

BROADWAY PARISH COUNCIL

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Minutes of the Ordinary Meeting of Broadway Parish Council held in Broadway Village Hall on Tuesday 7th May 2024 at 7.30p.m.

924. Election of Chair of the Parish Council

Cllr Neate was proposed by Cllr Champion, seconded by Cllr Preece. No further nominations were made and Councillors voted unanimously in favour of the proposal. RESOLVED to elect Cllr Neate as Chair.

925. Declaration of Acceptance of Office by the Chair

Cllr Neate duly read and signed his Declaration of Acceptance of Office, witnessed by the Clerk.

926. Election of Vice-Chair of the Parish Council

Cllr Champion was proposed by Cllr Preece, seconded by Cllr Neate. No further nominations were made and Councillors voted unanimously in favour of the proposal. RESOLVED to elect Cllr Champion as Vice-Chair.

927. Attendance and Apologies:

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

Apologies: Cllr Toms and Jones

928. Declarations of Interest / Dispensations: None.

929. Review of individual areas of responsibility

Councillors reviewed the recently agreed areas of responsibility and agreed to continue unchanged.

930. Review of Standing Orders, Financial Regulations and Code of Conduct

Standing Orders: A draft policy based on the current NALC model document was circulated to Councillors in advance of the meeting. The Council RESOLVED to adopt the standing orders as circulated.

Financial Regulations: As an updated model version of the regulations are imminently due to be released it was agreed to defer review until these were available.

Code of Conduct: RESOLVED to adopt the model Code of Conduct for Somerset Town and Parish Councils.

Adopted policies will be made available on the Parish Council website.

931. Review Insurance Cover

The Clerk advised that the level of cover provided in the existing insurance policy was appropriate against the councils asset register with the exception of the sum insured for gates and fences but noted there was likely a discrepancy on the asset register on one item and the value should actually be lower. The Clerk will investigate and confirm the actual value.

The renewal for the insurance is due on 1st June. To avoid any delays with the renewal, it was agreed for the Clerk to obtain 3 renewal quotations from Zurich, Clear Insurance and Gallagher, all of whom provide specialist cover for town and parish councils to be based on the correct value of gates and fences. RESOLVED that the Clerk obtain and secure the best value insurance renewal and report to the Council at the June meeting.

932. Review membership of outside bodies

RESOLVED to continue membership of the Somerset Association of Local Councils and support membership of the Society of Local Council Clerks for the Clerk (membership fees to be split proportionately with the Clerks other Council employers).

933. Minutes of the Parish Council meeting held on 2nd April 2024

Minutes were approved unanimously by Councillors as a true record and duly signed by the Chair.

934. Planning Application

- a. Application: 24/00931/HOU: 1 The Lanes, Broadway Road, Broadway TA19 9RE - Erection of Garage with Office/Study above (retrospective)

Councillors RESOLVED to submit an OBJECT response to the application, commenting that the height and design of the building impacted the visual amenity and was not in keeping with the overall aesthetic of the location.

The Council's full responses to all planning applications are available to view against the respective applications on the Somerset Council planning portal [Link to Somerset Council planning portal](#)

935. Accounts and Financial Information

a. Asset Register at 31/3/2024

Following review of parish assets by Cllr Champion and the Clerk, a number of items were identified that had been omitted from the asset register previously. Original purchase dates and values for these items are unknown so it was agreed to add to the register with a nominal value of £1 each.

The Clerk is to establish the purchase value for the playpark gate installed in 2023 as it is believed this may be incorrect.

Subject to confirmation of the gate purchase value, the Council RESOLVED to accept the updated asset register as correct at 31/3/2024.

b. To review and approve Financial Risk Statement.

The Clerk was unable to establish evidence of a financial risk assessment being in place prior to joining as the Clerk in late 2023. A new proposed risk assessment for adoption was circulated to Councillors in advance of the meeting and it was noted that these are activities that the Council are already carrying out but were not documented as required. RESOLVED to adopt the Financial Risk Assessment.

c. To agree updates to existing bank mandates.

RESOLVED to remove Mr Gregory and Ms McKenzie from the Cambridge and Counties and Natwest bank mandates and add Mrs Larsson (Clerk) to the account as a signatory AND update the correspondence address to the Clerk’s home address.

RESOLVED to

d. Financial statement

RESOLVED the Council approved the financial statement to 30/4/24.

e. Payments requiring authorisation:

The Council RESOLVED to authorise the following payments:

Clerk salary & PAYE to 31/3/24 (restricted information under GDPR)	
Administration expenses incl. laptop & software (March/April)	£ 629.82
Grass cutting (March & April)	£ 888.00
Tree/bramble work at Brookside	£ 408.00

936. Parish Maintenance

The Clerk and Cllr Champion had collated information on items throughout the parish and an initial draft maintenance schedule was drafted looking at a 5-year rolling schedule.

It had been identified that a number of items needed attention this year which could be carried out by volunteers including re-paint of noticeboards and benches, with material costs expected to be up to £300. The phone box was also identified as being in need of refurbishment and costs to carry out the work will be obtained.

RESOLVED to authorise spend up to £300 for minor refurbishment works and obtain specific quote for the phone box.

937. Grass Cutting Contract

Following selection of Grinters as the grass cutting contractor, the Council reviewed the requirements for the contract.

RESOLVED for the contract to be for a total of 16 cuts per annum, awarded for an initial period of 2 years. The contract will automatically renew for further periods of 1 year if appropriate notice as per the contract between Grinters Ltd and Broadway Parish Council is not given.

938. Playpark Pathway Weed Treatment

939. Updates

a. Local Community Network: The next full LCN meeting will be on Thursday 20th June. Location to be confirmed. Active Travel and Highways working groups will continue to be held in addition to the main meetings.

b. Suggs Lane Flooding: It was noted that water is still rising through the manholes but there has been an improvement.

- c. Roads: It is understood that works to the Suggs Lane bridge will be going ahead and could potentially start in 2025. Signs used during the recent survey works have been reported as left behind.
A number of hedges which are encroaching on pathways and the highways have been noticed around the parish. A letter will be delivered to identified properties to request this is attended to.
- d. Flooding: As reported above in 939.b.
- e. Village Maintenance: Refer to minute 936.
- f. Play Park Inspections: The Clerk advised that she felt the full weekly inspections were not needed due to the overall excellent condition of the play area. RESOLVED to reduce to bi-weekly inspection.
Quotations for the fencing and solid surface pathway were in the process of being obtained.
- g. Community Group Updates: Councillors are beginning to get in touch with local organisations and will report updates and information when available.

940. Correspondence/Matters for Report

941. Items for the next meeting:

- a. Upgrade/replacement and relocation of litter and dog waste bins.
- b. Memorial tree guard and plaque.
- c. Weed treatment of pathways.

942. Date of next ordinary meeting: Tuesday 11th June 2024, 7.30pm. To be held at Broadway Village Hall.

Future meeting dates: Ordinary Parish Council Meetings will continue to be held on the first Tuesday of each month, 7.30pm at Broadway Village Hall unless otherwise published. The Parish Council does not normally hold a meeting in August.

The Chair closed the meeting at 9.27pm.

Signed

Date