

*** There is an amendment to these Minutes relating to Item 8 Broadway Youth Club, details of which are given in an addendum at the end of these minutes***

MINUTES
of MEETING OF THE PARISH COUNCIL
held at 5 Russell Square, High Street, Broadway
on Thursday, 13th December, 2018, at 7.00 pm

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

- (1) **APOLOGIES FOR ABSENCE:** Apologies were received and accepted from County & District Councillor Mrs. E. Eyre, District Councillor B. Thomas, West Mercia Police, Broadway Trust, 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:**

PCSO Sessarego was unable to attend the meeting due to work commitments but had sent the following report –

Since the last meeting fifty calls had been received from Broadway residents resulting in the following crimes being recorded – ten highway incidents, thirteen concerns for safety (ten of these related to two persistent callers with mental health issues), seven thefts, one vehicle nuisance, five anti-social behaviour, two road traffic collisions, one residential burglary, two business burglaries, six suspicious circumstances, two assaults, and one alarm intruder (false alarm). PCSO Sessarego added that there had been an increase in residential burglaries in Evesham, and although this had not occurred in Broadway, residents were asked to ensure that doors and windows were securely locked, valuables kept hidden, and car keys not kept by the front door or anywhere visible.

The Clerk had asked if a replacement for PC Paul Lewis had been appointed, and had been informed that the position had now been filled, but no details were yet available. It was hoped, however, that the replacement would start with effect from January.

Councillors raised concerns regarding the number of businesses broken into during the past twelve months, and now the current lack of police presence in the village. It had also been noted that since PCSO Sessarego had taken on the role, not all shops/businesses had received a visit, which would give more reassurance to owners, particularly following the recent break-

ins. The Clerk would contact Evesham Police Station, which is responsible for Broadway, to highlight these concerns. It was also noted that the early-warning alert system between the Police and businesses did not appear to be operating, and the Clerk would take this matter forward with the local police.

(4) MINUTES OF PARISH COUNCIL MEETING HELD ON 18:10:2018

Proposed by Councillor Miss Hardiman, seconded by Councillor Mrs. Wilson, the minutes of the meeting held on 18th October 2018 were unanimously approved by those present, and duly signed and dated as a true record.

(5) BROADWAY COMMUNITY AWARD 2018:

This year five nominations had been received for the award, details of which were forwarded to all councillors, together with a voting slip for the nominee of their choice. The nominees were Karen Bloch, Peter Reading, Derek and Philippa Wakelin, Philip Whatmough, and Lesley Wood.

Following a vote by all parish councillors, the winners of this year's award were Derek & Philippa Wakelin, and, as previously agreed, they will be the Parish Council's nomination for the Wychavon Diamond Jubilee Community Recognition Award 2018/19. The Clerk would notify Mr. and Mrs. Wakelin of their award, and invite them to the next meeting when they would be presented with a cheque for £100 for their nominated charity.

(6) COUNTY AND DISTRICT COUNCILLORS' REPORTS:

On behalf of the Parish Council, the Chairman congratulated Councillor Thomas on becoming the new Leader of Wychavon District Council.

A copy of both reports had been circulated to all councillors but as neither Councillor Mrs. Eyre nor Councillor Thomas were unable to attend, it was not possible for the reports to be summarised. Councillors were concerned that due to the late submission of Councillor Mrs. Eyre's report they were unable to fully scrutinise it prior to the meeting, and requested that all reports should be received at least forty-eight hours before meetings.

There were no questions raised regarding Councillor Thomas' report, but the Clerk suggested that once councillors had fully read Councillor Mrs. Eyre's report to contact the Clerk with any questions/comments.

Full copies of both councillors' reports were available in the Parish Office and would be included with the approved minutes of this meeting on the parish website.

(7) CLERK'S REPORT AND CORRESPONDENCE:

The window of the Parish Office had been damaged as a result of a car reversing out of the parking spaces opposite. The District Council were dealing with repairs etc. and the Clerk had met with the Russell Management Company when it was suggested that a protective gate be fixed across the windows to prevent further incidents occurring.

An updated revision of the Register of Electors had been received, viewable at the Parish Office.

The latest issue of both the 'Friends of Broadway Station' and 'Badsey Brook Flood Risk Management Scheme' newsletters had been circulated to all councillors and additional copies were available in the Parish Office. The Clerk was asked to obtain information regarding the diverted footpath around the flood scheme, and the Badsey Brook newsletter contained information regarding this, and it was hoped it will re-open in Spring 2019.

Dates for the Parish Council meetings for 2019 had been circulated to all councillors and other interested parties.

The Clerk was instructed to obtain an update on the proposed new medical centre in Station Road, together with the results of the consultation which took place. A copy of the

consultation results had been circulated to all councillors, and Dr. Neil Townshend had forwarded the latest update as follows – ‘The funding for the new surgery development will come from two sources - the first is private capital brought to the project by Michael Luckley of Edenstow which will be funded through annual rental payments. The second element is a capital grant from NHS England which is a grant applied to the project that will reduce the rent the local Clinical Commissioning Group (CCG) will have to pay for the building. This is required as the CCG claims that it could not afford to fund the entire rent for the new premises without such a rent reduction. The hold up to date is that NHS England have not determined what rent reduction is to be applied. As from the beginning of December they have finally engaged in these discussions, and whilst there are several significant issues to be resolved we do feel that within the next month or two we shall be in a position to apply for planning permission having secured the funding. NHS England’s requirements for rent reduction are harsh, and the project is only just viable as it stands. We are desperately hoping there are no additional demands or delays which will affect the project. Our target remains to start building in 2019 and complete in 2020 but this cannot be firmed up until funding is assured.’

The County Council was to consider making an order to update speed limits on the following roads in Broadway - 30 mph on the U45436 Evesham Road Service Road for its entire length, and the C2122 Snowhill Road from its junction with West End Lane for a distance of 315 metres in a southerly direction, 40 mph on the B4632 Evesham Road from a point 50 metres south of its junction with the A44 Broadway bypass to a point 90 metres west of the Station Road railway bridge, and the C2300 Leamington Road from a point 70 metres north west of its junction with Sandcroft Avenue to a point 30 metres south of its junction with the A44 Broadway bypass. Councillors raised no objection to any of the above.

The Clerk attended the Wychavon Parish Games Presentation Evening which was held at Bretforton Sports Club on Thursday, 22nd November, and presented the crib competition trophies on behalf of the Parish Council. The overall winners of the 2018 Parish Games were Bretforton for the fourth year in a row, Broadway finishing in a very creditable third place having won both the bowls and ladies darts competitions, and were also runners-up in the dominoes competition. The Parish Council thanks went to Mrs. Joan Parfitt for organising all the events for Broadway, and for her confirmation that she was willing to undertake this task again for next year.

As previously notified and agreed, an oak tree donated by Paul and Carol Smith, was planted in the Activity Park.

As agreed within the budget, the following annual donations were made –

	£
Broadway Communications Group (Newsletter)	500
Broadway P.C.C (upkeep of graveyards)	2,000
Broadway Tourist Information Centre	500
Evesham Volunteer Centre	1,000
Signpost	1,000
Wychavon Citizens’ Advice Bureau	500

At the last meeting it was agreed that a ‘Welcome to Broadway’ sign should be installed near to the white gates in Leamington Road opposite Smallbrook Road. The Clerk referred the matter to the County Council, which was agreeable to the proposal. It does, however, need to be an official sign as at the other entrances, and the cost of this is £665.86. After discussion, it was proposed by Councillor Franks, seconded by Councillor Robinson, that the sign be purchased and installed. This proposal was carried with one abstention.

The revised collection dates for domestic and garden waste and recycling over the Christmas and New Year period had been received, and a copy posted on the Parish Office window.

This year's Remembrance Day service was very well attended both at the War Memorial and in St. Michael and All Angels Church, and the Parish Council thanked the local British Legion and Churches for organising this memorable and moving event. There was also a themed window display competition which was judged by The Lord Lieutenant of Worcestershire, and won by Cotswold Building Supplies - second was the Cotswold Chocolate Company, and third, Sew-U-Knit.

(8) REPORTS OF COMMITTEES AND GROUPS:

Tree Committee:

A meeting was held on Wednesday, 5th December, at the Parish Office. The recently produced tree report was discussed and it was agreed that the agreed work be undertaken as soon as the Christmas lights were removed and the appropriate authority obtained from the District Council. It was agreed to further monitor the tree outside Shopwright, and also the 'tree of light' on the village green once the leaves were forming. The committee could then make a decision on the future of both these trees at a later date as required. There had originally been a tree on the grass verge outside Hunters Lodge, and it was proposed that a replacement should be planted in its place subject to permission from the County Council, which was unanimously supported. It was also suggested that there was a need for additional tree planting in the activity park, and this would be further discussed with the activity park committee. Two of the original flowering cherry trees in Station Road had died and needed to be replaced, and it was agreed that Andrew Woods (Parish Tree consultant) would visit the site to ascertain if any more tree planting was necessary, and would report back accordingly. All of the above proposals would be further discussed at the next meeting of the committee, together with costs etc., and then recommendations could be made to the full parish council. Following concerns raised at the last Parish Council meeting, it was felt that the parish council should be consulted when an application to remove a tree was submitted to the District Council, and also that a process should be in place to monitor the removal and/or replacement of trees within a planning application.

Following on from this meeting Andrew Woods had met with Sally Griffiths, the District Tree Officer, to discuss the above concerns further, and a copy of his report from that meeting had been circulated to all councillors and summarised as follows:

There are three main situations relating to the concerns of the Parish Council, which are (a) property owners who lie outside the Conservation Area are under no obligation to tell anyone of their plans. Garden trees are exempt from felling licence legislation, and any tree considered to be dead, dying, or dangerous, should be felled if deemed to be a hazard. Live trees outside a garden may need a felling licence from the Forestry Commission (subject to measured volume). (b) tree works must be subject to an application for consent where property owners lie inside the Conservation Area. This will be appraised by the District Tree Officer, and consent may or may not be given. Due to resource constraint at Wychavon, these cases will appear on 'weekly lists', and it is up to the Parish Council to peruse these lists to see if there are any concerns about the proposals. In time ahead, this may be improved by individual alerts to the Parish Council, but this procedure may be some way off. (c) where an owner submits a planning application for building work, appraisal of the proposals should consider trees which may be implicated. At present, planning officers are sometimes overlooking this, especially if the trees appear to them to be insignificant. In these cases, the District Tree Officer is not alerted, and when planning consent is given the owner may take the view that if nothing was said about the trees, either in the application or the consent, it must be alright to take them out. Clearly, this may cause local concern or outrage, and at present the only way available to avoid this is for the Parish Council to visit the property concerned, and if it is clear that trees may be involved (even if no such mention is shown on the application)

then the Parish Council needs to contact the District Council to ask them to look at the tree situation, at which point the Tree Officer would investigate. The District Tree Officer states it is common for applicants to tick the box noting 'no trees involved', either because in their ignorance they do not realise the implication to trees, or that they think it will go against their application to admit trees will need felling. (d) where the owner who, knowing or not, the designation an area may have, simply goes ahead without reference to anybody, the alert can only come from neighbours when the tree work contractors turn up on the morning, and all that can be done is for them or someone to telephone the District Council and report the activity. Subject to a description of what is going on, the Tree Officer should attend the site to make a judgment. It may be too late by then, but not too late to take penalty action against the owner or the contractor, or both.

In conclusion, the District Council is turning more of the burden of process on to the Parish Council which, of course, also has limited resources.

After discussion, it was agreed that this matter requires further discussion between the Planning Committee and the Tree Committee/Officer to find a better means of monitoring tree removal activity.

Broadway Youth Club:

**** There is an amendment to these Minutes relating to this item details of which are given in an addendum at the end of these minutes****

At the last meeting, councillors asked for an update regarding the redevelopment of the Youth Club building. The Chairman, Clerk and Councillor Holmes had a meeting with a prospective benefactor who was proposing to fund the construction of a new building on the site of the current building, but it had not been possible to take this very generous offer forward. A copy of the letter from the benefactor had been circulated to all councillors for their information.

As Councillors Holmes, Folkes and Mrs. Phillips were youth club committee members they all declared an interest in the item and took no part in the discussions or in any voting.

The Chairman summarised the meeting with the proposed benefactor for councillors highlighting the proposed conditions which included the requirement for the Parish Council to meet the cost of the demolition of the current building and clearance of the site. Also, the co-operation of Broadway First School in allowing use of a strip of its land next to the youth club during construction and the removal of three trees. On behalf of the Parish Council, Councillor Holmes had approached the school regarding the above, and although it was happy for the land to be used it refused permission for the removal of the trees. The benefactor was notified of the school's position, and subsequently withdrew the offer.

At the meeting with the benefactor it was made clear that costings were particularly tight and were a major factor in the proposed design, but the Parish Council was puzzled that there was not an opportunity to discuss an alternative plan once it was clear the school had refused permission for the trees to be removed.

After discussion, it was agreed that the Parish Council should take responsibility for the redevelopment of the youth club, and investigate costs etc. of either refurbishing the current building or construction of a new building.

It was proposed by Councillor Love, seconded by Councillor Penny, and carried with three abstentions, that costs etc. be obtained, a business case be submitted, and then an application be made for funding from the revised new home bonus scheme, which now particularly focusses on legacy projects into which this proposal would certainly fall.

It was agreed that the Parish Council Youth Club Committee, in conjunction with members of the Youth Club, should investigate the costs etc. of developing the site and report back to the full council accordingly.

The Clerk would write to the benefactor on behalf of the Parish Council to thank the Trust for making its very generous offer.

Councillor Franks added that the youth club was a very important part of village community, and consideration should be given to making this a community asset within the Neighbourhood Plan process.

The Chairman thanked Councillor Holmes for all the hard work and time he had put into this matter, and hoped that the redevelopment of the youth club could now progress.

Broadway Business Association:

Mr. Joe Aspey was unable to attend, but had submitted the following report –

“Fundraising for the Christmas Lights – The sponsorship initiative had been well supported by BBA members and a few non-members with commitments totalling £5,900, much of which had already been paid. We had also received a one-off donation of £500 and expect to receive a further £600 which should take the total raised this year to £7,000. My understanding is that this exceeds the anticipated cost and the PC will benefit from a further grant of £500 from Councillor Liz Eyre’s WCC Divisional Fund. Any surplus should take a little pressure off fundraising in 2019 when I would expect to repeat the sponsorship campaign. Once we have all payments in, we will make full payment to the PC. I think it is important for the community to know that our wonderful Christmas lights are only achieved through the generosity of local businesses (many of whom gain no commercial benefit from their sponsorship) and of course the sterling work of Peter Reading and his volunteer helpers. With your co-operation, I would like to submit something for publication in the Broadway Newsletter.”

“Christmas Late Night Shopping events - Both nights were successful and achieved with no serious incidents. I heard mention that a lady had a fall on the pavement somewhere between Russells Restaurant and The Swan but was not seriously hurt. I have no more information. Parking was a challenge as ever, especially on the first night when many came early. Next year, we will have the Station car park in operation which will help. I have heard some criticism of the number of stalls operated by outsiders but this was not actually the case. There were 15 stalls in total of which 8 were schools, churches or charities, 4 were BBA members and only 3 were outsiders and not considered to be competitors to local businesses. We will nevertheless look at this again next year. I would welcome any feedback from members.”

“Burglaries to shops on the High Street - Last Saturday Edinburgh Woollen Mill was broken into and goods stolen, making this the 5th burglary this year, the others being Cheltenham House Antiques, Country Master, Sue Parkinson and Broadway Luxury. Broadway Museum was also burgled but I think that was last year. Broadway seems to have become a target for thieves and we will be discussing possible counter-measures at our next committee meeting. Broadway’s CCTV cameras should be a deterrent, but my understanding is that the cameras are ineffective at night and may not even be switched on 24/7. I seek the co-operation of the PC in reviewing the system with Wychavon in the hope that it can be operated to better effect.”

The Clerk reminded councillors that the CCTV cameras were reliant on sufficient light but, unfortunately, the High Street lighting is only footpath lighting, not street lighting and, therefore, the cameras night vision will never be effective.

Neighbourhood Plan:

Councillor Franks gave a brief update for councillors regarding progress to date highlighting that the steering group had now reached a critical stage to formulate the draft plan, collating the evidence, justification, and data to fulfil the requirements of the inspection process. The presentation/consultation was scheduled for November, but was delayed to ensure that everything was well prepared etc. to present to the village in a clear and precise way. It is planned that this would now take place in the first quarter of 2019

Councillor Franks thanked all members of the Steering Group for their continued commitment and hard work in ensuring that this very important document for the future of the village comes to its fruition.

The Chairman thanked Councillor Franks for his report and for leading the Group forward.

(9) PLANNING:

Planning Enforcement Summit event for Parish and Town Councils has been arranged for Thursday, 31st January, at the Civic Centre, Pershore, from 6.15 pm to 8.15 pm. Each council has been allocated a single representative place and Councillor Parmenter will attend on behalf of Broadway. Councillor Franks was available as reserve if any additional spaces are made available.

South Worcestershire Development Plan Review:

Members of the Parish Council met on Tuesday, 11th December, to discuss its response to the South Worcestershire Development Plan Review Issues and Options Consultation document. The meeting was well attended with all councillors taking part in a constructive and positive discussion. A copy of the draft comments had been circulated to all councillors for approval, and would then be submitted by the deadline of 5.00 pm on Monday, 17th December. Following discussion, and with some minor amendments, the comments were unanimously agreed, and the Clerk would submit these to the SWDP.

It was agreed that representatives from the Parish Council, Neighbourhood Plan Steering Group, and Broadway Trust, should arrange a meeting early in the New Year with the District Council to discuss the future allocation of development sites etc. in Broadway.

Parish Council Comments:

MEETING: 16:10:18

Application 18/01895/CU

MR. T. MORRIS

The Bakehouse, Back Lane
Change of use of existing building from ancillary storage to form new three-bedroom dwelling plus external alterations including new doors, new/repair to windows and insertion of rooflights

The Parish Council raised no objections to this application

Application 18/01912/FUL

MR. R. YOUNG

Kites Nest Farm, Snowhill Road
Proposed replacement of existing timber pole section of agricultural building with new portal frame including extension involving demolition of a section of a curtilage listed stone wall (amended scheme) - Variation of Condition 5) of 18/00918/FUL to avoid disruption of stone wall and foundations of a former structure.

The Planning Council raise no objections to this application

Application 18/01933/LB

BROADWAY MUSEUM

Tudor House, 65 High Street
Lightweight temporary partition to enclose computer control equipment

The Planning Council raise no objections to this application

Application 18/01947/HP

MR J. & MRS, A DODGE

Belthorn, Springfield Lane
2 x replacement windows, single storey replacement (side) lean-to porch and new greenhouse

The Planning Council raise no objections to this application

MEETING: 05:11:18

Application 18/02099/HP

MR. PLEWS

Kylsant House, 16 Church Street
Installation of pre-fabricated timber sunroom

The Planning Council raise no objections to this application

Application 18/01996/FUL
18/01997/1.B

MR. S. BEALE
35 High Street
Second storey rear flat and pitched roof extension

The Parish Council object to this application as it contravenes SWDP 21B(iv) which states that a development should provide an adequate level of daylight and should not be duly overbearing, and this has not been adhered to. Following the previous application 18/00940/FUL the residents of the neighbouring properties in Butchers Row were promised by the Case Officer involved that they would be consulted on any future application – there has been no communication with any of the property owners in Butchers Row and there is no evidence of a site notice.

Application 18/02118/HP

MRS. J. CROOK
Far Bunchers, Snowhill Road
Erection of detached car port/garage

The Planning Council raise no objections to this application

Application 18/02123/HP

MR. CAMPBELL SMILLIE
Fencote House, 144 High Street
Proposed small extension between kitchen and utility and single storey garden room

The Parish Council object to this application for the reasons stated in the refusal of Application 18/01634/HP which stated that it was of a distinctly modern form and character which would be an incongruous and unsympathetic addition at odds with the vernacular character of Broadway.

MEETING: 19:11.18

Application 18/01991/LB
18/01990/FUL

TRINITY HOUSE PAINTINGS
35 High Street
Second storey extension with pitched roofs

The Parish Council object to this application in line with its objections to the previous application 18/01996/FUL as it contravenes SWDP 21B(iv) which states that a development should provide an adequate level of daylight and should not be duly overbearing. The Parish Council also makes reference to South Worcestershire Design Guide Supplementary Planning Document 8.3.18 which states that the 45 degree code should be used to help assess the impact of proposed extensions on adjacent dwellings which, in this case, clearly cannot be applied.

Application 18/02033/LB

MR. M. TAYLOR
Devonshire Cottage, 60 High Street
Internal and external alterations to include regularising works, new dormer, replacement windows, and underfloor heating

The Parish Council raised no objections to this application

Application 18/02140/FUL

FARNCOMBE ESTATE HOLDINGS LIMITED
Farncombe Hill House, Farncombe Drive
Proposed conversion of Farncombe Hill House to hotel accommodation (C2)

The Parish Council raised no objections but concerns have previously been expressed regarding light pollution from this site and would like it stipulated that lighting should be of an absolute minimum so as not to increase further light pollution

Application 18/02279/HP

MR. N. SUMNER
16 Bloxham Road
Single storey extension

The Parish Council raised no objections subject to the car parking space being retained

Application 18/02304/FUL

FIRSTPORT RETIREMENT PROPERTY SERVICES
Pegasus Court, Station Road
Replacement of 14 No. existing timber Juliette balconies and deck and balustrade to 1 No. cantilevered balcony with aluminium framed glazed balconies – as approved under 18/01007/FUL but not in compliance with Condition 2 (to alter approved plan to include stainless steel gallow brackets to provide additional structural support).

The Parish Council raised no objections to this application

WYCHAVON APPROVALS:

Application 18/01340/CU	MRS. H. BOSSEI, 12A Leamington Road Change of use from beauty salon (sui generis) to one bedroomed flat (use Class C3), beauty salon is located on the first floor
Application 18/01716/HP	MR. & MRS. JENKINS, Newlyn, Springfield Lane Proposed new summerhouse
Application 18/01610/HP	MR. & MRS. GILLMAN, Colfin House, Collin Lane Demolition of existing garage and replacement detached garage and store
Application 18/1933/LB	BROADWAY MUSEUM Tudor House, 65 High Street Lightweight temporary partition to enclose computer control equipment
Application 18/02099/HP	MR. PLEWS, Kysant House, 16 Church Street Installation of pre-fabricated timber summerhouse
Application 18/01947/HP	MR. & MRS. DODGE, Belthon, Springfield Lane 2 x replacement windows, single storey replacement (side) lean-to porch and new greenhouse
Application 18/01729/FUL	MR. P and DR. J. READING, Cowley House, 7 Church Street Conversion from private dwelling and bed and breakfast accommodation (use Class C1) into three separate dwellings, with all associated works.
Application 18/02279/HP	MR. N. SUMNER, 16 Bloxham Road Single storey extension

WITHDRAWAL:

Application 18/02118/HP	MR. J. CROOK, Far Bunchers, Snowhill Road Erection of detached car port/garage
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Withdrawn 23:11:18

(10) SCHEDULE OF PAYMENTS/RECEIPTS: from 01.10.18 to 30.11.18

<i>Payments:</i>	<i>verified by the Clerk together with two nominated signatories</i>	<i>net of VAT</i>
Wychavon District Council / refuse bin hire charge		123.21
Worcestershire County Council / pension contribution		540.21
Unicom / telephone / internet		81.50
Unicom / office electricity		42.59
Grassroots Garden Services / activity park maintenance		72.00
Maurice Parkinson / mowing contract		750.00
Coswold Security Group / security contract		89.00
Wizard Web Ltd / neighbourhood plan website		736.00
Wizard Web Ltd / parish council website		682.00
Avon Planning Services / neighbourhood plan		2,625.88
C. Thomas / activity park maintenance		280.00
Turnock Lighting / Christmas lights		282.00
K. Beasley / clerk's salary – October		1,303.56
G. A. Tomkins / assistant clerk's salary – October		492.63
Mrs P Valender / planters		65.00
Royal British Legion / donation		200.00
Worcestershire County Council / pension contribution		540.21
Wychavon District Council / refuse bin collection charge		109.52
Unicom / telephone / internet		80.27
Unicom / office electricity		129.61
Grassroots Garden Services / activity park maintenance		132.00
Avon Planning Services / neighbourhood plan		1,215.00
Cotswold Building Supplies / activity park maintenance		795.50
Cotswold Building Supplies / Christmas lights		1,602.73

Maurice Parkinson / mowing contract	375.00
Maurice Parkinson / bench maintenance	16.00
Maurice Parkinson / lengthsman scheme	64.00
Office Furniture Online / internal noticeboard	41.00
Marlowe Fire & Security / fire extinguisher service	53.96
X2 Connect Ltd / red paint re telephone box	50.08
K. Beasley / clerk's salary – November	1,303.56
G. A. Tomkins / assistant clerk's salary – November	459.70
Grassroots Garden Services / activity park maintenance	72.00
E-on / village green electricity	35.70

Receipts:

Lloyds Bank / gross interest	8.08
Signpost / contribution to office water	23.37
Signpost / contribution to office electricity	30.62
Signpost / contribution to PAT testing	80.90
Broadway Horticultural Show / hire charge re village green	25.00
Lloyds Bank / gross interest	9.29
Worcestershire County Council / lengthsman scheme	114.00
Strictly It Takes 2 / donation re filming	30.00
Signpost / contribution to fire extinguisher service	32.37

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

Councillor Mrs. Stephenson again raised concerns regarding the entrance/exit of Leedons Park in Childswickham Road. This issue had been previously discussed and referred to Highways which stated that adequate signage was in place to make vehicles aware of the junction, but Councillor Mrs. Stephenson was still concerned with the safety aspect because vehicles leaving the park still had problems with visibility of oncoming vehicles. Councillor Mrs. Stephenson highlighted that one side of the entrance/exit was tapered, but the other was not, and if this side was similarly tapered it would resolve the problem. It was agreed that a letter should be sent to Allen Caravans, owners of the site, suggesting the proposed amendment to the entrance/exit area.

Councillor Franks asked if the height of the trees in Leamington Road near to Shear House car park had been discussed at the tree committee meeting, as it had been reported that branches may be close to telephone lines. The Clerk replied that the height of the trees was not mentioned in the tree report, but the concerns would be referred to Andrew Woods, the Parish tree consultant and reported back accordingly.

Councillor Mrs. Phillips asked if a sign stating 'Youth Club' could be positioned at its entrance to better advertise the club, and the Clerk replied that this could be incorporated with the proposed redevelopment plans for the site. Councillor Mrs. Phillips reported that the grassed area outside the Apple Vale Children's Centre was being damaged, as cars were constantly using the area as a pick-up and drop-off for the centre and the school. The Clerk would contact the school to discuss the parking concerns and report back accordingly.

There being no further comments/questions from councillors, the Chairman closed the meeting at 8.15 pm and opened the PUBLIC INFORMATION SESSION:

There were no questions or comments from members of the public

The Chairman finally closed the meeting at 8.15 pm

Date & Time of Next Meeting – Thursday, 17th January 2019, at 7.00 pm

ADDENDUM

At the meeting held on 13th December there was a report within Item 8 relating to Broadway Youth Club in which it states that Councillors Folkes, Holmes, and Mrs. Phillips declared an interest and were not allowed to partake in the discussion or vote in relation to that item. This was an error, and having checked national procedures there was no reason for them to have declared an interest as none of them had a disclosable pecuniary interest and it was, in fact, the Chairman who indicated that they should declare such an interest, and not themselves which, again, was wrong, for which the Chairman apologised. The minutes of the meeting of 13th December described the Broadway Youth Club report as ‘fully discussed’ which was clearly not correct as not all information had been made available to councillors, and the word ‘fully’ should be deleted accordingly. The Chairman proposed, therefore, and it was unanimously agreed, that an addendum be attached to the minutes stating the above facts.