

## Draft Minutes for Broadwell Parish Council Meeting – 18/01/23

Members Present:	Councillors, T Leonard (TL), W Neill (WN), N Brindley (NB) & A Wodzianski (AW)
Attendees:	Cllr D Cunningham, (DC) District Councillor – Debbie Braiden, Clerk – 6 Members of the public (MOP) & Rebecca Ross

Minute Number 2301/1	<b>Public Address</b> – Following attendance at a Stow meeting, an MOP felt it was not a positive presentation & noted the Swells had also joined up. Kate volunteered to continue with our green issues/planting etc. She told the council she felt the clean and green arrangements from CDC were aimed at more suburban areas. Another asked if the triangular land near April Cottage could be planted with shrubs and plants as per an example in Adlestrop. TL confirmed we would need to approach Highways for permission.
Minute Number 2301/2	<b>Resignation – Resolved.</b> TL commenced by informing all that Kate’s resignation had been accepted. He thanked her for the great work she has done and for her support as Deputy Chairman. He also thanked her for her continued support with our green projects and looked forward to seeing her periodically at our meetings.
Minute Number 2301/3	<b>Apologies</b> – TL accepted and approved Cllr Ashton’s apologies.
Minute Number 2301/4	<b>Co-option – Resolved.</b> TL received and confirmed the application from Rebecca Ross as valid and welcomed her skill sets in these challenging times. All members were pleased to welcome Rebecca on board. Rebecca and the clerk signed her ‘Declaration of Acceptance’ form witnessed by the members.
Action: Clerk to send Register of Interests form to CDC to confirm her appointment.	
Minute Number 2301/5	<b>Minutes – Resolved.</b> Members approved the minutes of the last parish council meeting held on 9 <sup>th</sup> November 2022 as a true record of the meeting.
Minute Number 2301/6	<b>Interest to Declare – Resolved.</b> WN confirmed his interest in the planning application ‘Templis’22/03851/FUL
Minute Number 2301/7	<p><b>VILLAGE MATTERS: -</b></p> <ol style="list-style-type: none"> <li>1. <b>Old Smithy</b> - NB confirmed he had not written to the owners to say thank you, because since our last meeting planners had rejected the application. It has been resubmitted and CDC are now satisfied and it was approved last week. NB stated that as we are now back in the original position, he would now write the note to say thank you to the owners, by way of their agent and copying in Mr Teague. TL thanked NB for all of his work since our last meeting.</li> <li>2. <b>Flood Plan</b> - DC commented that two contracts have been sent to the two parties and they have confirmed receipt and sent the contracts to their solicitors. CDC have not received heard back from the two parties involved. Once CDC hear back from the parties, Mr King will then put it out to tender for the work and once agreed there will be a plan of works put together and it will commence. TL confirmed he had spoken with Emma in respect to her contract and she appeared to be happy with the ongoing liability having been covered.</li> </ol> <p><b>Pond Area</b> - Various conversations were held for improvements with the different areas to prevent flooding. NB &amp; WN had been clearing out the pond with Paul’s machinery and help. NB stated that he would like to dig out</p>

the silt so that it could act as a balancing pond area. This would require hiring a digger. TL said the next various steps would be to obtain some pricing. The railings were also mentioned.

3. **Highways** – It was acknowledged that this subject should be more ordered and the clerk confirmed that there was a Highways list held with a drainage plan where issues had erupted in the village. Clerk will circulate for the next meeting for further discussions. It was noted the County Councillor is never present to assist with this after asking for three of our top items. PC to invite him to our next meeting. Two springs bubbling up in the village were noted and the dangers of ice forming over the roads, outside Aston House & one near Old School House. DC confirmed Harry from GCC had retired. NB confirmed that the slip road up to the pub was breaking up and the parking in front of the green was muddy. TL confirmed that this is the responsibility of the Public House under the lease.
4. **Parking issues** – Wheat Close parking area, AW confirmed that villagers had collated comments and objections to the removal of the car parking area and sent in a letter to Bromford. AW confirmed that DC had been a great advocate in the process but at times liaison with Bromford's manager had become difficult. Bromford confirmed they will be selling the land with outline planning permissions to build for market value.  
An MOP confirmed that if the parking does go it will cause social unrest with parking issues that are already difficult in the area. Wheat Close currently struggles with parking and access, therefore selling the overflow car parking will cause more 'on street' parking in turn creating issues for passing agricultural machinery, refuse lorries or emergency services who will be unable to access Wheat Close or Kennel Lane area.  
It was noted Bromford Housing Society will be doing their residents a massive disservice by taking away their only overflow parking in the village. It was mentioned that the parking should be kept on as a social asset especially if the village in the future require electric charge points. The car park would be an ideal area for chargers. NB informed council that by 2030 all new cars will be electric.  
Another MOP noted that in 1953 when Wheat Close was built, it was a show case for social housing. When it went over to Bromford there were garages on the land which have been removed, but he asked were there any covenants to restrict it to parking? DC will ask legal to see if there are any covenants restricting the use of the land. He confirmed that CDC are unable to make comment as no application has been submitted.  
AW confirmed that Bromford Housing have agreed to consult with their tenants and then local residents in the area. TL closed the conversation by acknowledging the consultation and the PC will await the result of the consultation for further discussions.
5. **District Councillor** – The full report can be read on the parish website. A town and parish forum will be held in Moreton on 21<sup>st</sup> February. He recommends that the PC attend for information.  
The boundary commission has been submitted to split CDC into two democratic districts, North and South.  
Thames Water are holding a public consultation for draft management plan for water resource conservation. TL mentioned the map of Thames Water discharging over the country. DC confirmed that someone in Bledington had contacted him in respect to discharge into the Evenlode catchment

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	<p>partnership area. CDC budget consultation received 400 responses. Composting initiative – perhaps handy for the allotments, CDC will provide some money and GCC will reimburse the parish £67.26 per tonne of compost produced with a £2000 kickstart available. TL confirmed the Charitable Trust should be informed.</p> <p>6. No report from the <b>County Councillor</b>. An MOP asked who the county councillor was.</p> <p>7. <b>Defibrillator</b> – AW confirmed no reports and appears ok.</p> <p>8. <b>Play Area</b> – AW asked if any progress had been made for the rubber matting. The clerk confirmed she had spoken to Kompan and had sent a quote as it wasn't covered under the guaranteed works. NB agreed they need to be taken up and relevelled. NB and WN agreed to look into it and try and get quotes for the releveling.</p> <p>9. <b>Resolved</b>. To be deferred until the next meeting.</p> <p>10. 1) <b>Resolved</b>. The clerk confirmed EA and NB had approved the quote for the extra work amounting to £375 plus VAT. All accepted and approved.                  2) The Gate has been left in the <b>calor gas compound</b> and weeds and grass are growing through it.                  3) <b>Clean and Green</b> to be deferred until another meeting.                  4) <b>Litter bins</b> – one by the bus shelter and one opposite Wheat Close. The clerk confirmed she had contacted CDC for quotes to replace both. RR asked if we could not have a suburban modern bin but something in keeping with the village. TL thought the one by the ford might need replacing too. The clerk confirmed she had emailed Gigaclear four times to try and gain compensation with no response. DC stated that the PC must ensure CDC take ownership of emptying the new bins.</p>
Minute Number 2301/8.1	<b>Planning Applications</b> received – No applications had been received prior to setting the agenda.
Minute Number 2301/8.2	<b>Planning Applications received after the agenda had been set –</b> 21/02947/FUL – Redhill Farm appeal – Members agreed there were no other comments to make but to state the PC's comments already made still stand. DC confirmed that they would expect comments if there had been a material change which he didn't think was the case. <b>Resolved</b> for TL & Clerk to state the council's previous comments still stand.
Minute Number 2301/8.3	<b>Resolved. To note planning applications made by delegated powers to comment by email (minute 221109/8/3)</b> 22/03811/FUL Sydenham Farm Cottage – No objection 22/03955/TCONR – Broadwell Barn – No comments made 22/03851/FUL – Templis – No objections from PC 22/04221/TCONR – The Old Bakery Chapel Street – No objections from PC
Minute Number 2301/8.4	<b>Planning correspondence received.</b> <b>Resolved</b> . To note correspondence received from Cllr Cunningham in respect to the planning officer's recommendation to refuse planning application 22/02943/FUL Creation of a private equestrian arena with assoc. facilities, reinstatement and surface treatment of access track plus repositioning of agri. Barn approved under 22/02335/AGFO – North Rye House, Donnington – The PC did not request a further review by the Planning Committee by delegated authority.

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Minute Number 2301/9	<b>Clerk's items – Resolved.</b> Members were content with the actions taken by the clerk and approved the timesheets for Oct, Nov & December 22.
Minute Number 2301/10	Following various discussions, members decided who were going to attend the Stow TC meeting that had been arranged for both councils to discuss the Stow NHP. It was mentioned that BPC should create its own NHP as soon as it was able to.
Minute Number 2301/11	<b>Resolved.</b> Policies were deferred until the next meeting.
Minute Number 2301/12	<b>FINANCE - Resolved.</b> Members noted and approved the following details up to 15/1/23. Expenditure was £6,471.62. Income received was £7,452.50. The business treasurer's account balance on 8/12/22 was £5,866.64 & the savings account balance was £16,111.45 as at 9/12/22. Both the cash sheet and banks were balanced to the 15/1/23 at £7,366.24 & £16,118.34 respectively being the true figures to 15/1/23.
Minute Number 2301/13	<b>Audit – Resolved.</b> The council confirms it wishes to be exempt from and for the purpose of the financial year 22/23, to confirm the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Small Authorities) Regulations 2015 and meets the exemption criteria. To also note GAPTC have now been requested to carry out the internal audit on behalf of the BPC and that the council has assured itself that the auditor is independent and competent.
Minute Number 2301/14	<b>PATA payroll – Resolved</b> to accept the new charges for payroll service from PATA to £8.60 per month for one employee.
Minute Number 2301/15	<b>Budget for 2023/24 – Resolved.</b> Following in depth conversations of projects and the replacement of equipment for grass cutting, the members agreed to a budget totalling £12, 561 (budget attached to the minutes). This includes a plan to raise £10,000 as an annual reserve figure, to be collected over the next five years at £2k per year to replace the Kubota mower. It is noted the election costs in reserves will also require replacing at £400 per year over the next five years, as there will be an election this May which will use up the reserves held. It is noted that this budget will take away reserves from the savings account. The clerk confirmed that it is advisable for reserves of up to 100% of the current precept figure to be held and maintained. The minimum is 25% reserves but we would prefer not to go that low.
Minute Number 2301/16	<b>Precept – Resolved.</b> The precept for <b>22/23</b> was £6,730 with a budget for £8,975 meaning a deficit in funding of £2,245 was taken from reserves. This enabled the council to keep the precept at an artificial lower rate (only rising by inflation) than the actual funding required to cover the expenditure expected during the current year. At that time, the precept was kept lower due to the financial effects that Covid had on society in whole. The expenditure for the coming year <b>23/24</b> , is expected to be £12,561 which includes a reserve pot building to buy a new Kubota mower in five years' time as maintenance costs have risen with more frequent breakdowns. Therefore, with rising costs, the replacement mower and having to pay for its own election costs, the council has decided to increase the precept. It has been resolved to set the precept at £8,500 against expenditure of £12,561 giving a deficit of £4061. It is noted that the council are only able to keep the precept low as it has over the recommended level of reserves available. The rise in precept compared to last year is 20.82% with a band D paying approximately £42.56.

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Minute Number 2301/17	<b>Kubota</b> - It was noted that there appears to be more frequent repair invoices for the Kubota. NB reported that there has been a change in fuel recently therefore, should we be using a fuel additive? The fuel filters are clogging up so we need to know why. 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.			
Minute Number 2301/18	<b>Kubota Maintenance – Resolved.</b> All agreed to stay with Hunts Engineering for the servicing as their expertise with the Kubota is excellent and with Peter having compared to a local company without the same level of expertise, it was approximately the same costs. Thank you, Peter, for the information.			
Minute Number 2301/19/1	<b>Resolved</b> – All payments made were approved. Members have asked for this section to be streamlined.			
	<b>Payee</b>	<b>Details &amp; authority</b>	<b>Amount</b>	<b>Cheque/BACS/ date of payment</b>
	D Braiden	Salary – basic plus homeworking allowance for 1 <sup>st</sup> December 22.	Personal	S/O 1st of the month - minute 211208/15
	D Braiden	One drive storage – September, October, November & December 22	£1.99 £1.99 £1.99 £1.99	S/O 1 <sup>st</sup> of the month minute 220922/11
	D Braiden	HP Instant Inks @ £4.49 plan per month paid by clerk on her card for December	£4.49	S/O 1 <sup>st</sup> of the month minute 220922/11
	PATA UK	Invoice 22/0408/PPS October to December Payroll submission	£17.95	BACS 8/12/22
Minute Number 2301/19/2	<b>Resolved.</b> All items to be paid were approved.			
	<b>Payee</b>	<b>Details</b>	<b>Amount incl VAT</b>	<b>Date of payment/ Cheque/BACS</b>
	Community Heartbeat Trust Solutions Ltd	Annual support Cost Year 7 25/01/23 – 25/01/2024	£151.20	BACS
	SLCC	Annual Subscription fees	£80	BACS
	GAPTC	Annual Membership fees	£140	BACS
	Hunts Engineering Ltd	Kubota not running correctly – Test, remove fuel tank and clean out, same with fuel lines & filter.	£243.01	BACS
	GAPTC	For the purchase of Arnold Baker Publication for clerks as approved in June meeting minute 220622/16	£140	BACS

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Minute Number 2301/20	<b>Correspondence</b> - The correspondence list was noted by members which was in the website folder. Important correspondence was emailed direct to the members.
Minute Number 2301/21	<b>Matters Arising</b> - WN & NB confirmed the PC would like to thank <b>Mr Paul Teague</b> for his generous help with clearing the pond area. Without Paul, it would not have been possible to clear the area to the extent it has been, and all agreed it would have taken the volunteers much longer to do without his assistance and machinery. <b>Items for next agenda</b> – Capital budget, salt supply, Watery Lane collapsing into stream, the lane up the Bank re parking, do we need a sign. It was noted Rectory Farm has been rebuilding its walls. It has highlighted the walls opposite in contrast. NB reported that he has taken over the history files for the village. AW asked whether the Deputy Chairman would be replaced and all decided to leave until the May annual meeting. RR requested creation of Broadwell NHP be added to the agenda. NB suggested that we schedule the next year's meeting dates in advance.
Minute Number 2301/22	The next meeting was scheduled for 2 <sup>nd</sup> March.
Minute Number 2301/23	With all business concluded the chairman closed the meeting at 9.55 pm.