**Broughton Parish Council**

Minutes of the meeting of Broughton Parish Council held at Little Broughton Village Hall on Tuesday 17th April 2018 19:00

**Present:** Mrs Mary Bradley (in the Chair), Mrs Joanne Sewell, Mr Bill Smith, Mrs Sue Hannah, Mr Richard Gildert, Mrs Rosemary Pasmore, Mrs Alison Carruthers, Mrs Claire Winter, Mr Steve Hannah, Ms Becx Carter (Clerk), A/BC Cllr N Cockburn, A/BC Cllr J Farebrother, Ms Julie Wedgewood (Recycling Lives), Mr Carl Jackson (Allotment Working Group Member)

**Apologies:**

Mr Maynall Weir, Mr Jackie Hobden, Mr John Wilson, C/Cllr H Graham

**60/18 Apologies for absence**

Apologies were received and noted from the above

**61/18 Chairman’s Announcements**

Cllr M Bradley confirmed that all matters were covered elsewhere on the agenda.

Cllr M Bradley requested council approval to take the agenda item relating to the Clerks Hours & Salary (83/18) prior to agenda item (71/18) for administrative purposes.

**Resolved** by all that the matters be considered as proposed by Cllr Bradley.

**63/18 Requests for dispensations and declarations of interest**

None

**64/18 Minutes of the meeting held on the 20thMarch 2018**

All members of the council had received a copy of the minutes. Two minor not material alterations were noted & corrected.

**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 with the appropriate amendments.**

**65/18 Fareshare Food Scheme Ms Julie Wedgewood- Recycling Lives**

Ms Wedgewood gave an overview of the Fareshare Scheme and then answered questions raised by Councillors present. Fareshare is part of a world-wide movement focused on rescuing food that would otherwise go to land fill and passing it on to those who are at risk of food hunger. There are 21 Fareshare centres across the UK. Cumbria is part of Fareshare Lancashire & Cumbria.

They have about 140 members in Lancashire but struggled to expand in Cumbria, due to lack of connections to local organisations and geographical issues. Currently they have 23 members (known as Community Food Members-CFM) throughout the county 8 in Eden with the rest in West Cumbria.

A CFM can be any not for profit organisation E.g. Shap Village Hall Committee, a number of schools, churches, children’s centres. They can use the food for good in their own neighbourhood. An example being Eaglesfield /Paddle school will use the food for school lunches and then batch cook with any surplus and share these meals with Pensioners.

Christians Against Poverty are putting food parcels together and giving them out to families in the Whitehaven area (40 ish). South Workington Youth Alliance are putting food on in Youth Clubs (feeding circa 140 young people a week)

Two conditions- 1) It is a fixed fee either £12.50 or £25 per collection but these can be at the user’s discretion, so it doesn’t have to be weekly collections. 2) Have to be not for profit organisation.

Over the Christmas Period 2017 Workington Food Pantries gave out over 7 tonnes of food to over 500 families. At these pantries people were asked for donations for collections. The money generated can be recycled into charitable activity etc. The scheme invoices in arrears.

Q: What kind of food stuffs do you get?

A: A preference sheet is sent out the week before a collection listing anything that would be deemed surplus to a supermarket, fruit, veg, bread, branded products e.g. world cup campaigns, often meat, any failure of machinery in terms of labelling comes into the system, cheese’s, milk, yoghurts, pasta. Not generally the ‘standard’ day to day products. It is a £1 a tray to the end user.

Q: Is each tray a variety of products?

A: No, it can be a tray of one product (but end users can mix & match).

Q: Do you know in advance what you are getting?

A: Yes, because you will have filled in the preference list.

The aim is for a local distribution centre to be created at Lillyhall in the near future which would allow for mixed trays to be collected.

Q: How do you get to the people in need?

A: Word of mouth/advertising. E.g. Children Centres/Schools/Community organisations. It is not just people who have no jobs who are in need, it is often people who have jobs and large mortgages/debts etc who sacrifice food to pay the bills. In Eden they have set up Trust Tables in the schools, so end users pay what they can afford.

Q: How is this system different to a food bank?

A: To use a food bank you have to get a slip from a registered organisation. With this there is no stigma.

Q: Would the Parish Council if they went forward have to provide a cool room etc to store the food?

A: The food comes in freezer/chiller boxes from Cleator Moor (the local collection point)- The registered CFM then signs a document to say they agree to store the safely within a certain period of time (2 hours) so access to a freeze/fridge would be required for fresh/chilled stuff. Local Collection is Tuesday from Cleator Moor.

Q: When you set a preference sheet is the same each week? Or based up on the products available?

A: It is based on the products available. The preference sheet would come through on a Wed/Thurs the week before.

It was noted that once a month there is a soup kitchen in the village which makes a profit but recycles this profit into local donations. This organisation may be a viable organisation to register as CFM.

Q: Could a group start with the ambient food stuff that has no storage requirements?

A: Yes. If a CFM wanted to receive fresh/frozen/refrigerated food, then they would need a food hygiene certificate. There are always ambient goods and drinks/crisps available so could be used for a Youth Club.

**Action: Cllr Sewell to pass the contact details on Fareshare Schemes to Broughton School**

**Action: Cllr Smith to pass the information on to the rugby club**

Q: How do you know the people giving the donations are in need?

A: Have to trust them. In the end it is waste food and would go to landfill if it wasn’t used. So anyone using it is better than no-one.

It was noted that once a group start doing a Fareshare Scheme they would need to continue with it as those in need will come to rely upon it.

Alongside this scheme Ms Wedgewood is also looking into using food as an engagement tool for social inclusion/links to those in poverty,

In Eden the schools are acting as the main CFM and then further distributing the food within the community.

Q: Can you do it as a one off to try it?

A: Yes, but you have to be a not for profit organisation. Private individuals can’t turn up at the collection point in Cleator Moor.

**Action: Cllr S Hannah to pass information regarding this scheme on to the Soup & Sandwich Club.**

**Action: Cllr J Wilson to include an article on the Fareshare Scheme in the next appropriate newsletter.**

**Action: Cllr C Winter to speak to the Mother & Toddler Group regarding this scheme.**

**Resolved** that it be noted due to the liabilities involved (correct storage of food, location for storage, waste disposal legislation) that the Parish Council may not be the best organisation to be the CFM, but the Parish Council could act as an information conduit to encourage other local bodies to take part e.g. the School/local clubs.

**66/18 Police Matters**

**Resolved** by all present that the Police Report be noted as received along with the 3 incidents included within it.

Cllrs Sue & Steve Hannah attended the Community Policing meeting and raised concern regarding the reply that the Council had received from PCSO Chrome regarding the 20mph speed limit in Great Broughton. The Police confirmed that they have no intention to try and revert the 20mph limit, but it is not clear if they will be proceeding with enforcement either.

Regarding the anti-social behaviour which has been an on-going concern the Police have been following up with individuals involved. However, the advice remains that Police can only act when ‘hot spots’ for such behaviour are identified so all members of the public are requested to continue to report matters via the 101 system.

**Resolved** that Cllr Sue Hannah attend the next Community Policing meeting.

**Action: Cllr S Hannah to attend or to let Cllr M Bradley know and she will attend in her place.**

**Action: Clerk to circulate meeting date to all other councillors for information.**

**67/18 Public Participation**

Mr C Jackson noted concern that if people were encouraged to report the on-going issues with anti-social behaviour/vandalism etc that this would have an impact on insurance premiums for all within the post code area.

**Resolved** that Mr Jacksons concerns be noted.

**68/18 Applications for co-option**

None received.

**69/18 Reports from Visiting Councillors**

*A/BC Cllr J Farebrother-* Informed those present that she would be attending the first meeting regarding the Community Governance Review for Broughton PC (along with others) is taking place on the 25th April 2018 at 7pm.

**Action: Clerk to contact Allerdale Borough Council and confirm if Parish Councils are invited to this meeting or if the council will be represented by its Allerdale Members at this meeting.**

*A/BC Cllr N Cockburn-* Informed those present that a meeting has been held by the community group and the Allerdale Borough Council barrister regarding the appeal for Planning Application Ref 2/2016/0751. All those speaking at the appeal are now preparing their final speeches for submission by the 1st May 2018.

**Resolved** by all present that Cllr Sue Hannah send her finalised speech on behalf of Broughton Parish Council to Cllr Mary Bradley for formal sign of prior to submission to the Barrister.

**Action: Cllr Sue Hannah & Cllr M Bradley to liaise to complete this task.**

**Action: Clerk to file a copy of the speech for the Parish Council records.**

Formal thanks were noted to Cllr Sue Hannah & A/BC Cllr N Cockburn for their work on this planning appeal.

*C/Cllr H Graham*- Had provided a written report to the Clerk which was noted by Councillors.

**Prior to the following business the Chairman moved the following resolution.**

**Resolved** by all present that under the Public Bodies (Admission to Meetings) Act 1960, the public & representatives of the press & broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted’

**70/18 (83/18) Staffing**

The Clerk & all non-councillors left the room for the period of this discussion.

**Resolved** that all present noted receipt of the confidentially circulated staffing report which had been distributed with the meeting papers regarding the current issues and the outcomes of a meeting held between Cllr M Bradley in her role as Chair of the Council and the Clerk Ms B Carter.

Cllr Bradley explained that she had shared this paper with Ms Carter and the additional information provided by her following their meeting was detailed under the ‘update’ headings.

It was noted that the main issue was that the terms of the contract had not been adequately met over the previous years and Ms Carter had not raised this formally with previous chairmen. This had however come to a head when the workload had become overwhelming during late 2017/early 2018.

All present discussed the proposal to increase the salary and hours in line with the recommendations in the paper.

They recognised that this would impact on options for budget management over the coming year but were confident these could be managed.

Cllr S Hannah queries how pay rises would be managed in future. Cllr Bradley explained that the pay scale was nationally recognised and was subject to national negotiations which the Council are required to honour. The pay scale (subject to formal approval) was now fixed as the correct one for the role.

If, however the role changed, a job evaluation would be required to place the revised role on to another point on the pay scale.

Cllr M Bradley proposed:

* The Clerks Hours be increased from 9 to 14 per week effective from the 1st April 2018
* The Clerks Salary be increased from SCP 18 to SCP 22 effective from 1st April 2018
* An amended standing order form be signed to implement these changes to the Clerks Salary from the 1st May 2018
* That the additional hours the Clerk has invoiced for 1st Jan-1st April 2018 be approved and paid
* That the increased hours/salary for 1st April 2018 be paid as a ‘top up cheque’ prior to the revised Standing Order Mandate taking effect from 1st May 2018.
* That the Clerk’s contract be reviewed in June 2018 to bring it in line with the above proposals.
* That 6 monthly support & supervision sessions and yearly appraisals be held between the Clerk & the Chair of the Parish Council to review the role/workload & any on-going issues.

Cllr R Gildert seconded the above proposals.

**Resolved** by all present that the Council agree to implement the above proposals effective immediately.

**Action: Cllr M Bradley to confirm the content of the above proposals to the Clerk in writing.**

The Clerk & member of the public returned to the meeting room.

**71/18 Agenda Management & Meeting Protocol**

As part of the Clerks role review it was noted that the Agenda for Parish Council meetings is often very lengthy and includes agenda items where no significant progress has been made.

**Resolved** by all present that on-going matters be listed on the Clerks report to ensure they are not looked. Items to be returned to the main agenda if there are any formal updates or decision making required.

**Action: Clerk to action this going forward.**

All present noted the benefits of having ‘topics’ on agendas e.g. the Fareshare but that the workload relating to these matters shouldn’t fall to the Clerk.

**Resolved** by all present that if topics/subjects are bought to the Parish Council by a Councillor then the Councillor raising the top should lead on the work associated with it.

**Resolved** by all present that the Clerks Workload relates to the statutory and administrative requirements to ensure the Council runs in a legally & financial compliant manner work over.

Cllr M Bradley raised the matter of the on-going ‘on the ground monitoring’ required of Parish matters:

-Allotment walk arounds

-Grass cutting/handyman contract monitoring

These matters don’t require the Clerk to be in attendance and can be handled by others.

**Resolved** by all present that where practicable monitoring of projects is undertaken by named Councillors:

-Allotments Walkarounds to be handled by the Allotment Working Group and actions to be passed to the Clerk for fulfilment.

-Grass Cutting/Handy man Contract- Cllr J Sewell to monitor this and raise any issues with the Clerk for action.

**Action: All involved to pass required information to the Clerk for actioning if required.**

**Action: Clerk to agenda other matters for allocation to Councillors as they arise.**

**73/18 Update on matters arising from previous meetings**

1. *Creation of a Youth Club*

Cllrs Winter & Carruthers along with other Parishioners are still progressing this matter. The current opinion appears to be that a formal Youth Club is not what is exactly required and that the young people are looking for a venue rather than an organised ‘club’.

**Resolved** by all present that Cllr C Winter bring some formal options to the May 2018 Parish Council meeting regarding the creation/erection of a ‘Youth Shelter’.

**Action: Clerk to agenda an item regarding this on the May agenda.**

1. *Training for Parish Councillors*

A formal quote has been received from CALC at £170 for a 3-hour training session subject to the Council providing a venue & refreshments.

**Resolved** by all present that the Clerk work with CALC to organise a date for a training session and then open up the invite to other local councillors for attendance.

**Action: Clerk to liaise with CALC to organise a date & a venue and invite other local councillors as appropriate.**

**74/18 Clerks Report**

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

Bench refurbishment welfare field- Mr J Hetherington has provided a quote for the refurbishment of the three benches within Welfare Field Play area.

**Resolved** by all present that Mr J Hetherington be approved to continue with these repairs at a cost of £30 per bench, plus material costs.

**Action: Clerk to authorise these works and confirm to Cllr J Sewell when they are scheduled to take place.**

**75/18 Play area**

1. *Fortnightly Inspections*

These are continuing to be undertaken by Cllr J Wilson.

**Resolved** by all present that the Clerk chase up the outcome of the Annual Playground Inspection and then request Playdale provide a quote for all necessary repairs.

**Action: Clerk to organise this.**

**76/18 Allotments**

**Resolved** by all present that the paper circulated prior to the meeting to all Councillors be noted as received.

A meeting of the Allotment working group was held on the 13th April 2018 as part of a site walkaround. The outcome of this is:

* There are currently 4 plots vacant (2 on each site) ready for immediate reallocation
* There are 2 plots on Nook that require work before they can be reallocated (fenced & cleared etc)
* There are 3 plots across both sites that may require warning notices

**Action: Clerk to speak to Cllr M Bradley regarding the sending of warning condition notice letters to the plots identified.**

There are a number of matters that need council approval prior to progression.

*Wall along the top of Nook Plot 1 (Coldgill end)*

It was noted that following the removal of the Ivy to allow for inspection of this wall, it appears to the lay viewer that this wall is in poor condition. It is further noted that children from within the parish often climb/run on this wall.

**Resolved** by all present that the Clerk obtain a formal structural survey of this wall prior to a consideration of options regarding its repair/replacement being prepared.

**Action: Clerk to commission a structural survey as a matter of urgency**

**Action: Cllr M Bradley to erect notices on this wall warning people of the danger & advising them not to climb on this structure.**

*Clearance of Plot 1 Nook*

There are a number of metal structures on a number of the plots that have been left.

**Resolved** by all present that where possible these structures be disposed of at no cost to the Council.

**Action: Cllr J Hobden to speak with Mr C Jackson who may have contacts within the Scrap Industry regarding the clearance of these items.**

**Resolved** by all present that Mr Nelson be contacted to ask if he can utilise any of the ‘rubble’ heaps that are around the sites for footpath/track repairs, or possibly for use on Monkey Villas.

**Action: Clerk to speak to Mr Nelson regarding this matter.**

*Stream alongside Nook Plot 1*

**Resolved** by all present that this area requires some vegetation management to prevent seeding from the plants in this area to neighbouring plots. Where possible this work should be undertaken at minimum cost to the Council. It was noted that no weed killer should be used in this area due to proximity to the water course.

**Action: Clerk to email Nook Tenants who have previously helped with jobs such as this and see if anyone is willing to help.**

*Subdivision of Plot 1 & A Nook*

**Resolved** by all present that sub division of these plots be organised to allow for smaller ‘starter’ allotment plots.

**Action: Mr C Jackson to provide the Clerk with some possible contacts for fencing works.**

**Action: Quotes to be organised for this fencing work.**

*Nomination of tenants to the Allotment Working Party*

**Resolved** that it be noted that Mr C Jackson & Mr A Nelson be elected to the Allotment Working Group representing the Nook & Coldgill Sites respectively.

**Action: Cllr M Bradley & the Clerk to organise a date for the next Allotment Working Group meeting and distribute this to all members.**

**Action: Clerk to share contact details for all members of the Allotment Working Group with the other members.**

**77/18 Parish Maintenance & Highways Matters**

1. *Signing of M of U regarding Fingerposts*

**Resolved** by all present that this M o U be signed by the Parish Council to allow works to commence on this project once a revised quote is received.

**Action: Clerk to return the M of U to CCC for filing**

**Action: Clerk to organise a revised quote for these works and table this at the May Parish Council meeting.**

1. *20mph Speed Limit Extension*

The Clerk informed the meeting that whilst Cumbria County Council are not looking to modify the 20mph speed limit within Great Broughton, they have no plans to consider an extension of this speed limit within the Parish.

**Action: Clerk to remove this item from future agendas.**

**Action: Clerk to send round HIMS link to all councillors for the reporting of local issues.**

**Action: Clerk to chase up the ongoing issue of the flashing sign on the Moor Road showing the wrong speed limit.**

**Action: Clerk to chase up the idea of a review on the TRO within the Parish to consider a one-way system on Ghyll Bank due to the parking issues.**

**78//18 Correspondence received**

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

**79/18 Planning Applications**

**Ref: 2/2018/0116**

Location: Land adjacent Derwent View, Coldgill Avenue, Great Broughton

Proposal: Outline application for the erection of single storey dwelling including access & layout

**Resolved** by all present that the Council have no objections to the outline planning permission but that the Parish Council have significant concerns regarding the need for appropriate public consultation regarding the detail of the application when it is received. Given the planning history within this area there are concerns relating to the size & scale of the dwelling, the appearance, highways and pedestrian infrastructure.

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

**80/18 Planning Decisions**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Location** | **Proposal** | **Decision** |
| 2/2018/0079 | Land to rear of Thorndene, Moor Road, Great Broughton | Variation of Condition 2 on application 2/2017/0051 design change for the erection of a dormer bungalow | Approved |

**81/18 Finances, Accounts & Governance**

1. Payment of Accounts

**Resolved** by all present that the below accounts be paid with cheques signed by Cllrs M Bradley & Cllr A Carruthers.

|  |  |  |
| --- | --- | --- |
| From | Reason | Amount |
| HMRC (New Rate) | PAYE April (New Rate) Plus Extra Hours | £357.55 |
| Becx Carter (Old Rate as part of New Rate) | Salary April (Via SO) | £310.26 |
| Becx Carter (New Rate Salary) | Salary increase for April (prior to SO being revised) | £239.82 |
| Becx Carter | Expenses | £64.89 |
| Steven Dixon | Allotment Tap Repairs | £50.99 |
| Becx Carter | Additional Hours (NET) | £369.68 |
| Cumbria Payroll Services | Payroll Services | £172.80 |
| CALC | Subscription | £297 |

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

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

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

1. Appointment of Internal Auditor

**Resolved** by all present that Mrs Rachel Kelly (Professional Parish Clerk) be appointed as internal auditor for Broughton Parish Council.

1. To sign a revised Standing Order Mandate for the Clerk

**Resolved** by all present that a revised Standing Order for the Clerk be signed as a result of resolution 70/18

1. Additional Signatories for the Parish Council Bank Account

**Resolved** by all present that Cllrs R Gildert & J Sewell be added to the Parish Council Bank Account as authorised signatories.

**Action: Clerk to progress this matter.**

**82/18 Councillor Matters**

None raised

**8318 Date & Time of Next meeting.**

**Resolved** by all present that the next meeting be held on Tuesday 15th May 2018 (Annual Parish Meeting & Standard Monthly meeting)

Meeting Closed 21:23

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