

## Minutes for Broadwell Annual Parish Council Meeting held 12<sup>th</sup> May 2022, at 19:30 in the Village Hall (In accordance with LGA 1972, Sch 12, para 41 (1))

Present: Cllr

Kate Burton wood (KB) (Vice Chairman) - Cllr Brindley (NB) – Cllr Ashton (EA) Cllr Neill (WN joined 7.26 pm) Cllr Wodzianski (AW) – In accordance with LGA 1972, Sch 12, para 40)

**Attendees:** Debbie Braiden - Clerk – with no members of the electorate

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### The Vice-Chairman started the meeting at 19:50 hrs

**220512/1 – Election of Chairman & Vice-Chairman** – Both Tony and Kate were happy to be re-elected with all other members approving. **Resolved.**

**220512/2 - Apologies for absence** Apologies were received for Cllr Leonard who was away. KB motioned to approve with EA, WN, AW & NB agreeing. **Resolved.** It is noted additional apologies were received from the District Councillor (DC).

**220512/3 - Minutes of the last meetings held on 16<sup>th</sup> & 30<sup>th</sup> March** KB motioned for the minutes to be approved as a true record of the meetings held, with all other members agreeing. **Resolved.**

**220512/4 – Interest declarations** – Members approved Cllr Ashton’s continued interest as a land owner in the flood plan for this and future meetings through 2022/23.

### **220512/5 – Village Matters –**

1. **Highways & Flood Plan** - No real update for either. EA asked for drainage to be one of the top priority issues passed to Cllr Stowe.
2. **Bus shelter roof repairs** – The clerk was struggling for time to collate more quotes. EA agreed to ask one of her contractors with the clerk obtaining one more.
3. **Defibrillator** – AW confirmed all ok.
4. **Play Area** – Members received and noted the latest ROSPA report received in April. The clerk is still to send AW a check list to do monthly checks.
5. **Parking Issues** – No updates.
6. **Trees** – Kennel Lane – Paul confirmed he use to pollard these trees every 8 to 10 years, and they were last done in spring 2008 until BT erected a line through the middle of them. The clerk confirmed correspondence had been received requesting the PC assist with having the trees attended to. Paul confirmed he had been in touch with BT but they wanted a postcode. Paul has not touched the trees since as he was aware that a vulnerable resident relied on the telephone for her care line & he did not responsibility in case the wire was cut. Due to the vulnerable resident action is required in case the trees interfere with the wire. **ACTION:** The clerk will chase BT and perhaps CDC tree officer.
7. **Safety of calor gas compound** - The clerk confirmed she had registered this with Calor Gas and has been told this is now with the service department. The clerk can chase if need be.
8. **Listed buildings** – The clerk confirmed correspondence concerning the Old Smithy had been received from a concerned resident which has been noted and replied to. Thanks to NB correspondence has been received from the District Council confirming that the owner has now engaged with planning enforcement, and has taken steps to instruct an architect who will prepare a Listed Building Consent application for works to the building. CDC are awaiting the LBC application before further comments can be made.

### **220512/6.1. Planning applications:**

**College Tythe Barn** Chapel Street Broadwell Moreton-In-Marsh Gloucestershire GL56 0TW Ref. No: 22/01169/FUL | Received: Thu 31 Mar 2022 | Validated: Fri 01 Apr 2022 | Status: Pending Consideration – **No comments to make**

**3 The Bank Broadwell** Moreton-In-Marsh Gloucestershire GL56 0TZ Ref. No: 22/01481/TCONR | Received: Wed 27 Apr 2022 | Validated: Wed 27 Apr 2022 | Status: Pending Consideration – **No comment apart from replace like with like**

**North Rye House** Donnington Moreton-In-Marsh Gloucestershire GL56 0XU Ref. No: 22/01275/FUL | Received: Thu 07 Apr 2022 | Validated: Fri 08 Apr 2022 | Status: Pending consideration – **No comments to make**

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6.2. No other planning applications were received after agenda had been set.

### 220512/7 – Policy Reviews

1. **Standing Orders** – Members approved the new version updated by NALC 2020 **Resolved.**
2. **Code of Conduct** – With no amendments to be made members approved current version. **Resolved.**
3. **Complaints Policy** – It is noted the name and address of the clerk has changed and requires amendment. Members approved existing. **Resolved.**
4. **Filming guidelines for Broadwell** – No changes to make and current version approved. **Resolved.**
5. **Health and Safety Policy** – The clerk noted the HSE telephone number had changed with no other changes required, members approved. **Resolved.**
6. **Asset Register** – The clerk confirmed the new swing installation had been added. The total figures had been amended as the old totals included greyed out figures for deleted items. It is noted that this new total was used for the audit figures. Members approved the new register. **Resolved.**
7. **Risk Management including Pandemic** – Members approved the new amalgamated version to include pandemics. **Resolved.**

220512/8 – Banking – Members received and approved the following figures: Final expenditure for 2021/22 as £12,789.75. Final income for 2021/22 as £12,271.96. The closing bank balances amount to £20,966.70. Members approved these figures. **Resolved.**

220512/09 – Year end adjustment - It was noted that the clerk had been overpaid by £17.31 due to tax being due.

220512/10 – Finance Regulations – NB confirmed he was happy with the physical amendments made to the previously approved regulations. **Resolved.**

220512/11 – Internal Audit of Finance – NB & KB agreed to do the audit for year-end. All were happy with the current three signatories. **Resolved.**

220512/12 – Estimated Election Recharges – NB put forward an amount of £2,000 to be kept in reserves for the recharges and was seconded by KB, with all others approving. **Resolved.**

### 220512/13 – Audit for 2021/22

1. All members received & approved the AIAR and advisories. **Resolved.**
2. All members received and approved the Annual Governance Statement (Section 1 form). **Resolved.**
3. All members received and approved the Accounting Statement (Section 2 form) **Resolved.**
4. All members approved the Certificate of Exemption to certify that during the financial year 2021/22, the authority's annual income or expenditure, did not exceed £25,000. **Resolved.**
5. All members approved the start date for the exercise of 'Notice of Public Rights', to commence for the period 13<sup>th</sup> June to 22<sup>nd</sup> July 2022. **Resolved.**

220512/14 – Government pay increase - It was noted the clerk was currently on scale point 11 which had risen by 30p per hour w.e.f. from 1/4/20 and increased again w.e.f. 1/4/21 by another 20p per hour. Members agreed to back date the increase pay w.e.f. 1/4/21 for 50p per hour. They also approved for the clerk to receive a raise in the increment scale to point 12 w.e.f. 1/4/22. It was agreed for PATA to calculate all the back pay at a small charge. **Resolved.**

220512/15 – Automatic payments DD & S/Os – All members approved the following automatic payments. **Resolved.**

ICO DATA annual charge by DD

Clerk's monthly salary by standing order

HP Instant Inks monthly BACS payment from clerk's personal card.

220512/16 – Government future changes in payroll – All changes were noted by the council. These included NI threshold changes to £12,750. April 2024 basic rate of income tax will reduce from 20% to 19%. Employment Allowance allows eligible employers to reduce their annual NI liability by up to £5000.

220512/17.1 – Payments due – All members approved the payments made for the following. **Resolved.**

**D Braiden Salary** – basic plus homeworking allowance for January & April (minus £17.31 overpaid in March) Personal S/O 1st of the month - minute 211208/15

**PATA** - invoice 21/0987/PPS for final payroll services Jan, Feb & up to end of March 22. £12.95 BACS 13/4/22

**HMRC** - End of year tax payment for 21/22 £114.40 BACS 13/4/22 TEEC Ltd Invoice 4154 Annual hosting for website £151.19

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

Date \_\_\_\_\_

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BACS 13/4/2

**220512/17.2 – Payments to be made for the following:** All members approved the following payments to be made. **Resolved.**

**D Braiden** Mileage for 44 miles @ 0.45p for March 16th meeting £19.80

**D Braiden** April HP Instant Inks @ £4.49 plan per month paid on clerk's Mastercard. Plus, copier paper £3.49 (home bargains receipt) £7.98

**Broadwell Village Hall** Hire of hall for January & March meetings @ £10 plus 2 extraordinary meetings 24th Feb and 30th March invoice 006RBM/04/2022 £40

**GAPTC** Internal Audit – invoice 7303 £175.00

**ROSPA** Invoice 62099 Annual safety play inspection £84.00

**Hunts Engineering** Invoice 13610 Repairs to mower £394.72

**220512/18 – Cloud storage** – Members agreed the purchase for extra cloud storage on One drive for £1.99 per month.

**Resolved.**

**220512/19 – Correspondence** -

1. It was noted that additional items were being dumped/stored in the builder's yard.

2. Pollarding of trees had already been dealt with in the village matters under trees **220512/5.6.**

**220512/20 – Matters Arising** - All members were happy with the CIL report for CDC which will be formally added to be approved on the next agenda. Reiteration of providing Rebecca with the date of the next PC meeting for publication as soon as members set the next date.

**220512/21 – Next Meeting date** - It was agreed to hold the next PC meeting in six weeks' time on 22<sup>nd</sup> June at 7.30 p.m.

**220512/22 – Close of Business** - With all council and public discussions completed, the vice-chairman closed the meeting at 21:05 hrs.