

Broadwell Parish Council

Ratified Minutes for the Broadwell Parish Council Meeting held 14th April 2021

Tribute to HRH, Prince Philip, The Duke of Edinburgh



On behalf of the village, the Members of Broadwell Parish Council would like to express their condolences to Her Majesty Queen Elizabeth II and extend their thoughts to all members of the Royal Family, following the death of HRH Prince Philip, The Duke of Edinburgh on April 9th 2021. His dedication to his role, duties and responsibilities to the British people were very much appreciated.

Present: Cllr Tony Leonard (TL) (Chairman) – Cllr Burtonwood (KB) (Vice-Chairman) – (joining at 20:50 hrs Cllr Neill (WN)) – Cllr Ashton (EA) – Cllr Brindley (NB) – Cllr Thorley (GT)

Attendees: Debbie Braiden - Clerk - with 3 Members of public

Note of Attention - The Chairman started the meeting at 19:35 requesting the Vice-Chairman to hold the meeting on his behalf. There were no objections to the Vice-Chairman, KB, chairing the meeting.

Reference	Details
210414/1	<p>Public Session:</p> <p>Two members of the public present raised the following items:</p> <p>Various issues were raised in connection to the cutting of trees next to the Bromford car park opposite Wheat Close. KB confirmed this area was outside of the conservation area. Residents were encouraged to raise the issues with Bromford direct with the Parish Council supporting by requesting information for future plans for the area. WN will assist with replacing whips from GCC, if Bromford give permission for planting on their land.</p> <p>One resident reported new leylandii had recently been planted at the back of her fence where she believes sewer pipes are laid. She raised concerns for the sewer pipes and rooting. District Cllr, Dilys Neil suggested that the residents contact Thames Water for the exact position of the sewer line.</p> <p>The horse chestnut tree – Wheat Close - The clerk will speak to the tree officer at CDC to confirm whether or not all the work has been completed.</p>
210414/2	<p>Apologies:</p> <p>An apology was received from Cllr Neill stating that he would be late joining the meeting. This was accepted by the chair and others.</p>
210414/3	<p>Minutes:</p> <p>The Parish Councillors unanimously agreed to approve as a correct record, the minutes of the Parish Council meeting held on 3rd March 2021. Minutes to be signed by the Chairman at the next appropriate time.</p>

The Approved Minutes signed by the Chairman on the date of _____

Signed: _____

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210414/4	Declarations of interest: No declarations of interest were received.
210414/5	County & District Councillors: No reports were received.
210414/6	<p>Highways:</p> <ul style="list-style-type: none"> • TL confirmed that he had met GCC Highways manager, Rhodri Grey in the village to have a walk around identifying various areas of flooding and other issues. It was mutually agreed for the PC to identify all outstanding issues on a plan of the village. Mr Grey will then assess the whole village and may commission a survey to create a plan/scheme. It was agreed GT to lead. District Cllr Neill confirmed that there are land apps where various items around the village could be plotted. The clerk confirmed she would be happy to help with any mapping systems. TL & GT to plot and list highways issues. • Drains and jetting – no further update. • Speed awareness – Due to illness no further progress has been made. • Verges – no further update.
210414/7	<p>Planning:</p> <p>21/01301/FUL & 21/01302/LBC Full Application & Listed building consent - for Installation of new gate and 2no. replacement gates at Broadwell Manor Church Road Broadwell Moreton-In-Marsh Gloucestershire – closing date 6th May 21. The members were concerned that the applicants were stating the PC had been consulted, this appeared not to be the case. Various discussions were held and concerns were raised that the new gates would deter visitors to the church. EA has agreed to discuss with the applicants before the PC makes comment on the planning portal.</p>
210414/8	<p>New website:</p> <p>All members were happy with the progress and viewing of the new website. All members were encouraged to supply their photo and short personal sentence by Sunday 18th April to the clerk, in order to have the new website up and running as soon as possible. It was approved by all to have personal names for the new parish council email addresses.</p>
210414/9	<p>Notice board:</p> <p>As WN was not yet present at the meeting, all members approved to add this item to next month's agenda.</p>
210414/10	<p>Working Group for Bio-diversity:</p> <p>KB confirmed that no progress has been made and confirms she has received the details of volunteers so far. NB has spoken to Peter Skea who has volunteered to plant wild grasses and seeds around the bus shelter area. The plan was to mow two path tracks through the long grass which will still allow walking access. All members approved for Peter to go ahead with his plan with a stipulation that there are no plastic signs erected in the area.</p>
210414/11	<p>Asset Register review:</p> <p>It was agreed for the clerk and TL to confer and bring back information for the next agenda. Clerk to contact Land Registry for ownership of land.</p>
210414/12	<p>Insurance review:</p> <p>It was agreed for the clerk and TL to consider following the asset register review to confirm for the next agenda.</p>
210414/13	<p>Physical Meetings:</p> <p>WN confirmed that he believed the village hall was due to reopen in June and as there are no parish elections for Broadwell, both the Annual Parish Assembly and Annual Parish Council Meetings will be held on 5th May, in order to legally hold them by Zoom. It was agreed future physical meetings will take place at the village hall.</p>

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210414/14	<p>Replacement swings: The clerk will obtain quotes and lead times for swings with WN investigating prices for hardwood frames.</p>																																
210414/15	<p>Internal Audit: The clerk confirmed that the internal auditor Sally Jones from GAPTC was currently assessing the PC records with a zoom meeting booked on Friday 16th April to discuss payments.</p>																																
210414/16	<p>Bank Balances for Year-End: The balance of the Treasurer's bank account at the end of March 2021 amounted to £5,382.44. The Clerk's cash book spreadsheet also confirmed a balance of £5,382.44. The clerk confirmed the Year-End balance for the Council's savings account was £16,102.14, income of £0.30 interest had been received for the period 1/4/20 – 31/3/21 on this account.</p>																																
210414/17	<p>Internal Financial Controls: All members unanimously approved for the clerk to update the financial controls to take into account the payments being made by BACS. It is noted that Nigel Brindley has now been signed up as a third member, bank signatory. An amended copy will be forwarded to EA and NB as confirmation.</p>																																
210414/18	<p>Scheduled Payments: Members unanimously approved all payments due as listed in the attached schedule:</p> <p style="text-align: center;">1) Approved payments already paid:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Payee</th> <th style="width: 55%;">Details</th> <th style="width: 15%;">Amount</th> <th style="width: 15%;">Cheque/date of payment</th> </tr> </thead> <tbody> <tr> <td>TEEC Ltd</td> <td>Invoice 3729 web domain and domain migration</td> <td style="text-align: right;">£151.19</td> <td>BACS 23/3/21</td> </tr> <tr> <td>TEEC Ltd</td> <td>Invoice 3720 full migration to new web site 3 days at £220 plus vat</td> <td style="text-align: right;">£792.00</td> <td>BACS 23/3/21</td> </tr> <tr> <td>PATA UK</td> <td>Invoice 20/0765/PPS for payroll services December to March Payroll</td> <td style="text-align: right;">£20.90</td> <td>BACS 23/3/21</td> </tr> <tr> <td>ICO org</td> <td>Data Protection fee 09/4/2020</td> <td style="text-align: right;">£40.00</td> <td>DD April 21</td> </tr> </tbody> </table> <p style="text-align: center;">2) Approved payments to be made:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Payee</th> <th style="width: 55%;">Details</th> <th style="width: 15%;">Amount</th> <th style="width: 15%;">Cheque/date of payment</th> </tr> </thead> <tbody> <tr> <td>Ian Piper</td> <td>Web domain for old website 2017-2021 @ £15 per annum</td> <td style="text-align: right;">£75</td> <td>19/4/21</td> </tr> <tr> <td>D Braiden</td> <td>March salary & 6 hrs 35 over time</td> <td style="text-align: right;">Personal</td> <td>19/4/21</td> </tr> </tbody> </table>	Payee	Details	Amount	Cheque/date of payment	TEEC Ltd	Invoice 3729 web domain and domain migration	£151.19	BACS 23/3/21	TEEC Ltd	Invoice 3720 full migration to new web site 3 days at £220 plus vat	£792.00	BACS 23/3/21	PATA UK	Invoice 20/0765/PPS for payroll services December to March Payroll	£20.90	BACS 23/3/21	ICO org	Data Protection fee 09/4/2020	£40.00	DD April 21	Payee	Details	Amount	Cheque/date of payment	Ian Piper	Web domain for old website 2017-2021 @ £15 per annum	£75	19/4/21	D Braiden	March salary & 6 hrs 35 over time	Personal	19/4/21
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	Concerns were raised regarding the collapsed barn at the Smithy. KB confirmed owners are aware and the PC would seek an update from the new District Councillor once elected on 6 th May.
210414/20	Matters Arising: EA informed the PC that she has put in an application for a certificate of permitted development of the rear extension of the Lodge at Broadwell Hill that she does not think will require a full planning application.
210414/21	Date of the next meeting: Both the Annual Parish Assembly and the Annual Parish Council meeting will be held on 5 th May at 19:30 hrs via Zoom.
210414/22	With there being no further business to discuss the Vice-Chairman closed the meeting at 21:31 hrs

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