**Broughton Parish Council**

Minutes of the meeting of Broughton Parish Council held in Christ Church Great Broughton on Tuesday 21st May 2019 at 19:00.

**Present:** Mrs Mary Bradley (Chair), Mrs Joanne Sewell, Mrs Jackie Hobden, Mr Steve Hannah, Mrs Sue Hannah, Mrs Alison Carruthers, Mrs Claire Winter, Miss Becx Carter (Clerk)

**Apologies:** Mr C Jackson, A/BC Cllr J Farebrother, A/BC Cllr N Cockburn,

Prior to the meeting commencing all councillors present completed their Declaration of Acceptance of Office Forms which were witnessed by the Clerk.

With 7 Councillors present the meeting was quorate to continue.

**80/19 Election of a Chairman**

Cllr Sue Hannah proposed Cllr M Bradley

Cllr J Hobden seconded this proposal.

All present **resolved** that Cllr M Bradley be elected as the Chair of Broughton Parish Council for the forthcoming year.

Cllr M Bradley confirmed she was willing to accept this role for the 19/20 year which would be the third of her three-year term.

Cllr M Bradley completed her Declaration of Acceptance of Chair’s Position form which was witnessed by the Clerk as the Proper Officer of the Council.

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

**81/19 Election of a Vice Chairman**

Cllr J Hobden proposed Cllr J Sewell

Cllr C Winter seconded this proposal

**Resolved** by all present that Cllr J Sewell be appointed as Vice Chair to Broughton Parish Council for the forthcoming year.

Cllr J Sewell confirmed she was willing to accept this role for the 19/20 year after which she would be looking to stand down.

**82/19 Apologies for absence**

Apologies were received and noted from the above.

**84/19 Chairman’s Announcements**

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

Cllr M Bradley once again formally thanked the outgoing councillors (John Wilson, Maynall Weir and Richard Gildert) for their hard work.

**Action: Clerk to formally thank these councillors as part of the June 2019 newsletter.**

**85/19 Requests for dispensations and declarations of interest**

None

**86/19 Minutes of the meeting held on the 16th April 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 of the meeting by the Chair Cllr M Bradley.

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

**87/19 Police Matters**

**Resolved** by all present that the Police Report be noted as received along with the 5 incidents noted within it (1 theft, 2 criminal damage, 1 anti-social behaviour, 1 RTC & a vulnerable person report).

*Anti-Social Behaviour-* Councillors present raised concerns once again about the growing issue of crowds/gangs of young people hanging around the Parish in the evenings in particular weekend evenings. Most recently these have been observed around Craggs Road, down by the River and in the Bus Shelter. These young people have been witnessed being dropped off by vehicles into the parish, with empty bags and then walking into the village to collect large amounts of alcohol.

The PCSO stated in her report that she regularly patrols the parish, but this has been witnessed by Parish Councillors as being 5-10mins parked in Monkey Villas Layby at about 15:15-15:30 on weekdays (when school is still in session) and Sunday mornings. The problems occur on evenings in particular those at weekends.

The young people have been witnessed regularly drinking and causing damage to gardens/boundary structures (walls/fences) and on occasion have been observed urinating in public. Additionally, in the vicinity of the Quaker Graveyard there is evidence of active drug taking.

Local residents are feeling intimidated and are threatened to leave their homes due to the behaviour of these individuals.

A Councillor has tried to report this to the Police, but the 101 number is never answered, and the reports have been sent to the 101email but only 1 such report has been acknowledged but no action taken.

**Action: Clerk to report this matter again to the local Police Inspector and ask that patrols are increased at the problem times (evenings & weekends). Including informing them that the young people in question are drinking and in certain locations taking drugs.**

**Action: Clerk to ask the Police to disseminate/communicate information regarding these on-going issues with other neighbouring parishes and with local schools if they have the capacity to do so.**

**Action: Clerk to include an article on this problem in the forthcoming newsletter and encourage people to report the matter to the police and inform parents that drug taking is occurring.**

**88/19Public Participation**

Cllr M Bradley noted that she had received a phone call of thanks from a local resident for the Parish Councils help in getting the pedestrian bridge at Monkey Villas repaired.

**89/19 Applications for Co-option**

None received

**Action: Clerk to include this in the forthcoming newsletter**

**Action: Clerk to prepare co-option posters for inclusion on the noticeboard within the Parish**

**90/19 Update on matters arising from previous meetings**

1. Youth Shelter/Outdoor Recreation Project

Cllr C Winter confirmed that she would be looking to progress this over the coming weeks and would be looking to provide an update at the June 2019 meeting.

**Action: Clerk to agenda this matter for the June 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, the application has been called in to be considered at the Development Control Committee due to objections from a local resident. Due to Purdah restrictions the DCC meetings have been delayed. It is hoped a decision will be received prior to the June 2019 meeting.

The Clerk confirmed that she had clarified to Allerdale Borough Council that a detailed landscaping plan for the site was not yet prepared as having the change of use approval was a condition of a possible land transfer from Persimmon. The Parish Council have not incurred time or expense in preparing a plan for land that is not yet in the Parish Council possession. These matters would be submitted for future planning to ABC as and when required.

**91/19 Clerks Report**

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

1. *Phone Box at the Post Office*

The Clerk noted that a formal response was awaited from BT.

**Action: Clerk to chase up and agenda for the June 2019 meeting.**

**92/19 Play-area**

The Clerk confirmed that the Independent Inspection has now been undertaken and the outcome of this will be tabled at the June 2019 meeting.

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

**93/19 Reports from Visiting Councillors & on other meetings attended**

Cllr Sue Hannah confirmed she had attended the Planning Inspectorate hearing of the Allerdale Local Plan Part 2. Her speech included matters such as Broughton Lodge, Soddy Gap & Derwent Forest along with Rose Farm. The Inspector confirmed that Cllr S Hannah should only have been speaking to the Rose Farm matter but non the less the wider issues were raised and are now on the public record.

The Inspector raised questions with the ABC planning team regarding Broughton Lodge & Derwent Forest, and seemed particularly interested in the fact that if all of the larger scale developments went ahead it would essentially result in the conjoining of Broughton Moor, Broughton & Seaton which would have a severe impact on the villages that currently form these areas.

Cllr S Hannah noted that none of the Broughton Lodge, Derwent Forest or Soddy Gap sites are mentioned within the Allerdale Local Plan Part 2 despite the indications being that applications for upwards of 2000 houses are what the developers/owners are looking to achieve on these sites.

All present thanked Cllr Sue Hannah & A/BC Cllr N Cockburn for attending and working to represent the views of the Parish Council (and wider Parish Councils) at the Planning Inspectorate review of the Allerdale Local Plan Part 2.

The Clerk confirmed that the next Joint Parish Council date has been set for the 3rd July 2019.

**Action: Clerk to book a venue for this meeting**

**Action: Clerk to send out a ‘save the date’ email to all interested parties.**

**Action: Clerk to contact ACT about them attending to provide an overview of the Neighbourhood Plan Process.**

**94/19 Allotments**

1. *Allotment Working Group Meeting*

Confirmed that the date for this meeting has been set as the 1st July 2019 at 19:00 at Cllr M Bradley’s.

**Action: Clerk to send out a save the date to all members of the working group.**

1. *Fencing Contract for the Upper Boundary of the Coldgill Site*

**Resolved** by all present that the draft tender prepared by Cllr M Bradley be discussed by the Allotment working Group and then brought to the Parish Council for ratification in July 2019. As no works can be undertaken until the Bird Nesting season has finished in the Autumn.

1. *Nook Plot 1*

Clarity was sought on the resolutions regarding this plot:

**Resolution 1** that a budget of £500 has been approve for the ploughing/rotavating of the Plot prior to fencing works taking place.

**Action: Cllr M Bradley to contact a local contractor and ask for this work to be undertaken.**

**Resolution 2** that a budget of £528 has been approved for the fencing works to be undertaken once the rotavating has been completed.

**Action:**  Clerk to convey this decision to the fencing contractor.

1. *Plot 3 Nook*

**Resolved** by all present that this plot be divided in half the existing tenant wishes to keep the lower part of the plot, and the upper part once fenced is free for allocation (access from the Lonin).

**Action: Cllr J Hobden to organise the measuring of both half of the plots and confirm to the Clerk.**

**Action: Clerk to organise the tenancy agreement once the measurements are completed.**

1. *Waiting List*

Cllr J Hobden confirmed that all plots on Nook are now let and there are no remaining names on the waiting list for the Nook Site.

**Action: Cllr M Bradley to refresh the notices encouraging people to come forward to take on allotments.**

1. *Water Regulations Advisory Scheme Compliance*

The Clerk informed Councillors present that she was working to try and achieve written confirmation from UU regarding non return valves within the water meters.

**Action: Clerk to continue to work on this matter and report back to the next appropriate council meeting.**

**95/19 Parish Maintenance & Highways Matters**

1. *Bin at the Bus Stop.*

It was noted that this bin is often overflowing.

**Action: Clerk to contact ABC to request a larger bin and more regular emptying to be undertaken.**

1. *Household Waste Collection*

It was noted (though no further action required) that the collection schedules under the new Allerdale Borough Council Waste Scheme have been very ‘hit and miss’ resulting in some bins not being emptied.

**96/19 Correspondence**

1. Broughton Children’s Carnival

**Resolved** by all present that Broughton Parish Council are fully in support of the road closure for the Broughton Children’s Carnival.

**Action: Clerk to convey this decision to the relevant CCC officer**

**97/19 Planning Applications & Consultations**

None

**98/19 Planning Decisions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Location** | **Proposal** | **Decision** |
| PIP/2019/0002 | Part Field, Craggs Road, Great Broughton | Proposed residential development | Refused |
| 2/2018/0397 | Rigg Top, Coldgill Avenue | Land adjacent to Rigg Top, Coldgill | Appeal Dismissed. |

**101/19 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) | £564.68 |
| HMRC | PAYE | £141.20 |
| Came & Co | Insurance | £563.44 |
| Rachel Kelly | Internal Audit | £50 |
| Jackson Hetherington | Grass Cutting May | £114.25 |
| Becx Carter | Expenses | £149.63 |
| Christ Church | Room Hire | £14 |

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

1. *Receipt of Internal Auditors Report*

**Resolved** by all present that the unqualified internal auditors report be received and noted as such.

1. *Approval of Annual Governance Statements 18-19*

**Resolved** by all present that the following responses be given to the Annual Statements of Governance for Y/E 31st March 2019

|  |  |
| --- | --- |
| **Statement** | **Response** |
| 1.We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements | Yes |
| 2.We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness | Yes |
| 3.We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances | Yes |
| 4.We provided proper opportunity during the year for the exercise of elector’s rights in accordance with the requirements of the Accounts & Audit Regulations. | Yes |
| 5.We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal audit of the accounting records and control systems | Yes |
| 6.We maintained throughout the year an adequate and effective system of internal audit | Yes |
| 7.We took appropriate action on all matters raised in reports from internal and external audit | Yes |
| 8.We consider whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and where appropriate have included them in the accounting statements | Yes |
| 9.(For local Councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and it required independent examination or audit. | N/A |

The Clerk & Chair signed the appropriate page of the Annual Governance & Accountability Return for 18/19 to reflect the above responses.

1. *Approval of Year End Accounts for Year Ending 31st March 2019, Statement of Variances and to sign the Annual Governance & Accountability Return*

**Resolved** by all present that the End of Year Accounts for 31st March 2019 & the Statement of Variances be approved by all.

**Resolved** by all present that the Accounting Statements on the Annual Governance & Accountability Return for 18/19 be approved & signed by the Chair & Responsible Financial Officer of the Parish Council

**Action: Clerk to complete and file the audit.**

1. Request for Donation towards Broughton Red Rose Rugby Team

**Resolved** by all present that Broughton Parish Council make a S.137 donation of £150 to the Broughton Red Rose Rugby Team.

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

**102/19 Approval of Governance Documents**

**Resolved** by all present that the below documents be formally adopted with no alterations by Broughton Parish Council (All available on the website)

1. Standing Orders 2019
2. Financial Regulations
3. Asset Register
4. Complaints Procedure
5. General Data Protection Policy
6. General Data Protection Compliant Privacy notice
7. Risk Assessment
8. Risk Management Policy
9. Publication Scheme

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

**Action: Clerk to update the Standing Orders 2019 with the revised number of Council seats following the Community Governance Review.**

**103/19 Councillor Matters**

None

**104/19 Date & Time of Next meeting.**

**Resolved** by all present that the date of the next meeting be confirmed as the 18th June 2019 at 19:00 Christ Church.

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