**Broughton Parish Council**

Minutes of the meeting of Broughton Parish Council held at Little Broughton Village Hall on Monday 12th November 2018 at 19:00

**Present:** Mrs Mary Bradley (Chair), Mr Richard Gildert, Mrs Jackie Hodben, Mrs Sue Hannah, Mr Steve Hannah, Mr John Wilson, Mr Carl Jackson, Miss Becx Carter (Clerk), A/BC Cllr N Cockburn, 3 members of the public.

**Apologies:** Mr Bill Smith, Mrs Claire Winter, Mrs Alison Carruthers, A/BC Cllr J Farebrother.

**208/18 Apologies for absence**

Apologies were received and noted from the above.

**209/18 Chairman’s Announcements**

Cllr M Bradley noted that over the past month she had been working on the allotments, matters relating to the Children’s Hard Playarea/turning area/footpath outside the gates of Christchurch, and issues associated with the large number of proposed potential large scale developments in and around the villages of Great & Little Broughton.

It was noted that a large number of positive comments had been received from parishioners regarding the recent restoration works that have been undertaken on the finger posts. Thanks were noted to Cllr’s Hannah for their work in managing the contractor on these works, and for Cllr Sue Hannahs work in obtaining the grant to complete a portion of the works.

**Action: Clerk to complete the Post Payment Project Monitoring Form relating to this grant.**

**210/18 Requests for dispensations and declarations of interest**

None

**211/18 Minutes of the meeting held on the 16th October 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.

**212/18 Police Matters**

**Resolved** by all present that the Police Report be noted as received along with the 3 incidents listed within it.

**213/18 Public Participation**

Three members of the public were present, all parties were attending to speak to items already listed on the Agenda. Cllr M Bradley used her discretion as Chairperson of the Parish Council to allow the individuals to speak to the relevant agenda items. (1 to the item relating to the turning area/hard playarea outside the Church gates, and 2 to the matter relating to dispensation being granted for an individual to be entitled to keep his dogs on the Allotments).

*Christmas Tree*

It was confirmed that subject to Cllr Steve Hannah managing to secure an electrical connection for the Parish Christmas Tree that the tree be ordered and an expenses claim be submitted to the Parish Council for the costs.

**Action: Cllr Steve Hannah & Cllr John Wilson to work on this matter.**

**214/18 Applications for co-option**

None

**215/18 Update on matters arising from previous meetings**

1. Youth Shelter/Outdoor Recreation Project

Deferred due to the Cllrs leading on this matter not being present at the meeting

1. Bus Shelters/Persimmon Land Church Meadows

The Clerk confirmed that Persimmon have agreed that subject to Broughton Parish Council obtaining a change of use Planning Permission for the site that they would be minded to transfer the land to the Parish Council for Community Green Space/Community Interpretation

**Resolved** by all present that the Clerk apply for Change of Use Consent for the site prior to a formal land transfer taking place from Persimmon.

**Action: Clerk to proceed with this planning application once advice has been from Allerdale on the appropriate land use category to change it to.**

It was noted that the land was in poor condition currently with rubbish/detritus on it

**Action: Clerk to contact Persimmon and ask them to come and clear the rubbish of the land, and reinstate the damaged trees/trees protection.**

The transfer of this piece of land to the Parish Council would then form part of a larger project including potentially the old bus shelters, and possibly part of Plot 1 on the Allotments to put together a heritage bid for community interpretation/history/green space. A working group needs to be formed to start preparing such a bid. It was noted that there were a number of local residents (non Parish Councillors) who are keen to be involved in such a project.

**Action: Cllr M Bradley to contact those people that have expressed an interested in being part of this group and report back at the next appropriate meeting.**

1. Children’s Hard Playarea/Turning Area

The Parish Council firstly expressed sincere thanks to Ms P Harkness for her work in raising funding for the majority of this work from local residents. Ms Harkness has confirmed that she is willing to transfer this funding to the Parish Council to fund the majority of the works.

Cllr M Bradley confirmed that following further correspondence from the Church and a discussion with Allerdale Borough Council as the landlords, that the Parish Council has a duty within its lease to maintain this surface, and the current condition is not acceptable. The area in question is between the Alphabet Snake on the Children’s Hard Playarea and the edge of the Parish Council lease area which runs in a straight line from the Welfare Field track edge, across in a straight line to join the grass directly opposite. The area of ground that is within the Parish Council lease can not be delegated to any other body.

No work is being done to the Church end of the access track which is un registered land with no legal owner.

**Resolved** by all present that the Parish Council contract Toman Paving to undertake resurfacing works on the area in question. The invoice will then be made out to the Parish Council who will pay the gross total, using the funding donated by Ms Harkenss with the Parish Council underwriting the remaining.

**Action: Cllr J Hobden or Cllr M Bradley to meet with the contractors to agree the area of work prior to the work being undertaken, and then to sign off the work on completion.**

**Action: Cllr M Bradley to convey this decision to the Church & to Allerdale Borough Council.**

**216/18 Clerks Report**

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

1. Proposed outcome of Broughton Parish Council Community Governance Review

The Clerk informed the meeting that the recommendation being put before Allerdale Borough Council in early December was to reduce the number of Parish Councillor seats on Broughton Parish Council to 10 from the May 2019 Local Government Elections. This decision will be formally confirmed following the meeting of the Allerdale Full Committee.

**217/18 Play-area**

1. Monthly Report from Cllr J Wilson

Cllr J Wilson confirmed that all inspections recently have been satisfactory. The only remaining outstanding matter is the drilling of two holes into which to ‘bolt’ the double gates to provide further security to this aspect of the Playarea.

**Action: Clerk to approach Mr Nelson for a quote on his return from holiday.**

**218/18 Reports from Visiting Councillors**

*Cumbria County Councillor H Graham*

Not present

*Allerdale Borough Council -Cllr Nicky Cockburn*

A/BC Cllr N Cockburn provided an update on the Allerdale Borough Council Local Plan Part 2 Consultation.

Following a robust discussion it was **resolved** that the below comments be submitted further to those returned after the October 2018 Broughton Parish Council meeting

Local Plan Part 2 additional comments:

* Allerdale Borough Council have omitted a key phrase from their SA50 that is included within the National Planning Policy Framework policy covering the same issue (Wind Turbines) (Pg 45, Para 153, Footnote 49) ‘And the proposal has the backing of the affected communities’. The omission of this key phrase suggests technical unsoundness as the Allerdale Local Plan doesn’t align with the National Planning Policy Framework.  The requirement for backing by the local community should be enshrined into Policy SA50 to align with the NPPF.
* The average wind turbine height used within the Local Plan Part 2 appears to suggest that the average height is small (below 50m) but this appears to include double counting of some wind turbines where applications have been superseded/withdraw/altered, and when the data is reviewed the actual average is into the medium category (50-100m tip to tip). The Local Plan Part 2 should be based upon solid substantive evidence and a data review should be undertaken to ensure that double counting is not included to distort the results.
* SA51 & SA53 need to be modified to exclude references to the settlement of Broughton (there is no such Settlement) and should use the correct village titles of Great & Little Broughton. Further these documents should be modified to include a functional ‘green gap’ separation between Great & Little Broughton & Broughton Moor (as per the list including Prospect & Oughterside). Allerdale Borough Council is in danger of removing/changing the identity of communities such as Great & Little Broughton by consistently referring to them incorrectly. The incorrect terming of such settlements, and the conjoining of such settlements with developments is contrary to the National Planning Policy Framework.
* The Soddy Gap/Broughton Lodge site should be afforded greater protection in the SA51 Amenity Green Space (and Policy S25). The local community & Parish Council have recently been successful after over 2 years of campaigning to register this site as a Community Asset & to get the PROWs & Bridleways formally recognised on the site (as was the clear intent of the restoration plan post Open Cast mining and the associated Management Plans) and as such this area should be recognised as a green gap, amenity open space, and a Wildlife Corridor in the Local Plan Part 2 to afford this site the highest possible protection for the local community and wildlife.
* Additionally the Derwent Forest site should not conjoin Great Broughton & Broughton Moor on the other site of Great Broughton.
* The evidential background for the discrepancy between the housing need figures for Allerdale Borough Council area per annum based upon the current and most up to date governmental standardised calculations and the Allerdale Local Plan Part 2 (and Part 1) targets appears to be missing/weak (the target figure being more than double the need; 304 vs 125). The new government housing need calculations should be enshrined into the Allerdale Local Plan Part 2 at this stage, and then enshrined into the future review of the Part 1. There should not be a permanent mis alignment between Allerdale Borough Council Local Plan Policies & the National Policies. The standardised governmental housing need calculations should be addressed in this Local Plan Part 2 as the most up to date and accurate data. They should not be omitted until the next Local Plan Part 1 review.  The Local Plan Part 1 can then be aligned at its next review. Additionally the over targeting of development of new houses within the Borough is likely to continue to have a negative impact on the number of empty homes within the Borough. Which doesn't appear to be addressed in any form.
* Broughton High Bridge is a listed structure all the proposed future developments/land allocations within Broughton would have a direct impact on this structure that should be protected with significant  increase in traffic over it no consideration of this appears to have been given in the Local Plan Part 2 documents.
* Finally in terms of consultation process & proprietary The Allerdale Local Plan Part 2 Website & Consultation submission forms is viewed by a members of the public as being incredible confusing and hard to navigate. With no overall explanation of the process or easy signposting to the current consultation and relevant documents, resulting in people being unclear which documentation they should be reviewing and how to make comment.

**Action: Clerk to check if there is a weight limit on this structure and ask for the enforcement processes relating to weight limits.**

**Action: Clerk to speak with Historic England regarding any protections that can be put in place relating to listed highway structures**

**Action: Clerk to submit the above additional comments prior to the consultation closure on the 16th November 2018.**

*Screening Opinion- Broughton Lodge Park SCR/2018/0004*

A/BC Cllr N Cockburn confirmed that despite a number of representations to the contrary a decision had been made that no Environmental Impact Assessment would be required for a possible holiday lodge park at Broughton Lodge. The main grounds being that as the Broughton Park Storey’s development didn’t require an EIA that this site wouldn’t require one either.

A/BC Cllr N Cockburn has submitted a call-in request to the Secretary of State to review the decision taken by Allerdale Borough Council.

**Action: Clerk to contact Simon Sharp at Allerdale Borough Council again to push for the joint meeting of Parish Councillors and Allerdale Borough Councillors regarding the Derwent Forest development**

**219/18 Reports on other meetings attended**

None

**220/18 Allotments**

1. *Update on New Tenancy Agreement & Payment*

The Clerk informed the meeting that at least ¼ of Tenancies and/or payment were still outstanding, with a significant amount of Clerks time (running into the hundreds of pounds) being wasted on the chasing up of these outstanding documents and the reissuing of lost agreements.

**Action: Clerk to confirm a final figure of the total number of hours spent on this work once ALL the tenancy agreements are signed & paid for.**

**Resolved** by all present that due to the large number of tenants who have not paid their invoices on time that at £20 surcharge be added to all invoices for 19/20. If an invoice is paid within 30 days the £20 will not be due (just the standard allotment rental fee). Any late payment surcharges that are paid will be used to offset the costs of the Clerks time in chasing outstanding invoices.

It was noted that this decision was being taken at this point so that Allotment holders could become aware of this over the coming 9months and hopefully to encourage all to pay on time to avoid any late payment surcharges.

**Action: Clerk to add £20 to ALL invoices for the 19/20 Financial Year.**

1. *Approval of new Terms of Reference for the Allotment Task & Finish Group*

A draft revised Terms of Reference for the Allotment Task & Finish Group had been circulated to all Councillors prior to the meeting, the document had been tweaked & updated to move forward following the distribution of the new tenancy agreements to all tenants.

**Resolved** by all present that this revised Terms of Reference be approved for the forthcoming year.

**Action: Clerk to upload this document to the Parish Council website.**

1. *Ratification of any actions from the Task & Finish Group Meeting held 6th Nov 18*

*Encouragement letter template*

**Resolved** by all present that the template encouragement letter be adopted as part of the Parish Council Allotment templates. This letter to be used by the Parish Council following on from Allotment walk arounds where it looks like people are struggling with their plots and may benefit from some assistance/guidance.

**Action: Clerk to commence using the template from this date forward when identified as being required as a result of an Allotment Review.**

*Plot 1 Nook*

Mr Carl Jackson has expressed an interest in taking on an additional tenancy for part of Plot 1 Nook Site (the part closest to the main gate) with a view to developing a community allotment meeting space, and an area for bring & share/swapping of spare products & knowledge. Potentially also allotment holders maybe provided with spaces on this site for the collection of recyclable materials. Mr Jackson was seeking an initial view of the Parish Council to this plan, and if it is worth proceeding further with. Mr Jackson confirmed that if the idea were to proceed he would be personally responsible for the tenancy agreement & ensuring that the site was kept clean & tidy and for the disposal of materials left on the site. The use of the community space on the site and to the materials stored within would be restricted to Allotment holders only.

**Resolved** after a robust discussion that the Parish Council support in principle this idea being researched and further considered subject to appropriate protections to be put in place to prevent any dangerous materials being left on the site (asbestos, chemicals etc).

**Action: This matter to continue to be considered & researched by Cllr C Jackson & the Allotment Task & Finish Group.**

1. *Consideration of request by Allotment Holders on behalf of Mr D Barnes for dispensation to keep his dogs resident on the site past the 2020.*

Cllr M Bradley informed the meeting that a letter has been received under signed by 11 allotment tenants from the Nook Site to allow Mr D Barnes to keep his dogs resident on the Nook site as they are a fundamental focus of his life during his treatment for a life limiting condition. This would require a Parish Council dispensation to vary the tenancy current tenancy agreement which gives tenants until 2020 to remove dogs from residence on either site.

**Resolved** following a robust discussion by all present that the Parish Council’s have sympathy with Mr D Barnes request given his health and would be willing (on receipt of a signed letter from Mr Barnes) to allow him a dispensation to keep those dogs currently resident on the site there until the end of their natural life. No new dogs would be accepted on the to the sites, nor would any form of breeding be accepted. Following receipt of the aforementioned signed letter Mr Barnes dogs would be inspected by a member of the Parish Council and a register of dogs would be prepared including the name, breed, sex, age and a photo of the dogs, additionally Mr Barnes would be asked to provide the micro-chip number for all dogs. The sites would then be expected yearly to confirm that the dogs resident on site were in compliance with the register.

**Action: Mr Barnes to be contacted by Mr Randles to submit a formal request for derogation to the Parish Council.**

**Action: Clerk to process the derogation on arrival.**

It was noted as a linked issue that the only other tenant on either site that keeps dogs resident is Mr J Dobie. **Resolved** by all present that as a dispensation is being offered to Mr D Barnes that if Mr J Dobie were to submit a letter requesting the same treatment that the Council would be minded to support this.

The Clerk noted that at this stage neither tenant has signed their revised tenancy agreement.

**Action: Clerk to agenda any request from Mr J Dobie for ratification of dispensation at a future Parish Council meeting.**

It was noted that any other requests for dispensation from the new tenancy agreement would be dealt with on a case by case basis (pigs/lambs/bees etc).

**221/18 Parish Maintenance & Highways Matters**

1. *Street Lighting Camerton Road*

The Clerk informed those present that following the letter received from the residents of Camerton Road a request was submitted to Allerdale Borough Council as footway lighting authority for the area for a new light in this area. Allerdale Borough Council have responded confirming that they are not installing any new street lights.

A request has been submitted to Cumbria County Council (as Highways Authority) for a highway light to be installed on the grounds of highway safety but no response has been received.

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

**Action: Cllr J Wilson to speak with the local residents in question to confirm that the Parish Council is trying to progress this action but currently the answer has been less than positive.**

1. *Noticeboard outside the Post Office*

Cllr J Wilson confirmed that the older (non Parish Council) of the two noticeboards outside the Post Office is in very poor condition and would benefit from replacement.

The Clerk confirmed the other noticeboard is a Parish Council statutory noticeboard for the publishing of legally required and time bound notices.

Cllr J Wilson confirmed that the member of parish who had raised concerns regarding this noticeboard is in the process of obtaining quotes for the replacement of this noticeboard. This matter will be agenda’d for a future Parish Council meeting.

**Action: Clerk to agenda this matter for the January 2019 Parish Council meeting if the quotes are received.**

1. *Cockermouth Traffic Regulation Order Consultation*

The Clerk informed those present that the only proposal for Great or Little Broughton was a slight extension to the Double Yellow lines on Moor Road going towards the school.

**Resolved** by all present that Broughton Parish Council were disappointed that none of the key areas that Broughton Parish Council had asked to be reviewed had been included (Ghyll Bank, Moorfield Bank etc).

**Action: Clerk to feed the above back in response to the current consultation.**

1. *Public Right of Way creation & extinguishing of route Broughton High Bridge*

**Resolved** by all present that the proposed minor alterations to the public right of way from Broughton High Bridge going up river be supported in the hopes that this will also equate to restoration works on the footpath damaged during Storm Desmond.

**Action: Clerk to submit this feedback to Cumbria County Council.**

1. *Defibrillator Signage*

The Clerk confirmed that she can’t obtain quotes & permission for defibrillator signage until all the defies are in place (as the signage will need to direct people to the closest one from each Village entry point).

**Action: Clerk to proceed with this once all the defies are sited.**

**222/18 Correspondence received**

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

**223/18 Planning Applications & Consultations**

**Ref:** 2/2018/0484

Location: ​Listed building consent for replacement timber sliding sash windows

Proposal: ​Old Bridge House, Great Broughton, Cockermouth, CA13 0YP

**Resolved** by all present that Broughton Parish Council have no comments or objections relating to this application.

**Action: Clerk to submit these comments**

**Ref: 2/2018/0502**

Proposal: Erection of 4 bed dormer bungalow- Resubmission

Site Location: Land adjacent to Lister Terrace Moor Road, Great Broughton

**Resolved** by all present that Broughton Parish Council have the same comments & objections as per the original submission, it is not clear what has changed on this resubmission.

**Action: Clerk to submit this objection**

**224/18 Planning Decisions**

No decisions received since the October 2018 meeting.

**226/18 Finances, Accounts & Governance**

1. Payment of Accounts

**Resolved** by all present that the below accounts be paid with cheques signed by 2 authorised signatories

|  |  |  |
| --- | --- | --- |
| From | Reason | Amount |
| HMRC | PAYE Nov | £137.60 |
| Becx Carter | Salary (Via SO) | £550.08 |
| Becx Carter | Expenses | £76.84 |
| Alan Nelson  | Nook Wall Works  | £3000 |
| United Utilities  | Water Bill (Coldgill) | £581.80 |
| MPM  | Finger Post restoration works  | £3876 |

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

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

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

**Action: Clerk to chase up HSBC again regarding the change of signatory mandate**

1. Request for a Grant towards the cost of a Defibrillator

The Clerk informed the meeting that an email had been received from the Broughton & Brigham First Responders group asking that the Parish Council consider offering a donation towards the purchase and installation of a third defibrillator within the Parish (potentially at the school)

**Resolved** by all present that a S.137 Donation of £250 be made towards this project, if the group after fundraising remain slightly short of the required amount for a third unit, the Parish Council would be minded to consider an additional donation.

**Action: Clerk to process this donation.**

1. Consideration of draft budget for 19-20

The Clerk had circulated prior to the meeting a draft budget for the forthcoming year. No decision could be made on the final budget until Allerdale Borough Council confirm the potential election costs for the 2019 local elections.

A number of minor corrections were pointed out (increasing costs for potential cluster working relating to Derwent Forest/large scale planning developments) and correction of Allotment Rental fees, formulas & fishing licence income.

**Action: Clerk to chase up Allerdale Borough Council for figures for elections**

**Action: Clerk to make the requested alterations and table the final budget for approval at a future meeting.**

**227/18 Councillor Matters**

None raised

**228/18 Date & Time of Next meeting.**

Broughton Parish Council don’t traditionally meet in December, however with the large amount of issues going on affecting the Parish at the moment it was **resolved** that a December date be scheduled in case it is required.

**Resolved** by all present that a provision Broughton Parish Council meeting be held on Monday 10th December 2018 if required.

**Action: Clerk to book a venue and confirm to all councillors if the meeting will be required (or not) by 3rd December 2018.**

Tuesday 22nd January 2019 19:00 Little Broughton Village Hall

Meeting Closed 20:15

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