**Broughton Parish Council**

A meeting of Broughton Parish Council was held at Little Broughton Village Hall on Tuesday 17th May 2016 at 19:20

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

Attendance: B Carter (Clerk),

Apologies: Cllr M Richardson, Cllr A Carruthers, A/BC Cllr J Farebrother

**87/16 Election of Chairman for 16/17**

Cllr M Bradley proposed, and Cllr R Gildert seconded the election of Cllr Sue Hannah as the Chair for the forthcoming year. All present were in favor.

**Resolved** that Cllr Sue Hannah be elected for the forthcoming year.

**Resolved** that the members of the Council requested that formal thanks be minuted to Cllr Sue Hannah & the Clerk for their on-going work on behalf of the council during what has been a challenging year.

**88/16 Declaration of acceptance of office**

Cllr Sue Hannah completed the declaration of acceptance of office for the role of Chair and this was witnessed by the Clerk & RFO

**89/16 Election of Vice Chair for 16/17**

It was noted by the meeting that Cllr M Richardson has resigned from the role of Chair. The Council noted their thanks to him for his work over the past year.

Cllr Steve Hannah proposed, and Cllr Richard Gildert seconded the nomination with all present in favour of Cllr Sam Anderson being elected as Vice-Chair for the forthcoming year.

**Resolved** that Cllr Sam Anderson be elected as Vice-Chair for the forthcoming year.

**Action: Clerk to update the website.**

**90/16 Apologies for absence**

Received and noted from the above named persons

**91/16 Chairman’s Announcements**

None

**92/16 Requests for dispensations & declaration of interests**

1. *Requests for dispensation*

None

1. *Declarations of interests*

None

**Resolved** that it be noted by all councilors that they have an obligation to update the Declaration of Pecuniary interests register should any of the statements included on it change.

**93/16 Minutes of the last meeting (19th April 2016)**

All councillors present were in favour of the minutes of the meeting of the 19th April 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**

**94/16 Public Participation**

None

**95/16 Applications for Co-option (2 vacancies)**

Mrs J Sewell attended the meeting to request that she be co-opted to the council. Mrs J Sewell introduced herself to the council.

Cllr M Bradley proposed, Cllr S Anderson seconded with all present in favour the co-option of Mrs J Sewell to the council.

**Resolved** that Mrs J Sewell be co-opted to the council.

Mrs J Sewell signed the declaration of office form which was witnessed by the Clerk & RFO of the council.

**Action: Clerk to file the DPI form with ABC and update the Broughton PC website.**

**96/16 Police Report**

**Resolved** that the report noting 2 incidents be received.

It was noted by the council that there have been a number of other incidents locally:

-A public order disturbance including a threat to harm to a paramedic, the police responded swiftly and the incident was diffused

-That there have been a number of reported issues of dangerous driving within the village. The police are looking into this

There are two abandoned vehicles parked on the children’s ‘hard standing’ play-area.

**Resolved** that the Clerk raise these matters with both ABC (as it is their land) and the Police.

**Action: Clerk to pursue this ASAP.**

**97/16 Update on matters arising from the minutes of the meeting 22nd March 2016**

**i)Broughton Lodge/Soddy Gap**.

Covered as part of the APM

**ii) Parish Land Registration**

The Clerk informed the meeting that this matter was on-going, a further update will be provided at the June meeting.

**Action: Clerk to organize the signing of the Statement of Truth by Cllr A Carruthers prior to the June meeting.**

**iii) Cemetery Extension at Christchurch**

The Clerk informed the meeting that she had been in contact with Persimmion who were looking into the issue.

**Action: Clerk to agenda this for an update at the June meeting.**

**98/16 Clerks Matters**

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

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

These works are to be undertaken by Mr I Black using the materials on site during the first week of June.

**Action: Clerk to continue to liaise with Mr I Black to ensure this work is completed in a timely fashion.**

*Bulling Meadow Gravel Clearance-* This has now been completed.

*Camerton Road-* The Clerk informed the meeting that this road is formally closed due to damage caused by Storm Desmond. An external contractor is due to complete the repairs but timescale is unknown.

**99/16 Play area**

No issues were raised

**100/16 Reports from visiting councillors**

None present

**101/16 Allotments**

1)Repairs to the Allotment Wall

Two quotes have been received following, the Clerk advised the council that due to the likely costs of the work three quotes should be obtained.

**Resolved** that the other parties be given until the June meeting to provide a quote. If no third quote is received at this point a resolution will be made on how to proceed.

**Action: Clerk to chase up the other interested parties.**

**Action: Clerk to scan quotes and send them to Cllr Steve Hannah & Cllr Sam Anderson.**

1. Review of Allotment Agreement/Joining of Allotment Association

A meeting to form a draft agreement is taking place on the 13th June 2016, a draft agreement will be tabled at the June council meeting, and then sent out to all allotment tenants for consultation in late June.

A condition to be included in the tenancy agreement that all plots will be inspected prior to ‘new’ tenancy agreements being formed (with images taken) any materials left on site after the termination of a tenancy agreement will be cleared by the council and the invoice will be passed on to the ex-tenant.

**Action: Clerk to draft such a condition**

**Action: Clerk to contact Deposit Holding Service to consider taking deposits from allotment holders for new tenancies to try and enforce clearance if necessary.**

It was noted by the Council following the tests undertaken that the materials on both Coldgill 1 and Nook 1 are asbestos.

**Resolved** that the Clerk look into all options for the disposal/removal of asbestos/dangerous material from the allotment sites.

**Action: Clerk to research the costs of an asbestos amnesty & formal asbestos clearance. A paper to be presented to the June meeting.**

**Action: Clerk to contact Utopia/Fred Storey to ask if they could help with this clearance as part of the ‘Broughton Arms Dump clearance’.**

**Action: Clerk & Cllr M Bradley to research the possibility of grants to remove the asbestos**

**Action: Clerk to contact Cumbria County Council as the land (with the sheds in question were purchased from CCC)**

**Action: Clerk to contact National Allotments Association for any help/guidance.**

**Resolved** that the Clerk contact the Scouts to ask if they would consider swapping Plot 2 on Coldgill for Plot 1 as it is easier accessed and offers better parking solutions.

**Action: Clerk to contact the scouts regarding this matter.**

1. Sub division of allotments

**Resolved** that the Clerk organize the sub-division of Nook 1 & Coldgill 1 and reallocate the plots that don’t’ have any asbestos on them.

**Action: Clerk to proceed and organize the fencing (post & wire) to divide these**

**Action: Clerk to establish a method of obtaining entry to these two allotments from the track at the end of the Nook row.**

1. Cockerels.

The Clerk informed the meeting that the ex-tenant of plot 1 Nook has left 6 cockerels on his site, if anyone would like them they are free to a good home.

**Action: If the Cockerels are still there on the 24th May, Cllr S Anderson or Cllr J Wilson to organize removal of them.**

**Action: Clerk to produce a paper on the running costs of the allotments for information at the next meeting.**

**102/16 Parish Maintenance**

*Mollys Bridge*

**Resolved** that this matter be deferred until the June meeting as the Council are still not clear on the location of this bridge.

**Action: Clerk to pursue John Dobie for further information on this bridge’s location.**

**103/16 Correspondence**

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

**104/16 Planning Applications for consideration.**

**Ref: 7/2016/0185**

Location: 91 Main Street, Great Broughton, Cockermouth

Proposal: Outline application for new dwelling

**Resolved** by all present that the council had no objections with regard to this proposal.

**Action: Clerk to submit these comments**

**Ref: 7/2016/0274**

Location: Rigg Top, Coldgill Avenue, Great Broughton

Proposal” Proposed balcony area to the rear

**Resolved** by all present that the Council object to this proposed development due to the large expansion of glass being out of keeping with the local architecture, and concerns regarding how visually obvious this glass balcony would be when viewed from the A66 (also potential concerns regarding sunlight reflections).

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

**105/16 Planning Decisions**

None

**106/16 Finance**

1. *Payments of accounts*

|  |  |  |
| --- | --- | --- |
| **From** | **Reason** | **Amount** |
| Becx Carter | Expenses | £218.10 |
| Becx Carter | Salary (Via SO) –May | £307.28 |
| HMRC | PAYE- May | £76.80 |
| Ashcrofts | Gravel Clearance Works | £2400 |
|  |  |  |
| Corfields | Materials at Welfare Field | £166.28 |
| Derwent Owners Association | Annual Subscription | £40 |
| John Dobie | Replacement of Christmas Tree holder | £60 |
| CALC subscription | Subscription | £282 |
| Becx Carter  Limelighting | Clerks Additional Hours  Reimbursement for materials required for Nook Skip issue | £472.22  £25.48 |

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

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

**Resolved** by all present that the Clerk be paid the sum of £472.22 for her extra hours as per the timesheet.

1. *Approval of accounts & variances for y/e 31st March 2016*

**Resolved** by all present that the accounts & variances for y/e 31st March 2016 be approved and the Chair authorized to sign them.

**Action: Clerk to submit Annual return to BDO.**

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

1. *Decision on insurance company for the forthcoming year*

**Resolved** by all present that the insurance cover for Broughton Parish Council be moved to Hiscox for the forthcoming year.

**Action: Clerk to organize & pay this invoice.**

1. *Transfer of money from Savings Accounts.*

**Resolved** by all present that a transfer of £10,000 be requested from the Savings Account with due notice to cover expenditure on the Allotment Walls & Clearance.

**Action: Clerk to draft this letter and organize the transfer ASAP (90days notice)**

**107/16 Consideration and Approval of governance documents**

**Resolved** by all present that the below documents require no alterations and that they continue for the forthcoming year as they are:

-Standing Orders

-Privacy & Publication Statements

-Financial Regulations

**Resolved** by all present that the versions of the following documents as circulated with the meeting papers be adopted by the council.

-Asset Register

-Risk Assessment

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

**Resolved** by all present that the Clerk undertake a specific risk assessment for the Allotments as part of the tenancy review process.

**Action: Clerk to work on this.**

**108/16 Consultations for Consideration & response**

None

**109/16 Councillor Matters**

* The gates to the Children’s Play area no longer close.

**Action: All councillors to let the clerk know if there is anyone who may undertake these works locally, if not clerk to try and obtain a quote from a tradesperson in West Cumbria.**

* Dr O Callaghan’s Dog is still running loose & fouling/risking an accident.

**Action: Clerk to report this again to the relevant authorities.**

* Near miss on Church Meadows- It was reported that a near miss between a child & a car took place recently on Church Meadows, a public meeting is being held about this at the school. Cllr J Wilson to provide a report on this issue to the Clerk.

**Action: Once further details are received clerk to write to the relevant authorities once again stressing the need for traffic calming/speed mitigation measures on this estate.**

**110/16 Date of next meeting**

Tuesday 28th June 2016 at 19:00

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