

MINUTES
of ANNUAL GENERAL MEETING OF THE PARISH COUNCIL
held at 5 Russell Square, High Street, Broadway,
on Thursday, 16th May 2013, at 7.00 pm

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

Also in attendance: County and District Councillor Mrs. E. Eyre, District Councillor B. Parmenter, West Mercia Police/PC L. Pegler, Evesham Journal.

- (1) ELECTION OF CHAIRMAN: As there were no other nominations it was proposed by Councillor Penny, seconded by Councillor Mrs. Stock, and carried with one abstention, that Councillor Folkes be re-elected as Chairman.
- (2) SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN:
Councillor Folkes signed and dated the Declaration of Acceptance of Office of Chairman in the presence of the Clerk as Proper Officer of the Council.
- (3) ELECTION OF VICE-CHAIRMAN: As there were no other nominations it was proposed by Councillor Folkes, seconded by Councillor Mrs. Stephenson, and carried unanimously, that Councillor Haslam be re-elected as Vice-Chairman.
- (4) SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE OF VICE-CHAIRMAN:
Councillor Haslam signed and dated the Declaration of Acceptance of Office of Vice-Chairman in the presence of the Clerk as Proper Officer of the Council.
- (5) APOLOGIES FOR ABSENCE: Councillor L. D. Keane
- (6) DECLARATIONS OF INTEREST: None
- (7) POLICE REPORT:

PC Pegler advised that he was still hopeful that there would be a police presence in the Broadway area despite the proposed closure of the police station. Regarding points raised at the last meeting – speeding concerns in several areas of the village had been passed to the attention of specialist officers – the change of speed limit in Leamington Road into Willersey was referred to County Council Highways - and the ‘early warning’ system had been discussed at the Traders’ Association AGM when it was hoped that this would be addressed in the near future. Councillor Robinson reported that since the AGM a further Traders’ Association meeting had taken place when it was decided to re-institute the system on the same basis as the last one set up by WPC Greenhouse details

of which were passed to PC Pegler for updating. In general, crime in the village was low but some crime had occurred with a burglary at Leedons Park, the theft of a catalytic converter from a vehicle, and there had been very few incidences of shoplifting,

Councillor Mrs. Wilson raised concerns regarding speed of traffic in Back Lane. PC Pegler replied that he was aware of this and would continue to pay attention as time allowed.

The Chairman thanked PC Pegler for his report.

(8) MINUTES OF PARISH COUNCIL MEETING HELD ON 21:03:13

Proposed by Councillor Mrs. Wilson, seconded by Councillor Miss Hardiman, the Minutes of the Parish Council meeting held on 21st March 2013 were unanimously approved, and were duly signed and dated as a true record.

(9) ELECTION OF MEMBERS TO COMMITTEES:

EMERGENCY DECISIONS GROUP: This Group consists of the Chairman, the Vice-Chairman, and the Clerk.

PLANNING COMMITTEE: All existing members were prepared to be re-elected – Councillors Folkes (Chairman), Penny, Williams, Mrs. Stephenson and Mrs. Stock.

FINANCE WORKING GROUP: All existing members were prepared to be re-elected – Councillors Folkes, Miss Hardiman, Haslam, Mrs. Locker, Robinson, Mrs. Stephenson and Mrs. Stock. It was unanimously agreed that Councillor Mrs. Stephenson should remain as Chairman.

FLOODING COMMITTEE: All existing members were prepared to be re-elected – Councillors Williams, Folkes, Penny and Mrs. Wilson, together with Mr. John Hankinson as a co-opted member. It was agreed that Councillor Williams remain as Chairman.

ACTIVITY PARK: All existing members, Councillors Folkes, Dr. Clements and Penny, were prepared to be re-elected. It was agreed that Councillor Folkes remain as Chairman.

TREE COMMITTEE: All existing members were prepared to be re-elected – Councillors Folkes, Robinson and Dr. Clements, together with Mr. Andrew Woods (Parish Tree Consultant), Mrs. Sally Griffiths (District Council Tree Officer), and a representative from Broadway Trust. It was agreed that Councillor Dr. Clements remain as Chairman.

LIBRARY COMMITTEE: All existing members were prepared to be re-elected – Councillors Folkes, Penny, Mrs. Stephenson and Mrs. Wilson. It was agreed that

Councillor Folkes remain as Chairman. Councillor Miss Hardiman was elected as a new member.

(10) ELECTION OF REPRESENTATIVES:

<i>P.A.C.T</i>	Councillors Folkes and Mrs. Rogers
<i>VISITOR MANAGEMENT:</i>	Councillors Folkes, Mrs. Wilson and Miss Hardiman. Councillor Mrs. Rogers was elected as a new representative.
<i>PARISH TREE OFFICER:</i>	Councillor Dr. Clements
<i>PARISH TREE CONSULTANT:</i>	Mr. Andrew Woods/Abbey Forestry
<i>PARISH FOOTPATHS OFFICER:</i>	Mr. Frank Benham
<i>PARISH LENGTHSMAN:</i>	Mr. Maurice Parkinson

The Chairman thanked all councillors for their continued support and work on the various committees and groups on which they attended.

(11) COUNTY AND DISTRICT COUNCILLORS' REPORTS:

On behalf of the Parish Council, the Chairman congratulated Councillor Mrs. Eyre on her re-election as County Councillor for this area.

Councillor Mrs. Eyre had produced a report/notes on the proposed Leamington Road development, and copies were available to view in the Parish Council office. A presentation on her report/notes was given to the Parish Council highlighting her concerns.

Councillor Mrs. Eyre also reported the following :-

- An update on the library consultation was available for reading in the Parish office, and a senior library officer had confirmed that many volunteers were coming forward with offers of help. A consultation update meeting was arranged to be held at 6.00 pm on Wednesday, 5th June, at the Library.
- The Ashmolcan had launched its Friends and Benefactors programme.
- County Council officers were visiting Station Road to further investigate parking issues/yellow lines, etc. on the 29th May.

Following a request by Councillor Mrs. Stephenson at a previous meeting, and supported by Councillor Mrs. Eyre, the ditches in Snowhill Road were in the process of being cleared to channel water away from the road surface.

Councillor Penny stated that the work on the resurfacing of Sandcroft Avenue was progressing well, and thanked Councillor Mrs. Eyre for all her help regarding this matter.

District Councillor Parmenter reported that progress was being made regarding the unacceptable state of the property in the arcade. The applicant had been notified that enforcement action would be taken if the area was not cleared within one month. The Clerk thanked Councillor Parmenter for his efforts in resolving this matter as it had been an issue of concern for some time.

(12) CLERK'S REPORT AND CORRESPONDENCE:

A request was received from Mr. Anthony Gleave, a past resident of Springfield Lane, for a bench to be sited in the village in memory of his late daughter. Approval was granted with a suggested site of the Activity Park, and the Clerk would contact Mr. Gleave to ask if this would be acceptable.

The South Worcestershire Land Drainage Officer had confirmed that GWR had carried out the required maintenance at Peasebrook Farm under the Land Drainage Act, Maintenance of Watercourse as requested.

Mr. David Stacy of 24/7 Security had retired and Mr. James Caine of Cotswold Security had written to inform the Council that he had now acquired the business and security services would continue to be provided from Cotswold Security from 01:03:13.

The supply of dog bags was running low and it was approved that the Clerk should order more.

A letter of thanks was received from St. Mary's Primary School regarding the donation of £1,500 from the Parish Council for improvement of the ITC provision, and Head of School, Mrs. Sarah Munn, wished to invite any member of the Council to visit the school to see the excellent facilities which were available.

The Little Friends pre-school had held an egg hunt on the small Green on Saturday, 30th March, and had sent a thank-you card from all the children.

The Spring edition of the Friends of Broadway Station newsletter had been circulated to all councillors with a copy available for reading in the Parish Council office. The Clerk reminded councillors of the invitation to an open evening at Broadway Station site on Friday, 24th May, between 6.30 and 8.30 pm.

The Clerk also reminded councillors that the Vintage and Classic Car Show would be taking place on the Village Green on Saturday, 8th June.

(13) REPORTS OF VARIOUS COMMITTEES AND GROUPS:

P.A.C.T: A meeting was held on 23rd April at the Parish Council office. It had previously been discussed that there was a need for a second VAS sign for the group of PACT villages. It was confirmed, however, that there were no grants available to fund a second sign and it was suggested, therefore, that the representatives report back to their

Parish Councils to ask if they were willing to share the cost of this additional sign which was approximately £500 per parish. It was unanimously agreed to support this cost.

There were twenty-four surveys carried out in Broadway during which the following issues were raised – (a) speeding along the Leamington Road towards Willersey with a suggestion that a 40 mph limit be imposed along this length of road – the Clerk reported that this matter had been raised at the last Parish Council meeting and the matter was to be referred to Mick Digger, Police Traffic Management, for investigation; (b) sunken road surface outside Bybrook along Leamington Road which the Clerk would report to Highways.

The Clerk asked if the Police would visit the Activity Park as there had been a number of reports regarding the banked area which was being used to hit golf balls.

The next meeting would be held on 23:07:13 at 7.00 pm in the Parish Council office.

Visitor Management Group: An additional meeting was held on the 24th April at the Parish Council office, at which Ed Dursley, an officer at the County Council, was invited, to discuss proposals to improve and update signage in the village. The Worcestershire Local Enterprise Partnership raised the issue with the County Council last year, when it was agreed to adopt a pilot approach to signage including brown tourism signs in the Broadway area, and Ed Dursley has been tasked to find a way to bring this pilot to fruition. The overall objective of the project should be to de-clutter and rationalise whilst making the signage clearer, more helpful to road users and the general public, and more up to date. The next meeting will be held at the Parish Council office on Wednesday, 5th June, at 10.00 am.

Finance Working Group: A meeting was held on 14:05:13 at the Parish Council office (items regarding the annual accounts and internal audit covered under Agenda Items 14 and 15). Additional items discussed were as follows -

A letter was received from Broadway Youth Activities and Broadway Pilots Youth Group requesting financial support from the Parish Council. Broadway Youth Activities run a Good Friday event and a week long event in the summer when some sixty local children between the ages of five and seventeen take part which includes an outing on one of the days. Broadway Pilots meet every Friday at the URC when approximately twenty to twenty-five children aged between four and eighteen attend, three age groups being run by nine officers. Several events had been organised throughout the year. Any financial support would make a huge difference to what could be offered and encouraged the leaders and helpers to know that the time and effort they put in was recognised. After discussion, it was proposed by Councillor Miss Hardiman, seconded by Councillor Mrs. Stock, and carried unanimously, that £250.00 be given to each of the Groups.

At the last Parish Council meeting Mr. Gary Thompson gave a presentation regarding Broadfest, a food and music festival to be held on 27th/28th July, but had been requested to produce more detail on the expected income and expenditure. This information had now been received, and the Group was satisfied that the figures were acceptable and that funding made available for expenditure could be covered by the expected income which would be generated by bar takings, hire of stalls, sponsorship and

other grants. After discussion, it was proposed by Councillor Dr. Clements, seconded by Councillor Robinson, and carried unanimously, that the expenditure be underwritten by the Parish Council.

As discussed under Visitor Management it was proposed to improve the signage in the village, and the internal signage would require additional funding. After discussion it was proposed by Councillor Miss Hardiman, seconded by Councillor Mrs. Wilson, and carried unanimously, that £1,000 would be made available for this project.

(14) REAPPOINTMENT OF INTERNAL AUDITOR AND REVIEW OF INTERNAL AUDIT:

The Internal Auditor's report was read out by the Clerk and noted by the Council. Mr. Ian Fraser was willing to continue as internal auditor for a further year, which the Finance Working Group recommended to the Parish Council. This recommendation was proposed by Councillor Mrs. Wilson, seconded by Councillor Folkes, and unanimously carried.

(15) APPROVAL OF ACCOUNTS Y/E 31:03:13 – APPROVAL OF ANNUAL GOVERNANCE STATEMENT / RISK ASSESSMENT SCHEDULE / REVIEW OF HEALTH AND SAFETY POLICY:

Accounts for the year ending 31:03:13 were circulated to all councillors. The Finance Working Group had examined the accounts in detail with the Clerk as the Responsible Finance Officer at their meeting held on 14th May 2013, and wished to recommend approval together with the Annual Governance Statement to the Council. This recommendation was proposed by Councillor Miss Hardiman, seconded by Councillor Mrs. Stephenson, and carried unanimously. The Group reviewed the Risk Assessment Schedule and Health and Safety Policy, and recommended that these be approved with minor amendments. It was proposed by Councillor Mrs. Stock, seconded by Councillor Mrs. Stephenson, and carried unanimously.

The Chairman thanked the Clerk for his continued hard work in maintaining the accounts on behalf of the Parish Council.

(16) PLANNING:

At the planning meeting held on 07:05:13 an application was discussed regarding the Leamington Road development. The Committee invited representatives of Broadway Trust and Save Broadway Campaign, together with both District Councillors to attend. The Parish Council would liaise with Councillor Mrs. Eyre to formulate its response to the application and had successfully requested an extension of time until the end of the month. It was also agreed that a list of key points for objections would be displayed on the wall of the Parish Council office. There will be a village meeting organised by Save Broadway Campaign Group on Tuesday, 21st May, at St. Michael's Church commencing at 7.30 pm which will update everyone regarding the development and provide guidance on how to ensure objections are effective.

Parish Council comments:

MEETING: 02:04:13

Application W/13/00513/CU **MR. D. HOARE**, The Views, Evesham Road
Construction of shipping storage containers and lean-to barn plus hard surface to part of access route and muck-heap area and other small areas.
The Parish Council raised no objections to this proposal

Application W/13/00433/PP **MRS. A. LEE**, Coach House Farm, Cheltenham Road
Proposed single storey rear extension to provide boot room
The Parish Council raised no objections to this proposal

Application W/13/00425/PP **MR. C. CLOSE**, 5 Sands Close
Extension above existing garage to create new bedroom and en suite, and two-storey rear extension
The Parish Council raised no objections to this proposal

Application W/13/00096/LB **DR. G. JELFS**, 49 High Street
Replacement of first floor front window with identical softwood window. Addition of secondary glazing behind window.
The Parish Council raised no objections to this proposal

MEETING: 22:04:13

Application W/13/00692/PP **MR. R. WILLIAMSON**, The Manor House, West End Lane
Addition of 2 x Velux windows
The Parish Council raised no objections to this proposal

Application W/13/00682/PP **MRS. M. WOOD POWER**, 36 Gordon Close
Construction of 3m deep single storey rear extension full house width
The Parish Council raised no objections to this proposal

Application W/13/00436/PP **MR. G. FENWICK**, 88-90 High Street
Internal alterations to existing dwellings, demolition of existing rear extensions and construction of new rear extension
The Parish Council raised no objections to this proposal

Application W/13/00661/PP **MR. A. BOFFEY**, Renwick Lodge, Springfield Lane
Attached garage; garage conversion and entrance canopy
The Parish Council raised no objections to this proposal

Application W/13/00612/PP **MR. M. DAVIS**, Ridgeway, Station Road
Two/single storey extension to existing residential dwelling
The Parish Council raised no objections to this proposal

MEETING 07:05:13

Application W/13/00647/PP **MR. T. CHALLENGER**, 18 Sandcroft Avenue
Single storey extension to domestic dwelling consisting of utility room and shower room

The Parish Council raised no objections to this proposal

Applications W/13/00668/LB **MR. T. MORRIS**, 6 The Green
and W/13/00629/CA Demolition of garage within grounds of listed building

The Parish Council raised no objections to this proposal

Application W/13/00680/PN **THE LINDNER FAMILY** (property owners) and **SPITFIRE** (prospective purchasers), land at Leamington Road
75 open market dwellings and 50 affordable (housing with care), (40 apartments and 10 bungalows), a community welfare building, a new vehicular access, landscaping and public open space

Approval given to extend deadline to end of May 2013 (e-mail from Head of Housing and Planning Services dated 08:05:13)

Wychavon Approvals:

Application W/13/00251/PP	Dr. A. Pritchard, 4 Leamington Road Proposed two-storey rear extension
Application W/13/00433/PP	Mrs. A. Lee, Coach House Farm, Cheltenham Road Proposed single storey rear extension to provide boot room
Application W/13/00425/PP	Mr. C. Close, 5 Sands Close Extension above existing garage to create new bedroom and en-suite, and two-storey rear extension
Application W/13/00383/CU	Mr. C. Sugden, The Cotswold Design Centre, Kennel Lane Change of use from auction house to A1 retail gun shop
Application W/13/00513/CU	Mr. D. Hoare, The Views, Evesham Road Construction of shipping storage containers and lean-to barn plus hard surface to part of access route and muck heap area and other small areas
Application W/13/00096/LB	Dr. G. Jelfs, 49 High Street Replacement of first floor front window with identical softwood window. Addition of secondary glazing behind window
Application W/13/00682/PP	Mrs. M. Wood Power, 36 Gordon Close Construction of 3m deep single storey rear extension full house width
Application W/13/00436/PP	Mr. G. Fenwick, 88-90 High Street Demolition of existing rear extensions and construction of new rear extension
Application W/13/00661/PP	Mr. A. Boffey, Renwick Lodge, Springfield Lane Attached garage; garage conversion and entrance canopy
Application W/13/00612/PP	Mr. M. Davis, Ridgeway, Station Road A two/single storey extension to an existing residential dwelling

(17) SCHEDULE OF PAYMENTS & RECEIPTS FROM 12:03:13 to 06:05:13

<i>Payments:</i>	verified by the Clerk together with two nominated signatories	<i>net of VAT</i>
Postage		102.76
Milk/coffee/sugar		16.86
Office supplies		57.11
Unicom / telephone-internet		56.63
Worcestershire County Council / grit bins		150.00
Maurice Parkinson Contracts / bench maintenance		30.00
Maurice Parkinson Contracts / lengthsman scheme		266.00
K. Beasley / Clerk's salary / March		1,177.60
G. A. Tomkins / Asst. Clerk's salary – March		640.10
HM Revenue and Customs / PAYE		1,234.49
GBD (Evesham) Limited / mowing contract		315.60
Worcestershire County Council / installation of light column		1,048.84
Colwyn Thomas / activity park maintenance		175.00
EBC Group (UK) Ltd / photocopier charges		15.03
Grassroots Garden Services / activity park maintenance		48.00
Wychavon District Council / refuse collection bin		316.00
Information Commission / data protection		35.00
Worcestershire County Council / pension contribution		405.38
Unicom / telephone-internet		54.29
Worcestershire CALC / annual subscription		636.38
Cotswold Security / security contract		89.00
K. Beasley / Clerk's salary / April		1,201.38
G. A. Tomkins / Asst. Clerk's salary – April		637.30
I. Fraser / internal auditor's fee		250.00
Grassroots Garden Services / activity park maintenance		120.00
GBD (Evesham) Limited / mowing contract		631.20
Metcalfes / insurance expenses re claim		280.50

Receipts:

Lloyds TSB / interest re fixed term	119.67
Lloyds TSB / gross interest	2.92
Wychavon District Council / precept	43,000.00
Wychavon District Council / signage project	900.00
Worcestershire County Council / lengthsman scheme	266.00

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

Councillor Mrs. Stephenson reported that the overgrown hedgerow outside Tuck Mill in Broadway Road was still not cut back, and there was a damaged road sign at the bottom of Pennylands Bank where there were also overgrown hedgerows. The Clerk was instructed to report both items to Highways.

Councillor Mrs. Rogers stated that the brook from under the Cheltenham Road bridge along to Childswickham contained a number of fallen branches and other debris in various locations along its length. The Clerk was instructed to report this matter to the District Council.

Councillor Mrs. Wilson stated she had been approached by several visitors asking if there were any toilets in the High Street, and suggested that the Parish Council should investigate the matter further as she supported their views. The Chairman said that there were already three toilet blocks and three car parks in the village (due only to the fact that Broadway was a tourist centre) and all were within walking distance of the High Street. He added that Broadway was the only village in Wychavon to have these facilities. It was suggested that Councillor Mrs. Wilson should locate a suitable site, and the Clerk added that further investigation would be made if such a site was found.

Councillor Robinson asked the Clerk if any progress had been made regarding the cleaning of the War Memorial, and also the replacement of the trees in the High Street for which Highways were responsible. The Clerk replied that both these matters were in hand and would be reported back at the next meeting.

Councillor Dr. Clements felt that a better form of communication was required between the Parish Council and the village. This was unanimously supported by all councillors, and it was agreed to set up a group to discuss this matter further and report back accordingly. County Councillor Eyre stated she wished to be included in any discussion group.

Councillor Miss Hardiman reported that there had been a spate of dog fouling in St. Saviour's churchyard. The Clerk stated that this matter should be reported by the Church authorities directly to the District Council.

The Chairman closed the meeting at 7.55 pm, and opened the -

(19) PUBLIC INFORMATION SESSION:

Mrs. Friedli reported on behalf of the Tourist Information Centre that a donation had been made to the forthcoming Broadfest event for which the Clerk thanked her and confirmed that a receipt had been forwarded.

Mrs. Friedli asked Councillor Eyre to explain the figures quoted regarding housing needs in the village as she was confused as to their meaning. Councillor Eyre replied that she was in the process of updating her report/notes on the Leamington Road development and would include a more detailed explanation of the figures within the update.

The Chairman finally closed the meeting 8.10 pm.

Date /Time Next Meeting / Thursday 20th June 2013, at 7.00 pm