**Broughton Parish Council**

A meeting of Broughton Parish Council was held at Little Broughton Village Hall on Tuesday 20th September 2016 at 19:00

Present: Cllr Sue Hannah(In the Chair), Cllr Steve Hannah, Cllr John Wilson, Cllr S Anderson, Cllr J Sewell, Cllr A Carruthers, Cllr R Gildert, Cllr R Mawdsley.

Attendance: B Carter (Clerk), A/BC Cllr N Cockburn, Mr M Grout

**152/16 Apologies for absence**

Received and noted from PCSO A Ostle, A/BC Cllr J Farebrother, Cllr M Bradley

**153/16 Chairman’s Announcements**

Cllr Sue Hannah updated the meeting on a number of matters:

*Millennium Garden-* The Mare’s Tails have been killed off currently, the situation will be monitored to see if further action is required.

*Cemetery Extension-* A meeting was held between 3 Parish Councillors and the Church regarding the possible transfer of the piece of land at Church Meadows to a another party for the purposes of a Churchyard extension. ABC have indicated strongly that they don’t wish to acquire any more burial grounds in villages other than their existing ones, which would mean that village residents who pass away after the churchyard is full would need to be buried in one of the municipal cemeteries/burial grounds.

The meeting was a positive one with both sides willing to work together to achieve a positive outcome for the parishioners. Any proposed extension etc would need to be multi-faith. Further research needs to be undertaken and agreements reached regarding who would be responsible for the on-going day to day maintenance and recording of burials etc.

**Resolved** that various additional research options be undertaken by both parties regarding the permissions/legislation that any possible graveyard extension may required.

**Action: Clerk to continue research on these matters.**

**Action: Clerk to agenda this matter for the October Council meeting for further consideration by the Council on the role/s it could/would like to hold regarding this possible graveyard extension.**

**154/16 Requests for dispensations & declaration of interests**

1. *Requests for dispensation & declarations of interest.*

None received.

**155/16 Minutes of the last meeting (26th July 2016)**

All councillors present were in favour of the minutes of the meeting of the 26th July 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 & post to those responsible for noticeboards.**

**156/16 Public Participation**

Mr M Grout attended to hear the agenda item regarding the proposed revised tenancy for the Allotments- Due to the Clerks work commitments this has been deferred until the November meeting.

**Action: Clerk to send Mr M Grout a copy of the relevant meeting papers.**

*Ms Lizzy Shaw-Area Manager- Allerdale*

Attended the meeting to provide a brief presentation on the importance of ‘community emergency planning’ and the process involved in creating an emergency plan.

Ms Shaw circulated a number of handouts to those present regarding the process and examples etc of what should be included (available via the Community Emergency Planning website).

Ms Shaw highlighted that the key issue was that communities think about the wider resources they have within their community that could be called upon in the event of an emergency (not just flooding) e.g. who would be key contact points, identification of those that would be vulnerable (and in what instances), facilities in the village e.g. village hall, generators etc.

If the Parish Council wished to produce a Community Emergency Plan it would then be submitted to the Cumbria Resilience Network for consideration/adoption. Once a plan is adopted it would be referred to in the event of an incident occurring that impacted the parish. This would also be fed into the Cumbria Community Messaging a free service that residents can sign up to for ‘alerts’ regarding incidents/potential incidents e.g. flooding, road closures, crime etc.

Support in the preparation of Emergency Plans is available from CCC, ABC, EA, ACT if a Parish starts the process.

A key role of a Parish Council after the creation of such a plan is to regularly keep it updated every six months/year.

**Action: Clerk to circulate details of Cumbria Community Messaging to all for information/joining as Councillors wish.**

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

**157/16 Applications for Co-option (1 vacancies)**

No Applications were received.

**Resolved** that it be noted that Cllr M Richardson has not attended a council meeting in 5 months, if no attendance occurs at the October meeting a further vacancy will automatically be triggered.

**Action: Clerk to monitor this issue, and if necessary notify ABC of the Councillor vacancy.**

**158/16 Police Report**

**Resolved** that the report noting 3 incidents be received.

**159/16 Update on matters arising from the minutes of the meeting 26th July 2016.**

1. **Broughton Lodge/Soddy Gap**.

The Clerk updated the meeting that she had undertaken significant research at the Cumbria Archive Centre & with Development Control at Cumbria County Council including viewing the original planning application for the Open Cast Site, and the planning decision/conditions/management plans regarding the regeneration of the site.

CCC have confirmed that in their opinion the Rights of Way that were suspended when the Open Cast site was in progress have been reinstated- In particular the key PROW is 218014.

Cllr Steve Hannah informed the meeting that based on the website that has been located that offers comparison between older/newer maps the actual original end point of PROW 218014 is in the middle of the Soddy Gap Pond, whereas the current PROW ends short of this.

**Action: Clerk to provide this evidence to the CCC and ask for them to enforce the reinstatement of PROW 218014 as per the original agreement/old maps.**

The Clerk informed the meeting that an objection to the Rights of Way application has now been received from Harworths- CCC are ‘checking’ to see if this can be shared.

**Resolved** by all present that a Freedom of Information request be submitted to CCC to request a copy of the objection received from Harworths & all supporting documents.

**Action: Clerk to submit this application and keep the council updated.**

The Clerk informed the meeting that in the documents she had obtained from the DCC and Archives there were various references to the reinstatement of the land allowing ‘permissive’ access to members of the public but no references had been located referring to ‘registration as Rights of Way’.

**Resolved** that where possible the Clerk continue research into this matter in the following ways:

**Action: Clerk to undertake further checks on all documents to see if there are ANY references to Rights of Way Registration in any of the documents**

**Action: Clerk to seek guidance from CCC/Development Control on the enforcement (if necessary) of any planning conditions after this length of time**

**Action: Clerk to seek guidance from the relevant departments regarding if there was any intent to bind the landowner to a length of time for the public access to the Soddy Gap area of land reinstated after the Open Cast left the site.**

**Action: Clerk to seek guidance on what the on-going obligation is to the site after the end of the management plan.**

**Action: Clerk & N Cockburn to look into if the Woodland Management Plan/Woodland Grant on the site included any conditions regarding the Right of Way creation.**

1. **Cemetery Extension**

It was suggested by a Councillor that it maybe worth looking at the Planning Application for the Church Meadows estate to see if any ground surveys were done as a part of the application.

**Action: Clerk to continue to liaise with ABC/CCC/EA to establish the necessary permissions, surveys & legislation to be complied with regarding the creation of a burial ground/graveyard.**

**160/16 Clerks Matters**

A Clerks report had been received by all councillors in advance of the meeting, **resolved** that this report be noted as received.

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

Cllr S Anderson confirmed that this work had now been completed and the invoice received.

*Parish Land Registration*

**Action: Clerk to agenda prioritisation of other land areas for registration for the next Meeting.**

*Vehicles on Welfare Field*

It was noted by the meeting that some of the vehicles appeared to have been moved. The Clerk informed the meeting that she was still waiting to hear back from Allerdale regarding the possibility of this piece of land becoming a disc zone. The Clerk informed the meeting that the relevant department was undergoing a restructure.

**Action: Clerk to chase this matter up.**

**161/16 Play area**

*Damage to play area surface*

The Clerk informed the meeting that a quote had been received for these works £2171.20. This quote didn’t include works required to resolve the drainage issues, these would be investigated as part of this process and a new quote issues.

**Resolved** by all present that the Clerk look into if the play area surface is covered under warranty as it is the area around the repair (the existing surface) that keeps degrading.

**Action: Clerk to speak to Playdale regarding the guarantee on the works, and raise concern over the condition/friability of the surface.**

*Replacement gates*

The Clerk informed the meeting that a quote had been received from the company based at Florence Mine, Egremont for £1000 for fitting and works with no VAT. For children friendly self closing gates.

**Resolved** by all present that this quote be approved subject to the contractor attending a site meeting with Cllr S Anderson.

**162/16 Reports from visiting councillors**

*A/BC Cllr N Cockburn-*

*A66 Roundabout*

A ‘draft’ plan for a roundabout on the A66 at the Broughton/Brigham junction had been received on the afternoon of the meeting. This is the fruition of a long period of lobbying regarding the safety of the junction.

The plan is out for consultation and will be tabled at the October meeting for full council consideration.

**Action: Clerk to agenda this for the October meeting.**

*Storey Homes Development*

A formal planning application hasn’t yet been received for this application.

**Resolved** that it be noted that when the planning application is received that consideration be given to conditions requested by the Parish Council regarding the school expansion to enable the school to expand sufficiently to cope with the additional demand required by any new houses.

Cllr J Wilson informed the meeting that Broughton School was an academy rather than a local authority school and this might have an impact on any S.106 conditions.

**Action: Clerk to check with ABC regarding the technicalities of S.106 conditions directing funding to an academy rather than a local government education facility.**

**163/16 Allotments**

1. Clearance of Asbestos

The Clerk informed the meeting that the Asbestos clearance had now taken place and Nook 1 and Coldgill 1 are now clear of asbestos. During these works a number of issues were identified:

1. The end of the structure on Nook 1 is dangerous and requires removal
2. There is a broken/open culvert on Nook 1 that needs to be repaired- Mr A Nelson has offered to repair this culvert.

**Resolved** by all present that Mr A Nelson be authorised to repair the culvert and make safe the damaged building.

**Action: Clerk to organise this.**

1. Allotments Cost paper

This was circulated to all Councillors.

**Resolved** by all present that this matter be deferred to the October meeting for councillors to give consideration to its content and the price per allotment.

**Action: Clerk to put together an options paper for allotment fees for circulation with the meeting papers for October.**

**Action: Clerk, Cllr S Anderson & Cllr M Bradley to meet to prepare a revised tenancy draft in light of the comments received ready for the November meeting.**

1. Allotment Issues raised by email via Mr T Kirton

**Resolved** that the original resolution regarding the ceasing of skip provision be upheld due to the possible risks/liabilities that could fall back to the council if any dangerous substances were placed in a council skip.

Whilst the Council understand that some tenants may find it difficult to manage without a skip being provided the risks and liabilities are too great.

**Action: Clerk to convey this to Mr T Kirton.**

**164/16 Parish Maintenance**

*Home Housing Public Spaces*

**Resolved** that the Clerk contact Home Housing and raise a compliant regarding the on-going lack of maintenance on the public spaces/access routes to the Home Housing properties in Broughton, also to note concern regarding the lack of upkeep/management in place on un-tenanted gardens. In addition, the Clerk to suggest once again that further parking is created on some of their ‘rough ground’. Finally the Clerk to report the fact that there is a caravan permanently sited on the Moorfield Bank Car Park that needs to be removed.

**Action: Clerk to contact Home Housing & raise these issues.**

*Water Run off Craggs*

**Resolved** that the Clerk report to Highways the on-going issue of water discharging from Craggs and running along the road causing damage to the road/verges and possible health & safety hazard during the winter (e.g. flooding, ice etc).

**Action: Clerk to report these matters.**

*Damaged fence adjacent to the public highway*

**Resolved** that the Clerk report the issue of the damaged fence on the property opposite the Village Hall to CCC to ask if any action can be taken due to the possible risk of harm to public falling on to it.

**Action: Clerk to report this.**

*Overgrown Hedge at 16 Church Meadows*

**Resolved** that the overgrown hedge that is blocking the public footpath at 16 Church Meadows be reported and action requested to resolve this matter.

**Action: Clerk to report this.**

*Drains*

**Resolved** by all present that CCC be contacted and a date/s requested for the drains in the parish to be cleared as this has not occurred in many months and many if not all are damaged/blocked in some way.

**Action: Clerk to report this.**

**165/16 Highways Matters**

1. Road Safety in the Village

**Resolved** that that the installation of the proposed road crossing at Church Meadows be noted as completed.

1. 20mph Speed Limit for Great Broughton.

The Clerk informed the meeting that this had been approved and an installation date was awaited.

**Action: Clerk to continue to work on this matter and bring an installation date to the next meeting.**

**166/16 Correspondence**

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

1. Suggestion for commemorative installations for key local residents.

**Resolved** that the Council though this was a positive suggestion but unfortunately could not proceed any further with it as it would set a precedent for the council and would incur on-going maintenance agreements. The Council understand that with regard to the two individuals referred to that a commemorative bench maybe being installed at the Cricket Ground.

**Action: Clerk to convey this decision to the resident in question who raised the query.**

**167/16 Planning Applications for consideration.**

**Ref: 7/2016/0523**

Location: Abbot House, Moor Road, Great Broughton

Proposal: Two storey rear extension

**Resolved** by all present that the council had no comments relating to this application

**Action: Clerk to submit these comments**

**Ref: 7/2016/0532**

Location: Linstene, The Green, Little Broughton, Cockermouth

Proposal: New Dwelling

**Resolved** by all present that the council had no comments relating to this application

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

**Ref: 2/2016/0613**

Location: Dovenby Hall, Dovenby, Cockermouth

Proposal: Variation of condition 5g on application 2/2014/0350 to alter time restrictions on noise level limits

**Resolved** by all present that Broughton Parish Council object to this application on the grounds that the condition was imposed to preserve/protect the peace & quiet of local residents overnight and during weekends/holidays.

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

**168/16 Planning Decisions**

**Resolved** by all present that the below decision be noted as received.

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Location** | **Proposal** | **Decision** |
| 2/2016/0267 | Dolvera, Moor Road, Great Broughton | Variation of Conditions 2 &5 on previous approval | Approved |

**169/16 Finance**

1. *Payments of accounts*

|  |  |  |
| --- | --- | --- |
| **From** | **Reason** | **Amount** |
| Becx Carter | Expenses | £99.79 |
| Becx Carter | Salary (Via SO) –August | £321.58 (Split £307.28 via SO and cheque for £14.30) |
| HMRC | PAYE- August | £80.40 |
|  |  |  |
| ABC  HMRC  Becx Carter  Becx Carter | Play area Inspection  PAYE- Sept  Salary (Via SO)-Sept  NET Payrise April-July as per above description | £67.20  £77.40  £310.26- Split £307.28 via SO and cheque for £2.98)  £17.28 |
| Ian Black | Welfare Field Path Works | £546 |
| Alan Nelson | Strimming of Allotments | £30 |
| BDO | Audit Fee | £120 |
| West Coast Thermal | Clearance Fee | £3180 |
| Cumbria Pest Services | Contract Fee | £120 |
| John Dobie | Drainage at Coldgill (as per 2015 Approval) | £2000 |

**Total £6545.56**

**Resolved** by all present that the above accounts be paid, they were signed by two signatories (Cllr J Wilson & Cllr A Carruthers )

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

1. *Approval of Bank Reconciliation and spend against budget reports*

**Resolved** by all present that these reports be received as true and accurate record, Cllr S Hannah signed the Bank Reconciliation as a true & accurate record.

*Iii) To note & receive the conclusion of BDO external Audit for Broughton Parish Council y/e 31/3/16*

**Resolved** by all present that the outcome of the BDO External Audit for Broughton Parish Council be noted as received and approved.

**170/16 Councillor Matters**

1. Request for donations from the Parochial Church Council & Carnival Committee

These were noted as received but due to not having been listed on the agenda they will be considered at the October meeting.

**Action: Clerk to suggest to the Carnival Committee that they approach Cumbria Community Foundation for some support.**

**171/16 Date of next meeting**

Tuesday 18th November 2016 at 19:00

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