

**BROADWAY PARISH COUNCIL**  
**MINUTES**  
*of ANNUAL MEETING OF COUNCIL*  
*held at 5 Russell Square, High Street, Broadway,*  
*on Thursday, 24<sup>th</sup> June 2010, at 7.00 pm*

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Before opening the meeting, the Chairman stated it was with regret he announced the death of a former vice-chairman of the Council, Mrs. Lesley Auden, who passed away peacefully on 7<sup>th</sup> June. Representing the Parish Council, he and the Clerk attended her funeral at Worcester Crematorium.

PRESENT: District Councillor D. W. Folkes, Councillors T. L. Greig, R. Haslam, L. Keane, Mrs. A. Locker, F. L. Penny, N. Robinson, Mrs. S. Stephenson, Mrs. J. M. Stock  
 Also present: David Lavender (County Council Project Liaison Engineer)  
 Evesham Journal, Evesham Observer, J. Vincent (Broadway Trust)

- (1) APOLOGIES FOR ABSENCE: Councillors Shaw, Williams, Toye Mrs. Wilson.  
 WPC Greenhouse, West Mercia Police  
 Letters/e-mails of apology were received from all the above and accepted
- (2) DECLARATIONS OF INTEREST: None
- (3) POLICE REPORT:

An e-mail was sent by WPC Greenhouse, stating that two domestic burglaries had occurred in the last month, both properties being detached, off the road and fairly isolated, and similar burglaries had taken place in Laverton and Beckford on the same day. The Police believed these incidents were linked and the burglary investigator was working with other Forces in an attempt to identify suspects. The Police advised everyone to be vigilant as this type of crime was particularly personal and traumatic for the victims. Any suspicious sightings of people or vehicles should be reported to the Police as soon as possible.

Speed enforcement had been carried out on Snowhill Road three times during the last month, and Station Road would be targeted in due course.

As part of a two year investigation conducted by WPC Greenhouse in Wickhamford and Broadway, the perpetrator of a fire in Broadway in March had pleaded guilty in court and would be sentenced in August.

Finally, the Police reported there were no major problems during the recent Arts Festival and the visit of Giffords Circus.

There were no comments or issues to be forwarded to the police from councillors.

## (4) MINUTES OF PARISH COUNCIL MEETING HELD ON 27:05:10:

Proposed by Councillor Greig, seconded by Councillor Haslam, the Minutes of the Meeting held on 27<sup>th</sup> May 2010 were unanimously approved, and were duly signed and dated as a true record.

## (5) COUNTY AND DISTRICT COUNCILLORS' REPORTS:

A report from County Councillor Mrs. Eyre was circulated and the key points were highlighted. There were no further comments from councillors, and a copy of the report is available upon request.

David Lavender, County Council Project Liaison Engineer, was in attendance and gave the Parish Council an update on flooding issues including the balancing pond, and distributed a working draft report to all councillors which is confidential and is data protected. Parish councillors were asked to respect this as a confidential document, and it could not be distributed to the public. Mr Lavender stated that if the public would like information regarding the report through the Clerk, a document could be prepared for members of the public which would, however, contain a disclaimer clause as the last paragraph and which would probably not be accepted by most insurance companies.

## (6) CLERK'S REPORT AND CORRESPONDENCE:

The Clerk had been instructed to further investigate the delays in the building of the new toilet block in the Activity Park, and had contacted architect Geoffrey Bowman who informed him that there were several problems resolving drainage and service issues in Keytes Lane as it was a public right of way. The application for these works had now been submitted which required six week's notice and, therefore, it was hoped that construction would be able to commence shortly after that time. The Clerk was asked to keep the Council informed of any updates.

The County Council Contracts and Programme Unit had asked for information on the following matters regarding Winter Service for season 2010/2011 :-

- Identification of areas within the parish which are a particular problem in times of severe weather;
- Identification of key areas which either have or require to have a grit bin. These bins must meet the County Council's criteria before new bins can be provided;
- Would the parish be able to assist with monitoring grit bin stocks and reporting low stocks or damage to the County Council?
- Identification of key areas which need to be cleared by snowploughs in severe weather conditions;
- Identification of any farmers or small contractors who might have suitable equipment for snow clearing. The County Council could then approach them to ask if they would be willing to enter into an agreement with the County Council for helping out in case of severe weather;
- Identification of any farmers or landowners who are likely to have sufficient undercover areas in which the County Council could store an emergency grit supply;
- Would the Parish lengthsman be available to help out in cases of severe weather?

Kate Worrall of Girlguiding UK had written to thank the Parish Council for their very generous donation of £100 towards the fundraising for the Worcestershire Girl Guiding International Trip. The Guides recently held a fundraising event on the small green to help towards this trip. A presentation evening was being planned for the autumn to which the Parish Council would be invited.

Details had been received from the District Council regarding Rural Play Initiative Grants 2010. Grant Application packs would be obtainable from the District Council with a closing date of NOON on Friday, 13<sup>th</sup> August.

Grateful thanks were received from the Cricket Club for the additional grant of £750 towards the cost of a new mower. The Club was earnestly raising further funds to meet the total cost.

The Footpath Officer, David Jelfs, had advised that the following paths had now been cleared:

- 552 Back Lane to Library
- 644 Back Lane to Morris Road
- 521/522 Walnut Close to back of The Sands

The Clerk had returned the documentation to the external auditors, Clement Keys, relating to the annual audit. Although the accounts of the Council were within the £200,000 limit, the auditors had selected Broadway as one of the five per cent sample parishes. The Parish Council, therefore, had to complete an intermediate audit, but would only be charged for the basic audit. Closure of the audit was awaited to complete this year's process.

Wychavon Citizen Advice Bureau had acknowledged with thanks a donation of £200 from the Parish Council.

The Clerk had been asked to investigate the graffiti in the Leamington Road bus shelter, and contacted the District Council to ascertain what means their contractor used to remove graffiti. The contractor had agreed to supply a test sample which the Parish lengthsman will try out on the bus shelter and report back accordingly.

Broadway and Towerview Playschool had requested some form of fencing to be placed around the younger children's area in the Activity Park, stating that many parents had difficulty in managing more than one child when the space was so open. The Playschool had carried out its own risk assessment and had decided not to use this facility as it was considered a ratio of one adult to one child was necessary to ensure all are safe which was not practical. The Clerk forwarded a copy of the Playschool's letter to the Parish Council's Playground Inspector, who replied that due to the location of the play facilities it was not considered that any fence should be provided, and if the Playschool had a number of children to supervise it was then its responsibility to provide an adequate level of supervision to ensure the safety of their charges.

The Chairman stated that the Playgroup were not obliged to use the facilities and, therefore, it was their choice, but this would not stop individual parents and children using the facilities.

It was decided to accept the advice of the Playground Inspector and not to install fencing, and the Clerk was instructed to write to the Playgroup and advise them of this decision.

The Market Pantry in the High Street had applied for a Section 115 Licence to enable chairs and tables to be placed outside the property.

The Parish Council commented that the property was up against the pavement and there was insufficient room for tables and chairs. It was also felt that this could set a precedent and, if allowed, the High Street could become more congested at a time when the Parish Council was trying to tidy up the pavements by restricting the number and siting of A-boards.

It was proposed by Councillor Haslam, seconded by Councillor Greig, and all in favour, that the Parish Council should object to this licence being granted, and the Clerk was instructed to write with its objections to the County Council.

The first phase of the repainting of the street columns in the village was started last year, and it was proposed by Councillor Penny, seconded by Councillor Greig, and carried unanimously, that the second phase should now be continued with Leamington Road and the two housing estates as the next areas.

(7) REPORTS – VARIOUS GROUPS AND COMMITTEES:

**Giffords Circus:** Neil Gifford had e-mailed the Parish Council the following report: “Ticket sales were excellent and feedback from customers was very positive, both about the show and Broadway. Local people seemed highly supportive, often popping to the box office for a chat and to offer encouragement. We ran vaulting workshops for two of the local schools, organised in conjunction with Dr. Neil Townshend. These went really well and seemed to really benefit the children. The whole company enjoyed the time spent in Broadway, and we would be delighted to return again next year with continued and increasing support from local people and traders.”

It was agreed that the circus was a great success and no concerns were raised by councillors. It was unanimously agreed to write to Giffords Circus inviting them back again next year.

Concerns were raised regarding the entrance to the Hunt Field and the need for a more appropriate surface to be laid to this entrance. It was agreed that this matter should be taken up with the North Cotswold Hunt, and the Clerk was instructed to contact them.

**Activity Park update:** There were now two new additional waste bins in the Park and the commercial waste bin had arrived which would be emptied twice a week. Councillors were asked to contact the Clerk if they knew of anyone who would be willing to remove the waste bin bags and place them in the commercial waste bin each Monday.

In addition to the three original offers, two replies had been received to the notice placed in the Evesham Journal requesting interested parties to get in touch with the Parish

Council regarding the selling of ice creams etc. in the Park. Further details had been requested. It was proposed by Councillor Greig, seconded by Councillor Haslam, and carried unanimously, that all offers would be assessed during early July by the Recreation Ground Committee and the Emergency Committee so that facilities could be provided during the school holidays.

**Visitor Management Meeting:** The following matters were discussed at a meeting held on 02:06:10 :-

- **Car Park signs** – the proposed sites for the new signs were agreed and the work would be completed by 11:06:10 ready for the opening of the Arts Festival. The total cost of the signs together with installation would be £1,948. Contributions to date from the Visitor Management Group budget, the District Car Parking Team and the Tourist Information Centre, totalled £750, and it was hoped that a further £100 would be received from the Traders' Association. It was proposed by Councillor Mrs. Stock, seconded by Councillor Penny, and carried unanimously that a further £250 should be donated by the Parish Council.
- **Improvements to verges outside Lloyds Bank and St. Patricks** – the Chairman and the Clerk had arranged a meeting with Roy Fullee from County Highways to discuss the various options to improve the present state of the areas concerned.
- **Improved visitor information** – the new map, including advertising, was almost ready to be placed in the car parks.
- **Signage** – County Councillor Mrs. Eyre circulated the updated information on policies relating to signage, including A-boards, and it was agreed that the Traders and Broadway Trust would meet to formulate a joint approach of business signage in the village

(8) **BROADWAY COMMUNITY AWARD 2010:**

Notices promoting this annual scheme, intended to recognise the efforts of our citizens who do so much for the village without personal reward or benefit, had been placed on the village noticeboard, at the Church, and at the Library. Nominations should be submitted to the Clerk no later than Friday, 17<sup>th</sup> September (reasons must be given in writing for choosing the person nominated on no more than one side of A4 paper). The decision of a winner was delegated to the Finance Working Group.

All councillors were asked for their input into nominations.

(9) **PLANNING:**

Parish Council comments:

**MEETING: 01:06:10**

Application W/10/01125/ET

**MR. D. PORTER**  
Stoneyroyd, Station Road  
Extension of Time application of planning approval  
W/07/00401/PN granted on 21:05:07 for new  
bungalow adjacent to Stoneyroyd

The Parish Council object to this extension of time when the application was first granted (21:05:07)

- Application W/10/00841/PP **MRS. M. T. WRIGHT**  
 Quilter Cottage, 25 Church Street  
 Replacement window (proposed to be exactly as existing).  
 The Parish Council raised no objections to this proposal
- Application W/10/00745/CU **MR. N. TABOR**  
 Lybrook Farm, Snowhill Road  
 Change of Use (retrospective) to retain farm access road, retention of storage area, plus new fencing, parking of non-agricultural vehicles and use of part of farm office by others  
 and W/10/00269/PN New farm building for storage of farm machinery together with storage of cattle fodder and bedding straw – **Amendment** dated 14:05:10 – description amended to change of use of the proposed building  
 00745/CU – the Parish Council raised objections to this proposal as it was considered to be overdevelopment of the site  
 00269/PN – the Parish Council raised no objections to this proposal
- Applications W/10/00806/PN **MR. & MRS. BEACON**  
 and W/10/00807/LB Dove Cottage, Colletts Fields  
 Division of cottage into two properties and extension to rear property.  
 The Parish Council objected to this proposal on the grounds that there is insufficient parking
- Application W/10/01158/PN **MR. J. MOULD**  
 Cotswold House, 21 The Green  
 Erection of two dwellings  
 The Parish Council unanimously and strongly raised objections to this application on the grounds that it is an overdevelopment of the site. Should permission be granted, the businesses within the arcade would be greatly affected during the build. The applicant is applying for two parking spaces within the development but there is no historical evidence of any parking on this site since the arcade was built some thirty years ago. The current entrance to the arcade is used solely by pedestrians and is not suitable for access to vehicles which would pose a constant danger to people using the arcade and walking through to the car park and toilets at the rear. Furthermore, the arcade is gated and locked during night-time for security reasons.
- Application W/10/01008/PN **DIOCESAN SCHOOLS COMMISSION**  
 St. Marys RC Primary School, Leamington Road  
 Erection of temporary classroom to provide suitable teaching accommodation  
 The Parish Council raised no objections to this proposal
- Wycharon Approvals:**  
 W/10/00733/PP Mr. K. Grant, Cobblestones 3A The Green  
 Proposed timber framed and glazed porch  
 W/10/000582/PP Ms. A. Hope, Mawnan Paddock, Springfield Lane  
 Erection of 2-storey porch to front elevation and replacement of conservatory to rear.  
 W10/00841/PP Mrs. M. T. Wright, Quilters Cottage, 25 Church Street  
 Replacement window (proposed to be as existing)

(10) **SCHEDULE OF PAYMENTS (net of VAT) and RECEIPTS between 20:05:10 and 16:06:10 :**

**PAYMENTS:**

Kompan Limited / Activity Park maintenance	25.04
K. Beasley / Clerk's salary – May	1,135.37
G. A. Tomkins / Asst. Clerk's salary – May	486.70
Aon Limited / insurance premium	8,121.28

Wychavon District Council / business rate	65.00
Worcestershire County Council / pension re Clerk	366.34
E.ON / electricity for Green	29.97
Cotswold Building Supplies / Activity Park maintenance	9.73
GBD (Evesham) Limited / mowing	583.30
Wychavon District Council / waste bin charge	314.90
Maurice Parkinson contract / repair of youth club fence	25.00
Proludic / Activity Park maintenance	32.49
Sims Garden Machinery Limited / Activity Park maintenance	180.84
Jack Harris Gardening / Activity Park maintenance	155.00
Wychavon Citizens' Advice Bureau / annual donation	200.00
24/7 Security / security	89.00
Worcestershire Girl Guiding / donation	100.00
B & W Hire Ltd / Activity Park hire of toilets	277.20
C. Thomas / Activity Park maintenance	140.00

**RECEIPTS:**

Signpost / contribution to electricity	80.63
Fairground / rent	27.50
HM Revenue & Customs / on-line incentive payment	75.00
Rooftop Housing Group / sponsorship of toilet	100.00
Lloyds TSB / interest	3.24

All payments have been verified by the Clerk together with two nominated signatories.

**(11) COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS:**

Councillor Mrs. Stock reported that vehicles were now parking at the top of Bloxham Road on both sides of the road where they are no yellow lines, and is an overspill from the car park.

Councillor Mrs. Stephenson added that parking in Station Road was increasing and vehicles were now parking as far up as Bredon Court causing problems when exiting these properties due to lack of view when pulling out. The Clerk was instructed to report the above two matters to County Highways.

Councillor Robinson suggested that the Parish Council write to the Chairman of the Arts Festival to congratulate all concerned on the Arts Festival event. It was agreed to do so, but there were two abstentions to the request.

The Chairman closed the meeting at 8.00 pm and opened the following agenda item.

(12) PUBLIC INFORMATION SESSION:

Mr. Ruddell commented that the decision by Giffords Circus to only have disabled parking in the Hunt Field was to be commended, as this allayed any fears the Parish Council and several residents had about the increased traffic in the High Street while the circus was in Broadway.

Mr. Vincent commented that Mr David Lavender had said that the drains were inspected in October, but he felt that the floods in 2007 took place in July and that a more appropriate time to inspect would be in Spring. County Councillor Mrs. Eyre said that this point would be taken forward.

The Chairman finally closed the meeting at 8.03 pm

Date and Time of next Meeting:  
Thursday, 26<sup>th</sup> August 2010, at 7.00 p.m.