

BROADWAY PARISH COUNCIL

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Minutes of the Ordinary Meeting of Broadway Parish Council held in Broadway Village Hall on Tuesday 5th March 2024 at 7.30p.m.

891. Attendance

Present: Cllrs Neate, Champion, Preece, Frayne and Jones;
Mrs Larsson (Clerk)

892. **Apologies:** Cllr Toms

893. Parish Council Vacancy

An application was received from Mr Mark Wilkins to join the council. Councillor voted unanimously to co-opt Mr Wilkins to the vacancy. He duly read and signed the Declaration of Acceptance of Office, witnessed by the Clerk, and joined the meeting.

894. **Declarations of Interest** None.

895. Minutes of the Parish Council meeting held on 6th February 2024

Minutes were approved unanimously by councillors as a true record and duly signed by the Chairman.

896. Public Question Time, Including Somerset Council Cllr Report

A resident raised condition of road signage in particular around Suggs Lane.

There was not a Somerset Councillor present at the meeting. Their written report was circulated to Councillors in advance of the meeting.

897. Planning Application

- a. There were no new applications for consideration.
- b. Responses – It was agreed for the Council to use the standard response template provided by Somerset Council to form the basis of responses to applications, acknowledging that it covers standard material considerations. For applications concerning development of larger numbers of properties, more in depth responses will be agreed by the Council for submission to the planning authority.

The Council's full responses to all planning applications are available to view against the respective applications on the Somerset Council planning portal <https://www.somerset.gov.uk/planning-buildings-and-land/view-and-comment-on-a-planning-application/?district=South+Somerset>

898. Accounts and Financial Information

- a. Financial Report: The Clerk had circulated the financial report in advance of the meeting. It was noted that some up-to-date bank statements had been acquired but a period of 3 weeks was not available, which accounted for a discrepancy in the reconciliation. The Clerk advised this is expected to be resolved for the next report.
- b. Payments: The following payments were authorised:
 - i. Clerk – Salary incl. PAYE (February 2024)
 - ii. Clerk administration costs (Dec-Feb)- £17.64
 - iii. Village Hall Hire 2023-24 - £110.00

899. Councillor Responsibilities

Following changes in members of the Council, areas of responsibility were reviewed and agreed as follows:

Area	Lead	Supported By
Planning	Cllr Neate	Cllr Wilkins, Clerk
Vardens Pond	Cllr Preece	
Flooding	Cllr Frayne	
Footpaths & Bridleways	Cllr Preece	
Playing Field Safety & Maintenance	Cllr Champion	Clerk
Asset Monitoring	Cllr Toms	Clerk
Defibrillator	Cllr Toms (Checks); Cllr Champion (Maintenance)	
Highways	Cllr Jones	
Public Transport	Cllr Wilkins	
Christmas Lights / Tree	Cllr Champion; Cllr Frayne	
Community Liaison / Volunteers	Cllr Preece	
Notice Boards & Communications	Cllr Neate	
Website & Social Media	Clerk	
Local Community Networks	Cllr Neate	
Financial Monitoring	Cllr Toms	

It was also agreed for the following members to act as the liaison with local organisations:

Organisation	PC Liaison
Broadway Village Hall	Cllr Neate
Ilton & Broadway Scouts	Cllr Jones
Broadway & Horton Cricket Club	Cllr Wilkins
Neroche Primary School	Cllr Jones
Community of Parishes	Cllr Neate
Broadway & Horton Youth Club	Cllr Preece

900. Parish Maintenance

It was agreed for the Clerk and Cllr Champion to work on producing a schedule for maintenance of assets and amenity areas within the parish, which will assist with future budgeting and scheduling of required works. The schedule will look at both immediate and longer-term requirements across the parish.

901. Vardens Pond

- a. Maintenance of the pond has been quoted at £900. Due to the specialist nature of the works required, obtaining additional quotes has not been possible. Cllrs agreed to proceed with the quotation from Aquatic Solution.
- b. Cllr Preece confirmed there are goldfish in the pond but had received advice that they were unlikely to cause any harm to other inhabitants and that they would likely be taken by a Heron soon. The local environment warden will be consulted for further advice and a decision made as to whether any action is needed.

902. Playpark Pathways

It was agreed that the Clerk would obtain quotes for a licenced operative to treat the weeds on the pathways. Decision to be deferred to a future meeting.

903. Highway Steward

Councillors reviewed the potential service offering from both Kier via Somerset Council and Ilminster Town Council. Councillors felt Ilminster TC were offering services which may be beneficial and agreed to register a non-committal interest in the scheme.

- 904. Updates**
- a. Website: The new website is nearly complete and should be ready to go live soon.
 - b. Local Community Network: The next meeting is scheduled for Thursday 21st March.
 - c. Standerwick Orchard Maintenance: The hedge has now been cut and looks much improved. Councillor felt the hedge at Bullen Court is in need of attention and requested the Clerk write requesting it is cut back.
 - d. Clerk Recruitment: Further to review of the role and responsibilities, it was agreed to increase the hours for the role to 40 per month at salary point 16 in scale LC1 as set out in the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. The position was offered to and accepted by Mrs Kim Larsson.
- 905. Correspondence/Matters for Report**
- a. Suggs Lane Bridge: Cllr Frayne advised that initial surveys are underway and the contract for work is likely to be awarded later this year, with work commencing in 2025.
 - b. The Council note thanks to a resident, Steve Appleton, who has been regularly undertaking litter picks to keep the parish tidy.
- 906. Items for the next meeting:**
- a. Upgrade/replacement and relocation of litter and dog waste bins.
 - b. Memorial tree guard and plaque.
 - c. Vardens pond goldfish.
 - d. Weed treatment of pathways.
- 907. Date of next meeting:** Tuesday 2nd April 2024, at 7.30pm at Broadway Village Hall

The Chairman closed the meeting at 9.25pm.

Signed

Date