

Annual Parish Council Meeting of Broadwell

Members Present: Cllr T Leonard (Chair), Cllr E Ashton (EA), Cllr W Neill (WN), Cllr R Ross (RR), Cllr N Brindley (NB), Cllr C Morse (CM), Cllr A Wodzianski (AW). **Members of Public (MOP) Present:** 0 **Officers Present:** None. **Noted:** *The Clerk was absent due to sickness and the Chairman took notes.

Draft Minutes for the Annual Parish Council Meeting 8th May 24 – Broadwell Parish Council		
2405/1	Chairman	TL proposed it might be a good time for the village to have a new chair, but ultimately agreed to continue in the role. RESOLVED for Cllr Leonard to remain as Chairman – unanimous and with the clerk being absent, to sign the acceptance letter at the next available time.
2405/2	Vice-Chairman	All RESOLVED not to vote in a Vice-Chairman as there were no volunteers.
2405/3	Working Groups	The following working groups were approved and RESOLVED to advise, and seek quotes and information for the PC, but note they cannot make decisions on behalf of the parish council: - Traffic Calming , RR, NB - Highways & Maintenance Projects , NB, RR - Finance, bank & Audit , EA, TL, NB - Planning EA, - Swings & defibrillator AW - Neighbourhood statement (new group) RR, EA - RR to write up.
2405/4	Apologies	Apologies were received from the District Councillor David Cunningham.
2405/5	Interest declaration	None were received.
2405/6	Public Recess	None present.
2405/7	Minutes	Members noted the incorrect date on the Agenda and RESOLVED to approve the Parish Council minutes for the 13th of March 2024, to be a true record of the meeting and will be duly signed by the Chairman.
2405/8	AUDIT	1 To confirm the Internal Auditor (GAPTC) as independent from the Parish Council and to consider the report received from the internal auditor and recommendations made. APPROVED 2 RESOLVED to agree to implement the recommendations made in the IA Report. 3 It was agreed the Parish Council is EXEMPT from the requirement of a Limited Assurance Review by the External Auditor. RESOLVED and proposed the Chair to sign the Certificate of Exemption . 4 RESOLVED to approve Section 1 of the Annual Governance Statement . Chair & Clerk to sign. 5 RESOLVED to approve Section 2 of the Accounting Statements . Chair & Clerk to sign. 6 RESOLVED to approve the Explanation of Variances . Chair to sign. 7 RESOLVED and confirm the period for the Notice for Public Rights and Publication of the AGAR Return year-end 2024 to be 10 th June to 19 th July 2024.
2405/9	Projects	1. The following update was received from the Traffic Calming Group, with general discussions listed below: <ul style="list-style-type: none"> • RR – At the last meeting LS said, that funding could be available for village gates and shark's teeth. • PC asked LS to secure funding, pending approval.

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		<ul style="list-style-type: none"> • CM – expressed concern re maintenance, but the group thought it would be Highways assets and maintenance would fall to Highways. • EA was not a fan and asked if they could be wooden. • WN asked to see evidence of their impact from RR. • TL is not a fan of over-prominent/bright examples, maybe a compromise regarding the appearance could be reached? • Discussed where they would be located: the views were, that they need to cover Evenlode Road, Oddington and Donnington entrances - WN • NB made a case for Broadwell Hill also. • ACTION - RR to ask LS for evidence of effectiveness and design options. • RESOLVED and agreed on the order of village entrances, subject to the number of gates commissioned and evidence being accepted by councillors and subject to LS advice: 1. Church Road, 2. Oddington Road, 3. Evenlode Road, 4. Broadwell Hill. <p>2. NB reported on progress for resurfacing works and other projects as follows: NB confirmed that the work for replacing the matting under the swings is scheduled for June (affected by weather) NB indicated that LS had agreed to £500 funding towards this swing work - NB has already made an application for the funding.</p> <p>Flood-related/safety items:</p> <ol style="list-style-type: none"> 1. Desilting of the pond by pub – the estimate is £3k, Highways are yet to commit, but LS believes they are persuadable for £1.5k contribution, as a key factor in road flooding there. 2. Culverts etc – agreed these are GCC’s responsibility. 3. Regrading culverts in Watery Lane - accepted as GCC responsibility. 4. Railings at Tites and Pub also agreed by GCC. 5. Clearing of ditches culverts etc is up to BPC (£1.5k). <p>The overall funding is GCC funding £3k, and PC £4.5k. However, an additional £1.5k may be available from Rhodri (LS via NB) which would reduce the BPC contribution accordingly.</p> <p>NB proposed BPC approve the spend of £4.5k (as a worst-case scenario) and claim the additional funds via LS. All RESOLVED to provide £4.5k for the above works.</p> <p>Watery Lane:</p> <ul style="list-style-type: none"> • The proposal is to edge with concrete-filled sandbags after the house gate upwards to where stream edges are high enough. • Concrete to be securely anchored. • Total cost is £3k. • PROW team accepting 50/50. • RR suggested using a more neutral stone chipping colour. • NB proposed £1.5k from village funds for it - subject to final review RR/NB of the topping material. • Agreed both schemes are affordable without reallocating mower reserve.
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		<ul style="list-style-type: none"> • RESOLVED for the Budget to be approved of £1.5k, subject to NB and RR agreeing topping material on site. <p>Kennel Lane and Wheat Close Parking</p> <ul style="list-style-type: none"> • NB shared plan for honeycomb surface - £14k, with no funding from Bromford/ CDC, or GCC available. • AW – the need exists, though some car numbers have reduced with the car park closure imminent. • AW - would existing houses ever require driveways? • The question is what the full need is – not fully determined at this stage. • WN mentioned the lamppost and the green box would need to move, but still thinks the quote is high for the work involved. • TL proposed a requirement to consult residents before obtaining further quotes. <p>AW to suggest a date for a meeting on site, RR to publicise, and NB to present an overview and current proposal.</p>
2405/10	Planning	<p>1 Members considered the following applications:</p> <p>24/00553/FUL - Annex at Manor Farm Amendments to windows of previously approved plans ref. 23/01678/FUL - Insert new door to side elevation of the annex. Comments: No comments as long as the Conservation Officer is content.</p> <p>24/01263/TCONR - College \house, Chapel Lane Works to trees T1 crab apple - reduce by 1 metre. T3 Cedar - Crown raised to 4 metres to reduce overhang. T4 Pine - Fell. T5 Plum - reduce by 1.5 metres. Comments: No comment.</p> <p>2 There was no correspondence.</p> <p>3 Members noted comments made by email with delegated authority (Minute 221109/8/3 & Broadwell PC SO 15/b) also listed in Appendix A for the following: 24/00646/FUL Dutch Barns Manor Farm - Erection of detached leisure/gym/pool outbuilding in association with residential dwelling at Dutch Barns - No Comments 26/04/2024 - ACTION: members asked the Clerk to check with building control that the plans are being followed for design and raise their concerns on the waste pile behind the building.</p>
2405/11	Play and Defib Reports	<p>1 Report received from AW and noted, swings pending resurfacing works.</p> <p>2 Members did not have ROSPA report to hand. ACTION: Relist on the next agenda.</p>
2405/12	Clerk Items	<p>1 The Clerk's timesheets for March & April were approved.</p> <p>2 The Clerk's annual leave taken 8th – 12th April (6 hours) was noted.</p> <p>3 The clerk was absent to be able to present the action sheet.</p> <p>4 RESOLVED and confirmed that the parish council still has the correct criteria to retain and act within the General Power of Competency.</p> <p>5 The following policies were APPROVED – Financial Regulations, Asset Register with the new dog bin added, Standing Orders,</p>

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		<p>Publication Scheme, Internal Finance checks by Members, Privacy and Data Policy.</p> <p>6 Suggestions received for the next agenda:</p> <ul style="list-style-type: none"> • Neighbourhood statement, please. • Also date for next litter pick. • Potential request for Fete funds in light of the above. • Initial conversation about next year's precept and budget (2025). • Potential for dog waste bins at the foot of Monarch's Way and top of Broadwell Hill. • Spring in Kennel Lane • Car park surface at the Fox Inn • Additional HGV signage at Oddington Road
FINANCE		
2405/13	Insurance	Members RESOLVED to choose the Zurich Insurance quote for the next year as adequate cover.
2405/14	Income	1 RESOLVED to approve receipts of interest as income for March as £17.98. 2 Members noted the recent receipt of CIL money of £1092.29 which can be used for projects.
2405/15	Expenditure	RESOLVED to approve the payments made for March 24 as £1397.39.
2405/16	Bank Balances	Members agreed on the end-of-year reconciliation and bank balances as current account £1942.00, savings account £16,305.94. RESOLVED
2405/17	Payments List	RESOLVED for payments paid, payments due, and receipts for recompense, as listed in Appendix B (attached to minutes).
2405/18	Regular Payments	RESOLVED - Members approved for the following regular payments to be paid. Clerk's Salary – Standing Order payable on the 1 st of each month for the preceding month. HP Instant Ink – Supply of ink cartridges – Monthly Direct Debit £3.99 Microsoft One Drive – cloud storage payment – Monthly Direct Debit £1.99 ICO Data Controller – Registration of Data control – Annually Direct Debit £35.00
2405/19	Subscriptions	Members approved for the annual subscriptions to GAPTC and SLCC. RESOLVED.
SUNDRY ITEMS		
2405/20	Correspondence Received	<ul style="list-style-type: none"> • Discussed JJ request for signage, spring and trees overhanging the road. • ACTION: DB to write to DC and LS, with photos of HGV to be forwarded. • Possibly consider additional HGV signage on Oddington Road etc? Add to next agenda. • Water on Church Hill has partially been improved by residents' action. • Trees impinging on road at the sharp corner by the entrance to The Leasows – RR to see if opportunity arises to discuss with landowner.
2405/21	Resignation	The Chairman accepted the resignation from Cllr Neill – All expressed their heartfelt thanks for his contribution to the Parish Council.
2405/22	Close of business	The Chairman closed the meeting at 21.15 hrs and confirmed the next meeting date as 10 th July 24.

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Action Points from the 8/5/24 Meeting

2405/3 Neighbourhood statement (new group) RR, EA - RR to write up.

2405/9

ACTION - RR to ask LS for evidence of effectiveness and design options

Traffic Group - village gates & shark teeth - subject to the number of gates commissioned and evidence being accepted by councillors and subject to LS advice: 1. Church Road, 2. Oddington Road, 3. Evenlode Road, 4. Broadwell Hill.

Watery Lane works.

Kennel Lane/Wheat Close - AW to suggest a date for a meeting on site, RR to publicise, and NB to present an overview and current proposal.

2405/10 ACTION: members asked the Clerk to check with building control that the plans are being followed for design and raise their concerns on the waste pile behind the building.

2405/12

Clerk to update policies approved.

Add list to next agenda.

2405/13 Clerk - Renew insurance with Zurich

2405/17 Clerk - Make payments

2405/20

ACTION: DB to write to DC and LS, with photos of HGV to be forwarded.

RR to follow up on overgrowth with the landowner.

2405/21 Clerk to instigate election notice proceedings.