**Broughton Parish Council**

Minutes of the meeting of Broughton Parish Council held at Little Broughton Village Hall on Tuesday 20th February 2018 19:00

**Present:** Mrs Mary Bradley (in the Chair), Mrs Joanne Sewell, Mr Bill Smith, Mrs Sue Hannah, Mr Steve Hannah, Mr Richard Gildert, , Mrs Jackie Hobden, Mrs Rosemary Pasmore, Mrs Alison Carruthers, Mr John Wilson, Ms Becx Carter (Clerk), Mrs Lindsay Tomlinson (Allerdale Borough Council). 2 Members of the public.

**Apologies:**

Mr Maynall Weir, A/BC Cllr N Cockburn, A/BC Cllr J Farebrother

The Council was quorate with more than four councillors present.

**20/18 Apologies for absence**

Apologies were received and noted from the above

**21/18 Chairman’s Announcements**

None- All covered elsewhere on the agenda.

**22/18 Requests for dispensations and declarations of interest**

None

**23/18 Minutes of the meeting held on the 23rd January 2018**

All members of the council had received a copy of the minutes. One minor alteration was noted.

**Resolved** by all present that the minutes be signed as a true and accurate record by the Chair Mary Bradley

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

**24/18 Public Participation**

Nothing raised

**25/18 Applications for co-option (2 vacancies)**

None

**26/18 Lindsay Tomlinson (Electoral Services Manager) Allerdale Borough Council**

Ms Tomlinson attended to provide an over view of the Community Governance Review Process which Broughton Parish Council have resolved to take part in with a view to reviewing the appropriate number of Council seats that Broughton Parish Council has in light of the persistent co-option vacancies.

Allerdale Borough Council have recently undergone a boundary commission review which will take effect from May 2019 when the next ordinary elections take place.

As a result of this process Allerdale Borough Council recognise that some of the proposed boundary commission changes mean that the boundaries within certain areas (e.g. Workington) may need reviewed, this piece of work has already commenced.

Concurrently Allerdale Borough Council have met with CALC regarding the potential for holding community governance reviews on parishes within Allerdale who have issues with their community governance arrangements, in particular with regard to the number of councillors per electorate.

ABC have so far contacted all Parish Councils within in Allerdale to ask if any councils have any governance issues they would like reviewed. So far 6 have come forward (Broughton is one of these).

Ms Tomlinson will have a paper before the ABC full council in March 2018 which will hopefully be resolved and allow the proceedings to move forwards. Once this agreement has been received from full council the consultation process will take place in all the interested parishes, once a full community consultation has taken place a paper will be tabled once again before the ABC Full Council for approval. Once approved the changes would take place in May 2019 (at the next ordinary elections).

ABC (subject to approval to proceed on the 7th March 2018) will consult with all affected Parishes and will seek to work with the appropriate Parish Council on tailoring the consultation to their area. It is likely that the process will be overseen by a working group within Allerdale BC including the local area councillors. Affected Parish Councils are likely to be invited to attend appropriate working group meetings.

Consultation within Broughton is likely to involve leaflets/events/social media/website etc.

The only type of Consultation that can’t be undertaken is a ballot of local electors as this is not an appropriate use of the electoral register.

Q: How many head of electorate per councillor is the standard?

A: There is no precedent/standard though ABC are trying to achieve where possible parity between similar Parishes.

It was agreed by all present that the ideal situation for Broughton Parish Council would be to achieve a balance between having sufficient council seats to allow for the council to be quorate when people are absent, but few enough that Councillors are elected during Ordinary Elections rather than just automatically being elected due to insufficient candidates.

Ms Tomlinson confirmed that CALC have suggested a minimum number of Councillors for a Parish Council should be 7 (legal quorum is 3).

**Action: Ms Tomlinson to look into what evidence there is from any previous CGR and circulate to the Parish Clerk for distribution to ensure that any changes don’t revert back to a previous model that didn’t work.**

Q: What is the end date for a CGR?

A: There is no statutory end date, however ABC are aiming to have the work completed within a year timescale. The timescale for Broughton specifically is likely to mean the consultation taking place in Autumn 2018.

All present thanked Ms Tomlinson for attending.

**27/18 Police report**

*Anti-Social Behaviour & Criminal Damage*

**Resolved** by all that the on-going issue of anti-social behaviour and now criminal damage (graffiti) be once again noted as an on-going issue.

The meeting noted receipt of the email from Inspector R Gale confirming that she felt the call handler who contacted the Clerk regarding the Bus Shelter Graffiti was acceptable.

The Clerk informed those present that as a result of the bus shelter graffiti Inspector R Gale was intending to attend the March 2018 Broughton Parish Council to discuss the issue of anti-social behaviour & the current community feeling towards the Police. As according to the Police Logs there have only been two issues of anti-social behaviour within the Parish since October.

**Resolved** by all present that it be noted that many people have struggled to get through on 101 or when calls have been answered they have been dismissed.

In addition, the Clerk informed the meeting that a Police Desk would be being held in Little Broughton Village Hall on Friday 2nd March 2018 between 15-17:00 to all people to attend and discuss matters of concern with the Police.

**Action: All to publicise this event as much as possible to encourage people to attend and raise concerns.**

*Church Meadows Crossing Incident Reporting*

Cllr Sue Hannah confirmed that following on from the January 2018 Broughton PC meeting she had discussed the issue of the safety of the Church Meadows Crossing with PCSO P Chrome who had been very helpful and had confirmed that any incidents or near misses on this area of road should be reported three-fold:

-To 101 or 101 email address

-Directly to him

-To the School.

This will enable data to be collated on the accurate safety of the junction. The result of this could be that the crossing is raised at an appropriate meeting of the ‘CRASH’ group who look at road safety issues in Cumbria.

PCSO P Chrome confirmed to Cllr S Hannah that these reports won’t be treated as the reporting of a crime but that PSCO Chrome is keen to record all incidents/near misses as it is a crossing near a school.

**Resolved** by all present that active encouragement should be undertaken to encourage people to report incidents/near misses. But that it should be noted that these don’t just occur at school muster times. This crossing is dangerous at all times.

**Resolved** by all present that further to the reporting of incidents a letter be sent from the Parish Council to all houses in the area of the crossing informing them of the issue and that the Parish Council will be encouraging reporting of such incidents.

**Action: All to encourage people to report all incidents/near misses**

**Action: Clerk & Cllr M Bradley & Cllr Sue Hannah to draft an appropriate letter**

**Action: Cllr M Bradley and Cllr Pasmore to deliver the letters.**

**28/18 Update on matters arising from previous meetings**

1. *Soddy Gap*

The Clerk informed the meeting that the formal order had been ‘made’ by the County Council. After a period of 6 weeks this order will be confirmed and the PROW added to the definitive Rights of Way Map.

1. *Church Meadows/Persimmon Green Space*

It was noted by the Clerk that she was struggling to get in touch with the appropriate person as the previous contact has moved on. A complaint has been filed.

**Action: Clerk to continue working on this matter and if necessary contact the CEO of Persimmon to request a response be received.**

1. *Creation of a Youth Club*

Cllr A Carruthers confirmed that a successful meeting had been held between 5 volunteers and the Cumbria Youth Alliance (there are a further 3 interested volunteers). The group are going to be moving forward with locating an appropriate venue for the club to be held. The CYA have confirmed that there is funding available to support such projects, in addition it has been confirmed that DBS checks are transferable and a number of the volunteers already have them in place. There are two members of the group who have appropriate/transferable H & S certificates. CYA are going to provide the group with contacts for an appropriate insurance company. The group are also looking to make contact with Clifton who have just gone through the process of setting up a Youth Club.

The group are initially looking at the age range of circa 13-16 but this could be expanded in the future. A second meeting is being held on the 1st March 2018 for the volunteers and some young people from the Parish to discuss what they would like to see provided at a Youth Club.

**Resolved** by all present that the work of this group of volunteers be noted and thanks expressed.

1. *Bus Shelter Repairs*

It was noted that the Little Broughton bus shelter has been repainted following the graffiti incident.

A discussion was held regarding the Great Broughton/Main Street Bus Shelter which is in a very poor condition.

**Resolved** by all present that if it was legally possible to do so this bus shelter should be removed as there are no longer any bus routes that stop at this locality.

**Action: Clerk to contact CCC to confirm that the redundant bus shelter can be removed.**

**Action: Clerk to look into an appropriate structural survey/guidance regarding the removal of this structure. This will need to be done in conjunction with the party land owners.**

Moor Road Bus Shelter- It was noted that this shelter could do with an industrial clean to remove graffiti.

**Action: Clerk to establish if the Parish Council are responsible for this bus shelter.**

**Action: Clerk to request that a review of the bus shelter sign posts is undertaken within the Parish as a number on the Moor Road area are damaged/missing.**

**Action: Clerk to agenda the matter for the March meeting for an update.**

1. *Training for Parish Councillors*

It was noted that CALC can provide ‘in house’ training if there are sufficient councillors from an area interested.

**Resolved** by all present that the Clerk look into the costs of such training and feedback at a future meeting.

**Action: Clerk to contact CALC re good councillor training and the possible costs for in house delivery.**

1. *Broughton Park Planning Appeal*

It was noted that the enquiry regarding this appeal will commence on the 22nd May 2018 at a venue to be confirmed. There are a group of parishioners working on preparing statements for delivery at the enquiry to ensure that all points are covered without duplication. It was noted that many of the justifications given for the refusal of the appeal 2/2017/0411 Pt Field 0038 Harris Brow, Great Broughton may also relate to this appeal.

**Resolved** by all present that Cllr Sue Hannah work with this group as the Parish Council representative in the first stages. Other Councillors were willing to provide support if required.

1. *Hearing Loop for the Village Hall*

Deferred until the March meeting.

**Action: Clerk to agenda for the March meeting.**

1. *Bulling Meadow/Fishing Rights*

The Clerk informed the meeting that following advice from the Parish Councillors solicitor a modified statement of truth is required from Cllr A Carruthers to make one final attempt to register the Parish Council Fishing Rights on this area.

**Resolved** by all present that the Clerk work with Cllr A Carruthers to make one final attempt to resolve this matter.

**Action: Clerk to proceed with this with the support of Cllr A Carruthers, and the Council solicitor.**

**29/18 Clerks Report**

**Resolved** by all present that the contents of the Clerks report circulated to all be noted as received.

**30/18 Play area**

1. *Fortnightly Inspections*

These are being undertaken by Cllr J Wilson and no issues have been identified over the last month.

**31/18 Reports from visiting Councillors**

**Resolved** by all present that the report from C/Cllr H Graham circulated via email in late January be noted as received.

**32/18 Allotments**

Cllr J Hobden raised a number of issues from allotment holders:

1. Plot 15 Nook- There is an on-going issue with Chickens escaping from this plot causing damage to other neighbouring plots.

**Resolved** by all present that a warning notice be sent to the tenant

**Action: Clerk to issue a standard warning notice confirming that if the chickens are not kept contained then a termination notice will be issued following the appropriate timescale.**

1. Taps-It has been reported that only 1 tap is working on the Nook Site, and others are not working on the Coldgill Site, tenants believe this maybe linked to the new valves installed in 2017.

**Resolved** by all present that the resolution 12/18 iii) be overturned in light of further taps reported to be faulty.

**Action: Cllr M Bradley to check all taps on both sites and confirm to the Clerk the problem standpipes.**

**Action: Clerk to call a WRAS compliant plumber back to site to deal with these issues.**

*Update on the Allotments review*

Cllr M Bradley circulated a notes paper to all Councillors. She then provided an overview of progress to date:

-Cllr M Bradley has met with Steve & Carl regarding the issues raised by the allotment group that are meeting on a regular basis. The main issues remain, the measuring of the sites, costings and how allotment holders can work alongside the Parish Council to keep costs down.

- Cllr M Bradley and the Clerk met with Mike Brannigan the Northern Regional Adviser for the National Society of Allotments & Leisure Gardner’s (NSALG) who confirmed that the process that the Parish Council have been going through over the last year is correct with appropriate consultation, consideration and communication with the Allotment Tenants. Mr Brannigan suggested that the work that Broughton Parish Council is doing could be used as an exemplar of good practice within Cumbria and offered to work the Parish Council on the organisation of a training event for Cumbrian Councils on Allotment Management.

**Resolved** by all present that this event be organised for June and that invited councils pay a nominal fee to cover the running costs of the day (room hire/buffet/materials etc).

**Action: Clerk, Cllr M Bradley & Mr M Brannigan to work together to organise this event.**

-The Ballot and the on-going activity of the allotments group that Steve & Carl have set up shows that at this stage there is insufficient support for the Allotment Holders to form a formal management committee themselves and take over the running of the site/s as such programme of review needs to move forward with hopefully a more genuine partnership between the Council & the Allotment Tenants

-That some works on the Allotment Sites can’t be undertaken by volunteers as they have to be undertaken by contractors with the appropriate qualifications/licences/consents e.g. Plumbing/Pest Control etc.

- Given the significant volume of information that needs to be provided to Allotment tenants that a revised tenancy agreement supported by a Handbook that forms part of the Contract is the current ‘good practice’ way of proceeding. (Guidance on some examples has been provided by the NSALG). The finalisation and publication of this handbook could be supported by a grant application.

**Resolved** by all present that if grant funding can be sought to reduce the financial burden to the Council or the Allotment Tenants that all steps should be undertake to do this.

**Action: Clerk & Cllr M Bradley to look into the application for a grant for these works.**

-Decision making going forward- It has been noted on a number of occasions that Allotments take up a significant proportion of Council meetings and that decision making on the day to day matters take too long. There are two ways forward, the creation of a formal sub-committee which would be required to comply with the Local Government Act 1975 around the calling & holding of meetings, which would be significant additional administrative burden. Alternatively, a working party could be created that would not have decision making powers or a budget but would consider all matters relating to the Allotments and could include representatives from each Allotment Site along with Councillors. This group would then distribute a paper of required resolutions with Council meeting papers monthly and the recommendations would be ratified by the full Parish Council prior to being actioned.

**Resolved** by all present that to reduce the administrative costs a working party be formed and that recommendations be ratified by the full council, based up on a paper of resolutions which will reduce the time spent on Allotments in full council meetings.

**Action: Cllr M Bradley & the Clerk to work with the working party to agree a terms of reference document for the working party for ratification by the Full Council at the 20th March 2018 meeting.**

**Resolved** by all present that the Working Party of Councillors determine a nominations and elections process for the inclusion of Allotment Representatives on the working party for ratification by the Parish Council at the March meeting with the nominations/elections taking place in April 2018.

**Resolved** by all present that the number of Parish Councillors & the number of Allotment holders on the working party should be equal.

**Action: Nominations & elections process to be tabled for approval by Full Council on 20th March 2018.**

1. *Nomination of Councillors to working party & confirmation of date*

**Resolved** by all present that Cllrs J Hobden & R Pasmore sit on the Allotment Working Group, along with Cllr M Bradley as the Chair of the meeting. Clerk to provide secretariat support for the initial period of this group.

**Resolved** by all present that the first meeting of the Allotment Working Party be held on Thursday 1st March 2018 19:00-20:00 in the British Legion. Matters to be considered Terms of Reference, Nomination & Election Process, Agenda for the next meeting (costing, measuring, implementation of rent increase, handbook).

**Action: Clerk to circulate the recommendations paper & all supporting information to Full Council with the mail out for the March 2018 meeting.**

1. *Dog Fouling/Escaped Foul issues*

**Resolved** that the issue of dog fouling, and escaping fowl be noted and that appropriate posters be erected on the Allotment Noticeboards to remind Allotment Holders & those accessing the sites of their responsibilities.

**Action: Cllr M Bradley to prepare and erect the necessary notices.**

**33/18 Parish Maintenance & Highways Matters**

1. *Grass Cutting*

The Clerk had circulated a draft Tender Document and associated maps.

**Resolved** by all present that a document be prepared mapping and providing images of all benches be prepared then the Contract to be advertised with a decision to be made on the submitted Tenders at the 20th March 2018 meeting.

**Action: Clerk to finalise the appropriate documentation and place the relevant adverts.**

**Action: Clerk to prepare a summary document of tender responses for circulation prior to the 20th March 2018 meeting.**

1. *20mph Speed Limit*

The Clerk informed the meeting that a response has not yet been received from Cumbria County Council, however the Police who were also looking into this issue 12 months ago have responded.

Following the siting of a Police Traffic Data Unit the data has confirmed that:

-Little Broughton junction with Kirklea (30mph zone) 85% of vehicles are travelling at 29mph which is within the speed limit and no action is warranted

-Main Street junction with Harris Brow (20mph zone) 85% of vehicles are travelling at 28mph. In excess of the speed limit

-Moor Road/Broughton Moor (20mph zone) 85% of vehicles are travelling at 25mph (near the school). In excess of the speed limit.

The Police suggestion is that a 30mph limit would be more appropriate for the village.

In terms of enforcement the Police can’t site a Camera Safety Team within the 20mph zone due to the road layout and Health & Safety Concerns. As a compromise the Police will undertake a H & S review on if a Community Speedwatch site could be located within the 20mph limit to encourage the compliance with the Speed Limit. If this is not possible the Police agreed to refer the matter to the CRASH group.

**Resolved** by all present that the Parish Council do not want to see a raising of the speed limit in the 20mph zone to the 30mph and that enforcement should be pursued.

**Action: Clerk to communicate this decision to PCSO P Chrome.**

1. *Ghyll Bank- Parking & Access*

**Resolved** that it be noted that parking within Ghyll Bank area is becoming very problematic and restricting access/potential emergency vehicle access. Cumbria County Council should be requested to undertake a traffic safety review on this area, potentially considering the imposition of a oneway system.

**Action: Clerk to contact Cumbria County Council to request a review of this area.**

**Action: Clerk to contact Cumbria County Council to ask for a Parish Walkaround with a member of the Highways Team to look other minor highways matters.**

**34/18 Correspondence received**

**Resolved** by all present that all correspondence listed in the Clerks Report be noted as received.

**35/18 Planning Applications**

None

**36/18 Planning Decisions**

**Resolved** by all present that the below decisions and submission for appeal be noted:

|  |  |  |  |
| --- | --- | --- | --- |
| Ref | Location | Proposal | Decision |
| HOU/2017/0261 | Claryn Li, Little Broughton | Removal of existing garage & replacement with new garage | Approve with Conditions |
| HOU/2018/0001 | Red House, 6 Main Street | Demolition of existing garage & replacement with new garage | Permitted Development |
| 2/2017/0411 | PT Field 0038, Harris Brow, Great Broughton | Appeal against planning decision | Appeal Dismissed. |

It was noted that there is a site within the parish which appears to be being utilised as a bed & breakfast/hotel, a query was raised as to if this requires planning permission.

**Action: Clerk to seek clarity from the Planning Department on what is classed as permitted development/not**

**37/18 Finances, Accounts & Governance**

1. Payment of Accounts

**Resolved** by all present that the below accounts be paid with cheques signed by Cllrs J Wilson & Cllr A Carruthers

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | From | Reason | Amount | | HMRC | PAYE Feb | £77.60 | | Becx Carter | Salary Feb (Via SO) | £310.06 | | Becx Carter | Expenses | £64.51 | | National Allotment Society | Subscription | £66.00 | | Cumbria Pest Control | Quarterly Pest Control | £120 | | Jackson Hetherington | Repainting of Little Broughton Bus Shelter | £69.00 | |  |  |

**Action: Clerk to pay these accounts.**

1. Approval of Bank Reconciliation & Spend against Budget for Feb 2018

**Resolved** by all present that these be noted as a true & accurate record. This was signed as such by Cllr B Smith.

1. Request from the Church for funding towards car park resurfacing.

**Resolved** by all present that this be deferred until the March Meeting.

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

**38/18 Councillor Matters**

**Action: Clerk to agenda the issue of ‘Fairshare’ for the March meeting- Cllr J Wilson to speak to this matter.**

**39/18 Date & Time of Next meeting.**

**Resolved** by all present that the next meeting be held on Tuesday 20th March 2018

Meeting Closed 21:24

Signed……………………………………………. (Chair) Dated………………………………………………..