parking. NB noted correspondence received from Mr Fell regarding Bromford’s plans to create approximately four spaces by removing a planted area. It was agreed four spaces was not going to be enough.

NB had circulated a quote for signage, to prevent obstruction for the lane up to The Bank. It is imperative that the emergency service vehicles have free access to this area. NB had proposed a 50cm x 20cm sign which would be mounted on the pole of and below the ‘No through road’ sign and would be the same width. **RESOLVED** to purchase the sign and erect, subject to no further comments on size and design (Clerk to recirculate image)..

- 4. District Councillor** – The full report can be read on the parish website. It contains CDC budget, C Tax band E £5 rise, increase in green bin licences to £57, car park charges frozen, photo ID required if you want to vote in person at a polling station in the next election on May 4th. If you do not have photo ID you can pay a visit to Moreton CDC offices and they will take your photo and provide you with election pass card.

No report from the **County Councillor**.

- 5. Defibrillator** – AW confirmed no reports and appears ok; however, she was still not able to access the community heart system. Clerk to investigate.
Play Area – AW asked if any progress had been made for the rubber matting. The clerk confirmed she had spoken to Kompan and they had sent a quote as it was not covered under the guaranteed works. NB had arranged for

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	<p>another quote from Willbee Services. TL asked NB for another quote before a decision is made.</p> <p>6. Trees – various discussions took place with no decisions resolved. RR requested that the area around the bus shelter be mowed as it was very untidy and unsightly. NB agreed to do this area for RR, as he held the key as it was his turn to mow The Green.</p> <p>7. 1) Bus Shelter: It was noted that no progress has been made with reroofing the bus shelter.</p> <p>2) Resolved: The village litter pick date was agreed for 25th March starting at the village hall. All equipment will be provided.</p> <p>3) Clean and Green to be deferred until another meeting.</p> <p>4) Litter bins – Replacements required, one by the bus shelter, one by the ford and one opposite Wheat Close. The clerk confirmed she had not heard back from CDC for quotes to replace both. Clerk still collating quotes.</p>
Minute Number 2303/7/1	<p>Planning Applications received –</p> <ul style="list-style-type: none"> • 23/00466/FUL - Variation of conditions 2 (plans) 3 (sample materials), 7 (landscape scheme) and 16 (arboriculture report) of permission <p>21/04074/FUL – Change of use of land and conversion/extension of barn for the creation of a dwelling, plus hard and soft landscape works / North Rye House, Donnington, Glos GL56 0XU – 17/3/23 – Resolved – No comments</p>
Minute Number 2303/7/2	<p>Planning Applications received after the agenda had been set – None received.</p>
Minute Number 2303/7/3	<p>To note planning applications made by delegated powers (minute 221109/8/3) to make planning comments by email -</p> <ul style="list-style-type: none"> • 23/00290/TCONR Works to trees in conservation areas for felling and total removal of mature ash tree (dieback) on boundary adj to the public footpath at Rectory Farmhouse GL56 0TL – Resolved: No comments received.
Minute Number 2303/7/4	<p>Planning Correspondence received - To note correspondence received for 22/0385/FUL Change of use of agricultural land to residential land and addition of boundary fence, hedge and driveway turning areas at Templis, Broadwell GL56 0TU. This was being considered by the Planning and Licensing Committee on Wednesday 8th February 23. The PC were invited to speak at the hearing – Resolved. No objections.</p>
Minute Number 2303/8	<p>Clerk's items – Members agreed with the actions taken by the clerk and resolved to approve her timesheets for January and February 23.</p>
Minute Number 2303/9	<p>Stow NDP - Various discussions took place including the removal of some parking in the Stow Market Square, the provision of the replacement parking was unsatisfactory, endurance of construction traffic and RR has helped other villages find the consultation details. EA asked for the consultation details to be sent around to surrounding parishes. RR will send out details again via village news. EA & NB will draft BPC official response to the Stow NHP consultation.</p>
Minute Number 2303/10	<p>POLICIES - Members approved 2. Equality and Diversity & 3. Publication Scheme policies with 1. Dignity at work policy being deferred until the next meeting. Resolved.</p>
2303/11	<p>FINANCE: Budget - Members noted & approved the following balances up to 1/3/23 – Resolved: Total payments to date is £7,901.53 with a remaining budget left of £1,506.70.</p>
Minute Number	<p>Income - Members noted and approved the following details up to 01/3/23. Resolved: Total Income received to date is £9,619.89. To confirm recent receipts of</p>

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2303/12	interest for January £6.89 & £8.21 for February, also £322.50 received from St Andrews PC for half of the clerk's CiLCA training & £395 was kindly received from Oddington News.
Minute Number 2303/13	Bank Balances – Members noted and approved the following: Resolved – the business treasurer's account balance on 1/03/23 is £6,581.45 & the savings account balance is £16,126.55. Both the cash sheet and banks were balanced to the 1/3/23.
Minute Number 2303/14	Audit – Members received the IAS Report (Internal Audit) Resolved – To follow the list of comments and recommendations received from the internal auditor. It was noted that one recommendation was for BPC to have a bank card for the regular payments currently paid by the clerk's personal card. Resolved: All agreed for bank signatories and clerk to have a card. EA to send link to TL, NB & clerk.
Minute Number 2303/15	Printing plan change – Members noted the clerk changed the Instant Ink plan to the next level of £9.99 due to her study work. Last month the plan was exceeded causing higher charges for the council. The increase also arose from the audit papers printed and budget papers. The clerk took off her 65 sheets printed for study. The clerk will personally pay the £5.50 going forward and the PC will continue to pay £4.49 each month.
Minute Number 2303/16	Donnington Parish Assembly – Members resolved for the BPC redundant old laptop to be used by the clerk for Donnington. They noted the clerk would be working for Donnington PA w.e.f April 23.
Minute Number 2303/17	Section 137 (4) (a) of the Local Government Act 1972 for 23/24 – Members noted the spending power under Section 137 is set at £9.93 in line with the retail index between Sept 21 – Sept 22.
Minute Number 2303/18	Reimbursement of Kubota Costs - The clerk confirmed that all payments for the Kubota should have the parish council's name on it, for example invoices from Hunts engineering. This way our volunteers are not out of pocket and the council can reclaim back any VAT paid. NB confirmed he had spoken to Peter regarding additives to the fuel to help reduce maintenance costs. It was mentioned that a BPC bank card could be used for fuel purchases in future and receipts retained to reclaim VAT and proof of purchase.
Minute Number 2303/19	Resolved – All payments made were approved by members (Appendix A). The clerk informed members that the internal audit report asked for power to spend be added to the payments made.
Minute Number 2303/20	Correspondence received. Members noted the list of correspondence. The correspondence list was noted by members which was in the website folder. Important correspondence was emailed direct to the members. <ul style="list-style-type: none"> • RR requested the info for the new bus, the clerk confirmed all the info was on the website. • NB raised the composting initiative, he confirmed the £2k start up grant was worth consideration. • The Coronation letter was also discussed along with the Lottery Fund for a memorial tree or bench. It was agreed for these last two be added to the next agenda. • Broken village walls were also raised and Mr Joiner's concerns regarding the verges being churned up and speed through the village, all of which will be covered under the Highways list which will be dealt with once compiled and complete. • NB enquired regarding the Pensions Regulator – the clerk confirmed this was in hand and she would register the PC's details.
Minute Number	Matters Arising –

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2303/21	<ul style="list-style-type: none"> • TL requested that the snowdrops on the green by the benches are not mowed. • AW thanked the clerk for contacting Calor Gas to remove the gate. <p>Items for next agenda – As per correspondence items, composting, walls & Coronation details.</p>
Minute Number 2303/22	The next meeting was scheduled for 18 th April 23 and the annual Parish Assembly at 7.00 p.m. and annual Parish Council meeting being held at 7.30 p.m. on the 24 th May 23.
Minute Number 2303/23	With all business concluded the chairman closed the meeting at 9.21 pm.

APPENDIX A – PAYMENTS

To approve payments already paid:

Payee	Details & authority	Amount	Cheque/BACS/ date of payment
D Braiden	Salary – basic plus homeworking allowance for 1 st January, 1 st February & 1 st March 23. Power to spend LGA 1972 s112(2)	Personal	S/O 1st of the month - minute 211208/15
D Braiden	One drive storage – January, February & March 23 Power to spend LGA 1972 s111	£1.99 £1.99 £1.99	S/O 1 st of the month minute 220922/11
D Braiden	HP Instant Inks @ £4.49 plan per month paid by clerk on her card for January, February (as per increased use for audit and budgeting etc) & March 23 – Power to spend LGA 1972 s111	£4.49 £9.96 £4.49	S/O 1 st of the month minute 220922/11

To approve payments to be made:

Payee	Details and Power to spend under LGA 1972 s111 or if stated with other	Amount incl VAT	Date of payment/ Cheque/BACS
D Braiden	Extra HP Instant Ink charges as per statement	£5.47	BACS
D Braiden	Mileage for January meeting	£19.80	BACS
GAPTC	Charge for the internal audit & mileage costs – power to spend A & AR 2015 – Part 2, Regs 5, Internal Audit	£159.80	BACS
ICO Data Controller	To register the PC as a data controller with ICO	£35.00	Direct Debit 7/4/23