

Broadwell Parish Council

Public notice is given for the Annual Parish Council Meeting of Broadwell Parish Council, held on 29th May 2025, at the village hall, beginning at 7:00 p.m.

Addressed to Cllr T Leonard (TL) Chairman, Cllr E Ashton (EA), Cllr R Ross (RR) & Cllr K Burtonwood (KB)

Dear Councillors, you are summoned to attend the above meeting of Broadwell Parish Council, to be held to transact the business listed in the agenda below. Members of the public and press are welcome to attend and can address the council during the public recess.

Signed:  Deborah Braiden, Clerk & RFO to the council. DATE: 25/05/2025

Agenda for Broadwell Parish Council		
1	Chairman	To elect a Chairman and sign form of acceptance
2	Vice Chairman	To elect a Vice-Chairman and sign form of acceptance
3	Working Groups	To confirm members of working groups. Village Plan, Traffic Calming, Highways & Maintenance Projects, Finance, bank & Audit, Planning
4	Apologies	Members who cannot attend a meeting should tender apologies to the Parish Clerk or the Chairman. Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the meeting minutes.
5	Interest declaration	1. Members are invited to declare disclosable pecuniary interests and other interests in any items listed on this agenda. Note: EA continued interest carried forward in respect of the flood plan. As required by the Council's Code of Conduct for Members and the Localism Act 2011. 2. To receive forms of dispensation. 3. To accept forms of dispensation.
6	Reports & Public Recess	1. To receive reports from the District and County Councillors. 2. Members of the public are invited to make representations to the Council on any matters relating to the work of the Council. Public Bodies (Admission to Meetings) Act 2.1 Councillors to raise public issues received. 2.2 To approve the co-opting of new members.
7	Minutes	1 To approve the Parish Council meeting minutes held on 15 th January 25. 2 Review action points from the January meeting.
8	Projects	1 To receive an update from the Traffic Calming Group and agree on actions. 2 To review progress on the flood plan (DC). 3. To receive and discuss parking updates around Kennel Lane. (DC) 4. To discuss and agree, on land owned by the parish council, but not registered with LR. 5. To receive an update and approve tree replacements on the Green.
9	PLANNING	1 To consider applications received in Appendix A. 2 To receive & note planning correspondence received. Appendix A

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		3 To note any decisions and comments made by email with delegated authority (Minute 221109/8/3 & Broadwell PC SO 15/b) also listed in Appendix A
10	Play & Defib	1 Following the resignation of AW. To agree upon a member/volunteer to make monthly inspections of the defibrillator . 2 To agree upon a member to take over the monthly report for play inspection .
11	Clerk Items	1 To approve the clerk's timesheets for January to April 25. 2 To note and approve the clerk has carried forward 2.2 hours and holiday taken for one week mid May holiday. 3 The clerk will receive items for the next agenda. 4 To receive clerk's action sheet. 5 To receive an update on the clerk replacement, introduction to Jacob and handover. To approve D Laird to assist where necessary with handover and ongoing assistance.
FINANCE		
12	Receipts	To receive and approve receipts of Interest and income for January, February & March
13	Payments	To receive and approve payments for January, February & March
14	Year End	1 To approve the Year End accounts up to 31/3/25 as £17,694.01 carried forward.
15	VAT	To note a VAT return for 24/25 has been submitted to HMRC for £2205.55
15	Payments List	To approve payments paid, payments due, and receipts for recompense, as scheduled in Appendix B.
16	Banking	To receive an update from the clerk regarding new banks available.
17	Audit & Year-End	1 To confirm the Internal Auditor (GAPTC) as independent from the Parish Council and to approve using them as the council's competent internal auditor for 24/25 accounts . 2 To agree to implement any recommendations made in the IA's Report when received. 3 To confirm the Parish Council is EXEMPT from the requirement of a Limited Assurance Review by the External Auditor. Propose the Chair signs the Certificate of Exemption . 4 To approve Section 1 of the Annual Governance Statement . Chair & Clerk to sign. 5 To approve Section 2 of the Accounting Statements . Chair & Clerk to sign. 6 To approve the Explanation of Variances . Chair to sign. 7 To confirm the period for the Notice for Public Rights and Publication of the AGAR Return year-end 2025 to be 3 rd June to 14 July 25.
18	Policies	To approve the following policies: A) NEW FINANCIAL REGS (NALC 2024 version) B) STANDING ORDERS for Broadwell C) PUBLICATION SCHEME D) INTERNAL FINANCIAL CONTROLS - amended E) ASSET REGISTER 2025 – amended
19	Assets	To note assets for Broadwell Parish Council were inspected by Cllr Ashton in March 25.
SUNDRY ITEMS		
20	Correspondence Received	To receive and note the correspondence list in Appendix C. <i>(To note no decisions can be made on matters raised in this section).</i>

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21	Close	To record the end of the meeting and confirm the next meeting as 9 th July 25 for the next Parish Council Meeting.
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