

# BROADWAY PARISH COUNCIL

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Minutes of the Meeting of Broadway Parish Council held in Broadway Village Hall on  
Tuesday 3<sup>rd</sup> February 2026 at 7.30pm

## 1165. Attendance and Apologies

Present: Cllrs Neate, Champion, Toms, Preece, Frayne and Jones; Mrs Larsson (Clerk)  
Apologies: None.

## 1166. Declarations of Interest / Dispensations: None.

**1167. Parish Council Vacancy:** No formal applications have been received, however there have been initial expressions of interest. The council invites applications and will formally consider any received at the March council meeting.

## 1168. Minutes of the meeting held on 6<sup>th</sup> January 2026

RESOLVED to approve the minutes as a true record of the previous meeting and signed by the Chair.

## 1169. Planning Applications

- a. New applications to consider: None.
- b. Updates and enforcement
  - i. The council is continuing to monitor additional information submitted against application 25/02726/OUT in neighbouring Horton.

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 Planning Portal](#)

## 1170. Finance & Audit

- a. Financial statement: The latest bank statements to 31/1/26 were not available in time to produce an up-to-date reconciliation for the meeting. The council risk assessment requires reconciliation quarterly, and will receive and updated report before the next meeting.
- b. Payments requiring authorisation:

The Council RESOLVED to authorise the following payments:

Clerk salary & PAYE to 31/1/26 (restricted information under GDPR)	
Donation – Ilton & Broadway Scouts	£ 250.00
Admin expenses	£ 4.07
Volunteer programme	£50.00

- c. Bank charges: Notes an increase to the Unity Trust monthly account fee of £1, to £7 per month.

## 1171. Donation request from St Aldhelm & St Eadburga Parish Church

RESOLVED to award a donation of £550 towards costs of grass cutting in the churchyard.

## 1172. Policies for adoption

- a. Scheme of Delegation: RESOLVED to adopt the scheme of delegation as circulated in advance of the meeting. This sets out information that the council holds and where it can be obtained and is required under the Freedom of Information Act.
- b. IT Policy: RESOLVED to adopt the IT Policy as circulated. The policy addresses IT related risks and supports compliance with the new Assertion 10 of the Annual Governance Statement.

## 1173. Remedials to play park fence

RESOLVED to proceed with repairs and improvements to the fence posts up to £1000. The number of posts need to be confirmed, and if quotes exceed this value, will need to be revisited.

**1174. Community car park at Glebe land**

The council was approached to consider adopting the proposed community car park as part of the development of the Glebe land. Following a detailed discussion, the council agreed in principle that it would be willing to take ownership of the land, subject to the car park being constructed to an agreed specification, an appropriate indemnity period being in place, and sufficient funds being provided to support ongoing maintenance. Further discussions will be held to determine the specific requirements

**1175. National Lottery Awards for All application**

RESOLVED to submit an application to improve accessibility at the play park by making improvements to the existing path.

**1176. Clerk annual review process**

RESOLVED for councillors Neate and Toms to be appointed to the role of carrying out the clerks review.

**1177. Updates and actions on the following areas:**

- a. Village Maintenance: The council will investigate opportunities to instruct a contractor to carry out a regular “ranger” service to undertake various tasks around the parish such as gully clearance, cutting back vegetation etc. Cllr Toms advised that brambles around the defib will need to be cut back.
- b. Highways: Cllrs Neate and Champion met with SC Traffic Management to review safety measures mainly near the cricket club. Approval has been given for installation of gateway signs which support reduction of speed, and they will arrange for “pedestrians in road” signage to be put in place and “SLOW” markings in the road. The council had budgeted for the gateway signs in 2026/27 and will start to progress this.
- c. Flooding: Unprecedented rainfall caused flooding in areas not seen previously, however, it was noted that while levels rose quickly, they also reduced quickly. Goose Lane sewers were unable to cope with the level of water. Suggs Lane coped well.
- d. Rights of Way: No items raised.
- e. Play Park: Fencing as per minute 1173 and path as per minute 1175. No additional items raised.
- f. Speed Indicator Device: No updates.
- g. Volunteering and Community Group Updates: At least 20 people have signed up to take part in a volunteer group. Ideas for items to be undertaken are to be discussed and brought to council as needed.
- h. Local Community and Parish Networks:
  - i. The next LCN meeting is in March.
  - ii. BHPN planned meeting with MPs has to be rescheduled, and will hopefully take place in March.

**1178. Matters for report only:** None raised.

**1179. Items for the next meeting:**

None requested. Additional motions to be submitted to the Clerk in line with standing orders.

**1180. Date of next meetings:** Tuesday 3<sup>rd</sup> March 2026, 7.30pm at the Village Hall.

**Exempt Business:** The Parish Council resolved that in view of the confidential/sensitive nature of the business about to be transacted (legal, personal or commercial), the press and public be excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960.

**1181. Clerk’s DSE Assessment**

A self-assessment identified issues with chair height, support and adjustment, affecting comfort and suitable positioning for DSE work. An alternative keyboard may be required for comfort, but this will be re-assessed when a suitable chair is in use. Clerk to look into options, with the cost to be shared with other council employers.

**1182. Quotations to consider**

- a. Tree maintenance at Standerwick Orchard: Three trees have been assessed and identified as dead due to mistletoe disease. These have been recommended to be removed due to compromised integrity of their structure. RESOLVED to remove the two trees, works will be undertaken by Woodland & Garden Tree Services as the council's preferred supplier at a cost of £330 + vat.
- b. Play park fence repairs: Refer to minute 1173.

There being no further business, the Chair closed the meeting.

Signed ...S. Neate, Chair.....

Date ...3<sup>rd</sup> March 2026.....