

BROADWAY PARISH COUNCIL

MINUTES
of ANNUAL GENERAL MEETING
held at 5 Russell Square, High Street, Broadway,
on Thursday, 11th May 2006, at 7.00 pm

Present: District Councillor D. W. Folkes, Councillors M. C. Andrews,
Mrs. L. A. Auden, R. W. Banks, R. G. Bryant, R. Haslam,
L. D. Keane, F. L. Penny, N. Robinson, Mrs. S.
Stephenson, Mrs. J. M. Stock, C. E. G. Toye

In Attendance: West Mercia Police: PC Gail Greenhouse
County Councillor Mrs. E. Eyre (from 7.10 pm)

Prior to commencement of the meeting, Councillor Folkes welcomed Councillor Charles Toye who was attending his first meeting.

- (1) ELECTION OF CHAIRMAN: As there were no other nominations, it was proposed by Councillor Mrs. Auden, seconded by Councillor Haslam, 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: It was proposed by the Chairman, seconded by Councillor Andrews, and carried unanimously, that Councillor Mrs. Auden be re-elected as Vice-Chairman.
- (4) SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE OF VICE-CHAIRMAN: Councillor Mrs. Auden 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: Councillor N. Hilton
- (6) DECLARATIONS OF INTEREST: There were no declarations of interest.
- (7) POLICE REPORT: PC Gail Greenhouse reported that Budgens had experienced further anti-social problems and she was working with the manager to alleviate these. There has been a further incidence of car damage in Bibsworth Avenue, and consideration has been given to installing emergency CCTV cameras in an attempt to provide a deterrent for any further problems. Inspection of the play area had revealed no further problems of broken glass and no evidence of youths gathering in the area. The

speed trap in Station Road resulted in sixty tickets being issued, and PC Greenhouse reminded Council that this was the site of a fatality in the last two years. Councillor Robinson queried whether there was a policy of zero tolerance outside Budgens, to which PC Greenhouse replied that she could only act if criminal offences were committed.

(8) MINUTES OF MEETING HELD ON 23:03:06: Proposed by Councillor Andrews, seconded by Councillor Keane, and carried unanimously, the Minutes of the meeting held on the 23rdth March 2006 were accepted as a true record, and were signed and dated accordingly.

(9) ELECTION OF PLANNING COMMITTEE: Proposed by Councillor Banks, seconded by Councillor Robinson, and carried unanimously, all existing members were re-elected en-bloc (Councillors D. W. Folkes/Chairman, M.C.Andrews, Mrs.L.A.Auden, R.G.Bryant, L.D.Keane, F.L.Penny, Mrs.S.Stephenson, and Mrs.J.M.Stock).

(10) ELECTION OF FINANCE WORKING GROUP: Proposed by Councillor Andrews, seconded by Councillor Bryant, and carried unanimously, all existing members were re-elected en-bloc (Councillors R. W. Banks/Chairman, D.W.Folkes, Mrs.L.A. Auden, Mrs.S.Stephenson, Mrs.J.M.Stock).

(11) ELECTION OF MEMBERS TO THE FOLLOWING:

Risk Analysis & Health and Safety Sub Group – Cllr.Mrs.L.A.Auden/Chairman, Councillors D. W. Folkes and N. Robinson

Visitor Management Group – Councillors D. W. Folkes and N. Robinson

Community Safety Forum – Councillors D. W. Folkes, Mrs. L. A. Auden and N. Robinson

Recreation Officer – Councillor R. G. Bryant

Tree Officer - Dr. Rachel Clements

Recreation Sub Group – Council were reminded that a preliminary meeting of the Recreation Group had been held to discuss the football pitch at the Recreation Ground, and no recommendation was made at that meeting for any further action at this stage. This would be reviewed again once the Recreation Group was formally instituted to look at other options. It was proposed by Councillor Bryant that Councillor Toye should chair the sub group and that Councillor Bryant would himself be prepared to be a member. Councillor Hilton would also be a member of the group.

All the above positions were proposed by Councillor Bryant, seconded by Councillor Banks, and carried unanimously.

(12) COUNTY AND DISTRICT COUNCILLORS' REPORTS: **County Councillor Mrs. Eyre** reported on (a) the Children and Young People's Plan and that on January 16th stakeholders fed into the Worcestershire Children and Young People's Plan through a neighbourhood forum on which the Parish Council was invited to submit their own view; (b) the County Council had recommended that the Parish Council send a response to the Home Secretary reaffirming support for retaining the West Mercia Police Area, and object to a merger with Staffordshire, West Midlands and Warwickshire; (c) Councillor

Mrs. Eyre had audited the Parish Plan which is guidance for governance and continuing development and change, to identify those areas in which it was felt that the plan was silent and those areas that, although silent, could be covered by a village design statement. A copy was to be sent to the Parish Council for consideration.

District Councillor Folkes reported that CCTV was shortly to be discussed by the Executive of the District Council, and the final decision on proceeding would be taken.

(13) CLERK'S REPORT AND CORRESPONDENCE:

The Broadway Traders' Association had written to the Clerk raising a number of issues: it was pointed out that there is unsightly graffiti in the bus shelter on the High Street, and the Clerk instructed Roger Haynes to paint the shelter. Mr. Haynes quoted £437.00 for this work. It was proposed by Councillor Bryant, seconded by Councillor Robinson, and agreed, that this money be spent. There were, however, two abstentions. (The cost for making the bus shelter graffiti proof was quoted as being £2,500 four years ago); the Traders' Association also alluded to the damaged grey box along Station Road but this has now been removed; they also reported on the lack of water hydrant notices along Station Road and the High Street, and the Clerk had contacted the Fire Service for action; a complaint of an unsightly mattress resulted in its removal from the bus shelter in Leamington Road. In addition, the Traders requested that a representative of the Council attend the meeting with the Chief Constable Mr Paul West, together with Peter Luff MP, on 28th April. The Chairman and the Clerk attended the meeting together with a representative from the Traders and the Chairman of the Broadway Trust. There was a full discussion of the new measures to be introduced by October to improve policing in the village and a detailed statement had now been issued which gave assurances that night-time patrols would be increased.

Following the Council's request to write to the West Mercia Constabulary expressing their support for PC Gail Greenhouse, the Clerk received a reply from Inspector Brooker thanking Council and saying that they hoped to make her temporary position permanent in due course. This had since been confirmed.

Confirmation had been received that the Data Protection Act has been renewed until 2007.

Worcestershire County Council had issued the Public Notice to amend waiting restrictions and street parking places in the village under the 1984 Road Traffic Act, and comments are invited by 1st June.

A request had been received from Mr. Nicholas Gill for permission to use a lightweight acoustic piano with no amplification during the Summer in Broadway, but there was no support from Council for this item.

Work had been completed in resurfacing the footpath from Back Lane to Leamington Road, and complaints about the scattered stones and debris left by the

contractors had now led to their removal although one complaint was still being dealt with.

Tony Cooper, of the County Council Environmental Services Department, had acknowledged that consultations would now begin with the Police and other statutory bodies for the implementation of a traffic order procedure at Wells Gardens.

The Clerk had received a letter from Mr. K. Marshall of Mills Close querying the significant increase in the precept and asking for an explanation. The Clerk referred Mr. Marshall to the Chairman's speech at the Annual Parish Meeting when it was explained that the main increase for the increase had been the need to replace ten lighting columns in preparation for the sub contracting of energy and maintenance to the County Council which commenced on 1st April.

The County Council had informed the Clerk that a new concessionary fares scheme was introduced on 1st April which had been widely publicised.

Although the Clerk had been advised that the recent enactment of the Clean Neighbourhood and Environment Act 2005 now enabled Parish Councils to issue dog control orders and issue fixed penalty tickets, the advice from the District Council is to delay these procedures for the time being. All current dog penalty notices are covered by existing orders made by the District Council, and the Clerk would now replace the faded signs on the Recreation Ground with new signs which will be advisory and more clearly visible than the old ones.

The Clerk and the Broadway Trust had compiled a list of signs and photographs which could be removed from the village. This had been sent to the County Council in the hope of avoiding unnecessary duplication.

The North Cotswold Voluntary Help Centre had acknowledged the donation of £75.00 which they report will further help to improve their services to the community.

The County Council had set out a timetable for the preparation and adoption of the Waste Core Strategy which is now available on their web site.

The District Council submitted a response to the formal consultation by the Home Office on the proposal to create a single West Midland Police Force, urging Parish Councils to submit their own representation. A draft letter had been circulated to councillors and Councillor Mrs. Auden proposed that it be sent to the Home Secretary. This was seconded by Councillor Andrews and unanimously agreed.

A request had been received from the Jockey Men's Morris Club to display traditional Cotswold style Morris Dance by the War Memorial on Spring Bank Holiday Monday, 29th May, at approximately 3.20 pm. A further request was received from FOXS Morris Men to dance by the Memorial on Saturday, 8th July, between 3.00 and 4.00 pm. These times and dates were approved.

MENCAP had requested the use of the small Green on Summer Bank Holiday 28th August, and Broadway First School wished to reserve the Green for 15th July. Public liability insurance has been requested in both cases.

The Clerk reported that Messrs. Payne and Attwood of the Highways Authority had requested approval to proceed with the installation of wooden posts to prevent further damage to the footways on the High Street adjacent to Russells Restaurant and Cotswold Trading, and avoid the need for black tarmac replacing broken paving stones. Two plans were circulated at the meeting showing the areas to be treated. County Councillor Mrs. Eyre felt that further consultation was necessary particularly in respect of fire authority access, and it was proposed by Councillor Bryant that Councillor Toye chair a sub group together with Councillors Haslam and Robinson. This proposal was seconded by Councillor Banks and unanimously approved giving the group delegated powers for making a decision on behalf of the Council.

The District Council informed the Clerk that under existing air quality regulations they are obliged to carry out reviews and assessments of local air quality. Their 2000 survey indicated that this was good, while their most recent survey in 2004 concluded that it was satisfactory. Further information is available on their website.

(14) REPORTS OF COMMITTEES AND WORKING GROUPS: Nothing to report.

(15) EMERGENCY DELEGATED POWERS FOR THE CLERK: The Clerk pointed out that there is a need to review the procedure for emergency powers previously agreed by Council, and to add these to Standing Orders. CALC advise that the Clerk be given delegated powers to make urgent decisions in consultation with the Chairman and Vice-Chairman between meetings. Decisions made under this delegation will be reported to and minuted at the next Council meeting. Under this delegation, where appropriate, the Clerk may decide that an extraordinary meeting be called to deal with important matters. This procedure is a refinement of the previous agreement to delegate emergency decisions to the Chairman, Vice-Chairman, and Chairman of Finance, as CALC advise that in such a situation the emergency committee would have to meet in public which is why it is recommended delegated powers for urgent decisions be given to the Clerk. This was proposed by Councillor Mrs. Auden, seconded by Councillor Andrews, and unanimously approved.

(16) RoSPA REPORT:

The latest RoSPA report had been circulated to councillors prior to the meeting. Page 71 reported there was a high risk finding on the current state of the swings. The Finance Working Group considered the proposal from P.D.Hughes (Contractors) to effect immediate repairs at a price of £1,600. Since the Finance Working Group met to consider repairing the swings, P.D.Hughes has amended his quotation to £1,770 on which there would be an additional charge of £596 to paint the swings, making a total of £2,366, although he was not prepared to give a warranty on this work. The Clerk pointed out that Council ran the risk, therefore, of having to replace the swings within an unspecified period. Councillor Keane stated that regardless of whether a grant could be obtained or

not, it would be more cost effective in the long term to buy new swings and proposed, therefore, that the Clerk be authorised to spend £3,593 for the supply of new swings to be supplied by SMP for the play area. As there was a legal requirement to extend the bark pit for these swings, the Clerk was authorised to spend an additional figure of £1,509 for this work. Furthermore, as RoSPA also required more bark to be laid for the new pit, in addition to other areas, the Clerk was authorised to spend £1,253 for the purchase of hardwood playgrade chip from their usual supplier. Councillor Keane's proposal was seconded by Councillor Mrs. Stock and unanimously approved.

(17) REPLACEMENT OF PHOTOCOPIER:

The Finance Working Group had recommended to Council that the photocopier be replaced with a new machine. The best price for a replacement was from E-Solutions of Cheltenham at £1,650 plus VAT. Councillor Haslam proposed that the Clerk should purchase a new photocopier, and the suggestion was made that the old photocopier be given to Broadway Youth Club. Seconded by Mrs. Stock, this proposal was unanimously approved.

(18) MOWING CONTRACT:

The Finance Working Group had recommended that the contract for grass cutting with GBD (Evesham) Limited be renewed for a further three years at rates which will include increases at 2.5% per annum. This was proposed by Councillor Bryant, seconded by Mrs. Stock, and unanimously supported.

(19) REAPPOINTMENT OF INTERNAL AUDITOR: The current auditor, Mr. Ian Fraser, had agreed to serve for the next period at a cost of £250 which he had agreed to keep frozen for the next three years if re-elected, which is an increase on his previous payment of £220. Councillor Bryant proposed that Mr. Fraser be re-appointed. This was seconded by Councillor Mrs. Stephenson and unanimously approved.

(20) APPROVAL OF ACCOUNTS Y/E 31:03:06 / APPROVAL OF STATEMENT OF ASSURANCE / SECTION 137:

Approval of Accounts for the year ended 31:03:06, which had been previously audited and circulated to all members together with the *Statement of Assurance and Section 137*, was carried unanimously after being proposed by Councillor Bryant and seconded by Councillor Mrs. Auden.

(21) ADOPTION OF DRAFT PARISH PLAN: The Chairman introduced Mr. Jim Schmitz to discuss the draft Parish Plan. Council wished to warmly thank Mr. Schmitz and the steering group for all their hard work. Mr. Schmitz explained that copies of the draft Parish Plan were currently available for public inspection at the Library, the Parish Office, and on the Web. Councillor Andrews proposed that the Plan be adopted for consideration in terms of the action proposals. This was seconded by Councillor Mrs. Stock and unanimously agreed. In addition, it was proposed by Councillor Andrews that a sub-group be set up for the Village Design Statement under the chairmanship of Professor Derek Wakelin, together with Mr John Marchent (a former councillor and Chairman of the Planning Committee), and to be made up by other members still to be

selected. This was seconded by Councillor Mrs. Stock and unanimously approved.

(22) PLANNING:

- Meeting: 27:03:06 **W/06/00368/LUE** - MR. P. J. ALBUTT, Great Collin Farm, Collin Lane
Application for Certificate of Lawfulness for an existing use of buildings and yard carrying out bodywork repairs, paint spraying and sign writing on commercial vehicles
The Parish Council raised no objections to this application.
- W/06/00389/PP** - MR. & MRS. IMPEY, 22 Mill Avenue
Erection of single storey side extension, conservatory and entrance porch
The Parish Council raised no objections to this application
- W/06/00221/PN** - MR. & MRS. S. TAYLOR, 88-90 High Street
Revised scheme for private house and further revised scheme regarding removal of first floor window on east elevation
One member of the Parish Council raised no objections, but there were five objections on the grounds of visual intrusion and an overbearing impact on neighbouring properties.
- W/06/00376/PP** - MR. & MRS. HARDY, 4 Lifford Gardens
First floor extension over existing garage, conservatory, and existing flat roof over covered area replaced with pitched roof
The Parish Council raised no objections to this application.
- Meeting: 10:04:06 **W/06/00545/PN** - COTSWOLD INNS & HOTELS LTD, Broadway Hotel, The Green
Alterations to combine bedroom and disabled WC
The Parish Council raised no objections to this application
- W/06/00522/LB** - COTSWOLD INNS & HOTELS LTD, Broadway Hotel, The Green
Internal alterations
The Parish Council raised no objections to this application
- W/06/00530/PP** - MRS. B. MOORE, 5 Lifford Gardens
Insertion of dormers into existing roof - ground floor rear bay window - modification of window/door openings.
The Parish Council raised no objections to this application
- Meeting: 24:04:06 **W/06/00620/LB** - HSBC BANK PLC, 53 High Street
Installation of power assisted door mechanism to inner lobby door
The Parish Council raised no objections to this application.
- W/06/00643/PP** - MR. TRAVERS, 36 Gordon Close
Conservatory and garden shed
The Parish Council raised no objections to this application
- W/06/00646/PP** - MR. & MRS. KEELER, 5 The Sands
Proposed extensions to front and rear
The Parish Council raised no objections to this application
- W/06/00658/PN** - MR. F. G. FISHER, The Vineyard, Leamington Road
Erection of four bedroom cottage (demolition of existing cottage)
The Parish Council raised no objections to this application
- W/06/00649/PP** - MR. & MRS. RIDGERS, Two Jays, Station Road
Erection of single storey rear extension with en-suite in roof space
The Parish Council raised no objections to this application
- W/06/00530/PP** - MRS. B. MOORE, 5 Lifford Gardens
Insertion of dormers into existing roof / ground floor rear bay window / modification of window/door openings. **Amendment:** repositioning of dormer windows to front and rear elevation
The Parish Council raised no objections to this application
- W/06/00376/PP** - MR. & MRS. HARDY, 4 Lifford Gardens
First floor extension over existing garage, conservatory and existing flat roof over covered area replaced with pitched roof. **Amendment** to floor plans and showing revisions to first floor rear bedroom window.
The Parish Council raised no objections to this application
- elevations

- Wychavon Approvals:
- W/06/00117/PN** - FOXY BROWN'S LTD., 15, 17, 19 The Huntings, Church Close
Three control units to air purification/conditioning system
 - W/06/00104/PP** – MR. & MRS. NEWITT, Robinhill, Springfield Lane
Extension of one rear gable, internal garage alterations, with new dormer window, alterations to rear window and doorways
 - W/06/00039/PN** – MR. & MRS. I. McLEAN, land adj. Keystones, Station Road
Amendments to elevations and balcony (retrospective)
 - W/06/00198/PP** – S. R. GREGORY, Little Orchard, Springfield Lane
Single garage with hobbies/games room to rear
 - W/06/00171/LB and W/06/00170/PN** – MR. MUNROE-FAURE, Lygon Arms Hotel, 28 High Street
Proposed alterations to form nine new bedroom units
 - W/06/00025/PP** – MR. E. J. JARRETT, Corners, Cheltenham Road
Conservatory
 - W/06/00221/PN** – MR. & MRS. S. TAYLOR, 88-90 High Street
Revised scheme for private house
- Wychavon Refusal:
- W/06/00269/PP** – I. M. HOLMES, The Cottage, Rookery Farm, Middle Hill
Demolition of outhouses and construction of a two storey linked extension

(23) SCHEDULE OF PAYMENTS: from 14:03:06 to 03:05:06

	net of VAT
E. R. Vickers / Clerk's net salary / March	942.37
G. A. Tomkins / Asst. Clerk's net salary / March	496.97
E. R. Vickers / BT Yahoo Broadband	68.91
Worcestershire CALC / subscription	667.68
Playsafety Limited / RoSPA annual report	69.00
Unicom / telephone account	18.87
Unicom / telephone account	33.34
npower / street lighting-electricity	514.57
Powergen / office electricity	353.85
Community First / contribution	34.00
CPRE / donation	26.00
PCfriend / ink cartridges	17.00
Inland Revenue / NIC & PAYE	863.35
Signpost / contribution to electricity account	176.92
Worcestershire CALC / training	15.00
Parish Plan Steering Group / release of funding	1,800.00
Allianz Cornhill Insurance / insurance premium	4,515.25
G. A. Tomkins / Asst. Clerk's net salary / April	383.91
Prysmiam / street lighting maintenance	2,621.52
Roger Haynes / graffiti removal	45.00

It was proposed by Councillor Mrs. Auden, seconded by Councillor Banks, and carried unanimously, that the above accounts be paid.

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

Councillor Hilton had circulated a letter to councillors requesting that he receive some voluntary help on the Litter Pick on Sunday, 18th June.

The Chairman read an e-mail received from Mrs. Linhart offering to pay for a new bench to be sited adjacent to the similar bench currently outside the Doctors' surgery

on the High Street. Councillor Mrs. Stock proposed that this should be approved, seconded by Councillor Bryant, and unanimously approved.

(25) ASSISTANT CLERK'S GRATUITY

The Finance Working Group recommended that the Assistant Clerk should be eligible to receive a gratuity on retirement and a figure of £750 was recommended as the appropriate figure to be budgeted per annum for this purpose. Council was asked to minute that it was the wish of Council that the gratuity allocation should be backdated to February 2005 to coincide to the time when the pension scheme came into being for which the Assistant Clerk was not eligible on grounds of her age. If possible, the group also recommended that the Assistant Clerk receive these monies with the tax paid by the Council, so it was, in effect, a tax free gratuity. Councillor Banks proposed that budgeting the money did not tie Council to commitment to pay it unless that was a decision taken by any future Council at the time of the Assistant Clerk's departure. This was seconded by Councillor Haslam and unanimously approved.

The Chairman closed the meeting at 8.28 pm

DATE AND TIME OF NEXT MEETING: 22nd June 2006 at 7.00 pm