**Broughton Parish Council**

Minutes of the meeting of Broughton Parish Council held at Little Broughton Village Hall on Tuesday 12th March 2019 at 19:00.

**Present:** Mrs Mary Bradley (Chair), Mrs Joanne Sewell, Mrs Jackie Hobden, Mr Carl Jackson, Mr Steve Hannah, Mrs Sue Hannah, Mrs Alison Carruthers, Miss Becx Carter (Clerk), 2 members of the public.

**Apologies:** Mrs C Winter, Mr J Wilson, Mr Richard Gildert, Mr Maynall Weir, Ms J Farebrother

The Clerk informed all present that Mr Richard Gildert had resigned from the Parish Council with immediate effect due to family circumstances.

**Resolved** by all present that Mr Gildert be thanked for his work and dedication to the Parish Council

**Action: Clerk to express the Parish Council’s thanks and file any relevant paperwork with ABC.**

With 7 Councillors present the meeting was quorate to continue.

**43/19 Apologies for absence**

Apologies were received and noted from the above.

**44/19 Chairman’s Announcements**

All matters that the Chair wished to raise were covered elsewhere on the agenda.

**45/19 Requests for dispensations and declarations of interest**

None

**46/19 Minutes of the meeting held on the 19th February 2019**

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.

**47/19 Police Matters**

**Resolved** by all present that the Police Report be noted as received along with the 4 road traffic incidents noted.

Cllr M Bradley noted to the meeting that she had received correspondence from a local resident who was concerned regarding the incident that involved a vehicle rolling down Main Street and crashing into a property (due to a hand break failure). This is not the first time that such an incident has occurred. Additionally, concern was noted regarding the ongoing issue of contractor’s vehicles and a bus regularly being parked on this road.

All Parish Councillors present noted that this was a matter of concern but reporting the matter to the Highways Authority (CCC) may result in double yellow lines being applied to the whole area which would have a negative impact on local residents.

**Action: Clerk to enquire of the Highways Department what the protocol would be for the installation of bollards on this corner at the bottom of the steep bank to prevent damage to residential property if such an incident were to occur again.**

**48/19 Public Participation**

2 members of the public were present. 1 member was present to observe the meeting only with no matters to arise.

The applicant of planning application ref PIP/2019/0001 attended to inform Councillors present what a ‘PIP’ application was and to answer any queries that Councillors may have relating to the application.

A PIP is a Permission in Principle and it is a simple application to establish if the principle of a development is acceptable and as such only a very limited amount of information is required in support of it. Additionally, under the relevant legislation the timescales are short. The detail/specifics would be provided at a second stage application (Technical Consent) if the PIP were approved. PIP’s can only be used for non-major development for residential use.

The applicant confirmed that the units would be for sale on the open market and that the applicant was hopeful that no local occupancy/S.106 requirements would be applied if approved. Additionally, the applicant confirmed that there was sufficient parking being provided on the site for 10 cars.

**49/19 Update on matters arising from previous meetings**

1. Youth Shelter/Outdoor Recreation Project

The Clerk confirmed that due to personal circumstances Cllr C Winter has been unable to progress this matter, but that she hopes to be back with the Parish Council in May 2019.

**Action: Clerk to agenda this matter for the May 2019 meeting.**

1. Bus Shelters/Persimmon Land Church Meadows

The Clerk informed those present that the application for change of use for the area of land at Church Meadows has been submitted to Allerdale Borough Council.

No further progress has been made with regard to the issue of the Bus Shelter at the junction of Main Street/Harris Brow.

*Bus Shelter Post Office*

Cllr J Hobden raised again the issue of a Bus Shelter being required at the Post Office.

As previously noted, it was confirmed that the Parish Council do not own or have any rights to the land on which this unit is sited and that there is a significant past legal history relating to this site.

The Parish Council noted the need for a bus shelter at this end of the village but weren’t clear how they could help as the Parish Council have no land ownership in this area.

Cllr J Hobden felt that the Post Box should be adopted for use as a small bus shelter.

**Resolved** by all present that the Clerk submit a Freedom of Information Request to BT asking them from whom they sought consent to site this box.

**Action: Clerk to submit the Freedom of Information Request**

**Action: Clerk to check the Land Registry again relating to ownership in this area.**

It was noted by all councillors present that if BT consulted the Parish Council on removal of this unit that consideration could be given to adopting the empty box as a bus shelter.

It was noted that the Parish Council had registered no objections to the local resident who are seeking the removal of the unit due to access issues.

1. Derwent Forest

Cllr M Bradley confirmed that the meeting date for local Parish Councils has been set as Monday 25th March 2019, at 19:00 in the Cockermouth Methodist Church.

**Resolved** that Councillor Sue Hannah attend along with Cllr M Bradley.

**Action: Clerk to send meeting date and details to all councillors for information.**

**Action: Clerk & Chair to prepare an agenda for this meeting to provide structure to the meeting.**

**50/19 Clerks Report**

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

1. *Noticeboards*

It was noted that a quote has been received at £100 making & erecting a new noticeboard for community use next to the Parish Council one outside the Post Office.

**Resolved** by all present that this quote be authorised.

**Action: Clerk to convey this decision to the contractor & ask if he would also look at the posts on the Parish Council noticeboard which are becoming rotten.**

1. *Noticeboards Responsibility*

It was noted that following on from Cllr J Wilsons confirmation that he would no longer be standing as a Parish Councillor at the May 2019 elections a volunteer was required to look after the Parish Council noticeboard at the Welfare Field Playarea.

Cllr M Bradley offered to take responsibility for posting agenda & minutes on this noticeboard.

**Action: Clerk to send through information to Cllr M Bradley for inclusion on this noticeboard.**

1. Weight Limit on Broughton High Bridge

The Clerk confirmed that the 7.5tonne weight limit on this structure was for environmental/community purposes and not linked to infrastructure links. The only weight restriction is a 13Tonne weight limit on the Broughton Beck Bridge.

**Action: Clerk to note that if this is the case the signage is only on the A66 junction and not at the other entrances/exits to the village**

**Action: Clerk to check on the weight limits for the Papcastle & Priests Bridge.**

**51/19 Play-area**

1. Monthly Report from Cllr J Wilson

The Clerk & the monthly play area report had confirmed damage to one of the green ropes on the ‘Rope Bridge’. The Clerk had sought a quote from Playdale and authorised the works to commence as soon as possible. The quote totalled £210.36.

**Action: Clerk to contact Playdale to ask for an installation date.**

**52/19 Reports from Visiting Councillors & on other meetings attended**

None present

**53/19 Allotments**

1. *Allotment Working Group Meeting Recommendations*

Cllr M Bradley took all present through the recommendations from the Allotment Working Group meeting held on the 7th March 2019. The following resolutions were all made unanimously by all present:

**Resolved** that notice be given to all allotment tenants via the Allotment noticeboards & Facebook group that from start of Winter 2019 the water supply to both sites will be turned off for the Winter Months (to reduce the costs in infrastructure repairs and water bills following burst pipes). The water supplies will be turned back on once a month at pre notified times to allow for the topping up of water harvesting systems/water butts for tenants that have fowl on the sites.

**Action: Clerk to draft a poster for approval by the Allotment Working Group prior to publication.**

**Resolved** that a budget of £500 be approved for sub division fencing works on Nook Plot 1 to enable them to be let for the growing season 2019.

**Action: Clerk to organise these works ASAP with a view to the plots being ready for rental by April 2019.**

**Resolved** that due to the foundations remaining on part of Plot 1 Nook from the old structures that the plots that have the foundations within them be let free of charge for the period April-Oct 19 to recognise the works required to remove/work around the foundations. These plots will be then let at full price from 1st October 2019.

**Action: Clerk to reflect this in the letting paperwork for these plots once created**

**Resolved** that Plot 13 Coldgill (an area that has never yet been let) be offered to the tenant of Plot 2 Coldgill how has expressed an interest in taking the area on and bringing it into a cultivationable condition. To recognise the works involved in this the plot will be offered free of charge for the first year and then 50% reduction for year 2.

**Action: Cllr C Jackson to confirm the full price for this plot in Year 3**

**Action: Clerk to reflect the free first year & 50% reduction in invoicing and tenancy agreements**

**Resolved** that the son of the tenant of Plot 21 Coldgill who has been undertaking all works on this plot for some time due to his father’s health be offered the succession rights on this tenancy at the discretion of the Council. Additionally, that the new tenant of Plot 21 be offered the tenancy of the half plot that will be coming available in October 2019 which his only accessible over Plot 21.

**Action: Clerk to prepare a revised tenancy agreement for Plot 21 immediately and then a revised one for Plot 22 in October 2019.**

**Resolved** that the condition of the allotment external boundary between Coldgill Allotments & the U2174 is very poor and it is Broughton Parish Council’s responsibility to repair this. A specification should be prepared, and quotes sought for this work to include one pedestrian access gate at the corner closest to Penny Bridge Lane, the main track access route, and works to the external edge of the hedge to allow for the fence to be installed at the property boundary.

**Action: Cllr C Jackson to prepare the map for the specification**

**Action: Clerk to prepare the quote specification for sign off by Cllr M Bradley prior to it being advertised.**

**Resolved** that an additional clause be added to the Allotment Waiting list Policy ‘*Existing plot holders wanting a second plot will only be added to the waiting list/offered a plot if they have kept their current plot/s in good management for the previous 18months. Any tenant that has had any condition warning notices within the previous 18 months will not be eligible for an additional plot’.*

**Action: Clerk to update the policy on the website.**

**Action: Clerk to add extension of water supply to Nook Plot 1 to the next meeting of the Allotment Working Group Committee.**

**54/19 Parish Maintenance & Highways Matters**

1. *Grass Cutting Tender*

The Clerk informed all those present that only one response had been received to this tender from Mr J Hetherington at £1700 for the year.

It was noted by all present that some areas of work were not completed to standard last year and that on occasion areas were missed.

**Resolved** by all present that this grass cutting tender be offered to Mr J Hetherington on the condition that he completes a check list showing which areas have been cut with each monthly invoice. To ensure that all areas that should be cut are included.

**Action: Clerk to prepare a tick/check sheet for Mr Hetherington to submit with each invoice. Invoices will only be paid if accompanied by the check sheet.**

**Action: Clerk to convey the decision to Mr Hetherington and the terms on which the contact will be let.**

**Action: Clerk to circulate the tender details to all for information.**

1. *Cast Iron Fingerposts*

It was noted that some rust is starting to appear on the newly refurbished posts this is due to the nature of the construction of the posts.

**Action: Cllr Steve Hannah to speak (if possible) to the company who recently under took the works and try and organise a sealant repair to reduce the occurrences. An expense claim to be submitted for any costs incurred.**

**56/19 Correspondence**

1. *Request from Camerton Road for Street Lighting*

It was noted that the request from Camerton Residents for additional street lighting has been passed back to Broughton Parish Council from the other authorities (ABC are no longer providing any new/additional footway lighting).

**Resolved** by all present that this matter be deferred until the formal proposal is moved from Allerdale Borough Council regarding the future of foot way lighting.

**Action: Clerk to convey this decision to the local residents and agenda for a future meeting once the ABC proposal is received.**

**57/19 Planning Applications & Consultations**

**Ref: PIP/2019/0001**

Location: Pine Trees, Main Street, Little Broughton

Proposal: Application for permission in principle for new residential development

**Resolved** by all present that they had no objection to this application but queried two points:

1. At the appropriate point in the planning process a Construction Traffic Management Plan be requested and signed off by all relevant bodies due to the restricted width of the road infrastructure in this locality and the potential impacts that large amounts of construction traffic parking/waiting on the main road could cause to local residents and businesses.
2. Broughton Parish Council would query the intensity of the development on the site in terms of number of residential units.

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

**58/19 Planning Decisions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Location** | **Proposal** | **Decision** |
| 2/2018/0502 | Land adjacent to Lister Terrace, Moor Road | Erection of 4 bed dormer bungalow | Approved with conditions |
| Rear/2019/0004 | 87 Ghyll Bank, Little Broughton | Construction of new orangery to the rear | No objections received to rear extension |

**59/19 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** |
| Becx Carter | Salary (Via SO) | £550.08 |
| HMRC | PAYE | £137.60 |
| Becx Carter | Expenses | £73.72 |
| Derwent Owners Association | Annual Subscription | £50 |
| Newsquest | Advert for Grass Cutting Tender | £126 |
| Christ Church | Room Hire | £14.00 |

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

1. Approval of Bank Reconciliation & Spend against Budget for March 2019

**Resolved** by all present that these be noted as a true & accurate record.

1. Revised Standing Order Mandate for the Clerk

**Resolved** by all present that a revised Standing Order be sent to the Parish Council bank to update the Clerks Salary to £564.68 NET

**Action: Clerk to process this revised Standing Order Mandate with HSBC.**

**60/19 Councillor Matters**

Councillors enquired as to the progress with the Bulling Meadow & Pinfold registration.

**Action: Clerk to provide an update at the April 2019 meeting.**

**61/19 Date & Time of Next meeting.**

**Resolved** by all present that the date of the next meeting be confirmed as the 16th April 2019 19:00 Broughton Village Hall.

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