Broughton Parish Council

Minutes of the meeting of Broughton Parish Council held in Christchurch, Great Broughton, on Tuesday 10th May 2022 at 19:15

**Present:** Mary Bradley (in the Chair), Bill Smith, Georgina Murray, Russ Cockburn, Adrian Davis Johnston, Neil Rumbold.

**Attendance:** Becx Carter (Clerk).

**Apologies:**  Cllr Steve Hannah (Family Commitments), Cllr Sue Hannah (Family Commitments), Cllr Claire Winter (Family Commitments), Cllr Nicky Cockburn (Health matters).

With 6 Councillors present the meeting was quorate.

# 71/22 Election of Chairperson

# Resolved by all present that Cllr Mary Bradley be elected as Chairperson for Broughton Parish Council for the forthcoming year (22-23) to see the Parish Council to the end of electoral term. This was proposed by Cllr B Smith & seconded by Cllr Adrian Davis Johnston.

# Cllr M Bradley signed the Chairpersons Declaration of Office form, and this was witnessed by Becx Carter as the Clerk & Responsible Financial Officer).

# Action: Clerk to update the website

# 72/22 Election of Vice Chair Person

# Resolved by all present that Cllr Bill Smith be elected as Vice Chairperson for Broughton Parish Council for the forthcoming year (22-23). Proposed by Cllr R Cockburn, Seconded by Georgina Murray.

# Action: Clerk to update the website

# 73/22 Apologies and reasons for absence

**Resolved** by all present that the apologies and reason for absence for the above listed councillors be accepted and approved.

**74/22 Requests for dispensations and declarations of interest**

Cllr M Bradley declared an interest in anything relating to the GDF grants.

# 75/22 Exclusion of Press & Public (Public Bodies Admission to Meetings Act 1960)

None

**76/22 Minutes of the meetings held on the 19th April 2022**

All members of the council had received a copy of the minutes in advance of the meeting.

Cllr Adrian Davis Johnston requested that reference to name and role of the member of the public present at the March 2022 be removed. This alteration to the minutes was put to the vote.

**Resolved** by all present that the revised minutes of the 19th April 2022 meeting be signed as a true and accurate record by the Chair.

**Action: Clerk to upload the completed minutes to the website.**

**77/22 Chairman’s Announcements**

Cllr M Bradley provided an update on meetings she has attended:

*Rats-*The initial pest control visit has been undertaken and the follow up visit is scheduled for the 11th of May 2022.

Cllr M Bradley gave a chairs report; since our last meeting I have spent some time trying to understand some of the issues which are causing concern amongst the village and some of the councillors. We live in changing times with the Local Government Re-organisation beginning in earnest and the expectation that this will affect Parish Councils. In the AGM summary I mentioned that we had unfinished work which we need to address as a bit of a tidy up before next May, but also because these are the right things for the PC to be leading on.

We have an allotment sub group and there is still much to do to consolidate progress but also to plan for the future to ensure continued good financial management. The subgroup can meet and discuss this and formalise a plan to bring forward to the next BPC meeting for approval.

However, I do think we need to have a subgroup or a special PC meeting that can consider all the outstanding projects and decide what it is we need to do, how we prioritise and take work forward.

On my list made from research, and I am not suggesting this is exclusive is: Community group, seat project, village plan, Neighbourhood plan, history project, bulling meadow and other outstanding work with the solicitor, young peoples group, adult fitness gym, playground, potential asset transfers, Derwent forest and anything else that may come our way.

And the way to address this is by team working and not behind the scenes working.

I am also aware Becx that because of Covid we never completed your role profile and work load issues as to how we use your precious time. We need to prioritise this once you feel ready and ensure we are the good employers you deserve.

This can be taken forward by the chair and needs to be timely and reflect the above 2 discussions.

We then need to publish, maybe in the village newsletter, what we hope to achieve so the village can see we are an active group spending their money wisely.

Do you agree and how do we address this?

Lastly I would like to thank you all for your support. Particularly at Christmas time when my husband died. There has never been a single request for help, whether noticeboards, allotments, playgrounds etc that has not been immediately responded to by one or other of you. Thank you.

It was felt by all present that it was very important to increase community engagement in some way with members of the parish.

**Resolved** by all present that a reflective session be held prior to the next Parish Council meeting to try and focus the Parish Council direction for forthcoming year on projects that have been previously mentioned but not progressed for various genuine reasons and that this should be publicised in the Broughton Newsletter, so parishioners are aware of what the Parish Council priorities are.

It was recognised that it was important to recognise the opportunities and threats that the Local Government Reorganisation is likely to bring.

**78/22 Public Participation**

None

**79/22 Reports from visiting councillors & Police**

*Allerdale Borough Councillor Cllr N Cockburn:*

A brief written report was read by Cllr R Cockburn on behalf of Cllr N Cockburn.

* Application for planning consent for the visitor centre & the café was approved by the ABC Development Control Committee on the 10th of May 2022, despite a number of reservations by the DCC but it was felt that it was a unique opportunity, to emphasis the history of the site. A significant number of conditions were imposed on this approval, including a requirement that they must come forward with a new approved masterplan for the whole site. The DCC panel were assured that a travel & transport plan would need to be approved by ABC to look at the protection of the Main Street in Great Broughton. It was also noted as part of the development process that further evidential and historical documentation be made available to the general public for information.

**Resolved** by all present that Broughton Parish Council were very pleased that the condition is included regarding Great Broughton Main Street.

*Allerdale Borough Council- Environmental Health*

Concern has been raised regarding four peacocks that have taken up residency in the Craggs Road area of Great Broughton. These are very damaging to noisy and damaging gardens. ABC are considering doing a maildrop around the village to try and identify the owner of the animals as catching them is notoriously difficult and very expensive.

ABC have contacted the Parish Council to ask if any Parish Councillor has any intelligence on who maybe the owner of these birds, if so if the name can be passed to Allerdale Borough Council in confidence.

It is noted that there are more than 4 (circa 10 ish) Clerk to convey this information to ABC**.**

**Action: Clerk to convey this information to ABC.**

# 80/22 Play-area

#### Play-area Safety Netting

Cllr M Bradley declared an interest in this application and transferred the chairing of the meeting to Cllr Bill Smith for this agenda.

The initial planning application for this fencing curving around the play area has been approved and planning consent is in place. Cllr Sue Hannah following the discussions at the March 22 meeting of Broughton Parish Council submitted a revised application to extend the Stop the Ball netting in a straight line to allow for the adult gym equipment to be sited behind it as well.

This revised proposal has received one objection.

Cllr Sue Hannah requested that Councillors make a decision on if to proceed with:

Option 1: Fence curving around as per the planning consent that is in place, with the gym equipment located on the eastern side of the playground. This would potentially be cheaper as there would be no groundworks necessary and the planning consent is already in place so the stop the ball net could be installed ASAP without the funding being in place for the adult gym equipment. (A further application could be submitted to the GDF for funding for the Adult Gym Equipment etc)

Option 2: Fence in a straight line (with a modification of planning consent required), with the adult gym equipment between the church path and the playground where the picnic bench used to be. This would require a larger funding application as ground works would be required for the siting of the Adult Gym equipment.

Cllrs discussed the two options and noted that there may not be any specific need for the adult gym equipment to be protected by the Stop the Ball Net. The important thing is to protect the children using the play area. It was noted that there may be concerns of adults using equipment within the curtilage of the Children’s Play area.

**Resolved** by all present that the existing Planning Consent that is approved be utilised, and that the Adult Gym equipment be sited in the area where the picnic bench used to be, without the protection of a Stop the Ball Net.

**Action: Clerk to convey this decision to Cllr Sue Hannah.**

#### Subsistence on Welfare Field

It was noted that this doesn’t appear to have got any worse. The Clerk has chased this issue up with Allerdale Borough Council who have confirmed that in March 2022 The Coal Authority confirmed that:

‘*Having carried out a desktop study I must advise you that the Coal Authority does not agree that it has a remedial obligation in respect of the collapse on the Recreation Ground, Ghyll Bank, Little Broughton.*

*A desktop study has been carried out, which shows there has been no coal mining activities in this particular location.*

*There are no recorded or unrecorded shallow coal workings present below this location; no faults; no fissures and no opencast workings. The closest mine entry is a shaft located some distance to the West of the reported feature’.*

Allerdale Borough Council are not proposing to undertake any other action.

**Action: The issue to continue to be monitored and if further deterioration is observed the matter will need to be reconsidered. Clerk to remove this from agenda.**

# 81/22 Allotments

#### Allotments Working Group

**Action: Clerk and Chair to work together to agree a date for the next allotment working group meeting.**

# 82/22 Parish Maintenance & Highways

#### Adult Gym Equipment Application

Cllr Adrian Davis Johnston confirmed that his application for funding for the Adult Gum equipment was rejected, on the grounds that where applications relate to physical activity schemes grants can’t be made for capital costs and the application should demonstrate that other funding options were not available.

**Resolved** by all present that Cllr Sue Hannah submit a second application to the GDF fund for this project.

**Action: Cllr Sue Hannah to take this forward.**

# 83/22 Correspondence

None received for discussion

**84/22 Planning Applications.**

**Reference: WTPO/2022/0006**

Location: 6 Chapel Terrace, Moor Road

Proposal: Sycamore Tree (TPO), Pollard & crown reduction to maintain health of tree

The Clerk noted that there were no supporting papers to this application other than an application form so no location plan, or images of the tree currently.

**Resolved** by all present that Broughton Parish Council have no comments or objections to this.

**Action: Clerk to submit these comments to ABC.**

**Reference: VAR/2022/0010**

Location: Land at former RNAD, Derwent Forest, Great Broughton

Proposal: Variation of conditions 1 & 9 (working hours) on application VAR/2021/0039

**Resolved** by all present that Broughton Parish Council object to alteration to the existing imposed working hours as per Condition 9 of the original approval due to the current disruption that is currently being suffered by local residents, there have been a number of complaints about the working hours. The original decision notice allowed for extended hours for a period of time, and then reverting to more conservative hours. Broughton Parish Council request that the detail of Condition 9 of VAR/2021/0039 is upheld.

It was also noted that it was not clear on the documents what exactly the change that the applicant is requesting is from the planning application documents.

**Action: Clerk to submit these comments to ABC.**

# 85/22 Planning Decisions

None

**86/22 Finance & Accounts**

### Payment of Accounts

**Resolved** by all present that the below accounts be paid via BACS authorised by 2 authorised signatories

|  |  |  |
| --- | --- | --- |
| **From** | **Reason** | **Amount** |
| Becx Carter | Salary (Via SO)-May | £559.96 |
| HMRC | PAYE-May | £147.40 |
| NEST | Pension (Via DD) | £51.56 |
| Becx Carter | Expenses | £44.20 |
| Rachael Kelly | Internal Audit | £50.00 |

**Action: Clerk to pay these accounts.**

### To receive the internal auditors report

**Resolved** by all present that the unqualified internal auditors report be received and noted as such

### To approve the annual statement of governance

**Resolved** by all present that the following responses be given to the Annual Statements of Governance for Y/E 31st March 2022

|  |  |
| --- | --- |
| **Statement** | **Response** |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements | Yes |
| 2.We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness | Yes |
| 3.We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances | Yes |
| 4.We provided proper opportunity during the year for the exercise of elector’s rights in accordance with the requirements of the Accounts & Audit Regulations. | Yes |
| 5.We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance where required | Yes |
| 6.We maintained throughout the year an adequate and effective system of internal audit of the accounting records & control systems | Yes |
| 7.We took appropriate action on all matters raised in reports from internal and external audit | Yes |
| 8.We consider whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and where appropriate have included them in the accounting statements | Yes |
| 9.(For local Councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and it required independent examination or audit. | N/A |

The Clerk & Chair signed the appropriate pages of the Annual Governance & Accountability Return for 21/22 during the meeting

**Action: Clerk to file the relevant documentation & post the notices for public viewing if required.**

### iv. To approve the Accounting Statements for Y/E 31st March 2022

**Resolved** by all present that Broughton Parish Council approve the Accounting Statements contained with the Annual Governance & Accountability Review for 2021/22

### v. To approve the Y/E Accounts for 31/03/2022 and the Statement of Variances & Reserves

**Resolved** by all present that the Accounting Statements for 21/22, the Year End Bank Reconciliation and the Variances statement for the Year Ending 31st March 2022, that have been reviewed by the Clerk & Internal Auditor be approved and signed as a true & accurate record.

**Action: Clerk to upload these documents & send to councillors for inclusion on the Noticeboards.**

### vi. To consider & approve the Insurance Costs for 22-23

All present had received a copy of the insurance capital assets document that the Clerk had circulated via email.

**Resolved** by all present that this matter be deferred until a revised quote is received

**Action: All to confirm if they are happy with the schedule of assets by Friday 13th May 2022.**

**Action: Clerk to obtain revised insurance quotes (include 3 bus shelters)**

### vii. To review & adopt Governance Documents for the forthcoming year.

**Resolved** by all present that the below policies be re-adopted with no alterations. Proposed by Mary Bradley, Seconded by Georgina Murray.

* Standing Orders
* Data Protection Policy
* Privacy Notice
* Asset Register-*Revised draft circulated with meeting papers*
* Risk Assessment
* Risk Management Policy
* Financial Regulations
* Complaints Procedure
* Health & Safety Policy
* Discipline & Grievance Procedure
* Document Retention Scheme
* Co-option Policy & Procedure
* Dispensation Procedure for Councillors
* Equality & Diversity Policy
* Freedom of Information Scheme
* General Data Protection Policy
* Code of Conduct
* Non-Compliance with Code of Conduct

**Action: Clerk to update the website.**

**87/22 Councillor Matters**

Items for the next meeting:

-Summary of reflective session for future projects.

-Feedback from the allotments working group.

**88/22 Date & Time of Next meeting.**

**Resolved** by all that the next meeting dates for Broughton Parish Council for 2022 be set as:

21st June 2022

19th July 2022

20th September 2022

18th October 2022

15th November 2022

17th January 2023

The meeting venue was agreed by all as Christchurch, all meetings to commence at 19:00.

Meeting closed 20:20

Signed……………………………………………. (Chair) Dated………………………………………………..