**Broughton Parish Council**

Minutes of the meeting of Broughton Parish Council held at Little Broughton Village Hall on Tuesday 26th June 2018 at 19:00

**Present:** Mrs Mary Bradley (Chair), Mrs Jackie Hobden, , Mr Steve Hannah, Mrs Sue Hannah, Mr John Wilson, Mrs Joanne Sewell, Mrs Alison Carruthers, Mrs Claire Winter. Becx Carter (Clerk), Mr Carl Jackson & Mr Mark White (Members of the public), C/Cllr Hugo Graham.

**Apologies:** Mr Bill Smith, Mr Richard Gildert, Mr Maynall Weir, A/BC Cllr N Cockburn, A/BC J Farebrother

**108/18 Apologies for absence**

Apologies were received and noted from the above

**Resolved** that it be noted that Ms Rosemary Pasmore has resigned from her role as Parish Councillor with immediate effect.

The Council thanked Ms Pasmore for her work during her time as Parish Councillor.

**Action: Clerk to process the relevant paperwork and update the website.**

**109/18 Chairman’s Announcements**

The Chair confirmed that all matters were covered elsewhere on the agenda.

Cllr M Bradley noted thanks to Cumbria County Council & all involved in the reporting of and rectification of the ‘private’ sign on Alice Lonnin.

**110/18 Requests for dispensations and declarations of interest**

None

**111/18 Minutes of the meeting held on the 15th May 2018**

All members of the council had received a copy of the minutes.

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

**112/18 Youth Shelters/Youth Space**

Cllr C Winter circulated to all present examples of different types/sizes/scales of possible Youth Shelters that could be considered by the Council. These were positively received by all councillors.

**Resolved** by all present that the proposal of a creation of a Youth Shelter, along with consideration for the potential creation of an outdoor gym, and higher fence around the current children’s play area should be pursued to further improve the outdoor leisure offering within the Parish. These different components could be bought together under one project and grant funding could be sought from parties such as WREN, Cumbria County Council Allerdale Local Committee.

It was further agreed that a specifically designed space for young people would be preferable to the re utilisation of any of the old bus shelters which are all sited on main roads/close to residential dwellings.

Following the above resolution a number of key points were identified as needing to be considered/resolved/researched:

* In the past discussions were held with the Home Group regarding the possible transfer of the area of land on the edge of Welfare Field between the post box & the houses which could be the ideal site for this project
* Clarity needs to be sought from Broughton Football Club/wider football authorities on the safe proximity for structures to the edge of a competition football pitch (for safety purposes)
* The football pitch needs to be properly laid out and measured to allow for identification of the ‘free’ spaces around it
* A proper business case would need to be prepared for the project including not only the upfront capital costs but also the ongoing possible maintenance costs year on year (including any additional insurance liabilities etc).
* Allerdale Borough Council would need to be contacted to discuss the planning permission status of such a project

It was noted that following the discussions at the April meeting that specific project development work falls outside the standard working remit of the Clerk and that if the Council wish to progress the idea that Councillors would need to lead on the matter, with the Clerk providing support where legal/financial/procedural advice was required.

**Resolved** that a working group be formed of Cllrs Winter, Sue Hannah, Carruthers & Wilson to prepare a project plan and to consider the above listed points.

**Action: Youth Shelter/Leisure Activities Group to proceed with the creation of a project plan and progress of the listed points.**

**Action: Clerk to create a specific agenda item relating to this project on future agendas.**

**Action: Clerk to provide contact details of Hayley Bishop to Cllr C Winter.**

**113/18 Police Matters**

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

Cllr J Wilson informed the meeting that there had been issues with damage to property over the weekend of the 23/24th June by a group of young people which have been reported to the police.

**Resolved** it was noted that as the summer nights get warmer and the end of term approaches the issues with groups of young people gathering are likely to increase, this further substantiates the need for some specific form of youth provision within the Parish e.g. the Youth Shelter discussed above.

**114/18 Public Participation**

Mr C Jackson informed councillors present that one of the current locations where the groups of young people are congregating is the tunnel at Moorfield Bank. Mr Jackson noted that no concerns have been raised regarding this at the current time.

**115/18 Applications for co-option**

None received.

**116/18 Update on matters arising from previous meetings**

1. Youth Club

**Resolved** by all present that this matter be removed in favour of an item relating to the Youth Shelter/Leisure activities project.

**Action: Clerk to modify this agenda item for the July 2018 meeting.**

1. Fingerpost Restoration

There have been a number of steps forward regarding this item:

1. The period for the expenditure of the grant obtained by Cllr Sue Hannah for £1230 back in March 2017 has been extended by 6 months.
2. Cumbria County Council have now provided an up to date Memorandum of Agreement for signing (the one previously signed was in an old format)
3. An up to date quote for the works has now been received for the works of £3230 plus VAT. There works specification remains the same but the MPM have changed the method of blasting from grit blasting to water blasting removing the need for road closures.
4. Cumbria County Council have now opened a ‘small’ fund to support the restoration & preservation of these type of fingerposts across the county.

Following a robust discussion on how to proceed with this matter the council made the below resolution.

**Resolved** by all presentthat the current finger posts are very unsightly and don’t portray a good impression of the Parish, if they were listed for restoration by Cumbria County Council it may take years or it may never happen. The Memorandum of Agreement was approved to be signed by Cllr M Bradley, and Cllr J Sewell (witnessed by the Clerk). As grant funding has been obtained for part of the funds and the council have significant capital reserves it was agreed that MPM should be given the approval to commence works. The finance will be provided via the aforementioned grant and Parish Council reserves, the VAT aspect will be reclaimed as per the standard VAT recovery procedures.

**Action: Cllr Steve Hannah to contact MPN with the authorisation to commence works on these fingerposts**

**Action: Clerk to file the signed Memorandum of Agreement with CCC as a matter of urgency (noting to CCC that works are expected to commence imminently during the good weather).**

Concern was raised by a number of councillors during this agenda item regarding the condition/lack of signage on some of the Public Right of Ways (PROW) within the Parish. The Clerk confirmed that this was the responsibility of Cumbria County Council as the PROW authority.

**Action: Clerk to circulate the relevant contact details for the reporting of damaged/missing PROW infrastructure & signage.**

1. Bus Shelters

The Clerk informed the meeting that following discussion with Cumbria County Council they confirmed that they have all bus shelters (Opposite Kirklea Junction, Main Street Junction & Moor Road) listed as belonging to the Parish Council. Further no consent would be required from CCC to remove the structures if that were the decision of the Parish Council.

It was noted that the one on the junction of Main Street is in poor condition, and the one on Moor Road requires cleaning (ideally prior to the Carnival).

**Resolved** by all present that consideration of how to proceed with the Main Street shelter be deferred until the result of discussions with Persimmon regarding the Church Meadows land is known as this structure could potentially be included in a wider heritage/village history trail.

**Action: Clerk to defer this matter to the July 2018 agenda.**

**Resolved** by all present that a budget of £50 be approved for the cleaning of the Moor Road Shelter. If the costs are likely to exceed the authorised amount the Chair or Clerk to be approached for authorisation in compliance with the Financial Regulations for the Council.

**Action: Cllr J Sewell to organise this with a local contractor, invoice to be submitted to the Clerk for payment at the July 2018 meeting.**

1. War Memorial Plaque

The Chair informed those present that this item had two decisions required:

1. Historic England are requesting the views of the Parish Council on the listing of the Great Broughton War Memorial as a protected structure.

**Resolved** by all present that full support be noted in response to this consultation request.

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

Cllr J Wilson noted that he had organised the cleaning & re pointing of the current one circa 5 years ago with an estimated life span on the works of 30 years.

1. Funding application from Broughton Primary School towards a memorial plaque on the external school wall in memory of ex students of the School.

This would list 17 of the 22 from the Parish lost during WWI. Ray Dobie has confirmed that funding is already being raised so any donation being sought from the Parish Council would be small.

A discussion was held and concern was noted that this proposed memorial plaque only includes the names of some of the fallen and not all, and that the Parish Council is representative of all of the residents and past residents of the Parish not just those who were ex students at the School. However Councillors present also recongised the importance of supporting the local school.

Cllr Sue Hannah proposed that a donation of £100 be made towards this project on the condition that it is made explicitly clear on the plaque that it is a memorial of fallen ex pupils of the school .

Proposed: Cllr Sue Hannah

Seconded: Cllr Steve Hannah

4 present were in favour 4 present abstained 0 objections. Motion carried.

**Resolved** that a £100 donation be made to this project, subject to the above condition.

**Action: Clerk to contact the school for clarity on who the cheque should be made payable to and if they are amenable to the condition attached to the funding.**

**Action: Clerk to agenda the cheque for signing at the July 2018 meeting.**

**117/18 Clerks Report**

**Resolved** by all present that the Clerks report and its contents be noted as received.

**118/18 Play-area**

1. To receive the Play Area Inspection for 2018

**Resolved** by all present that the 2018 Independent Play Area inspection and the Clerk had submitted the report to Playdale for a quote for repairs (which has not yet been received). The report over all classified the site as low risk.

**Resolved** by all present that the fortnightly playarea inspection form has been received from Cllr J Wilson, noting only one main ongoing concern regarding the erosion of the ground under the City Spinner.

**Resolved** by all present that to ensure that all necessary repairs are undertaken prior to the Summer Holidays that the Clerk be authorised to spend up to £2,000 plus VAT on the Annual Playarea Maintenance on receipt of an itemised quote from Playdale (to include rectification of the area under the City Spinnner if possible).

**Action: Clerk to progress these works ASAP.**

**119/18 Reports from Visiting Councillors**

*Cumbria County Councillor H Graham*

* A596 road classifation- Following a recent dialogue with the relevant authorities CCC confirmed that the would be opposed to the designating of the A596 as a major road due to the associated increase in volume and size of traffic and that CCC would prepare to see all efforts being put into the A595 upgrade.
* Squatter/traveller on the A596 a multi-agency response is trying to work towards rectification of this issue without any undue distress to either party. It was noted that Broughton Parish Council are neutral in terms of their stance on this issue.
* Storey Homes- Cllr H Graham provided information relating to this matter which is minuted below (120/18).
* Speed limits & rural communities- This matter continues to be raised and CCC confirm that they are in constant communication with the police & will continue to be so regarding this matter. The current thinking is that Community Speed Watch Groups are the way forward.
* Moorfield Bank Trees- CCC, ABC & Home Group are continuing to work to find a way forward regarding these potentially dangerous trees (and also to try and achieve more parking in this area due to the identified issues).

**120/18 Reports on other meetings attended**

*Storey Homes/Broughton Park Appeal*

Cllr Sue Hannah & C/Cllr H Graham provided a report on the main issue identified during this appeal, the matter of the S.106 agreement.

Prior to the appeal the known position as far as Broughton Parish Council was concerned was that had the development proceeded a figure (circa £17k) would be allocated to the Parish Council for spending on playarea facilities within the parish (due to the increased need/demand likely to be generated by the new development). At the appeal it became clear that this developer contribution had been removed from any possible S.106 agreement (pending the outcome of the appeal). Cllr Sue Hannah confirmed that the process was confirmed during the appeal that once the hearing of the appeal was over the draft S.106 agreement (prepared in advance) would be signed meaning that if the appeal were successful the S.106 agreement would be completed ready for commencement.

When questioned as to when/how this contribution had been removed it was confirmed via an email to C/Cllr H Graham that since the original application had been submitted Allerdale Borough Council had adopted a supplementary planning document relating to developer contributions which as an integral part of this document confirmed that Broughton Parish has a surplus in play area provision up to 2029 as such the requirement for a developer contribution towards play provision had been removed.

As an emergent response Cllr M Bradley & Cllr Sue Hannah authorised A/BC Cllr N Cockburn to speak on the relevant day of the appeal to represent the views of Broughton Parish Council that this contribution should remain in the S.106 agreement. A/BC Cllr N Cockburn made such representations on the final day of the hearing.

**Resolved** by all present that Broughton Parish Council were aggrieved that this ‘new’ document had been approved and had included comment on the provision for play equipment (potentially amongst other matters) within the Parish without any consultation with the Parish Council or residents. A letter to be sent to the Chief Executive for Allerdale Borough Council and the head of members raising the strong and serious concern relating to the lack of consultation on this supplementary planning document.

Further it was noted that non of the developer contribution from the Church Meadows circa £120k has ever been spent within the Parish and this revised supplementary planning document appears to be moving ABC/the Developer into a position going forward to not have to make any contributions from any potential Storey Homes development on the Broughton Park site.

C/Cllr H Graham confirmed his full support for the letter being sent to ABC regarding this change in planning policy.

**Action: Clerk to draft this letter and sent to Cllr Bradley prior to sending for comments- This letter to be sent before the outcome of the Storey Homes/Broughton Park Appeal is received.**

**Action: Clerk to send to the Chief Executive of ABC & members with a copy to C/Cllr H Graham for formal confirmation of support.**

**Resolved** by all present that Cllr Sue Hannah & A/BC Cllr N Cockburn be thanked for their hard work and time given to the Broughton Park/Storey Homes appeal.

The clerk informed the meeting that Mr Simon Sharp (Planning & Interpretation Manager) of Allerdale Borough Council will be attending the September Parish Council meeting to introduce himself and answer any queries/concerns etc that Councillors may have.

*Community Governance Review*

Cllr M Bradley confirmed that she attended the June meeting regarding this, during the course of the meeting Cllr M Bradley corrected ABC on the number of seats currently on the Council (13 with 12 occupied). Ward Councillors J Farebrother & N Cockburn are representing the Parish regarding this matter. A consultation period for Broughton was proposed for August time. The Consultation will be purely via the CCC Consultation on line forum. The link to this site will be circulated via posters on local noticeboards/Great & Little Broughton Crack etc, however the only way of response will be via the internet. Cllr M Bradley had requested that ABC share the posters prior to distribution to ensure that they are clear and straightforward to understand.

**Action: Clerk to chase up Election Services at ABC regarding the next steps/process/consultation period regarding this to ensure Council meetings are appropriately scheduled.**

**121/18 Allotments**

*Recommendations from the Allotment Working Group & associated resolutions:*

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

Cllr M Bradley took the meeting through the Allotment Budget, this has been based on the actuals from the previous year and best estimate for the forthcoming year. Once approved this budget will be the agreed one for the 1st Oct 18-1st Oct 19. The budget for the next year (1st Oct 19) will be before the council for approval in July 2019. This will be based up on the current year actuals, along with comparative spend against budget figures.

Queries were raised regarding the below areas:

Cllr J Hobden asked that it be noted that the Nook Site don’t feel they need pest control in the form of rat management. In addition Cllr J Hobden noted to the meeting that she had consulted National Association of Allotment Gardner’s and they have confirmed there is no statutory duty under allotment law to provide pest control. The clerk clarified however that the Parish Council do have a duty to prevent any disruption or detriment escaping from their land.

The National Association of Leisure & Allotment Gardeners Subscription is paid for more than just the magazine but for access to legal advice/guidance/national precedent etc.

No queries were raised/discussion required regarding:

-Water- This is in the hands of the Allotment holders, if they self monitor/police water usage this cost can come down. Cllr J Hobden noted that this cost wasn’t far of the costs from the Cockermouth Allotment Association who have fewer sites with smaller plots.

-Handyman Hours (to cover management of fallow plots- 24 hours per year)

-Stationary/Postage- (tenancies have to be posted, and currently there is a significant amount of correspondence with allotment holders whilst the tenancy & pricing is reviewed. In addition email addresses are not on file for all tenants) This cost should reduce significantly in future budgets when there is only one invoice mail out a year.

-Mileage based upon 9 meetings/visits per year at .45p per mile.

-Clerks time based upon 30% of Annual Costs- Prepared using apportionment methodology prepared based on previous timesheets)

-Capital Works- Aiming to build up a reserve in line with local government best practice (3/4-1 year held in reserve) once this amount is reached there will be no need to continue accruing reserves (but they will need to be topped up if they are used).

-Waste Clearance- This has been included as a separate budget line as this is not true capital expenditure it would be an emergent response to a site left in a dangerous/untidy condition preventing re-letting. The budget would be again accrued and then topped up if utilised.

Cllr M Bradley noted that this should be viewed as a worst case scenario budget as it is hoped that once this transition year has passed the costs will reduce.

Next Steps

Cllr M Bradley confirmed to the meeting that alongside this budget the plots are all being remeasured against the Newcastle University Data and once this process has been concluded (subject to the budget having been approved) a calculation can be undertaken to obtain the price per square meter for the sites.

A paper will then be bought to the July Parish Council meeting regarding the final price per square meter for approval, and a methodology for the implementation of this price change e.g. phasing the increases.

**Resolved** by all present that the draft Allotment Budget be approved as correct with the exception of the pest control line which needs to be renegotiated/reduced. (Proposed by Cllr Sue Hannah, Seconded by Cllr C Winter, all in favour).

**Action: Clerk to work on this matter and finalise a revised budget for the next Allotment Working Group Meeting.**

*Nook Wall*

Cllr M Bradley informed the Council that following receipt of the commissioned structural survey on the wall along the top of the Nook Allotments (edge of Cllr Hobdens Plot to the far corner of Plot 1) which lists the wall as a dangerous structure requiring demolition two quotes have been obtained:

-Anderson Builders at £3,823 for the removal of the wall to the track level, £4,232.12 for construction of wooden panel fencing, with no figure yet provided for removal of the stone (with appropriate insurance etc in place)

-Alan Nelson £2000 for demolition/removal & construction of a 1m high fence (no insurance evidenced at this stage).

The issue of the safety of the retaining aspect of the wall will need to be considered once the weight of the above ground wall is removed.

The clerk noted that safety fencing was going to need to be installed and consent for this activity due to its obstruction of a bridleway would need to be sought from Cumbria County Council.

**Action: Clerk to contact CCC for the relevant consents/consent processes**

Followed a robust discussion it was **resolved** that Mr Nelsons quote be accepted on the condition that prior to the contract being offered a formal quote be submitted to the Clerk/Cllr M Bradley including evidence of the appropriate insurances & and a risk assessment for the site. Proposed by Cllr J Wilson, seconded by Cllr J Hobden all present in favour.

**Action: Cllr M Bradley to speak with Mr A Nelson regarding the above proposal.**

**122/18 Parish Maintenance & Highways Matters**

1. *Home Housing/Allerdale Borough Council*

**Resolved** that it be noted once again that no ongoing maintenance has been taking place regarding the management of weeds on the common areas of land around the Home Housing Sites and in general around the remainder of the Parish.

**Action: Clerk to report this matter once again to the relevant bodies.**

It was noted following advice provided to the Clerk by a County Councillor that whilst there are often well meaning residents/local individuals that undertake grass verge/weed clearance that no one should be undertaking these works without the appropriate insurances, qualifications, highways consents and personal protective equipment. There is currently a case being bought elsewhere in the country against an individual who was maintaining a roadside and an accident occurred resulting in a death.

1. *Parish Grass Cutting*

Concern was raised that a number of areas that are included in the Parish Grass Cutting contract have not be done recently including:

-Strimming around the benches on the way up to Soddy Gap

-Rose Farm to Soddy Gap Gate ‘footway in short grass’

-Winder Lonnin Bench needs strimmed around

-Quaker Graveyard

**Action: Cllr J Sewell to confirm to the clerk which areas haven’t been cut & the Clerk to chase the contractor up.**

**Action: Clerk to provide contact details for the contractor to Cllr J Sewell for information.**

1. *Parish Benches*

It was noted that a number of the well used Parish Benches are in a poor condition and need some maintenance.

**Action: Clerk to obtain a quote from the grass cutting/handyman contractor for sanding/priming/repainting of the Bench on Moor Road, & Ghyll Bank Junction bench.**

**123/18 Correspondence received**

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

1. Wayleave Agreement for Land Opposite Glen Cottage.

Electricity Northwest require this agreement to enable them to lay (in the ground) a new Electricity Cable across Parish Land (the Cricket Pitch). ENW are offering a one off payment of £350 for this agreement.

**Resolved** by all present that this agreement be approved & signed by Cllr J Sewell.

**Action: Clerk to returned the signed agreements to ENW and clarify with them that they have spoken with or will liaise with the Cricket Club to ensure that disruption is minimised.**

1. Letter relating to Church Meadows/Persimmon Green Space

**Resolved** by all present that this matter be deferred until the outcome of the Clerks recent discussions with Persimmon are known.

**Action: Clerk to chase up Persimmon for a response & to agenda the matter for the July meeting.**

1. Next meeting date for the Community Governance Review meeting

It was noted that the next meeting relating to this would take place on the 18th July 2018. All present felt there was no need for a Councillor to attend this meeting.

1. Letter from Ms P Harkness re Church Yard Car Park

**Resolved** by all that this letter be noted as received, along with the compliant that had been submitted to Allerdale Borough Council regarding the lack of maintenance of the Car Park.

**Resolved** that the area at immediately at the end of the area of track that the Parish Council resurfaced two years ago and in front of the Church Gates is not part of the Parish Councils lease and is not owned by the Parish Council. The area to the left of this area is a Childrens Hard Play Area and is NOT a car park. The parish Council do not feel they are able to support the view that this area is a car park.

**Action: Clerk to convey this decision to the Church.**

**124/18 Planning Applications**

None

**125/18 Planning Decisions**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Location** | **Proposal** | **Decision** |
| HOU/2019/0080 | 11 Main Street, Great Broughton, Cockermouth | Single Storey Extension to rear | Approved |
| HOU/2019/0058 | 9 Derwent Park, Great Broughton | Demolition of garage & erection of two storey front & side extension | Approved |

**126/18 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 | PAYE June | £137.40 |
| Becx Carter  | Salary (VIA SO) | £550.88 |
| Becx Carter | Increased Salary May (Bank failed to revise the Standing Order) | £240.62 |
| Neil Hodgson | Structural Survey Nook Wall | £250 |
| Allerdale Borough Council | Play Area Report | £67.20 |
| Jackson Hetherington | Grass Cutting May/June | £369.18 |
| Becx Carter | Expenses | £117.69 |
| Jackie Hobden | Expenses (Allotment fencing Plot A Nook) | £102.76 |
| Alan Nelson | Labour Fees (Allotments Plot A Nook) | £140 |

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

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

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

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

***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.***

**127/18 Staffing**

Cllr M Bradley informed councillors that following on from the April meeting she had met with the Clerk to finalise her contract. This work has now been completed and the contract is ready for signing.

It was noted that in the event of a grievance that couldn’t be handled internally then the best practice guidance from ACAS would be used.

**Resolved** by all present that the contact be presented to the Clerk for signing.

Cllr M Bradley informed the Council that the job description that supports the Contract needs further revisions and she will be continuing to work on this with a view to circulating it with the meeting papers for July for approval.

**Action: Chair & Clerk to continue working on this ready for approval at the July meeting.**

**128/18 Councillor Matters**

None raised

**129/18 Date & Time of Next meeting.**

**Resolved** by all present that the next meeting be held on Tuesday 17th July 2018 at 19:00

Meeting Closed 21:16

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