

M I N U T E S
of PARISH COUNCIL MEETING
held at 5 Russell Square, High Street, Broadway,
on Thursday, 23rd August 2012, at 7.00 pm

PRESENT: Councillor D. W. Folkes (Chairman), Councillors Dr. R. Clements, Miss D. Hardiman, R. Haslam, L. D. Keane, N. Robinson, Mrs. R. V. Rogers, Mrs. S. Stephenson, Mrs. J. Stock, J. Williams, Mrs. C. Wilson

Also in attendance: Environment Agency/Mr. A.Perry, Broadway Trust/J.Vincent, County and District Councillor Mrs. E. Eyre, District Councillor B. Parmenter, Evesham Journal

Due to an excessively large number of residents wishing to attend the meeting in connection with Agenda Item 10 (South Worcestershire Development Plan), the Chairman proposed that an extraordinary meeting should be called in order to discuss this particular matter. Agreement was reached to this proposal and the Clerk was instructed to make the necessary arrangements as soon as possible.

- (1) APOLOGIES FOR ABSENCE: Councillors Penny and Mrs. Locker, West Mercia Police (apologies received and accepted).
- (2) ADOPTION OF NEW CODE OF CONDUCT: Under the Localism Act 2011, as at the 30th June 2012, the old Code of Conduct ceased to exist. The Parish Council needed, therefore, to adopt the recommended standard Code of Conduct. A copy of this was circulated to all councillors prior to the meeting, and its adoption was proposed by the Chairman, seconded by Councillor Mrs. Stephenson, and carried unanimously.
- (3) DECLARATIONS OF INTEREST: There were no declarations of interest. The Clerk thanked all members of the Council for completing and returning the new Register of Members' Interest form to the District Council by the due date.
- (4) POLICE REPORT: PC Emma Burrows had forwarded apologies for non-attendance at the meeting, but had e-mailed the following report to be read by the Clerk –
 An attempted theft of the cash machine at HSBC in the High Street had been carried out on the 17th August at 5.15 am. This was being investigated by Pershore CID, and an appeal for information had been made.
 A person well known to several police forces for burglaries had been secured and returned to prison. PC Burrows hoped that this would have a positive impact on the number of break-ins, but reminded residents to be vigilant.
 There had been an incident of a rogue caller in the village, and vigilance was again called for with the advice to use door chains at all times. PC Burrows stated she would be happy to talk to anyone, either individually or as a group, in relation to this type of incident.

(5) MINUTES OF PARISH COUNCIL MEETING HELD ON 21:06:12:

Proposed by Councillor Mrs. Wilson, seconded by Councillor Haslam, the Minutes of the Parish Council meeting held on 21st June 2012 were unanimously approved, and were duly signed and dated as a true record.

(6) PRESENTATION / FLOOD ALLEVIATION SCHEME:

The Chairman invited Mr. Anthony Perry of the Environment Agency to give an update on the proposed project for Broadway, Childswickham with Murcot, who reported that the scheme was progressing with Broadway within the programme. There is commitment from the Regional Flood Defence Committee to go ahead with detailed designs which have gone out to tender and which will be completed during the next two months. There are issues regarding the affected landowners concerning valuation of land, etc. and, therefore, meetings are being arranged to discuss and understand these concerns. The hope is that agreement can be reached since the more cost-effective the project is the higher up the list it will be prioritised.

A question was put forward regarding the timescale for commencement of the project, and Mr. Perry stated that the process would be a long one with a planning application required and full environmental impact assessment, but he hoped that a full planning application could be put in next summer with construction work commencing the following summer subject to several factors being agreed upon.

A further question was raised regarding annual maintenance once the project was completed and was the Parish Council expected to fund this. Mr. Perry replied that maintenance would be required, including grass cutting etc., but until completion of the detailed designs it was not possible to envisage actual costs.

On behalf of the Parish Council, the Chairman thanked Mr. Perry for his informative presentation, and requested that regular updates on progress be forwarded to the Clerk.

(7) COUNTY AND DISTRICT COUNCILLORS' REPORT: A copy of County and District Councillor Mrs. Eyre's report was circulated to all councillors, with a copy being available at the Parish Council office.

(8) CLERK'S REPORT AND CORRESPONDENCE:

A letter was received from the Chairman of the District Council, Councillor Morris, offering his support to any event which the Parish may be holding during the next twelve months.

Approximately seventy thousand concessionary travel passes are due to be renewed by May 2013, and the County Council Customer Services will be informing customers over the next ten months to renew their pass, free of charge, for a further five years. Should any residents have any queries regarding this process they are advised to contact the Clerk who will put them in touch with the appropriate authority.

The District Council Electoral Services Manager had requested the help of the Parish Council regarding publicity for the annual canvass for the register of electors. A poster was displayed in the Parish Council office.

The Agreement had been signed regarding the sale of ice creams/cold drinks in the Activity Park and a deposit cheque had been received.

Clement Keys had given an unqualified audit opinion for the Annual Return 2011/12, and the statutory Notice of Conclusion of Audit was displayed on the village notice board for the mandatory fourteen days.

To report a fault with any street light simply make a note of the number displayed on the column and the type of fault, and contact FREEPHONE 0800 137 352. A poster is displayed in the parish office and on the parish notice board, and a copy had also been sent to all councillors for them to report any faults directly within their area.

The government will soon decide whether the facility to obtain driving licences, vehicle tax discs, and other DVLA services, will continue at Post Offices. The Transport Secretary was being asked to support the Post Office's bid to retain the DVLA contract, and the Minister for the Cabinet Office was being asked to support the Post Office's efforts to win new government work. The National Federation of sub-Postmasters requested action to be taken by the completion of an action card addressed to your Member of Parliament. This card is available in the Parish Office and copy had been sent to all councillors.

The supply of dog foul bags was running low, and all councillors were agreeable that the Clerk purchase a further supply.

The Clerk was asked to obtain quotations for the renovation of the War Memorial and had received three replies ranging from £1,844 to £7,512. After discussion, it was unanimously agreed to accept the lower quotation and to contact the War Memorial Trust from whom a grant was available.

There had been an issue with the water supply to the Village Green, and the Clerk had contacted Severn Trent Water Authority who informed him that a measured standpipe would be required at a cost of approximately £390.00. As the supply of water to the Green was essential for users holding fetes, etc., councillors unanimously agreed to purchase the standpipe, the cost of which to be shared by the Broadway Trust.

A letter had been received from a resident of Broadway Park offering to purchase a bench to be placed in the activity park in memory of his late wife, who enjoyed happy times there with her family and grandchildren. A second offer had also been received to purchase a bench, and as the siting of a bench at the bus stop in the High Street by Keil Close had previously been requested, the Clerk informed the potential purchaser of this to which no objection was raised. Councillors unanimously agreed to accept both kind offers, and the Clerk was instructed to make the necessary arrangements.

Nominations for the 2012 Community Award were being sought which is a wonderful opportunity to nominate someone in recognition of their hard work for the village without personal reward or benefit. All nominations were requested to be sent to the Clerk as soon as possible.

The County Council had asked for assistance from the Parish Council regarding a public broadband survey. A faster broadband was vital for local businesses and residents and Worcestershire's Councils and partners were working to increase broadband schemes. The survey would help to provide evidence for this demand, and a copy had been circulated to all councillors for completion. Additional copies were available at the Parish office and a supply of the business surveys were passed to the Traders' Association for circulation.

A meeting of the Arts Festival would be held on Monday, 8th October, at the Lifford Hall, commencing at 6.30 pm, in order to discuss its future, and it was agreed that the Clerk would attend as a representative from the Parish Council.

The new map of Broadway was now in situ in the revamped notice board outside Croft Villa. The thanks of the Parish Council must go to the Visitor Management Group which paid for the map, and to Maurice Parkinson, our lengthsman, who completed the necessary work.

The Clerk was instructed to investigate the damaged barrier at Shear House car park, and was informed by Rooftop Housing that the matter had been taken over by the District Council, who stated that the barrier would be permanently removed, giving assurance that sufficient emergency exit signs were in place. The situation would be closely monitored to ensure proper use of the exit. After discussion, councillors were in agreement that the barrier should be reinstated as it was understood to be part of the planning application, and the Clerk was instructed to check whether this was the case.

The Chairman, Councillors Miss Hardiman and Mrs. Wilson, together with the Clerk, attended the end-of-year leaving assembly at St. Mary's Primary School, to present a commemorative Jubilee medal to each of the children. A letter of thanks was passed to the Chairman from the Governors, Staff and Pupils for the excellent support given to the school during the academic year. The Chairman also attended Broadway First School to present medals to their pupils.

A fund raising event for the Broadway/Childswickham/Murcot flood relief scheme would be held at the Regal Cinema on Saturday, 22nd September, commencing at 7.00 pm. Posters would be distributed around the village and copies sent to all councillors.

The County Council Traffic Management Engineer had sent details of the proposed prohibition of waiting at any time order in Station Road, a copy of which was circulated to all councillors. The proposed scheme would introduce a stretch of road where no parking would be allowed, thereby producing a 'passing bay'. Councillors

were of the opinion that any measures to reduce the parking problem in this area should be supported, but it was suggested that more 'H' bars should be put in place and suggested that single lines be considered. The Clerk was instructed to forward these comments to the Traffic Management Engineer.

The Clerk was instructed to contact David Lavender of County Highways for an update on the culvert at the top end of the High Street, and was informed that investigative work had been delayed due to the wet weather but would be completed as soon as possible. The Clerk reminded Mr. Lavender that the black tarmac had still not been replaced by the coloured tarmac as promised, and was assured that the work would be completed as soon as possible.

On Friday, 17th August, the Chairman and the Clerk represented the Parish Council at the official opening of the end of the Wychavon Way in Broadway.

(9) REPORTS OF VARIOUS COMMITTEES AND GROUPS:

Finance Working Group: Meetings were held on 31st July and 13th August.

- A letter had been received from Broadway Arts Festival thanking the Parish Council for its contribution towards the 2012 event.
- It had previously been agreed that monies raised from the Jubilee celebrations should be given to the organisations which had assisted with the event. In conjunction with the Jubilee Organising Committee, the Group recommended the following donations - Broadway Football Club and Broadway Cricket Club who ran the bar - £450.00 each, GWR who supervised the overflow car park - £50.00, and Prince Henry High School Jazz Band - £50.00. All councillors were in agreement that these donations be awarded.
- Funding applications :-
Broadway Youth Club (which meets the needs of 25 to 30 young people aged between 8 and 16) is able to find funding for capital projects through grants, but is unable to meet the day to day running costs. It is, therefore, applying for an immediate sum of £500 with a similar amount to be budgeted for each year. The Group recommended that £500 should be made immediately and that £500 be budgeted each year, subject to a condition that the Club undertake fund raising events, the proceeds of which would be matched by the Parish Council up to a maximum of £500. This recommendation was unanimously accepted.
Broadway First School is embarking on a number of projects to refurbish the school and to enhance curriculum activities. These include refurbishment of kitchen/library area, a canopy roof for the outdoor play area, replacement windows in the hall, play equipment and computers. The Group recommended that a sum of £2,000 be made towards the cost of the computer project. This was unanimously accepted.
- New Homes Bonus Scheme – (Councillor Folkes declared an interest regarding this item).
 After much discussion regarding funding available from this scheme, the Group recommended that all available funding be put towards the Broadway with

Childswickham and Murcot Flood Alleviation Project. (It was also suggested that future funding from this scheme could be used for other projects within the village including the future of the library and land for allotments). There is limited opportunity to move the Flood Alleviation project forward and the funding would show a major commitment from the local community which is an important factor in the decision making process. During the recent adverse weather conditions the area had been fortunate that no major flooding had taken place, unlike other parts of the country which would now be requesting funding for flood alleviation schemes, and it was important that an application be made by the Broadway with Childswickham and Murcot scheme in anticipation of these additional applications being put forward.

A vote was taken following the recommendation of the Group, resulting in seven in favour, two against, and one abstention, and was, therefore, carried.

The Clerk was instructed to submit a proposal form for the full allocation of the New Homes Bonus to the District Council.

Activity Park: The new toilet block was now open, and the Clerk had contacted Rooftop Housing Group to arrange an official opening event which would hopefully take place towards the end of September. The area around the block had been completed with a larger type stone which was not in keeping with the rest of the park paths and difficult for pushchairs, etc. The Clerk had asked John Hankinson to cost the laying of finer stone and was informed that this would be approximately £500. There was also the need for a simple compound to securely store the cushion fall and other equipment within the park next to the toilets. Various options had been investigated with the cheapest being security fencing approximately 10'0" square with an entrance gate on one side at a cost of approximately £200. Both costs would be met within the annual budget for the maintenance of the Activity Park. It was unanimously agreed that both these projects be carried out.

Annual Inspection Report: The report had been received with no major issues reported. A few minor issues requiring attention were passed to the maintenance team for action. A full copy of the report was available for reading in the Parish Council office.

The spring on the *Gyro Spiral* had broken on 14:08:12, and warning notices were put in place that it was not to be used. The Clerk contacted the manufacturers who stated they would replace the broken part as it was still under warranty and an engineer would install it in early September.

Library: A meeting was held on 30th July of the Library Committee and members of the County Council to further discuss the future of library services within the village and for the County Council to put forward its feasibility plans. The means of funding the purchase/running costs of a multi-use building were being considered, but further details and costing were required before any recommendations or commitment could be made. It was unanimously agreed that continued discussions regarding the future of the library would take place with the County Council subject to suitable agreement being reached regarding costings, etc.

(10) SOUTH WORCESTERSHIRE DEVELOPMENT PLAN: Discussion of this item was deferred to an Extraordinary Meeting (see page 1008 above)

(11) PLANNING:

Parish Council comments:

MEETING: 02:07:12

Application W/12/00914/PP **MR. N. CORDON**, 34 Bloxham Road
Amendment: Certificate B completed (certificate of ownership of land now served on property at 32 Bloxham Road)
 The Parish Council raised no objections to this amendment

Application W/12/01218/LB **MR. & MRS. BAKER**, The Court, Snowhill Road
 Relocation of wall to provide refuse area
 The Parish Council raised no objections to this application

Application W/12/01040/PN **MR. R. BAKER**, The Court, Snowhill Road
 Construction of wildlife pond
 The Parish Council raised no objections to this application

Application W/12/01213/PP **MR. J. LENG**, Copgrove, West End Lane
 New garden building
 The Parish Council raised no objections to this application

MEETING: 16:07:12

Application W/12/01171/PP **MR. C. KERR**, 27 Church Street
 Erection of porch extension over front entrance of property and Cotswold stone wall to enclose front garden
 The Parish Council raised no objections to this application

Application W/12/01393/PP **MR. & MRS. PARSONS**, Briardene, Staion Road
 Variation of Condition 4 of Planning ref: W/06/01299/PP to allow for conversation of garage for habitable accommodation
 The Parish Council consider that this Condition 4 should remain as it is

Application W/12/01339/CU **MRS. V. HIDEN**, 19 The Green
 Change of use from hairdressers (Class A1) to coffee shop (Class A3). No external changes.
 The Parish Council raised no objections to the change of use providing all regulations for the new use are applied – i.e. waste storage, toilets, etc.)

Application W/12/01340/PP **MRS. K. SAUNDERS**, Cleeves, Evesham Road
 New vehicular access
 The Parish Council raised no objections to this proposal

MEETING: 13:08:12

Application W/12/01473/PP **MR. D. JAMES**
 Pye Corner Farm, West End Lane
 Replacement of six windows in existing openings
 The Parish Council raised no objections to this proposal

Application W/12/01557/LB **FURLONG COTSWOLDS LIMITED**
 Lygon Arms, 28 High Street
 Construction of glazed hardwood fire screen and door to first floor landing of main staircase.
 The Parish Council raised no objections to this proposal

Wychavon Approvals:

Applications W/12/00947/PN- and W/12/00948/LB	Broadway Hotel , 11 The Green Additional works including paved areas, additional car parking, chemical store, log store, garden store and glass screen wall to restaurant area (part retrospective)
Application W/12/00774/PP -	Mr. C. Rowlands , Lindarg, 29 Bloxham Road Extension to side of property between garage and existing house.
Application W/12/01218/LB -	Mr. & Mrs. Baker , The Court, Snowhill Road Relocation of wall to provide refuse area.
Application W/12/00914/PP -	Mr. N. Cordon , 34 Bloxham Road Extension of garage to front elevation.
Application W/12/01213/PP -	Mr. J. Leng , Copgrove, West End Lane New garden building.
Application W/12/00841/ET -	Mr. W. Hall , Barnfield Mill, Childswickham Road Extension of Time application for planning permission W/08/03018/CU for new chalet park to include fifteen mobile homes and new access road
Application W/12/01171/PP -	Mr. C. Kerr , 27 Church Street Erection of new porch extension over the front entrance of the house, and a new Cotswold stone wall to enclose front garden
Application W/12/01040/PN -	Mr. R. Baker , The Court, Snowhill Road Construction of wildlife pond
Application W/12/01340/PP -	Mrs. K. Saunders , Cleeves, Evesham Road New vehicular access
Application W/12/01393/PP	Mr. & Mrs. Parsons , Briardene, Station Road Variation of Condition 4 of Planning W/06/01299/PP to allow for the conversion of first floor of garage to habitable accommodation ancillary to main household.
Application W/12/01339/CU	Mrs. V. Hiden , 19 The Green Change of use from hairdressers (Class A1) to coffee shop (Class A3). No external changes.

Wychavon Planning Appeals:

Application W/12/00614/AA -	Mr. W. Hall , Barnfield Mill, Childswickham Road Retrospective application for retention of three signs Appeal Start Date: 17:07:12
Application W/12/00644/PN	Mr. J. Mould , land rear of Cotswold House, 21 The Green Erection of single storey holiday cottage Appeal Start Date: 07:08:12

(12) SCHEDULE OF PAYMENTS from 12:06:12 to 14:08:12

Payments:	verified by the Clerk together with two nominated signatories	<i>net of VAT</i>
Cash / office supplies		5.84
Cash / postages		38.50
Cash / milk, coffee, sugar		16.84
Unicom / telephone-internet		66.72
Eon / village green electricity		26.15
K. Beasley / Clerk's salary – June		1,168.60
G. A. Tomkins / Asst. Clerk's salary – June + gratuity payment		3,901.55
HM Revenue and Customs / PAYE		2,569.21
Wychavon District Council / refuse collection bin		308.00
Worcestershire County Council / pension contribution		405.38
Unicom / telephone-internet		59.24

UK Event Services / Olympic torch relay	482.00
Worcestershire County Council / lighting column painting	1,891.76
Orchard View Nurseries / flowers for planters	81.00
G.B.D. (Evesham) Ltd / mowing	597.88
EBC Group (UK) Ltd. / photocopier charges	13.66
Grassroots Garden Services / activity park maintenance	36.00
B & W Hire Limited / hire of toilets in activity park	132.00
Cotswold Bldg. Supplies / Jubilee celebrations	5.96
Maurice Parkinson (Lengthsman) general maintenance	455.00
Maurice Parkinson (Lengthsman) VAS Sign maintenance	90.00
Maurice Parkinson (Lengthsman) installation of four planters	350.00
24/7 Security / security contract	89.00
Giffords Recycling Limited / activity park maintenance	312.00
PD Long (Electrical Contractors) / Jubilee celebrations	458.00
The Play Inspection Company / annual activity park inspection	150.00
Clement Keys / external auditors' fees	400.00
Abbey Forestry / tree maintenance	140.00
K. Beasley / Clerk's salary / July	1,204.60
G. A. Tomkins / Asst. Clerk/s salary / July	541.15
B & W Hire Limited / hire of toilets	132.00
GBD (Evesham) Limited – mowing contract	597.88
Grassroots Garden Services / activity park maintenance	102.00
Frontrunner (Lincs) Limited – Jubilee celebrations	166.50
Colwyn Thomas / Activity Park maintenance	236.25
G4S Security Solutions / Jubilee celebrations	574.00
Wychavon District Council / parish games entry fees	69.00
Vale Press Limited / stationery	18.00
Severn Trent Water / office water	42.62
St. John Ambulance / Jubilee celebrations	120.00
Teal Turf / Activity Park maintenance	274.50
Harrod / Activity Park maintenance	74.30

Receipts:

Sketts & Co. / donation re Asparagus Market	50.00
Various / Jubilee celebrations	2,364.00
VAS Sign Insurance contribution / Badsey,Childswickham/Wickhamford	39.84
Olympic Torch relay	130.00
Sketts & Co. / donation re Strawberry Market	50.00
Broadway Visitor Management / donation re Jubilee celebrations	400.00
Broadway Visitor Management / donation re Planters	200.00

(13) COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS:

Councillor Mrs. Stephenson reported that the footpath along Snowhill Road remained in an unsightly state, and suggested that a more permanent surface be laid by the Parish Council. The Clerk was instructed to contact the lengthsman and report back accordingly.

Councillor Dr. Clements suggested that the Parish Council investigate alternative means of communicating relevant information to residents, and the Clerk was instructed to look into the matter.

Councillor Robinson had been approached by several residents and traders who had reported that traffic wardens were present in Broadway every Sunday, whereas this was not the case on any other day of the week. It was pointed out that in the past the Parish Council had complained of illegal parking in the village, and the traffic wardens were simply attempting to put this matter to rights. It was suggested, therefore, that the Traders' Association should write to the District Council with their views.

Councillor Mrs. Rogers reported that one of the holes in the Green used for erecting flagpoles was uncovered and constituted a danger. The Clerk was instructed to rectify this matter.

Councillor Miss Hardiman again raised concerns regarding garden waste being tipped into the ditch along Station Road. This matter had already been reported to the District Council, and the Clerk was instructed to bring this again to their attention. It was suggested that the Clerk should write to all residents highlighting the matter.

Councillor Williams again raised concerns of parking outside Shear House, particularly commercial vehicles. The Clerk stated he had reported this situation to Rooftop Housing Group, as previously requested, and they had written to all their residents reminding them of the parking rules. The Clerk will again contact Rooftop highlighting the current situation.

Councillor Haslam wished to congratulate the Chairman and the Clerk on their handling of the situation before the meeting regarding the South Worcestershire Development Plan.

The Chairman closed the meeting at 8.55 pm and opened the PUBLIC INFORMATION SESSION:

Mr. Vincent of Broadway Trust wished to know when the next Tree Committee meeting would be held, as a tree outside Hagen's Gallery appeared to be dead. The Clerk stated he would inform him of the date of the next Tree Committee meeting as soon as it was arranged.

Mrs. Friedli informed the Parish Council that a spare key was held at the Tourist Information Centre for anyone who wished to use the disabled toilets within the village. Mrs. Friedli also reported that the Stratford-upon-Avon/Cheltenham bus services were now better co-ordinated, as previously one bus just missed the other, but she pointed out that the last service from Broadway to Evesham was still inconvenient at 4.20 pm.

The Chairman finally closed the meeting at 9.00 pm.

Date and Time of next Meeting: 25th October 2012