

## **BROUGHTON PARISH COUNCIL**

A meeting of Broughton Parish Council was held at Little Broughton Village Hall on Tuesday 25<sup>th</sup> November 2014 at 7pm.

**Present:** Cllr Sue Hannah (in the chair), Cllr Steve Hannah, Cllr A Carruthers, Cllr J Wilson, Cllr M Richardson, Cllr R Mawdsley, Cllr M Bradley, Cllr C Jefferson.

**Attendance:** B Carter (Clerk), Mr G Ireland, Ms H Wainwright (CCC)

**Apologies:** Cllr V Sherwood, Cllr B Smith, Cllr D Kelly

### **191/14 Apologies**

As above

### **192/14 Minutes of the previous meeting (28.10.14)**

It was proposed by Cllr Wilson with all other councillors in favour that the minutes of the meeting held on Tuesday 28<sup>th</sup> October 2014 were adopted as a true and accurate record. **Resolved**

The chairman signed the minutes accordingly.

### **193/14 Chairman's Announcements**

Cllr Sue Hannah informed the meeting that she would raise the issue of Derwent forest later in the meeting.

It was noted with regret by the council that Peter from the bakery had recently passed away.

### **194/14 Requests for Dispensations/declarations of Interest**

None received

### **195/14 Hazel Wainwright CCC Countryside Access Officer**

Hazel attended the meeting to provide an overview of responsibilities, division of responsibilities, and who/how to raise concerns regarding footpaths within the parish. A summary of the presentation and questions raised are provided below:

Hazel works for the Countryside Access team, who are part of the asset management team. They look after footpaths that are identified on the footpaths map. There are the following grades of access route:

- Footpaths- Right to use on foot and with usual accompaniments (e.g. wheelchair, pushchair, dog) It is very hazy on if it is appropriate to push or carry a bike on these routes.
- Bridleways- As footpaths with the addition of riding a horse or a bike (bikes must give way to horses & walkers)
- Restricted byway- As bridleway plus horse drawn vehicles
- Byway- As above plus motorised vehicles (These are not normally surfaced).

Mobility scooters are entitled to use any of the above they can access.

The above are the relevant public rights, however there are occasions where certain individuals may have permission to drive on a footpath (e.g. where a footpath goes up a drive). In this circumstance people using this on vehicles have the right to pass and repass.

#### *Responsibilities:*

CCC are responsible for all listed above except that there is a reciprocal arrangement with highways who look after the tarmacked paths in build up areas, and in exchange the countryside access team look after unsurfaced unclassified country roads (green lanes).

Highways are responsible for all the public tarmacked routes.

CCC Countryside Access team are responsible for the maintenance of vegetation that grows out of the surface, bridges, signing, waymarking and to some extent the surface.

Landowners are responsible for the maintenance of stiles & gates, some private bridges, making sure there are no obstructions, trees & hedges (e.g. anything growing in from the side/down from the top) however cutting can't be cut between Feb-July.

Hazel confirmed that they do have an annual list of footpaths that are strimmed yearly. Up until 2012 the footpaths on this list were cut twice a year, now due to budget cuts they are only cut once a year. About 4/5 years ago they were prevented from adding any further footpaths to this list. Now following the reduction to only 1 cut a year they can now add new footpaths on to this list.

**Action: Hazel to provide information to the clerk on which footpaths within Broughton are on the list.**

**Action: Cllr Sue Hannah to copy the map that Hazel left and all to mark on footpaths that need to be added on to the regular strimming list.**

**Action: Clerk to submit these maps showing the relevant footpaths to Hazel.**

Hazel confirmed that the best way to report footpath issues was via the clerk who would then in turn report them to Hazel with the relevant footpath numbers.

Hazel confirmed that where possible local contractors are used for the work. They have looked into using the probation service for some of this work however this has proved difficult due to health & safety issues.

Following a question from a councillor Hazel confirmed that if there is a permitted path across a field and grass is being grown this is not classed as a crop and so there is no requirement for the landowner to cut it. There is an obligation to cut back crops.

Can members of the public undertake strimming/cutting back etc to help? Hazel confirmed that the problem with this is insurance liability issues, and health & safety issues in particular with using a strimmer in a public venue. If it is a path that crossed private land then landowners can do this, or if a landowner asks a member of the public to undertake some strimming this would be acceptable. However with regard to members of the public helping with any matters like this Hazel did confirm that if members of the public were willing to trim vegetation (with secateurs) around stiles to prevent overgrowth this would be helpful.

Hazel confirmed that CCC are responsible for drainage but they are not the drainage authority so exactly whose responsibility this is depends on where the water is coming from.

If a vehicle accessing land damages a bridleway then in theory the responsibility for repairing the damage should fall to the person that damaged it.

Hazel confirmed that the footpath down past the sewage works to the old church is now re-opened after many years of closure.

The CCC have a parish programme where they work on a rotation around all parishes and assess all the footpaths and do necessary works. This rotation takes about 7-8 years so the next time that Broughton is scheduled as part of this programme is in 2021. There is a budget attached to this parish programme for the required smaller works (circa 3k), if further works are required then CCC would look to work with other organisations to raise the required funds via grant applications etc.

**Action: Clerk to add the matter of footpaths to parish calendar for early in the season**

**196/14 Adjournment of the meeting for public participation.**

No matters raised

### **197/14 Co-option of new Councillors**

No applications received.

The Clerk confirmed that all the relevant paperwork for Cllr D Kelly to join the council has now been completed.

The council requested that the clerk write to Sam Anderson and notify him of the vacancy on the parish council now that he has moved back to the area.

**Action: Clerk to contact Sam Anderson re the above**

### **198/14 Police Report**

Apologies had been received from the police and a written report had been provided, which listed one incident of note:

-31<sup>st</sup> October criminal damage on Coldgill Avenue where a liquid substance was thrown over the brickwork of a property

If anyone has any information on this matter they should contact the police on 101

A matter of concern was raised regarding the fact that recently there was an accident on the Maryport-Cockermouth road and the police setup a diversion through Broughton for all vehicles (including very large vehicles). They were using bridges that the council believes have weight limits on them.

**Action: Clerk to raise these matters with the police & highways and ask that in future a size restriction is put on any diversions through the village on health and safety and road maintenance grounds.**

### **199/14 Matters Arising**

Unless otherwise noted below all actions are deemed to have been completed

174/14- Derwent Forest- The clerk informed the council that she had discussed this matter with Jean Sorenson (Clerk to Broughton Moor) and following informal discussions within the council they had a number of concerns regarding this matter a) that before they could commit to moving forward with this they would need to undertake a survey of opinion of the parishioners, b) what the potential impact of being the accountable body for such a project would have on the annual council audit, c) who would take on the ongoing liability for under/over spend etc.

Cllr Bradley raised concerns about Broughton Parish Council taking on this role due to the demands of being an accountable body,

**Resolved** that Broughton Parish Council didn't want to act as accountable body for this project.

**Action: Clerk to contact the project and Broughton Moor Parish Council and inform them of the councils position on this, and also to provide details of support available for them to set up a company to undertake this work.**

### **200/14 Clerks Matters**

*Overhanging Trees on Main Street & Great Broughton Bridge*- Clerk confirmed these had been reported and a reference number received. Councillors confirmed no works had taken place yet

**Action: Clerk to chase this matter up and report to the next meeting.**

*Storage of Legal Documents-* The clerk reported that she was working through copying, digitising and transcribing the legal documents. The clerk asked the council for guidance on where they would like the original documents to be stored for safety.

**Resolved** by all present that the original documents should be stored in a safe and secure vault in line with what other local authorities do.

**Action: Clerk to contact CALC, ABC, and CCC to ask for their guidance on secure document storage policy.**

**Action: Clerk to pursue the above and look at the costs of the various options.**

**Action: Clerk to divide the documents into useful documents, historically interesting (but not required any more), and items that are ready to be archived.**

**Action: Clerk to create an inventory of documents**

**Action: Clerk to undertake land registry searches on property owned by Broughton Parish Council to ensure that the land is correctly registered.**

*Speeding Review for Great Broughton Main Street-* Clerk read out an email from Mr Cosgrove that noted that the volume of traffic on Main Street was higher than they had expected and that the noted speeds would fit with a 20MPH speed limit.

**Action: Clerk to invite Mr Cosgrove to the January meeting to discuss a 'whole main street' project.**

**Action: Clerk to circulate the information to the police of the speeding issues, and key times and ask that they consider relevant spot speeding checks.**

*Land for cemetery at the edge of Church Meadows Estate-* The clerk confirmed that there was no S.106 condition on this development for community benefits funding etc.

In addition the clerk confirmed that ABC were looking into the ownership of this piece of land and what would be needed to acquire the land.

The clerk further confirmed that according to the law the obligation on ABC to provide a burial ground is no different to the obligation on the parish council- Both have a power to provide burial grounds if they wish.

**Action: Clerk to contact Allerdale Borough Council and ask them for information on how to ensure that a financial benefits package is imposed on future developments, and information on who makes the final decision on what conditions are imposed under a S.160 agreement.**

*Quote for resurfacing of Broughton Bridge-* The clerk had written to another contractor but no quote had been received.

**Action: Ongoing**

*Playground-* The clerk confirmed that the work on the necessary repairs should have commenced w/c 21<sup>st</sup> November.

*Dangerous Structures Report on Laburnam House-* The clerk reported that the wall had been reduced in height by the required 4ft

### **201/14 Reports from visiting councillors**

No visiting councillors were present at the meeting.

### **202/14 Allotments**

*Quote for chippings to top dress the access track at Nook Allotments*

**Resolved** by all present that the council authorised expenditure of in the region of £200 for chippings to top dress the access track on Nook Allotments.

**Action: Clerk to order these chippings and contact Mr M Grout to accept his offer to spread the chippings.**

*Quote for repair/movement of the tap at Nook Allotments*

The clerk informed the council that a quote for £90 had been received from Mr J Dobie to undertake the necessary repairs to the tap at Nook allotments

**Resolved** by all present that this quote be accepted

**Action: Clerk to contact Mr Dobie and authorise these repairs to the relevant tap.**

### **203/14 Parish Maintenance**

Cllr Carruthers reported there is a large pothole outside the bakery.

**Action: Clerk to report this pothole to the Better Highways Team.**

### **204/14 Correspondence.**

The council has received the following correspondence all of which were noted:

- a) Pay Proposals Update- Cost to Broughton Parish Council £84.78 per year plus £24 payment
- b) Notes of Allerdale Parishes meeting held on 25<sup>th</sup> September 2014
- c) Notice of next CALC Allerdale Parishes meeting to be held 11<sup>th</sup> December
- d) Email from S & N Martin re commencement of works on Stonelea, School Lane.
- e) Solway First Partnership Oct 14 Newsletter
- f) CALC Circular November
- g) CALC Info on Neighbourhood Planning Grants
- h) North West Coast Connections- Press Release 4/11/14
- i) ACT Gazette- Issue 19 Winter 2014
- j) Info on Action for Health Conference 26/11/14- *Circulated to all via email*
- k) Rural Opportunities Bulletin- November
- l) Healthwatch Cumbria- Hospital Car Parking Survey- *Circulated to all via email*
- m) Election for 3 Directly Elected members of Smaller Councils Committee 2015

**Resolved** that Cllr C Jefferson be nominated for this position

**Action: Clerk to submit the relevant paperwork**

- n) DCLG 'Delivering Differently in Neighbourhoods'
- o) Derwent Owners Association- 'Salmon Seminar' Lancaster University
- p) CALC Annual Report 2014
- q) Tidelines- Solway Firth Partnership Newsletter
- r) Clerks & Councils Direct- Nov 14
- s) West Cumbria Community Forum
- t) SLCC CILCA qualification for the Clerk

**Resolved** by all present that Broughton Parish Council are willing to fund 50% (£125) of the clerk undertaking the Certificate in Local Council Administration

**Action: Clerk to submit the relevant paperwork and cheque.**

### **205/14 Payment of accounts & financial statements**

## **BROUGHTON PARISH COUNCIL**

### **ACCOUNTS SCHEDULE at 17<sup>th</sup> October 2014**

## Financial Statement.

### Bank Statements

Current Account – Statement (at 17/10/2014)	£11,047.59
Money Manager Account (at 30/09/2014)	£89.54
Cumberland Building Society Account (At 30/09/2014)	£86,025.31
<b>Total</b>	<b>£97,162.44</b>

### Invoices for payment 25<sup>th</sup> November 2014

<b>From</b>	<b>Reason</b>	<b>Amount</b>
John Wilson	Reimbursement for poppy wreath	£40.00
Cumbria Payroll Services	November Payroll	£12.00
Becx Carter	Salary November	£301.13
HMRC	November PAYE	£75.20
Cumbria Payroll Services	December Payroll	£12.00
Becx Carter	Salary December	£301.13
HMRC	December PAYE	£75.20
Becx Carter	Expenses	£165.27
John Wilson	Reimbursement for xmas expenses	£130.00
Society of Local Council Clerks	Training Costs	£125.00
<b>Total</b>		<b>£1220.73</b>

### Receipts between 17<sup>th</sup> October-25<sup>th</sup> November 2014

None

It was noted by the council that the Clerk's December salary was being signed in advance due to no meeting being held in December.

**Resolved** that Cllr Wilson be reimbursed for Christmas Tree costs & expenses totalling £130

The Council **approved** by all present that payments of the invoices listed above (proposed by Cllr Wilson and seconded by Cllr Wilson), and they were signed by two signatories (Cllr Wilson & Carruthers)

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

Cllr Wilson proposed that the above reconciliation be signed as a true and accurate record. All were in favour. **Resolved.**

The above reconciliation was duly signed by the Chair

#### *Consideration of draft budget for 15/16*

A draft budget had been circulated to all councillors for their opinions. The clerk notified the council that no final decision had been taken by ABC on the amount of Council Tax Reduction Scheme to be passed on, or the estimated election costs.

A final version of the budget will be tabled for resolution at the January meeting.

**Action: All to let the clerk know of any omissions from the budget**

*Request for funding from Allerdale Credit Union*

Clerk informed the council that CALC had confirmed a donation could be provided to Allerdale Credit Union.

**Resolved** that this matter be deferred to the January meeting once the clerk has obtained extra information on the work that the Allerdale Credit Union undertake within the parish.

**Action: Clerk to looking into the above**

*Bank Mandate form for completion*

The clerk proposed that an additional signatory be added to the Broughton Parish Council bank account to reduce the risk of two signatories not being present at the meeting.

**Resolved** that Cllr Mark Richardson be added as an extra signatory on the bank account.

**Action: Clerk to organise the relevant paperwork.**

*Request for funding support to the Scouts*

Cllr Sue Hannah notified the meeting that an application had been received from the Great Broughton Scouts Group for funding to fund the printing and delivery of the newsletters.

**Resolved** by all present that £220 be donated to Great Broughton Scouts group

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

**206/14 Planning Applications**

Ref: 2/2014/0785  
Applicant: Mr Richard Stamper  
Proposal: Proposed Agricultural building  
Location: Rose Farm, Main Street, Little Broughton

**Resolved** by all present that Broughton Parish Council had no objections to this application.

**Action: Clerk to submit the above comments.**

Ref: 2/2014/0825  
Applicant: Mr John Robertson  
Proposal: Erection of two storey extension & porch  
Location: Hill House, Main Street, Little Broughton

**Resolved** by all present that the council object to this development due to concern regarding the loss of the car parking space, and also the closeness to which the proposed development would come to the party line. In addition this development is out of character with the surrounding properties (which include one of the oldest buildings in Little Broughton).

**Action: Clerk to submit the above comments.**

Ref: 2/2014/0350  
Applicant: M-Sport Limited  
Proposal: Demolition of up to seven buildings including School House, Hodgson House and Howard House. Full planning application for M sport Evaluation Centre (B1) including testing and evaluation facility (2.5km in length), car parking, earthworks including sound attenuation bunds, surface water attenuation ponds, grounds maintenance shed etc.. **AMENDMENTS**

It was noted that amendments had been made to this proposal

## **207/14 Planning Decisions**

Ref: 2/2014/0351  
Applicant: Mr A Varty  
Proposal: Outline application for a new single storey dwelling  
Location: Linstene, The Green, Little Broughton, Cockermouth.

OUTLINE APPLICATION APPROVED.

This decision was noted.

## **208/14 Consultations for Consideration & Response**

CCC Securing your Future- A summary of this consultation had been circulated to all councillors in advance of the meeting, and a discussion was held:

**Resolved** by all present that:

- Broughton Parish Council support the consideration of single tier government
- Broughton Parish Council support the 2% rise in council tax with the caveat that they should consider single tier government before making any service cuts
- Broughton Parish Council have concerns regarding the proposed service cuts affecting the vulnerable members of the population and the impact of these proposals.

CCC Draft Local Flood Risk Management Strategy

Clerk informed the council that the above had been received and if anyone wants to view the document they should contact the clerk.

## **209/14 Members Queries**

Bus Services- The ones coming through the village don't seem to be adhering to the timetable on the CCC website.

**Action: Clerk to contact CCC and raise this matter.**

## **210/14 Date of Next Meeting**

Tuesday 27<sup>th</sup> January 2015 at 19:00 in Little Broughton Village Hall

The meeting closed at 21:23

**Signed .....**Chairman

**Dated.....**