**Broughton Parish Council**

Minutes of the meeting of Broughton Parish Council held at Little Broughton Village Hall on Tuesday 20th March 2018 19:00

**Present:** Mrs Mary Bradley (in the Chair), Mrs Joanne Sewell, Mr Bill Smith, Mrs Sue Hannah, Mr Richard Gildert, , Mrs Jackie Hobden, Mrs Rosemary Pasmore, Mrs Alison Carruthers, Mr John Wilson, Ms Becx Carter (Clerk), A/BC Cllr N Cockburn, 4 members of the public

**Apologies:**

Mr Maynall Weir, Mr Steve Hannah, C/Cllr H Graham

**40/18 Apologies for absence**

Apologies were received and noted from the above

**41/18 Chairman’s Announcements**

*Church Meadows Crossing-* As per the minutes of the 20th February 2018 meeting a letter has been delivered to all properties in the area of the Church Meadows problem, laying out the issues and encouraging the reporting of incidents.

*Community Governance Review-* Cllr M Bradley has answered queries from the press regarding this matter and confirmed that this was a standard procedural matter that takes place every 10-15 years and was not as a result of a compliant or similar.

**Resolved** that it be noted that the Commuity Governance Review for Broughton Parish Council has been approved by Allerdale Borough Council and the consultation period will start in due course.

*Workload of the Clerk/Agenda Management-* Cllr M Bradley confirmed that following on from the last meeting after which the clerk had expressed concern regarding the work load/and hours of work she has met with Cllr Sue Hannah (outgoing chair) and Cllr Joanne Sewell (Vice Chair) to discuss this matter and a meeting has been scheduled with the Clerk for Monday 26th March 2018.

**Resolved** by all present that until the aforementioned meeting takes place the following items can’t be considered by the Council as such the below items are deferred until the April 2018 meeting:

48/18 Agenda Management & meeting protocol

60/18 Staffing- Consideration of Clerks role, salary & contracted hours

**Action: Clerk to agenda these matters for the April 2018 meeting**

*Litter-* It was noted by the meeting that there have been on-going concerned raised by members of the public regarding fly tipping & littering throughout the Parish.

Cllr Sue Hannah noted that she had recently reported Rose Farm- A596 via the Allerdale Borough Council website and both matters were actioned within 5 days.

Councillors considered if signage regarding littering should be deployed, however it was felt that this has been tried in the past but wasn’t successful.

**Action: Clerk to send round details of how to report littering/flytipping to all councillors.**

**42/18 Requests for dispensations and declarations of interest**

None

**43/18 Minutes of the meeting held on the 20th February 2018**

All members of the council had received a copy of the minutes. One minor alteration was noted.

**Resolved** by all present that the minutes be signed as a true and accurate record by the Chair Mary Bradley

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

**44/18 Police Matters**

Apologies were noted from Inspector Rachel Gale.

Cllr M Bradley reminded councillors that the current way the Police are wanting to interact with Parish Councillors is via attendance at the meetings held every 10 weeks (next on Wednesday 28th March 2018 in Cockermouth Police Station) rather than by attendance at PC meetings or via written reports. This enables the Police who are limited on resources to have a dialogue with a number of different parishes at the same time and also helps identify ‘common themes’.

**Resolved** that it be noted that Cllr Sue Hannah is attending the meeting on the 28th March 2019 on behalf of Broughton Parish Council.

Cllr M Bradley notified Councillors that one of the issues with matters not appearing in the Police Logs appears to be that people don’t go far enough through the process on the 101 number to get an incident number (it is only once a crime has an incident number that it is formally coded & logged and used for Police Data purposes). All to be encouraged to stick with the system to get an incident reference number to ensure that all incidents are recorded.

**Resolved** by all present that it appears to be with many issues including reporting matters to the Police that the onus is falling more and more on to the local community to undertake the leg work on the information provision rather than the Police responding to concerns raised.

**Action: Cllr J Wilson to include information on the necessary detail to be included in any incident report in the next Parish Newsletter.**

**45/18 Public Participation**

Concern was raised regarding dogs being exercised off lead through Penny Bridge Barn where there are free ranging animals & children.

**46/18 Applications for co-option (2 vacancies)**

Ms Claire Winter expressed an interest in joining the Parish Council with a particular interest in providing a representative voice for the young people within the Parish.

The Clerk confirmed that all necessary legal checks have been undertaken and Ms Winter is eligible to become a Parish Councillor.

Cllr John Wilson proposed the co-option of Ms Claire Winter, this was seconded by Cllr Sue Hannah. All present were in favour.

**Resolved** by all present that Ms Claire Winter be co-opted on to Broughton Parish Council with immediate effect.

Ms Winter completed a declaration of acceptance office which was witnessed by the Clerk & Responsible Financial Officer for the Council.

**Action: Cllr C Winter to complete the Declaration of Pecuniary Interest form and pass to the Clerk for filing.**

**Action: Clerk to file the DPI form and update the Parish Council website.**

**47/18 Fareshare Scheme**

**Resolved** that the paper circulated in advance of the meeting relating to this matter be noted as received.

Cllr Wilson spoke to this matter and noted the rationale for why he had raised the matter:

1. That the Council are sitting on significant financial reserves
2. That the National Austerity measures are having a harder and harder impact on many within Cumbria & potentially within Broughton Parish and that whilst the Foodbank offers some support many people are reluctant to access it due to a sense of pride.

**Resolved** by all present that it be noted that whilst the Council do have significant reserves due to the source of this money it can legally only be used for capital funding e.g. the purchase of equipment/things that will last for more than 5 years.

Cllr Wilson informed those present that organisations could register to be a FareShare organisation and then on designated days volunteers can travel to Preston to pick up trays of food stuffs at a cost of £1 per tray. These are all within date and whilst they often relate to finished promotions they can include fresh food and veg which is a step change from the food banks. The trays are then laid out in a communal place e.g. village hall and residents can come and purchase the trays for whatever they can afford.

Schemes are running in Workington and at the moment they are covering about 50% of the costs of running the scheme.

It is unknown if there is a need for this type of scheme in the village.

**Action: Data to be obtained from the Cumbria Observatory on if there are any families/individuals that may benefit from this type of a scheme within the Parish.**

**Resolved** that broadly the council support idea of the scheme a much greater level of understanding needs to be achieved on the way the scheme works, and the liabilities of the scheme ( budget, waste disposal regulations, food safety/health & safety considerations, insurance etc )before the council could decide if to set up a scheme or not.

**Action: Cllr J Wilson to invite Julia Wedgewood who is running a scheme else where within the Borough to speak at a future Parish Council meeting to try and resolve the answers to some of the questions the Parish Council have.**

**Action: Clerk to agenda Ms J Wedgewood on a future agenda once Cllr Wilson has confirmed which month she would like attend.**

**Resolved** by all present that along with the Fareshare scheme other support options should be considered/reviewed for the Parish e.g. Foodbank referrals.

**Action: Cllr C Winter to research how organisations become registered to refer to a food bank to see if there is an eligible organisation within the Parish that could hold and refer people to foodbanks.**

**48/18 Update on matters arising from previous meetings**

1. *Creation of a Youth Club*

Cllr A Carruthers & Cllr C Winter provided an update that at the moment the group are struggling to find a venue as the Legion is unable to accommodate a room booking on a Friday/Saturday night which is the identified nights of need.

**Resolved** by all present that Cllr J Wilson approach the owner/manager of the Sundial who don’t currently open on a Saturday evening to see if they maybe willing to provide a venue for a youth club.

**Action: Cllr J Wilson to make this contact and feedback to Cllrs Carruthers & Winter.**

Cllr C Winter is working on developing a Survey Monkey survey to capture information from the young people of the village on what they want/need in terms of provision. In addition Cllr Winter may set up a specialised Facebook page to allow for a dialogue to be opened with the young people within the Parish.

It was noted that Cumbria Youth Alliance suggested the Parish Council contact Clifton who have recently set up a Youth Club successfully, no progress has been made with this aspect as there has been a recent increase in anti-social behaviour within Clifton.

It was noted that the aim of the group was to run a Youth Club year round subject to volunteer availability.

1. *Bus Shelter Repairs*

**Resolved** that this matter be deferred due to no response from Cumbria County Council regarding the ownership of the Main Street/Moor Road Bus Shelter.

**Action: Clerk to chase Cumbria County Council up regarding this matter**

**Action: Clerk to agenda this matter for the April 2018 meeting.**

1. *Training for Parish Councillors*

**Resolved** that this matter be deferred pending a response from CALC regarding in house training costs for a course tailored to the Parish Council.

**Action: Clerk to continue to liaise with CALC on this matter & update Councillors at the April meeting.**

**Action: Clerk to express an interest to CALC from Cllr J Sewell in attending the basic planning course.**

1. *Broughton Park Planning Appeal*

It was noted that the enquiry regarding this appeal will commence on the 22nd May 2018 at a venue to be confirmed. Cllr Sue Hannah has meet with the group working on this and confirmed that there are sufficient speakers so unless any other Parish Councillors wish to speak Cllr Sue Hannah will be the council representative.

**Resolved** by all present that Cllr Sue Hannah represent the Parish Council at this appeal.

It was noted by Cllr J Hobden that the sewage system within the Parish is already at capacity, the manhole in the road going down towards Pennybridge already expels sewage during high rainfall events.

**Action: Cllr J Hobden to report this matter to United Utilities directly.**

**49/18 Clerks Report**

**Resolved** by all present that the contents of the Clerks report circulated to all be noted as received.

**50/18 Play area**

1. *Fortnightly Inspections*

These are being undertaken by Cllr J Wilson and two minor issues have been identified.

**Resolved** by all present that the below two issues be noted:

-The surface under one of the swings is starting to become eroded-This will be encompassed as part of the yearly maintenance works following the independent play area inspection which is scheduled in the next week or so.

-The metal benches within the play area need to be sanded back and painted.

**Action: Clerk to collate the issues required to be addressed after the Play area Inspection and seek a quote from Playdale for these works including the works to restore the damaged surface.**

**Action: Clerk to speak to Mr Jackson Hetherington to ask him to sand back and repaint with an appropriate type of paint the metal benches in the Childrens Play area at Welfare Field.**

**51/18 Reports from visiting Councillors**

A/BC Cllr N Cockburn noted to the meeting that the Church Meadows residents have terminated the contract with their current management company and are looking for someone else to maintain their communal areas.

**Resolved** by all present that the Parish Council have an already high work burden, and it wouldn’t be something the Parish Council would look to take on the maintenance of non council land.

**52/18 Allotments**

It was noted by all present that a meeting of the Allotment Working Committee has now met and this was a positive meeting, a number of matters require formal resolution before the group can proceed:

1. *Terms of Reference of the Working Group*

The final version of this document had been circulated to all Councillors in advance of the meeting.

**Resolved** by all present that the pre-circulated Terms of Reference be approved as the governance & code of conduct for this working committee.

1. *Joint training with the National Association of Allotments & Leisure Gardeners*

It was noted that whilst members of the working party feel this would be beneficial in the future this matter should be held until the more immediate matters are dealt with.

**Resolved** by all present that this decision be ratified and that organisation of the training course be postponed until other more pressing issues have been dealt with (charges, tenancy agreement, management of the sites etc).

**Action: Clerk to convey this decision to the NSALG.**

1. *Nominations for allotment holders to the working party*

Following discussions at the working group meeting the initial suggestion had been that nominations be done at the forthcoming informal meeting of the Allotment Holders on the 25th March 2018. However in the interests of transparency all tenants regardless of their attendance at this non council called meeting need to be given the opportunity to provide nominations.

**Resolved** by all present that to ensure transparency and fairness that a nominations paper be sent out with the forthcoming invoices and tenancy termination notices for the current tenancy agreement which will be issued w/c 26th March. The invoices will be for 6Months rent with a view to the new tenancy agreement taking effect as of the 1st October 2018. A deadline for responses for nominations will be Mid April.

**Resolved** by all present that a maximum of 2 allotment holders from each site (Nook, Coldgill) be nominated to the working group. If after the closing date 2 or fewer tenants have been nominated from each site then no election will be held. If more than 2 nominations have been received for either site then an election ballot will be sent to all tenants of the relevant site.

**Action: Clerk to prepare a nominations paper for sign off by Cllr M Bradley prior to inclusion with the 2018 invoices.**

**Action: Clerk to prepare a letter updating all tenants of the current stage of play regarding the new tenancy agreement and the management of the sites for inclusion with the 2018 invoices. Cllr M Bradley to approve any letter prior to distribution.**

1. *Allotment Waiting List*

It was noted that the only people on the waiting list are for specific allotment plots, and that at least two plots are going to be come available in the coming weeks.

**Resolved** by all presence that in compliance with the current Allotment Waiting List Policy that the waiting list be advertised to neighbouring Paishes in particular Cockermouth. (Those living within the Parish have priority on the waiting list but that others from outside of the Parish are eligible to have a tenancy if there is no one within the Parish waiting).

**Resolved** by all present that any tenants being offered a tenancy should be offered the opportunity to have a walk around the relevant site by a Parish Councillor prior to a tenancy agreement being signed.

**Action: Clerk to place an advert in the Cockermouth Post regarding the Broughton Parish Council waiting list and potential available allotments.**

**Action: Clerk to distribute the information regarding allotment waiting lists via the CALC distribution networks.**

**Action: Clerk to organise site visits with relevant councillors prior to new tenants signing a tenancy agreement.**

**Action: Clerk to remind any new tenants of the need to park considerately when accessing the sites which don’t have formal car parks.**

1. *Allotment pricing*

**Resolved** by all present that the final decision on the price for allotments & the future allotment budget be deferred until the allotment working party nominations process has been completed.

1. *Splitting of Plot A Nook*

**Resolved** by all present that the current tenant of Plot A the Nook be offered two options regarding the splitting of their plot:

1. That the Plot be split length ways
2. That they could swap plots to one of the two others becoming available on Nook in the coming weeks.

**Action: Clerk to convey this information to the tenant and take any appropriate actions required as a result of the tenants decision.**

**53/18 Parish Maintenance & Highways Matters**

1. *Grass Cutting*

It was noted that the advert for tender had been placed in the local press. Three requests for the tender documentation had been received. Only one response had been received.

Mr J Hetherington £1600

**Resolved** by all present that Mr J Hetherington be offered the contract for the forthcoming season. Mr J Hetherington to be reminded that other than around the edges of areas grass must be cut and not stimmed.

**Action: Clerk to convey this decision to Mr J Hetherington and ask that the works commence as of the start of April 2018.**

1. *20mph Speed Limit*

**Resolved** that this matter be deferred until April when a response has been received from CCC.

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

**Resolved** by all present that Cllr Sue Hannah raise concerns regarding the speeding and police recommendations regarding the 20mph speed limit during the meeting with the Police on the 28th March 2018.

**Action: Cllr Sue Hannah to proceed with this and report back to the April meeting.**

1. *Fingerposts*

Due to the protracted and on-going nature of discussions with Persimmon regarding the area of green space at Church Meadows it was **resolved** that the Clerk seek an updated quote for the works to the fingerposts with a view to these possibly being funded outwith any wider heritage project.

**Action: Clerk to obtain this quote and agenda the matter for an appropriate future meeting.**

**Action: Clerk to agenda the issue of the signing of the memorandum of understanding regarding the fingerposts for the April meeting.**

**54/18 Correspondence received**

**Resolved** by all present that all correspondence listed in the Clerks Report be noted as received.

**55/18 Planning Applications**

**Ref: 2/2018/0026**

Location: Land Adjacent to Soddy Gap Lodge, Moor Road, Great Broughton, Cockermouth

Proposal: Outline application for a single dwelling

**Resolved** by all present that the Council have no comments or objections to this proposal.

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

**Ref: 2/2018/0079**

Location: Land to the rear of Thorndene Moor Road, Great Broughton

Proposal: Variation of Condition 2 on application 2/2017/0051 Design change for the erection of a dormer bungalow

**Resolved** by all present that the Council have no comments or objections to this proposal.

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

**Ref: HOU/2018/0058**

Location: 9 Derwent Park, Great Broughton, Cockermouth

Proposal: Demolition of garage & erection of a two storey front & side extension

**Resolved** by all present that the Council have no comments or objections relating to this proposal

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

**Ref: 2/2018/0093**

Location: Little Moor, Moor Road, Great Broughton

Proposal: Extension to existing farm implement store

**Resolved** by all present that the Council have no objections to this proposal but would request that it be noted that there are believed to be Little Owls nesting within the site.

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

**56/18 Planning Decisions**

None

**57/18 Finances, Accounts & Governance**

1. Payment of Accounts

**Resolved** by all present that the below accounts be paid with cheques signed by Cllrs J Wilson & Cllr A Carruthers

|  |  |  |
| --- | --- | --- |
| From | Reason | Amount |
| HMRC | PAYE March | £77.60 |
| Becx Carter | Salary March (Via SO) | £310.06 |
| Becx Carter | Expenses | £300.66 |
| Derwent Owners Association | Subscription Fees | £50 |
| Cumbria Newspapers | Advertisement for grass cutting tender | £82.08 |

**Action: Clerk to pay these accounts.**

1. Approval of Bank Reconciliation & Spend against Budget for March 2018

**Resolved** by all present that these be noted as a true & accurate record. This was signed as such by Cllr R Gildert.

1. Request from the Church for funding towards car park resurfacing.

**Resolved** by all present that funding not be offered on this occasion. This area is not a car park it is a hard children’s play area, and it is not designated as a Car Park, to ‘upgrade’ it to Car Park is likely to cost far more than the initial quote as the sub base and under layer would need to be redone. In addition a significant amount of Council reserves have been spent in this area (Welfare Field Track, Donations to the Church, Play area).

**Action: Clerk to convey this decision to the Church.**

1. Post Office Parish Council Noticeboard

**Resolved** by all present that this noticeboard and the general area require tidying up/repairing.

**Action: Clerk to seek quotes for a replacement noticeboard, and to discuss the siting of the new noticeboard with the Post Office.**

**58/18 Councillor Matters**

It was noted by A/BC Cllr Cockburn that she is undertaking some research into what if any protection there is within the Planning (or other processes) for structural walls e.g. field walls/boundary walls etc.

**Action: A/BC Cllr Cockburn to let the Clerk know when further information has been received and for the matter to be placed on the agenda again.**

There is a need for a larger bin at the Little Broughton Bus Shelter as the current small one is always full.

**Action: Clerk to contact Allerdale Borough Council to request a larger bin, or to swap the bins from elsewhere within the Parish.**

**59/18 Date & Time of Next meeting.**

**Resolved** by all present that the next meeting be held on Tuesday 17th April 2018 at 19:00

Signed……………………………………………. (Chair) Dated………………………………………………..