

Broughton Parish Council

A meeting of Broughton Parish Council was held at Little Broughton Village Hall on Tuesday 19th May 2015 at 7pm.

Present: Cllr Sue Hannah (in the Chair), Cllr Steve Hannah, Cllr Dennis Kelly, Cllr Mary Bradley, Cllr Sam Anderson, Cllr Richard Mawdsley, Cllr Mark Richardson, Cllr Bill Smith, Cllr Richard Gildert, Cllr John Wilson

Attendance: B Carter (Clerk), C/Cllr A Clarke, Ms L Shaw (CCC)

Apologies: Cllr M Weir, Cllr A Carruthers, PCSO S Brown

Prior to the commencement of the meeting all councillors present completed their Declaration of Acceptance of Office forms which were witnessed by the Clerk as the Responsible Officer of the Council.

Resolved that Cllr M Weir & Cllr A Carruthers would complete their relevant paperwork either prior to the commencement of the next meeting, or between meetings with the Clerk as a Witness.

79/15 Election of Chairman

Cllr J Wilson proposed Cllr Sue Hannah as Chair for the forthcoming year, Cllr B Smith seconded this proposal. All present were in favour.

Resolved that Cllr Sue Hannah be appointed as the Chair for the forthcoming year.

80/15 Declaration of acceptance of office

Cllr Sue Hannah completed the Chairman's Declaration of Acceptance of Office form which was witnessed by the Clerk as Responsible Officer to the Council

81/15 Election of Vice Chairman

Cllr Steve Hannah proposed Cllr Mark Richardson as Chair for the forthcoming year, Cllr Bill Smith seconded this proposal. All present were in favour.

Resolved that Cllr Mark Richardson be appointed as the vice-chair for the forthcoming year.

82/15 Apologies

Received from the above named persons

83/15 Requests for dispensations and declarations of interest.

i) Request for Dispensation

None received

ii) Declarations of Interest

None received

iii) To note Councillors obligation to update the Register of Interests each year

All Councillors had been provided with a copy of the Declaration of Pecuniary Interests for completion.

84/15 Minutes of the last meeting (21st April 2015)

All councillors present were in favour of the minutes of the meeting of the 21st April 2015 being accepted as a true and accurate record subject to the above correction. **Resolved**

The chairman signed the minutes accordingly.

85/15 Public Participation

Ms Lizzy Shaw Area Manager for Allerdale for CCC attended to draw to the attention of the council the proposal going before CCC on the 21st May 2015 that the school crossing patrol for Broughton School be disestablished

as it hasn't been filled in over 4 years. Ms Lizzy Shaw confirmed that she had discussed this matter with the headmistress of Broughton School who had no objections to the proposal.

Resolved that Broughton Parish Council have no objection to this proposal

Action: Clerk to confirm the above in writing to Ms Lizzy Shaw prior to the meeting on the 21st May 2015.

86/15 Application for co-option

None received

Action: Clerk to prepare co-option notices for the noticeboards & the website

87/15 Police Report

PCSO Sarah Brown had provided a written update which was read out by the clerk. There had been 11 incidents and details were provided on 5:

-23rd April a scooter was reported stolen from Broughton Primary School. The scooter was later located and youths involved spoken to in front of parents

-24th April there was a report of anti-social behaviour on Ghyll Bank where an unknown person was banging on the windows of a property. Patrols were made aware as there was another incident of this nature on the 11th April. Enquiries are on going.

-7th May a vehicle was reported to have had a window damaged whilst parked on Main Street, enquiries are ongoing.

-7th May it was reported that there had been recent anti-social behaviour in the Churchyard, patrols made aware and are paying particular attention to the area

-11th May there was a report of a suspicious male going door to door on West End. No evidence of any offences, I conducted an area search but there was no trace of the individual.

Cllr Kelly provided an update on the action raised following the last meeting regarding the recent increase in petty crime and criminal damage. He had looked into the idea of a neighbourhood watch but doesn't feel it is a viable option for this area. Cllr D Kelly proposed that he write a short article for inclusion in the forthcoming Newsletter drawing peoples attention to the issue and how to be cautious. **Resolved** that Cllr Kelly write this piece for the newsletter.

Action: Cllr Kelly to write a piece for the Newsletter and send it to Cllr J Wilson and the Clerk.

Action: Clerk to send the relevant information to Cllr M Richardson for inclusion on the Great & Little Broughton Facebook page.

Cllr Sue Hannah informed the meeting that there had been a recent serious of incidents on Church Meadows around suspicious persons going door to door.

Action: Clerk to check with the police on if these matters have been reported/are being investigated.

88/15 Clerks Matters

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

8.1 Speeding Review for Great Broughton Main Street- **Resolved** that it be noted that CCC have said that the works to adjust the junction at Man Street/Ghyll Bank, and the centre lines on Broughton bridge will be ordered w/c 5th May. No specific deadline has been agreed regarding lead times however they would expect the works to be completed by the end of July. Regarding speed limit assessments, there is a lot of information to gather. It is estimated that the assessment will be completed by the end of May with proposals in place to implement changes this financial year. Consultation work on this is planned to commence at the start of July.

8.2 Access/ground conditions at corner entrance to Welfare Field/Play area.

Two quotes have been received:

Corfields- £566.28 including VAT

ISS Landscaping- £570.00 including VAT

Resolved that all councillors were in favour of Corfields being appointed as the contractor for this piece of work.

Action: Clerk to action this matter

8.3 Footpath at Penny Bridge- **Resolved** that the council noted the information from CCC that the gate had recently been inspected and found to be open and free for users to access

8.4 Track alongside Welfare Field. Despite a site meeting with Home Group, and further chasing by the Clerk the completion of pothole works has still not yet been completed. In addition to this the clerk confirmed she had spoken to Fletcher Amusements who confirmed they were intending to bring a similar set of equipment to this years Children's Carnival.

Following a robust discussion it was **resolved** that the council had no issues with the children's fun fair attending and using Welfare field site as the damage to the track is outwith the use of the land by the carnival.

Cllr S Anderson confirmed that he witnessed the Home Group contractors using the track, and confirmed that the manner in which they drove had significantly contributed to the condition of the track. The larger vehicle that made deliveries along this track tended to drive carefully and slowly due to the narrowness/condition of the road.

A robust discussion was held on how to proceed with the issue of the welfare field track. It was **resolved** by all present that:

- The legal status of the welfare track needs to be established (if it is a road/adopted road/footpath)
- Who has the responsibility/terms of the lease regarding the maintenance of the Welfare field track
- That a position statement be prepared in readiness for further discussions. This document will be commenced by Cllr J Wilson based up on his recollection of the initial agreement, Cllr S Anderson will then provide information on what he witnessed, Cllr D Kelly will include some information on the legality of the status of the road, and finally the Clerk will include information on the dealings over the past year whilst trying to get this matter resolved.

Action: All to work on the relevant parts of the position statement.

Action: Clerk to agenda this matter for consideration at the June meeting.

Action: Cllr Sue Hannah will in the mean time speak with Steve Whyte at the Home Group about this matter.

8.5 Bird Scarers- Allerdale Borough Council Environmental Health Team have contacted the council for further information regarding ongoing reports of repetitive series of loud bang's occurring at West End of the Village.

Resolved by councillors present that these bangs had been regularly heard over the past 2 weeks, the sounds are loud enough to scare, however no further information was available.

Action: Clerk to go back to ABC regarding the above and asked to be kept in the loop about the ongoing investigations into this matter.

89/15 Playarea inspection report

The Clerk informed the council that the timber inspection report had been received and had been forwarded on to the independent play area inspector for his consideration.

Action: Clerk to agenda this matter for the next meeting.

90/15 Reports from visiting councillors

C/Cllr A Clarke raised no issues

91/15 Allotments

- i) Coldgill Allotments Drainage

The Clerk informed the meeting that UU were investigating this matter. A site meeting is due to be organised to allow UU access to Mr J Dobie's allotment (the allotment UU have identified as being the one that the water main flows through).

- ii) Allotment Committee

The Clerk confirmed that the confirmed date for this meeting is 19:00 on Wednesday June 24th, venue to be confirmed.

92/15 Parish Maintenance

Millennium Gardens- The Clerk informed the meeting that Allerby Gardens/West House would be on site in the first week of June to tidy up/prune the area.

Seats- Cllr Bradley suggested that some/all of the parish seats could do with some maintenance/TLC. **Resolved** that the Clerk ask Ian Winter to prepare a schedule/proposal for works required to the seats including details of the locations of these seats.

Action: Clerk to action this point and table the results for the June meeting.

93/15 Correspondence

Unless other wise listed below all items of correspondence were noted as received.

Nugen- Stage 1 Moorside Consultation- This consultation has now opened. **Resolved** that the council would consider a formal response to this consultation once the consultation documents are received.

Action: Clerk to contact the relevant agencies and ask when the consultation information will be received.

Dog Fouling Bags- Cllr J Wilson asked for an update on if Great Broughton Post Office could be a distributor of ABC poo bags.

Action: Clerk to contact ABC and ask for an update regarding this matter.

Parish Plan- Cllr M Bradley confirmed she had spoken with ACT regarding possible grant funding support for community consultation and parish plan support. Cllr M Bradley is meeting with ACT on Thursday 21st May and will provide a written report of this meeting via email to the clerk for circulation to all councillors.

Action: Clerk to circulate this update to all councillors.

94/15 Planning Applications for Consideration

Ref: PB/2015/0083

Applicant: Mr John Sherlock

Proposal: Removal of telephone and replace with defibrillator inside kiosk

Location: Phone box adjacent to Post Office, 53 Main Street, Great Broughton, Cockermouth

Resolved that the council fully supported this proposal

Action: Clerk to establish if there is any plans for training to be provided within the village once this project is completed.

Ref: 2/2015/0234

Applicant: Mr R Dixon

Proposal: Outline consent for new dwelling

Location: Glenfield, The Green, Little Broughton, Cockermouth

Resolved that the council have no comments or objections with regard to this proposal

Action : Clerk to submit the above comments to ABC.

95/15 Planning Decisions

Resolved that the below decisions be noted by the council.

Ref: 2/2015/0126

Applicant: Mr M Richards, JJ Latimer

Proposal: Erection of 4 bed detached house

Location: Land adjacent to Annadell/Moor Road, Great Broughton

FULL PLANS APPROVED

Ref: 2/2015/0135

Applicant: Mr B Cockton

Proposal: Demolition of an existing building and erection of a new dwelling and detached garage

Location: Briery Meadow, Moor Road, Great Broughton, Cockermouth

FULL PLANS APPROVED

96/15 Finance & Accounts

i) Current Financial Statement for May

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

ii) Balances of savings accounts

Resolved that these be noted as:

Money Manager- £89.58

Cumberland Building Society- £86,025.31

iii) Payment of accounts

Payee	Reason	Amount
Cumbria Payroll Services	PAYE Services	£12.00
HMRC	PAYE	£76.80
Zurich	Insurance	£530.20
CALC	Annual Subscription	£282
Ian Winter	Grass Cutting	£103
West House	Millenium Gardens Work 2014	£40
Becx Carter	Expenses	£105.77
Becx Carter	Salary- Via Standing Order	£307.28

Cllr J Wilson proposed the above accounts be paid, Cllr M Richardson seconded this motion. **Resolved** that the above accounts be paid and were signed by two signatories (Cllr M Richardson & Cllr J Wilson)

Action: Clerk to process the above payments.

iv) Approval of accounts & variances for the year ending 31st March 2015

A copy of these documents has been circulated to all councillors in advance of the meeting. The Clerk confirmed that the accounts and variances had been viewed and signed off by the internal auditor.

Cllr B Smith proposed acceptance of the accounts & variances for the year ending 31st March 2015, Cllr J Wilson seconded this matter. All present were in favour. **Resolved** that the accounts & variances be adopted and accepted by the council. These were signed as such by Cllr S Hannah as the chair. Cllr S Hannah also signed the relevant section of the audit document along with the Clerk as the responsible financial officer.

Action: Clerk to upload a copy of the accounts to the website

v) To receive the internal auditors report and approve the Statement of Assurance and authorise the chairman to sign the Annual Return for y/e 31st March 2015.

1. We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices- **Resolved- Yes**
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness- **Resolved- Yes**

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances- **Resolved- Yes**
4. We provided proper opportunity during the year for the exercise of electors rights in accordance with the requirements of the Accounts & Audit Regulations-**Resolved-Yes**
5. We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks including the introduction of internal controls and/or external insurance cover where required- **Resolved- Yes**
6. We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems- **Resolved-Yes**
7. We took appropriate action on all matters raised in reports from internal and external audit- **Resolved-Yes**
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements –**Resolved- Yes**
9. Trust funds (including charitable)- in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit- **Resolved- Not Applicable.**

Resolved that the chair be authorised to sign the Annual Return for y/e 31st March 2015.

97/15 Consideration & Approval of governance documents

- i) Standing orders- **Resolved** by all present that these be accepted for the forthcoming year, a copy was signed by the Chair
- ii) Asset Register- **Resolved** by all present that this document be adopted for the forthcoming year, a copy was signed by the Chair
- iii) Risk Assessment- An amendment was made to the Play Area section to read “Annual independent inspection undertaken, and periodic visual inspections undertaken”. **Resolved** by all present that subject to this amendment that the Risk Assessment & Risk Management Policy be adopted for the forthcoming year. A copy was signed by the Chair
- iv) Privacy Statement- **Resolved** by all present that these statements be adopted for the forthcoming year.

Action: Clerk to upload the relevant documents to the council website.

98/15 Consultations for Consideration & response

None received

99/15 Councillor Matters

Cemetery- Clerk to write to new Reverend to enquire as to the policy of graveyard plot allocations.

Action: Clerk to action the above for the June meeting

Potholes/Fly tipping- A number of areas of concern were raised regarding fly tipping/potholes.

Action: Clerk to circulate fly tipping/highways hotline information to all councillors

Action: Clerk to report concerns regarding road surface on road leaving the village towards Dearham, and also at the bottom of Ghyll Bank.

100/15 Date of next meeting

16th June 2015 at 19:00 in Little Broughton Village Hall

Meeting closed at 21:05

SignedChairman