BROADWELL PARISH COUNCIL

Minutes of Broadwell Parish Council Meeting held Wednesday September 23rd 2026

Broadwell Village Hall, Millbrook Ley

Present: Cllrs Tony Leonard (Chair), Kate Burtonwood, Emma Ashton, Rebecca Ross, Katie Tweddle-Kearney

Attending: Clerk Jane Carter, 9 Members of the Public

Apologies: Cllrs Henry Kenner and Laurie Wilcox; District Cllr David Cunningham; County Cllr Daryl Corps

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260923/1	**Apologies for Absence:** Apologies were received and accepted from Cllrs Henry Kenner and Laurie Wilcox. Apologies were also received from District Cllr David Cunningham, who was attending a full meeting of Cotswold District Council, and from County Cllr Daryl Corps. Members introduced themselves by name and place of residence to assist those attending.
260923/2	**Declarations of Interest:** No declarations of interest were made on items on the agenda.
260923/3	**Approval of Minutes of the Ordinary Meeting held July 1st 2026:** APPROVED as a true record and signed by the Chair.
260923/4	**Reports from Cotswold District and Gloucestershire County Councillors:** Neither councillor was present and no written reports were received. The Clerk had received highways updates from Cllr Corps, which were to be taken under item
260923/5	**Public Forum:** Members of the public were invited to speak. Matters raised were: **Village Hall boundary:** A representative of the Village Hall Committee reported a minor dispute over the boundary between the Village Hall and Millbrook House, concerning land adjacent to the stream and sheep dip. The Committee has examined the deeds and intends to appoint a surveyor rather than wait for the parish council's land registration work. It was noted that the neighbouring property's garage planning application shows the boundary running along the sheep dip and then the stream. The Chair confirmed that if the evidence shows a case for parish council involvement the council would look at it. NOTED. **Village pond and boundary wall:** Residents raised concern that the pond is filling with silt and vegetation, with a risk of flooding to Watery Lane and neighbouring properties in heavy rain, and that the pub's boundary wall is collapsing, with a fallen tree and weed growth. The Clerk advised that Highways are responsible for grills and pipes on the highway but will normally look to the landowner where a pond contributes to flooding; that a council should not normally spend public money on an asset it does not own, although registration of the pond is in progress (see item 6); and that wildlife legislation means residents should not clear the pond without a survey. The Clerk recommended a formal meeting with the pub and brewery to establish responsibility for the wall, pond edge and vegetation, and that no works be carried out before that meeting. Members noted that the biodiversity habitat survey is expected to be circulated next week and includes guidance on maintaining waterways. A resident's proposed volunteer clear-out on October 10th was noted; the resident was advised to await the meeting. Cllr Ross agreed to arrange the meeting, which the Chair will attend. Once registration is complete the council will consider a maintenance plan that protects wildlife. In the meantime residents should contact the Chair or Cllr Ross if problems arise. **Post box, Kennel Lane:** A resident reported that the post box in Kennel Lane was removed in early July without notice, and that Royal Mail has not responded to calls. It was noted that residents without transport are affected. The Clerk to contact Royal Mail to establish why it was removed and whether it will be reinstated. **Elliot's Barn:** A resident raised concern about the storage of building materials, bonfires and clearance of woodland on land at and near Elliot's Barn, beyond the use permitted during construction, and that materials are now being placed in a further field. The Clerk to raise the matter with Planning Enforcement; Mr Neal to provide photographs and any historic correspondence via the Chair or Clerk. **Traffic and road safety:** Residents raised speeding, heavy goods vehicles using the village as a through route, poor visibility, the lack of pavements, and large vehicles unable to negotiate the corner near the crossroads. It was noted that the sign for traffic approaching from the Moreton direction is difficult to see. A letter and proposals from residents, circulated to

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	members on July 20th, were noted. The Clerk reported that the Highways walk-around planned for August 11th was cancelled by the Highways officer and is being rearranged, to cover village gates, additional signage, weight and length restrictions; the Clerk will seek to have at least two councillors attend. Residents suggested the walk-around be timed to coincide with peak traffic, such as early morning and around 4pm, and noted that through traffic is increasing because of road works in Moreton-in-Marsh. The Clerk advised that Highways can be asked to contact the commercial sat-nav providers about heavy goods vehicle routing, and that length restrictions were requested. Members noted that 20mph limits are not currently being prioritised for this part of the North Cotswolds, and that applications are generally supported by recorded accidents and near misses; residents were encouraged to log incidents with dates and photographs. The council applied for a 20mph limit last August and will continue to pursue improvements through the Village Plan, in which traffic concerns feature prominently. NOTED. A resident asked what plans there are for on the village green, which were bad in spring and are returning. The Chair said np plans were in place but it would be monitored
260923/6	**Land Registry:** Cllr Ashton reported on progress with the land registration. The map supplied for the allotments did not show a defined area, and she was not content to sign some of the documents as drafted. The Clerk had reviewed the documents and advised that they are standard. Members noted that the Land Registry relies on there being no challenge, that applications may take up to two years and may be objected to, and that if registration succeeds any arrangements for public parking can be formalised. It was noted that the allotment field is understood to be held by a charity and so falls outside the council's registration unless adopted; Cllr Ashton to progress the allotments separately. AGREED to proceed with the registration of the parcels previously identified and the statutory declarations. RESOLVED to give the Clerk authority to sign the land registration documents on behalf of the council. The Clerk to circulate the documents to members before signing.
260923/7	**Playground Equipment:** No inspection report was before the meeting. Concerns were raised about misuse of the equipment by older children and about the design of the seesaw, which has a hinge that could trap a child's chin. Cllr Wilcox to be asked to send in his inspection report, and the seesaw to be reviewed. More frequent inspections can be arranged if needed. NOTED.
260923/8	**Defibrillator:** The Clerk reported that the British Heart Foundation grant application has been submitted with decisions expected between now and December. The Clerk will continue to apply until funding is available. The unit is currently working but is ageing. NOTED.
260923/9	**Mowing Arrangements 2026:** No update. Retained as a standing item. The Clerk to obtain the list of volunteers who have signed the risk assessment from the mowing coordinator before November, and to repeat the process next year. NOTED.
260923/10	**Fox Pub Car Park:** Members discussed the level of the lease payment against the maintenance needed on the car park, including the surface and the front area. The Chair and Cllr Ross are to meet the pub (see item 5), and members agreed the lease terms, rent, maintenance of the car park and the condition of the pond wall should form part of that conversation. The Clerk to review the lease terms, including the notice period and whether the lease is annual and rolling. NOTED.
260923/11	**Highways and Village Maintenance:** **Site meeting with Highways Officers:** The Highways walk-around is to be rearranged (see item 5). Members asked that it include the erosion of the road surface by water in Kennel Lane, and ground subsidence and springs affecting properties on land understood to be owned by Bromford near Kennel Lane / Church Lane. The Clerk reported that a design scheme for the Chapel Street flooding problem is going through Highways; the Clerk to chase progress. The Clerk to compile a list of all outstanding items and circulate it to members for additions. **Village Gates:** The Clerk confirmed that funding of approximately £1,500 remains available but may be withdrawn if the scheme is not progressed. Members discussed the siting of the gates. The two locations were chosen following the earlier walk-around and the speed and volume survey (approximately 7,000 vehicles in seven days, with speeds up to the mid-30s mph), with the Oddington Road approach carrying the most traffic. Only one position is

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	practicable on the Donnington crossroads approach because of a field entrance. The comments received at the July meeting were noted. No funding is available for four sets. AGREED to proceed with two sets of gates using the available funding, subject to Highways approval, and to consider further gates if they prove effective.
260923/12	**Governance:** The Code of Conduct, Publication Scheme, Data Protection Policy (IT Policy) and Privacy Notices were reviewed and APPROVED. The appointment of the Per Pro Services Internal Auditor for 2026/27 and their independence confirmation were APPROVED
260923/13	**Finance:** **i. Bank statements (as circulated):** APPROVED. **ii. Bank reconciliation (as circulated):** APPROVED. **iii. Payments and receipts (as circulated):** APPROVED **iv. Investment of reserves:** The Clerk reported that Cambridge & Counties has raised its minimum investment from £10,000 to £20,000 and had therefore identified Redwood Bank as an alternative: a one-year fixed-rate bond with a £10,000 minimum at 4.10% gross. AGREED to place £10,000 of reserves in the Redwood Bank bond, in place of the Cambridge & Counties bond agreed in July. **v. External auditor report:** The report was noted
260923/14	**Planning Matters:** No planning applications had been received since the last meeting or following publication of the agenda.. NOTED.
260923/15	**Cotswold District Local Plan Consultation:** Members discussed the consultation on the large-scale housing proposal. The Chair reported that the questions put to the promoters at the consultation event, on the evidence of need and the road capacity and traffic flows, were not answered. Residents have asked for guidance on responding. The Clerk advised that responses should be in residents' own words, as responses that appear to be copied may be disregarded, and that the best approach is for the council to publish its own response on the website, which residents can then draw on. Cllr Burtonwood volunteered to write a personal response for the council, to be circulated to members and then published on the website early. The Chair to review the draft guidance for residents on responding and circulate it if suitable. NOTED.
260923/16	**Broadwell Village Plan Working Group:** Copies of the Plan have been available on request and none have been requested. The Chair is compiling a draft history of Broadwell, for which a collection of historic photographs, documents and notebooks (including one from the 1860s) has been donated by a former resident. The Clerk suggested the Gloucestershire Archives; the Chair has digitised some of the material. A councillor asked that the Plan gives sufficient weight to views and to the approaches to the village, and that the wording "farmed edges" be reviewed. The Chair asked members to send any comments on wording to him. NOTED.
260923/17	**Approval of the Village Plan:** Members considered the Broadwell Village Plan. APPROVED, subject to minor wording amendments to be sent to the Chair within a week. Thanks were given to the Working Group, in particular Cllr Burtonwood. The Clerk to submit the Plan to Cotswold District Council with the required form, and to ask District Cllr Cunningham to review it, noting that it must be consistent with the emerging Local Plan and may need to be revisited if that changes.
260923/18	**For Information Only:** No matters raised
260923/19	**Date of Next Meeting:** Wednesday November 4th 2026.

Approved By_____ Date_____