**Broughton Parish Council**

Minutes of the meeting of Broughton Parish Council held at Little Broughton Village Hall on Tuesday 30th May 2017 at 19:10.

**Present:** Mrs Sue Hannah (Chair), Mr Steve Hannah, Mr Richard Gildert, Mr Sam Anderson, Mrs Mary Bradley, Mr Maynall Weir, Mrs Alison Carruthers, Ms B Carter (Clerk)

**Apologies:** Mrs J Sewell, Mr J Wilson, A/BC Cllr J Farebrother, C/CC Cllr H Graham

The Council was quorate with more than four councillors present.

**87/17 Election of Chairperson**

Cllr Sue Hannah informed the meeting that after a 3 year term she was standing down as Chairperson.

Cllr M Bradley informed the meeting that she was willing to stand as Chair.

Cllr R Gildert proposed Cllr M Bradley for the position of Chair, this was seconded by Cllr Steve Hannah. All present were in favour.

**Resolved** by all present that Cllr M Bradley be elected as Chair person for the forthcoming year.

Cllr M Bradley signed the Decleration of Acceptance of Office which was witnessed by the Clerk .

**Action: Clerk to update the website with this information.**

Cllr Sue Hannah noted to the meeting that she was willing to continue her work on Soddy Gap.

All present thanked Cllr Sue Hannah for all her hard work during her time as Chair.

**88/17 Election of Vice Chair**

Cllr S Anderson informed the meeting that he was willing to stand as Vice Chair again

Cllr R Gildert proposed Cllr S Anderson, this was seconded by Cllr Sue Hannah, all present were in favour.

**Resolved** that Cllr S Anderson be elected as Vice Chair for the forthcoming year.

**89/17 Apologies for Absence**

Apologies were noted as received from the above mentioned people.

**90/17 Chairman’s Announcements**

In light of Cllr M Bradley having just been elected as Chair Person, Cllr Sue Hannah gave a brief update on relevant points:

-Standing Stone in the proposed Story’s Development Field- An archaeologists report has been commissioned on behalf of Story’s which showed no findings in the field or around the Stone that would support it being an historic monument. The Story’s experts have stated it is a ‘cow scratching stone’.

-2/2017/0185- Laurel Cottage- Cllr S Hannah noted that despite a written extension to comments until 31/5/17 being approved by the Planning Officer (J Eaton) for this planning application a decision notice was received by the Clerk on the morning of 30th May 2017. The Clerk queried this and Mr K Kerrigan is going to ‘investigate’ and confirmed that the decision notice had not yet been published in the public domain.

**Action: Clerk to continue to liaise with ABC Planning Team regarding this matter, and to share details on the planning complaints process with all Councillors (Cllr Sue Hannah to complete any such forms).**

**91/17 Requests for Dispensation and Declarations of Interest**

None received

**92/17 Minutes of the Meeting held 18th April 2017**

**Resolved** by all present that the minutes of the meeting held on the 18th April 2017 be signed by the Chair as a true and accurate record.

**Action: Clerk to upload the minutes to the website & circulate to all.**

**93/17 Public Participation**

None present

**94/17 Co-option**

No applications received.

**Action: Clerk to post about the two co-option vacancies to Facebook.**

**95/17 Police Report**

1. Anti-social behaviour/large gatherings of young people

This matter was reported to the Police following the April meeting and the Police confirmed they have been present in the area and have issued a number of Its your Choice letters, which if a young person receives more than 2 would lead to an appropriate behaviour contract.

Cllr M Weir noted that the bench had been installed in the bus shelter at the suggestion of the Police some time ago so that the Police would know where young people were gathering.

Cllr S Anderson noted that whilst their may have been some alteration in where the gatherings were taking place, there is still a significant problem with large (30-40) young people congregating on Welfare Field on a Friday/Saturday night.

**Action: Clerk to report this matter to the Police and asked for increase presence on an evening within the Parish.**

1. Drugs movement/transfer within the Parish

The Clerk informed the meeting that she had made the police aware of this matter, and they had noted that no recent reports had been received on the system. The Police requested that if the behaviour was observed by any member of the public or councillor that the matter be reported to the 101 non emergency number.

1. Police Report

It was noted that the ‘Crime Map’ was once again out of date with information on it only up to the end of March 2017.

Action: Clerk to response to CALC’s Superintendant email

**96/17 Update on Matters Arising from previous meetings**

1. Broughton Lodge/Soddy Gap- As noted above this issue is now with the CCC Legal Team to consider the enforcement of the unilateral agreement.

It was noted by Councillors that a ‘sold’ sign had appeared on one of the for sale boards.

**Action: Clerk to make the CCC Legal Team aware of this matter and ask for a timescale on any possible decision.**

1. Emergency Planning- Next Steps. It was noted by the issue that the main problem for the Parish is likely to be the loss/closure of the Bridge but even with a plan the viable alternatives are already in place/used. **Resolved** that this matter be removed from future agendas
2. Heritage Lottery Signposts Project. As noted above a small grant has already been received to undertake 1 post. The Clerk is still working with CCC to try and establish a memorandum of understanding/agreement to allow the Parish Council to undertake works. Cllr M Bradley noted that there was still the potential to apply to HLF if required.

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

**Action: Clerk to keep Cllr Bradley updated regarding on this project.**

**97/17 Clerks Report**

All members of the Council had received a written copy of the Clerks report in advance of the meeting. **Resolved** that the contents of the Clerks report be noted as received.

1. Prioritisation of Land Registration **–Resolved** that this be deferred until the outcome of the Bulling Meadow application is known.

**Action: Cllr Sue Hannah to provide copies of any relevant documentation regarding the Parish Pinfolds to the Clerk**

1. Standing Stone Registration- **Resolved** by all present that insufficient evidence has been received by the Council to enable any action to be taken on this matter. Other than the presence of the stone no other information has been received.

**Action: Clerk to note this matter to Historic England and remove from future agendas**

**98/17 Play-area**

1. Drainage Works- **Resolved** by all present that it be noted that these works have now been completed. Payment to be with-held until the spoil heap is removed. **Resolved** that it be noted that Playdale have attended site and undertaken the surface repairs at a labour only cost as previously approved by the Council.

**Action: Cllr S Anderson to inform the Clerk when the spoil heap has been cleared and Mr J Elliot can be paid.**

1. Quote for gate repairs-It was noted by the Council that Mr Peter Calvin had been written to by the Council twice requesting he make good the works with the final letter stating that if no response was received by the 31/3/17 the gates reverted back to the possession of the Council. **Resolved** by all present that the contract with Mr P Calvin be classed as terminated due to sub-standard quality of work.

The Clerk noted that a quote had been received from Playdale for £1498. **Resolved** by all present that Playdale be authorised to proceed with the works to the three pedestrian gates.

**Action: Clerk to organise the undertaking of these works with Playdale.**

1. Result of Annual Playarea Inspection

**Resolved** by all present that the Annual Play Area inspection be noted as received. All matters were at a green (low risk) level (or below).

**99/17 Reports from visiting councillors**

None present.

The Clerk informed the meeting that she had received an email from C/Cllr H Graham stating that he would try and attend as many meetings as possible around his work commitments (12 hour shifts).

**Action: Cllr Sue Hannah to meet with CC/Cllr Graham to update him on the matter of Soddy Gap**

**100/17 Allotments**

1. Access Conditions Nook Allotments- The Clerk confirmed she is awaiting a date to meet with Jackson Hetherington to obtain a quote for these works.

**Action: Clerk to continue working on this matter and table the quote for consideration at the June meeting.**

1. Broken Culvert- Work on this is ongoing.

**Action: Clerk to contact UU regarding this matter and report to a future meeting.**

1. Update on Site Measuring- The Clerk informed the meeting that the students were just finishing their end of year exams and were hoping to undertake the digitisation of this work in the next week to 10days.
2. Dogs being kept on the Allotments- The Clerk informed the meeting that an email had been received from a concerned local resident regarding dogs being kept on the Nook Allotment Site. **Resolved** that the Clerk response to this email stating that the Council are aware of the issue and it is something that is going to be managed as part of the new tenancy process (for the lifetime of the current dogs). If the resident is seriously concerned about Animal Welfare then a call should be placed to the Police/RSPCA.

**Action: Clerk to respond to the email.**

1. WRAS Values- A quote has now been received for £995.06 to install non return WRAS 2009 compliant valves on all Allotment Stand pipes. **Resolved** by all present that this work be authorised to be undertaken ASAP to reduce the councils liability.

**101/17 Parish Maintenance**

Road status- **Resolved** by all present that the Clerk seek information from CCC on the status of the road that runs along the top of the Coldgill Allotment Site, and that of Winder Lonin in terms of responsibility for maintenance etc.

**Action: Clerk to make enquires with CCC on these two locations and report back to the June meeting.**

**102/17 Highways Matters**

1. Inviting Highways to a future meeting to discuss responses to Planning Applications.

**Resolved** by all present that a member/members of the CCC Highways Team be invited to the July meeting to speak with reference to the responses Highways provide to Planning applications.

**Action: Clerk to contact Amber Sykes and request the attendance of a highways team member to attend the July meeting.**

1. Extension of 20mph Speed Limit to Little Broughton

It was noted by the meeting that there is a local need/wish for the 20mph speed limit to be extended up through Little Broughton. Cllr Steve Hannah noted that CCC did say they would look into this after the installation of the 20mph speed limit on Great Broughton Main Street.

**Action: Clerk to contact Highways and ask when the necessary traffic data monitoring can take place to look at the installation of a 20mph speed limit through Little Broughton/Ghyll Bank**

1. Kirklea/Main Street junction

**Action: Clerk to contact Highways to ask them to undertake a junction safety review of the Kirklea/Main Street Junction where visibility is very limited and traffic moves very swiftly on Main Street.**

**103/17 Correspondence**

1. Request to Purchase Little Broughton Pinfold. **Resolved** by present that the Council DO NOT wish to sell the Pinfold. But would be willing to consider renting it to Birchlees House for a nominal rental amount if the tenant was willing to cover ALL legal costs in the setting up of this tenancy agreement.

**Action: Clerk to contact the Councils solicitor to get a quote for the preparation of a short term (1 year) lease for this pinfold, with caveats to state that the tenant is responsible for the upkeep of all walls in a serviceable condition, and to not materially change the shape/style or use of the Pinfold.**

**Action: Clerk to communicate with the Chastney’s solicitor regarding the Legal Costs and length of term.**

**104/17 Planning Applications**

Ref 2/2017/0290

Location: Trough House, 80 Main Street,

Proposal: Dropped kerb to allow vehicular access to driveway

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

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

Ref: 2/2017/0185

Location: Laurel Cottage, The Green, Little Broughton

Proposal: Outline application for a single dwelling including access and landscaping.

**Resolved** by all present that the Council have no comment relating to the creation of a single dwelling but have strong objections to the proposed access. The Council object to the loss of this area of footpath (the grassed area) which according to local knowledge has been used by nothing more than foot and agricultural vehicle traffic in over 20 years. In addition the allowance of access along this public footpath is allowing the expansion of development into previously green space with ancient hedging. In addition the footpath/track (Winder Lonning) is in the Councils opinion a highways health and safety risk due to the location of the junction with Main Street (on a bend with limited visibility, at a pinch point on this fast road that moves through the village of Little Broughton. In addition the Council feel that the allowance of vehicular passage down Winder Lonning past the current extent of the hardcore is a serious pedestrian risk to pedestrians using this well used local footpath down to the old Quaker burial ground.

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

Ref: 2/2017/0219

Location: Land at Former RNAD Derwent Forest, Great Broughton

Proposal: Reserved matters application for erection of 24 dwellings following outline approval 2/2014/0858

**Resolved** by all present that the Council have no objections to this reserved matters application

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

Ref: 2/2017/0232

Location: Derwent View, Coldgill Avenue, Great Broughton

Proposal: Variation of Condition 10 on Application 2/2014/0272 substitute the tarmac finish for a grass finish at the front

**Approved** by all present that the Council strongly object to this application (and ref 2/2017/0233) on the grounds that the original condition was imposed on the grounds of pedestrian safety, this safety concern has not changed since it was originally imposed. Indeed in the Councils opinion the need for a footpath is even greater now with the recent planning approval for a Scout Hut on Coldgill Allotments. Broughton Parish Council representing local residents feels the applicant should comply with the existing condition. In addition Broughton Parish Council would oppose the view of the CCC Highways Team that having a solid pavement (as per the original approval) would lead to vehicles parking on it. Vehicles parking on the pavement would be causing an obstruction and this could be enforced by the police. This road has large and heavy vehicles using it regularly both agricultural and waste water treatment works and a properly constructed pavement would allow a pedestrian refuge on this stretch of the road. A ‘grassed surface’ is likely to lead to an over grown waste area that will attract dog fouling which is a health and safety concern, and provides no safe haven for pedestrians/children/pushchairs.

**Action: Clerk to submit these comments**

**Action: Clerk to check that all other conditions relating to the plans to ensure that the boundary walls with the pavements have been completed as there are still a balanced wooden pallet forming the boundary between Derwent View and the footpath to the uphill side of the telegraph pole.**

Ref: 2/2017/0233

Location: Rigg Top, Coldgill Avenue, Great Broughton

Proposal: Variation of Condition 14 on Application 2/2012/0445 the surface finish of the pavement area to finished with grass.

**Approved** by all present that the Council strongly object to this application (and ref 2/2017/0233) on the grounds that the original condition was imposed on the grounds of pedestrian safety, this safety concern has not changed since it was originally imposed. Indeed in the Councils opinion the need for a footpath is even greater now with the recent planning approval for a Scout Hut on Coldgill Allotments. Broughton Parish Council representing local residents feels the applicant should comply with the existing condition. In addition Broughton Parish Council would oppose the view of the CCC Highways Team that having a solid pavement (as per the original approval) would lead to vehicles parking on it. Vehicles parking on the pavement would be causing an obstruction and this could be enforced by the police. This road has large and heavy vehicles using it regularly both agricultural and waste water treatment works and a properly constructed pavement would allow a pedestrian refuge on this stretch of the road. A ‘grassed surface’ is likely to lead to an over grown waste area that will attract dog fouling which is a health and safety concern, and provides no safe haven for pedestrians/children/pushchairs.

**Action: Clerk to submit these comments**

**105/17 Consultations for Consideration**

None

**106/17 Planning Decisions**

**Resolved** that the below decisions be noted:

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Location** | **Proposal** | **Decision** |
| Hou/2017/0331 | Rigg Top, Coldgill Avenue, | Proposal for new storage facility for outdoor tools, equipment & cycles | Approve with conditions |

**Action: Clerk to consult with the Planning Department at Allerdale Borough Council on the acceptable colours for exterior masonry paint within the Borough.**

**107/17 Finance & Accounts**

1. Payment of Accounts

**Resolved** by all present that the below accounts be paid, cheques were signed by Cllr S Anderson & Cllr A Carruthers.

|  |  |  |
| --- | --- | --- |
| **From** | **Reason** | **Amount** |
| HMRC | PAYE May | £77.40 |
| Becx Carter | MaySalary- VIA SO | £310.06 |
| Becx Carter | Expenses | £80.86 |
| Alan Nelson | Final fencing Invoice Coldgill | £500 |
| Cumbria Pest Services | Vermin Control Coldgill | £120 |
| Derwent Owners Association | Subscription | £50 |
| Allerdale Borough Council | Annual Play area inspection | £67.20 |
| CALC Subscription | Subscription | £287.64 |
| Playdale | Surface Repairs | £360 |
| John Elliot | Drainage Repairs | £3000 |
| Zurich | Insurance | £474.70 |

**Action: Clerk to pay the above accounts**

1. To receive the internal auditors report and approve the Statement of Assurances and authorise the Chairman to sign the Annual Return for y.e 31/3/17

**Resolved** by all present that the unqualified Internal Auditors report be noted as received.

**Resolved** by all present that the following responses be made to the annual governance statements & that the variances be approved and signed as correct.

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 smaller authority to conduct its business or on its finances-**Yes**
4. We provided proper opportunity during the year for the exercise of electors rights in accordance with the requirements of the accounts and audit regulations-**Yes**
5. 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**
6. We maintened 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 & eternal audit- **Yes**
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during of after the year-end have a financial impact on this smaller authority and, where appropriate have included them in the accounting practices-**Yes**
9. 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**

**Action: Clerk to complete and submit Internal Audit form**

1. To approve the Accounts & Variances for year end 31st March 2017

**Resolved** that the accounts & variances be noted as received and signed as a true and accurate record by the Chairman.

**108/17 Approval of Governance Documents**

**Resolved** by all present that the following documents be re-adopted for the forthcoming year with no changes:

-Standing Orders

-Asset Register

-Risk Assessment

-Privacy Statements

-Financial Regulations

**Action: Clerk to update the adoption date on the relevant policies on the website**

**109/17 Councillor Matters**

Rabbit Control Coldgill- **Resolved** by all present that Cllr S Anderson could manage the Rabbit Population on the Coldgill site when the site was empty. Cllr S Anderson to place a notice on the noticeboard at Coldgill notifying allotment holders of the proposed population management and give notice of the cull.

**Action: Cllr S Anderson to place a notice on the noticeboard and undertake the population management of the rabbits at appropriate times of day when it is safe to do so.**

Village Boundaries-**Resolved** by all present that the Clerk undertake research on if/where the boundaries of the villages of Little/Great Broughton are.

**Action: Clerk to report back at a future meeting.**

The Entrance street sign. **Resolved** by all present that Cllr S Andersons offer to re-erect this sign be accepted.

**Action: Cllr S Anderson to re-erect this sign.**

**110/17 Date & Time of next meeting**

**Resolved** that the next meeting be held on Tuesday 27th June 2017 at 19:00

Meeting closed 20:48