**Broughton Parish Council**

A meeting of Broughton Parish Council was held at Little Broughton Village Hall on Tuesday 19th April 2016 at 19:00.

Present: Cllr Sue Hannah(In the Chair), Cllr Steve Hannah, Cllr John Wilson, Cllr R Gildert, Cllr S Anderson, Cllr M Bradley, Cllr R Mawdsley, Cllr M Weir,

Attendance: B Carter (Clerk),

Apologies: Cllr M Richardson, Cllr A Carruthers

**66/16 Apologies for absence**

Received and noted from the above named persons

**67/16 Minutes of the last meeting (22nd March 2016)**

All councillors present were in favour of the minutes of the meeting of the 22nd March 2016 being accepted as a true and accurate record. **Resolved** by all present that the minutes be approved. The chair signed the minutes accordingly.

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

**68/16 Chairman’s announcements**

*Soddy Gap-*

The Chair informed the meeting that the appeal against the registration of the Soddy Gap site as a Community Right to Bid Asset had now been concluded. The registration had been upheld by ABC.

CCC are still working on the registration of the Rights of Ways, further forms are being sent to CCC this week.

*Bulling Meadow*

The Clerk is in the final stages of obtaining the relevant Flood Defence Consent for Gravel Extraction to enable the clearance of Bulling Meadow & the associated gravel deposits in the river to be cleared.

*Skip @ Nook Allotments*

Prior to the skip being lifted from the Nook Allotment Site the Skip Hire Company identified material in the skip that was dangerous. Although this incident was dealt with at little cost to the Council, the ramifications and costs had the skip been removed would have been extremely serious & costly.

As a result Cllr Sue Hannah proposed that further to 55/16 minute, that a decision be taken by this council to remove all provision of skips from both sites with immediate effect due to the recent abuses & potential risks that could impact the council.

Cllr M Bradley seconded this, Cllr R Mawdsley provided the necessary ‘third’ for the overturning of a resolution. ALL present were in favour.

**Resolved** that NO further skips be provided to either Allotment Site.

NB it was noted that details of banned materials should be included in the revised tenancy agreement.

**Action: Clerk to prepare a draft letter to be sent to all Coldgill Allotment Holders informing them of the retraction of this offer, and informing them of how to dispose of material safely.**

**Action: Cllr Sue Hannah to approve this letter prior to it being sent**

**Action: Clerk to prepare a notice for both Allotment Sites to this effect.**

*Clerks Hours*

The Chair informed the meeting that she had requested the Clerk start completing a timesheet due to the on-going volume of work involved. At the moment the number of hours the Clerk has over worked in the last two months is 43. The Chair informed the meeting that she would be asking the Clerk to submit an invoice for these extra hours at the May Meeting.

**Resolved** that all present were in favour of the Clerk being paid overtime as and when necessary whilst the workload is so high.

**69/16 Requests for dispensations and declarations of interest.**

* *Request for Dispensation & Declarations of interest*

Cllr R Mawdsley noted that he had a personal relationship with one of the respondees to the Grass Cutting Tender and that he would abstain from any decision making on this matter.

**70/16 Public Participation**

*Signage*

Cllr J Wilson informed the meeting that two members of the public had recently raised concern with him regarding the damaged/unreadable signage at the entrances to the Village.

Cllr Sue Hannah informed the meeting that an application had been submitted to Heritage Lottery for funding to repair & upgrade the 4 fingerposts within the village.

**71/16 Applications for co-option (2 vacancies)**

Mrs J Sewell has expressed an interest in writing in being co-opted to the council.

**Resolved** by all present that they would encourage Mrs J Sewell to attend the next meeting so the Co-option can be formalized and Mrs Sewell welcomed to the council.

**Action: Clerk to contact Mrs J Sewell and provide her with any background information she may require and invite her to the next meeting.**

**72/16 Police Report**

None received.

**73/16 Update on matters arising from the minutes of the meeting 22nd March 2016**

**i)Broughton Lodge/Soddy Gap**.

Covered above

**ii)Graffiti on the Play area**

**Resolved** that the Graffiti has now worn away sufficiently and no further action is required.

**Iii) Pinfolds & Parish Land**

The Clerk informed the meeting that this matter was on-going, a further update will be provided at the May meeting.

**Action: Clerk to continue working on the Statement of Truth for Bulling Meadow.**

**Iv) Cemetery Extension at Christchurch**

Cllr M Bradley informed the meeting that a client of hers had raised a number of issues with ABC, a summary of the responses are provided below:

1. Is there 10 years/less of burial space left in the Christ Church Graveyard? ABC- Based on current demand this is approximate figure depending on demand.
2. Why won’t ABC adopt the land and declare it a Cemetery extension?- ABC understand the land adjacent to the Churchyard is owned by Persimmion and has been allocated for future burial land in the local plan. ABC have not said they won’t purchase the land but if they did they would need to do a cost benefit analysis on the purchase, and also look at the running costs of it. ABC have tried to get a price for the purchase of the land from Persimmon but they have not come through with a price.
3. If the cemetery extension was purchased & managed by ABC would a family plot be able to be purchased? ABC- Yes
4. Is it true that ABC’s responsibility is to enable burial anywhere rather than in a specific area?- Yes- ABC don’t have to buy this land, they provide burial facilities elsewhere in ABC and are not obligated to provide them in specific places.
5. If the land is not suitable as a cemetery what will happen to it?- If it is not used as either a cemetery or church yard then it would remain as open space.

**Resolved** by all that the Clerk write to Persimmion and remind them that they agreed this land should be transferred for a cemetery extension at nil value.

**Action: Clerk to write to Persimmion.**

**74/16 Clerks Matters**

A Clerks report had been received by all councillors in advance of the meeting.

*192.10 Access at corner entrance to Welfare Field Play Area- Standard of work*

Cllr Steve Hannah has met with Mr Ian Black who agreed that the standard of the path is beyond repair and the work needs to be started again.

Mr Ian Black has provided a quote to the council to start the work from scratch using the existing materials that are on site, the quote is £516.

Following a discussion the council **resolved** that Mr Ian Black be contracted to complete the works. Corfields to be asked for a price for the materials, if this price is less than circa £100 Broughton Parish Council will pay for the materials, if the price of materials is deemed to be excessive by Cllr S Anderson, then Corfields be given 7 days to clear the site and Mr I Black be asked procure materials as well.

**Action: Clerk to move forward with the above resolution ensuring that there is continuity of safety on the footpath.**

**75/16 Play-area**

No issues were raised.

It was noted by Cllr J Wilson that he had spoken to the owners of the vehicles parked on the hardstanding at Welfare Field and that said vehicles had now been removed.

**76/16 Reports from visiting councillors**

None present

**77/16 Allotments**

1)Repairs to the Allotment Wall

A summary of quotes had been circulated, for various options (replacement of broken section with stone wall, replacement of broken section with farmers friends, replacement of entire righthand side of the wall with farmers friends/stone).

Following a robust discussion it was **resolved** that the wall from the edge of the damaged bit to Peters Field (towards the Post office) be replaced with a farmers friends wall on appropriate foundations, with appropriate stucutural pillars, to a height of approx. 4 ft. A gate should be installed into EACH allotment that is in this area.

**Action: Cllrs Steve Hannah & Cllr Sam Anderson to meet with all parties interested in quoting to ensure that the correct quotes are received.**

**Action: Clerk to write to all three current quoting parties, plus Mr I Black to ask them if they would be interested in attending such a meeting.**

**Action: Clerk to write to all affected tenants and lay out the proposals.**

**Resolved** by all present that the Allotments Boundaries be excluded from insurance policies due to the complexities involved in including them and the likelihood of most methods of damage being excluded under Force Majeure.

1. Review of Allotment Agreement/Joining of Allotment Association

**Resolved** that a draft version of the tenancy agreement be prepared between Cllr M Bradley, Cllr M Richardson & Cllr S Anderson to be brought to the June Council meeting with a view to the revised version being circulated to ALL tenants in late June.

**Action: Clerk to organize a meeting between all relevant parties to prepare the draft allotment agreement.**

1. Sub division of allotments

**Resolved** that this issue be deferred until the relevant tests have been completed on the items left on 1 Coldgill.

**Action: Clerk to agenda this for a future meeting.**

**Resolved** that a notice be prepared and installed on the ‘gate’ to the chicken run, to try and identify the owner of the chickens remaining on No1 Nook Site, and request they contact the Clerk to identify themselves.

**Action: Clerk to prepare this notice and send it to Cllr Sue Hannah for installation on the gate.**

1. Clearance of Allotment 1 Coldgill

**Resolved** this matter be deferred until the May meeting.

**Action: Clerk to agenda this for the May meeting.**

**78/16 Parish Maintenance**

*Mollys Bridge*

**Resolved** that this matter be deferred until the May meeting.

**Action: Clerk to contact the parishioner who reported the issue for clarity on the location of this bridge.**

*Waterlogged Childrens Play area*

Cllr S Anderson reported the on-going issue with the Childrens Play area becoming waterlogged during wet weather, in particular in the ‘safe surface’ around the equipment.

**Resolved** the Cllr Sue Hannah meet with Playdale to obtain a quote for any necessary repairs, then the council to consider applying to CCF for funding for these works.

**Action: Clerk to send Playdale contact details to Cllr Sue Hannah**

**Action: Cllr Sue Hannah to organize this meeting and report back to the Council at a future time.**

*Grass Cutting*

This tender has now been advertised and three responses had been received:

Mr Jackson Hetherington- £2740 for 18months- Also the contractor for Dearham- Fully insured

Tripple T- £5040 for 18months-Fully insured

Lawn Ranger- £2450 for 18 months.-Fully insured

**Resolved** by all present that for the forthcoming 18months the Grass Cutting Tender be offered to Jackson Hetherington due to his pre-existing contract of works with Dearham Parish Council.

**Action: Clerk to communicate this decision to Mr Jackson Heatherington & write to all other quoting parties.**

**79/16 Highways Matters**

1. Camerton Road Closed

**Action: Clerk to speak to CCC to establish if the Camerton road is closed (and if so why) and if not ask them to remove the ‘road closed’ signs.**

1. Motorhome

**Resolved** that it be noted that there is a motorhome that is being parked at random locations around the village that is on occasions causing traffic obstructions.

**80/16 Correspondence**

Unless otherwise noted below the council **resolved** that no response was necessary.

1. *Bio-Blitz*

 **Resolved** that Broughton Parish Council are keen to support this idea, but they are not sure what they could do beyond putting the information on noticeboards/facebook etc.

**Action: Clerk to contact the communicant.**

1. *Letter From Mr Telford.*

**Resolved** that the latest response from Mr Telford be noted as received.

**81/16 Finance**

1. *Payments of accounts*

|  |  |  |
| --- | --- | --- |
| **From** | **Reason** | **Amount** |
| Becx Carter | Expenses | £115.30 |
| Becx Carter | Salary (Via SO-April | £307.28 |
| Cumbria Payroll Services | PAYE Services-Year | £120.00 |
| HMRC | PAYE- March | £76.80 |
| Broughton Village Hall | Room Hire | £210.00 |
| W.G Mackay Ltd | Skip Hire Nook Allotments | £276.00 |
| Noticeboard Company | Allotment Noticeboards | £561.60 |
| Cumbria Pest Services | Contact May-July 16 | £120 |

**Resolved** by all present that the above accounts be paid, they were signed by two signatories

**Action: Clerk to process the above payments.**

1. *Approval of Governance Statements*

**Resolved** that the below be submitted as the Annual Governance Statements for Broughton Parish Council for the forthcoming audit.

|  |  |
| --- | --- |
| **Statement** | **Response** |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of accounting statements
 | Yes |
| 1. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness
 | Yes |
| 1. 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 smaller authority to conduct its business or on its finances
 | Yes |
| 1. We provided proper opportunity during the year for the exercise of electors rights in accordance with the requirements of the Accounts & Audit Regulations’
 | Yes |
| 1. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required
 | Yes |
| 1. We maintained throughout the year an adequate and effective system of internal audit of the accounting records & control systems
 | Yes |
| 1. We took appropriate action on all matters raised in reports from internal and external audit
 | Yes |
| 1. We considered whether and litigation, liabilities or commitments, events or transactions, occurring either during or after year-end, have a financial impact on this smaller authority, and where appropriate have included them in the accounting statements.
 | Yes |
| 1. 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, if required , independent examination or audit
 | N/A |

*Iii) Approval of revised Financial Regulations*

**Resolved** by all present that the revised Financial Regulations as circulated be approved.

**Action: Clerk to upload these to the website.**

**82/16 Planning Applications for Consideration**

**Ref:** TPO/311

**Proposal:** Removal of two trees

**Location:** Broughton School

**Resolved** by all present that they had no objection to this provided the proper process if followed in terms of the certification of the damage/disease of the trees (no report was received with the planning application), that the works take place once nesting season has finished. The Council would also like to know what is proposed regarding replacement planning.

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

**Ref: 2/2016/0157**

**Proposal:** To erect a fence in front garden, behind existing wall

**Location:** Lee Rigg, Moor Road, Great Broughton, Cockermouth

**Resolved** by all present that they had no comments or objections.

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

**Ref: CON4/2014/0350**

**Location:** Dovenby Hall, Dovenby, Cockermouth

**Proposal:** Compliance with condition 6 as amended under planningapproval AM/2014/0350

**Resolved** by all present that they had no comments or objections.

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

**83/16 Planning Decisions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Proposal** | **Location** | **Decision** |
| 2/2016/0126 | Change of use of agricultural land to form extended garden associated with a detached dwelling under ref 2/2015/0135 | Briery Meadow, Moor Road, Great Broughton  | Approve  |

**84/16 Consultations for Consideration & response**

None

**85/16 Councilor Matters**

None

**86/16 Date of next meeting**

Tuesday 17th May 2016 at 19:00

**Signed ………………………………………………………………………………………………..Chairman**