Broughton Parish Council

Minutes of the meeting of Broughton Parish Council held in a virtual meeting room via GoTo Meetings on Tuesday 23rd June 2020 at 19:00

**Present:** Mary Bradley (in the Chair), Joanne Sewell, Bill Smith, , Paddy Gorrill, Claire Winter, Sue Hannah, Steve Hannah

**Apologies:** Alison Carruthers (work commitments)

**Not Present:** Carl Jackson

With 7 Councillors present the meeting was quorate to continue.

It was noted that due to the Covid 19 situation that all positions (chair & vice chair), have been extended until May 2021 under the Corona Virus Act 2020.

All present thanked Cllr M Bradley for being willing to continue in her role as Chair person.

# 39/2020 Virtual Meetings

**Resolved** by all present that the Supplementary Standing Orders be adopted to make Broughton Parish Council legally compliant to hold remote meetings. These Standing Orders will remain in place until 7th May 2021 or the repeal of the legislation (whichever is earlier).

**Action: Clerk to upload the documents to the website.**

# 40/2020 Apologies for absence

Apologies were received and noted from the above.

# 41/2020 Requests for dispensations and declarations of interest

No declarations of interest nor dispensations were noted or requested.

# 42/2020 Minutes of the meeting held on the 25th February 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.**

Playarea- it was noted that this will be reopening as of the 4th July. The Clerk informed all present that the independent Playarea Inspection had taken place in early June and no issues were identified.

**Action: Clerk to update any signage as required, and to ask John Wilson to undertake an inspection between now and the 4th July 2020.**

# 43/2020 Public Participation

It was noted that the barn/building as you go into the Nook on the green area is looking dangerous, with subsidence crack that is increasing on a daily basis.

**Action: Clerk to report this to the dangerous structures department at Allerdale Borough Council.**

Cllr M Bradley noted that the village has been very much enjoyed by residents during the lock down period, and that has been a pleasure to see.

**Action: Cllr Sue Hannah to inform members of the public about future virtual meetings via Facebook Great & Little Broughton Crack to ensure the Parish Council remains as transparent and as open to members of the public as possible.**

# 44/2020 Ratification of Decisions taken during Covid 19 period of Social Distancing

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

**Resolved** by all present that the decision to adopt this policy be ratified.

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

**Resolved** by all present that the signing of this Mandate form be ratified.

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

**Resolved** by all present that the decision to appoint Mrs R Kelly as Internal Auditor be ratified.

## Authorisation of Pest Control on the Coldgill Site.

It was noted that the responsibility for Pest Control rests with the tenants as per the Tenancy Agreement, and the consultation on the terms of the revised tenancy agreement that took place in 2017/18. However, a rat infestation has been identified and the Parish Council have a legal duty to deal with this issue.

**Resolved** by all present that the decision to spend £330 plus VAT on emergency rat clearance be ratified, further it was resolved that his cost be split between all Coldgill invoices for the 20/21 period.

**Action: Clerk to apportion this additional cost across all Coldgill Tenancies for the 20/21 period.**

**Action: Cllr M Bradley to ask him if there was anywhere that was a particular problem, and ask him if the pest controller could feed back/provide guidance to any tenants in the localised areas on how to managed this issue going forward, so it doesn’t become a future problem.**

# 45/2020 Ratification of Invoices & Accounts paid since the 25th February 2020 meeting under delegated authority of the High Consequence Infectious Disease Policy

**Resolved** by all present that the payment of the below invoices be formally ratified.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |

# 46/2020 Ratification of Planning Decisions taken since 25th February 2020 meeting under delegated authority of the High Consequences Infectious Disease Policy

**Resolved** by all present that the below responses submitted to planning applications during the HCID period be formally ratified.

**Ref: HOU/2020/0034**

Location: 29 Church Meadows, Great Broughton, Cockermouth

Proposal: Retrospective approval for the erection of a single storey garage extension

**Resolved** Broughton Parish Council have no comments or objections relating to this proposal.

**Ref: OUT/2020/0004**

Location: Land at Derwent Forest, Broughton Moor, Great Broughton

Proposal: Outline application for 71 residential units (including access, scale, layout & landscaping)

**Resolved** Broughton Parish Council OBJECT to this proposal on the strongest possible grounds, and reasons/comments relating to this are given below. Additionally, Broughton Parish Council wish to make comment that for this application (and FUL/2020/0047) to be continuing during this time of National Emergency seems inappropriate. Following the governmental advice regarding COVID-19 it has been impossible to hold public engagement meetings regarding these two large scale and damaging applications. Members of the public have been trying to adjust to a new way of living and on a number of occasions the ABC Planning Portal has been inaccessible. As such Broughton Parish Council feel that the consultation process regarding these two applications has been frustrated and for the decision making process to continue at this time is inappropriate, and both applications such be postponed/suspended until the COVID-19 restrictions are eased and a proper and appropriate consultation can be held.

Reasons for objection:

* Access from the A66 is already dangerous and overburdened and provides a hazard to pedestrians & other road users. The notion that site users will access via Seaton direction in unproven and unrealistic, access will occur in the majority via Great Broughton where access is over a narrow-listed bridge, through narrow roads with a poor line of sight and past a school. The existing infrastructure is already at capacity, and the combination of a Visitor Centre & Housing Development would overwhelm.
* Development is highly speculative with no proven market or need for the houses.
* This is not just 71 units but is an additional 25 to the self build ones already in progress. This proposed phase of 71 units likely to be rapidly followed by further chunks of development.
* It is felt inappropriate by local residents that this development is being considered in isolation rather than as an outline proposal for the whole site to allow local residents and others to comment on the overall proposal rather than approaching it piecemeal.
* The original concept was to have an eco-friendly village with house & lifestyle as its reason for developing. A factory providing work to build the special materials for the house building was key to this. This seems to have been lost and certainly the house designs shown at the recent consultation events were no longer in line with this concept.
* At the recently held consultation all that was shown was 4 bed detached houses, if the idea is a village concept then surely there should be a spread/mix of housing.
* Concerns over the access road to the site, which is dangerous and should be immediately re-sited, it is a known black spot (note the memorial stones in the verge here).
* The access to the road is only through Great Broughton or Broughton Moor-both of which prove problematic. Most of the traffic will go through Great Broughton which is narrow, has no pedestrian footpath is a route to school, shops & pubs. There are always cars parked which makes it virtually single traffic with passing places. Construction traffic could not use the route. Highways are very aware of all the issues and recently agreed to a 20mph section. Yet these issues don’t appear to have been reflected in the Highways Comments regarding the proposals.
* There is already Outline Planning Permission of 160 holiday caravans/mobile homes on the area of land known as Soddy Gap. If a road was built between the existing highway infrastructure this could lead to an incredibly dangerous rat run bringing traffic through Little Broughton, and down to the Junction of Main Street & Harris Brow which is already an identified dangerous junction that CCC Highways have tried to improve in recent years.
* No consideration appears to have been offered to the impacts of this development on not just the Highways Infrastructure, but the wider infrastructure e.g. schools, doctors, public transport etc, it appears the application is applying for piecemeal development to avoid the need for developer contributions to support the local infrastructure which could be required as a result of this large scale (and likely to be larger in subsequent applicants) development.
* What is the Housing Need for these 71 developments? On what evidence has this been based?
* There are already unsold new builds in the area, the Housing Strategy for Allerdale makes on brief mention of the Derwent Forest Site and is not an identifiable part of the Strategy. There don’t appear to be any affordable houses for locals that can be identified as part of the application, therefore these are houses for profits sake and not to satisfy any identifiable or evidenced local need.
* Serious concerns exist regarding the education provision, and how the developer proposes addressing this issue, all local schools are at or nearing capacity and therefore would need large scale physical developments to cope with an influx of children from 71, 4 bedroomed housing development.
* The application & the existing documentation VASTLY underestimates the type & volume of traffic likely to be associated with this development (4 bedroomed houses are likely to have 2 or more likely 3 cars) equating to on a conservative estimate of 178 cars, these arriving and leaving the site through the Village of Great & Little Broughton will produce an overwhelming burden on the already insufficient infrastructure system. The development is likely to result in additional 300plus car movements per day, and the impacts of this have neither been addressed nor considered.

**Ref: FUL/2020/0047**

Location: Land at Derwent Forest, Broughton Moor, Great Broughton

Proposal: Visitor centre with associated gatehouse, parking & infrastructure

Broughton Parish Council OBJECT to this proposal on the strongest possible grounds, and reasons/comments relating to this are given below. Additionally Broughton Parish Council wish to make comment that for this application (and OUT/2020/0004) to be continuing during this to National Emergency seems inappropriate. Following the governmental advice regarding COVID-19 it has been impossible to hold public engagement meetings regarding these two large scale and damaging applications. Members of the public have been trying to adjust to a new way living and on a number of occasions the ABC Planning Portal has been inaccessible. As such Broughton Parish Council feel that the consultation process regarding these two applications has been frustrated and for the decision making process to continue at this time is inappropriate, and both applications should be postponed/suspended until the COVID-19 restrictions are eased and a proper and appropriate consultation can be held.

Reason for objection:

* The potential highways impacts of a ‘visitor’ centre in terms of additional traffic movements via Great Broughton and Broughton High Bridge from the A66- The expectation that visitors will approach from the Seaton/Workington direction is unrealistic and un-evidenced.
* The Derwent Forest site has the potential to be an attractive site for walking/biking/nature activities but no consideration appears to have been given to the issues regarding the ruins and the remaining munitions on the site, and no works should commence on the site until a full site survey, and associated clean up has commenced first. It is likely that this study will result in a significant number of no go areas which will alter the whole concept.
* Access-Not only are the existing roads already over burdened and not fit for their existing usage, but all possible access routes to this site involve pinch points where traffic will get stuck/create a bottle neck, no consideration is given to how these issues will be addressed.
* It is not clear in any documentation provided with the application what the purpose of the visitor centre is? Therefore it is very difficult to comment on the potential impacts of the site, but regardless of its purpose the increase in traffic movements are unacceptable on the existing local narrow & dangerous roads.
* The planning applications should not be undertaken piecemeal, local residents should have the opportunity to see the whole site plan, and how this application (and the above one) fits with the overall aim for the whole site.
* The concept of the visitor centre, seems to have a feel of a second home development, and it is not clear how viable this is in the current economic circumstances? At the recent consultation held by the application the development of Carlise airport was seen as a significant factor- but the airport is now shut, and airlines are all struggling to survive.
* This is a premature application and until safe access to the site has been identified and approved, no further development on the site layout should be commenced.

# 47/2020 Applications for Co-option (1 vacancy)

One person has expressed an interest in possibly applying to join the Council, a formal Co-Option Process and Questionnaire is agenda’d for adoption later on in the meeting. If these policies are approved the Clerk will then contact the interested party with the Questionnaire and process.

**Action: Clerk to proceed with the sharing of the relevant information & questionnaires (subject to the later agenda items).**

# 48/2020 Reports from Visiting Councillors

None

The Clerk noted that A/BC Cllr N Cockburn has been representing the concerns of Broughton Parish Council and residents regarding the malfunctioning of the Allerdale Borough Council website over the past 12-14 weeks meaning that Planning documentation hasn’t always been available to view, meaning that in some instances there has been limited or no opportunity for public participation in the Planning Process.

# 49/2020 Allotments

All present noted receipt of the Allotment Paper that had been distributed with the meeting papers.

Cllr M Bradley noted that the Allotment Working Group has now essentially disbanded due to people’s personal circumstances, and that this group needs to be reformed.

It was noted by all that the Allotments were looking better than they ever have, but this momentum must be kept going. The current volunteer hours involved are huge, Cllr M Bradley noted that she has spent 168 volunteer hours on the Allotments over the past 4 months, and the Clerk has been spending at least ½ a day a week if not more on the Allotment Administration.

Further consideration needs to be given to prices going forward as the Clerks time hasn’t reduced, and nor has the volunteer involvement. It is important to maintain the momentum on this issue, to ensure robust planning going forward.

Thanks were noted to Cllr B Smith who has undertaken walk arounds with Cllr M Bradley over the last 4 months. Thanks were also noted to Mrs J Hobden who has been very helpful over the past few months.

**Resolved** by all present that Cllr P Gorril, Cllr B Smith & Cllr M Bradley and the Clerk to form a working group.

**Action: Cllr M Bradley to prepare a terms of reference for the new working group and agenda for a future meeting.**

It was noted that the tender for Allotment maintenance wasn’t issued due to Covid 19 pandemic.

# 50/2020 Planning Applications & Consultations

**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

**Resolved** by all present that the Council have no further objections other than the same concerns that the Parish Council had previously.

**Action: Clerk to submit these comments**

**Opportunity for Public Virtual Meeting regarding Derwent Forest Applications**

**Resolved** by all present that the Clerk contact Allerdale Borough Council to check that they would still be willing to be present as officers to answer queries and ask ABC to suggest some times & dates for them hosting a meeting.

**Action: Clerk to action this and contact all councillors following this.**

It was noted that there will be a need to revisit neighbourhood planning in July, and that the uptake for it may well be greater after the lockdown period where people have been very much enjoying the village and increasing community cohesion.

# 51/2020 Planning Decisions

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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  |

# 52/2020 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 (Via SO) | £536.25 |
| HMRC | PAYE  | £141.20 |
| Becx Carter | Clerks Expenses | £78.66 |
| Cumbria Payroll Services | Payroll & Pension Fees | £208.80 |
| NEST | Pension Payment (Employer & employee) | £49.40 |
| Jackson Hetherington | June Invoice | £228.57 |
| Cumbria Pest Control | Pest Control on Coldgill | £396.00 |

**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 Closure of Money Manager Account

**Resolved** by all present that the Broughton Parish Council Money Manager Account with £90.06 in it.

**Action: Clerk to prepare a letter and circulate to Councillors for signing.**

## To receive the Internal Auditors Report

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

## To approve the Annual Governance Statements

**Resolved** by all present that the following responses be given to the Annual Statements of Governance for Y/E 31st March 2020

|  |  |
| --- | --- |
| **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 controls and/or external insurance where required | Yes |
| 6.We maintained throughout the year an adequate and effective system of internal audit of the accounting records & control systems  | 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 pages of the Annual Governance & Accountability Return for 19/20 during the meeting & via post due to the Covid 19 restrictions.

**Action: Clerk to file the relevant documentation & post the notices for public viewing if required.**

## To approve the Accounting Statements for 19/20

**Resolved** by all present that the Accounting Statements for 19/20, that have been reviewed by the Clerk & Internal Auditor be approved and signed as a true & accurate record.

**Action: Clerk to upload these documents & send to councillors for inclusion on the Noticeboards.**

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

**Resolved** by all present that the below policies be noted as reviewed and be re-adopted for the forthcoming year.

* Standing Orders
* Financial Regulations
* General Data Protection Regulation Policy
* Code of Conduct
* Asset List
* Terms of Reference Planning Committee
* Complaints Procedure
* Publication Scheme
* GDPR Privacy notice

**Action: Clerk to upload these policies to the website.**

## Adoption of New Policies & Procedures for 20/21

**Resolved** by all present that the below policies be adopted by Broughton Parish Council

-Health & Safety Policy- Need to include that this has enough coverage for volunteers.

**Action: Clerk to review this and discuss with the Chair if required.**

-Disciplinary & Grievance Procedure

-Risk Management Policy & Protocol

**Action: Clerk to check website linkages on this to ensure they are linked to the correct website**

**Action: Clerk to modify the policy to state that Clerk should informs the Chair if she is unable to undertake her duties.**

-Public Participation Process

-Document Retention Policy

**Action: Clerk to ensure this is updated in future if council documents are to be stored outside of the Clerks address e.g. in Council procured storage.**

-Co-option Process

-Co-Option Questionnaire

**Action: Clerk to ensure that co-option respondees are aware that if they become co-opted information about them becomes available in the public domain.**

-Dispensation Procedure

-Equality & Diversity Procedure

-Non-Compliance with Code of Conduct Policy

-Governance & Accountability for smaller Authorities in England 2019

**Resolved** by all present that subject to the above alterations/corrections being made that all the above policies be adopted for the forthcoming year.

**Action: Clerk to undertake all corrections and upload to the website.**

## ix. Consideration of Donation to Christchurch

**Resolved** by all present that a donation of £150 be made to Christchurch for Churchyard maintenance.

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

# 53/2020 Councillor Matters

It was noted that during the first weeks of Lockdown there were diversions of public rights of way, and that DEFRA had allowed/authorised this during this Covid Period. The Clerk confirmed that it was her understanding that this was part of the Covid Law and that this remains in place until the May 2021 unless repealed earlier by Parliament.

**Action: Clerk to establish the time period for this exemption applying and confirm to all councillors**

It was also noted that there during the first 6-8weeks of lockdown there was significant volumes of Traffic across Soddy Gap (Little Broughton Road to Moor Road). This appears to have reduced now but there were local concerns about this at the time.

Concern was noted about a caravan down the lane by ‘Hannah Hall’ across the public right of way.

**Action: Clerk to report this.**

# 54/2020 Date & Time of Next meeting.

**Resolved** by all present that the next meeting date be set as 21st July 2020 at 19:00 in a Virtual Meeting Room.

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