Broughton Parish Council

Minutes of the meeting of Broughton Parish Council held in a virtual meeting room via GoTo Meetings on Tuesday 15th September 2020 at 19:00

**Present:** Mary Bradley (Chair), Jo Sewell, Sue Hannah, Steve Hannah, Claire Winter, Adrian Davis-Johnston

**Attendance:** Becx Carter (Clerk), A/BC N Cockburn

**Apologies:** A/BC Cllr J Farebrother

**Absent:** Carl Jackson, Bill Smith, Paddy Gorrill, Alison Hewitson

With 6 Councillors present the meeting was quorate to continue.

# 73/2020 Apologies for absence

Apologies and the reason for the absence were received and accepted from the above.

It was noted that Cllr C Jackson had been absent from Parish Council meetings for over 6 months without offering any apologies, or any form of communication with the Council. **Resolved** under S.85 (1) of the Local Government Act 1972 Mr Jackson ceases to be a Broughton Parish Councillor.

**Action: Clerk to prepare the relevant paperwork, and formally write to Mr Jackson to convey this information.**

# 74/2020 Requests for dispensations and declarations of interest

Cllr Adrian Davis Johnston & Cllr J Sewell noted that they were both allotment tenants (with regard to 82/2020).

# 75/2020 Minutes of the meeting held on the 21st July 2020

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 of the meeting by the Chair, Cllr Mary Bradley

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

# 76/2020 Chairman’s Announcements

## Traffic

There has been a significant concern over the last 2 months regarding traffic behaviour and volume traveling through and within the Parish. Cllr M Bradley has encouraged people to take photographs & record things.

A local resident who lives in the proximity of the bridge has a body of evidence around issues on the Bridge.

Cllr Sue Hannah has noted that she has developed a relationship with Leanne Pettit at Cumbria Police, who has been actioning photos taken by parishioners which have been passed to 101.

Local concern has got sufficiently strong that people have considered buying a speed camera gun themselves, but the Police don’t like people using their own. It has been suggested that a Community Speed Watch Group would be a proactive way forward. In the past (circa 2000) the school have been involved and letters were initially sent from Children (via the Police) to the driver, then a 1st warning letter was sent, followed by the 3rd letter being a formal letter.

About 2-3 years ago the Parish Council tried to get a Community Speed watch group together but there was insufficient interest.

**Resolved** that there maybe sufficient local interest and concern to take forward the idea of a Community Speedwatch group again.

**Action: Cllr Sue Hannah to progress this matter with the parishioner who is interested in taking this forward.**

## Footpath

Concern was raised about the footpath in fields on the upstream (A66) side of Broughton High Bridge. It was noted that it is 2m wide, but a lot of the brashings/vegetation hasn’t yet composted into the ground, so it will improve with time. It was noted that this issue will be monitored to see if it improves over time.

## Drainage/leaching Derwent Park

Concern has been raised regarding the slime/leeching from a manhole outside of 2 Derwent Park, which is causing a hazard.

**Action: Cllr M Bradley to continue working on this matter.**

# 77/2020 Public Participation

None

# 78/2020 Reports from visiting councillors & police

## Allerdale Borough Council- Nicky Cockburn

An investigation is now taking place into the removal of trees from the Genesis site, focusing on why so many have been removed.

Flooding Main Street (next to Brewery House)- There was a blockage on Moorfield Bank (Castles & Coasts) which flowed down hill to impact the property on Main Street. There appeared to have been a lack of communication regarding this so A/BC Cllr N Cockburn has facilitated all parties speaking together to hopefully resolve this matter.

Craggs Road Drainage- There has been a machine on site today so it is hoped that some of the drains will have been cleared, but further damage occurred in the process of these works taking place. It is hoped that this damage will be repaired.

Soddy Gap- The Community Asset Registration expires after 5 years, which is approaching soon.

**Resolved** by all present that the Clerk & A/BC Cllr N Cockburn work together to re-apply for registration of Soddy Gap as a Community Asset.

**Action: Clerk and N Cockburn to proceed with this.**

Concern was also noted that there are three caravans sited on Soddy Gap now that have mains electricity going to them, apparently sited without planning consent.

**Action: A/BC Cllr N Cockburn to look into this and involve Simon Sharp at ABC Planning Team if applicable.**

A/BC Cllr J Farebrother had provided two written updates:

-Children crossing sign at Church Meadows has been renewed following an appeal to the MD of Persimmon. CCC Highways have agreed to repaint the road surface sign and move the children crossing sign nearer to the actual crossing place.

- Abandoned vehicles on the garage site at Kirklea have now been removed by ABC. And Home Group will demolish the two dangerous garages on the site, but this may take time due to the presence of asbestos.

## Cumbria County Council

**Resolved** by all present that concern and disappointment be noted that despite a specific request for C/Cllr H Graham to attend this meeting because of the serious traffic concerns in the Parish that no response to this invitation has been received and C/Cllr H Graham was not present. CC/Cllr H Graham has not made any contact or responded to issues raised by the Parish in over 18months.

**Action: Clerk to raise these concerns with the relevant department at CCC.**

# 79/2020 Update on ongoing matters

## Neighbourhood Planning

The clerk noted that there are a number of Consultations open currently on potential reforms to the planning system, if these were approved, they may change the process/weighting for Neighbourhood Plans. The Consultation documents currently mention Local Plan’s which are the District/Borough document that governs planning with an area.

## Youth Shelter/Outdoor Recreation Project

**Resolved** by all present that this be deferred until the Covid 19 restrictions have significantly relaxed as encouraging gatherings is not encouraged at the moment, Cllr C Winter noted that the Mini Police in school might be a good way to capture attention of young people.

# 80/2020 Clerks Report

The Clerks Report had been circulated to all prior to the meeting this was noted as received.

1. Tree Planting within the Parish

The Clerk informed those present that correspondence had been received from a Parishoner raising concern that Great & Little Broughton have very few trees compared to other neighbouring villages. The parishioner is suggesting using the Broughton Newsletter to ask if people would like to see more trees planted in Great or Little Broughton and if so suggestions for where. Suggestions included within the request are increased planting in peoples gardens (e.g. fruit trees, maples & rowans) or on grassy areas on street corners (avoiding site lines), around the various sports facilities (white beam, Scots Pines, Rowans) and on unused patches of waste land (willows, hazels, oaks, chestnuts, larches etc). The project could be broadened to include the Scouts/School to help and could engender community spirt in the planting and caring for the trees.

The member of the public who raised the query notes that there maybe financial support available from various organisations e.g. Woodland Trust to help with the purchase of saplings or advice.

The Clerk noted that she would be included the surveying and management of trees on Parish Council land on the October 2020 agenda, as there is a duty for Parish Councils to regularly survey and maintain risk assessments for each tree on their land. The initial risk assessment will identify how regularly the tree needs to be surveyed going forward. Costs relating to tree management will need to be budgeted for in the 21/21 budget which will be considered by the Parish Council in November 2020. Increasing the number of trees on Parish Council land/managed land would increase this responsibility.

**Resolved** by all present that increased trees would be a lovely thing, but there were some concerns about the potential liabilities.

 **Action: Clerk to encourage the parishioner to place his article in the Newsletter and to feedback to the Parish Council in due course.**

1. CALC Member Nomination

The Clerk noted to all present that Cllr M Bradley had expressed an interested in standing for one of the vacant posts on the CALC executive. Due to the tight timescales for response it hadn’t been possible to bring this matter to a meeting for formal approval. The Clerk & Cllr Sue Hannah had witnessed the nomination. Cllr M Bradley noted that she had stood for this vacancy due to the likely changes coming forward relating to unitary authority status for Cumbria etc.

**Resolved** by all present that Cllr M Bradley’s nomination to the CALC executive be ratified by all present.

# 81/2020 Play-area

It was noted that repairs to the playarea and the servicing of the gates are scheduled for the end of September.

**Action: Clerk to ask Playdale to oil the big swing/check the bolt on the big swing.**

## Park fencing/behaviour of young people on the football pitch

Concern has been raised by a member of the public regarding usage of the football pitch immediately adjacent to the play area. Behaviour has been observed where older children on the football pitch are deliberately kicking the football at or into the playarea where younger children are playing. On one occasion a member of the public intervened and asked the older children to move to a different part of the football pitch away from the Playarea. The older children became abusive to the member of the public at this request, and this was subsequently reported to the police.

The Clerk confirmed she had spoken with ABC as the landlord for Welfare field and they have confirmed that an opinion would need to be sought from the planning department on if this higher fence would require planning consent. Then a proposal for the type/height of fencing would need to be submitted to the Parks & Open Space team at ABC who would provide authorisation to make alterations to the fencing.

**Resolved** by all present that the Clerk seek quotes and a planning opinion for the installation of a higher fence on the football pitch side of the playarea

It was suggested that the Football Association or Allerdale Sport Grants might be able to provide funding. It was also noted that Broughton Football team is hoping to be reformed.

**Action: Clerk to progress the quotes and speak to the planning team at ABC.**

**Action: Cllr Sue Hannah to look at grants.**

# 82/2020 Allotments

## Allotment Working Group

A very successful virtual meeting of this group took place on the 5th August 2020.

It was agreed by those in attendance at the meeting that the Working Group should continue as a proactive way of managing the allotment sites.

A covering letter was issued to all tenants with their annual invoices which were distributed in late August, in this covering letter to allotment tenants a number of matters were covered:

* A request for additional tenant representatives to join the working group
* Request for volunteers to be trained in undertaking basis WRAS compliant repairs to the Allotment Taps to reduce the plumbing and water costs
* Notification to all tenants that an emergency contacts spreadsheet for tenants is to be shared with Cllr M Bradley to allow for rapid response to issues if the Clerk is unavailable
* A request for Allotment holders to opt in to joining an Allotment email newsletter distribution list to allow for regular circulation of information
* Notification to all tenants that over the coming months (subject to council approval) that all plots would be physically numbers to allow for easy identification of plots where there is an issue, or plots that are available for letting.

**Resolved** by all present that the above update from the Allotment Working Group be noted as received.

## Allotment Budget for Approval

 On review of the 19/20 Allotment budget (Oct 19-Oct 20) the allotment sites appear to be moving towards a break-even budget (out-with large capital expenses). It was approved by the full council in 2018 that the cost per Sq M on the Allotment sites would be 17p and that a four year budget be approved during which all plots would be moved on to the new pricing structure. It was agreed that the budget be incrementally imposed on any plot where the cost increase was to be more than 25% of the original cost. The invoices distributed at the end of August were for year 3 of the 4 year budget.

Therefore no alterations to the existing budget are proposed, the price remains at 17p per Sq M.

The Clerk informed those present that some minor alterations between budget lines within the overall budget had been made with the agreement of the allotment working group:

* Removal of fencing costs, as the current precedent of marking out plots with poles and asking new tenants to fence them in return for a period of reduced rent is working.
* Water & Taps- Volunteers have been requested to be trained in making repairs as necessary to reduce the costs of plumbing & water usage
* Some of the Clerks time has been moved into the Handyman Budget heading to allow for this type of work to be contracted in 2021.

**Resolved** by all present that the cost per Sq M be maintained at 17p and that the Allotment budget be set at £5,645 for the forthcoming year. As per the original resolution the Parish Council will underwrite any losses to the allotment budget until the end of the 4 year period.

The Clerk & Cllr M Bradley requested approval from the Council for a budget to allow for the purchase of numbers for installation on all plots so they can be easily identified.

**Resolved** by all present that Cllr M Bradley & Cllr B Smith purchase these numbers and install them on their walkarounds, with costs to be claimed via an expenses claim to Broughton Parish Council.

**Action: Clerk & the Allotment Working Group to liaise on the ordering & installation of these numbers**

A mini digger is required to complete the clearance on Plot 32 Nook, so some expenditure is required to complete the clearance on this site. The volunteers have cleared as much as possible but to complete the final clearance a mini digger is required.

**Resolved** by all present that Cllr M Bradley investigate this further and bring it back to a future meeting.

## Allotment Invoices

The Clerk noted that up to 17:00 on the 15th September 2020 out of the 102 plots across both sites, the invoices have been paid on 37 plots. And circa 95% of those who had paid have confirmed they would like to be included on the Allotment E-Newsletter list.

Payment is due on all invoices by the 30th September 2020 after which the £20 surcharge will applied to any invoice chase ups.

**Action: Clerk to chase up any outstanding invoices at the 30th September 2020 and apply the surcharge.**

# 83/2020 Parish Maintenance & Highways

## Main Street Bus Shelter Survey

The surveyor has confirmed that the survey will be undertaken in the near future.

**Action: Clerk to agenda this matter for the October meeting once the survey and advice has been received.**

## Footway Lighting

The Clerk updated all present that ABC are looking to devolve responsibility for the electrical costs of street lighting to Parish Councils effective as of 2021. CALC have sought legal advice which has confirmed that ABC are entitled to do this, under S.3 of the Parish Councils Act 1957 Parish Councils can provide or contract for electrical services. ABC are proposing to transfer the electrical costs of footway lighting to Parish Councils (Highways Lighting is a Statutory function that rests with CCC).

Under S.101 of the Local Government Act 1972 a local authority can arrange for any of its functions to be done by another authority, subject to an agreement being formed between those two parties.

The cost to Broughton Parish Council would be in the region of £1350 per annum, which would equate to a precept rise of approximately £2.35 per annum per band D household. Cllr Steve Hannah confirmed he had reviewed the calculations used by ABC on the electrical costs for the lights and they are correct.

ABC have confirmed that if Parish Councils take on the responsibility for the electrical costs that as and when the light fittings or bulbs on a standard need to be replaced they will be fitted with LED heads which will reduce the electrical cost over time.

It was noted that the lights on Derwent Park don’t appear to be included. It maybe because these are developer contributions from planning approvals.

**Action: Clerk to raise this query with ABC to ensure that they haven’t been omitted from the maps.**

**Resolved** by all present that Broughton Parish Council take on the responsibility for the electrical costs of the lighting schedule as circulated.

**Action: Clerk to convey this decision to ABC and ask information on how this will be recharged to the Parish Council.**

## Concern regarding speeding traffic within the Parish

The Clerk confirmed that following discussions at the last Parish Council meeting and concerns raised by members of the public regarding the traffic flow through the Parish during the recent road works & associated road closures, traffic data units to monitor the flow & speed of traffic will be installed at four locations on Moor Road:

-Opposite Moor Cottage

-Opposite Lee Rigg

-On the Junction of Moor Road & West End

-Punchbowl on Main Street

Concern was also raised regarding the speed of traffic in Little Broughton particularly around Rose Farm.

**Action: Clerk to ask CCC if they can undertake a TDU around Rose Farm as well.**

## Replacement of Welfare Field Noticeboard

It was noted that this is starting to rot and is likely to need replaced or to be repaired in the short term. It was resolved at the July 2020 meeting that Cllr B Smith identify if the board is repairable, and if not Cllr Sue Hannah to look into obtaining a new noticeboard similar to the one that has recently been replaced at the Post Office.

**Deferred** until the October 2020 meeting to allow Cllr B Smith to review the condition of the current noticeboard.

## Request for a bus stop on the new A66 Roundabout

Correspondence has been received from the West Cumbria Bus Users Group & Stagecoach requesting support to lobby Highways England for the inclusion of a bus stop on the proposed A66 Broughton/Brigham roundabout. Cllr A Davis-Johnston noted that there had historically been a bus stop on the slip road.

**Resolved** by all present that Broughton Parish Council write in support of this request from the West Cumbria Bus Users Group.

**Action: Clerk to prepare this letter and copy MP M Jenkinson in.**

## Broughton High Bridge

Cllr Davis-Johnston raised concerns about Broughton High Bridge regarding the width of the bridge and the insufficient pedestrian provision. Cllr Davis-Johnston suggested requesting CCC to undertake a review of traffic & safety of the bridge.

It was noted that there is no weight limit on this bridge. The weight limits on the approach to the village are for environmental purposes and not for structural reasons. Though the bridge is a listed structure.

**Resolved** by all present that a letter be sent to CCC Highways regarding the lack of pedestrian infrastructure of the bridge (in particular for push-chairs & wheelchairs), and the recent accident (rear end shunt on the bridge) and ask for a Safety Review or additional signage to be undertaken to improve the safety of both pedestrians & road users.

**Action: Clerk to write this letter to CCC Highways.**

# 84/2020 Correspondence for discussion

None

# 85/2020 Planning Applications & Consultations

**Ref: FUL/2020/0193**

Location: Plot 4 Derwent Forest, Great Broughton, Cockermouth

Proposal: Proposed detached dwelling & detached garage

**Resolved** by all present the Parish Council had a strong observation that the ‘eco aspect’ of the proposed houses on this site appear to have been lost. This was promised at the initial consultation events for this site, but this doesn’t appear to have been bought forward into plans. Broughton Parish Council would like these houses to be environmentally & sustainably developed which is what the original ethos was.

Concern was also raised regarding the traffic management plan for construction vehicles to prevent them accessing the site via Great & Little Broughton.

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

# 86/2020 Planning Decisions

**Resolved** by all present that the below decisions be noted:

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference** | **Location** | **Proposal** | **Decision** |
| VAR/2020/0013 | Plot 7, Derwent Forest, Great Broughton | Variation to approved application 2/2017/0219 to amend the house design for plot 7 | Approved |
| HOU/2020/0101 | 19 Grange Avenue, Little Broughton, Cockermouth, Cumbria, CA13 0NE | Single garage on front of property (detached) with access onto Meeting House Lane | Refused |
| Confirmed TPO  | The Vicarage, Little Broughton, Cockermouth | Tree Preservation Order-2 Ash Trees | Confirmed  |
| FUL/2020/0169 | Land at Former RNAD, Derwent Forest, Broughton Moor | Erection of sandstone wall at the entrance to the Derwent Forest Development | Withdrawn |

# 87/2020 Finance & Accounts

## 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 August (via SO) | £536.25 |
| HMRC | PAYE August  | £141.20 |
| NEST  | Pension August (Via DD) | £49.40 |
| Becx Carter | Salary (Sept) Via So | £536.25 |
| HMRC | PAYE Sept | £475.05 |
| NEST  | Pension Sept (Via DD) | £98.80 |
| Jackson Hetherington | Grass Cutting | £228.57 |
| Playdale | Invoice for repairs to gates & wooden swing steps | £596.78 |

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

## Approval of monthly bank reconciliation & spend against budget report

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

## Approval of Website Accessibility Statement

The Clerk informed all present that the works to make the Website Accessibility compliant have now been completed, and the Website Accessibility Statement as circulated to all councillors needs to be approved to complete this piece of work.

**Resolved** by all present that the Website Accessibility Statement be adopted. Thanks were noted to the Clerk for all her work on the website.

**Action: Clerk to upload this document to the Website.**

## Approval of National Pay Award 2020/2021

The National Joint Council for Local Government Services has reached agreement on the new pay scales for public sector workers. This equates to a 2.75% increase.

The financial impact on Broughton Parish Council is £225.68 per annum

**Resolved** by all present that the Clerk be awarded the nationally agreed salary rise.

**Action: Clerk to process this pay-rise.**

# 88/2020 Councillor Matters

None

# 89/2020 Date & Time of Next meeting.

**Resolved** by all present that the next meeting date be set as 20th October 2020 at 19:00 in a Virtual Meeting Room.

It was noted that there is a requirement to be able to offer a blended meeting functionality until May 2021, where people can dial in as well as attend in person. As none of the venues that Broughton Parish Council meet in are digitally enabled it is likely that the virtual meetings will continue for the foreseeable future.

Meeting closed 20:45

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