

BROADWAY PARISH COUNCIL
MINUTES
of ANNUAL MEETING OF COUNCIL
held at 5 Russell Square, High Street, Broadway,
on Thursday, 27th May 2010, at 7.00 pm

Present: District Councillor D. W. Folkes, Councillors T. L. Greig,
R. Haslam, L. Keane, Mrs. A. Locker, F. L. Penny, N. Robinson,
G. Shaw, Mrs. S. Stephenson, Mrs. J. M. Stock, J. Williams,
Mrs. C. C. B. Wilson

Absent: Councillor C. E. G. Toye

- (1) ELECTION OF CHAIRMAN: As there were no other nominations it was proposed by Councillor Greig, seconded by Councillor Mrs. Wilson, and carried unanimously, 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 Mrs. Locker, seconded by Councillor Penny, 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: County Councillor Mrs. Eyre, WPC Greenhouse/West Mercia Police. (Apologies received and accepted)
- (6) DECLARATIONS OF INTEREST: There were no declarations of interest.
- (7) POLICE REPORT:
In her absence, WPC Greenhouse had sent an e-mail stating that she was not aware of any issues within the village, and that crime was very low at this time.
- (8) MINUTES OF PARISH COUNCIL MEETING HELD ON 25:03:10:
Proposed by Councillor Greig and seconded by Councillor Haslam, the Minutes of the Meeting held on 25th March 2010 were unanimously approved, and were duly signed and dated as a true record.

(9) ELECTION OF COMMITTEES:

PLANNING COMMITTEE: The existing members of the Committee, Councillor Greig as Chairman, Councillors Folkes, Keane, Penny, Williams, Mrs. Stephenson and Mrs. Stock, were all prepared to be re-elected. This was unanimously agreed.

FINANCE WORKING GROUP / RISK ANALYSIS GROUP: The existing members of the Group, Councillor Shaw as Chairman, Councillors Folkes, Haslam, Mrs. Lockyer, Robinson, Mrs. Stephenson and Mrs. Stock, were all prepared to be re-elected. This was unanimously agreed.

RECREATION GROUND COMMITTEE:

The existing members of the Group, Councillor Mrs. Wilson as Chairman, Councillors Folkes, Greig and Penny, were re-elected. This was unanimously agreed.

EMERGENCY DECISIONS GROUP: This Group would consist of the Chairman, Councillor Folkes and the Vice-Chairman, Councillor Haslam, together with the Clerk, Kevin Beasley. This was unanimously agreed.

TREE COMMITTEE: Councillor Robjinson (Chairman) and Councillor Folkes agreed to be re-elected. Councillor Penny wished to step down from the Committee. Other members of the Committee would consist of the Parish Tree Warden/Doctor Rachel Clements, the District Council Tree Officer/Ms. Sally Griffiths, Andrew Woods/Abbey Forestry, and a representative from Broadway Trust. This was unanimously agreed.

FLOODING COMMITTEE: The existing members of the Group, Councillor John Williams as Chairman, Councillors Mrs. Wilson, Folkes, Greig and Penny, together with John Hankinson as a co-opted member, were re-elected. This was unanimously agreed.

(10) ELECTION OF REPRESENTATIVES:

PACT: Councillor Greig would continue in this role

VISITOR MANAGEMENT GROUP: The Parish Council representatives for this Group were Councillor Folkes, Councillors Greig and Mrs. Wilson, together with the Clerk, Kevin Beasley.

YOUTH CLUB: Councillor Folkes agreed to take on this role.

RECREATION GROUND OFFICER: Councillor Penny would continue in this role

TREE WARDEN: Doctor Rachel Clements would continue in this role.

It was proposed that the above representatives be elected by Councillor Keane, seconded by Councillor Haslam, and unanimously agreed.

(11) COUNTY AND DISTRICT COUNCILLORS' REPORTS:

Copies of reports had been circulated to all councillors. No further comments were made.

(12) CLERK'S REPORT AND CORRESPONDENCE:

The County Council had advised the date for Area Forums in Wychavon for 2010. The Evesham Area Forum will be held on Thursday, 7th October, at Evesham Town Hall commencing at 7.00 pm.

A landowner had put forward a piece of land in Broadway for possible use as allotments. The Clerk is currently in negotiation with the District Planning Department to look at the suitability of the site and will report back accordingly.

The Clerk had been asked to investigate the removal of the telephone kiosk in the High Street outside the old Post Office. BT confirmed that it was removed following extensive structural damage some years ago, and they would be writing to English Heritage to update the kiosk listing records at this location.

Mrs. Dottie Friedli, on behalf of the Broadway Tourist Information, had written to thank the Parish Council for its support in making Broadway part of the "Walkers are Welcome" scheme.

The County Council had sent a supply of the latest issue of its resident magazine "Word on Worcestershire" (WoW) - copies available at the Parish Office.

The County Council was currently preparing a Waste Core Strategy. The Consultation Response Document can be viewed in full on the County Council's website www.worcestershire.gov.uk/wcs or a copy of the five page summary can be read in the Parish Office.

Nigel Jancey from the District Council had advised that the signage for CCTV will be installed shortly. There would be two black and white signs in the High Street – one at the junction with Leamington Road, and one on the existing road sign by the Swan Public House. These would be backed up by affixing two usual CCTV signs – one in Russell Square, and one by the Church Close car park.

Fiddlesticks North West Clog dancing group were completing a tour of the Cotswolds from 28th to 31st May, performing around the War Memorial in Broadway between 10.30 am and 12.00 noon on Sunday, 30th May.

Councillor Mrs. Stephenson and the Clerk attended the Third Parish conference at Worcester County Hall on 30th March. Subjects covered included (a) a presentation by Richard Levett of CALC on his vision for working together in the future; (b) a demonstration by Roger Westbury from Barnt Green Parish Council on the online parish council data base, and (c) a Parish Spotlight session on "St. Peter's Festival" by Bob Jenkins (Clerk) and the Reverend Duncan Ballard from St. Peter's Parish Council, Worcester.

The Lygon Arms had removed the tree which was in a very bad state from outside the hotel in the High Street. Sally Griffiths, District Council Tree Officer, was to contact the hotel to ensure complete removal of the stump, and request that a suitable replacement tree is planted. The hotel's maintenance contractor had advised the Parish Council that the longstanding scaffolding outside the hotel would be removed by 9th June when works were expected to have been completed.

The County Street Works Technician had advised Councillor Mrs. Eyre that the proposed gas works in the High Street by Wales and the West Utilities had been postponed until September.

A disabled resident of Mills Close had requested that the kerb be dropped between Mills Close and Morris Road, and this matter had been placed on the Disabled Access list by the County Sustainable Scheme team to be investigated in June. Should the request be feasible the dropped crossing would be installed during this financial year.

Kate Worrall, a Broadway resident, actively involved with Broadway Brownies and Guides, had written regarding a Worcestershire Girl Guiding International Trip to London and Switzerland. On a voluntary basis she is helping to lead a group of fifteen children and five adults on this trip, and was asking for some financial assistance. After some discussion it was agreed, with one abstention, to donate the sum of £100

(13) REPORTS OF COMMITTEES AND WORKING GROUPS:

Finance Working Group/ Risk Analysis: A report of a meeting held on the 24th May was given by the Chairman of the Group, Councillor Shaw. The matters discussed were as follows -

1. Approval of accounts (see Agenda Item 15)
2. Report and reappointment of internal auditor (see Agenda Item 14)
3. Review of insurance: the Clerk had received the renewal insurance documents and had undertaken a review of the items insured. It was recommended that the following amendments be made to the policy – number of bus shelters reduced to two, litter bins increased to forty, and dog bins reduced to ten. Two items within the contents of the Parish office had been duplicated and required deletion. A saving of £25 for the year would be made by these amendments. It was proposed by Councillor Shaw, seconded by Councillor Mrs. Wilson, and unanimously agreed that these amendments be approved.
4. Broadway United Football Youth had written asking for funding to tidy up its car parking area at the Football Club by transforming the area into a properly surfaced parking facility. After discussion, it was agreed to hold this matter in abeyance until the ownership of the land was confirmed.
5. Risk Analysis and Health and Safety – see Agenda Item 15.

Recreation Ground: A report of a meeting held on the 25th May was given by the Chairman of the Group, Councillor Mrs. Wilson, and the following matters were discussed :-

1. Annual inspection report – this was completed by The Play Inspection Company on the 15th April when all items were given a risk score ranging from 1 (low) to 25 (very high). Only one item was rated as a moderate risk and all others were low. The recommended work to correct any risk had been attended to and the Parish Council thanked Mr. John Hankinson and his team for this work.
2. Refreshments – several requests had been received for permission to sell ice-cream, cold drinks, etc. in the park during week-ends, bank holidays and school holidays. After discussion, it was proposed by Councillor Mrs. Wilson, seconded by Councillor Penny, and unanimously agreed, that the sale of refreshments should be allowed. It was agreed that tenders should be requested from any other interested parties before a decision was made.
3. Refuse bins – the District Council had advised that they will not empty waste from bins in the park which were purchased by the Parish Council with effect from 1st June. The Committee discussed a number of options put forward and recommended that a trade waste bin should be obtained from the District Council at a cost of £268 per quarter which would be met from the existing maintenance budget of the park. This recommendation was proposed by Councillor Mrs. Wilson, seconded by Councillor Penny, and carried unanimously, with the proviso that the cost effectiveness of this would be reviewed after the first year.
4. Activity Park fitness days – the Activity Park Committee had obtained a sustainability grant of £2,775 from the Lottery Fund part of which was towards training sessions on the Vitality Station. The first two of these sessions will take part on Saturdays 29th May and 5th June. All councillors were encouraged to attend to support the ongoing use of the park when T-shirts and bags would also be on sale.
5. Permission had been requested for a young children's party, supervised by parents, to take place in the park. Proposed by Councillor Penny, seconded by Councillor Mrs. Wilson, it was unanimously agreed that permission should be granted. The Clerk would check the insurance of the Parish Council to ensure that such events are covered.
6. The dry stone wall along the path leading to the park had now been rebuilt, and the Clerk was instructed to send a letter of thanks to Mr. David Jelfs and his team for carrying out this work.
7. It was suggested that some form of edging be placed around some of the areas within the park to improve the appearance. The Clerk would obtain quotations and report back accordingly.
8. One or two incidences had been reported of youths drinking and sleeping overnight in the park, which had resulted in rubbish being left including broken bottles. This matter had been reported to the Police who would monitor the situation.

PACT

A report of the meeting held on 13th April had been circulated to all councillors which gave an update on the speed activated signs and the results of the regular surveys completed by residents highlighting their concerns.

(14) **REPORT AND RE-APPOINTMENT OF INTERNAL AUDITOR AND REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT:**

The Clerk read the Internal Auditor's report and also reported that the internal auditor, Ian Fraser, was willing to carry on for a further year, which the Finance Working Group recommended to the Parish Council. The recommendation was proposed by Councillor Shaw, seconded by Councillor Greig and carried unanimously.

The Clerk read out a review of Financial Regulations and Internal Audit, and suggested that the following resolutions be accepted -

- no changes be made to the Financial Regulations but that they be reviewed at the Annual Meeting each year, and
- that the comments of the Responsible Financial Officer be noted, and having reviewed the effectiveness of the system of the internal audit the Council approves the current arrangements.

These resolutions were proposed by Councillor Greig, seconded by Councillor Keane, and carried unanimously.

(15) **APPROVAL OF ACCOUNTS Y/E 31:03:10 – APPROVAL OF ANNUAL GOVERNANCE STATEMENT – SECTION 137 – RISK ASSESSMENT SCHEDULE – HEALTH AND SAFETY POLICY:**

Accounts for year ending 31:03:10 were circulated to all members, had been examined and approved by the Finance Working Group at their meeting held on 24:05:10. The Group recommend that the accounts, together with the annual governance statement, Section 137, Risk Assessment Schedule, and Health and Safety Policy, be approved. Proposed by Councillor Shaw, seconded by Councillor Mrs. Stock, approval was unanimous.

(16) **PLANNING:**

Parish Council Comments:

METING: 06:04:10

Application W/10/00457/PP

MR. & MRS. HUGHES
Killybrack, Bibsworth Lane

The Parish Council raised no objections to this proposal

Proposed entrance porch

Applications W/10/00458/CU
and W/10/00459/LB

MR. J. NOOT

Farnham House, 1 Church Street

The Parish Council raised no objections to these applications.

Removal of corrugated asbestos roofed and timber clad lean-to (amendment to applications W/07/02262/CU and W/07/02260/LB)

MEETING: 26:04:10

Application W/10/00582/PP **MS. A. HOPE**
Mawnan Paddock, Springfield Lane
Erection of two-storey porch to front elevation and replacement conservatory to rear
The Parish Council raised no objections to this proposal

Application W/10/00733/PP **MR. K. GRANT**
Cobblestones, 3a The Green
Proposed timber framed glazed porch
The Parish Council raised no objections to this proposal

MEETING: 17:05:10

Applications W/10/00632/CU and W/10/00633/LB **MR. A. GREEN**
Pathlow House, 82 High Street
Proposed improvements and change of use from Bed and Breakfast accommodation to residential
The Parish Council raised no objections to these applications

Application W/10/01061/LB **MR. D. PARKER**
Buckland Wood House, Snowhill Road
Demolition of kitchen wing and construction of new two-storey wing.
Construction of new drawing room – two-storey wing. Work to garage block to form gym and playroom with ancillary shower and WC (amendment to W/08/01153/LB)
The Parish Council raised no objections to this proposal

Wychavon Approvals:

Applications W/10/00014/LB and W/10/00012/AA **Market Pantry Limited**, 31 High Street
Erection of one hanging and one fascia sign to front elevation

Applications W/09/02669/LB and W/09/02509/AA **Mr. S. Shore**, Tudor House, 67 High Street
Display of various signs

Application W/10/00460/PP **Mr. D. Miles**, 50 Averill Close
Erection of single storey W.C.

Application W/10/00353/PP **Mr. Edwards**, Chippings, Springfield Lane
Hardwood double glazed conservatory

Application W/10/00457/PP **Mr. & Mrs. Hughes**, Killybrack, Bibsworth Lane
Entrance porch

Applications W/10/00101/PP and W/10/00102/LB **Mr. F. Montero**, The House on the Green, Church Street
Demolition of garage, construction of new wall and gate, construction of lean-to stores, removal of internal bathroom and upgrading of internal bathrooms, replacement of walls (internally) previously removed by others, replacement of front boundary wall with stone plinth and railings

Application W/09/02779/PP **Mr. P. Oliver**, Cottars Hey, 133 High Street
Replacement of roofing tiles, repair works to chimney, alterations to garden gate

Applications W/10/00459/LB and W/10/00458/CU **Mr. J. Noot**, Farnham House, 1 Church Street
Removal of corrugated asbestos roofed and timber clad lean-to. (Amendment to W/07/02260/LB)

(17) SCHEDULE OF PAYMENTS from 12:03:10 to 19:05:10 net of VAT

Peek-a-Boo Baby & Toddler Group / grant	300.00
C. Thomas / Activity Park maintenance	131.25
K. Beasley / Clerk's salary – March	1,145.25
G. A. Tomkins / Asst. Clerk's salary – March	609.15

A. Townsend / window cleaning	10.00
Post Office / postage	81.91
Miscellaneous / stationery	6.49
Miscellaneous / coffee and milk	14.18
HM Revenue and Customs / PAYE	1,314.27
Jack Harris Gardening / Activity Park maintenance	120.00
GBD (Evesham) Limited / mowing	299.38
Unicom / telephone internet account	46.76
B & W Hire Ltd / Activity Park hire of toilets	151.80
E-Solutions / photocopier charge	9.60
Cotswold Building Supplies / Activity Park maintenance	119.96
C. Thomas / Activity Park maintenance	87.50
Giffords / Activity Park maintenance	556.60
Worcestershire CALC / subscription	609.50
CPRE / annual subscription	29.00
Broadway Communication Group / donation	480.00
HM Land Registry / fee regarding registration of Recreation Ground	90.00
Ian Fraser / annual internal audit	250.00
Play Inspection Company Limited / playground inspection	150.00
HM Land Registry / index map search re Back Lane	5.00
Broadway & Towerview Playgroup / grant	750.00
Broadway Cricket Club / grant	750.00
Broadway Arts Festival / grant	1,500.00
K. Beasley / Clerk's salary – April	1,135.37
G. A. Tomkins / Asst. Clerk's salary – April	512.75
Worcestershire County Council / pension re Clerk	350.27
Wychavon District Council / business rate	66.20
Information Commissioner / data protection	35.00
24/7 Security / security	65.00
C. Thomas / Activity Park maintenance	113.00
GBD (Evesham) / mowing	583.30
Cotswold Building Supplies / Activity Park maintenance	14.75
B & W Hire Limited / Activity Park hire of toilets	290.40
Community First / annual subscription	40.00
E.ON / office electricity	191.03
Jack Harris Gardening / Activity Park maintenance	145.00
Vale Press Limited / stationery	15.00

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

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

Councillor Greig asked if a start date for the building of the toilets at the activity park could be obtained. The Clerk would make investigations.

Councillor Mrs. Wilson again raised concerns regarding A-boards and tables and chairs along the High Street. The Clerk reported that this item was to be discussed at the forthcoming Visitor Management Meeting.

Councillor Robinson raised the concerns of several villagers regarding the excessive parking outside a property in Bibsworth Avenue. The Clerk stated that this was an ongoing matter and was being dealt with by the Police and the County and District Councils.

Councillor Penny reported that two of the recently installed School warning signs in Leamington Road were flashing day and night, and requested the Clerk to investigate.

The Chairman closed the meeting at 8.07 pm and opened Agenda Item 19 -

(19) PUBLIC SESSION:

A resident commented on the graffiti inside the bus shelter in Leamington Road, and the Clerk was instructed to contact the Parish lengthsman to obtain a quotation for the removal of the graffiti.

The Chairman finally closed the meeting at 8.10 pm

DATE AND TIME OF NEXT MEETING: Thursday, 24th June, at 7.00 pm

EXPENDITURE	Budget 2008/09 £	Actual 2008/09 £	Budget 2009/2010 £	Expend to Jun-09 £	Expend to Sep-09 £	Expend to Dec-09 £	Expend to Mar-10 £	Budget 2010/2011 £
Parks and Open Spaces								
Mowing Green/Rec	5770	4309	6,500	1,497	3,293	4,790	5,089	7,500
Recreation Ground	3000	309	6,000	633	1,594	3,006	4,378	5,000
Garden	210	417	500			700	700	250
Seal Repair/Replace	630	1,000	1,000	26	62	62	833	1,000
Tree Surgery	1750	150	2,000		720	720	720	12,000
Bus Shelter Repair	125	145	250					250
Waste Bins/Dog Bins	450		500					1,000
Dog Fouling	50					250	250	
Graffiti Removal	100		100					100
Village Clock	200		250					150
Lengthsman	2300	293	2,500			326	726	
Broadway Activity Park		186286		87,801	89,051	90,164	90,559	
Parish Paths Scheme		424						
Speed Activated Sign								1,000
Sub Total	14585	192307	19,600	89,957	94,720	100,018	103,355	28,250
Public Lighting								
Electricity & Maintenance	7200	6452	8,000			8,083	8,083	10,000
Replace/Repair	4000		4,000					2,000
Lighting Tests	1000							
Depreciation	2000							
Xmas Lights	2500	500	500			500	500	500
Power to Green	390	407	400	79	79	79	232	300
Sub Total	17090	7359	12,900	79	79	8,662	8,815	12,800
General Administration								
Stationery/Office Exps	500	495	1,000	139	306	393	506	800
Telephone	1000	701	1,000	184	350	516	679	800
Photocopier	210	74	200	13	39	54	74	200
Insurance	5000	5025	7,000	7,776	7,776	7,776	7,776	8,000
Subscriptions	830	809	900	678	678	678	829	900
Training	750	23	500	8	8	8	8	250
Parish Council Op'tio	500	313	1,500		157	218	445	800
Business Rates	700	641	1,000	204	405	606	673	900
Security	400	314	350	65	130	195	195	350
Office Service Charge	1000	696	1,000		236	236	365	800
Office Electricity	780	791	1,000	186	253	323	570	800
Office Water	260	83	300			53	81	100
Elections	1000		1,000					
Travel & Subsistence	600		250					50
Equipment	710		500					500
Party Cash	250		250					250
Computer Licence	300	303	300				245	300
Books & Publications	40		50		54	54	54	70
Parking	70							
Audit Fees	735	650	1,000	250	1,300	1,300	1,300	900
Data Protection Costs	37	35	40	35	35	35	35	50
Broadway Newsletter	450	450	500	480	480	480	480	480
Sub Total	16122	11403	19,640	10,018	12,207	12,925	14,315	17,300
Staff Costs								
Clerks salary etc	19000	13142	15,000	3,430	6,808	10,186	13,583	15,000
Asst Clerk	7000	6337	7,000	1,472	3,237	4,868	6,513	7,000
Tax etc	6300	6251	6,000	2,602	3,953	5,251	6,565	6,000
Pension costs	2650	3478	4,000	1,030	2,050	3,081	4,111	4,500
Pension Gratuity	750		750					1,000
Sub Total	35700	29208	32,750	8,534	16,048	23,386	30,772	33,500
Parish Plan Scheme								
Parish Plan/Village Design		500						
Sub Total	0	500	0	0	0	0	0	0
Grants and Donations								
Churchyard	525	525	525			525	525	550
CAB	230	200	200			200	200	200
T.I.C.	650	500	500			500	500	500
Royal British Legion	22	17	25		17	17	17	40
Vale of Evesham Vols	220	200	300			300	300	300
Community Council	40							
Wychevon Sports Coun	60	59	60		59	59	59	60
Signpost	170	200	200			200	200	200
Eve/Persh Neigh Watch	100	200	200			200	200	200
Neighbourhood Watch	100							
Nth Cotswold Vols	200	200	100			100	100	
Youth Fund	1000							
Broadway Com Award	50	50	100			100	100	100
Village of the Year		500						
Broadway Cricket Club								
Litter Pick		500						
Other Donations				200	200	300	4,600	4,000
Broadway Football Club			200			200	200	
Lifford Hall			200			200	200	
Youth Club Grant					8,508	8,508	8,508	
Sub Total	3367	3151	2610	200	8784	11409	15709	6,150
Contingencies								
Contingencies	1000		1,000					1,000
Flooding	100	477	2,500					1,000
Sub Total	1100	477	3,500	0	0	0	0	2,000
VAT Due				12,864	14,918	15,729	16,191	
TOTAL - EXPENDITURE	87964	244405	91,000	121,652	131,838	156,400	189,157	100,000