Broughton Parish Council

Minutes of the meeting of Broughton Parish Council held in Little Broughton Village Hall on Tuesday 26th November 2019 at 19:00

**Present:** Mrs Joanne Sewell (in the Chair), Mrs Sue Hannah, Mr Steve Hannah, Mrs Alison Carruthers, Mr Carl Jackson, Ms Becx Carter (Clerk), A/BC Cllr N Cockburn, Mr P Gorril (Applicant for Co-option).

**Apologies:** Mrs C Winter, Mrs M Bradley, Mr B Smith, A/BC Cllr J Farebrother

With 5 Councillors present the meeting was quorate to continue.

# 182/19 Apologies for absence

Apologies were received and noted from the above.

## Mrs J Hobden Resignation:

The Clerk informed those present that Cllr J Hobden had resigned from the Parish Council with immediate effect. The legal notices have been posted and the Clerk will confirm within 14 days if an election has been called for or if the vacancy will be available for co-option.

**Resolved** by all present that thanks be noted to Mrs J Hobden for all her work and dedication shown during her time as a Parish Councillor with particular thanks around the huge amount of work she has undertaken on the Allotment sites.

The Clerk confirmed an email of thanks had already been sent to Mrs J Hobden.

## Cllr C Winter:

The Clerk informed all present that Cllr C Winter was seeking consent of the Parish Council to step away from her duties as a Parish Councillor for up to 6 months whilst she focuses her attention on a personal matter.

**Resolved** by all present that they approve Cllr C Winter’s absence for up to the next 6months, and that all present wish her the very best going forward.

**Action: Clerk to convey this to Cllr C Winter with Broughton Parish Council’s best wishes.**

183/19 **Chairman’s Announcements**

None

184/19 **Requests for dispensations and declarations of interest**

None

185/19 **Minutes of the meeting held on the 15th October 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 Joanne Sewell

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

186/19 **Public Participation**

None

# 187/19 Police Report

A report had been received noted 0 incidents since the October 2019 meeting.

# 188/19 Applications for Co-option

Mr P Gorrill was present at the meeting to express his interest in being co-opted to the 1 vacant seat of Broughton Parish Council. His application for co-option had been pre-circulated to all councillors in advance of the meeting.

Prior to a vote taking place on the co-option application the Clerk reminded all present of the current state of Purdah and the need for extreme caution around any form of political activity. This was noted by all.

Cllr Sue Hannah proposed the Co-option of Mr P Gorrill, this was seconded by Cllr C Jackson. All present were in favour.

**Resolved** that Mr P Gorrill be co-opted to Broughton Parish Council with immediate effect.

Mr Gorrill completed his declaration of acceptance of office form which was witnessed by the Clerk.

**Action: Clerk to update the website**

**Action: Cllr Gorrill to complete his Declaration of Pecuniary Interest form and return it to the clerk within 21 days of the meeting.**

**Action: Clerk to file the DPI form and update the website.**

All present welcomed Mr Gorrill to Broughton Parish Council.

189/19 **Update on matters arising from previous meetings**

## Youth Shelter/Outdoor Recreation Project

**Resolved** by all present that this matter be deferred until Cllr C Winter is able to resume her Parish Councillor activities.

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

## Phone Box

The Clerk noted that there has been no change to this issue. There are some parties who wish the box to remain, and others who wish it to be removed. As it is not sited on Parish Council land there is nothing further the Parish Council can do.

Concern was raised that not only is this the stop for the main bus service through the village, but it is also the collection/drop off point for the secondary school bus. Students used to shelter on the porch of the Legion but with the future of this building in question, consideration needs to be given to some form of a weather shelter for students waiting for school transport.

**Action: Clerk to raise this question/concern with the School Transport Team at CCC and ask for any suggestions/options to resolve this matter.**

## Christmas Tree.

Cllr Sue Hannah informed all present that due to the late date in the month of this meeting she has asked John Wilson to order a Christmas Tree for siting in Great Broughton.

**Resolved** by all present that a budget of up to £150 be approved for Christmas Tree related costs to be paid between the Nov-January meeting.

**Action: Clerk to raise cheques for signing once invoices/receipts are received for the Christmas tree and associated thank you gifts.**

It was noted that there is a desire for a Christmas Tree to be sited in Little Broughton as well. On undertaking a review of the area, the only possible location has been identified as to the rear of the Welfare Hall on the corner of Kirklea.

**Action: Clerk to write to the Village Hall committee and ask if they would be willing to have a pot ‘sunk’ on this area of ground ready for the holding of a Christmas Tree (in future years) and if they would be willing to contribute towards/allow an external electrical supply to be used for the lighting of the tree.**

## Fishing Licences

The Clerk informed all present that the Parish Council fishing licences for the Parish Council waters, used to be sold by the Post Office in Great Broughton. To the best of the Clerks knowledge no licences have now been sold in a number of years due to the poor quality of the fishing on the river. (Stocks of fish have declined substantially over the last 10 years, in part due to the damage to the gravel beds/river course caused by the large floods in 2005, 2009 & 2015). The fishing licences are listed on the Broughton Parish Council website and are available from the Clerk directly if anyone requires them.

Consideration needs to be given in the future on how this licencing process is handled, and if Parish Council waters should be more clearly marked.

It was noted that fishing was observed during the summer at the ‘Boat Hole’ which is within the Parish Councils area of Riperian rights.

**Action: Clerk to agenda for the January 2020 meeting for further discussion.**

# 190/19 Clerks Report

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

## Bullin Meadow

A revised Statement of Truth is awaited from the Solicitor regarding the Profits a Prendre and the Riperian Rights to the middle of the river off Bullin Meadow. The previous Statement of Truth was signed by Cllr A Carruthers on behalf of the Parish Council.

**Resolved** by all present that Cllr A Carruthers sign the revised Statement of Truth once it is received on behalf of the Parish Council.

**Action: Clerk to continue to pursue this matter with the Solicitors with a view to it being completed pre Christmas 2020.**

**Action: Clerk to undertake research in to possible uses/options for Bullin Meadow in the long term given its Village Green Status.**

## Neighbourhood Planning/Joint Neighbourhood Planning

The next meeting regarding this will be held on Saturday 18th January 2019 between 14:30-16:30 at Embleton Village Hall (the closest available venue with parking on neutral territory).

**Action: Clerk to draft an agenda and circulate to all Parish Councillors on Broughton and neighbouring parishes.**

**Action: Clerk to agenda for the January 2020 meeting.**

# 191/19 Play Area

## Surfacing

Requests for quotations had been sent to a number of companies, only one company had provided a quotation of £1500 ex VAT. Following the Oct 19 meeting the Clerk had asked if there were any more modern/more durable finishes that could be used to prevent the ongoing need for repair.

The company in question stated that for a playarea with the rest of the surface as EPDM they would only recommend a like for like repair.

**Resolved** by all present that this quotation be authorised due to the safety concerns of the current damaged surface. (Cllr Sue Hannah proposed, Cllr A Carruthers seconded all in favour).

**Action: Clerk to authorise this quotation and seek clarity on the guarantee that is attached to the patch and repair works.**

# 192/19 Reports from Visiting Councillors & on other meetings attended

## ABC Cllr N Cockburn

Cllr N Cockburn noted that in the run up to the General Election she is subject to the constraints of Purdah and as such her report would be fairly brief.

She noted that she had attended the recent noise testing that took place at M Sport as part of their evidence basis for the application to discharge condition 6 (noise management plan). She confirmed that on this day they had intentionally selected the noisiest/loudest car that they could along with a number of more standard vehicles to demonstrate ‘worst case scenario’. The noise impact was then measured at a number of locations away from the track.

## ABC Cllr J Cockburn

Sent a written report that was read out by the Clerk a number of points were noted:

* West Cumbria Water Supply Tree Planting Fund- This is open for applications from community groups to plant trees on community land.
* Chief Executive Ian Frost has resigned and Andrew Seeking is acting up into the role for a fixed term
* M-Sport Application to discharge Condition 6 (Noise Management Plan) has been called in to the Development Control Committee for consideration.

# 193/19 Allotments

## Allotment Working Group resolutions required

The Clerk and Cllr C Jackson noted that a very positive meeting was held in late October, a number of actions resulted from this meeting and these are being worked through. The only one requiring Parish Council approval is listed at 194/19 iii.

## WRAS compliance and non-return valves.

The Clerk confirmed that this matter is ongoing, in the intervening period the water supply will remain on. It was suggested that consideration be given by the Allotment Working Group to the installation of one main ‘thermally insulated standpipe’ that is protected and all other Standpipes to be disconnected to prevent the ongoing large costs of tap and leak repairs.

**Action: Clerk to agenda this for a future Allotment Working Group meeting.**

**Action: Clerk to update all on the progress of this issue once a formal response is received to the outstanding queries and complaints.**

## Invoices 19/20

The Clerk confirmed that at the 3rd October there were circa 14 plots ‘in debt’ this equated to 10 tenants (a number have multiple tenancies. These were sent debtors notices with the £20 late surcharge applied.

As at the 6th November there were 2 tenants (and plots) in debt, one paid on receipt of the final notice (delayed due to family illness) 1 tenant remains in debt and a termination notice has been issued. It was noted that the £20 surcharge appears to have had a marked improvement on the timescales for invoice payment.

## Allotment Maintenance Tender

The Clerk noted that at the Allotment Working Group meeting a suggestion had been made that a pilot project be undertaken in 2020 for the offering of an Allotment Handyman/Maintenance Tender. A budget for this is already within the Allotment budget (circa £350) and the Clerk is estimating there will be a ‘saving’ on her time allocated to the allotments of circa £300 that could be amalgamated to make a combined budget of £650.

This contract would run (subject to council sign off in January 2020) for 7-8months and include:

-Maintenance of the Allotment Boundaries e.g. exterior of the Coldgill Hedge

-Management of the ‘communal’ areas within both Allotment sites

-Strimming/management of the hedge on the Nook Site

-Management/control of fallow sites to prevent spread/encroachment of weeds on to neighbouring plots

-Potentially tap maintenance (subject to the outcome of the advice being sought above).

It is hoped that ongoing management and maintenance of the sites might bring the ongoing running costs down even further.

Following questions from Councillors the Clerk confirmed that the intention was that at the end of the initial 4 year budget for the Allotments (during which time the price per Sq M was phased in on to all plots) that the sites would be running in a cost neutral manner. We are currently just entering year 2 of this 4 year phase. Broughton Parish Council had agreed at 161/18 (20th August 2018) to underwrite the allotment sites until this 4 year period has completed.

**Action: Clerk to draft an Allotments Maintenance/Handyman Tender for approval at the January 2020 meeting.**

# 194/19 Parish Maintenance & Highways Matters

*Millennium Gardens-* The Clerk confirmed that a number of complaints had been received from a parishioner relating to this matter. The complaints passed to the Parish Council had also been raised with other organisations. As a result of this further investigations had been undertaken into this area of land and formal confirmation has now been received from the Land Registry that the land belongs to Cumbria County Council.

Cumbria County Council have agreed that this is their area of land and that they will be responsible for its ongoing maintenance etc.

**Resolved** that this area be removed from Parish Council maintenance tender and responsibility.

Grass Cutting/Parish Maintenance Tender- the Clerk had circulated this to all prior to the meeting. The Tender needs to be advertised at the end of January.

It was noted that the new system is better than previously with the check sheet being used.

A number of modifications were suggested:

* Removal of Millennium Gardens
* Removal of the bank on the other side of the footpath from Millennium Garden as this is owned/maintained by Home Group
* Area on the Brigham side of the Bridge. **Action: Clerk to check where the Parish Boundary lies**
* Footpath wide strip from Rose Farm to the entrance of Soddy Gap to be removed (it has not be consistently done and even when it is done the verge is not fit for walking on).
* Benches- Of the benches that are included on the tender some are on twice (being strimmed round and already sited on areas of grass that are cut) this needs to be streamlined. **Action: Cllr J Sewell to confirm to the Clerk which benches need to be removed**
* Grass Verge at the top of Coldgill Allotments- Consideration needs to be given to if this is included on the Parish Maintenance/Allotment Maintenance Tenders. **Action: Clerk to check the legal position of this grass verge and include for discussion in January.**

**Action: Clerk to revise the Grass Cutting & Maintenance Tender & Maps for approval in January 2020.**

## Bus Shelter- Confirmation has now been received that ABC & CCC don’t have anyone retained on staff who can undertake this type of work.

Cllr Sue Hannah has agreed to lead on instructing a surveyor for this site if required. However further information was requested prior to a structural survey being commissioned, regarding who is legally responsible for the retaining aspect of the rear wall of the bus shelter. Is it the Parish Council? Or the Landowner? Or CCC in terms of the Highway Boundary?

**Action: Clerk to check the Land Registry for ownership details of the surrounding land and boundaries.**

**Action: Clerk to speak to dangerous structures department to seek any advice/guidance they maybe able to offer on this matter alternatively Clerk to seek legal advice.**

Defibrillator Road Signs-**Resolved** by all present that the Clerk contact Cumbria County Council to enquire as to the cost and possible locations for signs notifying road users of the location of Public Access Defibrillators. The Clerk informed those present that she had started this process but the initial response from CCC was that they don’t undertake this work. The Clerk noted that CCC had done this work for her previously and she was continuing to pursue this.

**Action: Clerk to obtain quotes and plans from CCC**

# 195/19 Correspondence

None

# 196/19 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)* | *£564.68* |
| HMRC | PAYE (Nov) | £141.20 |
| Becx Carter | Expenses | £199.37 |
| Jackson Hetherington | Grass Cutting | £283.34 |
| CALC | Training Fees | £45 |

**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.

## Signing of Transfer of funds from savings account to cover Coldgill Boundary Works

**Resolved** by all present that a letter to transfer £4800 (the NET cost) of the Coldgill Boundary Works be approved and signed by two authorised signatories.

**Action: Clerk to submit this request for transfer.**

## Approval of revised Financial Regulations

**Resolved** by all present that the revised financial regulations as circulated by the Clerk be adopted with immediate effect.

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

## Donation Request Poppy Appeal

**Resolved** by all present that a donation of £25 be made to the British Legion Poppy Appeal.

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

## Draft Budget 2020-21

The Clerk had circulated an initial draft budget for consideration to all councillors, this matter will be agenda’d for a final decision at the January 2020 meeting.

Comments made during the meeting were:

-Website- The recent legislative changes to the accessibility requirements could have far reaching cost implications for the Parish Council. **Action: Clerk to update the Parish Council on this matter at the January 2020 meeting**

-Newsletter- This budget line to be removed as the Newsletter appears to mainly be delivered via email or volunteers generated by posts on Great & Little Broughton Crack. **Action: Clerk to remove this budget line but recognise the 1st Great Broughton Scouts as a possible S.137 Grant recipient in the revised budget.**

**Action: Clerk to contact the 1st Great Broughton Scouts and ask if they are still involved in newsletter delivery.**

# 197/19 Planning Applications & Consultations

**Ref: VAR/2019/0030**

Location: Land at Former RNAD Plot 12 Derwent Forest

Proposal: Variation on Condition 1 on application 2/2017/0219 to include additional house type & garage

**Resolved** by all present that Broughton Parish Council are unable to make a comment on this application as it is unclear what the variation being applied for is. There is no detail on what the original Condition was, and how this revision compares to it.

Additionally it was noted that it was the understanding of the Parish Council that houses on these sites were supposed to be eco-homes, has this principle of the development now been lost?

**Action: Clerk to submit these comments & raise the concerns about the lack of information with Simon Sharp.**

**Ref: FUL/2019/0265**

Location: Derwent View, Coldgill Avenue, Great Broughton

Proposal: Erection of a detached dormer dwelling with integral garage

**Resolved** by all present that that again there is insufficient datum on the plans to allow a decision to be made. The plans at A4 size as provided are not to scale, and they don’t have full height & elevations on them to allow a comparison to be made between the proposed development and the neighbouring properties (one of which is only the size and scale that it is due to a retrospective application). Additionally the proposals appear to be for a development that is significantly larger in terms of mass and proximity to the road than the one for which outline planning was granted. It is noted within the planning documentation that the difference in height is ‘marginal’ however the Parish Council feel this is not a marginal difference and should be considered as a material rather than non-material change.

Additionally two specific issues were noted:

1. Proximity of the proposed development to the United Utilities Sewer that runs down the lane at the side of the property (mentioned in the original planning approval)
2. Highways- The application is proposing to include the same condition regarding pedestrian infrastructure as the other two dwellings on that stretch. Broughton Parish Council are concerned that the Highways Department/Planners have not actually been to site and measured the implications of a 1.8m wide verge with kerbs/edging and how much this would impinge on the highway and contribute to further damage to the privately owned grass verges opposite.

**Action: Clerk to raise the above issue with the ABC planning department and ask for an extension to the deadline for comments to allow for appropriately detailed documents to be provided etc.**

**Ref: CON6/2014/0350**

Location: Dovenby Hall, Dovenby

Proposal: Application to discharge condition 6 updated noise management plan

**Resolved** by all present that the Parish Council have no comment relating to this application.

**Action: Clerk to submit this comment.**

It was noted that there have been no reports of this having an impact within the Parish, and the documentation provided with the application is very technical and would be better interpreted by more appropriately qualified persons.

# 198/19 Planning Decisions

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Proposal** | **Location** | **Decision** |
| HOU/2019/0184 | Erection of log cabin | Ridgeway, 8 Camerton Road, Great Broughton | Approved with conditions |
| HOU/2019/0204 | Proposed extension and alterations | 6 Camerton Road, Great Broughton, Cockermouth | Approved with conditions. |

# 199/19 Councillor Matters

Village Hall Committee- It was noted that there maybe a growing need for further volunteers on this committee.

**Action: Cllr Sue Hannah to post details of this on social media to encourage volunteers.**

## Flytipping/Arson Alice Lane

It was noted that once again there was a growing issue with fly-tipping and more recently the setting of fires on the area at the top of Alice Lane.

**Action: Clerk to email A/BC Cllr N Cockburn for help/advice relating to this issue.**

# 200/19 Date & Time of Next meeting.

**Resolved** by all present that the next meeting date be set as 17th December 2019 at 19:00 (if required for planning purposes)

**Action: Clerk to confirm one week prior to the meeting if it will be going ahead.**

Alternatively the next meeting date be scheduled as the 21st January 2020 at 19:00 in Christchurch.

Future meeting dates be noted as:

18th February 2020 at 19:00- Christchurch Great Broughton

17th March 2020 at 19:00- Christchurch Great Broughton

21st April 2020 at 19:00-Little Broughton Village Hall

19th May 2020 at 19:00-Little Broughton Village Hall

23rd June 2020 at 19:00-Christchurch Great Broughton

21st July 2020 at 19:00- Little Broughton Village Hall

15th September 2020 at 19:00- Little Broughton Village Hall

20th October 2020 at 19:00- Christchurch Great Broughton

24th November 2020 at 19:00- Little Broughton Village Hall

19th January 2021 at 19:00- TBC

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