**Broughton Parish Council**

A meeting of Broughton Parish Council was held at Little Broughton Village Hall on Tuesday 29th November 2016 at 19:00

Present: Cllr Sue Hannah (In the Chair), Cllr Steve Hannah, Cllr John Wilson, Cllr J Sewell, Cllr A Carruthers, Cllr R Gildert, Cllr M Bradley, Cllr B Smith, Cllr M Weir

Attendance: B Carter (Clerk), Mr M Grout

**193/16 Apologies for absence**

Received and noted from PCSO C Parker, Cllr S Anderson, C/CCllr A Clarke, A/BC Cllr J Farebrother

**194/16 Chairman’s Announcements**

Cllr Sue Hannah updated the meeting that she had applied to the Cumbria Community Foundation for a grant for drainage at Welfare Field Play area. The application is being taken to the January 2017 committee meeting.

**195/16 Requests for dispensations & declaration of interests**

1. *Requests for dispensation & declarations of interest.*

Cllr J Sewell declared an interest in the issue of allotment tenancy costs.

**196/16 Minutes of the last meeting (18th October 2016)**

All councillors present were in favour of the minutes of the meeting of the 18th October 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 & post to those responsible for noticeboards.**

**197/16 Public Participation**

Mr M Grout attended the meeting to raise some issues regarding the proposed changes to the allotment tenancy agreement and other associated matters.

**Resolved** that the Council accepted Mr M Grout’s offer of help to continue to cut the hedge along the side of what used to be Mr Fletchers plot.

**Action: Clerk to send a copy of the draft NSLAG tenancy agreement to Mr M Grout for his information.**

Mr M Grout offered to help the council with the removal of asbestos from the sites for the cost of materials. The Council thanked Mr M Grout for his offer but confirmed that as it is a dangerous substance the Council can only allow the work to be done by registered contractors due to health & safety legislation.

**198/16 Applications for Co-option (1 vacancies)**

It was noted that there were now 2 vacancies open for co-option following the resignation of Mr M Richardson.

**Action: Clerk to produce a new poster for both noticeboards and for the website to encourage parishioners to apply for co-option.**

**199/16 Police Report**

**Resolved** that no police report on incidents had been received as the Crime Map was only up to date as of September.

**200/16 Update on matters arising from the minutes of the meeting 18th October 2016**

1. **Broughton Lodge/Soddy Gap**

The Clerk informed the meeting that:

-The Freedom of Information request for a copy of the Harworths objection to the registration of the Right of Way across Soddy Gap has been refused because this information will be available in the public domain 1 week after the meeting that is held should have been held on the 16th November (however this application was deferred until the 4th January 2017).

-C/CC Cllr A Clarke has informed the clerk that the time period for which evidence is required is pre 1980. This is contrary to what the Council had been told and the Clerk had contacted CCC for clarity on this matter.

-The Clerk informed the meeting that when the application was considered at DCC there would be an opportunity for members of the public/those that submitted the application to speak.

**Resolved** that Cllr Sue Hannah, & Cllr J Wilson attend the meeting, with Cllr M Bradley as a back up if they can’t make it.

**Action: Clerk to confirm the attendance of Cllr Sue Hannah & Cllr J Wilson at the meeting & to circulate the meeting date to all in case other councillors wish to attend and speak.**

**Action: Clerk to prepare a list of key points, dates, actions take and send to Cllr Sue Hannah and others before the Christmas Holidays.**

**Action: Clerk to locate large map of Soddy Gap management/restoration plan and pass it to Cllr Sue Hannah ASAP.**

1. **Cemetery Extension**

The Clerk had circulated a paper to all laying out her understanding of the issues/requirements around the creation of a new/extension to a cemetery. Following recent dialogue with the Environment Agency they offer a free Pre-Planning Application service to offer some guidance on the requirements involved.

**Resolved** that the Clerk complete this pre-planning application advice form and report back at the next meeting.

**Action: Clerk to submit the Pre-Planning Application Form to the Environment Agency.**

1. **Emergency Planning- Next Steps**

**Resolved** that Broughton Parish Council register interest with ACT in taking part in this process.

**Action: The item to remain on the agenda for future meetings.**

**Action: Clerk to register Broughton Parish Councils interest with ACT.**

**201/16 Clerks Matters**

A Clerks report had been received by all councillors in advance of the meeting, **resolved** that this report be noted as received.

*Parish Land Registration*

The Clerk informed the meeting that the application to register Bulling Meadow had been submitted to the Land Registry and notice had been given to adjacent landowners and to those that had an interest/charge on the land (e.g. Mineral Rights). This matter to be deferred until the outcome of the Bulling Meadow registration is known.

**Action: Clerk to agenda prioritisation of other land areas for registration for the next Meeting.**

*Fishing*

The Clerk informed the meeting that following the resignation of Cllr M Richardson there was no councillor receiving the information received from the Derwent Owners Association regarding fishing & fishing issues.

**Resolved** that such information be passed to Cllr J Wilson who will feedback on anything important at a relevant meeting.

**Action: Clerk to forward this information on to Cllr J Wilson as and when it is received.**

**202/16 Play area**

*Damage to play area surface*

The Clerk informed the meeting that Playdale were looking into the Warranty implications of this.

**Action: Clerk to continue to pursue & update at the January 2017 meeting.**

**203/16 Reports from visiting councillors**

None present.

**204/16 Allotments**

Cllr J Sewell declared an interest in this item.

1. Paper on Allotment issues

The Clerk had circulated a paper to all councillors prior to the meeting laying out a number of issues identified during the Clerks recent attendance at an ‘Allotments Management’ training course’. The paper listed 9 issues identified, the Clerk highlighted the most time critical two:

1. Compliance with Water Supply (Water Fitting) Regulations 2009. The requirement is for every water supply unit/stand pipe on the site a ‘backflow’ valve is required.

**Resolved** that the Clerk organise for the fitting of the relevant item/s to ALL the water supplies on both sites by a registered WRAS plumber.

**Action: Clerk to organise this work as soon as possible.**

1. Measuring/mapping of the sites. Currently the rent rates haven’t changed in many years, the Council have already resolved that some form of a rental increase will be necessary to make the allotments more sustainable. The current guidance and precedent is that rental fees should be based up on a per sq meter figure, and this should be based on accurate mapping. (The current site maps are hand drawn and not based on accurate measurements).

**Resolved** by all present that the Clerk look into getting costings for the measuring & mapping of both sites by a professional and to present these costings at a future meeting.

**Action: Clerk to present these costs to the January meeting.**

**Resolved** by all present that the going forward the old tenancy agreement continue for 17/18 with a 10% increase in rental fee. A letter to be sent to ALL tenants in December 2016 laying out the why there is a delay in the circulation of the new tenancy agreement due to the greater understanding of issues following recent training and to allow for the sites to be fully mapped and measured to enable an accurate pricing structure to be put together based on sq meterage. The 10% rise for 17/18 is to help cover the costs of this process and the significant increases in on-going allotment maintenance.

**Action: Clerk to prepare a draft letter for circulation to all tenants in December 2016. Cllrs Sue Hannah, M Bradley & S Anderson to sign off the letter prior to sending.**

**Action: Clerk to install new notices at the allotment sites regarding waiting lists.**

1. Access Conditions at Nook

**Resolved** that the condition of the track accessing the new Nook sites be noted and that the Clerk work to get a quote for a solution to this matter prior to the January meeting.

**Action: Clerk to proceed with obtaining a quote for these works.**

**205/16 Parish Maintenance**

*Footway Rose Farm to Soddy Gap*

**Resolved** that the Clerk speak with CCC Highways regarding this matter and whose land it is. And to seek quotes for the costs of work if one were to be installed. Cllr M Bradley mentioned that a footpath was on the deeds/plans when they bought their house 16 years ago but has never been installed.

**Action: Clerk to work on this matter.**

**206/16 Highways Matters**

None raised.

**207/16 Correspondence**

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

It was **noted** that HSBC in Cockermouth was closing in January 2017.

**208/16 Planning Applications for consideration.**

**Ref: 2/2016/0692**

Location: Derwent House Farm, Great Broughton, Cockermouth

Proposal: Change of use of land/buildings into agricultural use. Demolition/alteration of existing buildings and the erection of a new agricultural building. Removal of hard surfacing and replacement with landscaping.

**Resolved** by all present that the council had no comments relating to this application

**Action: Clerk to submit these comments**

**209/10 Consultations for Consideration**

**Resolved** that it be noted that the National Grid North West Coast Connections Consultation is once again re-opened. The proposed route doesn’t enter Broughton Parish at all. Councillors to respond individually if required.

**Resolved** that the clerks response to the Local Government Technical Finance Settlement be noted.

**210/16 Planning Decisions**

**Resolved** by all present that the below decision be noted as received.

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Location** | **Proposal** | **Decision** |
| 2/2016/0450 | The Stables, Little Broughton, Cockermouth | Additional stable block and yard area | Approve with Conditions |
| CON4/2014/0350 | Dovenby Hall, Cockermouth | Compliance with condition 6 as amended under planning approval AM/2014/0350 related to noise | Compliance with conditions approved |
| 2/2016/0523 | Abbot House, Moor Road, Great Broughton | Erection of single storey rear extension | Approve with Conditions |

**211/16 Finance**

1. *Payments of accounts*

|  |  |  |
| --- | --- | --- |
| **From** | **Reason** | **Amount** |
| Becx Carter | Expenses | £87.60 |
| Becx Carter | Salary (Via SO) –Nov | £310.26  |
| HMRC | PAYE- Nov | £77.60 |
| John Wilson | Christmas Tree Expenses & Poppy Wreath | £70.00 |
| Becx Carter | Salary (Via SO)-Dec | £310.26 |
| HMRC | PAYE Dec | £77.60 |
| W.H Paterson | Christmas Tree | £85.00 |
| Peter Calvin | Welfare Field Gates | £1000 |
| Cumbria Pest Control | Nov 16-Jan17 | £120 |
| United Utilities | Coldgill 15th July-17th Oct  | £186.89-Via SO |
| APSE | Allotment Management Course | £178.80 |
| John Dobie | Allotment Wall | £7000 |
| West Coast Thermal | Asbestos Clearance Coldgill | £1230 |
| **Total** |  | **£10,734.01** |

**Resolved** by all present that the above accounts be paid, they were signed by two signatories (Cllr A Carruthers & Cllr M Bradley). The cheque for Mr J Dobie to be with-held until Cllr Steve Hannah confirms the work is satisfactorily completed.

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

**Action: Cllr Steve Hannah to confirm to the Clerk when the work at Nook Allotments is completed.**

1. *Approval of Bank Reconciliation and spend against budget reports*

**Resolved** by all present that these reports be received as true and accurate record, Cllr S Hannah signed the Bank Reconciliation as a true & accurate record.

*Iii) Requests for donations (S.137).*

*Workington Transport Heritage Trust*

**Resolved** by all present that a donation of £100 be paid to Workington Transport Heritage Trust for the Boxing Day Free Bus Service. The Cheque was signed by Cllr A Carruthers & Cllr M Bradley.

**Action: Clerk to process this donation.**

*Iv) Consideration of draft budget*

**Resolved** by all present that the draft budget be noted as received and that a final budget be tabled before the January 2017 meeting once the Band D comparison figures were available.

**Action: Clerk to prepare a final revised budget for the January 2017 meeting.**

**212/16 Councillor Matters**

None raised

**213/16 Date of next meeting**

**Resolved** that the meeting dates for 2017 be set as per the below, with all meetings commencing at 19:00 in the Little Broughton Village Hall.

Tuesday 24th January 2017

Tuesday 21st February 2017

Tuesday 21st March 2017

Tuesday 18th April 2017

Tuesday 30th May 2017 (AGM & APM)

Tuesday 27th June 2017

Tuesday 25th July 2017

Tuesday 15th August 2017 (If required for planning)

Tuesday 19th September 2017

Tuesday 29th November 2017

Tuesday 23rd January 2018

**Action: Clerk to publish the meeting dates to the Council website.**

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