Broughton Parish Council

Minutes of the meeting of Broughton Parish Council held in Christchurch, Great Broughton, on Tuesday 19th July 2022 at 19:00

**Present:** Mary Bradley (in the Chair), Georgina Murray, Adrian Davis Johnston, Claire Winter, Steve Hannah, Sue Hannah, Bill Smith, Russ Cockburn, Dr Martin Harris (Elected member for Cumberland Shadow Authority).

**Apologies:**  Neil Rumbold (work commitments), Nicky Cockburn (personal commitments) A/BC Janet Farebrother

With 8 Councillors present the meeting was quorate.

# 106/22 Apologies and reasons for absence

**Resolved** by all present that the apologies and reason for absence for the above listed councillors be accepted and approved.

**107/22 Requests for dispensations and declarations of interest**

None

# 108/22 Exclusion of Press & Public (Public Bodies Admission to Meetings Act 1960)

None

**109/22 Minutes of the meetings held on the 23rd June 2022**

All members of the council had received a copy of the minutes in advance of the meeting.

**Resolved** by all present that the minutes of the 23rd June 2022 meeting be signed as a true and accurate record by the Chair.

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

**110/22 Chairman’s Announcements**

Cllr M Bradley volunteered to help with the carnival on Sunday 17th July 2022 as they were very short handed. The Carnival committee are looking for additional volunteers to keep this valuable community event going in the future.

**111/22 Public Participation**

The Clerk noted that a report has been received regarding dead fish in the river near/under Broughton High Bridge. The Clerk has advised the member of the public to report this to the Environment Agency as a pollution incident.

**112/22 Reports from visiting councillors & Police**

*Cumberland Shadow Authority* *(Dr M Harris)-*There have been many meetings regarding the future transfer of power and responsibilities from the current authorities to the future councils. Dr Harris is now the portfolio holder for public health and adult social care, which will include some very significant decisions being made around the disaggregation of the adult social care provision to the new authorities.

The Clerk confirmed that she is circulating the LGR briefings to all councillors.

# 113/22 Clerks report

#### Future Council Plan progress

**Action: Clerk to split this agenda item into the areas that were on the planning meeting so that progress can be monitored against each item in future Parish Council meeting**

#### Derwent Forest History Project

No further progress has been made at this juncture.

**Action: Clerk to agenda this for the Sept 22 meeting.**

#### Parish Plan

Cllr Adrian Davis-Johnston had circulated a draft questionnaire to Cllr Bradley & Cllr Smith, who have provided some comments.

**Action: Cllr A Davis Johnston to update the questionnaire with the feedback received and then to circulate the final questionnaire to all councillors via email for final approval**

# 114/22 Play-area

#### Stop the Ball Netting

The Clerk confirmed a contract offer has been made to Maryport Groundworks, who have confirmed that they are happy to take the contract on, on the terms set out but would require a deposit up front as the fence is made to order.

**Resolved** by all present that the deposit of £4,200 be paid and Maryport Groundworks be instructed to commence the works as soon as possible.

**Action: Clerk to process this and ask that they confirm that they have an insurance policy in place in case anything was to happen to the future of the company.**

**Resolved** by all present that a thank you gift be purchased for the architect student that did the drawings for the stop the ball net planning application.

**Action: Cllr Sue Hannah to organise this gift and submit an expenses claim to the Parish Council.**

#### Graffiti on the Play equipment (& bus shelter)

Cllr M Bradley and a member of the public have managed to remove some of the graffiti from the Play Equipment and from the bus shelters.

**Resolved** by all present that a thank you gift be purchased for the member of the public for her work on removing this offensive graffiti from the equipment and saving the Parish Council a bill of potentially 1000’s of pounds.

**Action: Cllr C Winter to organise this and submit an expenses claim to the Clerk for payment.**

**Action: Cllr A Davis Johnston to provide information to Cllr M Bradley on the substance that should be used in the future.**

#### Play-area Refurbishment Update

Cllr G Murray confirmed that she had met with Playdale on site and the opinion of the Playdale representative is that a full drainage system should be put in place at the play area before any future works are undertaken on the surfacing or refurbishing the play area as once the drainage is done this will reduce the maintenance bill.

Playdale recommended that the equipment that was most recently put in (about 12 years ago) be retained as it is still under warranty but that the wooden swing sets would need to be removed and replaced, and that the accessible swing needs to be lowered. Cllr G Murray is awaiting drawings/designs from Playdale with some proposals on and then this will be progressed.

Cllr Sue Hannah confirmed that there are land drains in the play area that were installed about 8 years ago, but it maybe that the drainage is either a) not adequate, b) the soil is insufficiently porous so that the water isn’t draining away.

The Playdale representative confirmed that the current surfacing is the most economical type subject to the drainage being resolved.

**Action: Cllr B Smith to obtain the name of a local contractor who may work on land drains and pass this information to Cllr G Murray to pursue for a quotation/works proposal.**

#### Adult Gym Equipment

It was noted that ABC have offered a small grant towards this circa £4,400, and a decision is pending on the larger application.

# 115/22 Allotments

#### Allotments Working Group

A paper detailing the outcome of the Allotment Working Group meeting held in late June was circulated to all councillors via email prior to the meeting.

**Resolved** by all present that this paper be noted as received.

It was noted that because of the requirement to give 12 months’ notice of any price chance that Broughton Parish Council will have to continue to underwrite any deficits between the allotment income and outgoings. This issue will be reviewed as part of the budget setting for the 23/24 period to try and continue to move the allotments towards being cost neutral.

A suggestion was made to consider the installation of ‘timer valves’ on the taps that would only allow the taps to be on for a set period of time e.g., 30mins.

A number of resolutions were made by the working group to the full council.

**Resolved** by all present that Broughton Parish Councillor approve the holding of an Allotment Holders meeting with all Allotments Holders invited on the 10th August 2022 to discuss the ongoing management of the Allotments.

**Action: Clerk to issue the newsletter to all allotment holders either via email or post depending on if emails are held on the Allotment data base.**

**Action: Clerk to prepare an agenda of this meeting with Cllr M Bradley.**

**Resolved** by all present that as part of the issuing of invoices for the 22/23 period that consent be sought from allotment holders to have their invoices issued electronically to reduce the postage bill for the allotments.

**Action: Clerk to take this forward when the invoices are issued for the 22/23 period.**

**Resolved** by all present that Broughton Parish Council agreed that a pest control contract be kept in place on both Allotment sites, with this cost to be reflected in the Allotment budget for the 23/24 period going forward. This is on the grounds that it is cheaper to have a regular contract as opposed to emergency clearance (which has occurred twice in the last 18 months), and that having the pest control contract in place mitigates the liability associated with the vermin to the council.

**Action: Clerk to agenda the consideration and approval of the allotment budget for the Sept 2022 meeting.**

#### To consider a separate bank account being set up for the Allotments.

A discussion was held regarding this. The Clerk confirmed that an additional Bank Account with Unity Trust would cost £18 per quarter, and that this would be an small additional administration burden to run a separate set of accounts for the Allotment sites (which would need to be amalgamated to the Parish Council accounts at Financial Year end).

The Clerk confirmed that there is already a statement of account for the allotments showing spend against budget and forecast etc. Councillors noted that there is a lack of understanding amongst plot holders about the finance and that a separate bank account may be more straight forward for allotment holders to understand.

**Resolved** by all present that a simplified statement of accounts be produced for the meeting on the 10th August 2022 and then a discussion about a separate bank account for the allotments to be held by Broughton Parish Council in the future.

**Action: Clerk to agenda the issue of a separate bank account for a future Broughton Parish Council meeting.**

# 116/22 Parish Maintenance & Highways

#### Mole Hills/Mole Traps

The Parish Council maintenance contractor has identified an issue with moles/mole hills on the area of land on the junction at the bottom of the village between Broughton/Papcastle, the contractor is seeking Parish Council consent to be allowed to place Mole traps as the mole hills are so prolific they are making it difficult for the grass to be cut.

**Resolved** by all present that the Parish Council is not willing to have traps set on such a well-used piece of land due to it regularly being accessed by children & dogs. The Parish Council requested that the contractor rake/spread the mole hills before cutting the grass.

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

# 117/22 Correspondence

Cllr M Bradley noted that no response has been received from Broughton Parish Council regarding a GDF presentation at a future Parish Council meeting

**Action: Cllr M Bradley to chase this up on behalf of Broughton PC.**

**118/22 Planning Applications.**

**Reference: HOU/2022/0138**

Location: The Poplars, Craggs Road, Great Broughton

Proposal: Two storey side extension to provide additional living space

**Resolved** by all present that Broughton Parish Council request that the windows on the proposed extension be designed to replicate the design of the existing property.

Cllr R Cockburn abstained from discussion on this matter due to the proximity of his property to the location of the proposal

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

**Ref: FUL/2022/0142**

Location: The Beauty Room, 19 Main Street, Great Broughton

Proposal: Change of use from hairdressers to studio flat

**Resolved** by all present that Broughton Parish Council have no comments or objections to this.

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

# 119/22 Planning Decisions

None

**120/22 Finance & Accounts**

### Payment of Accounts

**Resolved** by all present that the below accounts be paid via BACS authorised by 2 authorised signatories:

|  |  |  |
| --- | --- | --- |
| **From** | **Reason** | **Amount** |
| Becx Carter | Salary (Via SO)-July | £559.96 |
| HMRC | PAYE-July | £147.40 |
| NEST  | Pension (Via DD) | £51.56 |
| Becx Carter | Expenses (Including Annual Website) | £190.32 |
| Jackson Hetherington | Grass Cutting  | £280.00 |
| Maryport Groundworks | Deposit on the Stop the Ball Netting | £4,200 |

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

### Bank Reconciliation and spend against budget reports

**Resolved** by all present that bank reconciliation be received as a true and accurate record and signed by the chair.

**121/22 Councillor Matters**

Items for the next meeting:

-Outcome of Allotment meeting

-Approval of Allotment Budget for 23/24

-Update on playground refurbishment project

**122/22 Date & Time of Next meeting.**

**Resolved** by all that the next meeting dates for Broughton Parish Council for 2022 be set as:

20th September 2022

18th October 2022

15th November 2022

17th January 2023

The meeting venue was agreed by all as Christchurch, all meetings to commence at 19:00.

Meeting closed 20:15

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