

Broadwell Parish Council

The meeting opened at 19:05hrs

Members Present: Councillors Rebecca Ross (RR), Acting Chair, Emma Ashton (EA), Kate Burtonwood (KB)

Co-optees present – Laurie Wilcox (LW), Henry Kenner (HK) & Katie Tweedle-Kearney (KTK)

Members of Public – 0 (MOP) **Officer:** Debbie Braiden, Proper Officer

Minutes Broadwell Parish Council 9 th July 2025		
2507/1	Apologies	Apologies were received from Cllr Leonard. As Cllr Leonard (Chairman) was absent, Cllr Rebecca Ross was elected to chair the meeting.
2507/2	Interest declaration	<p>1 No Members declared any disclosable pecuniary or other interests in agenda items. Note: EA's previously declared interest in the flood plan remains valid, following the Council's Code of Conduct and the Localism Act 2011.</p> <p>2 No requests for dispensation were received.</p> <p>3 No dispensation forms were submitted.</p>
2507/3	Reports & Public Recess	<p>1. The District and County Councillors were not present. The District councillor's report can be found on the council's website. See link District Councillor Report July 2025.docx</p> <p>2.1 Public Issues Raised by Councillors: RR queried why the grass behind the Tites bus stop remains uncut. ACTION: RR to contact Peter to request the area be strimmed.</p> <p>2.2 Co-option of New Members: Applications for Laurie Wilcox, Henry Kenner, and Katie Tweedle-Kearney were approved. ACTION: The Clerk to create email accounts for the new councillors.</p>
2507/4	Minutes	<p>1 The Parish Council's Annual Meeting Draft Minutes held on 29 May 25, were approved as a true record and were signed by the Chairman. RR.</p> <p>2 Action points from the meeting were reviewed. Some remain outstanding.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Clerk to follow up on incomplete items • HK to confirm permissible dredging times for the pond • KTK to contact The Fox Public House regarding ownership and maintenance of land behind the pond (concerns: overgrown area and hanging branch) RR expressed concern over the structural integrity of the pond's stone boundary wall.
2507/5	Projects	<p>1. EA and RR reported on their meeting with Rhodri Grey and Bob Skellern (Highways, Gloucestershire).</p> <ul style="list-style-type: none"> • White gates will be installed before the Church and on Oddington Road (only one gate fits on the left side at Oddington Rd).

Broadwell Parish Council

		<ul style="list-style-type: none"> GCC's countywide "road safety blanket" is hoping to implement 20 MPH zones and optional 50 MPH limits on main roads, with information from consultees to be received by September 2025. ACTION: The Clerk to register Broadwell for inclusion. 30 MPH road markings will be repainted in red at Oddington Road and near the Church; white markings will be used on Broadwell Hill. "Shark teeth" markings will be added near the gates. ACTION: EA and RR to respond to Highways. <i>Note: Full Highways report attached to the minutes.</i> <p>2 Cllr David Cunningham (DC) confirmed that flood plan funding remains available from GCC. He has contacted Lawrence King (CDC drainage engineer) for an update. POST MEETING NOTE: Mr King has since responded informing that other projects were prioritised due to recent flood events. No incidents reported in Broadwell within the past year, so it was deemed not a priority. CDC Legal awaits a scheduled date to complete project documentation. ACTION: Clerk to send £3,000 invoice to Bob & Rhodri.</p> <p>3 KTK to continue monitoring parking on Kennel Lane.</p> <p>4 EA reported no response from Simon Escreet. ACTION: KTK to obtain another quote from a Chipping Campden firm.</p> <p>5 Tree replacement on The Green to be removed from the agenda; two replacement trees have been planted.</p>
2507/6	PLANNING	<p>1 No new applications listed in Appendix A. However, two applications noted in the District Councillor's report were missed due to the Clerk's transition. No comments to be submitted for the following:</p> <ul style="list-style-type: none"> Prior notification for the construction of a private road for agricultural machinery and livestock access Quinmoor Farm Evenlode Road Broadwell Gloucestershire Ref. No: 25/01886/AGFO Validated: Thu 19 Jun 2025 Status: Awaiting decision Compliance with condition 4 (Barn C Roof Structure) of consent 23/03964/LBC- Re-roofing of barns and timber repairs Broadwell Farm Broadwell Moreton-In-Marsh Gloucestershire GL56 0TU Ref. No: 25/01837/COMPLY Validated: Mon 16 Jun 2025 Status: Awaiting decision <p>2 There was no planning correspondence received.</p> <p>3 No comments were made by email with delegated authority (Minute 221109/8/3 & Broadwell PC SO 15/b).</p>

Broadwell Parish Council

2507/7	Play & Defib	<p>1 The Clerk confirmed Laura will be added to the Community Heartbeat Webnos system to register checks.</p> <p>2 Cllr Wilcox volunteered to oversee play area checks.</p> <p>Note: ROSPA annual check completed in April.</p> <p>ACTION: The Clerk to arrange safety training for Cllr Wilcox.</p>
2507/8	Clerk Items	<p>1 Clerk's May & June 2025 timesheets were approved and signed by the Chair.</p> <p>2 Next agenda to include: Eckersley donation and redundant wires around the village.</p> <p>3 New Clerk appointment approved effective 01/08/25. Contracted for 20 hours/month at scale point 24 (rising to 26).</p> <p>ACTION: Clerk to draft new contract.</p> <p>4 Outgoing Clerk's 2.5 hours of carried-over leave (2024/25) approved for payment.</p>
FINANCE		
2507/9	Receipts	Interest and income of £14,710.34 for the 1 st quarter, April, May & June was approved . It was noted this included 1 st Precept, VAT for 24/25 & CIL money £3611.64.
2507/10	Payments	Payments of £1,803.79 for the 1 st quarter, April, May & June were approved . Clerk noted standing order for the outgoing clerk was paid on 1 July in error. The £220.20 was refunded (£300 minus what he was due for payment from this meeting) by the outgoing Clerk and the standing order was cancelled.
2507/11	Payments List	All payments are approved as scheduled in Appendix B.
2507/12	Budget	Q1 budget reviewed. £292 paid in salary and mileage to outgoing Clerk. The year-end salary budget may be impacted due to overlap during both handovers.
2507/13	Banking	<p>1 Retrospective approval was granted for fund transfers to a new savings account opened by EA & RR. All approved £25,000 transfers from the two existing Lloyds accounts to safeguard funds during Clerk changeover and benefit from improved interest rates.</p> <p>2 It was noted that the new clerk will open and sign up to Unity bank.</p>
2507/14	Regular Payments	<p>Clerk given delegated authority to process regular monthly and annual payments as listed below:</p> <p>Clerk monthly pay by standing order on 1st of each month</p> <p>ICO Data annual charge DD</p> <p>HPI instant ink monthly subscription</p> <p>Microsoft Cloud monthly subscription</p> <p>Lloyds Bank monthly charges – until Unity bank is open.</p>
2507/15	Audit	Clerk confirmed previously approved Internal Auditor could not be used due to GAPTC's online submission deadline closing early May, and as the PC Annual

Broadwell Parish Council

		Meeting was late 29 May, an alternative independent Internal Auditor (Sharon Tupman- Accountant) was appointed to meet the 30th June deadline and avoid penalties. Members confirmed Sharon to be independent from the Council. The IA report was noted by members, with there being no valid recommendations made.
2507/16	Insurance	Insurance review deferred to next meeting, with specific attention to volunteer cover.
SUNDRY ITEMS		
2507/17	Correspondence	The correspondence list was noted in Appendix C with no comments made.
2507/18	Close	The meeting was closed at 8.40 pm and confirmed the next meeting as 17th September 25 as the next Parish Council Meeting & 19 th November 2025.

Meeting Notes for Highways 9th July – Present: Cllrs Ashton, Ross & Highways, Rhodri Grey & Bob Skillern

1. 20mph Speed Limit

- We understand your interest in securing funding for the 20mph speed limit proposals. As was identified during our site visit and confirmed by our collision database [see below] there have been very few injury collisions recorded in the area over the latest five full years (2020 onwards). Consequently, funding for a 20mph scheme cannot be allocated from our road safety collision reduction budget, which is primarily focused on areas with a higher incidence of injury collisions.

We are aware of the broader aspiration for 20mph limits, including those discussed within the Liberal Democrat manifesto. Please see attached circulated email invitation to all parish councils, encouraging them to highlight areas where they would like to see 20mph limits implemented. This initiative could potentially serve as a viable pathway for requesting and securing funding for your proposed scheme.

2. Highways Local

- RG to check existing highways local commitments. In the meantime, the Parish Council are to email the works invoice to Bob Skillern.

3. Highway extent at The Smithy

- Please see adopted highway extent highlighted below in blue, it extends up-to the property and includes the track.

4. A429 Double White Lines

Broadwell Parish Council

- Bob Skillern to speak with the police to see what adjustments might be acceptable.

5. Gateway signs - 2 x sites agreed for white gateways. One adjacent to property Templis [GL56 0TU], second site west of St Paul's Church, both on the C132 .

6. Kennel Lane - Outside the Old School House - New Aco channel installation agreed with Bob Skillern, drainage to fall in a south westerly direction.

Additional works to include, ongoing discussions with district council regarding land drainage, 30mph roundel refresh, writing to the owners of Manor Farm regarding obstruction, installing new crossroads signs on the A429 and community maintenance team to clear gully outside the church.

We appreciate your collaboration and the valuable input from the Parish Council. We will endeavour to implement these actions as swiftly as possible and will keep you informed of our progress.

ACTIONS:

To create new email addresses for co-optees and Clerk to follow up on incomplete items from May.

HK to confirm permissible dredging times for the pond

KTK to contact The Fox Public House regarding ownership and maintenance of land behind the pond (concerns: overgrown area and hanging branch) RR expressed concern over the structural integrity of the pond's stone boundary wall.

RR queried why the grass behind the Tites bus stop remains uncut. ACTION: RR to contact Peter to request the area be strimmed

Clerk to register BPC with blanket County 20 MPH at GCC. Completed.

EA and RR to respond to Highways.

Clerk to create new contract for new clerk.

Clerk to send invoice for £3k to Bob Skillern – completed.

KTK – To obtain a new quote from Chipping Campden firm for land registry.

Clerk to obtain play safety training for Cllr Wilcox.

HK to find out best time of year to dredge pond – Completed.

DRAFT