

Broadwell Parish Council

BROADWELL PARISH COUNCIL ANNUAL MEETING 29/5/2025

Cllrs in attendance: Tony Leonard (TL), Emma Ashton (EA), Rebecca Ross (RR) & Kate Burtonwood (KB)

Present: District Councillor - David Cunningham, Clerk - Debbie Braiden & New clerk Jacob Clifford.

Members of Public - 7

DRAFT MINUTES		
2505/1	Chairman	Cllr Tony Leonard was elected as Chairman Proposed by (RR) Seconded by (KB) and the Chairman & clerk duly signed his form of acceptance.
2505/2	Vice Chairman	All approved not to elect a Vice-Chairman and to propose an acting Chairman at the meetings (TL) cannot attend.
2505/3	Working Groups	All approved the following members of these working groups. Village Plan (EA & RR), Traffic Calming & Highways Projects (RR), Finance, bank, Audit (TL & EA), Planning (EA)
2505/4	Apologies	None were received.
2505/5	Interest declaration	<ol style="list-style-type: none"> 1. No interests were disclosed. 2. No forms of dispensation received. 3. None
2505/6	Reports & Public Recess	<p>1. To receive reports from the District and County Councillors. No port was received from the County Councillor. The report from the District Councillor, David Cunningham will be attached and can be seen on our website. DC confirmed that the new County member for Broadwell is Darryl Corps and he is also District Councillor for Moreton West.</p> <p>2. Members of the public made representations to the council as follows:</p> <p>Two new residents attended the meeting to introduce themselves.</p> <p>Resident noted that the Precept had risen quite high compared to last year. RR confirmed that the PC had various projects ongoing. EA confirming that in previous years the PC had been intentionally running the General Reserves down making previous year's precepts artificially lower than the budgets required. The Clerk confirmed that the precept for 25/26 was still lower than the budget required.</p> <p>He also asked for an update on the 20 MPH for the village. RR explained that the cost to the PC was significant to obtain a Traffic Regulation Order. She confirmed that the white gates were not going to cost the PC as would be supplied by the County Council, together with repainting signage on the roads and shark's teeth. DC gave the name of the Liberal Democrat, Lisa Spivey as a contact. He noted that the Lib Dems had 20MPH on their manifesto.</p>

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		<p>Resident also asked why there were kerbstones at Manor Farm, Church Road as this land belonged to Highways.</p> <p>2.1 Councillors to raise public issues received. RR - Wedding Venue at The Manor – Members will speak to the owners and request further information</p> <p>2.2 Laurie Wilcox was co-opted as a new member.</p>
2505/7	Minutes	<p>1 The Parish Council meeting minutes held on 15th January 25 were approved as a true record with the Chairman duly signing.</p> <p>2 Action points were reviewed from the January meeting.</p>
2505/8	Projects	<p>1 An update from the Traffic Calming Group details as per minute 2505/6.2.</p> <p>2 DC confirmed that documentation is required to be signed on the flood plan (DC) and is down to the landowners (not the PC). Both landowners state that they have not received or signed the documentation. DC to chase Legal Executive at CDC for an update for forms. He confirmed that James Blockely at GCC still has the funding but warned that this may not be enough after the delays. DC also confirmed that Broadwell is low on the list of flooding priorities for CDC.</p> <p>3. DC confirmed he had received correspondence from a resident at Wheat Close regarding parking on verges. No other complaints have been received.</p> <p>4. EA & the clerk confirmed that they had chased the agent, on land owned by the parish council, but not registered with LR. EA she was told by the agent that he was collecting a group of villages in the area to do in one batch but since then she has not received any update/correspondence.</p> <p>5. Apple tree replacements on the Green were approved. RR queried the placement of the new trees. KB confirmed that they were planted in accordance to the species details and should not cause an obstruction to view. It was agreed to leave the turf under the trees until autumn.</p>
2505/9	PLANNING	<p>1 To consider applications received in Appendix A. The following was agreed and noted:</p> <p>25/00965/FUL – Aston House Kennel Lane Loft conversion with dormer windows. Comments: No comments to make.</p> <p>25/01119/LBC – Millbrook House Donnington Road Amendments to existing access, construction of new driveway, alterations to existing outbuilding and erection of detached garage and garden shelter. Comments: no comments to make</p> <p>2 No planning correspondence received.</p> <p>3 To note any decisions and comments made by email with delegated authority (Minute 221109/8/3 & Broadwell PC SO 15/b) also listed in Appendix A</p> <p>DC confirmed that 25/00886/FUL had been withdrawn. 25/00356/AGFO had been Rejected by the Planning Officer.</p> <p>25/00855/AGPA – comments as per Appendix A</p>

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2505/10	Play & Defib	<p>1 RR confirmed we have a volunteer to make monthly inspections of the defibrillator. ACTION: RR to introduce email contact to Clerk.</p> <p style="text-align: right;">2 To agree upon a member to take over the monthly report for play inspection. It was agreed to carry this motion forward to the next agenda.</p>
2505/11	Clerk Items	<p>1 TL signed and approved the clerk's timesheets for January to April 25.</p> <p>2 The clerk has carried forward 2.2 hours and holiday taken for one week mid-May holiday – all approved.</p> <p>3 The clerk will receive items for the next agenda.</p> <p>4 Items for the next agenda received: RR – Overgrowth of trees/bushes on the Arkells side of the pond – foliage etc dropping in pond and the wall partially collapsing. ACTION: TL to speak to the PH management. To find out more information regarding the use of the Village Green, what is permitted. ACTION: Jacob/Debbie to find out and report at the next meeting.</p> <p>5 Clerk updated members on training presented to Jacob and explained about the GAPTC clerk essential training 1, 2 & 3. ACTION: Jacob to book these training sessions when next session starts with GAPTC.</p>
FINANCE		
2505/12	Receipts	All approved receipts of Interest and income for January, February & March totalling £933.64
2505/13	Payments	All approved payments for January, February & March totalling £1,918.35
2505/14	Year End	All approved the Year End accounts up to 31/3/25 as £17,694.01 carried forward.
2505/15	VAT	It was noted a VAT return for 24/25 has been submitted to HMRC for £2205.55 and has been received.
2505/15	Payments List	All approved payments paid, payments due, and receipts for recompense, as scheduled in Appendix B.
2505/16	Banking	To receive an update from the clerk regarding new banks available. This motion is carried forward to the next meeting.
2505/17	Audit & Year-End	<p>1 All approved to use the Internal Auditor (GAPTC), confirming them as an independent from the Parish Council and to approve using them as the council's competent internal auditor for 24/25 accounts.</p> <p>2 All approved to agree to implement any recommendations made in the IA's Report when received.</p> <p>3 All approved to confirm the Parish Council is EXEMPT from the requirement of a Limited Assurance Review by the External Auditor. The Chair signed the Certificate of Exemption.</p>

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		<p>4 All approved Section 1 of the Annual Governance Statement. Chair & Clerk duly signed the document.</p> <p>5 All approved Section 2 of the Accounting Statements. Chair & Clerk signed the document.</p> <p>6 The clerk explained the details of % differences and all approved the Explanation of Variances. Chair signed to approve.</p> <p>7 All confirmed the period for the Notice for Public Rights and Publication of the AGAR Return year-end 2025 to be 3rd June to 14 July 25. ACTION: Add to website and Notice boards.</p>
2505/18	Policies	<p>The following policies were approved:</p> <p>A) NEW FINANCIAL REGS (NALC 2024 version)</p> <p>B) STANDING ORDERS for Broadwell</p> <p>C) PUBLICATION SCHEME</p> <p>D) INTERNAL FINANCIAL CONTROLS - amended</p> <p>E) ASSET REGISTER 2025 – amended</p>
2505/19	Assets	<p>It was noted by all that the assets for Broadwell Parish Council were inspected by Cllr Ashton in March 25.</p>
SUNDRY ITEMS		
2505/20	Correspondence Received	<p>To receive and note the correspondence list in Appendix C. ACTION: To add the Resident donation & redundant wires to the next agenda.</p>
2505/21	Close	<p>The Chairman closed the meeting at 21:13 hrs and confirmed the next meeting as 9th July 25 for the next Parish Council Meeting.</p>