

Draft Minutes for Broadwell Annual Parish Council Meeting held 20th July 2022, at 19:30 in the Village Hall *(In accordance with LGA 1972, Sch 12, para 41 (1))*

Present: Cllr Tony Leonard (TL) (Chairman) – Cllr Kate Burtonwood (KB) – Cllr Ashton (EA) – Cllr Anna Wodzianski – Cllr William Neill (WN) – In accordance with LGA 1972, Sch 12, para 40)

Attendees: Debbie Braiden - Clerk – with three Members of the Electorate (MofE)

The Chairman started the meeting at 19:40 hrs

220720/1 – Public Session – Mr B, a MofE, voiced his concerns over the increased number of houses shown in the **Stow Town Council's neighbourhood plan** compared to the 2015 plan. Mr B, noted there is a **Stow Town Council meeting** to be held on the 28/7/22. He asked the PC the following questions; 1) Does the PC believe the number of houses excessive compared to the 2015 plan? 2) He also asked about the entrances to the site by Tesco. TL thought he had read a document confirming the option including Broadwell, not to be a suitable site (please see DC report on PC website) [District Cllr report for Broadwell PC July 2022 \(1\).pdf](#) .

3) Does the PC have the power to stop the developments? TL confirmed the PC does **not** have the power to stop.

4) A429 battery charging points – he raised concerns over the infrastructure being able to cope specifically the bridges.

5) Mr B raised concerns about the impact of the housing on the **sewage and flooding** for Broadwell village.

TL confirmed this to be a good point and had been raised during the PC's meeting with STC. STC thought it might have a major impact.

6) Entrance to the corner fields down Kennel Lane, had been blocked off with large gates and signage. Mr B asked if this was allowed if it was a PROW. Discussions took place and it was believed the new owners had installed the gates and signage. Members believed this to be private land and not a PROW, therefore, not under any council jurisdiction. However, this can be confirmed by the County Council.

Paul, MofE, confirmed that progress is being made with **the Smithy**. He was disappointed that he has not yet received contact from Mr King regarding the **flood plan**. He also queried why some **social housing** had remained empty for a few weeks? KB thought some works had been taking place to the homes in question. He also made a suggestion that CIL monies could be used for making pipes larger to assist with flooding.

It was also noted that waste **bins and recycling bins** are being put on the kerb side much earlier than required, making the village unsightly. The PC will monitor this and, in the meantime, **we would respectfully ask villagers to oblige by only putting bins on the kerbside the night before collection is due.**

220720/2 - Apologies for absence – Resolved.

Apologies were received for Cllr Brindley who was away. TL motioned to approve with EA, WN, AW & KB agreeing. It is noted additional apologies were received from the District Councillor (DC).

220720/3 - Minutes of the last annual meeting held on 22 June 22 - Resolved.

TL motioned for the minutes to be approved as a true record of the meeting held, with all other members agreeing.

220720/4 – Interest declarations – Resolved. Members approved Cllr Ashton's continued interest as a land owner in the flood plan for this and future meetings through 2022/23. No other interest was received.

220720/5 – VILLAGE MATTERS:

1. **Conservation and listed buildings** – It was noted that the owners have moved this forward and the District Council has confirmed the owners are now participating in drawing up plans for submission.

2. **Flood Plan** – The Clerk and DC confirmed correspondence had been received from Mr King at CDC. It is noted some progress on procurement has been made and he is now able to obtain quotes. He also confirmed the case had been sent to the legal section to draw up legal agreements for the land owners.

3. **Highways** – AW confirmed she was approached by a MofE for a litter bin situated near the post box having been knocked over by and removed by Gigaclear. **ACTION:** The clerk will email Gigaclear to try and gain compensation.

4) **Parking issues** - There is an update in DC's report on the PC's website [District Cllr report for Broadwell PC July 2022 \(1\).pdf](#). AW asked if a charging point could be installed as a green initiative? **ACTION:** Clerk will ask DC.

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5. **District Councillor report** - Please see DC's report link above to read the full report.
6. **County Councillor report** - No report was received from the County Councillor.
7. **Defibrillator** – AW confirmed that she had not done the checks for July yet but would send a report in after the meeting.
**Post Note: AW confirmed all checked and working on 21/7/22.
8. **Play Area** – AW confirmed the same as per Defib. **Post Note: AW confirmed all checked and working on 21/7/22.
9. **All areas of trees** - WN confirmed that he had viewed the cherry trees overlapping the wires and was happy for them to be taken down as approved in the last meeting. Paul confirmed he would do when he had time. Members discussed the latest round of **Ash Die Back** and the offer of more whips from GCC. As the closing date was drawing near being the end of July, it was decided the PC would not take part on this take up but it is noted Paul suggested the allotment field as a suitable area for the next tranche. Trees for the village entrances will be discussed on NB's next attendance.
10. **Projects** – The clerk confirmed the **bus shelter roof repairs** had been contracted to J Bonner as the lowest quote as approved in May's meeting. John has confirmed he will commence the repairs sometime after the first of September 22. The **Calor Gas compound works** has been delayed due to fence delivery delays. It is believed the works will commence mid-August and not the beginning as first thought. TL confirmed the delivery and siting of the **memorial bench** had taken place today.
11. **Communication - Facebook page for the PC** – Following discussions it was **resolved** to run a trial period, it will be created and monitored by the clerk & used solely for PC business.

220720/6/1&2 - PLANNING – The clerk confirmed no planning applications had been received from the District Council.

220720/7 – Clerk items – Resolved. Members approved two weeks leave mid-August. The clerk gave the members costs for the opportunity of gaining the Certificate in Local Council Administration (CILCA) which is a level 3 qualification providing broad knowledge of all aspects of the clerk's work, including roles, the law, procedures, community involvement, finance planning & more. In England, having a CiLCA-qualified clerk helps the council gain the general power of competence and a Quality or Quality Gold Award if they so wish, plus gain annual savings on their GAPTC subscriptions as GAPTC are encouraging councils to have qualified staff. **Resolved.** Members agreed to increase the training allowance already approved last year for ILCA with all costs being shared with the clerk's other employer with a Swindon Borough Parish Council. It is noted the clerk will remain in employment for two years with Broadwell PC under her contract otherwise repayment of the training costs will be repaid back to the PC.

220720/8 - CIL report to CDC – Resolved.

220720/9 – Operation London Bridge – Resolved. Members agreed for the clerk to make the relevant arrangements for the website.

FINANCE

220720/10 – Banking – Resolved. Members received and approved the following figures: Expenditure for the first quarter 30/6/22 is £2,256.85. The only item over budget is for the repairs of the Kubota. Income for the quarter so far is £5,048.00 precept and interest of 41 pence. Balances at the bank, savings £16,104.02 & treasurer account £7,654.24 with an available balance of £5,654.24. The clerk confirmed an amount of money would need to be transferred from the savings account to the treasurer's account before the year-end to cover the budget.

220720/11/1 & 2 – Payments made and to be made for the following: Resolved. All members approved the following payments already made and to be made.

1 To approve payments paid:

Payee	Details & authority	Amount	Cheque/BACS/ date of payment
D Braiden	Salary – basic plus homeworking allowance for June 22.	Personal	S/O 1st of the month - minute 211208/15
BHIB INSURANCE	Annual insurance for council (3-year contract)	£471.03	BACS

Minutes are held to be a true record and approved by chairman _____

Date _____

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2 To approve payments to be made:

Payee	Details	Amount incl VAT	Date of payment/ Cheque/BACS
D Braiden	Mileage for 44 miles @ 0.45p for June meeting	£19.80	BACS 22/7/22
D Braiden	HP Instant Inks @ £4.49 plan per month paid on clerk's Mastercard. Paid by clerk on her card	£4.49	BACS 22/7/22
D Braiden	Monthly plan One Drive increase in storage plan - Paid by clerk on her card	£1.99	BACS 22/7/22
D Braiden	Overtime for May and annual leave from previous year paid	Personal	BACS 22/7/22

220720/12 – Correspondence -

1. Confirmation was received for the purchase and delivery of the memorial bench.
2. The clerk confirmed all details had been received. They have agreed a donation to the village of £400 payable to the PC with £300 of the donation going towards the village hall as hire for the day during the filming on the 4th August 22.

220720/13 – Matters Arising – WN noted infrastructure for two bollards on triangle by Vine Cottage have been knocked over and are rotten (report to Highways. They are located between Vine House and Aston House. He also reported that the galvanised, lower pole by the black and white posts located at the Ford was loose and consider this as dangerous. **Action:** clerk to contact Highways.

220720/14 – Next Meeting date - It was agreed to hold the next PC meeting prior to holidays as 14th September 22 at 7.30 p.m.

220720/15 – Close of Business - With all council and public discussions completed, the chairman closed the meeting at 20:45 hrs.