

## BROADWELL PARISH COUNCIL

Minutes of Broadwell Parish Council Meeting held January 7<sup>th</sup> 2026  
Broadwell Village Hall

Present: Cllrs Tony Leonard (Chair), Emma Ashton, Henry Kenner, Kate Burtonwood  
Attending: Clerk Jane Carter, 1 Member of the Public,

Minute	AGENDA ITEMS	Action
260107/1	<b>Apologies:</b> Katie Tweddle-Kearney, Laurie Wilcox, Rebecca Ross	
260107/2	<b>To receive Declarations of Interest on Items on the Agenda:</b> None	
260107/3	<b>To approve minutes of the ordinary Parish Council Meeting:</b> the minutes of the meeting November 25 <sup>th</sup> 2025 were approved as a true record and signed by the Chair.	
260107/4	<b>To receive update Gloucestershire County Council:</b> Cllr Daryl Corps had sent apologies <b>To receive update Cotswolds District Council:</b> Cllr David Cunningham had sent apologies	
260107/5	<b>To receive comments from the public:</b> A resident updated the council on repairs to the defibrillator. The telephone box light and the flashing lights on the defib had been repaired. A vote of thanks was made to the volunteer.	
260107/6	<b>Land registry:</b> the proposal from the consultant was unclear. It was agreed the clerk would seek clarification on what work would be undertaken and more detailed estimate of cost. Registration of some areas may not be required. Cllr Tweddle-Kearney had emailed with concerns. The clerk agreed to obtain a full proposal and then circulate prior to the next meeting	Clerk
260107/7	<b>Defibrillator:</b> I. It was agreed that the clerk investigate a grant for a replacement defibrillator. The current one could be used within the village at another site II. The defib was now registered with The Circuit and regular status checks were taking place.	Clerk
260107/8	<b>Review of outstanding matters:</b> the clerk updated the meeting on outstanding matters handed over from the previous clerk I. Archive documents: the clerk would find out which specific documents were missing. Cllrs Ashton/Leonard would go through existing documents and decide which to retain. They would be stored in the filing cabinet in the village hall. II. Mowing arrangements 2026: the clerk would look at the insurance options available, and a decision would be taken in consultation with the volunteers III. Clerks contract: the clerk would circulate the latest model contract to the Chairman for signing IV. Fox Public House lease: the chairman reported on discussions with the licensee and correspondence from a resident regarding the parking of cars in the front car park. The lease was clear that parking was not exclusive to any party and it was the licensee's duty to maintain it. The annual rent (50p) had been paid. V. Pond dredging: correspondence had been received from a resident asking why the pond dredging had not been carried out. Ownership of the pond was unclear, and the parish council's adoption of the pond would be clarified in discussions with the land registry consultant. A costed maintenance plan could then be agreed.	Clerk Cllrs Ashton/ Leonard  Clerk  Clerk/Cllr Leonard  Clerk
260107/9	<b>Finance</b> I. To receive and approve the bank statements (as circulated)- APPROVED	

	<ul style="list-style-type: none"> <li>ii. To receive and approve the bank reconciliation balance (as circulated) <u>APPROVED</u></li> <li>iii. To review budget quarter October-December- NOTED</li> <li>iv. To approve payments and note receipts (as circulated) APPROVED</li> <li>v. <b>To review final budget and approve 2026-27 precept:</b> the clerk had circulated an updated budget for the coming year based on current income and expenditure forecasts and discussions at the November meeting. Estimated total expenditure was £12467. Following a review of the budget it was agreed to submit a precept request of £12250 (2.3% increase).</li> <li>vi. <b>To review and adopt updated Financial Regulations: ADOPTED.</b> It was noted that supplier payments were to be set up by the clerk and authorised by one councillor.</li> <li>vii. <b>General Reserves policy:</b> to support the budget discussions it was agreed that a general reserves policy of 6-8 months monies be adopted. The clerk would review additional reserves and update any earmarked monies.</li> <li>viii. To appoint Per Pro Services Ltd as internal auditor 2025-26 audit: <b>APPROVED</b></li> </ul>	Clerk Clerk
260107/10	<p><b>Planning Matters:</b></p> <ul style="list-style-type: none"> <li>i. <b>Local Plan regulation 18 consultation:</b> A detailed response on behalf of the parish council had been submitted. Cllr Burtonwood was thanked for her efforts. The item would remain a standing item on every agenda in preparation for the next stages.</li> <li>ii. The progress of the Village Plan was discussed. It was agreed a meeting of the working group would be held. The Village Plan would be added to the agenda as a standing item.</li> </ul>	
260107/11	<b>For Information Only (No decisions to be made on items raised in this section)</b> Cllr Ashton asked if it would be possible to move the dog bin on Broadwell Hill to a more suitable location nearer to dog walkers' regular routes and the Monarch's Way footpath. A location was agreed. The clerk would raise a request with CDC and report back to council	Clerk
260107/12	<b>Next Meeting:</b> The Chair closed the meeting at 8.48 p.m. and thanked everyone for their attendance. The next meeting would be <b>Wednesday March 4th 2026 at 7.00 p.m.</b> in the village hall	

Approved By \_\_\_\_\_ Date \_\_\_\_\_