

**MINUTES**  
*of MEETING OF THE PARISH COUNCIL*  
*held at 5 Russell Square, High Street, Broadway*  
*on Thursday, 17<sup>th</sup> January 2019, at 7.00 pm*

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**PRESENT:** Councillor B. M. Parmenter (Chairman), Councillors D. W. Folkes, G. J. Franks, Miss D. Hardiman, A.A.L.Holmes, Mrs. F.E.A.Phillips, F. Penny, N.D.A.Robinson (Vice-Chairman), Mrs. R. Rogers, Mrs. S. Stephenson

- (1) **APOLOGIES FOR ABSENCE:** Apologies were received and accepted from County & District Councillor Mrs. E. Eyre, District Councillor B. Thomas, Councillors Love, Dr. Clements, and Mrs. Wilson, West Mercia Police, Broadway Business Association
- (2) **Declarations of Interest:**
- (a) Register of Interests: Councillors are reminded of the need to update their register of interests
  - (b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature
  - (c) To declare any Other Disclosable Interests in items on the agenda and their nature

Councillors who have declared a Disclosable Pecuniary Interest or an Other Disclosable Interest which falls within the terms of paragraph 12(4)(b) of the code of conduct must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

(3) **POLICE REPORT:**

Due to work commitments PCSO Sessarego was unable to attend the meeting, but had submitted the following report –

Since the last meeting there had been seven reports of suspicious circumstances, four concerns for safety, one anti-social behaviour, five highway incidents, three vehicle crimes, two thefts from stores, one criminal damage and one burglary. PCSO Sessarego had been working hard with residents to encourage them to report any suspicious incidents they may have encountered resulting in these slightly higher figures and would ask councillors to be alert. Local areas around Evesham had set up a residents 'Whatsapp' group and this may be something which could be set up in Broadway.

PCSO Sessarego recently met representatives from the local Business Association regarding security and safety, and was looking to set up an event for businesses regarding security of their sites, and had also joined the businesses 'Whatsapp' group.

There was still no start date regarding the new officer, but she would keep the Parish Council informed accordingly.

Concerns were raised regarding the less frequent police presence in the village, but the Clerk explained that the reason could be that the replacement for PC Lewis had not yet been appointed. Some business owners had reported that not all premises had received an introduction visit, and the Clerk was asked to raise these issues with the local policing team and would report back accordingly.

## (4) BROADWAY COMMUNITY AWARD 2018:

As announced at the last meeting Derek and Philippa Wakelin were the recipients of the award for 2018, and the Chairman invited them to come forward to receive a cheque for £100 which they donated to 'Campden Home Nursing'. The Clerk would arrange for their names to be added to the plaque displayed in the Lifford Hall. Mr. and Mrs. Wakelin thanked the Parish Council for this award which they deemed a great honour.

## (5) MINUTES OF PARISH COUNCIL MEETING HELD ON 13:12:18

Proposed by Councillor Miss Hardiman, seconded by Councillor Mrs. Stephenson, the minutes of the meeting held on 13<sup>th</sup> December 2018 were unanimously approved by those present, and duly signed and dated as a true record.

The Clerk then made the following statement -

'Following the last meeting all councillors received a letter regarding Broadway Youth Club, and I would like to apologise to all councillors because if I had distributed the letter of 3<sup>rd</sup> December earlier, you would not have received the said letter. In hindsight I feel I made the wrong decision in not distributing the letter giving you all a chance to read it and its contents more fully.'

Having listened to the above statement it was proposed by Councillor Robinson, seconded by Councillor Franks, and unanimously agreed, to accept the Clerk's apology. The Clerk thanked all councillors for their support.

A question was asked as to why the Parish Council was not informed at the outset of the offer to redevelop the Youth Club building. The Chairman stated that those present at the meeting with the benefactor were asked to keep the matter confidential until there had been discussions with the school. If the school had been agreeable, the Parish Council would then have been advised of the plans for the redevelopment, but agreement with the school was not forthcoming, and so the offer was withdrawn. Councillor Holmes added that following a conversation with the benefactor regarding this matter there had been a misunderstanding and the benefactor had meant that his name was to remain confidential, not the project. The Chairman said his understanding was that the whole project was confidential, but, in hindsight, the Parish Council should have been informed earlier.

In order to alleviate such an issue reoccurring, the Clerk recommended that the following procedures be adopted - (a) all paperwork to be discussed (other than that already distributed with the Agenda and Minutes) relating to both parish council and sub-committee meetings was distributed to councillors at least forty-eight hours prior to said meetings so that councillors had all the relevant information prior to any discussions which take place. The adoption of this recommendation was proposed by Councillor Miss. Hardiman, seconded by Councillor Mrs. Stephenson, and unanimously agreed, and (b) that the Chairman, Vice-Chairman and Clerk meet on a weekly basis to discuss any items arising and/or any communications received, and would include the Chairman of relevant committees to attend if appropriate. The adoption of this recommendation was proposed by Councillor Penny, seconded by Councillor Mrs. Rogers, and unanimously agreed. Both of these procedures would come into immediate effect.

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

Both reports had been circulated to all councillors but, unfortunately, neither councillor was able to attend the meeting.

The Clerk was instructed to ask Councillors Mrs. Eyre and Thomas for updates regarding issues previously raised in connection with (a) the 'A' boards and table and chairs, (b) work being undertaken at Leedons Park concerning the covering of a ridge and furrow field, and (c) the state of the property in Bibsworth Avenue and the road outside. Residents had

raised concerns regarding the state of Back Lane, which the Clerk would also report to Councillors Mrs. Eyre and Thomas for comments/recommendations.

(7) CLERK'S REPORT AND CORRESPONDENCE:

The Parish Council had been informed of the death of our former internal auditor, Mr. Ian Fraser and had sent condolences on behalf of the Parish Council to his wife. The Clerk was still attempting to find a replacement.

District and Parish Elections will take place in May this year, and there would be Candidates' Seminars to explain the election process taking place on 26<sup>th</sup> February for those interested in becoming a District Councillor, and on 28<sup>th</sup> February for those interested in becoming Parish Councillors and also those seeking re-election. Councillors were asked to inform the Clerk if they wished to attend either of these events. A poster advertising the events was on the noticeboard, in the parish office, and on the Parish Council website.

The District Council had launched its 2019 Community Grants Scheme, which was available for projects that included all aspects of life, such as community building, health, sports, and arts, together with projects that benefit the community. The main focus this year was community engagement and the District Council was looking for community projects that were sustainable and inclusive for all. Application packs had been available since 7<sup>th</sup> January and the closing date for applications was noon on Friday, 29 March.

The District Council was also looking for nominations for the 2018 Wychavon Community Recognition Awards, and was looking for individuals who had given their time for the benefit of people living in their town or village, helped make their town or village a better place to live, or gone that extra mile in supporting the community. There were a number of categories for the award and the deadline for applications was Friday, 1<sup>st</sup> February. Full information and an application form were available on the District Council website - [www.wychavon.gov.uk/rccognitionaward](http://www.wychavon.gov.uk/rccognitionaward)

Worcestershire Library Consultation began on 28<sup>th</sup> October and will run until the end of February this year. A stakeholders' meeting to discuss the future of Broadway Library had been arranged for Wednesday, 27<sup>th</sup> February, at 3.00 pm in the Parish Office to which all councillors were invited.

The District Council had notified the Parish Council of an amount of £7,612 uncommitted New Homes Bonus allocation for Broadway, and with the introduction of the new Community Legacy Grant Scheme and a new district council in May this year, it needed to establish whether the remaining New Homes Bonus allocations were required, and had asked for the Parish Council intentions before 18<sup>th</sup> March. After discussion it was agreed that the monies could be allocated to the proposed project to redevelop the Youth Club, and the Clerk was asked to notify the District Council accordingly. This would of course be subject to consultation with residents prior to applying for the available funds.

Hereford & Worcester Fire Authority had confirmed funding for the rebuilding of Broadway Fire Station which would be redesigned and rebuilt on the current site, and all staff and equipment from the existing station would be transferred to the new facility when it became operational. Planning and design work was expected to start in 2019/20 and a schedule for the build project would be confirmed once tender processes were complete.

(8) SETTING OF PRECEPT AND BUDGET 2019/2020:

The Finance Working Group met on Tuesday, 15th January, at the Parish Office, when the Clerk, as Responsible Finance Officer, produced the three quarter year financial accounts to the 31<sup>st</sup> December 2018, together with the proposed budget figures for 2019/20, copies of which had been circulated to all councillors. The accounts and budget were fully explained

by the Clerk and discussed. The Group would like to recommend the approval of the Budget for 2019/20 and the setting of the Precept at £90,000, which had not increased from last year. Proposed by Councillor Miss Hardiman, seconded by Councillor Mrs. Stephenson, and carried unanimously, it was agreed to approve the recommendation of the group.

(9) REPORTS OF COMMITTEES AND GROUPS:

**Finance Working Group:**

A meeting was held on Tuesday, 15<sup>th</sup> January, at the Parish Office, at which the following items were discussed in addition to those already reported under Item (8):

Grant applications were received from 'Broadway First School' and 'Nomads Community Bus', both were fully discussed in detail. Regarding the application from Broadway First School for funding for its 'Early Years' project, in principle the committee was agreeable to support the application, but it was agreed that a more detailed breakdown of the costings was required before it could agree to recommend a grant, and the Clerk was instructed to contact the school and report back accordingly. Regarding the application for the 'Nomad Community Bus', the Parish Council had previously indicated its support for this project in principle, subject to submission of satisfactory accounts. The Group examined the accounts and paperwork submitted, but some concerns were raised from the accounts regarding the feasibility of the project, and also the usage of the bus. The Clerk was instructed to obtain the 2018 accounts, together with explanations for some of the figures, and also the usage of the bus over the past two years since it had started running. When these were obtained a Finance Working Group meeting would be arranged to discuss the application further.

The Business Association has written asking if the Parish Council would make a contribution towards the cost of the Christmas trees. After discussion it was felt that the Parish Council should only contribute towards the cost of the main tree on the green, and the Clerk was instructed to obtain the relevant cost and report back to the Group.

The Clerk requested the purchase of the new edition of Arnold-Baker on Local Council Administration at a cost of £110.99 (including £7.00 delivery) and after discussion the Group would like to recommend that this essential item be purchased. Proposed by Councillor Mrs. Stephenson, seconded by Councillor Holmes, and carried unanimously, it was agreed to approve the recommendation of the group.

The National Joint Council for Local Government Services has agreed the new pay scales for clerks for 2019/20 to be implemented from 1<sup>st</sup> April 2019. The Finance Working Group would like to recommend that the Clerk's salary be increased accordingly in line with the approved scales. Proposed by Councillor Miss Hardiman, seconded by Councillor Robinson, and carried unanimously, it was agreed to approve the recommendation of the group.

**Business Association:**

Councillor Mrs. Rogers gave a brief update on the proposed calendar of events for 2019 – (a) Wartime in the Cotswolds event would again be taking place on the weekend of 27<sup>th</sup> and 28<sup>th</sup> April, which would include a window display competition, and GWR had confirmed that it would be taking a more supportive and active role this year, (b) a Car Show would be held on the weekend of 13<sup>th</sup> and 14<sup>th</sup> July, with 'super' cars on Saturday and 'classic' cars on Sunday, and (c) the Horticultural Show and Food Festival would be held on the weekend of 14<sup>th</sup> and 15<sup>th</sup> September. The Chairman thanked Councillor Mrs. Rogers for the update.

**GWR Update:**

Mr. Colin Fewell, Commercial Director, had submitted the following update -

The total number of passengers on the trains in 2018 was 144,000 compared with 101,000 in 2017. Included in the figure of 144,000 were a number of 'specials' which meant

that the number of passengers likely to alight at Broadway was nearer 125,000. GWR was pleased to confirm that the bridgework was complete and should now withstand a large vehicle impact up to 45 mph and to date there had been no issues. Inevitably, with infrastructure dating back to the late 1800's, there were plenty of areas where GWR had to invest for the future. The aqueduct, which crosses the railway at Laverton, had to be completely demolished and rebuilt in November at a cost in excess of £120,000, and was completed just in time for the Santa Specials. In addition, GWR was currently investigating a number of other potentially very expensive projects to be undertaken in 2019. Although GWR's income increased last year, the law of diminishing returns now applied, with 30 miles of fencing, drainage, bridges, and new landslips, etc. which must be included within the budget. The owner of Willersey Stores now provided a minibus between the station and the village every day. Although businesses and the public would like earlier and later trains, GWR cannot currently provide this without a major influx of more volunteers and a big training programme, but this would take time. In early 2019 the new car park would be open and there would be a cafe which would initially sell just drinks and probably light snacks such as cakes. Train times would be much the same as 2018, the timetable was now on GWR's website, and the printed version was being distributed. GWR would again be organising its annual Wartime Weekend in April which it was hoped would be fully supported by the businesses in Broadway.

#### **Neighbourhood Plan:**

Councillor Franks gave a brief update to councillors, highlighting that all the chapters were now progressing well, and the plan was starting to take shape. There was, however, still a great deal of hard work remaining before (a) a presentation could be made to the village, and (b) a draft copy of the plan could be produced and presented to the District Council, and then the Inspector. The Chairman thanked Councillor Franks for the report and all the members of the Steering Group for their continued hard work and commitment.

#### **(10) PLANNING:**

Concerns had been raised regarding aspects of the new car park opposite the railway station, and the planning committee, having discussed it in detail, recommended that a meeting on site be arranged with officers from the District Council to discuss the concerns. The concerns were (a) lighting, (b) adequate space regarding footpath, (c) safety aspects around both entrance and exit areas, (d) speed limits on roads at entrance and exit, and (e) crossing road from car park to station. It was agreed that a meeting should be arranged and the Clerk would contact the District Council accordingly.

#### **PARISH COUNCIL COMMENTS:**

**MEETING: 11:12:18**

Application 18/02480/FUL

**MR. & MRS. JENKINS**

Hillview, Springfield Lane

Replacement dwelling - as approved under planning permission 17/00708 but not in compliance with Condition 11 (so as to amend the list of approved plans and to change the position of a window, add a new window and a roof light)

The Parish Council raised no objections to this proposal

Application 18/02408/LB

**MR. T. DINGLEY**

Associated Ref: 18/02407/HP

Holmwood, 150 High Street

Removal of ornamental wellhead covering drain in courtyard of property

The Parish Council raised no objections to this proposal

#### **WYCHAVON APPROVALS:**

Application 18/02123/HP

**Mr. Campbell Smillie, Fencote House 144 High Street**

Proposed small extension between kitchen and utility and single storey garden room

Application 18/02033/LB	<b>Mr. M. Taylor</b> , Devonshire Cottage, 60 High Street Internal and external alterations to include regularising works, new dormer, replacement windows and underfloor heating
Application 18/02304/FUL	<b>FirstPart Retirement Property Services Limited</b> , Pegasus Court, Station Rd. Replacement of 14 x existing timber Juliette balconies and deck and balustrade to 1 x cantilevered balcony with aluminium framed glazed balconies as approved under planning permission 18/01007/FUL but not in compliance with condition 2 (to alter approved plan to include stainless steel gallows brackets to provide additional structural support)
Application 18/0912/FUL	<b>Mr. R. Young</b> , Kites Nest Farm, Snowhill Road Proposed replacement of existing timber pole section of agricultural building with new portal frame including extension involving demolition of section of curtilage listed stone wall (Amended Scheme)- Variation of condition 5) of 18/00918/FUL to avoid disruption of stone wall and foundations of former structure
Application 18/02140/FUL	<b>Farncombe Estates Holding Ltd.</b> , Farncombe Hill House, Farncombe Drive Proposed conversion of Farncombe Hill House to hotel accommodation (C1)

## (11) SCHEDULE OF PAYMENTS/RECEIPTS: from 01:12:18 to 31:12:18

<i>Payments:</i>	verified by the Clerk together with two nominated signatories	<i>net of VAT</i>
Office cash / postage		53.71
Office cash / office supplies		5.99
Office cash / milk/coffee/sugar		18.03
Worcestershire County Council / pension contribution		540.21
Unicom / telephone / internet		81.46
Unicom / office electricity		-55.50
R J Agricultural Services / Millennium Garden		100.00
Kompan Ltd / activity park equipment maintenance		690.00
Kompan Ltd / activity park equipment maintenance		173.00
Justice Fire & Security / office alarm service		155.85
A T Wood / tree maintenance		190.00
Broadway Tourist Information / annual donation		500.00
Evesham Volunteer Centre / annual donation		1,000.00
Broadway Communications Group / annual donation		500.00
Signpost / annual donation		1,000.00
Broadway Parochial Church Council / annual donation (2 <sup>nd</sup> instalment)		2,000.00
Citizens' Advice South Worcestershire / annual donation		500.00
Wychavon District Council / refuse bin maintenance charge		148.50
Wychavon District Council / refuse bin maintenance charge		74.25
Maurice Parkinson / tree maintenance		150.00
Maurice Parkinson / lengthsman scheme		64.00
K. Beasley / clerk's salary - December		1,303.76
G. A. Tomkins / assistant clerk's salary - December		426.97
HM Revenue & Customs / P.A.Y.E.		1,124.39
EBC Group (UK) Ltd / photocopier charges		25.09
Wychavon District Council / refuse bin maintenance charge		74.25
Play Inspection Co. Ltd / quarterly activity park inspection		100.00
Paperstation Ltd / stationery		15.95
Water Plus / office water charges		43.75
<i>Receipts:</i>		
Lloyds Bank / gross interest		8.74
Worcestershire County Council / lengthsman scheme		810.00
Worcestershire County Council / Christmas lights grant		600.00
Signpost / contribution to alarm maintenance / service		77.92

(12) COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA:

Councillor Mrs. Phillips reported a tree in Lime Tree Avenue, which appeared to be dead as a lot of the bark had been removed. The Clerk would notify the tree consultant and report back accordingly.

Councillor Miss. Hardiman advised the Parish Council that the money raised by this year's 'Tree of Light' totalled £960.00. Councillor Miss. Hardiman asked if a post box could be installed in Russell Square as a number of residents had raised the issue and it was not always made clear that letters could be handed over the counter, together with the fact that there was often a queue. The Clerk replied that this matter had previously been raised and a request for a new post box had been forwarded to Royal Mail, but no response had ever been received. The Clerk would firstly discuss the matter with both District Councillors and hopefully, having obtained their support, send another request ensuring an acknowledgement was received.

The Chairman closed the meeting at 7.55pm and opened the PUBLIC INFORMATION SESSION:

Mr. Goldsmith, Broadway Trust, asked that at the meeting regarding the future of the library it could be pointed out that the opening hours did not allow children to make use of the facility, and suggested that the hours be changed so that this could be taken into consideration.

The Chairman finally closed the meeting at 8.00 pm

*Date /Time Next Meeting: 14<sup>th</sup> March, at 7.00 pm  
followed by Annual Parish Meeting*

## **County Councillor Mrs. Eyre's Report – January 2019**

### **Business**

As part of the Council's Town and City Centre improvements programme, The Shambles and Church Street in Worcester are set for a makeover. The scheme is being delivered in partnership with Worcester City Council who are jointly funding the project. Included in the scheme are plans to widen footpaths, introduce segregated loading bays, remove obstructions, plant street trees and carry out other updates to improve the overall look and feel of the two streets. You can find out more at [www.worcestershire.gov.uk/shambles](http://www.worcestershire.gov.uk/shambles)<<http://www.worcestershire.gov.uk/shambles>>

Improvement works to increase footfall in Kidderminster and boost economic development in the town are also progressing well. The scheme, which is jointly funded by the County Council and Wyre Forest District Council with further funding being sought from GBSLEP, includes opening the currently pedestrianised route up to vehicles. Early in January, works to improve the road and footpaths from Marlborough Street up to High Street will begin.

### **Children and Families**

The Council's Director of Children's Services, Catherine Driscoll is to become the Chief Executive of Worcestershire Children First whilst continuing in her current role. Since the decision to move the operational delivery of Children's Social Care Services to an Alternative Delivery Model, the Council has been involved in ongoing discussions with the county's Children's Commissioner and the Department for Education regarding the role of the Director of Children's Services in the new company. The Department for Education has been impressed by the continuing improvement of children's social care in Worcestershire, evidenced by Ofsted's recent monitoring visits. The Parliamentary Under-Secretary of State for Children and Families, Nadhim Zahawi MP, has confirmed the appointment.

The deadline to apply for a place at a Worcestershire Primary, First, Infant, Junior and Middle school is January 15 2019. Parents of all children starting school this year (September 2019) need to apply for their school place before applications close at midnight on January 15. Parents can either apply online at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)<<http://www.worcestershire.gov.uk/schooladmissions>>, go to a library or call School Admissions on 01905 822700.

### **Health and Wellbeing**

Lobbying continued last month for a long term national funding solution for adult social care. Councillor Adrian Hardman and Richard Kebble, the Council's Assistant Director of Adult Services, travelled to London to hand a special birthday card to Matt Hancock MP, the Secretary of State for Health and Social Care. The card, to mark 70 years of adult social care had been signed by elected members from all parties and by Grace Jones from Broadway who, at 112-years-old, is the country's oldest resident.

Extra Care is a housing option available here in Worcestershire. It enables people to have their own front door and live independently whilst always having someone on hand. This video has been produced to explain more about Extra Care in Worcestershire:  
[https://www.youtube.com/watch?v=e\\_7GhGg2ZyU](https://www.youtube.com/watch?v=e_7GhGg2ZyU)

### **The Environment**

A consultation on the Council's Minerals Local Plan has been launched. The Minerals Local Plan will be used to guide where and how mineral extraction will take place in the county for the next 15 years. The Council puts together a plan for mineral extraction to ensure that the essential raw materials for building homes, schools, and hospitals are available. There is more information at



[www.worcestershire.gov.uk/minerals](http://www.worcestershire.gov.uk/minerals)<<http://www.worcestershire.gov.uk/minerals>> and can also be viewed at local libraries. The consultation runs until February 8th.

Although the weather has been mild so far this winter, the Council's Highways Teams are on standby in case temperatures plummet. We have 14,701 tonnes of salt in our depots and Council teams are ready to clear drains and gullies, grit the roads and clear any snow. For the latest information follow the dedicated Travel Twitter page for updates at [www.twitter.com/worcstravel](http://www.twitter.com/worcstravel)<<http://www.twitter.com/worcstravel>>, and check gritting routes in your area by going to <http://bit.ly/GritRoute>.

#### **Council News Update**

Worcestershire is expected to receive around an additional £4million to help to reduce demand in social care across the county. In an announcement made by James Brokenshire MP, the Secretary of State for Housing Communities and Local Government, Worcestershire's bid for a one year 75% Business Rates pilot has been given the go ahead. The bid was submitted jointly by the County Council and the six district councils in Worcestershire. The pilot means that more money from business rates gathered in Worcestershire will remain in the county. Working together with district councils, the County Council will invest the extra funds from the pilot into services that prevent or reduce the cost of social care.

The first Council Redesign Workshops for Council staff have taken place. More than 100 staff attended two events held last month. The ambition is to reshape and redesign the Council to make it fit for the future.

There are no changes on local issues from last report

## **District Councillor Thomas' Report – January 2019**

### **£50k up for grabs again**

It's that time of year when charities, community and voluntary groups could once again grab a slice of a £50,000 fund made available through our annual community grants scheme. This year focuses on individual projects with the theme of 'Community Engagement'.

Bids can be for all aspects of community life, community buildings, for sports or arts equipment, in fact any project that benefits your community and promotes physical wellbeing. Projects can also be aimed at a specific group (for example, a sports club or team) or can include people from different backgrounds or with differing abilities, as long as the bid will help to make a lasting contribution to the local communities.

Last year 16 groups benefited from £50,000 worth of funding on projects ranging from purchasing new patrol tents to helping build a new village hall and providing an outdoor seating area at a community café.

information on how to apply is available online at [www.wychavon.gov.uk/grants](http://www.wychavon.gov.uk/grants), or by calling 01386 565168. The deadline for applications is **Friday 29 March** at