**Broughton Parish Council**

Minutes of the meeting of Broughton Parish Council held at Little Broughton Village Hall on Tuesday 22nd January 2019 at 19:00.

**Present:** Mrs Mary Bradley (Chair), Mr Maynall Weir, Mrs Claire Winter, Mrs Joanne Sewell, Mr Richard Gildert, Mrs Jackie Hodben, Mrs Sue Hannah, Mr John Wilson, Mr Carl Jackson, Mrs Alison Carruthers, Miss Becx Carter (Clerk), 1 member of the public.

**Apologies:** Mr Bill Smith, Mr Steve Hannah, A/BC Cllr J Farebrother.

**01/19 Apologies for absence**

Apologies were received and noted from the above.

**02/19 Chairman’s Announcements**

Cllr M Bradley noted that over the past month she had been working on allotment matters and the conclusion of the resurfacing of the area at the end of Welfare Field Track/Children’s Hard play area.

It was noted by Councillors present that despite repeated requests to the Church that the Children’s Alphabet snake shouldn’t be damaged it has now been partially obscured by these works.

**Action: Clerk to speak to Playdale to ask them if they could quote for this work next time they are on site.**

*Rural England Grant-* The Clerk had provided details to the Chair of the Parish Council regarding a possible grant available for the Persimmon Site. The Chair confirmed that she had looked into this and the eligibility criteria were very strict but that it could be used for the Allotment Plot 1 project. Further Cllr Sue Hannah suggested that as a focus of this fund was the alleviation of funding that maybe a request could be included for the removal of vegetation from the culvert/stream that flows through the Nook Plot 1 to mitigate future flooding risk.

**Resolved** by all present that Cllr M Bradley work with Cllrs C Jackson & C Hobden to submit an application for this fund for the Plot 1 works at Nook Site.

*Allotment Taps*

Cllr M Bradley informed those present that works to repair damaged taps on the Allotment site had been authorised by the Chair & the Clerk between meetings due to the need to prevent water loss & for the taps to be WRAS compliant.

**Resolved** by all present that this approval of spend between meetings be noted as accepted in compliance with the Standing Orders.

*Local Plan/Derwent Forest*

Cllr M Bradley informed those present that Allerdale Borough Council are not looking to convene a meeting of Parish Councils around Derwent Forest until the developer is closer to submitting an application, Allerdale Borough Council have spoken with the Developer and they believe that the outline application is at least a year away.

**Resolved** by all present that Broughton Parish Council should convene a meeting of all local Parish Councils and Borough Councillors to discuss a joint approach to this matter and to consider if a the formation of a Local Plan might be an appropriate way for the Parish Councils to have more weight in the planning system with the impending development of a number of large scale developments within Broughton Parish & its neighbours.

**Action: Clerk & Chair to set a date for this meeting and send an invite to all relevant Councils.**

*Christmas Tree*

Cllr M Bradley had received a number of enquires recently about why there is a Christmas Tree in Great Broughton but not one in Little Broughton.

Cllr Sue Hannah confirmed that this was because the original Christmas Tree was erected by the landlord of the Punch Bowl which is the reason why it was only located in Great Broughton.

A second one could be placed at the Village Hall in Little Broughton subject to the committee agreeing to the installation of a Christmas Tree holder and appropriate provision of electric being available.

**Action: Clerk to agenda this for a meeting later in the year (September)**

**Action: Cllr M Bradley to speak to the Village Hall Committee to assess how they feel about this idea.**

**03/19 Requests for dispensations and declarations of interest**

None

**04/19 Minutes of the meeting held on the 12th November 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.

**05/19 Police Matters**

**Resolved** by all present that the Police Report be noted as received along with the 2 incidents listed within it.

**Resolved** by all present that the cessation of the 10 weekly community engagement meetings be noted.

It was noted by Parish Councillors present that there have been a number of incidents recently of a prowler/individual in gardens late at night. This has been observed a number of times and suggest that there is a spate of linked incidents.

**Action: Cllrs to spread the word to local residents that all such incidents should be reported to the Police via the 101 phone number or** **101emails@cumbria.police.uk** **this enables the police to map patterns of incidents and respond accordingly.**

**06/19 Public Participation**

One member of the public was present a Mr R Cockburn at the Chair’s discretion he raised two issues:

1. He thanked Broughton Parish Council for their donation towards the cost of an additional Defibrillator to be sited within the Parish. He confirmed that there is now one at the Little Broughton Village Hall, One at the Punch Bowl & One at the school & one in Brigham. The group are working to see if they can get one installed in the Broughton Park Area as well to provide a good coverage across the Parish. Mr R Cockburn confirmed that the group was looking at providing a training courses so that any interested parishioners can attend to familiarise themselves with the defibrillator units.
2. Recent Broughton Parish Council (December) Newsletter Article. Mr R Cockburn attended as the husband of Allerdale Borough Councillor Mrs N Cockburn. Mr Cockburn raised concerns about the lack of a formal apology received from the Parish Council (a letter has been sent from the Parish Council), and to reiterate the depth of hurt that the article has caused Mr & Mrs Cockburn. Mr Cockburn confirmed that contrary to what was implied in the article Mrs Cockburn does not claim any expenses for mileage, stationary, or telephone and only takes the standard salary for her role as Allerdale Borough Councillor. This can be confirmed on the Allerdale Borough Council website.

Cllr M Bradley confirmed that a retraction would be printed in the next Newsletter (March). Further Cllr M Bradley reassured Mr Cockburn that the process for preparation of Newsletter Articles will now rest with the Chair of the Parish Council with a quality assurance check undertaken by the Parish Clerk to prevent any similar incident occurring in the future.

**Action: Cllr M Bradley to draft a retraction for inclusion in the forthcoming Newsletter.**

All Councillors present personally expressed they’re thanks to Mrs N Cockburn for the tireless and significant work that she does on behalf of the residents of Broughton Parish and the support, assistance and guidance she has offered to Broughton Parish Council. It was noted that all individuals who sit on the Parish Council would miss Mrs N Cockburn’s support and knowledge if she felt unable to attend meetings in the future.

**Resolved** by all present that Cllr M Bradley prepare a further correspondence to be sent to Mrs N Cockburn. Further the Parish Council requested that Cllr J Wilson send a formal personal correspondence to Mrs N Cockburn if he felt able to do this.

**Action: Cllr M Bradley to prepare this letter & send to the Clerk for issuing.**

All Councillors present noted that they on reading the Newsletter had not thought that the article was directed at Mrs N Cockburn, however they respect that as Parish Councillors their interpretation of the article may have been different to a lay-person.

It was noted that Cllr J Wilson had offered to resign if that was the Parish Council’s desire.

**8/19 Applications for co-option**

None

**9/19 Update on matters arising from previous meetings**

1. Youth Shelter/Outdoor Recreation Project

Cllrs A Carruthers & C Winter informed the meeting that they had recently attended the newly formed Church Youth Group. It is hoped that this group may be a way of canvassing the opinion of local young people on what facilties they would like to have in the Parish.

**Action: Clerk to agenda this matter for the next Parish Council meeting.**

1. Bus Shelters/Persimmon Land Church Meadows

The Clerk informed those present that this matter had not been progressed until a cheque was signed for the Planning Application fee.

**Action: Clerk to proceed with the submission of this change of use planning application.**

1. Footway Lighting

The Clerk informed all councillors that a letter was received from Allerdale Borough Council which suggested that footway lighting would be transferred to Parish Councils from April 2020.

CALC have followed up on this matter and have confirmed that Parish Councils can’t be forced to take on footway lights. The letter from ABC was notification that that at some point in the future the will be looking to speak with Parish Councils regarding asset transfer. CALC have confirmed that before this matter can be taken further ABC need to define exactly which lights they would be looking to transfer, and then an agreement would need to be formed regarding which lights should be upgraded/replaced prior to the devolution.

It is likely at this stage that a cost would be obtained for the ongoing maintenance from CCC Highways (who currently undertakes the maintenance) with whom Parish Councils would contract from 2021 for the ongoing provision of those lights which were transferred.

**Action: Clerk to keep the Parish Council informed of any developments relating to this matter.**

1. Confirmation of Approved Community Governance Review

The Clerk confirmed that following the Allerdale Borough Council meeting held in early December 2018, the Community Governance Review for the Broughton Parish Council area was formally approved. As of the 1st April 2019 the number of seats on Broughton Parish Council will be reduced to 10 from 13. These changes will take place from the Parish Council elections in May 2019.

**10/19 Clerks Report**

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

1. Brigham & Broughton Roundabout Consultation.

The Clerk distributed at the meeting a proposed plan for a 4-arm roundabout at the junction between the A66 & Brigham & Broughton (and associated speed limit changes). These plans are the culmination of many years of lobbying by the Parish Council & in particular Allerdale Borough Councillor N Cockburn.

**Resolved** by all present that Broughton Parish Council strongly & fully support these proposals.

**Action: Clerk to submit this response and request details on the timescales going forward for this project.**

1. Broughton High Bridge

The Clerk in formed Councillors present that CCC have confirmed that this bridge does not have a weight limit on it. It was noted that if this was the case why are there 7.5 tonne weight restriction signs at the Broughton A66 junction?

**Action: Clerk to seek clarity from CCC Highways regarding this matter & report back at a future meeting**

1. Meeting House Lane

Councillors present reported once again that Meeting House Lane has not been swept and is now thick with leaf mould and compost making it dangerous for users.

**Action: Clerk to report this to Allerdale Borough Council and request details of the timescales on the road sweeping taking place.**

**11/19 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 Play area.

**Action: Clerk to speak with Mr Nelson about these works.**

**12/19 Reports from Visiting Councillors**

*Cumbria County Councillor H Graham*

Not present

*Allerdale Borough Council -Cllr J Farebrother*

An email was read out by the Clerk confirming that Allerdale Borough Council are going to be changing the ‘purple bag’ recycling scheme from April 2019. Households will be issued with another wheelie-bin for ‘mixed recycling’ to remove the need for the non-recyclable purple bags.

**13/19 Reports on other meetings attended**

None

**14/19 Allotments**

1. *Update on New Tenancy Agreement & Payment*

The Clerk informed the meeting that only 1 tenancy agreement & payment was outstanding as of the 18th January 2019. Despite repeated chase ups by the Clerk the payment & Tenancy has not been received.

**Action: Clerk to send termination notice to tenant in question.**

**Action: Clerk to provide details of the plot in question to Cllr J Hobden.**

At the request of the Council the Clerk had totalled up the cost of the work chasing up the missing tenancy agreements/invoice payments over the past 4 months. The financial cost is £513.90 and has resulted in the Clerk having over 40 hours of flexi time at the end of the process which will need to be taken back over the coming months.

Allotment Holders raised concerns regarding the administration costs included in the budget, and this evidence collated by the Clerk demonstrates the level of administration involved. This further supports the resolution made by Broughton Parish Council in November to impose a £20 surcharge on all 2019 invoices that will not be payable if the invoice is cleared within 30days. If the invoice is late the £20 surcharge will be payable and will be used to offset some of this additional administration cost.

1. *Nook Wall/Fence replacement*

Cllr Hobden confirmed that these works were predominantly completed now with only some remaining stone to be removed.

**Action: Clerk to speak with the contractor about a timescale for the removal of the remaining stone.**

1. *Other allotment matters*

A report was received noting that the boundary fence along the upper (Camerton Road) side of the Coldgill Site is in a poor state of repair and will need to be looked at during 2019. A concern relating to this has also been raised by one of the tenants in this area of Coldgill site.

**Resolved** by all present that the consideration of a way forward with the boundary fence of the Coldgill Site & the fencing works required on Plot 13 be considered by the Allotment Sub Committee and a paper bought to a full Parish Council meeting in the new financial year with costings included.

**Action: Clerk & Cllr M Bradley to consider and set a date for an Allotment Sub Committee meeting.**

**15/19 Parish Maintenance & Highways Matters**

A query was raised from a Councillor regarding the responsibility for maintenance of a roadside gully opposite the Coldgill Bungalows egress road. The Clerk confirmed that matters such as this should be reported via the CCC HIMS system.

**16/19 Correspondence received**

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

1. Request from local residents regarding removal of the Phone Box at the Post office

The Clerk informed the meeting that a local resident would like the now redundant Phone Box outside the Post Office to be removed as it is becoming a focus for unwanted behaviour.

**Resolved** by all present that Broughton Parish Council have no objections to the resident contacting BT to request removal of this old Phone Box.

Cllr J Hobden noted that there was a local desire to have a bus shelter in this location.

**Action: Clerk to agenda this matter for a future Broughton Parish Council meeting.**

1. Notification of Planning Appeal Ref 2/2018/0397

It was noted that Mr Telford had submitted an appeal to the Planning Inspectorate regarding the Allerdale Borough Council refusal of his application for a new dwelling & associated glass house. As part of the appeal documents submitted by Mr Telford some comments had been made regarding the Parish Council.

**Resolved** by all present that Cllr Sue Hannah prepare a paper clarifying any necessary matters and reiterating the Parish Councils position on this application.

**Action: Clerk to submit this prior to the deadline (7th February 2019).**

**17/19 Planning Applications & Consultations**

None

**18/19 Planning Decisions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Location** | **Proposal** | **Decision** |
| 2/2018/0540 | Broughton Primary School, Moor Road | Proposal to demolish summer room, store & existing porch and new extension to create new reception area etc | Approved with Conditions |
| 2/2018/0397 | Land adjacent to Rigg Top, Coldgill Avenue | Erection of detached dwelling with detached glass house | Refused |
| SCR/2018/0004 | Land at Broughton Lodge, Broughton Moor | Screening Opinion request for a new holiday park | Environmental Impact Assessment not required.  |

**19/19 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** |
| HMRC | PAYE Dec | £137.40 |
| Becx Carter | Salary Dec (Via SO) | £550.08 |
| HMRC | PAYE Jan | £137.60 |
| Becx Carter | Salary Jan (Via So) | £549.88 |
| Becx Carter | Expenses | £102.09 |
| Ms A Cutler  | Reimbursement for allotment change | £20 |
| Mr A Nelson | Final Bill for Nook Wall Works | £3900 |
| Stamper & Sons | Footpath Rental | £240 |
| Cumbria County Council | Emergency Closure Fees (Bridleway above Nook) | £1676 |
| Carl Jackson | Costs for pipe & tap lagging | £102.23 |
| Allerdale Borough Council | Planning Fees for Change of Use Persimmon Land | £231 |
| Steven Dixon | WRAS Tap Replacement | £184.49 |
| United Utilities | Coldgill Water 27th Sept-28th Dec 2018 | £409 |
| United Utilities | Nook Water 12th Oct-28th December 2018 | £190.66 |
| Toman Paving Ltd | Resurfacing on Broughton Hard Playare | £2,976 |
| Mr John Wilson | Christmas Tree Expenses | £130 |

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

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

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

1. Approval of minor legal corrections to Standing Orders

**Resolved** by all present that the updated Standing Orders (in compliance with the National Association of Local Council Guidance) be adopted with immediate effect.

**Action: Clerk to upload revised version to the Broughton Parish Council Website.**

1. Consideration of draft budget for 19-20

The Clerk had circulated prior to the meeting a draft budget for the forthcoming year. The Clerk noted to the Parish Council that the reserve levels had once again fallen due to large capital costs on the allotment sites, and that there is the potential in future for street lighting costs being devolved to the Parish Council.

Cllr Sue Hannah proposed a precept increase of 15% (£18,667,73) to continue to move Broughton Parish Council towards being revenue neutral in the future.

**Resolved** all present supported Cllr Sue Hannah’s proposal and agreed to raise the Precept to £18,667.73.

**Action: Clerk to file the Precept Demand to ABC.**

1. Request for grant Broughton Children’s Carnival

**Resolved** by all present that a S.137 grant of £150 be made to the Broughton Children’s Carnival.

**Action: Clerk to organise payment of this grant at the February 2019 meeting once it has been confirmed to whom the cheque should be paid.**

1. Great Broughton Scouts Request for funding towards the Newsletter Delivery

It was noted that Maria as the editor of the Newsletter has been asking for volunteers to deliver the Newsletter, so it is not clear to the Parish Council if the scouts have been undertaking this role or not?

**Action: Cllr M Bradley to speak with the leader of the Scout Pack to obtain further information regarding this grant request.**

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

1. To note Statutory Pay Rise for the Clerk from the 1st April 2019

**Resolved** by all present that the Clerks Salary be increased in line with the Statutory guidance from (SCP22) £10.953 per hour to £11.22.

**Action: Clerk to calculate the cost to the Council and agenda the signing of a revised Standing Order form for the February 2019 meeting to take effect from the 1st April 2019.**

1. Authorisation of transfer of reserves from Cumberland Building Society Account

**Resolved** by all present that £6,000 be transferred to the Current Account on 90days notice. A letter to this effect was signed by two authorised signatories.

**Action: Clerk to process this transfer request.**

**20/19 Councillor Matters**

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

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

**21/19 Date & Time of Next meeting.**

**Resolved** by all present that the date of the next meeting be confirmed as the 19th February 2019.

**Action: Clerk to forward round a list of all meeting dates to Councillors and book dates for the July 19-Jan 2020.**

Meeting Closed 20:42

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