Broughton Parish Council

Minutes of the Annual meeting of Broughton Parish Council held in Christchurch, Great Broughton, on Tuesday 20th May 2025 at 18:05

**Present:** Nigel Clubley (Chair) Mary Bradley, Steve Hannah, Sue Hannah, Russ Cockburn, Annette Chatten, Paul Chatten, Bill Smith

**Apologies:** Martin Harris (Cumberland Councillor), Nicky Cockburn (Personal commitments)

With 8 Councillors present the meeting was quorate.

# 74/25 To elect a Chair for Broughton Parish Council for the forthcoming year

# Resolved by all present that Nigel Clubley be elected to the role of Chair of Broughton Parish Council for the forthcoming year. Proposed by Cllr M Bradley & seconded by Cllr Sue Hannah. All present in favour.

# Cllr N Clubley signed his declaration of acceptance of office and this was witnessed by the Clerk & RFO

# Action: Clerk to update the website

# 75/25 To elect a Vice Chair for Broughton Parish Council for the forthcoming year

# Resolved by all present that Cllr Mary Bradley be elected to the role of Vice Chair for the forthcoming year.

# Action: Clerk to update the website

# 76/25 Apologies and reasons for absence

# *Apologies:*

**Resolved** by all present that the apologies listed above be noted as received.

**77/25 Requests for dispensations and declarations of interest**

None

# 78/25 Exclusion of Press & Public (Public Bodies Admission to Meetings Act 1960)

None

**79/25 Minutes of the meetings held on the 13th April 2025**

All members of the council had received a copy of the minutes in advance of the meeting.

**Resolved** by all present that the minutes of the 13th April 2025 meeting be signed as a true and accurate record by the Chair. Proposed by Cllr Mary Bradley, Seconded by Cllr R Cockburn, all present in favour.

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

**80/25 Chairman’s Announcements**

* Cllr N Clubley noted that he has started volunteering with the works that take place in Christchurch Churchyard to support this valuable community facility and to ensure the church remains integrated within the local community.
* Cllr Sue Hannah & Cllr N Clubley have both attended a virtual teams meeting facilitated by CALC around Public Space Protection orders and dog fouling.

**81/25 Public Participation**

The village shop have said that they are not able to host a suggestion box, but one could be fitted on the Parish Noticeboard post at the Village Shop.

**Resolved** by all present that a budget of £50 be set for this project.

**Action: Cllr Sue Hannah to look at options for this.**

**82/25 Reports from visiting councillors & Police**

# *Cumberland Council*

Cumberland Councillor Martin Harris had provided a written report via email this was noted as received.

Thanks were noted to Cllr M Harris for his regular reports which are very helpful.

It was noted that the Campervan on the piece of land adjacent to the A66 junction has now been removed. However there appears to now be development of a shed taking place on the same piece of land, and there appears to be a service connection now installed (United Utilities).

**Action: Clerk to report this ongoing potential planning compliance issue to Cumberland Council (copying Cllr M Harris in) both in terms of the shed, but also the large advertising hoarding that is still on the site.**

# 83/25 Clerks report

# The Clerks report had been circulated to all in advance of the meeting, and this was noted as received.

# *Electric Vehicle Charging Points*

# Cllr Sue Hannah has spoken to the school to see if they would consider hosting an EV charger that could be used by staff & visitors during the day, and members of the public in the evening and weekends. However, the school are concerned about logistical issues in terms of if members of the public started using it during the day it would block deliveries/staff parking. The school have determined that on the balance of considerations the risk and administration of it would be to great.

# Action: Clerk to circulate the response to Cllrs A Chatten & P Chatten.

# An additional suggestion was made that consideration be given to the far side of Welfare Field where the post box is. It would need to be accessed from Ghyll Bank. It is known that this piece of land is owned by Home Housing (who have previously refused sale options on this site).

# Action: Clerk/Chair to look at organising another on site visit with Home Housing to look at this and other Home Housing sites and issues in the Parish.

# A further suggestion was the area to the rear of the village hall (depending on if the metal frame is required), and the Persimmon Homes area on Church Meadows that wasn’t viable for a graveyard extension. These could be further discussed with the relevant parties if required.

# 84/25 Parish Plan

# *To consider and review actions/next steps on the Environment section of the Broughton Parish Plan*

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Action** | **Joint Organisation**  **& Partners** | **Update** |
| **E0** | Facebook campaigns to ask people to take their litter home and use their own domestic bins. | PC | Ongoing |
| **E1** | PC to consider organising regular litter picks in line with the Cumberland Council Anti-Social Behaviour Policy | PC/CC | Cumberland Council are not currently organising litter picks. |
| **E2** | PC to consider whether to recruit village handyman within required Cumberland Council guidelines | PC/CC | No guidelines yet received by Cumberland Council |
| **E3** | Feedback Street Cleaning concerns to Cumberland Council and request additional signage and path stencils | CC | Ongoing-Feedback submitted to Cumberland Council |
| **E4** | PC working with others to consider a program of tree planting in line with West Coast Forest | PC | Trees have been planted in 2023/24.  It was noted that there is an increasing number of fruit trees on the allotments which is good for pollinators. |
| **E5** | Feedback weed control concerns to Cumberland Council | CC | Ongoing-Feedback submitted to Cumberland Council this year has been completed. |
| **E6** | Feedback concerns re maintenance of ‘Green’ areas to Cumberland Council | CC/Housing Associations | Ongoing-Feedback submitted to Cumberland Council |
| **E7** | PC to ensure that an adequate maintenance plan exists for public footpaths and bridleways | CC | Reports made to Cumberland Council |
| **E8** | Monitor sewage levels via United Utilities website and lobby appropriately | PC/United Utilities | Cllr Steve Hannah is monitoring this.  It appears the Coldgill Stream issue has been resolved. |

# 85/25 Play-area

1. *Play area inspection process*

The Clerk confirmed that she has spoken with the Parish Councils insurers who have confirmed that independent inspections are not a mandatory requirement of the policy but that they strongly recommend that play equipment is checked regularly and that the inspections are recorded in writing (on forms similar to those Cllr Steve Hannah has prepared). These should then be stored on file in case they are ever required for insurance purposes.

**Resolved** by all present that Cllr S Hannah continue with these regular inspections on a fortnightly basis, with a three monthly check being done on all screws/bolts and records be maintained in case required for either insurance or warranty purposes.

**Action: Cllr S Hannah to continue with this.**

It was noted that the damage to the stop the ball net is getting worse, Maryport Ground works be asked for their opinion on how the damage may have occurred.

**Action: Clerk to chase up Maryport Ground Works on this.**

1. *To consider the purchase of a new picnic bench/noticeboard for the play-area*

The Clerk circulated some images/quotes of picnic benches/noticeboards for consideration.

Councillors recognise that the plastic benches are more durable.

**Action: Clerk to speak to a local contractor to see about the ground works and installation costs.**

It was noted that the new noticeboard could be best sited on the Village Hall next to their noticeboards where it is regularly viewed.

**Resolved** that this matter be deferred until the village hall has been spoken to.

**Action: Cllr M Bradley to discuss this with the Village Hall Committee.**

1. *Grass/ground*

It was noted that the grass seeding hasn’t taken during the drought, and there are now some holes that have formed and top soil is required prior to re-seeding to fill the holes.

**Action: Clerk to speak to Maryport Groundworks about undertaking this at the same time as the stop the ball net works.**

It was noted that Cllr Steve Hannah would like to be present during these works.

Soil can be purchased from Eric Nicholson but requires a trailer etc if Maryport Ground Works can’t undertake these works.

# 86/25 Allotments

# *To consider and discuss any actions required relating to Broughton Allotments*

# Cllr M Bradley and Cllr B Smith undertook a walk around and relevant actions have been undertaken.

# *Update from 1st Great Broughton Scouts*

# The Clerk confirmed she has spoken with Scouts Association who are in the process of developing a ‘rural’ scout group that will encompass villages such as Greysouthern, Broughton & Brigham. This group will be based out of Greysouthen Village Hall and on nice evenings from the Scout Field at Coldgill Allotments. It was noted that the 1st Great Broughton Scout Group has officially been disbanded.

# Parish Councillors noted that the Scouts need to be reminded that there is no parking at the Scout Field or in the local area if the field is going to be used by scouts from around the local area.

# 87/25 Parish Maintenance and Highways

# *Broughton/Brigham Roundabout*

Cllr N Clubley noted that Cumberland Cllr M Harris has spoken to MP M Campbell Savours about this issue and he remains supportive.

Traffic monitoring has been sited in the normal places but it is not a Cumberland Highways siting it is a SusTrans project. Cllr N Clubley has approached Sustrans to ask for a copy of the data if possible.

1. *Cumberland Council Highways Matters*

All on HIMS awaiting action.

1. *Dog poo issues*

Cllr Sue Hannah & Cllr N Clubley attended a meeting that focused on issues with dog fouling. Cumberland Council are willing to make available stencils to be sprayed on to footpaths to remind people to pick up and be responsible.

An alternative option is to apply for a public open spaces order that restricts access to either dogs only on leads or no dogs. This could be applied for Welfare Field but could be perceived as draconian. It was noted that most of the dog fouling is the responsibility of a handful of owners, the majority are very responsible sadly it’s the minority that are causing an issue.

**Action: Cllr Sue Hannah to place a survey/statement on the Great & Little Broughton Facebook Group asking people for their opinions on designating Welfare Field as a no dogs/restricted area, if no improvement is noted.**

**Action: Cllr Sue Hannah to approach Cumberland Council for stencils for usage on footpaths/routes in the Parish to remind people of their duties.**

Concerns were noted that one professional dog walker that uses the Parish regularly and let their dogs roam free, who leap into fields etc and have been observed fouling. Another dog walker has been observed being aggressive/confrontational on Soddy Gap.

It was noted that the majority of the local dog walkers are very responsible.

The impact of the dog fouling is not just a health hazard, but it is also meaning that grass cutting can’t take place in certain areas and this has an impact as well.

**Action: Clerk to agenda for the June 2025 meeting.**

# 88/25 Correspondence

None

**89/25 Planning Applications**

It was noted that there appears to be works taking place at the Sewage Works but it is unknown what works, no planning applications have been applied for.

Concerns were noted about the condition of PennyBridge Lonin/Road and who repairs it.

**Action: Clerk to confirm if this road is or is not adopted to all via email.**

# 90/25 Planning Decisions

None

**91/25 Policies**

**Resolved** by all present that the below policies be readopted with no changes

-Standing Orders

-Serious Infectious Disease Policy

-Financial Regulations

-General Data Protection Regulation Policy

-Asset Register

-Complaints Procedure

-Risk assessment schedule

-Publication Scheme

-GDPR Privacy Notice

-Health & Safety Policy

-Freedom of Information Policy

-Risk Management Policy & Protocol

-Retention of Documents Policy

-Grievance and Discipline Policy

-Equality & Diversity Policy

-Non-Compliance with Code of Conduct

-Scheme of delegation

-Planning Policy

-Biodiversity Policy

-Public Participation at meetings policy

-Dispensation procedure for councillors

-Code of conduct

**Action: Clerk to update the website**

**92/25 Finance & Accounts**

### Payment of Accounts

**Resolved** by all present that the below accounts be paid via BACS authorised by 2 authorised signatories:

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **Reason** | **Amount** | **Approve/Ratify** |
| Becx Carter | Salary (May) | £374.15 | Ratify |
| HMRC | PAYE | £304.86 | Ratify |
| Jackson Hetherington | Grass Cutting (May) | £305.00 | Approve |
| Steve Hannah | Tools for Play area Inspection | £18.98 | Approve |
| Rachael Kelly | Internal Audit | £75.00 | Approve |
| AJG | Insurance | £2,201.25 | Approve |
| Becx Carter | Expenses | £109.44 | Approve |
| Cumbria Pest Services | Pest Control (Nook) | £216 | Approve |
| Cumbria Pest Services | Pest Control (Coldgill) | £216 | Approve |

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

#### To consider and approve the Bank Reconciliation and Spend Against budget report

**Resolved** by all present that these reports be approved as a true and accurate record.

1. *To receive the internal auditors report*

**Resolved** by all present that the unqualified internal auditors report be noted as received.

1. *To approve the Annual Statement of Governance for Broughton PC for Y/E 31st March 2025*

**Resolved** by all present that Broughton Parish Council approves the Annual Governance Statements as per the below, and that the Chair & Clerk sign the AGAR accordingly.

|  |  |
| --- | --- |
| **Statement** | **Response** |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements | Yes |
| 1. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness | Yes |
| 1. 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 this authority to conduct its business or manage its finances | Yes |
| 1. We provided proper opportunity during the year for the exercise of electors rights in accordance with the requirements of the Accounts and Audits Regulations | Yes |
| 1. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required | Yes |
| 1. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems | Yes |
| 1. We took appropriate action on all matters raised in reports from internal and external audit | Yes |
| 1. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and where appropriate, have included them in the accounting statements | Yes |
| 1. (For Local Councils Only). Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit | N/A |

1. *To approve the accounting statements, Y.E Accounts and Statement of variances*

**Resolved** by all present that Broughton Parish Council approves the Accounting Statements (Section 2) for the financial year 24/25, having been certified by the Responsible Financial Officer (Becx Carter) prior to the meeting and that they be signed by the Chair as such.

**Resolved** by all present that Broughton Parish Council approve the Y/E Accounts for 31st March 2025, the statement of variances, and year end bank reconciliation

**Action: Clerk to file the AGAR and update the website**

Thanks were noted to the Clerk for all her work on the finances.

**93/25 Date & Time of Next meeting.**

**Resolved** by all that the meeting dates for Broughton Parish Council going forward be set as (all at 18:00 all in Christchurch):

17th June 2025

15th July 2025

16th September 2025

14th October 2025

18th November 2025

13th January 2026

Meeting closed 19:18

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