

# BROADWAY PARISH COUNCIL

[www.broadwaysomerset-pc.gov.uk](http://www.broadwaysomerset-pc.gov.uk)

## Minutes of the Annual Meeting of Broadway Parish Council held in Broadway Village Hall on Tuesday 6<sup>th</sup> May 2025 at 7.00pm

### 1063. Attendance and Apologies:

Present: Cllrs Neate, Champion, Preece, Wilkins, Frayne and Jones; Mrs Larsson (Clerk); Somerset Council Cllr Osborne

Apologies: Cllr Toms

### 1064. Election of Chair of the Parish Council

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

### 1065. Declaration of Acceptance of Office by the Chair

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

### 1066. Election of Vice-Chair of the Parish Council

Cllr Champion was proposed by Cllr Jones, 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.

### 1067. Declarations of Interest / Dispensations: None.

### 1068. Minutes of the meeting held on 1<sup>st</sup> April 2025

RESOLVED to approve the minutes as a true record of the previous meeting.

### 1069. Planning Applications

#### a. Updates and Enforcement

- i. 25/00799/HOU: 2 Lamparts Way Broadway TA19 9RY - Installation of air source heat pump. RESOLVED to submit no objection response to the application.

#### b. Updates and Enforcement

- i. SNN\_2025\_0164 Street Name Consultation - Development Site - Land to the rear of The Bell Inn, Broadway  
RESOLVED to propose naming the new access road "Neroche Meadows" which councilors felt the development had become known as locally. Suggestions of Bailey Drive or Meadow View Drive were suggested by the developers and councillors felt that if the final decision was to be from those already proposed, the preference would be Bailey Drive.

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](#)

### 1070. Accounts and Financial Information

- a. Financial statement to 30/4/25: The financial report was circulated. There were no queries, and the reconciliation was signed by Cllr Neate in the absence of Cllr Toms.

- b. Payments requiring authorisation

The Council RESOLVED to authorise the following payments:

Clerk salary & PAYE to 30/4/25 (restricted information under GDPR)	
Administration costs	£10.64
Grass Cutting	£672.00
Brackets for mounting SID	£35.99
Play park equipment repairs	£1,373.03
SALC annual affiliation fee	£375.58
Neroche PTFA Grant	£250.00

- c. Review of Banking arrangements: RESOLVED that no further changes to the arrangements were required at this time.

**1071. Policy and Document Review and Approvals**

- a. Standing Orders: The Clerk circulated proposed amendments to the current standing orders in advance of the meeting. RESOLVED to adopt the standing orders with the amendments proposed.
- b. Financial Regulations: As the Financial Regulations were only recently adopted in February, it was RESOLVED to adopt unchanged with the review date to be scheduled for the next annual council meeting.
- c. Code of Conduct: As no amendments have been made to the model code of conduct, it was RESOLVED to adopt unchanged with the review date to be scheduled for the next annual council meeting.
- d. Risk Assessment: The Clerk circulated proposed amendments and additions to the existing risk assessment in advance of the meeting. RESOLVED to adopt the risk assessment with the amendments and additions proposed.
- e. Asset register at 31/3/2025: The asset register was updated to include acquisitions during the financial year. RESOLVED to approve the asset register as at 31/3/2025
- f. Employment policies and procedures: DEFERRED to a future meeting.

**1072. Insurance arrangements and renewal**

RESOLVED to delegate the review of insurance levels and renewal to the Clerk. An update will be provided at the next meeting.

**1073. Review and agree any delegation arrangements**

The council did not feel that delegation of any further responsibilities was necessary.

**1074. Review membership and subscriptions to outside bodies**

RESOLVED to continue with council membership with SALC and Clerk membership with SLCC (which is contributed to by all the Clerks council employers).

**1075. Maintenance requirements for the village**

Costs will be obtained for repairs to the following: Bench by the church; refurbishment of metal benches at the playpark and Standerwick Orchard; repairs to public right of way bridges.

**1076. Matters for report only: None.**

**1077. Items for the next meeting: Review village maintenance schedule**

**1078. Dates of next meetings:**

RESOLVED that meetings will continue to be held on the first Tuesday of each month, except August when an ordinary meeting will not be held. The meeting for September will be held a week later, on Tuesday 9th September.

**Exempt Business:** The Parish Council resolved that in view of the confidential 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, and they are instructed to withdraw.

**1079. Appointment of a planning consultant**

Cllr Neate has been investigating opportunity to engage a planning consultant to assist with responses to large and often complex planning applications affecting the parish, with initial focus on outline application 24/02475/OUT for construction of 47 homes on land between Pound Road and Paulls Lane. Proposal was to engage Jo Widdecombe with a cap on fees of £500. RESOLVED to engage Jo Widdecombe following receipt of satisfactory testimonials. Cllr Neate to update at the next meeting.

**1080. Clerk's salary revision:** The council noted amendment of Clerk salary scale to SCP point 17, effective 1<sup>st</sup> April 2025.

The Chair closed the meeting at 8.48pm.

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

Date .....3<sup>rd</sup> June 2025.....