**Broughton Parish Council**

Minutes of the meeting of Broughton Parish Council held at Little Broughton Village Hall on Tuesday 15th May 2018 19:00

**Present:** Mrs Mary Bradley (Chair), Mr Richard Gildert, Mrs Jackie Hobden, Mr Maynall Weir, Mr Steve Hannah, Mrs Sue Hannah, A/BC Cllr N Cockburn, A/BC Cllr J Farebrother, Becx Carter (Clerk), Mr Carl Jackson (Member of the public)

**Apologies:** Ms Rosemary Pasmore, Mrs Alison Carruthers, Mr John Wilson

**84/18 Election of Chairman**

Mrs Sue Hannah proposed Mrs Mary Bradley for the position of Chairperson for the forthcoming year.

Mr Steve Hannah seconded this motion.

All present in favour

**Resolved** by all present that Mrs Mary Bradley be elected as Broughton Parish Council Chairperson for the forthcoming year.

Mrs Mary Bradley signed a Declaration of Acceptance of Office which was witnessed by the Clerk.

**Action: Clerk to file relevant paperwork & update the website**

**85/18 Election of Vice-Chairman**

Mrs Sue Hannah proposed Mrs Joanne Sewell for Vice Chair (subject to her acceptance)

All present were in favour of this

**Resolved** by all present that Mrs Joanne Sewell be elected as Broughton Parish Council Vice Chair for the forthcoming year.

**Action: Clerk to contact Mrs Sewell to confirm she is willing to accept the position of Vicechair**

**Action: Clerk to update the website**

**86/18 Apologies for absence**

Apologies were received and noted from the above

**87/18 Chairman’s Announcements**

Mrs Mary Bradley confirmed that all matters were covered elsewhere on the agenda.

**88/18 Requests for dispensations and declarations of interest**

None

**89/18 Minutes of the meeting held on the 17th April 2018**

All members of the council had received a copy of the minutes.

**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 with the appropriate amendments.**

It was noted that information on the Fareshare Foodscheme has been well received throughout the Parish and the scheme is believed to be being taken forward by organisations within the parish.

It was noted that the Clerk & the Chair will be meeting in June to finalise and complete the Clerks Contract & Terms Review.

**Action: Clerk & Mrs Mary Bradley to organise a meeting in June and report back on this matter at the June 2018 meeting.**

**Action: Clerk to agenda the completion of this action for the June Meeting**

**90/18 Youth Shelters/Youth Space**

**Resolved** by all that this matter be deferred until the June 2018 meeting due to Mrs Claire Winter not being present at the meeting

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

It was suggested that consideration be given to possible alternative uses for the redundant bus shelter on Main Street as part of this matter.

**Action: Clerk to agenda the issue of Bus Shelters for the June meeting.**

**91/18 Police Matters**

**Resolved** by all present that the Police Report be noted as received along with the 2 Road Traffic Incidents included within it.

It was noted that by the meeting that one of the Police incidents had been a damage only collision in Little Broughton, and concern was raised about the possibility/potential for more of these incidents to occur due to the construction of 5 The Entrance where a wall significantly reduces the highway visibility. This appears to be an on-going issue with the way the Cumbria County Council Highways Department respond to Planning Applications with limited or no consideration for Highways Matters. The history of this site is that two cottages were demolished partly due to the visibility obstructions they cause on the Highway.

**Resolved** by all present that a letter be sent again to the Highways Team at Cumbria County Council and copied to the Planning Department regarding these concerns.

**Action: Clerk to prepare & submit such a letter.**

**92/18 Public Participation**

Mr C Jackson attended the meeting and raised a number of issues relating to the Allotments:

-A drone flight has recently been undertaken of both sites to help with the mapping matter

-Allotment tenants are concerned that decision making takes at least a month and would like to see decisions made faster.

The procedure was clarified by the Chairman that matters relating to the mapping etc will be considered by the Allotment Task & Finish group and a paper will be brought to the appropriate Parish Council meeting for ratification. The point of the Task & Finish Group is to consider these matters in detail rather than for them all to be considered at Parish Council Meetings.

Regarding the decision-making process, it was confirmed to Mr C Jackson that decision making can’t be expediated legally and that all decisions must be ratified by the full Council.

**93/18 Applications for co-option**

None received.

**94/18 Update on matters arising from previous meetings**

1. Youth Club

**Resolved** by all present that this matter be deferred to the June 2018 meeting.

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

1. Fingerpost Restoration

**Resolved** by all present that this matter be deferred to the June 2018 meeting once an updated quote has been received.

**Action: Clerk to obtain the revised quote and agenda the matter for the June 2018 meeting.**

**95/18 Clerks Report**

**Resolved** by all present that the Clerks report and its contents be noted as received.

**96/18 Play-area**

1. To receive the Play Area Inspection for 2018

It was noted by the meeting that this report had not yet been received despite the inspection having taken place in early March.

**Action: Clerk to chase up this report & seek a quote from Playdale for the works identified.**

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

**Resolved** by all present that the fortnightly inspection report undertaken by Mr John Wilson be noted as received. The minor matters identified in this report will be encompassed within the post inspection works.

**97/18 Reports from Visiting Councillors**

*A/BC Cllr J Farebrother-* Informed those present that she had attended the first meeting considering the Community Governance Review that is being undertaken across a number of Parishes (including Broughton) within Allerdale. There were no Parish Council representatives present at this meeting due to confusion regarding the invitees to the meeting.

Cllr J Farebrother confirmed that Parish Councillors were welcome to attend.

**Resolved** by all present that Mrs Mary Bradley attend the meeting on the 23rd May 2018 at 19:00 at Allerdale House.

**Action: Clerk to circulate the future meeting dates to all councillors**

Cllr Farebrother confirmed that she had attended a meeting regarding the Universal Credit system. It was noted that within Allerdale those seeking disability benefits far outweigh the number of job seekers within the area.

*A/BC Cllr N Cockburn-* Informed the meeting that she had recently attended a consultation meeting regarding the Lake District National Park Authority Local Plan Review, whilst Broughton Parish Council is outside of the Lake District National Park Area potentially decisions taken as part of this Local Plan could have downstream impacts on the Broughton Parish Area in particular with relation to flooding.

**Action: Clerk to circulate the consultation details to all for consideration and individual response if required.**

Cllr N Cockburn confirmed that herself along with others including Mrs Sue Hannah as the Parish Council representative have been continuing to work on the documentation for the Story Homes, Broughton Park Inquiry which will take place between the 22-25th May 2018 at the Oval Centre in Salterbeck.

*C/Cllr H Graham*- Not present

**98/18 Reports on other meetings attended**

None

**99/18 Allotments**

**Resolved** by all present that the paper circulated to all Councillors be noted as received.

Mrs M Bradley noted that the first meeting of the Allotment Task & Finish Group including the representatives of the allotment sites has taken place. This meeting had been very positive with a lot of topics covered.

**Resolved** by all present that the Parish Council acknowledge that the issue of the Allotments are progressing in a proactive & positive manner.

A brief update was provided on the current progress of the Allotment Task & Finish Group:

* There are currently more persons on the waiting list than plots available and all new tenants are being met and shown the available plots by Mrs J Hobden or Ms R Pasmore prior to tenancy agreements being issued.
* Mrs J Hobden sought Parish Council clarity on two matters:

**Resolved** by all present that the Council have no objections to a prospective new tenant having a beehive on their site (Plot 1d)

**Resolved** by all present that Mr S Anderson be asked if he would be interested in running chickens on the area of land that has been traditionally been too wet to work adjacent to Plot 9c as a pilot. It was agreed that no rent be chargeable on this plot until the 1st April 2019.

**Action: Mrs J Hobden to discuss this matter with Mr S Anderson.**

Mrs M Bradley informed the Council that there were two matters that required Council approval before they can be progressed:

*Turning Circle expansion at the Nook Site*

There is a turning area at the bottom of the Nook Site which is accessed via an unmade track, historically this has been used for the dropping off by Allotment Holders of large & heavy items, and for some limited parking whilst tenants from out of the Parish work on their plots.

It was clearly noted by all present that this is NOT a car park though it is used for short stay purposes; as there is no other parking available in the locality and the residents of the Nook have in the past raised concerns about Allotment Holders parking on the residents parking spaces within the Nook.

As the number of plots that are available for tenanting increase, and more plots are let to people from outside the Parish the demand on this turning circle is increasing and there have been a number of bumps recently.

The tenants of the Allotments via their representatives on the Task & Finish Group have proposed that the Turning Circle be extended into Plot A (which is currently untenanted) this will also enable access to be created to Plot 47 which is currently inaccessible other than over Plot 41. In addition, there is potential to possibly extend the opposite side of the turning circle by the removal of an un-used path. The work & materials used in this expansion if approved would be provided by the allotment holders (labour) and would utilise some of the currently waste material that is present on the sites. A small amount of funding will be required for fencing (post & rail).

A robust discussion was held by all Councillors present on this proposal with significant concern that this may set a precedent for the creation of a Car Park on what is an Allotments site. It was confirmed by Mrs Mary Bradley that this is not a car park, and this will be made clear, in addition if any further alterations were required it would need to be returned to full council for approval. However, Councillors noted that with more tenants attending plots from outside of the Parish that it was not reasonable or acceptable for them to park within the Nook on spaces designated for residents.

**Resolved** by a majority (4:2) that the turning circle on the Nook Site be expanded slightly into Plot A. This will in turn create access to Plot 47 and allow for Plot A to be sub divided into a number of smaller plots. The revised boundary of Plot A will form a definitive boundary beyond which the Turning Circle may not be further expanded without full Council approval.

**Resolved** by all present that a budget of £250 be set for the fencing works to sub divide Plot A & provide new access to Plot 47.

**Action:** The above resolutions to be progressed by the Allotment Task & Finish Group and Allotment Holders.

*Disposal of Redundant Gates & Other metal*

It was noted by the Council that the gates that were once at the entrance to the Nook Site are no longer used and a resolution is sought from the Council on how to dispose of them.

**Resolved** by all present that these gates be sold /give to a Scrap Metal Dealer.

In addition, it was noted that Mrs J Hobden was proposing the organisation of a very controlled and limited metal amnesty prior to the scrap metal being removed to allow for further tidying of the sites.

**Resolved** by all present that Mrs J Hobden organise this metal amnesty in an appropriate and controlled manner to ensure that no abuse is made of this offer.

**Action: Mrs J Hobden to organise and facilitate the scrapping of the relevant metal.**

**100/18 Parish Maintenance & Highways Matters**

1. *Flashing Speed Limit Sign on Moor Road*

It was noted that a response has been received from Cumbria County Council offering three choices:

1. Leave the sign as it is flashing at 30mph (as it is technically within the 30mph zone)
2. CCC purchase a ‘key’ to change the speed to 20mph and leave it in the same location
3. Removal the sign

**Resolved** by all present that Broughton Parish Council would like the sign to remain in situ but be altered to 20mph.

**Action: Clerk to convey this decision to Cumbria County Council.**

1. *Traffic Regulation Order Review- Ghyll Bank*

Cumbria County Council have noted the concerns of Broughton Parish Council & local residents regarding the parking issue within the Parish and particularly on Ghyll Bank. Cumbria County Council have confirmed that the installation of additional/new double yellow lines has not been well received elsewhere in the local vicinity (Kirklea/Main Street junction by the Village Hall) due to the reduction in parking. Ms Steph Davis Johnston confirmed that the Cockermouth Area Traffic Regulation Order (TRO) Is due to be reviewed over the coming months. This will be expanded to include the Villages of Great & Little Broughton to consider possible solutions to the issue. In general, one-way systems are generally avoided as they create an increase in the speed of the traffic.

CCC note the concerns regarding parking on the cul-de-sac at Ghyll Bank, and confirmed this should strictly be kept clear, this can be reviewed but it is unlikely that any alteration to parking restrictions would be made in this locality.

CCC confirmed that fundamentally parking restrictions will not resolve the issue that remains; too many cars and not enough off-street parking provision.

**Resolved** by all present that Cumbria County Council be asked to include the Parish of Broughton within the TRO review to consider if there are any possible solutions to the issue.

**Action: Clerk to convey this decision to Cumbria County Council.**

**101/18 Correspondence received**

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

1. Letter from Mrs A Jefferson regarding Christ Church Car Park

**Resolved** that it be noted that this letter appears to differ from the original approach made to the Council considered in March (ref 57/17/3) which requested Parish Council funding of the car park creation, this letter suggest that the Church will pay for the works but would seek a Parish Council donation.

**Resolved** by all present that the Council resolution 57/13/3 remain unchanged at this stage. It was noted that if the resolution were required to be change it would need to be done so in compliance with the Parish Council Standing orders.

**Resolved** by all that further clarity be sought from the Church regarding the full specification of works that have been quoted for to ensure that they are sufficient to upgrade the site to a Car Park. In addition, clarity to be sought on the permissions required for this change from the landowner (Allerdale), and on the financial contribution being sought by the Church.

**Action: Clerk to raise these queries with the Church.**

1. Allerdale Borough Council- Footway Lighting

The Clerk had distributed this letter to all prior to the meeting.

**Resolved** by all present that this letter informing Parish Councils that discussions would be opened in the coming months between Allerdale Borough Council & Parish Council across the Borough regarding the future of footway lighting (a non-statutory requirement).

1. Update from National Association of Local Councils regarding the General Data Protection Regulations & the duty to appoint a Data Protection Officer

**Resolved** by all present that it be noted that a legislative change has been approved by the House of Commons to remove the requirement for Parish Councils to appoint a Data Protection Officer under the GDPR.

1. Consultation on Broughton Children’s Carnival Road Closure

**Resolved** by all present that the Parish Council full support this road closure.

**Action: Clerk to communicate this decision**

1. Letter from Mr Palmer regarding Allotments

**Resolved** by all present that a further letter regarding the appearance of the Allotments be noted as received. The Councils response to this matter has not changed since it was last considered in February 2017.

**102/18 Planning Applications**

None

**103/18 Planning Decisions**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Location** | **Proposal** | **Decision** |
| 2/2018/0026 | Land adjacent to Soddy Gap Lodge, Moor Road | Outline application for single dwelling | Approved with conditions. |

**104/18 Finances, Accounts & Governance**

1. Payment of Accounts

**Resolved** by all present that the below accounts be paid with cheques signed by Cllrs M Bradley & Cllr A Carruthers.

|  |  |  |
| --- | --- | --- |
| From | Reason | Amount |
| HMRC PAYE | PAYE May | £137.60 |
| Becx Carter | Salary (Via SO) | £550.88 |
| Rachel Kelly | Internal Audit Fees | £35.00 |
| Came & Co | Insurance 18-19 | £543.69 |
| Cumbria Pest Services | Quarterly Pest Control Contract Coldgill | £120 |
| United Utilities | Nook Allotments Water (Via DD) | £36.50 |
| Becx Carter | Expenses | £167.82 |
| Jackson Hetherington | Grass Cutting May  Additional fees for Bench Works | £498.16 |

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

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

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

1. To consider & approve the Insurance Renewal for 18-19

**Resolved** by all that Came & Co recommendation to insure with Inspire for the forthcoming year be approved.

**Action: Clerk to complete all relevant insurance documentation.**

1. To receive the Internal Auditors Report

**Resolved** by all present that the unqualified Internal Auditors Report be noted as received by Broughton Parish Council

1. To Approve the Annual Statements of Governance

**Resolved** by all present that the following responses be given to the Annual Statements of Governance for Y/E 31st March 2018.

|  |  |
| --- | --- |
| **Statement** | **Response** |
| **A.** Appropriate accounting records have been properly kept throughout the financial year. | **Yes** |
| **B.** This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for. | **Yes** |
| **C.** This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | **Yes** |
| **D.** The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | **Yes** |
| **E.** Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | **Yes** |
| **F.** Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for. | **Yes** |
| **G.** Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied. | **Yes** |
| **H.** Asset and investments registers were complete and accurate and properly maintained. | **Yes** |
| **I.** Periodic and year-end bank account reconciliations were properly carried out. | **Yes** |
| **J.** Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | **Yes** |

**Resolved** by all present that the Annual Governance & Accountability Return 17/18 Part 1 be signed by the Chair & Clerk of the Parish Council

1. To approve the end of Year Accounts & Statement of Variance

**Resolved** by all present that the End of Year Accounts for 31st March 2018 & the Statement of Variances be approved by all.

1. To approve the Accounting Statements for 17/18

**Resolved** by all present that the Accounting Statements for 17/18 be approved & signed by the Chair & Responsibility Financial Officer of the Parish Council

**Action: Clerk to submit and publish the audit form.**

**105/18 Consideration & Approval of Governance Documents**

**Resolved** by all present that the below documents be formally adopted by Broughton Parish Council

1. Standing Orders 2018
2. General Data Protection Policy
3. General Data Protection Compliant Privacy notice
4. Asset Register
5. Risk Assessment
6. Risk Management Policy
7. Complaints Procedure

**Action: Clerk to update the website with the revised documents**

**General Data Protection Regulation 2018**

**Resolved** that all Councillors be asked to sign a document to confirm their receipt and understanding of the General Data Protection Policy & Privacy notice.

**Action: Clerk to prepare a sheet for all councillors to sign to confirm this**

**Resolved** by all present that the Clerk work towards producing all the remaining General Data Protection Regulation Polices over the coming months with an anticipated completion date of the end of October 2018.

**Action: Clerk to continue to work on these policies.**

**106/18 Councillor Matters**

None raised

**107/18 Date & Time of Next meeting.**

**Resolved** by all present that the next meeting be held on Tuesday 26th June 2018 at 19:00

Meeting Closed 20.51

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