**Parish Council of Broughton**

Chair Person: Mary Bradley

Clerk: Becx Carter, 40 Windebrowe Avenue, Keswick, Cumbria, CA12 4JA

Tel: 077866 78283. Email: broughtonparishclerk@hotmail.com

**Agenda for the Broughton Parish Council Meeting to be held on the 23rd June 2020 at 19:00 in the below virtual meeting room to transact the business contained in the below agenda.**

## Virtual Meeting Room<https://www.gotomeet.me/Becx-ParishClerk/broughton-parish-council-june-2020> You can also dial in using your phone.

United Kingdom: +44 330 221 0097

**Access Code: 691-195-365**

Please ensure with any personal IT used, that your anti-virus software and computer has been updated fully as no liability will be accepted by the Council for any malicious acts/viruses etc when using this third-party system.

Telephone charges are dependent on your telephone contract (i.e. if you have inclusive minutes within your contract). Please note that Broughton Parish Council accept no responsibility or liability for any charges incurred by any attendee joining this call.



15th June 2020

### Agenda

*Note: The meeting may be recorded for the purpose of minute taking and the recording will be disposed of within 24 hours.*

### 41/2020 Virtual Meetings

To resolve to adopt Supplementary Standing Orders to meet the Statutory Requirements for the holding of remote meetings, this lasts until 07.05.2021 or the repeal of the legislation whichever is earlier.

### 42/2020 Apologies for absence

To receive and accept apologies and note the reasons for absence

### 43/2020 Requests for dispensations and declaration of interests

#### i. Request for Dispensation

The clerk to report any requests received since the previous meeting for dispensations to speak and\or vote on any matter where a member has a disclosable pecuniary interest. To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

#### ii. Declarations of Interest

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council’s Register of Interests.  (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.) Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the clerk at least 24 hours in advance of the meeting.

### 44/2020 Minutes of the meeting held 25th February 2020

To authorise the Chairman to sign, as a correct record the minutes of the last Parish Council Meeting

### 45/2020 Public Participation (Max 3 mins per person) Max session length 10mins

To receive previously notified written public questions- Members of the public who wish to submit written representation are requested to contact the Parish Clerk in writing not later than 17:00 on the Saturday prior to the meeting.

Your request must outline the question you will be raising.

This is at the Chairman’s discretion and no decisions can be made on items brought to the attention of the Parish Council under this item.

### 46/2020 Ratification of Decisions taken during the Covid 19 period of Social Distancing

#### Ratification of the adoption of the High Consequences Infectious Disease Policy

#### Signing of Pension Mandate form for the Clerks Pension from 1st April 2020

#### Approval of Mrs R Kelly as Internal Auditor for 19/20

#### Authorisation of pest control on the Coldgill Site

### 46/2020 Ratification of Invoices & Accounts paid since the 25th February 2020 meeting under delegated authority of the High Consequence Infectious Disease Policy

|  |  |  |  |
| --- | --- | --- | --- |
| **Payee** | **Reason** | **Amount** | **Signatories** |
| Becx Carter | Expenses | £77.13 | MB & Sue Hannah |
| HMRC | PAYE | £141.20 | MB & Sue Hannah |
| 1st Great Broughton Scouts | Pre-approved donation -Newsletter | £200 | MB & Sue Hannah |
| Cumbria Pest Services | Clearance of Dead Chickens-Coldgill | £54 | MB & Sue Hannah |
| ChristChurch Great Broughton | Room Hire | £47.25 | MB & Sue Hannah  |
| ICO | Data Protection  | £35 | Via SO |
| Becx Carter | Salary (March) | £564.68 | Via SO |
| Becx Carter | Salary (April) | £564.98 | Via SO |
| Becx Carter | Salary (May) | £564.98 | Via SO |
| HMRC  | Paye (April)  | £141 | MB & Sue Hannah |
| Steve Dixon  | Allotment Repairs | £149.43 | MB & Sue Hannah |
| Rachel Kelly  | Internal Audit | £50 | MB & B Smith  |
| Sue Hannah | Reimbursement for new noticeboard at Post Office | £519.44 | MB & B Smith  |
| Becx Carter | Expenses March-May | £124.72 | MB & B Smith  |
| Jackson Hetherington | Grass Cutting April & May | £457.14 | MB & B Smith  |
| CALC | Subscription | £298.42 | MB & B Smith  |
| HMRC | PAYE | £141.20 | MB & B Smith  |
| Becx Carter | Salary | £564.48 | Via SO |
| Came & Co | Insurance | £597.71 | MB & B Smith |

### 47/2020 Ratification of Planning Decisions taken since the 25th February 2020 meeting under delegated authority of the High Consequence Infectious Disease Policy

See separate document

### 48/2020 Applications for co-option (1 vacancy)

### 49/2020 Reports from visiting councillors- For information

### 50/2020 Allotments

Briefing paper circulated with meeting papers.

### 51/2020 Planning Applications

A revised list will be circulated at the meeting if required due to timescales.

**Ref: RMA/2020/0015**

#### Location: Laurel Cottage, The Green, Little Broughton, CA13 0YG

Proposal: Reserved matters of outline approval 2/2017/0185 regarding scale, appearance and landscaping

Opportunity for Public Virtual Meeting regarding Derwent Forest Applications

### 52/2020 Planning Decisions

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference** | **Location** | **Proposal** | **Decision** |
| WTPO/2020/0004 | Meeting House Lane, Little Broughton, Cockermouth | Works to trees protected by TPO (Cleaning up old cuts on 3X Stubs within tree) | Consent granted subject to conditions |
| OUT/2020/0002 | Pear Tree Gardens, Little Broughton, Cockermouth | Outline application for five detached dwellings considering access | Granted subject to conditions |
| HOU/2020/0034 | 29 Church Meadows, Great Broughton, Cockermouth | Retrospective approval for the erection of a single storey extension | Granted subject to conditions  |
| FUL/2019/0265 | Derwent View, Coldgill Avenue, Great Broughton | Erection of detached dormer with internal garage | Granted subject to conditions  |

### 53/2020 Finance, Accounts & Governance

#### Payment of Accounts- Listed on Statement of Accounts- Circulated with meeting papers

#### Approval of monthly Bank Reconciliation and Spend Against Budget Report- Circulated with meeting papers

#### Approval of closure of Money Manager Account

#### To receive the Internal Auditors Report

#### To approve the Annual Governance Statements

#### To approve the Accounting Statements 19/20- Circulated with the meeting papers

#### To review existing Policies & Procedures for 20/21

#### Terms of Reference Planning Committee

#### Standing Orders

#### Complaints Procedure

#### Freedom of Information Policy

#### Publication Scheme

#### Asset Register

#### Risk Assessment Schedule

#### GDPR Policy

#### Privacy Notice

#### Code of Conduct

#### To adopt new policies

#### Health & Safety Policy

#### Disciplinary & Grievance Procedure

#### Risk Management Policy & Protocol

#### Public Participation Process

#### Document Retention Policy

#### Co-option Process

#### Co-Option Questionnaire

#### Dispensation Procedure

#### Equality & Diversity Procedure

#### Non Compliance with Code of Conduct Policy

#### Viiii. To consider a donation request from Christ Church Great Broughton

### 54/2020 Councillors Matters

An opportunity for Councillors to raise new issues- No decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council

### 55/2020 Date of next meeting

21st July 2020 at 19:00- Virtual Meeting Room