**Broughton Parish Council**

Minutes of the meeting of Broughton Parish Council held in Christ Church, Great Broughton on Monday 20th August 2018 at 19:00

**Present:** Mrs Mary Bradley (Chair), Mrs Sue Hannah, Mrs Joanne Sewell, Mr Steve Hannah, Mr Carl Jackson, Mrs J Hobden, Mrs Claire Winter, Becx Carter (Clerk), Rev Godfrey Butland

**Apologies:** Mr Bill Smith, Mr John Wilson, Mr Richard Gildert, Mrs Alison Carruthers, A/BC Cllr J Farebrother.

**151/18 Apologies for absence**

Apologies were received and noted from the above.

**152/18 Chairman’s Announcements**

None

**153/18 Requests for dispensations and declarations of interest**

No requests for dispensation were made at the meeting.

Mr C Jackson, Mrs J Sewell, Mrs J Hobden noted their confirmed dispensations regarding matters relating to the Allotments.

**154/18 Minutes of the meeting held on the 17th July 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

**155/18 Police Matters**

No Police Report had been received.

**156/18 Public Participation**

Rev G Butland attended to raise the matter of the ‘no mans land area’ and its condition. (The area outside/adjacent to the Church Gates). This is the area at the end of the Welfare Field Track (which is un-adopted land) which the Parish Council recently resurfaced due to its condition, and the children’s hard play area (which is part of the Parish Council lease with ABC).

There is a small strip of the Parish Council rented land that has an uneven surface. The remainder of the issues are on an area of land not included in the Parish Council lease nor classed as registered land.

The Church are in the process of raising funds to resurface the area in question and are seeking Parish Council consent for the area of the Parish Council leased land that is the edge of the Children’s Hard Play area. The Church are not seeking funding for this work but are seeking Parish Council consent for the works on the Parish Council rented land.

It was noted by the Clerk that funding can only be provided to a Church for the purposes of graveyard maintenance and not for general/wider church works as such an application for funding would be difficult to consider.

**Resolved** by all present that whilst the Council can’t provide funding the Parish Council have no objections to the area in question being resurfaced as long as none of the works encroach on the Children’s hard play area and that the Church take responsibility for any ongoing upkeep of the newly resurfaced areas.

**Action: Clerk to convey this decision to Rev Butland in writing and provide a copy of the Parish Council Lease Map for Welfare Field showing the areas that are Parish Council responsibility and not.**

**157/18 Applications for co-option**

None received

**158/18 Clerks Report**

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

**159/18 Play-area**

Cllr M Bradley confirmed that Cllr J Wilson had provided his fortnightly play-area inspection report and no significant issues were noted. All matters have either been resolved or are in the process of being addressed.

The double gates have been inspected by Mr A Nelson and he has confirmed that the closure mechanisms on the gate are sound the issue is a missing padlock.

The Clerk informed the meeting that following a dialogue with Tivoli (ABC grass cutting contractors) an issue has been identified with the padlock repeatedly being removed/going missing from the double gates.

**Action: Clerk to continue looking into this matter with Tivoli & ABC.**

**160/18 Reports from Visiting Councillors**

None present

**161/18 Allotments**

1. *Consideration of pre circulated paper*

Prior to the meeting a paper had been circulated to all councillors this was noted as received. Cllr M Bradley informed all present that this paper was the culmination of nearly 2 years work to update and review the Allotment Management. The paper circulated to all prior to the meeting included 16 recommendations. These were each considered individually.

*Measurements*

**Resolution 1: Resolved** by all present that the Allotment Measuring Policy be adopted and published on Broughton Parish Council website.

It was noted that the difference between the measurements obtained by the two different parties were very similar and this had provided a useful checks and balances process.

**Action: Clerk to publish this paper to the Parish Council website.**

Thanks were noted to Mr Carl Jackson & Mr Alan Nelson for their work on the re-measuring of all the plots.

Thanks were noted to Newcastle University for their high standard of professional work. All present agree a letter of thanks be sent again and offer a reference for future job applications if required.

**Action: Clerk to prepare and send this letter.**

**Resolution 2: Resolved** by all present that the square meter calculation enclosed within the Allotment Measuring Policy be adopted as the accurate way of calculating the square meterage of an Allotment. Any future measuring of sub divided plots will be done following the same convention.

**Resolution 3: Resolved** by all present that if plots have not been accessed by the members of the Allotment Task & Finish Group due to e.g. Allotment Holder Health issues that the measurements taken by University of Newcastle be used to enable the progress to move forward. (This has been done with the consent of the Plot Holders in question).

*Pest Control*

**Resolution 4: Resolved** by all that Pest Control as a non statutory requirement) be discontinued on the Coldgil Site and not included in the Allotment Budget for the forthcoming year. If vermin becomes an issue and the Parish Council have to step in with Emergency Control contracts then the costs associated with this will be recovered against the Budget for the Allotments for Oct 19-20.

**Action: Clerk to give notice on the Pest Control Contract as of the 1st October 2018.**

*Price per Sq M*

**Resolution 5: Resolved** by all present that the Price Per Square Meter for the forthcoming year be set at 17p based upon the budget approved by this Council on the 26/06/2018

*Budget implementation*

A robust discussion was held regarding how the proposed new pricing structure be implemented on all plot holders.

**Resolution 6: Resolved** by the majority of those present that if the proposed change to a plot based on a Price Per Sq Meter basis is less than 25% of the current cost then any alteration should be applied as of the 1st October 2018 with immediate effect (as per National Allotment Association guidance).

**Resolution 7: Resolved** by the majority of those present (5 for, 2 against) that if a proposed change to a plot costed based on a Price per Sq M basis is more than 25% of the current cost, then the cost increase will be applied over 4 years. E.g. As of 1st October 2018 the price charged to a tenant this applies to will pay their current rental plus 25% of the increase.

**Resolution 8: Resolved** by all present that the Price per Sq M be rounded to the nearest pound for administrative purposes.

**Resolution 9: Resolved** by all present that Broughton Parish Council agree to underwrite the cost of any allotment budget deficit for the next 4 years whilst the sites move towards a cost neutral position. This resolution will be reviewed in July each year as the budget is set for the forthcoming year for the Allotments.

*Allotment Allocation Policy*

**Resolution 10: Resolved** by all present that the Allotment Allocation Policy be adopted and published on the Council Website.

**Action: Clerk to publish this policy on the Parish Council website and include a copy of it with the revised tenancy agreement when it is distributed to all as of the 1st September 2018.**

*Numbering*

**Resolution 11: Resolved** by all present that all plots be re-numbered prior to the new tenancy agreements being issued. The renumbering is to be done in a logical fashion. The numbers will be in numerical order. If future subdivisions are required these will be done by the adding of a letter to the number.

Thanks were noted to Carl for the production of the new maps.

*Tenancy agreements*

**Resolution 12: Resolved** by all present that the new tenancy agreement as circulated to all Councillors prior to the meeting be issued to all tenants along with invoices for the forthcoming new financial year for payment, signing and return by the 1st October 2018. A copy of the appeals & measuring protocol be included with this.

**Action: Clerk to prepare and issue all tenancy agreements.**

*Implementation of new tenancy & budget*

**Resolution 13: Resolved** by all present that the Appeals process as circulated to all prior to the meeting regarding the measuring & proposed cost increase phasing be approved by the Parish Council and distributed to all tenants with the new tenancy agreement.

It was noted that depending on the number of appeals received a panel of Councillors will need to be be conveyed w/c 17th Sept 2018 to hear the appeals. Cllr Bradley will be in touch with all Councillors once the number of appeals are known.

**Resolution 14: Resolved** if a tenant wishes to reduce the size of their allotment. This must be done in full consultation with the Parish Council to ensure that any subdivisions of the plots are logical and don’t just involve the ‘lesser’ quality land being returned to the Parish Council. Alternatively tenants could be offered the opportunity to swap to a smaller plot.

**Resolution 15: Resolved** to ensure that that all Allotment Tenants have an opportunity to raise queries regarding the measuring/revised pricing that a Parish Council briefing meeting be held on the 23rd August 2018 at 19;00 in the Legion to which all Allotment holders will be invited via posters on the noticeboards and advertisement on the Great & Little Broughton Allotments Site. (Subject to someone being willing to share the information).

**Resolution 16: Resolved** allotment tenants who can’t make the meeting on the 23rd August 2018 can email or ring Cllr M Bradley for an appointment to discuss matters if required.

1. *Nomination of an additional Councillor to the Allotment Task and Finish Group.*

No nominations received.

**162/18 Correspondence received**

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

**163/18 Planning Applications**

**Ref: HOU/2018/0166**

Location: 37 South Terrace, Great Broughton

Proposal: New roof & alterations to existing sun lounge

**Resolved** by all present that the Broughton Parish Council have no comments or objections.

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

**Ref: 2/2018/0346**

Location: Plot 1, Moor Road, Great Broughton

Proposal: Erection of a detached dwelling

**Resolved** by all present that the Parish Council have no comments or objections

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

**164/18 Finances, Accounts & Governance**

1. Payment of Accounts

**Resolved** by all present that the below accounts be paid with cheques signed by 2 authorised signatories

|  |  |  |
| --- | --- | --- |
| **From** | **Reason** | **Amount** |
| HMRC | PAYE August 2018 | £137.40 |
| Becx Carter | Salary (Paid via SO) | £550.08 |
| Becx Carter | Expenses | £344.37 |
| Playdale | Annual repairs | £507.43 |
| Tyson Mobile Car Wash | Moor Road Bus Shelter Cleaning (replacement cheque in the correct name) | £40 |
| PKF | Internal Audit Fee | £240 |
| Jackson Hetherington | Grass Cutting & Extra works | £427.65 |

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

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

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

1. Notice of completion of audit 2018

**Resolved** by present that the receipt of the Completion Notice with no qualifications of the Annual Governance & Accountability Return be noted as received and be published according to statutory guidance.

**Action: Clerk to publish the notice.**

Thanks were noted to the Clerk for all her work to receive this unconditional audit.

**165/18 Councillor Matters**

None raised

**166/18 Date & Time of Next meeting.**

**Resolved** by all present that the next meeting be held on Tuesday 18th September 2018 at Little Broughton Village Hall

Meeting Closed 20:25

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