

MINUTES
of ANNUAL GENERAL MEETING OF THE PARISH COUNCIL
held at 5 Russell Square, High Street, Broadway,
on Thursday, 17th May 2012, at 7.00 pm

PRESENT: Councillor D. W. Folkes (Chairman), Councillors Dr. R. Clements, Miss D. Hardiman, R. Haslam, L. D. Keane, 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: West Mercia Police/WPC Emma Burrows. Broadway Trust/J. Vincent

- (1) ELECTION OF CHAIRMAN: As there were no other nominations it was proposed by Councillor Haslam, seconded by Councillor Mrs. Stephenson, 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 Folkes, 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 and District Councillor Mrs. E. Eyre, District Councillor B. Parmenter (apologies received and accepted).
- (6) DECLARATIONS OF INTEREST: None
- (7) POLICE REPORT:

WPC Emma Burrows introduced herself to the Parish Council, and reported that a male had been secured in Dorset who was believed to be a suspect in a number of burglaries in this area. She again highlighted the need for vigilance regarding unattended properties by leaving lights on, activating alarms, and alerting neighbours when away for any period of time. The Police were reactivating 'Rural Watch' for more isolated properties, and have asked farmers to advertise this scheme with notices, and are also working with adjoining forces to help cut crime by the sharing of information, etc.

There had been a spate of criminal activity in the village causing damage to vehicles, and it was believed that this was specifically aimed at one person. CCTV was currently monitoring the targeted area. WPC Burrows, together with CSO Schoenrock, had made extra patrols in the Activity Park to deter any anti-social behaviour, and had engaged well with the young people.

Councillor Mrs. Rogers stated there had been a number of incidents in the shop where she worked, and felt that the shop-to-shop telephone warning system should be reactivated. WPC Burrows said this was a matter that the Police would investigate, adding that shops could also help by having CCTV cameras focused on people as they entered the shop as this would deter would-be offenders.

There being no further comments, the Chairman thanked WPC Burrows for her report.

(8) MINUTES OF PARISH COUNCIL MEETING HELD ON 22:03:12

Proposed by Councillor Mrs. Wilson, seconded by Councillor Mrs. Stock, the Minutes of the Parish Council meeting held on 22nd March 2012 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, Keane, Penny, Williams, Mrs. Stephenson and Mrs. Stock. It was unanimously agreed that Councillor Keane remain as Chairman.

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

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: Existing members, Councillors Folkes and Penny, were prepared to be re-elected. Councillor Dr. Clements was elected as a new member. 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. Councillor Robinson decided to step down as Chairman and Councillor Dr. Clements agreed to replace him as Chairman.

LIBRARY COMMITTEE: This committee consists of Councillors Folkes, Penny, Mrs. Stephenson and Mrs. Wilson. Councillor Folkes agreed to act as Chairman.

(10) ELECTION OF REPRESENTATIVES:

P.A.C.T	Councillors Folkes and Mrs. Rogers
VISITOR MANAGEMENT:	Councillors Folkes, Mrs. Wilson and Miss Hardiman
ACTIVITY PARK OFFICER:	Councillor Penny
PARISH TREE OFFICER:	Councillor Dr. Clements
PARISH FOOTPATHS OFFICER:	Mr. Frank Benham
PARISH LENGTHSMAN:	Mr. Maurice Parkinson

(11) COUNTY AND DISTRICT COUNCILLORS' REPORTS:

In an effort to improve communications, County Councillor Mrs. Eyre has set up her own 'blog' so that information is immediately available. The link to this site is <http://lizyreupde.blogspot.com>. Some councillors felt that a written report was more appropriate, and it was agreed that the Clerk would continue to print information from the 'blog' to forward to councillors before a meeting. Councillor Mrs. Eyre would give an update at any future meetings.

(12) CLERK'S REPORT AND CORRESPONDENCE:

The District Council has operated the Wychavon Bursary Award since 1993, and as this is Jubilee Year it was felt that this was a good opportunity to review the scheme, and all Town and Parish Councils were invited to participate in the new refreshed scheme. A one-off principal donation of £150 from Town Councils and £50 from Parish Councils was requested, together with the District Council's own donation of several thousand pounds, which will be invested, and the interest from this accumulated sum will provide the Bursary award. It was unanimously agreed that the Parish Council should continue to support this scheme, and the Clerk was instructed to return the acknowledgment slip with a cheque for £50.00.

An invitation had been received from GWR Broadway Area Group for all councillors to attend an open meeting at the Broadway station site on the evening of 18th May between 6.30 and 7.30 pm.

At the previous meeting Councillor Keane asked if a seat could be provided on the grassed area at the Cheltenham Road junction. Councillor Mrs. Eyre kindly donated £400 from her County Councillors' budget, and the Clerk was arranging the purchase of a seat and the necessary licence from the County Council.

Farncombe Estate (Sorven Holdings) had applied for a premises licence. During discussion, concerns were raised regarding excessive noise emanating from any outside events, and the Clerk was instructed to forward this comment to Cotswold District Council.

The wooden bus shelter along Smallbrook Road was in need of some minor repairs and the Clerk had obtained a quotation of £50 from the lengthsmen to carry out the necessary work. Councillors were unanimous in agreeing to put this work in hand.

The Parish Council had been informed of an old safe with the Parish Council's name on it at the Lifford Hall. It was far too large to have in the Parish office, and it was suggested that it be sold for scrap metal and the funds put into the Parish accounts. All councillors were in favour, and the Clerk was instructed to contact a local dealer suggested by Councillor Folkes.

Mrs. Maggie Paul, wife of the late Gordon Paul who was one of the Activity Park committee, had donated a tree to replace one damaged within the Park. This was planted by the family earlier in the month. The Clerk was requested to write a letter of thanks from the Council.

The Chairman had been invited to a prize giving ceremony at the Library on Wednesday, 18th April. A countywide colouring competition had taken place in Worcestershire libraries to promote the enjoyment of books and reading. Councillor Folkes presented a prize of a family ticket to see 'CBeebies Live Reach to the Stars' at the LG arena in Birmingham to a three year old member of Broadway Library who was one of two winners.

The latest edition of Parish Matters (which included articles regarding the new homes at Shear House and the New Homes Bonus scheme and Neighbourhood Planning) had been received and circulated to all councillors, and was available for reading in the Parish Office.

CALC (Worcestershire County Association of Local Councils) had sent explanatory information on their services which was circulated to all councillors.

(13) REPORTS OF COMMITTEES:

Library: Councillors Folkes, Mrs. Wilson and Mrs. Stephenson, together with the Clerk, met with representatives from the County Council to discuss the future of the Library. Various options were discussed including the sharing of the library building with different organisations within the village. The Parish Council representatives asked the County Council to prepare costs and proposals of the various ideas discussed to be presented for further discussion at the next meeting planned for July.

Jubilee Celebrations: The Parish Council very much appreciates all the efforts and organisation which have been put into the Jubilee weekend. This is now only two

weeks away and preparations are almost complete. It is hoped that everyone will participate and thoroughly enjoy all the entertainment.

Finance Working Group: The Group held a meeting on Wednesday, 16th May, to approve the accounts for the year (see Agenda Item 15). The following items were also discussed:

- Activity Park vendor: an advertisement had been placed in the local newspaper and on Parish Council notice boards. Two applications were received and after discussion the Group recommend that the application from Mr. Colwyn Thomas be accepted. All councillors were in favour and the Clerk was instructed to draw up a contract.
- Assistant Clerk: a letter had been received by the Chairman stating that the Assistant Clerk wished to substantially reduce her hours with effect from 31:05:12 and, therefore, would like to draw down her gratuity which had previously been agreed and budgeted for.
- New Homes Bonus: This is a national incentive designed to ensure that the economic benefits of housing growth are returned to the Local Authorities and communities where that growth takes place. For every new home built and occupied the Government will give a New Homes Bonus grant for six years, and forty per cent of this will be allocated for reinvestment in local communities. Parish Councils can choose how this money is spent and can include village hall improvements, flood protection schemes, play areas, community transport schemes, allotments, etc. The Group would like to meet again to further discuss this matter before presenting its recommendations to the Parish Council.

(14) REAPPOINTMENT OF INTERNAL AUDITOR AND REVIEW OF INTERNAL AUDIT: The Internal Auditor's report was read out by the Clerk and the comments within 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. Stephenson, seconded by Councillor Haslam, and unanimously carried.

(15) APPROVAL OF ACCOUNTS Y/E 31:03:12 – APPROVAL OF ANNUAL GOVERNANCE STATEMENT / RISK ASSESSMENT SCHEDULE / REVIEW OF HEALTH AND SAFETY POLICY: Accounts for the year ending 31:03:12 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 16th May 2012, and wished to recommend approval together with the Annual Governance Statement to the Council. This recommendation was proposed by Councillor Mrs. Stephenson, seconded by Councillor Mrs. Stock, and carried unanimously.

The Group reviewed the Risk Assessment Schedule and Health and Safety Policy, and recommended that these be approved with no amendments. It was proposed by Councillor Haslam, seconded by Councillor Mrs. Stock, and carried unanimously.

(16) PLANNING:

*Parish Council comments:***MEETING: 26:03:12**

Application W/12/00435/PN **MR. J. NOOT**, Stoneyroyd, Station Road
Proposed dwelling
The Parish Council raised objections to this proposal on the grounds there would be an overbearing impact together with visual intrusion.

Application W/12/00266/PP **MR. A. FRIMLEY**, Milestone House, 122 High Street
Construction of 3-bay oak garage to rear of property adjacent to road
The Parish Council raised no objections to this proposal

Application W/12/00501/PN **RAF EVESHAM BRANCH**, Broadway Tower Country Park, Fish Hill
Proposed replacement memorial stone and paved area
The Parish Council raised no objections to this proposal

Application W/12/0041/PN **MR. N. MARCHANT**, The Gallops, Cheltenham Road
Installation of rooftop solar photovoltaic array
The Parish Council raised no objections to this proposal

MEETING: 10:04:12

Application W/12/00382/PP **MR. M. ROYSTON**, The Laurels, 3 Colletts Gardens
Construction of first floor bathroom and study extension on top of existing single storey structure
The Parish Council raised no objections to this proposal

Applications W/12/00430/PP and W/12/00429/CA **MR. & MRS. ENTICKNAP**, 149 High Street
Proposed replacement pool house, proposed replacement garden equipment store and proposed tennis court enclosure and summerhouse
The Parish Council raised no objections to this proposal

Applications W/12/00690/PP and W/12/00691/LB **MR. B. DONOGHUE**, Hensley House, 158 High Street
Proposed rear entrance hall and porch
The Parish Council raised no objections to this proposal

Application W/12/00614/AA **MR. W. HALL**, Barnfield Mill, Childswickham Road
Retrospective application / retention of three signs
The Parish Council raised objections to this proposal as the business advertised does not appear to exist/trade and has not done so for some time.

MEETING: 23:04:12

Application W/12/00613/CU **CHRISTIES GUEST HOUSE**, 101 High Street
Change of use of rear building to holiday let, previous refurbishment granted via planning permission W/11/02084/PP
The Parish Council raised no objections to this application

Application W/12/00629/CU **MR. R. DAVIES**, land off Pry Lane
Proposed stables
The Parish Council raised no objections to the building but attention must be drawn once again regarding additional traffic at the dangerous junction of Pry Lane/Cheltenham Road

MEETING: 08:05:12

Application W/12/00644/PN **MR. J. MOULD**
Land rear of Cotswold House, 21 The Green
Erection of single storey holiday cottage

The Planning Committee of the Parish Council raise objections to this proposal as it is still felt that this is an unnecessary development. Neighbouring businesses would be affected during the build. There are no parking spaces available and, as a holiday let, this would be a requirement. There is pedestrian access only to the site via the shopping arcade which is locked at night providing restricted access – see previous residential application on this site W/10/02931/PN (see copy attached).

Wychavon Approvals:

Application W/12/00190/LB	Mr. & Mrs. Lloyd-Owen, Pear Tree House, 111 High Street Internal alterations to listed building to include replacement and rebuild of fireplaces, insertion of window shutters and rearrangement of cellar access.
Application W/12/00347/CA	Mr. M. Ruddell, 109 High Street Conservation Area consent for demolition of Cotswold stone wall
Application W/12/00301/PP	Mr. M. Ruddell, 109 High Street Removal of existing 16.2 linear metres of Cotswold stone wall to boundary and replacement of wall in same location to a maximum of 2m incorporating existing and quarried Cotswold stone.
Application W/12/00309/PP	Mr. R. Swaab, 33 Church Street New summerhouse
Application W/12/00441/PN	Mr. N. Marchant, The Gallops, Cheltenham Road Installation of rooftop solar photovoltaic array.
Application W/12/00501/PN	Broadway Tower Country Park, Fish Hill Proposed replacement memorial stone and paved area
Application W/12/00435/PN	Mr. J. Noot, Stoneyroyd, Station Road Proposed dwelling
Applications W/12/00430/PP and W/12/00429/CA	Mr. & Mrs. Enticknap, 149 High Street Proposed replacement pool house, proposed replacement garden equipment store and proposed tennis court enclosure and summerhouse. Conservation Area consent for the demolition of existing pool house and garden equipment store.
Application W/12/00382/PP	Mr. M. Royston, 3 Colletts Gardens Construction of first floor bathroom and study extension on top of existing single storey structure.

Wychavon Refusals:

Application W/12/00266/PP	Mr. A. Frimley, Milestone House, 122 High Street Construction of three bay oak garage to rear of property adjacent to road
Application W/12/00614/AA	Mr. W. Hall, Barnfield Mill, Childswickham Road Retrospective application for retention of three signs

(17) SCHEDULE OF PAYMENTS & RECEIPTS FROM 16:03:12 TO 10:05:12:

<i>Payments:</i>	verified by the Clerk together with two nominated signatories	<i>net of VAT</i>
Cash / milk, coffee, sugar		14.51
Cash / office supplies		4.08
Cash / stationery		12.27
Cash / postage		72.00
Unicom / telephone, internet		51.74
Worcestershire County Council / grit bins		440.00
K. Beasley / Clerk's salary – March		1,156.80
G. A. Tomkins / Asst. Clerk's salary – March		671.30
GBD (Evesham) Limited / mowing		291.65
EBC Group (UK) Ltd / photocopier charges		17.94
Vale Press Limited / stationery		66.00
Grassroots Garden Services / activity park maintenance		240.00
Colwyn Thomas / activity park maintenance		210.00
HM Revenue and Customs / P.A.Y.E.		1,314.39
Cotswold Building Supplies / activity park maintenance		67.30

B & W Hire Limited / hire of activity park toilets	132.00
Worcestershire County Council / pension contribution	385.86
Wychavon District Council / refuse collection bin	308.00
Unicom / telephone, internet	56.94
West Mercia Police Authority / donation	25.00
I. E. Fraser / internal auditor's fee	250.00
K. J. Isaaks / wheelie bin stickers	59.00
Worcestershire C.A.L.C. / annual subscription	620.60
Campaign to Protect Rural England / annual subscription	29.00
Streetmaster Products / planters	1,566.00
Rex International / Jubilee celebrations expenses	825.00
Action Colour / Jubilee celebrations expenses	153.00
24/7 Security / security contract	89.00
Wychavon District Council / Jubilee celebrations expenses	40.00
K. Beasley / Clerk's salary - April	1,168.60
G. A. Tomkins / Asst. Clerk's salary - April	558.75
Wychavon Citizens Advice Bureau / annual donation	250.00
Information Commissioners Office / data protection	35.00
Grassroots Garden Service / activity park maintenance	70.00
GBD (Evesham) Limited / mowing	597.88
E-on / office electricity	211.85
B & W Hire Limited / hire of toilets	132.00
Caroline Cooper / Jubilee celebrations expenses	466.23
Abbey Forestry / tree maintenance	2,365.00
Worcestershire County Council / pension contribution	405.38
Receipts:	
Rooftop Housing Group / sponsorship of activity park toilets	117.00
Worcestershire County Council / donation to bench	400.00
HM Revenue & Customs / VAT repayment	3,404.42
Wychavon District Council / precept	43,000.00

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

Concerns were again raised by all councillors regarding parking in Station Road, and following a lengthy discussion it was agreed that a parking committee should be set up in an attempt to rectify this problem, together with any other parking issues within the village. The committee will consist of Councillors Folkes, Dr. Clements, Miss Hardiman, Haslam, Robinson and Mrs. Rogers.

Councillor Mrs. Wilson stated that the Fish Hill escape road was very untidy and required clearing, and also felt that the replacement paved area outside Lloyds Bank plc and Market Pantry could be dangerous in the winter due to it being sloped.

Councillor Dr. Clements reported that a number of parents had raised concerns regarding the speed of traffic outside Broadway First School in Leamington Road. She also reported several incidents of dog fouling around the school and the adjoining estates. The Clerk stated he would report the speeding problem to the Police, and again reiterated that dog fouling should be reported directly to the dog warden at the District Council.

Councillor Mrs. Rogers reported that a number of recently painted street lights in Cheltenham Road now had no identifying numbers as they had been painted over. She

also reported that a number of lights were day burning because of overhanging trees restricting the light. Other councillors reported similar cases in other parts of the village. The Clerk would report these matters to the lighting engineers. Councillor Mrs. Rogers also reported concerns from several residents regarding speeding traffic from the Fish Hill roundabout into Willersey. The Clerk would report this to the Police.

The War Memorial was in need of cleaning, and Councillor Robinson asked if a quotation could be obtained for the necessary work. The Clerk would obtain quotations and report back to the Council. Councillor Robinson also asked if the metal railings and posts surrounding one side of the Green could be painted, and the Clerk would contact Broadway Trust. Subject to their agreement the Clerk would obtain quotations for this work.

Councillor Miss Hardiman had previously reported that some residents in Station Road were putting garden rubbish in the ditch on the opposite side of the road, and the Clerk had asked the lengthsman to investigate clearing of the area. Due to operational problems the lengthsman was unable to undertake this task, and the Clerk was, therefore, instructed to write to all residents requesting them to dispose of their garden rubbish in the correct manner.

Councillor Haslam reported that the Tourist Information Centre now had computer facilities to enable visitors to check their e-mails.

The Chairman closed the meeting at 8.15 pm, and opened the -

(19) PUBLIC INFORMATION SESSION:

Following the item in the Police report regarding unattended properties, Mr. Vincent of the Broadway Trust asked if residents could be made aware that newspapers protruding from letterboxes was another indication of residents being away, and that a telephone call to the distributors could stop such deliveries. The Clerk would write an article for the next edition of the Broadway newsletter highlighting security issues.

Mr. Vincent also stated that Broadway Trust had identified that a number of national estate agents were reviewing the new planning laws under the Localism Act, and one estate agent in particular had been looking at land in Broadway. The Trust wished to make the Parish Council aware of this. The Clerk was instructed to contact the District Council planning department regarding this matter.

The Chairman finally closed the meeting 8.20 pm.

Date /Time Next Meeting / Thursday 21st June 2012, at 7.00 pm