Broughton Parish Council

Minutes of the Annual meeting of Broughton Parish Council held in Christchurch, Great Broughton, on Tuesday 23rd May 2023 at 19:10

**Present:** Mary Bradley (in the Chair), Steve Hannah, Sue Hannah, Bill Smith, Russ Cockburn, Steve Hannah, Nicky Cockburn, Becx Carter, 1 member of the public

**Apologies:**  Adrian Davis Johnston, Martin Harris (Cumberland Council)

With 6 Councillors present the meeting was quorate.

# 57/23 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 Cllr Adrian Davis Johnston had sent apologies for the meeting but had not sent reasons for his absence.

**58/23 Election of Chairperson**

# Resolved by all present that Cllr M Bradley be elected as Chairperson of Broughton Parish Council for the forthcoming year (23-24).

Cllr M Bradley signed the Chairperson’s Declaration of Acceptance of Office form, and this was witnessed by Becx Carter as the Clerk & Responsible Financial Officer for Broughton Parish Council.

**Action: Clerk to update the website**

Cllr M Bradley noted that this would be the last year she would be standing as Chair of Broughton Parish Council .

**59/23 Election of a Vice-Chairperson**

**Resolved** by all present that Cllr B Smith be elected as Vice-Chairperson for Broughton Parish Council for the forthcoming year.

**Action: Clerk to update the website**

**60/23 Declaration of Acceptance of Office (all councillors)**

All councillors completed their declaration of acceptance of office forms which were witnessed by the Clerk & RFO of Broughton Parish Council.

All councillors present retained their Declaration of Interests form for completion and return to Cumberland Council within 28 dates.

**Resolved** by all present that the deadline for the completion of the Declaration of Acceptance of Office for councillors not present be extended until the June 2023 meeting.

**Action: Clerk to agenda this for the June 2023 meeting.**

**61/23 Requests for dispensations and declarations of interest**

Cllr M Bradley declared an interest in agenda item 68/23/iii and abstained from voting on this item.

# 62/23 Exclusion of Press & Public (Public Bodies Admission to Meetings Act 1960)

None

**63/23 Minutes of the meetings held on the 18th April 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 18th April 2023 meeting be signed as a true and accurate record by the Chair.

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

**64/23 Chairman’s Announcements**

* Cllr M Bradley notified all that she would be doing an interview for Politics North (on Sunday) regarding local government elections in Cumbria, and the number of vacant seats on Parish Councils in Cumbria, and what can be done to address this. The production team would then be out and about round the Village on Thursday looking to get interviews from local residents.

**Action: Cllr S Hannah to put the Parish Councils contact details on Facebook Great & Little Broughton Crack at an appropriate time following this encourage co-option applications.**

**65/23 Public Participation**

* A member of the public raised concerns that the rules of Christ Church, Great Broughton no longer allow for mirror polished headstones in the Churchyard.

**Action: Clerk to raise this with this the Church and ask for rationale on this decision.**

**66/23 Policies**

**Resolved** by all present that the below polices be re-adopted with no alterations.

-Standing Orders

-Data Protection Policy

-Privacy Notice

-Asset Register

-Risk Assessment

-Risk Management Policy

-Financial Regulations

-Complaints Procedure

-Health & Safety Policy

-Discipline & Grievance Procedure

-Document Retention Scheme

-Co-option Policy & Procedure

-Dispensation Procedure for Councillors

-Equality & Diversity Policy

-Freedom of Information Scheme

-General Data Protection Policy

-Code of Conduct

-Non-Compliant with Code of Conduct

**Action: Clerk to update the website**

**67/23 Reports from visiting councillors & Police**

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

# 68/23 Clerks report

#### Parish Plan & Questionnaire

Cllr Adrian Davis Johnston is still working on the analysis of the written aspects of Parish Questionnaire and he will share with Councillors at an appropriate point. Once the outcomes of the Parish Questionnaire have been approved by Broughton Parish Council it will be shared with the whole Parish.

**Action: Clerk to agenda this for the June 2023 meeting.**

**Action: Cllr A Davis Johnston to provide the data for approval at the June 23 meeting.**

#### Update on Bulling Meadow Fishing Rights Registration

The Clerk informed all present that she was still working the Arnison Heelis on the registration of the Fishing Rights attached to Bulling Meadow, the Land Registry are currently challenging the registration.

**Action: Clerk to continue to work with the solicitor at Arnison Heelis.**

1. *CALC EGM Delegated Authority*

Cllr M Bradley declared an interest in this agenda item and abstained from taking part in any decision making.

The Clerk informed all present that CALC are holding an Extraordinary meeting to consider changing the legal status of the organise to a Ltd Company but that this required a majority of CALC members to attend and vote at a meeting.

**Resolved** by all present that delegated authority be passed to the Clerk to attend this meeting and vote on behalf of Broughton Parish Council.

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

# 69/23 Play-area

#### Play-area refurbishment update.

Cllr Sue Hannah confirmed that she is working on plans for new playground equipment and associated funding applications to FCC/WREN, this will include a significant financial sum for drainage of the play area.

# Resolved by all present that delegated authority be given to Cllr Sue Hannah to submit funding applications on behalf of Broughton Parish Council for a play area refurbishment.

# Resolved by all present that Broughton Parish Council ring fence up to £13,000 maximum of its Capital reserves as match funding toward this project if it is required.

# It was noted that community fundraising should be investigated once the Parish Plan results are published.

#### Key stage 3 Plus equipment project update

Installation is in process and the next invoice for payment is listed below.

* A Local Resident raised concerns about the siting of the new Key Stage 3 Project Equipment and the proximity to nearby houses, and the lack of consultation about the siting of the equipment.

The Parish Council confirmed it had sought advice from the companies that quoted for the works on the siting of the equipment. Further that it was a clear stipulation of the project that the large green area (football pitch) was to be kept clear and open and in compliance with the relevant rules relating to the individual sports clubs (meaning nothing could be sited within a certain distance of the edge lines of the pitch/behind the goals).

It was noted that consultation did take place via the Parish Council minutes etc, and people engaged with the Parish Councils regarding the proposals, it was accepted that maybe further consultation could have been undertaken.

The Parish Council advised the local residents that the Police should be contacted if there is nuisance/disturbance relating to this equipment (via phoning 101).

**Resolved** that further or more extensive consultation take place on any plans for the play-area refurbishment in the future.

# 70/23 Allotments

#### To consider the creation of a Community Orchard on the ‘wet area of land’ Plot 13 on Coldgill

Cllr M Bradley informed all present that she and the Clerk had undertaken an allotment walk around in early May, and in general the plots are all in good condition.

However, there is an issue with Plot 13 on Coldgill which has traditionally always been very wet and not able to be cultivated.

**Resolved** by all present that a quotation be obtained for the clearance of the area (leaving the willow trees) and for the purchase/funding for the purchase of (hard) fruit trees to be planted in this area.

This would move the Parish Council from paying to keep the area strimmed on a regular basis for no gain to a plot that would hopefully generate community pride and enjoyment.

**Action: Clerk to obtain these quotes and agenda for the June 2023 meeting.**

**Action: Clerk to ask Stuart to weedkiller the site again.**

#### To consider the obtaining of quotations for the repair of the dry-stone wall along the top of the Nook Site.

It was noted that another section of this wall has become damaged (on the right-hand side of the track entrance to Nook as you look at it). The exterior boundaries of the allotment sites are the financial responsibility of the Parish Council.

**Resolved** by all present that consent be granted to allotment holders and other volunteers who would be willing to undertake this work.

**Action: Clerk to contact the allotment holder who repaired the dry stone walling last time and ask if they maybe willing to work with other volunteers to repair it again.**

# 71/23 Parish Maintenance & Highways

#### Broughton/Brigham A66 Roundabout.

The clerk confirmed that she had contacted National Highways to as for written confirmation of the decision relating to this project, and to ask for a copy of the decision notice and associated supporting information. The response received from National Highways stated:

‘*We’ve completed our review of the business case for the proposed A66 Brigham/Broughton roundabout and unfortunately concluded that the scheme does not represent value for money.*

*We (National Highways) have a licence commitment (as a government owned company), that every scheme we deliver represents value for money. We need to ensure that the funding is targeted towards locations where the benefits relative to the investment are greatest due to limited funding available for safety improvements.*

*The work involved in determining the value for money of a scheme is a very thorough process using robust data to ensure that conclusions are as objective as possible. We’ve previously reviewed the Broughton/Brigham scheme to determine whether there are lower cost options that could deliver the desired safety benefits, but we were unable to identify potential alternative solutions.*

*We (National Highways) need to take into consideration several guiding principles. These focus on how well a project supports our strategic objectives as set out in our (National Highways) Business Plan, the expected operational benefits of a project (especially any contribution to our Key Performance Indicators which include safety), whether it represents value for money and is affordable. We also consider whether a scheme is feasible and estimate the cost to build the improvement scheme.*

*In considering the operation benefits, an assessment is made of a number of possible impacts. These include a review of safety benefits, impacts on journey times, how well a scheme supports cycling and walking journeys, environmental as well as health impacts.*

*I (Operations Divisional Director) understand the local communities concerns regarding this location and appreciate this may cause some disappointment. We will keep the area under review and will revisit the case for providing a roundabout, or other measures, if circumstances change.*

*Although there is no formal decision to share with you, I hope the above provides confirmation of this decision and the considerations made. ‘*

**Resolved** by all present that a joint meeting be organised between Broughton, Brigham and Greysouthern Parish Council to discuss this matter.

It was noted that near misses should be reported to the Police & National Highways:

Police-Phone 101 or <https://www.cumbria.police.uk/contact/af/contact-us/>

National Highways- <https://report.nationalhighways.co.uk/around?lat=54.66592&lon=-3.41919&js=1&zoom=2>

**Action: Cllr M Bradley to raise this with MP M Jenkinson**

**Action: Clerk/Chair to write a piece on this for the next Broughton Parish Newsletter.**

**Action: Clerk to check the date for the next newsletter and provide the information to Cllr M Bradley.**

**Action: Cllr M Bradley and the Clerk to organise a meeting with adjacent Parishes.**

**Action: Clerk to go back to National Highways Via FOI and ask for specific criteria and evidence base for the decision and how to appeal.**

**Action: Clerk to ask National Highways via FOI for data on the congestion in the right turn lanes at this junction.**

**Action: Cllr Sue Hannah to put notices in the noticeboards to encourage reporting of near misses on the A66 Broughton/Brigham Junction.**

It was noted that there has also been an increase in traffic over Broughton High Bridge since the original campaign for the roundabout started which only increases the need for a roundabout.

*Other Highways Matters*

There has been an increase in traffic speed & volume through Little Broughton and out of the Great Broughton Village toward Broughton Moor, which is a safety issue (no pavements, fast moving vehicles, narrow roads) but there is also developing issues around road rage and frustrations.

**Action: Clerk to ask Cumberland Council for Speed Monitoring in Little Broughton (Linefoot Road) and on Moor Road with a view to a request for traffic calming of some form in both locations.**

#### Sewage Outflows into the River Derwent

Concern was raised about the large amount of sewage (over 2000 hours per annum) that is discharged into the River Derwent.

**Resolved** that Broughton Parish Council strongly object and are disgusted by the volume of sewage being discharged into the River Derwent (SAC and its tributaries) from the sewage works within the Parish (as well as elsewhere on the water course).

**Action: Broughton Parish Council to make representation via letter to the Environment Agency and UU & Natural England in opposition to this ongoing acceptance of sewage discharge into this river.**

#### Condition of Welfare Field following installation of Stop the Ball Net

The Clerk confirmed that Tivoli Services who undertake the grass cutting at Welfare Field have raise concerns about the condition of the area around the Stop the Ball Netting, which has been left uneven/stony which is making it impossible for this area to be maintained by Tivoli.

**Action: Cllr B Smith to check this and report back to the Clerk.**

**Action: Clerk to send a copy of the lease for Welfare Field to Cllr Sue Hannah.**

#### Parish Council Seats

It is noted that the seats in the Parish area are looking in very poor condition, and that as part of the outcomes of the Parish Plan a big push needs to be made into refurbishing these via an adopt a seat type approach.

**Action: Clerk to agenda this for the June 2023 meeting.**

# 72/23 Correspondence

None for discussion

**73/23 Planning Applications**

**Ref: FUL/2023/0063**

Location: Land at Former RNAD, Derwent Forest, Great Broughton

Proposal: Proposed hybrid application for a residential development of 71 dwellings (previously submitted FUL/2021/0070) New Visitor Centre, restoration of gate house, lodge entrance and car parking area (reaffirming FUL/2020/0047). The proposed C2C multi-user path, remediation works, public open space, community rural transport hub(s) and EV Charging Points. Including outline planning for the Change of Use of former RNAD laboratory area as a community hub and other ancillary uses, all within Use Class F1 a,b,c,e,F2,a,b,c

It was noted that the legal disputes are still ongoing about the lease.

**Resolved** by all present that Broughton Parish Council object to this proposal on the same grounds as previously with the addition of further objections regarding:

* Sewage capacity and surface water run-off
* Traffic concerns, there is still no addressed solution for how vehicles would access any proposed developments without going through the settlements of Great & Little Broughton.
* That without the proposed A66 Broughton/Brigham Roundabout the additional traffic burden would make the A66 junction even more dangerous
* There is also no reference to wildlife corridors either in the plans to keep the two sides of the site connected for the purposes of wildlife migration etc when it is assumed that the C2C route woud have to be fenced along its length to prevent people straying from the route.

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

**Ref: HOU/2023/0093**

Location: Hillrigg Broughton Park, Great Broughton

Proposal: Extension to side and raised patio

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

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

# 74/23 Planning Decisions

None

**75/23 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** |
| Becx Carter | Salary | £628.15-Via SO |
| HMRC | PAYE | £174.64-Via SO |
| NEST | Pension | £57.85-Via DD |
| Rachael Kelly | Internal Audit Fee | £50 |
| Becx Carter | Expenses | £68.81 |
| Kompan | Second Payment for Key Stage 3 Equipment | £7,162.32 |
| Arnison Heelis | Legal Fees Bullin Meadow 17th April 2017-20th April 2023 | £1,581.22 |
| Gallagher  | Insurance | £1627.98 |
| Tivoli | Replacement padlocks to Playarea (last set have been cut off again) | £101.02 |
| Northern Estate Restoration | Works to the path Nook Site  | £844.00 |
| Cumbria Pest Services | Nook (June-August) | £216 |
| Cumbria Pest Services | Coldgill (June-August) | £216 |
| Westmorland and Furness | Defib Signs | £136.80 |
| Jackson Hetherington | Grass Cutting | £285.00 |

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

#### To consider & approve the Insurance Quotation for Broughton Parish Council for the forthcoming year.

**Resolved** by all that the Insurance Quotation from Gallagher of £1,581.22 be approved for the forthcoming year.

#### Approval of Annual Statements of Governance Y/E 31st March 2023

**Resolved** by all present that the following responses be given to the Annual Governance Statement of Y/E 31st March 2023.

|  |  |
| --- | --- |
| **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 |
|  2.We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness  | Yes |
| 3.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 |
| 4.We provided proper opportunity during the year for the exercise of elector’s rights in accordance with the requirements of the Accounts & Audit Regulations. | Yes |
| 5.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 where required | Yes |
| 6.We maintained throughout the year an adequate and effective system of internal audit of the accounting records & control systems  | Yes |
| 7.We took appropriate action on all matters raised in reports from internal and external audit | Yes |
| 8.We consider 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 |
| 9.(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 it required independent examination or audit. | N/A |

#### Approval of Y/E Accounts for 31st March 2023, statement of variations & signing of the Annual Governance and Accountability Return

**Resolved** by all present that these be approved, and the AGAR be signed by the Chair & Clerk as required.

**Action: Clerk to submit the AGAR and prepare the relevant notices for the website & noticeboards.**

#### Acknowledgement of receipt of internal audit

**Resolved** by all present that the unqualified (no issues) internal audit be noted as received.

**76/23 Councillor Matters**

None raised.

**77/23 Date & Time of Next meeting.**

**Resolved** by all that the meeting dates for Broughton Parish Council going forward be set as:

20th June 2023 19:00 Christchurch

18th July 2023 19:00 Christchurch

19th September 2023 19:00 Christchurch

17th October 2023 19:00 Christchurch

28th November 2023 19:00 Christchurch

23rd January 2024 19:00 Christchurch

Meeting closed 20:48

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