

## **BROUGHTON PARISH COUNCIL**

A meeting of Broughton Parish Council was held at Little Broughton Village Hall on Monday 19<sup>th</sup> May 2014

**Present:** J Wilson , Sue Hannah, A Carruthers, M Weir, M Richardson, B Smith

**Attendance:** B Carter (Clerk), 6 members of the public

The meeting commenced at 7.45

### **71/14 Apologies**

Apologies were received from Steve Hannah, S Carter, V Sherwood, M Bradley, (A/BC) Cllr T North

### **72/14 Election of Chairman**

Cllr John Wilson stood down from his role as chair.

Cllr Carruthers nominated Cllr Sue Hannah, this was seconded by Cllr Weir. All were in favour of Cllr Sue Hannah being elected as chair.

**Resolved:** Cllr Sue Hannah is elected to the role of chair for the forthcoming year.

### **73/14 Election of a Vice Chairman**

Cllr John Wilson confirmed that due to his hearing difficulties he would not be willing to stand for the role of vice-chair.

Cllr Wilson nominated Cllr Mark Richardson for the role of vice-chair, this was seconded by Cllr Weir. All were in favour of Cllr Richardson being elected as vice chair.

**Resolved:** Cllr Mark Richardson is elected to the role of chair for the forthcoming year.

### **74/14 Declaration of acceptance of office.**

Cllr Sue Hannah completed the declaration of acceptance of office form for the role of chair and this was witnessed by Becx Carter as the Proper Officer of the Council.

Cllr Sue Hannah took the seat as chair for the remainder of the meeting.

### **75/14 Minutes of the previous meetings (AGM, Annual Parish Meeting & Bi-monthly)**

It was proposed by Cllr Wilson and seconded by Cllr Weir with all other councillors in favour that the minutes of the Annual Parish Meeting held on 28<sup>th</sup> May 2013 were adopted as a true and accurate record. **Resolved**

It was proposed by Cllr Wilson and seconded by Cllr Weir with all other councillors in favour that the minutes of the 15<sup>th</sup> April 2014 Broughton Parish Council meeting be adopted as a true and accurate record. **Resolved.**

The chairman signed both sets of minutes accordingly.

### **75/14 Chairman's Announcements**

As the office of chair had just passed to Cllr Sue Hannah, Cllr Wilson informed the meeting of the two items under Chairman's Announcements.

A quote has been received for the repairs to the Moor Road Bus Station (Minute ref 59/14), the quote from Carlisle Glass comes to £395 including VAT.

Cllr Smith proposed that the above quote be accepted and authorisation given to proceed, this was seconded by Cllr Carruthers. All were in favour. **Resolved.**

**Action: Clerk to authorise the commencement of the above repairs**

The clerk confirmed to the meeting that the Stile into Stampers Field (Minute ref 59/14) has now been completed by Mr Ian Winter for a total of less than £20.

It was mentioned by a number of councillors that there were other stiles within the parish that need attention. Cllr Smith offered to create a list of these damaged stiles and the locations along with the pathways list he was providing (see below).

**Action: Cllr Smith to pass a list of damaged stiles & their locations to the clerk.**

**76/14 Requests for Dispensations/declarations of Interest**

None received

**77/14 Adjournment of the meeting for public participation.**

**Pathways in the Parish**

A member of the public raised a query regarding if the parish council are planning to spend any money on path ways in the parish as there are a number of them that are very overgrown to the extent that they are impassable. (Little Broughton to Dovenby, St Lawrences Chapel, Chapel Lonin , Quakers Graveyard, Craggs Path etc).

The Parish Council requested a list of the paths in question, and also requested that before the Parish Council considered undertaking any of the works that the legal aspect be research, e.g. who is responsible for the upkeep & maintenance of public paths.

**Action: Cllr Smith to provide a list of paths that are overgrown/require works and locations to the clerk**

**Action: Clerk to look into the legalities & responsibilities for keeping public paths clear.**

**Planning Application Ref: 2/2014/0272 & Revision to 2/2014/0272**

A number of members of the public had attended the meeting to raise concerns regarding the above mentioned planning application.

The original wording from the Architect on the first planning application was for two bungalows that were of similar statute, size and design to the existing bungalow. The two properties that are now under construction bear little or no resemblance to the existing development.

It is a concern of local residents that Mr McGibbon is continually amending the plans, to the extent that the application for the revised design Ref 2/2014/0272 had only been with Allerdale Borough Council for a matter of days before a revised set of plans were submitted showing that the building

that is on the ground is actually 5m nearer number 5 Coldgill Avenue than it should be (should be 30m away but actually only 25m away).

Residents are also concerned that the building works are continuing despite this planning application and its revisions still being under consideration.

Residents are concerned as to what Mr McGibben may do next as he is just continuing to amend his plans, will Allerdale Borough Council stop him?

Cllr Sue Hannah thanked the members of the public for their comments, and confirmed that whilst the Parish Council can (and will) make a comment on these applications the parish council comments are not binding on Allerdale Borough Council.

Cllr Sue Hannah also confirmed following a question from the floor that to the best of her understanding members of the public can contact the planning department at Allerdale Borough Council and request an opportunity to speak at the Planning Committee which considers this planning application.

#### Nook Allotments- Drainage – Letter from Malcolm Grout

Mr M Grout had sent a letter to the Parish Council including a quote for the installation of a land drain at Nook Allotments (£1384) to try and resolve the ongoing drainage issues. This letter had been circulated by the clerk to all councillors with the pre meeting mailout.

Mr M Grout requested that the council consider his letter and quote and also requested confirmation from the council that they would be happy for a copy of his letter (with the accurate balance figure from the approved accounts) to be placed on both allotment noticeboards to gather support.

The Parish Council accepted that the area in question is very wet.

The Parish Council were concerned if this work would make the access track into a 'designated vehicular access', Mr Grout & Cllr Richardson informed the meeting that it was their opinion that this work wouldn't be sufficient to change the designation of the track.

It was agreed in principle by the meeting that money will need to be spent on the access track to remedy the drainage issues, however due to the value of the quote the parish council felt that a second quote should be obtained to demonstrate value for money. (possibly Mr J Dobie)

It was also agreed that written confirmation from the allotment holder of Plot A confirming he is happy for this drain to be laid across his land be received before any commencement of works.

**Action: Clerk to organise a second contractor to provide a quote and put them in contact with Mr Grout & Cllr Richardson to organise a site visit.**

**Action: Clerk to agenda the existing and the new quote for the next appropriate council meeting for a resolution from the council on how to proceed**

**Action: Clerk to contact the allotment holder at Plot A regarding the above.**

#### 78/14 Co-option of new Councillors

No applications for co-option had been received

#### 79/14 Police Report

The police report was delivered as part of the Annual Parish Meeting prior to the commencement of this meeting.

## **80/14 Matters Arising from the minutes of the 15<sup>th</sup> April 2014 Meeting**

None were raised.

### **81/14 Clerks Matters**

The clerk informed the meeting that she had held a meeting with Sally Scales (Community Engagement Officer for the Broughton Area). The meeting confirmed that there is no 'transition fund' as previously thought, this fund is being used to support the subsidised services until they stop.

It is unlikely that there is any quick win to be had on rectifying this issue, the only advice that Sally Scales could offer would be for the Parish Council to engage with its residents to identify the service users, what time they require a service/frequency etc, and to produce a register of community assets (mini-buses, mini bus drivers) and if this were all produced then Sally could consider working with Broughton Parish Council to look at other transport solutions.

The clerk also drew the councils attention to the fact that notice had been received that Reays were altering the route of Service 58 so it would no longer run through Broughton.

### **82/14 Review & Adoption of Formal Documents**

Copies of the Risk Register, Risk Assesment Policy & Asset Register for 14/15 had been circulated to all councillors in advance of the meeting.

Cllr Smith proposed adoption of all of these documents, this was seconded by Cllr Wilson, with all in favour. **Resolved**

### **83/14 Reports from visiting councillors**

No visiting councillors were in attendance.

### **84/14 Allotments**

#### **Bollards at the Nook**

ABC had responded stating that the proposed siting of the bollards is permitted development and that planning application is not required as long as they are less than 1m high, and the land is within the ownership of the council. This is caveated by the fact that ABC can't be held liable in the event any inadvertent error in the information given.

Cllr Wilson proposed that the works to install these bollards go ahead, Cllr Richardson seconded this proposal. All were in favour. **Resolved**

**Action: Clerk to contact Mr M Grout regarding the installation of these bollards**

#### **Letter from Malcolm Grout re drainage at Nook Allotments**

Covered above

#### **Appeal Letter from Tenant of Allotment E @ Coldgill**

'Red Letters' were sent to four allotment tenants who had showed no sign of activity in the past year. These letters stated that unless a successful email was made then their tenancies would be terminated.

Mr D Adams (Allotment E Coldgill) has submitted an appeal stating that he had recently had knee surgery and it had been very wet which is why he hadn't cultivated the allotment.

It was reported to the council that no works had undertaken on the allotment in question in over two years.

Cllr Wilson proposed that the tenancy be terminated and that notice be given to the tenant that they have 30days to remove all personal possessions after this the allotment will be given to someone else. Cllr Smith seconded this, all present were in favour. **Resolved**

**Action: Clerk to write to the tenant in question setting out the councils decision.**

#### Termination of tenancy of Allotments 1b & C Coldgill

Tenants Mr S Studholme & Mr Estevan Vargas have not responded to their 'red letter'.

**Resolved:** that the above two tenants be given one months notice to remove all personal possessions and then the tenancy will be re-allocated

**Action: Clerk to action this**

#### Splitting of Allotment 9 @ Coldgill Allotments

Mr Andy Cathrall (tenant at number 9 Coldgill) has requested that the council consider the splitting of his allotment. The clerk has distributed a proposed plan and pricing scheme which sees the middle area of what was Allotment 9 split into 3 half sized plots for £18 each, Mr Cathrall's allotment would be £56 per year and the green track area would become a pedestrian only access track for the three new plots plus Mr Cathralls allotment.

**Resolved:** All councillors in favour of this plan being accepted.

**Resolved:** That a budget of up to £250 be authorised for the erection of fences between the three new allotments

**Action: Clerk to communicate the above decision to Mr Andy Cathrall**

**Action: Clerk to organise the installation of new fences to separate the area into three equal sized plots with access gates onto the grass track along the top of the sites.**

#### Scout Field Drainage Works

It was brought to the attention of the clerk & Cllr Richardson that some drainage works had taken place on Coldgill Allotments on the Scout field & the allotment below it.

A letter has now been received from Mr J Dobie including an invoice for the installation of this new drain which was an outstanding action from when Paul was clerk.

**Action: Clerk to set up a spreadsheet as a way of recording financial decisions so that they can be monitored and matched up to invoices**

**Action: Clerk to contact Mr J Dobie and ask if he has any other incomplete jobs on his to do list.**

## **85/14 Correspondence.**

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

- 1) Go Cumbria- Bus Timetable & Travel Guide for Summer 2014
- 2) Clerks & Councils Direct May 2014
- 3) CCC- Notice that Reays are making revisions to Service 58
- 4) Notice of dissolution of the Cumbria Playing Fields Association
- 5) Rural Opportunities Bulletin April
- 6) Report on Habitat Improvement Projects- From Derwent Owners Association
- 7) Letter from Cumbria Clinical Commissioning Group re Consultation events
- 8) Health Watch Cumbria Newsletter
- 9) Minutes of Allerdale 3 Tier Meeting held March 2014
- 10) Details of Police & Crime Commissioners Community Fund
- 11) Article re Homeshare
- 12) Minutes of Derwent Owners Association AGM
- 13) Western Front Association- Letter re WW1 100 year Anniversary **Resolved:** That this item be placed on the June Agenda
- 14) CALC May Circular
- 15) Health Watch Cumbria Newsletter – 30<sup>th</sup> April
- 16) New Code for Theft of Fishing Rights- From Derwent Owners Association
- 17) Came & Co Newsletter

## **86/14 Payment of accounts & financial statements**

### **Financial Statement.**

#### **Bank Statements**

Current Account – Statement (at 17/04/2014)	£14,350.87
Money Manager Account (at 31/03/2014)	£89.50
Cumberland Building Society Account (At 30/09/2013)	£84,545.76
	<b>Total £98,986.13</b>

#### **Invoices 19<sup>th</sup> May 2014**

<b>From</b>	<b>Reason</b>	<b>Amount</b>
Sue Hannah	Reimbursement for filing cabinet key costs	£11.99
Cumbria Payroll Service	PAYE Services	£12.00
HMRC	PAYE	£75.20
Becx Carter	Salary & Fixed Expenses	£301.13
	Insurance	
Becx Carter	Clerks Expenses	£139.49
Mackays	Skip Hire Nook Allotments	£216.00
Ian Winter	Grasscutting & Handyman	£97.00
Ian Winter	Grassing Cutting	£79.00

## Receipts 19<sup>th</sup> May 2014

Allotments £1941

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

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

Cllr Wilson Proposed that the May reconciliation be signed as a true and accurate record, this was seconded by Cllr Carruthers. All were in favour. **Resolved.**

The May reconciliation was duly signed by the Chair

### *End of Year Accounts*

Cllr Wilson proposed that these be accepted and signed, this was seconded by Cllr Smith. All were in favour. **Resolved**

The end of year accounts were duly signed by the chair.

### *Quote for recommended actions on the play area.*

The clerk had gone back to Playdale and they confirmed that the £100 they charged Brigham was for the mending of the seat. They had charged us the same.

The revised quote including the second cradle seat was for £1328.

**Resolved;** that this quote be accepted and works to be scheduled.

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

## **87/14 BDO Annual Audit**

### ***Section 1-Accounting Statements***

Cllr Wilson proposed acceptance of these statements, Cllr Smith seconded this, all were in favour

**Resolved:** All statements made in Section 1 of the Annual return for year ending 31<sup>st</sup> March 2014 were accepted as correct by all councillors present at the meeting;

Section 1 was signed by the Clerk and the Chair

**Section 2- Annual Governance Statement-** It is necessary to minute the specific answers to all statements in section 2, unless otherwise specified all the below were approved by all Councillors in attendance (6):

1. We approve the accounting statements prepared in accordance with the requirements of the Accounts & Audit Regulations & proper practices- YES- **Resolved: Approved**
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness- Yes- **Resolved: Approved**
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a

significant financial effect on the ability of the council to conduct its business or on its finances- Yes- **Resolved: Approved**

4. We provide proper opportunity during the year for the exercise of electors rights in accordance with the requirements of the Accounts & Audit Regulations- **Resolved: Approved**
5. We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required- **Resolved: Approved**
6. We maintained throughout the year an adequate and effective system of internal audit of the council's accounting records & control systems- **Resolved: Approved**
7. We took appropriate action on all matters raised in reports from internal & external audit- **Resolved: Approved**
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate included them in the accounting statements- **Resolved: Approved**
9. Trust funds (including charitable)- in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. **Resolved: Non Applicable.**

Section 2 was signed by the clerk & the chair

#### **Section 4- Internal Audit Report 12/13**

An internal audit for Broughton Parish Council had been undertaken by Mr E Lothain, and no significant issues were identified.

Mr Lothian had raised a number of suggestions:

- 1) That the monthly financial reporting for Broughton Parish Council be laid out in a different way (template circulated at the meeting). **Resolved;** That the council were happy to receive the information in this format

**Action: Clerk to implement this**

- 2) That a VAT return be submitted as a matter of urgency for the period March 12-Feb 14, after this VAT returns to be diaried for every February to enable the repayment to be received in the same financial year. **Resolved;** that these suggestions be approved and actions

**Action: Clerk to action the above**

*Rationale for Significant Council Financial Reserves.*

The money was originally from the sale of land, at the point of the sale of the land there were no specific projects for which it was required, a significant was spent on renewal of the childrens play area. The intention is to continue using the capital to attract further grant funding for other things, e.g. an outdoor gym for adults but so far funding applications have been un-successful. The council will continue working with the community to consider ideas for the spending of this money over the next 10 years or so.

**Resolved:** that the above statement be sent with the audit as the explanation for the large reserve.

**Action: Clerk to process the above**

Discussions about any potential projects suggested the issue of the layby at Monkey Villas need resurfacing, and potentially consideration needs to be given to other council assets however a number of documents are missing following the dissolution of the previous council.

**Action: Clerk to contact Highways and ask if they will be resurfacing Broughton Bridge, and if so will they include the layby and Monkey Villas, and if not ask for a quote for this work**  
**Action: Clerk to contact the solicitors in Maryport and go and view the documents that are held with them.**

**Action: Clerk to go back through minutes to see if rental charges were agreed for one of the pinfolds**

**Resolved:** That the clerk may spend up to £40 on photocopying charges for any documents held by the solicitors to enable copies to be held by the council as well as the solicitors.

### **88/14 Insurance**

Quotes had been received from three insurance providers:

-Came & Co £776.31  
-AON £528.64  
-Zurich £522.41

Cllr Smith proposed insurance, this was seconded by Cllr Sue Hannah. All were in favour.

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

### **89/14 Planning Applications**

Ref: 2/2014/0338  
Applicant: Mr Sharron Rourke  
Proposal: Application for the proposed subdivision of a house into two residential units with the erection of a kitchen extension and expansion of off road parking  
Location: Punch Bowl Inn, Main Street, Great Broughton, Cockermouth

**Resolved:** That the council don't object in principle but are concerned about car parking issues adjacent to the road

Ref: 2/2014/0331  
Applicant: Mr H Thompson  
Proposal: Outline application for two dwellings  
Location: Land to the rear of Thorndene Moor Road, Great Broughton

**Resolved:** That the council have no objections

Ref: 2/2014/0331 and revision dated 13/05/2014  
Applicant: Mr John McGibbon  
Proposal: Revised design to approve dormer bungalow under ref 2/2013/0889  
Location: Plot 1, Coldgill Avenue, Great Broughton, Cockermouth

**Resolved:** That the parish council STRONGLY object on a number of grounds:

- 1) That the location and height are significantly different from the original plans. The fact that it is considerably higher has a harmful effect on the visual amenity that the existing residents of Coldgill Avenue and the rest of the village have enjoyed for many years.
- 2) This development is significantly different from the original and raises concern over loss of planning intent. It is the Parish Council's opinion that the development should be done on the dimensions and location as per the original plans

- 3) The plans provided do not appear to represent what is already built on the ground, they appear to have been drafted with an intent to mislead the viewer

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

The Council noted that planning reference 2/2013/0830 had submitted an appeal to the Secretary of State.

### **90/14 Planning Decisions**

The parish council noted the below decisions:

Ref: 2/2014/0051  
Applicant: Mrs J Sinar  
Proposal: Replacement Garage with shower room and utility area and minor alterations to main house  
Location: 6 Main Street, Great Broughton, Cockermouth

FULL PLANS APPROVED

Ref: 2/2014/0088  
Applicant: Mr B Cockton  
Proposal: Demolition of existing building and outline consent for new dwelling  
Location: Briery Meadow, Moor Road, Great Broughton, Cockermouth

OUTLINE APPLICATION APPROVED

Ref: 2/2014/0139  
Applicant: Ms Judith Lightfoot/Schmid  
Proposal: Demolition of extension and erection of new extension, garden shed and decking area  
Location: Westwood, Harris Brow, Great Broughton, Cockermouth  
FULL PLANS APPROVED

Ref: 2/2014/0221  
Applicant: Mr Patrick Laidler  
Proposal: Erection of detached garage, incorporating PV Panel Array  
Location: Grange Lodge, Harris Brow, Great Broughton, Cockermouth

FULL PLANS APPROVED

### **91/14 Members Queries**

None raised

### **92/14 Date of Next Meeting**

Tuesday 24<sup>th</sup> June 2014 at 19:15 at Little Broughton Village Hall

The meeting closed at 9:44pm

**Signed .....Chairman**