Broughton Parish Council

Minutes of the meeting of Broughton Parish Council held in Christchurch, Great Broughton, on Tuesday 23rd January 2024 at 19:00

**Present:** Mary Bradley (in the Chair), Sue Hannah, Bill Smith, Nigel Clubley, Russ Cockburn, Becx Carter,

**Apologies:** Adrian Davis Johnston (no reason provided), Steve Hannah (personal commitments), Nicky Cockburn (injury), Martin Harris (Cumberland Council)

With 5 Councillors present the meeting was quorate.

# 01/2024 Apologies and reasons for absence

# *Apologies:*

**Resolved** by all present that the apologies and reason for absence for the above listed councillors be accepted and approved.

It was noted that Adrian Davis Johnston had provided apologies, but no reasons for these were given.

**02/2024 Requests for dispensations and declarations of interest**

None

# 03/2024 Exclusion of Press & Public (Public Bodies Admission to Meetings Act 1960)

None

**04/2024 Minutes of the meetings held on the 28th November 2023**

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 28th November 2023 meeting be signed as a true and accurate record by the Chair.

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

**05/2025 Chairman’s Announcements**

None

**06/2024 Public Participation**

None

**07/2024 To receive and consider applications for co-option (2 Vacancies)**

None received

**08/2024 Reports from visiting councillors & Police**

# *Cumberland Council*

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

# 09/24 Clerks report

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

#### Parish Plan

It was noted that Cllr N Clubley has done a lot of work on this and that Cllr M Bradley & Cllr Adrian Davis-Johnston will meet with him to take this forward prior to the Feb 2024 meeting.

**Resolved** by all present that this be deferred until the February 2024 meeting

**Action: Clerk to agenda this for the February 2024 meeting**

#### Derwent Forest

**Resolved** by all present that this be deferred until the February 2024 meeting

**Action: Clerk to agenda this for the February 2024 meeting**

# 10/24 Play-area

#### Play-area refurbishment update.

Thanks were noted to Cllr Sue Hannah for all her work on this.

It was formally noted that Broughton Parish Council has been award £100,000 toward the upgrade of Little Broughton Welfare Field Playground and Improvements, (this was against a total project cost of £130,134.00).

There was a condition that a 10% match funding payment of £10,750 be made to FCC Recycling (UK) Ltd. This has been completed.

* The remaining match funding of £30,134 needs to be raised ASAP.

There are also a number of actions that need to be agreed by Broughton Parish Council.

**Resolved** by all present that the below be agreed:

* Becx Carter as Parish Clerk & RFO be authorised to sign the FCC Communities Foundation electronic funding agreement.
* That these minutes be used as the written authority for Becx Carter to sign this agreement.
* That the registered address of Broughton PC be confirmed to FCC Communities Foundation as 40 Windebrowe Avenue, Keswick, Cumbria, CA12 4JA.
* That the Primary & Secondary contacts of the organisation be confirmed as Becx Carter (as above) and Cllr Sue Hannah.
* That the grant be paid directly to the contractor/s subject to agreeing a cashflow/staged payment plan and VAT issues being addressed.

**Action: Clerk to confirm the above to the FCC Communities Foundation, and to confirm if the grant can be paid in stages against staged invoices.**

It was noted that a minimum of 3 quotes need to be provided to FCC for the elements they are funding.

**Action: Cllr S Hannah to collate the quotes and return them to FCC Communities Foundation on the F305 form.**

A project publicity plan including milestone events needs to be prepared.

**Action: Cllr S Hannah and the Cllr M Bradley to work on this.**

It was noted that ALL information must be received by FCC Communities Foundation by the 18th February 2024.

**Resolved** by all present that Cllr Sue Hannah put an advert on Cumbria Exchange to try and get the drainage works done as an in kind match

**Action: Cllr S Hannah to take this forward.**

#### To consider replacing lock & chain on the Mower Gate

It was noted with disappointment that this lock and chain has once again been cut off.

**Resolved** by all present that the Clerk request that Tivoli cable tie the gate shut after each grass cut to reduce the cost of continually replacing the chain and padlock.

**Action: Clerk to agree this with Tivoli and monitor how this approach goes.**

# 11/24 Allotments

No urgent issues were raised.

# 12/24 Parish Maintenance & Highways

#### Broughton/Brigham A66 Roundabout.

Cllr M Bradley and Cllr N Clubley and others from the working group met with MP Jenkinson and National Highways on the 3rd January 2024 to present the findings of the community/working group. The meeting was a positive one.

Thanks were noted to Cllr N Clubley for all his work on the outstanding presentation and data collation/modelling that was delivered at this meeting.

Cllr M Bradley noted that no further updates had been received.

**Action: Cllr M Bradley to keep Broughton Parish Council updated as required.**

1. *Lengthsman Arrangement Cumberland Council*

The Clerk confirmed that the latest information she had on this (from another Parish she clerks for) is that the Working Together programme (which provided the lengthsman agreements to Parishes) hasn’t made it through LGR and into anyone’s role/job description at Cumberland Council. So it is not clear what action should be taken next.

**Resolved** that the Clerk & Chair continue to work on this.

1. *Grass Cutting Contract 2024*

**Resolved** by all present that this contract be advertised on social media, website and via email to local contacts. The price of newspaper advertising being cost prohibitive.

**Resolved** by all present that the additional piece of land that Cllr A Davis Johnston requested be included not be formally included at this point in time as it is a privately owned and registered piece of land.

**Action: Clerk to advertise the tender and agenda the responses for a future meeting.**

# 13/24 Correspondence

1. Letter from Great Broughton Resident regarding traffic safety/recent accident.

All present noted with sadness and upset the contents of a letter received from a Parishioner regarding a serious road traffic accident that had occurred on Moor Road, involving a car vs a child. Broughton Parish Council noted that they have been lobbying Cumbria County Council latterly and formally Cumberland Council for over 12 years for road safety improvements in the Parish, but no action has been forthcoming.

**Resolved** by all present that Broughton Parish Council strongly support and endorse the request that the member of the public has made in their letter to Broughton Parish Council (and Cumberland Council) and would strongly request that Cumberland Council take immediate action to survey and then improve the road safety within the Parish to mitigate the risks of any other such awful accident happening.

The Parish Council extend their best wishes for a quick and smooth recovery to the child who was injured in the accident.

**Action: Clerk to confirm this to Cllr M Harris of Cumberland Council and ask that he raise the concerns of the resident (with the support of the Parish Council) at the highest level within Cumberland.**

**14/24 Planning Applications**

None

# 15/24 Planning Decisions

None

**16/24 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** |
| FCC Environment | 10% contribution to unlock £100,000 grant from FCC Community Action Fund | £10,750 | Ratify |
| HMRC | PAYE | £195.21 | Ratify |
| Becx Carter | Salary (Dec) | £674.19 | Ratify |
| Becx Carter | Salary (Jan) | £486.94 | Approve |
| HMRC | PAYE | £128.20 | Approve |
| NEST | Pension | £44.85 | Approve |
| T B Stamper & Son | Footpath Rental | £240.00 | Approve |
| Sue Hannah | Xmas Tree Volunteer donations | £37.50 | Approve |

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

#### To consider & approve the bank reconciliation and spend against budget reports

**Resolved** by all that these be noted as received and signed as a true and accurate record.

1. *To consider a S.136 Donation to Broughton Primary School Academy*

A grant request has been received for support in the purchase of a shelter for children to use whilst on the Forest Schools Site. The total cost of this is £1000.

**Resolved** by all present that a donation of £250 be made to Broughton Primary School Academy for this project.

**Action: Clerk to process this donation**

#### To consider and approve the following policies

**Resolved** by all presentthat this be deferred to the February 2024 meeting.

**Action: Clerk to take this forward.**

#### To consider the draft budget 24/25

The Clerk had circulated a draft budget to all prior to the meeting, a robust discussion was held regarding the need to raise the match funding for the Play area Refurbishment Project. Whilst councillors present recognised the importance of raising this match funding they didn’t feel it was appropriate to raise the entire match via precept.

**Resolved** by all present that the precept be set at £37,116.37 a 20% increase on last year (an increase per Band D property of £9.71 per annum). Proposed by Cllr R Cockburn.

**Action: Clerk to file the precept demand.**

**Action: Clerk to prepare a press release relating to this decision.**

**17/24 Councillor Matters**

-Emergency Plan

-Parish Plan

-Derwent Forest

-Zero Carbon

**18/24 Date & Time of Next meeting.**

**Resolved** by all that the meeting dates for Broughton Parish Council going forward be set as (all at 19:00 all in Christchurch):

20th February 2024

19th March 2024

23rd April 2024

21st May 2024

18th June 2024

23rd July 2024

17th September 2024

22nd October 2024

26th November 2024

14th January 2025

Meeting closed 19:45

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