

BROADWAY PARISH COUNCIL

MINUTES
of ANNUAL MEETING OF COUNCIL
held at 5 Russell Square, High Street, Broadway,
on Thursday, 15th May 2008, at 7.00 pm

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

Absent: Councillor R. Haslam

In Attendance: County Councillor Mrs. Eyre

- (1) ELECTION OF CHAIRMAN: As there were no other nominations it was proposed by Councillor Penny, seconded by Councillor Mrs. Stock 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: There were two nominations for Vice-Chairman. Councillor Penny was proposed by Councillor Folkes, seconded by Councillor Williams, and Councillor Haslam was proposed by Councillor Shaw, seconded by Councillor Mrs. Wilson. The Chairman directed a secret ballot should be taken resulting in Councillor Haslam being elected.
A vote of thanks on behalf of the Council was given to Councillor Mrs. Stock for her term as vice-chairman.
- (4) SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE OF VICE-CHAIRMAN:
As Councillor Haslam was not present, the Declaration of Acceptance of Office of Vice-Chairman was signed and dated the following day in the presence of the Clerk as Proper Officer of the Council.
- (5) APOLOGIES FOR ABSENCE: Councillors L. D. Keane, N. Robinson, C. Toye. West Mercia Police representatives.
- (6) DECLARATIONS OF INTEREST: There were no declarations of interest.
- (7) POLICE REPORT:
There being no members of the Police present, the Clerk read out an e-mail received from PC Greenhouse reporting that crime figures were extremely good for all of Evesham Rural South, Broadway being down by sixteen per cent. These figures were for the year April 2007 to March 2008. She also reported that twenty speeding tickets were

issued in Station Road and nineteen in Snowhill Road. Broadway Traders had received an e-mail from PC Greenhouse requesting suggestions for the PACT Panel Meeting to be held in June, but no replies had been received to date. PC Greenhouse was attempting to arrange a canine micro-chipping event in Broadway at which it was hoped to educate local dog owners regarding the ongoing dog fouling problem.

(8) MINUTES OF PARISH COUNCIL MEETING HELD ON 20:03:08:

Proposed by Councillor Mrs. Wilson and seconded by Councillor Greig, the Minutes of the Meeting held on 20th March 2008 were unanimously approved, and were duly signed and dated as a true record.

(9) ELECTION OF MEMBERS OF PLANNING COMMITTEE: Councillor Folkes read out the names of the existing committee who were all prepared to be re-elected with Councillor Greig as Chairman. This was unanimously agreed.

(10) ELECTION OF MEMBERS TO FINANCE WORKING GROUP AND RISK ANALYSIS SUB-GROUP: Councillor Folkes read out the names of the existing committee who were all prepared to be re-elected with Councillor Shaw again acting as Chairman. Councillor Robinson was also elected to be a member of this Group. These elections were unanimously agreed.

(11) ELECTION OF MEMBERS TO VARIOUS GROUPS:

Visitor Management Group: The Parish Council representatives for this Group were to be the Chairman, Councillor Folkes, Councillors Greig and Mrs. Wilson, together with the Clerk, Kevin Beasley. This was unanimously agreed.

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

Flooding sub-Group: The existing members of the Group, Councillor John Williams as Chairman, Councillors Mrs. Wilson, Greig and Penny, together with John Hankinson as a co-opted member, were re-elected. Proposed by Councillor Shaw, seconded by Councillor Mrs. Stephenson, this was unanimously agreed.

Recreation Ground sub-Group: The existing members of the Group, Councillor Mrs. Wilson as Chairman, Councillors Folkes, Greig and Penny, were re-elected. Proposed by Councillor Williams, seconded by Mrs. Stephenson, this was unanimously agreed.

It was unanimously agreed to re-elect Councillor Greig as the **PACT representative**, Mrs. Rachel Clements as the **Tree Officer**, and Councillor Penny as **Recreation Ground Officer**.

(12) COUNTY AND DISTRICT COUNCILLORS' REPORTS:

County Councillor Mrs. Eyre circulated a report to members and highlighted various points.

The County Council would be strongly opposing the proposed eco-town, a third of which would be in Worcestershire, and a local meeting would be organised during June to raise awareness of this proposal giving guidelines on how to raise objections which require to be in writing.

A possibility of vehicle activated signs near to the schools was being investigated, as a crossing was not a viable proposition.

Regarding the ongoing issue of the Cheltenham Road/Station Road junction, plans were in hand to mark out the bus stops in Station Road. This would then hopefully alleviate parking problems which lorries, visitors to Bed and Breakfasts, and also local workers were causing in an attempt to avoid parking costs.

The Youth Club now had a designated telephone line.

The Clerk was asked to investigate the disappearance of the China Square sign.

(13) CORRESPONDENCE AND CLERK'S REPORT:

Confirmation was received from the Audit Commission that Clement Keys had been appointed external auditors to the Parish Council for the financial years 2007/08 to 2011/12.

West Mercia Constabulary had invited the Chairman and the Clerk to a meeting to be held at 7.30 pm on Wednesday, 4th June, in Pershore Civic Centre, to launch a new initiative in Crime Reduction in Wychavon. There would be a presentation about "SmartWater", a revolutionary forensic coding system to deter burglars and protect homes. A report on this latest and most technically advanced crime reduction tool would be made at the next Council meeting.

The Council received an invitation to attend the launch of the Children and Young People's Plan 2008-2011 on 14th May at Worcester Rugby Club, from 9.00 for 9.30 a.m. until 11 a.m. Councillor Mrs. Wilson and Councillor Greig agreed to attend on behalf of the Council and report back.

A cheque for £490 had been received from the Broadway Trust as a half share contribution to tree work in the village, and Warner's Budgens had contributed £250 towards the recreation ground project which they had previously agreed.

A letter from the Cotswolds Conservation Board had been received advising of dry stone walling training courses in 2008. The Clerk forwarded the information to Grapevine for publication.

Cotswold Line Promotion Group had advised the Council of its plans to 'bridge the gap' between Toddington and Honeybourne. Initially there would be a special bus link which would connect Cotswold Line services between Worcester and Oxford with GWSR steam trains at Toddington, and plans were in hand to operate on the five

Saturdays in August. The bus would stop in Station Road. The Group was looking for financial support to help fund this venture. After discussion, these plans were supported in principle, but it was suggested that this matter be passed to the Visitor Management Group for further discussion.

Following a report at the last meeting regarding dog fouling, the District Council had informed the Clerk that a fixed penalty notice of £50 was issued to a local resident and paid.

In early 2007 each Parish received a village facilities survey questionnaire as part of the evidence gathering work for the South Worcestershire Joint Core Strategy to assess the provision of social and community facilities. The Clerk was asked to update and correct the responses which had now been returned.

Copy letters had been received from A. H. Jones, Engineering Consultancy Manager at the District Council addressed to Mr. Tabor of Lybrook Farm, Snowhill Road, and Mr. James of Pye Corner Farm, West End, regarding the Land Drainage Act 1991/Maintenance of Watercourses, and asking for appropriate measures to be taken.

An e-mail received from Garry Owen, GWSR Chairman, advised that decisions had been made on the exact railway station building they wished to take apart and rebuild at Broadway. A request had been made to attend a Parish Council meeting to give a short presentation to keep the Council informed of the proposals. The Council agreed to this request and asked the Clerk to make arrangements.

County Councillor Mrs. Eyre had forwarded a copy of the first draft of flooding and drainage issues – Locations for Drainage Work and Gully Emptying. This draft had been circulated to the Flooding Committee for discussion prior to the flooding meeting with the District Council, Severn Trent, and the Environment Agencies to be held at 10.00 am on Friday, 13th June, at the Parish Council offices.

The Clerk had received the results of the Broadway Parish Housing Needs Survey, which had been circulated to the Council.

At the last meeting the sponsorship of the Leamington Road/Fish Hill roundabout was raised. The Clerk had contacted Guy Warner of Budgens and was informed that the delay had been in the designing of the planting scheme. The Clerk suggested that the Council might be able to help with this and contacted the lengthsman, but he was unable to assist due to existing work commitments. The Clerk was instructed to make further investigations.

The County Council had confirmed that the Parish Council had been accepted onto the lengthsman scheme for the financial year 2008/09, and had been allocated a budget of £2,060 to cover this period.

A letter received from Mr. Woods of Abbey Forestry regarding Broadway village trees, stated that one tree was in a condition which could cause a limb to be shed with obvious potential consequences. A quotation of £145 + VAT received from Adrian Hope Tree Services was considered by Mr. Woods to be fair for what was involved bearing in mind the fixed costs of site attendance, and after discussion with the Chairman it was agreed that instruction to proceed with the works should be given. The Clerk had contacted Abbey Forestry accordingly.

The Cotswolds AONB Management Plan 2008-13 had been received from the Cotswold Conservation Board.

(14) REPORTS OF COMMITTEES AND WORKING GROUPS:

Councillor Mrs. Wilson circulated a report from the *Broadway Activity Park Group*, which included the possibility of an exchange of sites between the Youth Club and the Fire Station, but such a move could cause more problems than it solved. County Councillor Mrs. Eyre stated that the Fire Authorities were always looking for reasons to close stations, and such a move could be the excuse they were looking for.

Councillor Greig reported that together with Councillor Mrs. Wilson he had attended the Launch of the Children and Young People's Plan meeting at Worcester Rugby Club on the 14th May. It was clear from the meeting of the importance to involve parents in decision making, and Councillor Mrs. Wilson stated that a group of children and their parents were being consulted within the Group's planning ideas.

(15) LEASE OF LAND IN RECREATION GROUND:

A letter had been received from Broadway Youth Club confirming its agreement to revoke the lease of the land in the Recreation Ground. The Clerk contacted Legal Services at the County Council and was advised to obtain a Deed of Surrender which would legally revoke the agreement. There would be a cost of approximately £50 to £100 for a Deed to be drawn up. Proposed by Councillor Mrs. Wilson, seconded by Councillor Shaw, it was unanimously agreed that this Deed be drawn up.

(16) RoSPA REPORT:

There were no high risk items within the report, but one or two medium risk areas. A copy of the report had been passed to the Chairman of the Recreation sub-Group who would pass it back to the Clerk after discussions for any necessary action.

(17) PROPOSED DOG CONTROL ORDERS WITHIN WYCHAVON DISTRICT COUNCIL:

Councillors were circulated with a notification from the District Council regarding the implementation of dog control orders under the Clean Neighbourhood and Environment Act 2005 to reduce the adverse environmental and safety impacts from dogs in public areas. It was agreed to support the proposal by completing the questionnaire provided as a combined response from all members of the Parish Council

(18) RE-APPOINTMENT OF INTERNAL AUDITOR AND REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT:

The Clerk reported that the internal auditor, Ian Fraser, was willing to carry on for another year, and the Finance Working Group recommended this to the Parish Council. This recommendation was proposed by Councillor Shaw, seconded by Councillor Mrs. Stock, and carried unanimously.

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

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

These resolutions were proposed by Councillor Shaw, seconded by Councillor Mrs. Stock, and carried unanimously.

(19) APPROVAL OF ACCOUNTS Y/E 31:03:08 – APPROVAL OF ANNUAL GOVERNANCE STATEMENT – SECTION 137 – RISK ASSESSMENT SCHEDULE:

Approval of the accounts for the year ending 31st March 2008, which had previously been circulated to all members and approved by the Finance Working Group who recommended they be adopted by Council together with the Annual Governance Statement, Section 137, and the Risk Assessment Schedule, was carried unanimously after being proposed by Councillor Shaw, seconded by Councillor Mrs. Stephenson.

(20) PLANNING:

Parish Council Comments:

MEETING: 25:03:08

Application W/08/00576/PP MR. & MRS. PINDER, 110 High Street
Garage extension, replacement porch and two velux roof lights
The Parish Council raised no objections to this proposal.

Application W/08/00673/VOC D. G. ROBINSON, Coach Orchard, High Street
Variation of Condition 2 of previous Planning Approval W/05/02211/PN
The Parish Council raised no objections to this proposal

Applications W/08/00289/PN G. JELFS, 49 High Street
Extension of rear of shop store
and W/08/00306/LB Extension of shop and store
The Parish Council raised no objections to these proposals

MEETING: 07:04:08

Application W/08/00636/PP MR. & MRS. JABELMAN, 25 Gordon Close
Erection of conservatory
The Parish Council raised no objections to this proposal

MEETING: 21:04:08

Application W/08/00779/PP MR. A. DOYLE, 3 Sheldon Avenue
Demolition of single storey extension and construction of two storey side extension
The Parish Council raised no objections to this proposal

Application W/08/00918/LB MISS V. M. LEES, 3 Butchers Row, High Street
Rendering of brickwork on rear wall and insertion of two purpose made timber windows to lounge and Bedroom 1.

MEETING: 06:05:08

Application W/08/00201/PP. MRS. D. M. BROOKES, 127 High Street
Creation of new access

The Parish Council raise objections to this application for the following reasons: (a) the property was the subject of an enforcement order after the owners had replaced the existing grass area with hard standing in order to park cars; (b) the footpath would need to be crossed in order to carry out this application and, therefore, the Highway Authority would be involved; (c) there is a real danger that approval of such an application would create a precedent for others in an area where parking is limited

WYCHAVON APPROVALS:

W/08/00332/PP Mr. J. Griffiths, Spring Grove, Springfield Lane
Erection of new 1.5 metre high dry stone natural stone wall to front boundary
W/08/00167/PP Mr. R. Bennet, Sandcroft, Leamington Road / proposed two storey side extension
W/08/00367/PP N. Tabor, Lybrook House, Snowhill Road / two storey extension, new front and back porches
W/08/00244/LB Miss White, 140 High Street / internal alteration and replacement extension to Grade II house
W/08/00243/PP Miss White, 140 High Street / replacement of existing rear extension of Grade II house with new
W/07/02864/DW Wychavon District Council, Gordon Russell Museum, Back Lane / signage to front elevation
W/08/00275/LB H. W. Keil Ltd., Tudor House, 67 High Street / separation of part of premises to provide separate business premises, fire breaks, new stairs, and wc.
W/08/00249/PP Mr/Mrs.Edwards, Chippings, Springfield Lane / erection of single storey extension with basement
W/07/02837/PP Mrs.T.R.Bateman, Lower Fold, High Street / demolition of outbuildings and replacement with new garage with studio/flat over
W/07/02786/PP Mrs.V.Shepherd, 3 Gordon Close / proposed garden room/conservatory
W/08/00576/PP Mr. & Mrs. Pinder 110 High Street / garage extension, replacement porch, addition of 2 velux rooflights
W/08/004417/PN Alsighs Commercials, Gt.Collin Farm, Collin Lane / installation of increased height ventilation flue
W/08/00441/LB Ms. M. Wood Power, 56 High Street / repairs to windows, floors, replacement of new modern timber window
W/08/00287/LB Trinity House Fine Art, 67 High Street / demolition of bus shelter

WYCHAVON REFUSALS:

W/07/02810/PN Amberside Developments, Cascade, Cotswold House, 21 The Green / extension to existing building to create additional retail unit
W/07/02689/OU Mr. Hall, Barnfield Cider Mill, Childswickam Road / erection of four detached residential dwelling houses with up to three floors
W/07/02242/CU Executors of M. Hall, Barnfield Cider Mill, Childswickam Road / conversion of existing commercial buildings to six dwellings and six new residential units

NOTIFICATION OF PLANNING APPEAL:

W/06/02076/PN Mr. & Mrs. Holland, 111 Sandcroft Avenue / erection of detached two storey house

APPEAL DECISIONS BY THE PLANNING INSPECTORATE:

W/07/00942/CU dated 23:05:07 and W/07/01103/LB dated 13:06:07

Mr. and Mrs. R. Underhill, site at courtyard rear of Closes Farm, 117 High Street / **DISMISSED 25:03:08**

(21) SCHEDULE OF PAYMENTS from 14:03:08 TO 06:05:08 net of VAT

Worcestershire County Council / Pension - E. R. Vickers	323.67
E. R. Vickers / BT Yahoo	28.60
Abbey Forestry / tree work	980.00
Unicom / telephone account	82.96
Permutation Co. Limited / Village Design Statement	3,408.69
Cotswold Wardens / Parish Paths scheme	399.00

Neighbourhood Watch / donation	100.00
GBD (Evesham) / grass mowing	532.86
Maurice Parkinson / lengthsman – bench fixings	210.00
Maurice Parkinson / lengthsman – flood prevention works	850.00
K. Beasley / Clerk's net salary March	1,136.40
E. R. Vickers / Clerk's net salary March	1,194.45
G. A. Tomkins / Asst. Clerk's net salary March	523.11
Worcestershire CALC / subscription renewal	585.05
HM Revenue & Customs / PAYE + NI	2,352.13
Wychavon District Council / office service charge	168.08
Worcestershire County Council / lengthsman	101.00
Bellinger Design / landscape architect fees / Broadway Activity Park	412.50
Prysmian Cables Systems Ltd / lighting maintenance and energy	51.75
Playsafety Limited / RoSPA – recreation ground	69.00
Jan Fraser / internal audit fee	250.00
Vale Press Limited / stationery	46.00
Vale Press Limited / stationery	24.00
Communicorp / annual subscription – Clerks & Councils Direct	9.50
CPRE / annual subscription	28.00
Allianz Insurance / insurance premium	5,025.22
K. Beasley / Clerk's salary - April	1,138.70
G. A. Tomkins / Assistant Clerk's salary - April	527.69
Wychavon District Council / business rates	65.20
Unicom / telephone account	60.89
Information Commissioner / date protection	35.00
Worcestershire County Council / pension	323.67

It was proposed by Councillor Shaw, seconded by Councillor Mrs. Wilson, and unanimously agreed, that the above accounts be paid.

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

Councillor Penny reported damage to the roof of the bus shelter in Leamington Road. The Clerk was instructed to deal with the matter.

Councillor Greig asked if the Broadway Village website/Parish Council section could be updated. The Clerk reported this was being actioned.

Councillor Mrs. Stephenson asked who was responsible for the umbrellas outside the Broadway Deli should they fall over. The Clerk would check this and report back.

Councillor Shaw commented on the excellence of the Village Design Statement which was a credit to the Village.

The meeting closed at 8.32 pm

OPEN FORUM: As no members of the public were present the Chairman finally closed the meeting at 8.34 pm

DATE AND TIME OF NEXT MEETING: Thursday, 19th June, at 7.00 pm