

BROADWELL PARISH COUNCIL

Minutes of Broadwell Parish Council Meeting held Wednesday March 4th 2026

Broadwell Village Hall, Millbrook Ley

Present: Cllrs Tony Leonard (Chair), Emma Ashton, Kate Burtonwood, Harry Kenner, Rebecca Ross

Attending: Clerk Jane Carter, County Cllr Daryl Corps, District Cllr David Cunningham, 3 Members of the Public

Minute	AGENDA ITEMS
260304/1	Apologies: Received and accepted from Cllrs Laurie Wilcox and Kate Tweddle-Kearney.
260304/2	Declarations of Interest: Members were reminded of the requirement to declare interests. No declarations were made.
260304/3	Approval of Minutes of Meeting held January 7th 2026: APPROVED as a true record and signed by the Chair.
260304/4	<p>Reports from County and District Councillors:</p> <p>County Cllr Daryl Corps: The county council approved its budget with a council tax increase of 4.99%. The local highways fund has been centralised; all requests (dropped kerbs, footpath repairs etc.) must now go through a formal application process.</p> <p>Road resurfacing: Three major schemes are planned. The B4068 (Burford Road) from near Kitebrook to the first Rissington turning will be resurfaced at night (closure 8 p.m. to 7 a.m.). Diversions will route large vehicles away from the village. Cllr Corps will arrange village access-only signage during the works and recirculate the scheme drawings.</p> <p>A 20 mph zone for the village was not included in the first wave. The county council is prioritising school areas. Cllr Cunningham will pursue details of the scoring matrix used.</p> <p>District Cllr David Cunningham: Written report noted. The Thyme hotel change-of-use matter was briefly discussed; the Clerk confirmed the challenge deadline had passed.</p>
260304/5	<p>Public Forum:</p> <p>Pub car park: A member of the public asked about the car park. The Chair confirmed the pub lease allows public use and there are no grounds for the tenant to restrict parking. The recent pothole repair by the brewery was considered inadequate. The council contact the tenant about the repair standard and the maintenance obligations in the lease. The lease terms, including the financial element, will be reviewed ahead of the January renewal.</p> <p>Village Hall land: The Village Hall Committee reported that the new owner of Millbrook House claims ownership of land between his garden, the stream and the village hall lawn, and intends to erect a fence. The committee is obtaining a surveyor's opinion. The council noted the matter and will coordinate with its own land registry work (item 6).</p> <p>Flooding: Cllr Burtonwood reported videoing standing water around the village during recent heavy rainfall. Members discussed the importance of logging flood evidence (photographs, dates, locations) with the parish council to establish a record of flood vulnerability. Photographic evidence to be forwarded to the Clerk.</p>
260304/6	<p>Land Registry:</p> <p>The Clerk recommended proceeding with the two straightforward registrations: the village green (which is confirmed as a registered village green, though the mapping is incomplete) and the car park area in front of cottages.</p> <p>The allotment registration (held by the charity) was also discussed. Members agreed it would be sensible to use the same surveyor or solicitor for both the parish council and charity registrations. The Clerk will investigate how complex the process is and, if straightforward, will begin the submissions.</p>

	<p>Village Green usage rules: Cllr Ross identified a summary of permitted and prohibited uses of registered village greens. It was agreed to place this item on the next agenda for formal adoption.</p>
260304/7	<p>Playground Equipment: Cllr Wilcox was absent. The Clerk will request his inspection report by email.</p>
260304/8	<p>Defibrillator: The grant application for a replacement unit has been submitted, but the funding body's budget is exhausted until the new financial year. The Clerk will resubmit from April 1st. The support contract will be considered once the grant outcome and preferred supplier are known.</p>
260304/9	<p>Mowing Arrangements 2026: The volunteer mowing group wishes to continue for 2026. There are approximately ten volunteers. Mr Skey has arranged training, high-visibility clothing and ear defenders for the team, and the mower cannot be driven on the road. The mower is expected to last this season but may need replacing next year; a replacement would be larger and require a bigger storage shed. Cllr Ross had previously drafted a risk assessment and standard operating procedure. The Chair will confirm with volunteers what procedures are already in place, and any gaps against the draft will be addressed. The Clerk will need the names of all volunteers.</p>
260304/10	<p>Broadwell Parish Meeting: The annual parish meeting will be held on Wednesday May 6th at 7 p.m. in the main hall, with the ordinary council meeting to follow. The Clerk will book the main hall and notify the village hall booking secretary (table tennis will need to be stood down for the evening). The meeting will be advertised on the noticeboard.</p>
260304/11	<p>Local Government Reorganisation Consultation: Members unanimously preferred Option 1 (single unitary authority). The Clerk will compile members' comments, circulate a draft response, and submit by the deadline.</p>
260304/12	<p>Potholes and S56 Highways Act 1980: Oddington Parish Council had invited Broadwell to join a formal notice to Gloucestershire County Council under Section 56 of the Highways Act. Having reviewed the detail, it was agreed not to take this approach. Potholes on the Broadwell–Oddington road had been filled before Christmas but have deteriorated again in the wet weather. Members agreed to report the condition of the road to Cllr Corps and the highways area manager through normal channels rather than pursuing a formal notice.</p>
260304/13	<p>Highways and Village Maintenance: Outstanding actions from the July 2025 meeting with highways officers remain unresolved. Cllr Ashton to locate the action list from that meeting. The Clerk will write to highways chasing all outstanding items. Priority matters include: Stow crossroads: Signage and road markings are needed at the blind crossroads on the B4068/Fosse Way junction, where the existing signage is obscured. This is urgent given the imminent resurfacing of that stretch. The area surveyor was shown the junction in July 2025 and agreed action was needed. 30 mph limit markings: The road markings at the village entrance were not replaced after the last resurfacing. Highways indicated these would be done in spring. To be chased. White gates: Locations were agreed with highways officers for gateway signs into the village (this side of the church). However, the previous county highways budget that would have funded these has been withdrawn. White gates will now need to be funded by the parish council.</p>

	<p>Kennel Lane: An ACO channel installation was agreed to address drainage. Potholes and the spring on Kennel Lane are severe. The drain outside the church is completely blocked with earth and no longer functional.</p> <p>Village litter pick: This was being held on Saturday March 28th. Equipment (grabbers, bags) is available in the village.</p>
260304/14	<p>Governance:</p> <p>The following policies, circulated in advance, were ADOPTED:</p> <ul style="list-style-type: none"> i) Freedom of Information / Subject Access Request Policy ii) Council Privacy Policy iii) Data Protection Policy iv) IT Policy. Councillor training requirements to be considered at a future meeting.
260304/15	<p>Finance:</p> <ul style="list-style-type: none"> i) Bank statements (as circulated): APPROVED ii) Bank reconciliation (as circulated): APPROVED iii) Budget review: NOTED. The outstanding GCC £3,000 payment has now been received iv) Payments and receipts (as circulated): APPROVED v) Internal financial controls (as circulated): APPROVED. The controls document formalises existing practice. Cllr Ashton confirmed as the designated member for next bank reconciliation checks. <p>The parish council website template has been changed by the provider and currently looks unsatisfactory. The Clerk is liaising with the company</p>
260304/16	<p>Planning Matters:</p> <p>Adlestrop legal costs: Adlestrop Parish Council requested a £1,000 contribution towards legal costs incurred in challenging prior notification decisions 25/03407/OPANOT and 25/03404/AGRPAN. The total cost was approximately £3,000 (instructing a junior KC). Evenlode Parish Council committed £1,000 and private individuals in Adlestrop committed £2,000. Broadwell was not consulted before the expenditure was incurred. Members unanimously DECLINED to contribute to this round but agreed that the three parishes should work more closely together on future planning challenges, and that the council should be involved from the outset in any joint expenditure decisions. The Chair will respond to Adlestrop.</p> <p>Planning applications: None to consider.</p> <p>Tree applications: The Clerk confirmed she screens all tree applications in the conservation area and will bring significant ones to the council. All trees above a certain diameter in the conservation area are automatically protected. Members were encouraged to sign up to CDC planning alerts to receive applications directly.</p>
260304/17	<p>Cotswolds District Local Plan / Biodiversity:</p> <p>Biodiversity survey: Cllr Ross reported that a volunteer water-testing group has been established in partnership with the Evenlode Catchment Partnership, taking over monitoring previously done by a volunteer from Moreton. Two years of data show reasonable water quality in the village but the Evenlode itself is in poor ecological condition. Species sightings are being recorded on the local authority environmental register so they are captured in future ecological assessments.</p> <p>A quote of £2,940 has been obtained from the consultancy arm of Gloucestershire Wildlife Trust for a baseline habitat survey covering the village green (brookside), the Chapel Street–Penn Lane footpath, Watery Lane and the Tydes, the spring area, and the churchyard. The church is supportive but unable to contribute financially. APPROVED IN PRINCIPLE up to a maximum of £2,940, subject to the Clerk obtaining at least one further quote. Grant funding for this type of work to be investigated.</p>

	<p>Heritage / planning consultancy: Cllr Ross also reported a quote received for professional planning support through the Local Plan process (reviewing Regulation 18 options, advising on conservation area character appraisal, national planning policy changes, and Regulation 19 response). The consultant's view is that a full Neighbourhood Plan may ultimately be needed. No decision was taken; the quote was noted for future consideration. Members discussed the importance of establishing baseline evidence (environmental, heritage, community) ahead of anticipated development pressure.</p> <p>The county council's Nature Recovery Plan provides useful benchmarking data. NOTED.</p>
260304/18	<p>Broadwell Village Plan Working Group:</p> <p>Approximately 125 survey responses have been received. The results will be reviewed shortly. The biodiversity and heritage workstreams discussed under item 17 will feed into the village plan evidence base. A budget of £300 was approved for incidental expenses such as printing.</p>
260304/19	<p>For Information:</p> <p>The clerk confirmed that siting stones or other items on verges to protect them from vehicles on verges were not approved by GCC.</p>
260304/20	<p>Next Meeting: Wednesday May 6th 2026 at 7.00 p.m. (following the Annual Parish Meeting)</p>

Approved By _____ Date _____