

## **BROUGHTON PARISH COUNCIL**

A meeting of Broughton Parish Council was held at Little Broughton Village Hall on Tuesday 18<sup>th</sup> February 2014.

**Present:** J Wilson (Chairman), Mrs S Hannah (Vice Chairman), S Hannah, M Weir, M Richardson, C Jefferson, V Sherwood, A Carruthers, M Bradley

**Attendance:** B Carter (Clerk), Alan Clark (CC Councillor), 3 members of the public.

The meeting commenced at 7pm.

### **16/14 Apologies**

Apologies were received from B Smith, S Carter, J Hobden

### **17/14 Minutes of the Last Meeting**

It was proposed that the minutes of the meeting held on the 21<sup>st</sup> January 2014 be adopted as a true and accurate record. Proposed by Cllr Sue Hannah, Seconded by Cllr A Carruthers. All present were in favour.

The chairman signed the minutes accordingly.

### **Resolved**

### **18/14 Chairman's Announcements**

*Kevin Cosgrove, Highways-* The Chairman notified the meeting that Mr Cosgrove has again passed apologies to the council for this meeting, he has however offered a meeting with members of the council w/c 3<sup>rd</sup> March either on site or at Lillyhall.

**Resolved:** Cllr Wilson, Cllr Sue Hannah, Cllr Carruthers to meet with Mr Cosgrove on the afternoon of Friday 7<sup>th</sup> March.

CC Cllr Clark suggested for this meeting alone it maybe worth holding the meeting at Lillyhall with ALL the responsible officers present.

**Action: Clerk to organise this meeting & inform relevant councillors of the date/location of the meeting. Clerk to make it clear to Mr Cosgrove that this is a one off attendance at Lillyhall for a meeting, in future we would like meetings to be held on site.**

**Action: Clerk to request a formal invitation to this meeting to be sent to Cllr Wilson as Chairman of the Parish Council.**

The Chairman confirmed that at this meeting all the ongoing issues would be raised including:

- Safety of school crossing at Persimmion Homes development
- Work on the remaining ½ 30MPH signs that hasn't been completed
- Large hole remaining in Craggs Road (awaiting a manhole cover)
- Request for a 20MPH speed limit on Broughton Main Street (CC Cllr Clark informed the meeting that a scheme looking into such requests has been on-going in West Cumbria and it is likely that Broughton would be included in this, but the results aren't yet known)
- Gullies/Drains to be cleaned at Fletcher Close
- Over grown bushes on the village side of Broughton Bridge obscuring a clear view of oncoming traffic

### **19/14 Requests for Dispensations/declarations of Interest**

None received

The clerk raised the matter of outstanding Declaration of Pecuniary Interest forms (Cllr Jefferson & Anderson)

Cllr Jefferson passed his completed form to the clerk at the meeting

**Action: Clerk to process this form, and send to ABC**

Cllr Anderson's form is still outstanding

### **20/14 Adjournment of the meeting for public participation**

*Drainage @ Nook Allotments:*

Mr M Grout- Tenant on Nook Allotments attended the meeting to raise concerns regarding the on-going issue with drainage/bogginess at the lower end of Nook Allotment, the condition of the lower part of the access track and concerns about vehicles driving on the grass causing damage. Mr Grout circulated at the meeting a letter detailing the issues, potential causes and suggested actions.

The clerk confirmed that a further email had been received from a M B Dixon raising similar issues.

A discussion was held on these matters during which the councillors present agreed there were issues, and supported Mr M Grout in his concerns regarding the ongoing lack of drain/gully/gutter cleaning.

**Resolved:** That the council will:

- Contact Cumbria Highways & United Utilities to request the cleaning of all surface water drains and inspections of the sewers in the village, and to request a copy of the drainage plans for the village
- Make checks to ensure that existing land drains (if present) on the Nook Allotment site were not damaged when the water pipes were extended- Cllr Wilson confirmed the person to contact regarding this would be a Mr J Dobie)
- Contact ABC/Building Control and request to see (within 28 days) a copy of the relevant building control report & evidence confirming that the relevant drainage actions from the Church Meadows development have been viewed & signed off.
- Ask for further advice from ABC/Building Control & CCC Highways/United Utilities on any advice on how to improve/alleviate the problem.

**Action: Mr M Grout to send through an electronic copy of his letter/evidence to the clerk**

**Action: Clerk to write to CC Highways & UU as per point 1 above**

**Action: Clerk to contact Mr J Dobie re point 2**

**Action: Clerk to write to ABC/Building Control re point 3**

**Action: Clerk to include request for advice to all relevant bodies as per point 3**

Mr M Grout has kindly offered to undertake works (at cost price) to install a number of wooden fence posts with reflective strips to deter vehicles driving/parking on the grass.

**Action: Mr M Grout to provide a plan and associated costings for the installation of these 3 ft high wooden bollards to the clerk prior to the next meeting**

**Action: Cllr Wilson to contact R Stamper and ask if he would be willing to help Mr Grout with the installation of these bollards (using his stake driver?)**

**Action: Clerk to add this as an agenda item to the 18<sup>th</sup> March meeting.**

During the above discussions a further issue regarding the sewage system was raised by Cllr Steve Hannah, during periods of heavy rain the main sewer manhole on the road to Penny Bridge backs up and various sewage items flow out of it. The Parish Council as a whole were concerned that the sewer may be blocked/over capacity/

**Action: Clerk to raise this issue with UU and request this matter be looked into and a report provided back by the next council meeting.**

#### *Broughton Skate Park- Error in News Article*

Two members of Broughton Moor Parish Council (Inc the Vice Chair) attended the meeting to raise their concern and disappointment regarding a recent article in the paper stating that Broughton Moor & Broughton were working in partnership on the development of a skate park.

It was confirmed by various members of the meeting that this was not the case, and that what was said may have been mis-interpreted by the journalist present at the meeting.

It was confirmed by the meeting that Cllr Wilson had written to Broughton Moor to see if they would be interested in working in partnership on this matter but a response had not yet been received. Whilst Broughton Parish Council would be delighted to work in partnership with Broughton Moor on this or any other issue in the future no partnerships are currently in place.

**Resolved:** That the newspaper be requested to printed a correction.

**Action: Clerk to contact S Moore and request that a correction be printed, as the article gave the impression that a formal partnership agreement had been formed, and this is incorrect Broughton Parish Council were merely exploring a variety of options and nothing has been confirmed or is in place.**

#### **21/14 Police Report**

No report has been received from Cumbria Police

#### **22/14 Highways Officer**

This matter was covered above (Minute Number 18/14)

#### **23/14 Matters Arising from the Minutes of the meeting held on 21<sup>st</sup> January 2014**

*Bus Services/CCC budget cuts-* CC/Cllr Clark informed the meeting that the confirmed budget cuts created a 1 million fund which is available to fund alternative services to the current subsidised services. This is likely to involve groups/hubs of parishes working together to come up with appropriate Transport Solutions for their areas.

CC/Cllr Clark suggested it would be advisable to request Cheryl Cowperthwaite to organise a meeting between Broughton & other relevant parishes to discuss public transport solutions. Cllr Bradley stressed the importance of public transport for people to access medical/dental treatment.

**Resolved:** That the council ask Cheryl Cowperthwaite to call a meeting with some urgency between Broughton and other rural villages in the catchment area for medical/dental treatment.

**Action: Clerk to Contact Ms Cowperthwaite and request she organise the above meeting ASAP.**

*Outdoor Gym-* Funding was not received from the Lottery. Cllr Sue Hannah & the Clerk to look for alternative funding options

**Action: Clerk & Cllr Sue Hannah to work on this**

*Allotments-* Are covered elsewhere on the agenda

## **24/14 Clerks Matters**

*Electronic Meeting Summons*

The Council gave consideration to the idea of receiving electronic summons to meetings, to reduce the postage/paper costs. The electronic summons will include a copy of the clerks signature and will be circulated on the same day as the paper mail out is sent.

**Resolved:** That a number of Councillors were happy to receive summons via email and that this be reflected in the next update of the Standing Orders.

Cllrs wishing to continue to receive paper summons; Cllrs Maynall, Carruthers, Sherwood, Jefferson

**Action: Clerk to check with Councillors not present on their needs**

**Action: Clerk to include the above resolution in the next update of the standing orders**

*Laminator Purchase:*

The council approved the clerks request to purchase a desktop laminator for posters/notices at a cost of circa £16.00 for the unit plus £10 for 25 A4, A5 pockets

**Action: Clerk to purchase and reclaim costs at the March Parish Council Meeting**

*Noticeboards:*

The council gave consideration to the idea of a parish councillor/s putting up the notice of meetings on the noticeboards (1 week in advance of the meeting, and minutes of the meetings after the meeting) to save the cost of mileage and clerks time.

**Resolved:** Cllrs Wilson & Smith to be responsible for one noticeboard each. Clerk to provide all relevant documents

**Action: Clerk to source an extra noticeboard key for Cllr Smith**

*Declaration of Pecuniary Interests Forms:*

Covered at minute 19/14

*Document Storage Policy:*

The Clerk asked the Council to consider the option of only storing contentious or objected to planning applications, where an application is approved, a copy of the approval letter and any council comments to be kept on file (To reduce paper storage).

**Resolved:** All present confirmed they were happy with the above proposal.

*Filing Cabinet:*

Currently 4 boxes of Archived information are being stored at Cllr Wilsons property. The Council is currently looking for a 4 draw filing cabinet for Archiving purposes (all active/live documents are stored with the clerk). A filing cabinet has been offered by CCC but no one is available to collect it on Friday 21<sup>st</sup>.

Cllr Sue Hannah offered a filing cabinet for council use

Cllr Sherwood offered to speak with Brian & Anne to ask if this cabinet could be stored in the village hall.

It was queried at the meeting what the electronic document storage policy was, currently all documents are stored on the Clerks Computer and backed up to an external hard-drive.

Cllr Bradley informed the meeting that if more filing cabinets were required she maybe to help

**Action: Cllr Sherwood to inform the Clerk/Cllr Wilson of the outcome of her discussions with Brian & Anne**

**Action: Clerk to research archive costs for reference, and also to look at the costs of cloud back up for the electronic documents.**

### **25/14 Reports from Visiting Councillors**

*CC/Cllr Clark*

CCC Budget Consultation outcome which has been mentioned above

Forum Grants- No application for a forum grant has been received from Broughton, Parish Councils can now apply for grants if it is for a specific project.

### **26/14 Allotments**

The Clerk confirmed that she had completed all allotment actions from the last meeting. The clerk also informed the council that she had sent a letter to all allotment holders notifying them of the change of Parish Clerks details and requesting email/phone numbers for easier contact in the future.

An action from the previous meeting was to contact Mr S Macdonald of Coldgill Allotments regarding the fact that he has pigs on his allotment in contravention of his tenancy agreement. A letter has been received from Mr Macdonald asking for permission to keep the pigs on the allotment for a further 2/3 months until they are butchered, and asking for permission to continue to keep pigs on the site in future.

**Resolved:** The council agreed they were happy to give Mr Macdonald permission to keep the pigs on the site until they are butchered in 2/3 months time. But no further permission would be granted for any future keeping of pigs.

**Action: Clerk to contact Mr Macdonald in writing with the above decision.**

*Waiting Lists:*

The Clerk informed the council that there were now a number of allotments requiring new tenants and requested guidance on how names were selected off the waiting list. It was confirmed that priority was given to people resident within the parish, but selection past that was unclear at the moment. This would be a matter for an allotment sub committee to work on.

### **27/14- Resignation of Cllr Hobden**

The clerk read out to the meeting the resignation letter from Cllr Hobden which included her reasons for resignation (Concern around the management of the allotments).

Cllr Richardson informed the meeting that he too had similar concerns regarding the allotments, and that he had been hoping to set up a sub committee working with Cllr Hobden to improve the management of the allotments and encourage allotment holders to set up their own management group reporting back to the Parish Council. The Clerk also informed the meeting that she would be willing to work with the sub committee on allotment issues.

The council expressed its sincere regret that Cllr Hobden felt the need to resign, and requested that the clerk go back to Cllr Hobden and ask if she would consider delaying her resignation for a few months during which the council would support the creation of sub committee being set up to look at Allotment matters.

**Resolved:** That a vacancy not be advertised until the above had been discussed with Cllr Hobden

**Action: Clerk to contact Cllr Hobden regarding the above matter**

**Action: Clerk to send allotment details to Cllr Richardson**

### **28/14 Correspondence**

The council has received the following correspondence all of which was noted:

1. Minutes of Derwent Owners Association- Dec 2013-

**Action-Clerk to provide a copy of this to Cllr Richardson**

**Action: Cllr Richardson volunteered to look at the costs/processes for obtaining parish/wider area fishing licences and report back at the next meeting**

**Action: Clerk to agenda for the next meeting**

2. CALC Guidance on Precept setting 14/15

3. ABC letter re Footway Lighting & ABC's position-

**Action: Clerk to report back to the next meeting on which lights/how many within Broughton Parish Area maybe affected**

4. CALC Friday Round Up

5. CALC-Free Planning Workshop

6. CCC Road Closure Harris Brow 18/2/14

7. CALC Letter re ABC's Draft Budget Proposals 14/15

**Action: Clerk to confirm CTRS figure on email to all councillors**

8. BlackRock- Final Short Report for Blackrock Charinco Common Investment Funds

9. CALC Info on CCC Draft Budget Consultation Outcomes

10. CALC Guidance on Publishing Information

11. Rural Opportunities Bulletin- Info on various funding sources

**Action: Passed to Cllr Sue Hannah for potential funding options for the outdoor gym**

12. CALC- Announcement on Precept Capping

13. CALC Friday Round Up- Inc Training Course info

14. Royal Garden Parties outcome of Nominations

15. CALC Feb Circular

16. Playground Inspection Reports (Recommended actions)

**Action: Clerk to extract all recommendations and prepare a paper for the next meeting, in risk priority order if possible**

17. Broughton Childrens Carnival- Thanks for funding

18. Allerdale Borough Council Planning Peer Challenge

**Action: Cllr Sue Hannah to contact AB/Cllr Cockburn regarding her queries**

19. Dog Fouling Bins

**Action: Clerk to pass information to Cllr Carruthers**

**Action: Cllr Carruthers to meet with ABC to consider potential resitting of bins to more appropriate locations within Broughton**

Cllr Weir left- 20:46

### **29/14 Payment of accounts & financial statements, budget & precept**

#### **Financial Statement**

##### **Bank Statements**

Current Account - Statement 17/01/2014	£11,279.92	
Money Manager Account 30/9/13		£89.48
Cumberland Building Society Account 29/6/2013		£83,941.59
	<b>Total</b>	<b>£95,310.99</b>

##### **Invoices 18<sup>th</sup> February 2014**

<b>From</b>	<b>Reason</b>	<b>Amount</b>
ABC	Playground Inspection	£67.20
B Carter	Salary & Fixed Allowance	£301.13
HMRC	PAYE	£75.20
Cumbria Payroll Sevices	Payroll Services	£12.00
B Carter	Expenses & Travel	£181.66

##### **Receipts 18<sup>th</sup> February 2014**

Allotments	36.00
Fishing	270.00

The Council **approved** payments of the invoices listed above, and they were signed by two signatories.

The Council **approved** the signing of a letter to Cumberland Building Society to change the address details on the bank account to the new clerks details.

**Action: Clerk to action this point**

##### **Precept/Budget**

The clerk informed the parish council that the announcement from the Secretary of State confirmed that small parish councils would not be effected by a cap on precepts this year.

**Resolved:** The budget before the Parish Council was approved

**Resolved:** The precept for 14/15 be set at £12,500

**Action: Clerk to action the above.**

### **30/14 Planning Applications**

Reference No.: 2/2014/0051

Applicant: Mrs J Sinar

Proposal: Replacement Garage with shower room & utility area. Minor alterations to main house

Location: 6 Main Street, Great Broughton, Cockermouth

**Resolved:** The council had no objection or comment to make on this application

Reference No.: 2/2014/0033

Applicant: Mr Terry Bishop

Proposal: Porch Extension to side of the property & ramped entrance

Location: The Lilacs, Broughton Park, Great Broughton, Cockermouth

**Resolved:** The council had no objection or comment to make on this application

### **31/14 Planning Decisions**

The parish council noted the below decisions:

Reference No.: 2/2013/0830

Applicant: Mrs Deborah Farrell

Proposal: Erection of two story front extension

Location: 28 Church Meadows, Great Broughton, Cockermouth

FULL PLANS REFUSED

Reference No.: 2/2013/0826

Applicant: Mr D Collister

Proposal: Extension to living room at front

Location: 4 Coldgill Avenue, Great Broughton, Cockermouth

FULL PLANS APPROVED

Reference No.: 2/2013/0871

Applicant: Mr Alan Telford

Proposal: Variation of condition 2 of planning approval 2/2012/0445

Location: Land at Coldgill Avenue, Great Broughton, Cockermouth

FULL PLANS APPROVED

### **32/14 Members Queries**

None raised

### **33/14 Date of Next Meeting**

18<sup>th</sup> March 2014 7:00pm at Little Broughton Village Hall

The meeting closed at 9:04pm

**Signed .....**Chairman