**Broughton Parish Council**

A meeting of Broughton Parish Council was held at Little Broughton Village Hall on Tuesday 22nd March 2016 at 19:00.

Present: Cllr Sue Hannah(In the Chair), Cllr Steve Hannah, Cllr John Wilson, Cllr R Gildert, Cllr S Anderson, Cllr M Bradley, Cllr A Carruthers, Cllr M Richardson

Attendance: B Carter (Clerk), 4 members of the public

Apologies: PCSO Sarah Brown, Cllr M Weir, Cllr R Mawdsley

**44/16 Apologies for absence**

Received and noted from the above named persons

**45/16 Minutes of the last meeting (23rd February 2016)**

All councillors present were in favour of the minutes of the meeting of the 23rd February 2016 being accepted as a true and accurate record. **Resolved** by all present that the minutes be approved. The chair signed the minutes accordingly.

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

**46/16 Chairman’s announcements**

Cllr Sue Hannah made no announcements as all matters were covered elsewhere on the agenda.

**47/16 Requests for dispensations and declarations of interest.**

* *Request for Dispensation & Declarations of interest*

None received

**48/16 Public Participation**

*Broughton School Minibus-*

Mrs K Shankland (Head teacher) and two of the governors from Broughton Primary School attended the meeting to give a presentation on the need for the school minibus, and the associated grant request to Broughton Parish Council (requesting £3k). A business plan supporting this proposal had been circulated to all councillors prior to the meeting.

A number of questions were raised by Councillors to Mrs K Shankland:

Q:Will the bus be able to be let out to the wider community outside of school needs? What impact/implications will this have with regard to insurance? A: Yes it will be able to be let out, any driver wanting to drive the vehicle will need to be on a list of ‘named drivers’ who has undertaken the relevant training.

It was noted by Mrs Shankland that the school need to budget for future training for additional drivers as staff turnover at the school, as those people who obtained their licences after 1997 would require a costly additional course to be able to drive the vehicle.

Q: Have the school considered leasing a vehicle? A: Yes they have but the quotation they received had been too expensive.

Mrs K Shankland informed the meeting that along with the possibility of the community hiring it outside of the times when it is required by the school that they had been liasing with near by schools so their buses would be available to each other for larger events etc .

Q: Have the school considered the purchase of a vehicle that is fully disabled accessible? A: No not really, Cllr M Bradley supported the school in not considering this option she informed the meeting that the cost of fitting such equipment and the maintenance costs would be prohibitive. There are buses to hire that offer these facilities if they were required.

**Resolved** by all present that a £3,000 S.137 be granted to Broughton Primary School towards the purchase of the school minibus.

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

**49/16 Applications for co-option (2 vacancies)**

No applications for co-option had been received.

**50/16 Police Report**

**Resolved** that the written police report (which contained two incidents of break-ins to an unattended vehicles) since the last meeting) be noted as received.

**51/16 Update on matters arising from the minutes of the meeting 23rd February 2016**

* **Broughton Lodge/Soddy Gap**.

Updates were received on this issue:

Community Right to Bid Registration- A/BC Cllr Cockburn has submitted a rebuttal to this appeal. All information is now back with ABC for their final decision.

**Action: Clerk to contact ABC for an update.**

Application for Right of Way on Soddy Gap

CCC are now in the process of processing this application, the initial response from them did not appear to be positive, a number of issues were identified:

* Since 1997 the paths in this area are in the opinion of CCC ‘permissive paths’ as signs were erected allowing/giving permission to people to use these footpaths.
* Of the 79 evidence forms submitted only 9 of them relate to usage prior to 97’ with some 15 or so not having a beginning date include.

**Resolved** that the Council are willing to contact those people who didn’t include a beginning date to clarify these issues.

* It was noted that CCC have stated that the prospective new landowner is not keen on having a R o W across the land so if this application fails the new owner won’t be looking to continue to allow access/declare a R o W.

**Action: Clerk to ask CCC for these details and ask what information is required (new form etc)**

**Action: Clerk to send this information to Cllr Sue Hannah to speak to the relevant people**

**Resolved** that the Council continue to feel that this area of open space and footpaths is vitally important to the local area. Further questions need to be asked on what additional evidence CCC require and about the decisions they have taken. In addition it was noted by the council that it was their belief that there were R o W on this land prior to the open cast.

**Action: Clerk to speak to CCC about what happens to R o W that were shown on old ‘definitive R of W maps’, have the old R O W been formally removed? Or diverted? If so what is the official diversion.**

**Action: Clerk to request a copy of the old definitive R of W maps.**

**Action: Clerk to ask CCC if further supporting evidence can be submitted.**

**Action: Clerk to check with CCC that they are consulting the old planning applications for the site/Coal Extraction licences regarding what happened with footpaths at that time.**

**Action: Cllr J Wilson to speak with Mr R Dobie regarding any information he may hold on Soddy Gap.**

* **Graffiti on the Play area**

This matter is on-going

**Action: Cllr S Anderson & Cllr J Wilson to continue to pursue this**

**Iii) Pinfolds & Parish Land**

The Clerk informed the meeting that a solicitor has been instructed to work on these matters. To support the relevant actions Statements of Truth are required.

**Resolved** by all present that Cllr A Carruthers sign a Statement of Truth on behalf of the council.

**Action: Clerk to prepare this document and liaise with the solicitor and Cllr A Carruthers regarding the signing of this.**

The Clerk informed the meeting that Mr Telford had written stating that an error and been in made in his particulars which stated that ‘the vendor rents approximately 1 acre from the Parish (this as been on-going for approximately 25 years)’. He stated that what it should have said was that up until 1997 he had rented an area of land for approximately 25 years.

**Resolved** by all present that the Clerk go back to Mr Telford regarding this issue as until the Dec 15 floods Bulling Meadow had been let by Mr Telford to a tenant who was under the impression that part of her rent was being paid to the Parish Council.

**Action: Clerk to proceed with this matter.**

**Resolved** that once the solicitor has completed the areas of land he is currently working on that the issue of Pump Square be looked into.

**Action: Clerk to process this in due course.**

**Iv) Cemetery Extension at Christchurch**

Cllr M Bradley informed the meeting that she was meeting with ABC regarding this matter next week.

**Action: Cllr M Bradley to circulate an update on this issue via email as soon as practicable.**

**52/16 Clerks Matters**

A Clerks report had been received by all councillors in advance of the meeting.

*192.10 Access at corner entrance to Welfare Field Play Area- Standard of work*

This matter is on-going, Corfields have a sub-contractor who would be willing to complete the work to the standard agreed back in September.

**Resolved** by all present that this be approved subject to the sub-contractor meeting with Cllr Steve Hannah/Sam Anderson prior to the works being commenced to ensure the proposals are up to scratch.

**Action: Clerk to pass this resolution on to Corfields and ask that they liaise with Cllr S Hannah regarding a meeting.**

**53/16 Play-area**

No issues were raised.

It was noted by Cllr J Wilson that he had spoken to the owners of the vehicles parked on the hardstanding at Welfare Field and that said vehicles had now been removed.

**54/16 Reports from visiting councillors**

None present

**55/16 Allotments**

* Noticeboards

The Clerk circulated a set of quotes to Cllr S Anderson for ‘off the shelf noticeboards’ that he was willing to fit.

**Resolved** that the Council purchase two of the noticeboards as per Cllr S Andersons suggestion at a cost of £229 plus VAT each

**Action: Clerk to organise the purchase of these noticeboards**

**Action: Cllr S Anderson to undertake the fitting of the units.**

* Repairs to the Allotment Wall

The Clerk informed the meeting that formal clarification had not yet been received from ABC on if planning permission would be required for this work. Confirmation has been received that this would not be an issue building regs would be interested in.

The Clerk informed the meeting that four quotes had been received for various types of repair to this wall ranging from £700 to £2400.

**Resolved** that the Council are concerned that the replacement of this section of the wall won’t be cost effective as the remainder of this stretch of wall are likely to need replaced in the near future.

**Action: Clerk to obtain quotes for the whole stretch from the Nook Track to the corner of wall to be replaced and the old stone disposed of. Quotes to be obtained for various types of walling e.g. Farmers Friends, Stone Faced, and structural fencing (Concrete foundation, concrete poles and wooden panels/slats). Clerk to approach Coome & Sharpe, ISS Facility Services, the two existing quotees & Mr A Nelson.**

**Action: Clerk to pursue ABC for clarity regarding planning permission requirements.**

**Action: Clerk to speak to tenants adjoining this wall regarding this possible replacement/rebuilding of this boundary.**

* Review of Allotment Agreement/Joining of Allotment Association

A draft precedent tenancy agreement had been circulated to all councillors prior to the meeting. This had been provided by the National Allotments Association.

It was noted by the meeting that this is a more substantial tenancy agreement than the current one.

**Resolved** that the Council would like to proceed over the course of the next year to produce a revised tenancy agreement for adoption by all tenants as of April 2017. A process of consultation and discussion with current allotment holders will be required.

**Resolved** that along with the allotment invoices that are due for dispatch w/c 28th March 2016 a letter be sent to allotment holders informing them that the council are going to be consulting over the next 3-9 months on a new allotment tenancy. In addition this letter should flag up particular areas of concern that are going to be looked at as part of this process:

-Use of allotments as storage sheds

-Consideration of dogs being kennelled on the site

Finally this letter should remind all tenants of the requirement to culitivate the allotments to remain in compliance and to inform tenants that as per the tenancy the Council **resolve** that they are adding an extra condition to the CURRENT tenancy that as of the 1st July 2016 NO caravans will be tolerated on either site.

 Any tenant that has a caravan on the site should organise its removal by this date. If this is not complied with the tenancy will be terminated with immediate effect.

The Clerk should ask as part of this letter for contact email addresses for allotment holders to enable the consultation process to be as smooth as possible, and ask for further volunteers to join a working committee on this.

**Action: Clerk to draft a letter to go to all tenants, Cllr Sue Hannah, Cllr M Bradley & Cllr M Richardson to sign this letter of prior to its use.**

* Skips

The Clerk informed the meeting that a skip would be delivered to Nook Allotments on Easter Thursday & removed on Easter Tuesday for the purposes of spring clearances.

**Resolved** that a skip be ordered for the Coldgill site for the 1st May Bank Holiday weekend. A note informing tenants of this should be included with the invoices.

* Allotment walkaround

This is scheduled for 6th April 2016 at 17:30 starting at the top of Coldgill allotments.

**Action: Clerk to circulate this date to all councillors**

**Action: Clerk to send a copy of the draft tenancy to the others on the working party.**

* Sub division of allotments

The Clerk informed the meeting that two of the largest allotments were going to become free (due to notice being given) as of the 1st April 2016.

**Resolved** that this issue be deferred until the April meeting after the allotment walkaround has taken place.

**Action: Clerk to raise this during the walk around and agenda for the April meeting.**

* Request by Mr A Nelson to take on the ‘wet area’

**Resolved** by all present that Mr A Nelson be offered this area of land at a cost of £36 per year.

**Action: Clerk to prepare the appropriate tenancy for Mr I Nelson**

**56/16 Parish Maintenance**

*Grass Cutting*

This tender has now been advertised the following matters were clarified by the council

-Path 218026 be removed from the tender due to its condition **Action: Clerk to report this footpath to CCC**

-Path 218012 Moor Road- Main Street- the grass to be cut in this area is the banks alongside the tarmacked footpath

*Other issues:*

* Mr J Dobie has reported a problem just above ‘Mollys Bridge’ where an area of retaining structure is breaking down and needs replaced **Action: Cllr Carruthers to look into this matter and report back to the council at the April meeting**

**Action: Clerk to agenda this for the April meeting**

* Benches- The Clerk informed the meeting that Mr Ian Winter was still under approval to undertake the repainting work. **Action: Clerk to check that Mr I Winter is going to ‘rub down’ the benches prior to repainting.**

**Action: Clerk to send her list of benches to Cllr A Carruthers for updating/checking**

**Action: Clerk to send a copy of the ABC footpaths map to all to help with the reporting of footpath issues**

* Litter- There is an increasing amount of litter along the verges on the approach to the villages from all directions.

**Resolved** that the Clerk contact ABC to ask about their litter picking duties, and if the answer is less than positive to contact the probabtion service and ask if they can do this.

**Action: Clerk to action 3) above.**

* Road sweeping- **Action- Clerk to request that Craggs Road be swept**
* Pavement between South & North Terrace is now completely overgrown and not visible at all. **Action: Clerk to look into this.**

**57/16 Highways Matters**

None

**58/16 Correspondence**

Unless otherwise noted below the council **resolved** that no response was necessary.

* *DOA Hatchery Proposals*

 **Resolved** that no vote be submitted on behalf of Broughton Parish Council this is a contentious and detailed issue and Broughton PC are only a very small player.

**59/16 Finance**

* *Financial Statement for March*

**Resolved** by all present that the circulated financial statement for March and the bank statement be signed as a true and accurate record by Cllr Sue Hannah

* *Payments of accounts*

|  |  |  |
| --- | --- | --- |
| **From** | **Reason** | **Amount** |
| Becx Carter | Expenses | £98.26 |
| Becx Carter | Salary (Via SO-March | £307.28 |
| Cumbria Payroll Services | PAYE Services- March | £12.00 |
| HMRC | PAYE- March | £76.80 |
| Sue Hannah | Reimbursement for printing | £7.50 |
| Times & Star  | Grass Cutting Tender Advert | £82.08 |
| ISS Facility Services | Millenium Gardens work | £3428.10 |
| Environment Agency | Gravel Extraction Consent | £50 |
| Broughton Primary School | S.137 Donation | £3000 |

**Resolved** by all present that the above accounts be paid, they were signed by two signatories

**Action: Clerk to process the above payments.**

* *Consideration of donation to Mr & Mrs Martins- Royal Garden party*

It was noted by the meeting that the nomination of Mr & Mrs Martins to attend this event had been successful. A proposal had been put forward to donate funds to help with the cost of attending, however unfortunately this is not acceptable under the regulations.

**Resolved** that as a gesture the council would like to pay for the button holes required by the attendees and that this will be covered by the chairmans expenses budget.

**Action: Clerk to write to Mr & Mrs Martins and communicate this decision and thank them for all their work over the years and request that a receipt be sent for the button holes for re-imbursement.**

* *Bulling meadow Gravel Clearance*

**Resolved** that the quote from Ashcroft & Mr Stamper for a total of £3000 for gravel removal to be accepted and the appropriate Gravel Extraction Consent be applied for from the EA.

**Action: Clerk to work on processing/managing this ASAP.**

**Action: Cllr Sue Hannah with the help of the Clerk & Cllr M Bradley to complete a grant application to CCF to hopefully retrospectively cover these costs.**

**Action: Clerk to agenda the issue of Bulling Meadow for a future meeting October to enable the Council to consider the on-going management/liabilities associated with the ownership of this piece of land.**

**60/16 Planning Applications for Consideration**

**Ref:** 2/2016/0126

**Proposal:** Change of use of land from agricultural to domestic use

**Location:** Briery Meadows, Moor Road, Great Broughton, Cockermouth

**Resolved** by all present that they had no comments or objections relating to this application.

**61/16 Planning Decisions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Proposal** | **Location** | **Decision** |
| 2/2016/0008 | Conversion of bakery back into two terrace dwellings | 42 Main Street, Great Broughton  | Approve  |

**62/16 Consultations for Consideration & response**

None

**64/16 Councilor Matters**

None

**65/16 Date of next meeting**

Tuesday 19th April 2016 at 19:00

**Signed ………………………………………………………………………………………………..Chairman**