

## **BROADWELL PARISH COUNCIL**

Copperfields, Colman. Temple Guiting. GL54 5RT  
Tel: 01451 850611, email:broadwellpc@live.co.uk

### **Minutes of Broadwell Parish Council Meeting held on Thursday 4<sup>th</sup> July 2019 in the Village Hall, Broadwell**

**Councillors Present:** William Neill, Georgina Thorley and Kate Burtonwood

**In attendance:** Ruth Waller (Clerk), Dominique Simpson (new clerk) and one resident

#### **Minutes**

**In the absence of both the Chairman and Vice Chair, Cllr Neill chaired this meeting, opening it at 7.30pm**

**190704/1 Apologies:** Apologies were received and accepted from Cllrs Leonard, Disney, Ashton and Wilcox

**190704/2 To approve the minutes of the Annual Council Meeting held on 9<sup>th</sup> May 2019:** The minutes were approved and duly signed by the residing Chairman.

**190704/3 To receive Clerk's Report (in relation to the minutes):** The Clerk's report had been circulated to Cllrs beforehand and the comments noted. Two applications for the Clerk vacancy remained unseen by the Council. The Clerk advised that these should not be kept in Cllrs possession.

**190704/4 To declare any interests in items on the agenda (Localism Act 2011):** none declared

**190704/5 To receive comments and concerns from members of the public:** One resident raised concern regarding some overgrown trees onto his property. However, it was clarified that this was a private dispute between neighbours and, as such, the Council was unable to intervene.

**190704/6 To receive reports from District and County Councillors:** No report received from County Cllr Stowe. District Cllr Beale provided the following update to Council:

- Community Action Support Grant – Deadline is October. Application form will be sent to the parish Council for completion, if they so wished.
- Planning in Broadwell – presently no significant applications. Encouraged Council to respond to as many as possible when they are received.
- Lawrence King – the money for Flood Plan is now available. This would be discussed further at next meeting
- Lengthsman's Scheme – Cllr Beale informed Cllrs that he was still waiting for some dates for promised work from Cllr Stow. The Clerk stated that Cllr Stow had contacted all clerks in his Area for a list of works.

**190704/7 To receive an update on any Highway matters:** Cllr Thorley reported a 30mph sign had been knocked down on the entry to the village.

**Action: Clerk to report this matter to GCC Highways Dept.**

The Clerk confirmed that a list of work for the County Councillors 'Lengthman's Scheme' had been sent to Cllr Stowe. Dates yet to be confirmed but it will be after the nesting season.

**190704/8 To receive update following the Fete and request for donation from The Fete**

**Committee:** Cllr Burtonwood stated that the Fete had been a success, despite the weather and approximately £4,500 had been raised. The Clerk confirmed that the Parish council had been awarded the £600 donation it had requested from the Fete committee.

**190704/9 To approve updated Financial Regulations for this Council:** The updated document had not been circulated to Councillors so this was deferred until the next council meeting to be held in September.

**190704/10 To receive update on playground repairs:** Cllr Neil stated that the ROSPA report was incorrect and that there was not a bolt missing. However, two of the swing posts were rotting and did

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require replacing.

**Action: Cllr Neill to liaise with David Hedges regarding the replacement of the swing posts.**

**190704/11 To provide an update regarding the Sit-on mower and possible reduction in the cost of Insurance:** The clerk advice Council that she had renewed the insurance on the Sit-on mower and updated the risk assessment. In doing so, it appeared the insurance may not be necessary as this vehicle is not taxed and does not have number plates (unlike its predecessor). Therefore, the Insurance Company had suggested that the Policy could be cancelled and the mower added onto the general Council Insurance as a named item. It was unclear if this may increase the premium of this policy. Council agreed that this was acceptable advice and that the mower only crossed the road for a short distance, **Therefore, Council resolved Clerk should continue to complete this action and cancel the separate insurance policy for the mower.**

**Action: Clerk to liaise with Insurance Company to ensure correct cover is in place for the sit-on mower and cancel the separate policy if this is deemed suitable.**

### **190704/12 Finance:**

- a) **To consider statement of finances and bank reconciliation:** The statement of account was received and bank reconciliation signed by Cllr Neill.

<b>Receipts &amp; Payments Summary</b>	<b>Purpose</b>	<b>Amount</b>	<b>Total £.p</b>	<b>BUS Account</b>	<b>Treasurers Account</b>	<b>cheque no/coun terfoil</b>
			<b>16061.23</b>	1101.34	14959.89	
Receipts to date			<b>4762.09</b>	0.09	4762.00	
Payments to date			<b>1161.17</b>	0.00	1161.17	
<b>Balances</b>			<b>19662.15</b>	1100.63	18560.72	
<b>Bank reconciliations</b>						
Balance as above			<b>19662.15</b>	1101.43	18560.72	
Add: Cheques not yet presented					281.96	623
					172.60	622
Balance					19015.28	
Less earmarked funds;	setts	1150.00				
<b>Balance on Bank Statements to date</b>			<b>20116.71</b>	1101.43	19015.28	

- b) **The following Payments were approved:**

<b>Cheque No</b>	<b>Payee</b>	<b>Purpose</b>	<b>Authority</b>	<b>Cheque Value</b>	<b>VAT to be reclaimed</b>
0620	Playsafety Ltd	ROSPA Inspection		£82.20	None
0622	GAPTC	Internal Auditor	LGA 1972, s.143	£172.60	None
0623	Came + Company	Mower Insurance	LGA 1972, s.111	£281.96	None
0624	R. Waller	Admin expenses	LGA 1972, s.112	£18.30	None
0625	PATA	Payroll April-June	LGA 1972, s.111	£12.75	None
0626	R. Waller	Salary: April-June	LGA 1972, s.112	£528.0	None
0627	HMRC	TAX	LGA 1972,s.112	£111.00	None

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**190704/13 To consider and adopt an internal Control Policy:** This had been advised by both the Clerk and the Internal Auditor and circulated to Councillors prior to the meeting. The current Clerk advised Council that they were already performing bank reconciliation at every meeting anyway and the other checks only required completion twice a year. However, Cllrs had not studied the document, so it as deferred to the next Council meeting.

### **190704/14 Planning: For consideration**

- i) **19/02249/FUL: Full Application for Conversion of open fronted stone barn to create residential holiday let at Lower Farm House Donnington Road Broadwell: No Objection** from the Parish Council <https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?keyVal=PT1LRLFIIHJ00&activeTab=summary>
- ii) **19/02250/LBC: Listed building consent for Conversion of open fronted stone barn to create residential holiday let at Lower Farm House Donnington Road Broadwell: No Objection from the Parish Council**  
<https://publicaccess.cotswold.gov.uk/onlineapplications/applicationDetails.do?keyVal=PT1LRLFIIHJ00&activeTab=summary>

**Action: Clerk to submit Council's response on the online Planning Portal.**

The current Clerk advised Councillors, wherever possible, to study any planning applications for consideration online prior to the meeting. To assist with this, the Clerk must ensure a link to the planning application is always included in the agenda.

### **190704/15 to note any correspondence received and decide actions, if any:**

- Consultation on planned TRO at Alderstrop Bridge: **Cllrs decided not to respond to this Consultation at this time**
- Mobile Library Update: change in service. No action required
- Funding request from Cotswold Friends; **Council resolved not to donate to this Charity.**
- GAPTC AGM 20<sup>th</sup> July, 10am at Highnam
- Filming request: A filming request had been received via a member of the public. Clerk advised that the insurance company would need to be advised of this and a risk assessment completed.

**Action: Clerk to liaise with Production Manager to ensure all paperwork is completed.**

**190704/16 To receive an update regarding the Clerk vacancy and plan timescale for handover:** Following interview of 3 candidates, Clls Leonard and Burtonwood had offered the position of Clerk and RFO to Dominique Simpson. One candidate had decided to withdraw as they felt 3.5 hrs a week was not enough to include meeting times. It was hoped that a handover could be arranged prior to the next meeting of the Council to be held in September. It was appreciated that this may take more than one session, with a minimum of 3hrs being allocated. **Council resolved to appoint Dominique Simpson on current SCP 18 for 3.5hrs a week. Both Clerks would be paid for the handover time.**

The Proper Officer advised that a contract should be signed within 28days and a New Employee form be completed to include Dominique on the Payroll.

**Action: Clerk to circulate a blank standard NALC Contract to Councillors, highlighting what could be adapted and what must stay in the Contract.**

**Action: Clerk to forward a New Employee form to Dominique for her to send to PATA for processing.**

**190704/17 For Information Only:** Cllr Neill then thanked the current Clerk, Ruth Waller, for her hard work and commitment to this Parish Council in the past 3 years. She was wished well in her new role.

**The next meeting of the Parish Council will be held on Thursday 5<sup>th</sup> September 2019 at 7.30pm**

**The Chairman thanked all for attending and closed the meeting at 9.10pm**