

BROADWAY PARISH COUNCIL

MINUTES
of PARISH COUNCIL MEETING
held at 5 Russell Square, High Street, Broadway,
on Thursday, 16th December 2010, at 7.00 pm

PRESENT: District Councillor D. W. Folkes, Councillors T. L. Greig, R. Haslam, L. Keane, F. L. Penny, N. Robinson (from 7.10 pm), G. Shaw, Mrs. S. Stephenson, Mrs. J. M. Stock, J. Williams, Mrs. C. Wilson
 Also present: Evesham Journal, Prof. D. Wakelin (Broadway Trust)

ABSENT: West Mercia Police, Councillor C. E. G. Toye

- (1) APOLOGIES FOR ABSENCE: County Councillor Mrs. L. Eyre and Councillor Mrs. A. Locker (apologies received and accepted)
- (2) DECLARATIONS OF INTEREST: None
- (3) POLICE REPORT: In the absence of a police representative, no report was given.
- (4) MINUTES OF PARISH COUNCIL MEETING HELD ON 21:10:10

Proposed by Councillor Haslam, seconded by Councillor Mrs. Stephenson, and carried unanimously, the Minutes of the Meeting held on 21st October 2010 were approved, signed, and dated as a true record.

- (5) COUNTY AND DISTRICT COUNCILLOR'S REPORTS: A copy of a report received from Councillor Mrs. Eyre is available in the Reading File at the Parish office.
- (6) CLERK'S REPORT AND CORRESPONDENCE:

The Clerk received the latest issue of Parish Matters from the District Council which was circulated to all councillors. It was noted from this that several events had been organised to discuss the South Worcestershire Development Plan. The Clerk, together with Councillor Greig, attended a session at the Civic Centre on the 23rd November. Information gathered from this and all other sessions will be put together to produce a report to be issued shortly. It is becoming clear that Parishes will be consulted in more detail on local building plans for future developments, and it may be beneficial if the Parish Council put forward a recommended site rather than having one imposed upon the village at a later date. This matter would be referred to the Planning Group for discussion.

The Clerk reiterated the advice from the County Council on snow clearance following recent inclement weather. They wished to encourage local people to be good

neighbours in clearing the pavements outside their properties, but residents were reluctant to take the risk as it was widely thought that anyone who did this could be sued. Providing simple guidelines are followed (copies of which can be found on the village notice boards) there is absolutely no risk involved.

A letter of thanks was received from Mr. Bill Bailey, the winner of the 2010 Community Award, who had donated his cheque of £100 to the Broadway First Scout Cub Group. The Clerk has received a letter from Councillor Mrs. Linda Robinson, Chairman of Wychavon District Council, requesting a nomination for the Wychavon Bursary 2010/2011, and it was unanimously agreed that Mr. Bailey should be nominated. The Clerk was instructed to reply to Mrs. Robinson giving supporting evidence of the Parish Council's nomination.

The Clerk had been asked to investigate the possibility of locating an area within the village for allotments. A landowner had offered a piece of land along Snowhill Road for such purposes, and Councillor Penny volunteered to head a committee to investigate the feasibility of this site.

It had recently been reported that a lighting column had been damaged in the upper High Street. The Clerk had asked Mark Colston, the County Lighting Engineer, to visit the site, who stated that the column was safe for the time being in spite of there being a large bend in it but it would require replacement in the near future. The lantern was also broken, although still in working order, and it was agreed that a replacement should be ordered at a cost of £200 and the work undertaken. It was also agreed to review the state of the column at a future meeting.

Mrs. Joan Parfitt, the organiser for Broadway of the Wychavon Parish Games, together with the Clerk, attended the presentation evening at Crowle Village Hall on Wednesday, 27th November. Broadway was the winner of this year's Award of Merit, presented to the parish which had entered all or most of the events but not won an individual trophy, but finished sixth out of thirty-four parishes taking part. This award was a real tribute to Mrs. Parfitt's hard work on Broadway's behalf, and the Clerk was instructed to write a letter of grateful thanks. Mrs. Parfitt asked if anybody could help to find participants in the angling and the junior table tennis competitions for the 2011 Games which would possibly enable Broadway to gain a higher position.

Use of the small Green had been requested for the Asparagus Fair (29th May), the Strawberry Fair (26th June) and the Plum Fair (21st August). Use of the large Green had been requested for the Italian Market (2nd May). A booking for 2012 had already been received from the Chairman of the Broadway Arts Festival for the festival which will be held 9th to 16th June.

In previous years a number of village organisations had taken part in the Village Litter Pick for which they received a grant from the District Council. The scheme is still run by the District Council who loan all the equipment required and collect any bags of rubbish, but the grant is no longer available. This matter was discussed at the Finance

Working Group meeting when it was recommended that a grant of £500 be allowed. The Parish Council was in full agreement with this proposal and, in addition, it was agreed that there should be two litter picks each year with £250 donated to each participating organisation.

A copy letter from the Engineering Consultancy Manager at the District Council regarding the maintenance of watercourses had been received confirming that the work carried out at the brook by the Activity Park had been satisfactorily completed, and requesting that a regular inspection and maintenance regime be put in place. The Clerk was instructed to request the lengthsman to regularly inspect the area.

The District Council had forwarded details of the new roads and house numbers at Leedons Residential Park.

The following annual donations were made as agreed within the budget :-

(a)	St. Michael's Church	£550	(Section 137 item)
(b)	Wychavon District Council re T.I.C.	£500	
(c)	Signpost	£200	
(d)	Evesham Volunteer Centre	£300	(Section 137 item)
(e)	Evesham & Pershore Neighbourhood Watch	£200	(Section 137 item)

The Parish Council had been asked if the footpath along Snowhill Road up to Pye Corner could be sided out. The Clerk contacted County Highways and was informed that this path was not an official footpath and, therefore, a Parish matter. The lengthsman had tendered a quotation of £440 for this work, and it was proposed by Councillor Mrs. Wilson, seconded by Councillor Keane, and carried unanimously, that this quotation be accepted.

The bench outside the surgery in the High Street was in need of sanding and restaining, and it was unanimously agreed that the lengthsman should carry out this work at a cost of £50.

(7) APPROVAL OF BUDGET 2011/2012

A meeting of the Finance Working Group was held on 10th December when the Clerk produced the half year financial figures and the proposed budget figures for 2011/2012. The Finance Working Group recommended the approval of the budget for 2011/2012 and the setting of the precept at £86,000, which amount has remained the same for three consecutive years despite the fact that Parish Council expenditure increased over the same period. It was proposed by Councillor Shaw, seconded by Councillor Haslam, and carried unanimously that the budget be approved and the precept set as stated.

(8) REPORTS OF VARIOUS COMMITTEES AND GROUPS:

Finance Working Group: The Chairman of the Finance Working Group, Councillor Shaw, reported that three funding applications had been received as follows :

- **Broadway United Reform Church:** The Church Hall is used by the Youth Activity at Easter, in Summer, and at Christmas, and the Pilots Company meet there each Friday during term time. The age range for these activities is 5 to 17, divided into four age groups, and well attended. The URC wished to purchase a fold-up table-tennis table, a puppet theatre with puppets, and a collection of costumes and hats for role play, with the approximate cost being £1,300. The Finance Working Group recommended that a donation of £500 be made which would purchase the table tennis table, and suggested that a plaque be attached stating that it was donated by the Parish Council.
- **Court Tenants' Association:** The tenants of Broadway Court run several groups and clubs including the Gardening, Walking and Cycling Clubs, and have requested funding towards the cost of several items for each of these clubs, all of which are also open to non-residents. The Finance Working Group recommended that a donation of £500 be made.
- **St. Mary's Catholic Primary School:** The School had requested funding to assist with costs towards the provision of an additional mobile classroom for the Little Friends' Pre-School costing over £8,500 and currently hired at an additional cost of £1,000 per month. After much discussion, the Group felt that this was not an appropriate use of grant funding, but should the School wish to apply for any equipment for School of Pre-School use, the Parish Council would be willing to consider such an application. The Finance Working Group, therefore, recommended that this application be declined.

Proposed by Councillor Shaw, seconded by Councillor Greig, it was carried unanimously that the above recommendations be accepted.

Activity Park: The Chairman, Councillor Mrs. Wilson, reported that a quarterly inspection had taken place on 13th December. Two trees had been damaged which had been attended to, but would require replacement should they fail to fully recover during the growing season. Several nuts and bolts required to be tightened, and the maintenance team was instructed to carry this work out.

Following several comments regarding the lack of tables for picnics, etc., by the Toddlers' area, the Clerk was instructed to obtain quotations for A-frame style picnic tables. One quotation had been received to date from Safe and Sound for £354 each plus £75 delivery. Councillor Penny reported that he would obtain a further quotation which could be considered at the next Parish Council meeting.

Regarding the toilets, B & W Hire have reported damage to one of the units, together with signs of drug use, with both matters being reported to the Police. B & W Hire have suggested that the Parish Council has a key to lock the units during night time. All councillors were in agreement with this arrangement, and the Clerk was instructed to obtain the necessary key in order to lock and unlock the toilets on a daily basis.

The Clerk had contacted Rooftop Housing for an update on the building of the new toilet block, when it was confirmed that the drainage issues had now been resolved and work on the drainage would commence after the Christmas break followed by the building of the toilet block. It was hoped that works would be completed within two to three months unless adverse weather caused delays.

Visitor Management Group: Councillor Mrs. Wilson reported that a meeting took place on 1st December when the following issues were raised and discussed :-

- It was stated to be unlikely that the yellow lines in Station Road would be extended;
- A reply was still awaited from County Council Highways regarding an improved entrance to the Hunt Field from the High Street;
- New tourist maps had been completed and had been placed in the car parks;
- The Traders' Association and Broadway Trust were producing guidelines to seek to address the appearance and legal issues regarding signage in the village, and when completed will be circulated to traders, agents and, potentially, at the Annual General Meeting of the Traders' Association. It will be used as a voluntary guide with the backing of all parties;
- County Councillor Mrs. Fyre advised the committee of the potential location of a small museum at Tudor House. Progress had been made on the property together with governance. A steering committee and a wider reference group would be set up. The Clerk had been invited to attend the first meeting to represent the Parish Council.

Vehicle Activated Speed Sign: Councillor Greig reported that a meeting had been held on 30th November with representatives from Broadway, Badsey, Childswickham and Wickhamford for an update on this matter :-

- The sign had arrived and was being stored at the Parish Council office;
- The posts were still to be positioned but were on order with arrival expected shortly;
- It was suggested that the lengthsman for Broadway be asked to take overall charge of the maintenance of the sign – e.g. moving it from Parish to Parish and from post to post within the Parish together with the charging of the batteries – and since the meeting he had agreed to undertake this responsibility and also met up with County Council Highways for instructions on the positioning and movement of the sign;
- Our insurance providers have pointed out that the sign cannot be insured by each Parish as no one item can be insured by more than one party, and it was suggested that one Parish should insure it with the other Parishes sharing the cost. Regarding the breakdown costs, it was suggested that any repairs outside the insurance cover should be met jointly by all the Parishes regardless in which Parish the damage took place. Proposed by Councillor Greig, seconded by Councillor Penny, it was carried unanimously that this arrangement be accepted.

Tree Committee: Councillor Robinson reported that at a meeting dated 24th November the following was discussed :-

- Regarding **trees in Station Road**, the replacement trees would be “Bird Cherry” in two colours of red and white blossom. The existing good trees would be kept, with poor trees taken out as necessary. Existing trees are spaced at thirty feet and to fill the gaps, therefore, there would be a need for approximately thirty-two new trees which will be approximately six feet and will be hand planted to help with the location of the underground services. A map of the services to assist will be obtained from County Highways. Planting of the new trees can be done in the early part of 2011.
- An agreed budgeted figure had been put aside for the above project and Mr. Andrew Woods of Abbey Forestry had obtained an up-to-date quotation of £3,390 + VAT to supply and plant the reduced size trees.
- Other trees would be replaced as and when required with trees of a relevant size.

It was proposed by Councillor Robinson, seconded by Councillor Greig, and carried unanimously that the above was all in order. It was also agreed that an updated letter should be sent to all residents of Station Road, also asking whether they would like to make a contribution towards the project.

Regarding **trees in the High Street**, County Highways had yet to agree to the replacement of trees which they had previously removed in the High Street. As the District Tree Officer was currently on sick leave it was suggested that County Councillor Mrs. Eyre be approached to try to resolve this. After further discussion, it was suggested that the replacement trees should be Chestnuts to match existing. Mr. Andrew Woods reported that the tree outside Robertos on the Green was not in a good state, and may need to be removed. It was damaged when service works were carried out approximately five years ago, and Mr. Woods had photographs of the contractors on site and would again contact them advising them of their responsibilities regarding the damage. If necessary, it was suggested that a letter also be sent by the Broadway Trust as owners of the tree, and also from the Parish Council.

Maintenance Programme : It was recommended that a maintenance programme be put in place and budgeted for to include the new trees in Station Road and the trees in High Street and Leamington Road. It was also suggested that the owners of the trees outside Four Corners and Sheik’s Restaurant be contacted requesting them to consider their duty of care of the said trees.

It was proposed by Councillor Robinson, seconded by Councillor Greig, and carried unanimously, that a maintenance programme be put in place.

(9) PLANNING:

Parish Council Comments:**MEETING: 25:10:10**

Application W/10/02352/PN

MR. C. HOLMESRookery Farm, Middle Hill
Erection of Evoco 10kW turbine on 15m tower

The Parish Council repeated their comments made on 27:05:09 regarding Application W/09/00427/PN which was refused by the District Council but allowed after appeal - "The Parish Council raise objections to this proposal as this is a conservation area and the location is unsuitable for this type of development. Other methods should be considered - e.g. solar power."

Application W/10/02148/PN

MRS. L. HOLTUnited Reformed Church, High Street
Demolition of existing single storey washroom and erection of temporary single storey timber building

The Parish Council raised no objections to this application.

Application W/10/02192/PP

MR. DOWN1 Smallbrook Road
Two storey extension to rear of dwelling

The Parish Council raised no objections to this application

Application W/10/02398/AB

MR. R. ISMAYGallipot House, Evesham Road
Proposed agricultural building

The Parish Council raised no objections to this application.

MEETING: 08:11:10Applications W/10/02476/PP
and W/10/02477/LB**MR. F. MONTERO**The House on the Green, Church Street
Demolition of rear kitchen extension and outbuilding and construction of new kitchen/family room/utility room

The Parish Council raised no objections to this application

Application W/10/02495/LB

MR. & MRS. BAKERBroadway Court, Snowhill Road
Repair stone roof, new roof to cloakroom and boiler room window.
Internal alterations.

The Parish Council raised no objections to this application

Application W/10/02527/PP

MR. P. TUCKERDairy Cottage, Bibsworth Lane
Erection of entrance porch

The Parish Council raised no objections to this application

Applications W/10/02255/PN
and W/10/02256/LB**COTSWOLD INNS & HOTELS LTD.**Broadway Hotel, 11 The Green
Provision of roof to central courtyard and alterations to hotel

The Parish Council raised no objections to this application

Application W/10/02367/PP

MR. HOPKINSONWold Cottage, Leamington Road
Rear facing single storey conservatory

The Parish Council raised no objections to this application

Application W/10/02493/PP

MR. NEWMAN1 Sands Close
Proposed first floor extension and pitched roof over existing garage

The Parish Council raised no objections to this application

MEETING: 22:11:10

- Application W/10/02495/LB **MR. & MRS. BAKER**
Broadway Court, Snowhill Road
Repair stone roof, new roof to cloakroom and boiler room window.
Internal alterations.
AMENDMENT: alterations to plaster and roof repairs and inclusion of outbuilding in works.
The Parish Council raised no objections to this amendment
- Application W/10/02597/LB **MR. BROWNE**
Collin Hs. Hotel & Restaurant, Collin Lane (**retrospective**)
Replacement of part of stone roof with like-for-like stone tiles. One third of tiles recovered, refurbished and replaced on roof. Balance of stone tiles from reclaimed tiles in keeping with other tiles
The Parish Council raised no objections to this proposal.
- Application W/10/02290/PP **MRS. D. PRESTON**
15 Lime Tree Avenue
Rear porch/conservatory extension
The Parish Council raised no objections to this proposal.
- Applications W/10/02256/LB and W/10/02255/PN **COTSWOLD INNS & HOTELS LTD**
Broadway Hotel, 11 The Green
Provision of roof to central courtyard and alterations to hotel. (Due to revised information being received the registration date of this application has been restarted).
AMENDMENT: Application red line amended and notice served under Article 7 Certificate B
The Parish Council requested further information on Article 7 Certificate B before making any comment.
- Application W/10/02640/CU **BROADWAY DENTAL CARE**
9 Cheltenham Road
Change of use from residential to dental surgery
The Parish Council raised objections to this proposal on the grounds that this is a loss of a residential property, and parking for clients could be inadequate. The Parish Council also queried whether there is any restrictive covenant within the deeds regarding the running of a business from an ex-Council House property.

Wychavon Approvals:

- Application W/10/02152/PP **Mr. Beetson**, 6 Bibsworth Avenue
Single storey rear extension
- Application W/10/02286/PN **Rooftop Housing Group Limited**, Shear House, Leamington Road
Amendment to Planning Permission W/09/01605/PN to vary size and position of solar panels on Plots 1 – 6
- Application W/10/02162/PP **Mr. M. Davies**, Pear Tree Cottage, Springfield Lane
Creation of access and detached double garage
- Application W/10/02493/PP **Mr. Newman**, 1 Sands Close
Proposed first floor extension and pitched roof over existing garage
- Application W/10/02192/PP **Mr. Down**, 1 Smallbrook Road
Two storey extension to rear of dwelling
- Application W/10/02367/PP **Mr. Hopkinson**, Wold Cottage, Leamington Road
Rear facing single storey conservatory
- Application W/10/02527/PP **Mr. P. Tucker**, Dairy Cottage, Bibsworth Lane
Erection of entrance porch
- Application W/10/02290/PP **Mrs. D. Preston**, 15 Lime Tree Avenue,
Rear porch/conservatory extension
- Application W/10/02495/LB **Mr. & Mrs. Baker**, Broadway Court, Snowhill Road
Repair stone roof, new roof to cloakroom, and boiler room window. Internal alterations.
- Application W/10/02352/PN **Mr. C. Holmes**, Rookery Farm, Middle Hill
Erection of Evoco 10kW turbine on 15m tower

Concerns were raised regarding the approval of the erection of a wind turbine at Rookery Farm, Middle Hill – application W/10/02352/PN. The Clerk was instructed to ask for clarification on policy regarding erection of wind turbines in a conservation area.

(10) SCHEDULE OF PAYMENTS AND RECEIPTS between 15:10:10 and 30:11:10

Payments: verified by the Clerk together with two nominated signatories

	net of VAT
Broadway First Scout Cub Group / Community Award	100.00
Unicom / telephone, internet	52.30
Richard Hope / bench maintenance	100.00
Royal British Legion / wreath	16.50
Worcestershire County Council / lighting maintenance and energy	6,400.00
K. Beasley / Clerk's salary - October	1,135.57
G. A. Tomkins / Asst. Clerk's salary – October	736.05
Jack Harris Gardening / Activity Park maintenance	85.00
GBD (Evesham) Limited / mowing	583.30
B & W Hire / Activity Park hire of toilets	264.00
E-Solutions / photocopier charge	25.00
Worcestershire County Council / pension re Clerk	366.34
Hentland Fire and Security / fire appliance maintenance	67.15
e-on / office electricity supply	143.83
C. Thomas / Activity Park maintenance	210.00
Proludic Limited / Activity Park equipment repair	250.00
Unicom / telephone, internet	54.50
Hillbarn Sawmills / bench maintenance	40.00
K. Beasley / Clerk's salary – November	1,135.37
G. A. Tomkins / Asst. Clerk's salary – November	594.48
B & W Hire / hire of toilets in Activity Park	264.00
GBD (Evesham) Limited/ mowing	291.65
E-on / village green electricity	29.52
Vale Press / office stationery	18.00
Abbey Forestry / tree maintenance	635.00
St. Michael's Church PCC / donation	550.00
Wychavon District Council / donation re T.I.C.	500.00
Signpost / donation	200.00
Evesham Volunteer Centre / donation	300.00
Evesham & Pershore Neighbourhood Watch / donation	200.00

Receipts:

Rooftop Housing Group / sponsorship of Activity Park toilet	100.00
Miscellaneous / donations towards Dog Foul bags	20.00

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

Councillor Mrs. Stephenson raised concerns regarding the number of potholes at the top of Back Lane beyond the rear entrance to the Doctors' Surgery. The Clerk

reported that he had been in contact with both the County Council and the residents of Back Lane, and the County Council was in the process of attempting to establish ownership, and if it is found that the residents of Back Lane each own a section they will be responsible for the maintenance.

Councillor Penny reported a number of large potholes at the bottom of Sandcroft Avenue at the junction with Leamington Road. The Clerk was instructed to report this matter to Highways.

Councillor Robinson asked if there was anything to report regarding the situation at 17 Bibsworth Avenue. County Councillor Mrs. Eyre had previously stated that this matter was being investigated, but to date there was no evidence of improvement. The Clerk was instructed to write to the County and District Councils expressing the Parish Council's concerns.

Councillor Keane asked if an update could be given at the next meeting of the Parish Council regarding the Badsey Brook scheme.

The Chairman closed the meeting at 8.02 pm. and opened the Public Information Session.

PUBLIC INFORMATION SESSION:

Professor Wakelin asked if the donations received from the Farmers' Markets were still to be used towards the maintenance of the Greens as in previous years, and the Clerk stated that this arrangement still stood.

He also stated that he looked forward to the response of the Parish Council on the Localism Bill in due course.

Mrs. Dottie Friedli said she felt that when there was a matter to discuss which the Parish Council disagreed with, such as wind turbines, there should be a facility in force which could be implemented to demonstrate local feeling, rather than purely relying on planning policies.

The Chairman finally closed the meeting at 8.05pm

Date and Time of next Meeting:

Thursday, 20th January 2011, at 7.00 pm