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| **BROUGHTON-IN-AMOUNDERNESS** **PARISH COUNCIL** |
| **MINUTES OF THE MEETING**Tuesday, 20 February 2024, 7.30pm Toll Bar Cottage 476 Garstang Road Broughton PrestonPR3 5JB |
| **ISSUES RAISED BY MEMBERS OF THE PUBLIC**Cllr Steve Whittam raised an issue of recent anti-social behaviour (burglary) and asked that we pass onto the residents the need to be vigilant and report any issue to the police.MB to action. |
| **1** | **APOLOGIES/DECALARATIONS OF INTEREST**1. There were no apologies, or declarations of interest
2. Present: Cllrs Pat Hastings (Chair), Lynda Oldcorn, Peter Bunting, Nigel Parkinson, Les Brown, Scott Sargeant and Mark Bell
3. In attendance: Cllrs Stephen Whittam (Preston City Council), Sue Whittam (Lancashire County Council) and Lynne Dawson(Clerk)
 | 200224/01 |
| **2** | **INTRODUCTION OF NEW CLERK**Cllr Hastings introduced Lynne Dawson to the members of the committee**RESOLVED:** to appoint Lynne Dawson as Parish Clerk/Responsible Financial Officer on terms contained in the appointment letter  | 200224/02 |
| **3** | **REPORT(S) FROM MEETING(S) AND ACTION(S) NOT PART OF AGENDA**1. **Finance Committee** report by Cllr Parkinson

TOLL BAR COTTAGE:Grant agreement to pay 10K in April & October 2024 The closure of Santander TBC Account is delayed due to a issue with the transfer of the card machine.The transfer of assets to the charity was agreedBANKING:Santander: agree closure of Business reserve account and transfer of funds to the current corporate account to enable the transfer of funds to the CCLD.Unity: Agree additional signatures for bank accountCCLD: Agree amount and sign cheque for transfer of 300KFINANCES:The clerk was unable to give a Profit & Loss report as she is not yet familiar with the system. However she was able to show the quickbooks and bank balances at Santander online. The CCLA interest statements are missing but the funds have been sent to the current account at Santander. PH to persue.VAT:The process for deregulation was discussed and will be implemented in AprilWallings to be asked for the final figure.b) Cllr Hastings circulated a report on various meeting to the members prior to the meeting, which were noted. | 200224/03 |
| **4** | **CONFIRMATION/APPROVAL OF MINUTES 9 JANUARY 2024****RESOLVED:** Minutes of the Finance sub-committee and Parish Council were approved and signed as a true and correct record. | 200224/04 |
| **5** | **CORRESPONDENCE** (items of interest will be noted):1. Anti-social behaviour
2. Garden Waste Collection Scheme
3. Footpath (Whittingham Lane)
4. Post office J McDonald
5. Buckingham Palace Garden Party

The above items of correspondence were considered and noted. | 200224/05 |
| **6** | **LENGTHSMAN** 1. **Purchase of equipment**
* A brief discussion took place regarding the erection of the ‘shed’ at the Toll Bar Café and relevant COSHE regulations and risk assessment. It was agreed to pay XXX to the worker who helped Cllr Brown *(Cllr Parkinson declared an interest in this regard as his neighbour had carried out works).*
* Subject to obtaining two estimates, it was

**RESOLVED:** Cllr Brown authorised to spend up to £500.00 for a strimmer/brush cutter.* PROW Cllr Hastings noted there was £500 in the LCC grant.
 | 200224/06 |
| **7** | **TRAFFIC ISSUES**1. Update

Following circulation of Cllr Hasting’s report, a lengthy discussion took place regarding traffic and other related issues which included:* speeding Goosnargh/Whittingham Lane which is set to be monitored by Lancashire County Council Highways
* no police patrols were taking place during the night in the unsocial hours
* lack of road markings was of concern near the crossroads
* stop sign (Woodplumpton Road/Whittingham Lane/Garstang Road) once again requested from LCC
* concerns about the number of incidents of gas leaks on Woodplumpton Lane & Garstang Road pavements Cadent to be contacted
1. Actions
* Cllr Hastings had met with traffic expert, Mr Ahmed Khan (Tetracheck (Europe)) which had proved informative: direction of uphill, speed bumps, traffic calming, the roundabout was measured, take back to United Utilities and Department of Transport, extra exit at Millstones (motorists cannot see when turning right), Lancashire County Council had not looked at this since completed
* Through village traffic: Should the PC commission an ANPR survey? To contact Lancashire County Council to see if they would accept a report and act on it. (Quote received from Ian Millership for £1190 for the survey)
* SPIDS new sites on Whittingham Lane & Sandygate Lane to be sourced once the Spid cameras are up and working again
* Wain Homes have ‘de-veged’ the Coppice behind the bench of contemplation on the Garstang Road

**OTHER ISSUES**1. Scott agreed he will continue to manage the cottage CCTV
2. Notice board on Woodplumpton lane to be replaced by UU as legs have rotted and it is swaying
 | 200224/07 |
| **8** | **NEIGHBOURHOOD PLAN REVIEW**Cllr Hastings reported:1. Email sent to Neighbourhood Planning Agency to see if the rule 14 consultation can be done during purdah
2. Draft sections had been circulated to the P Cllrs and PCC Planners together with photographs and maps
3. Aecom report had been received: Design Code now in plan
4. JBA report awaited: Updating Strategic Environmental Assessment
5. Meeting with Caroline Williams (Preston City Council) to take place 21 February 2024
 | 200224/08 |
| **9** | **PLANNING**1. Applications received:

There were no applications received following the Parish Council meeting 9 January 20241. Appeals:
2. 17 Whittingham Lane allowed
3. Hollins 6 February 2024 (presentation circulated) result expected late March 2024
 | 200224/09 |
| **10** | **APPROVAL OF FINANCIAL INFORMATION**1. Bank reconciliation

See finance committee report, all recommendations were agreed by the Cllrs.1. Finance other

Cllr Hastings reported outstanding HMRC and VAT issues had been finalised**RESOLVED**: 1. The Clerk would circulate copies of (a) and (b) to relevant parties in readiness for future meetings.
2. All members were authorised as signatories to the new Unity Bank account and would provide relevant details
 | 200224/10 |
| **11** | **Dates for 2024 meetings** (All meetings are on a Tuesday unless specified) 20th February 2024 Council meeting at 7.30pm: Finance meeting at 6:45pm 2nd April at 7.30pm Council meeting: Finance meeting at 6:45pm14th May **AGM** at 7.15m followed by the council meeting: Finance meeting at 6:45 pm25th June at 7.30pm council meeting: Finance meeting at 6:45pm6th August at 7.30pm council meeting: Finance meeting at 6:45pm17th September at 7.30pm council meeting: Finance meeting at 6:45pm29th October at 7.30pm council meeting: Finance meeting at 6:45pmFriday 22nd November budget setting meeting 4pm @ The Broughton Inn10th December at 7.30pm council meeting: Finance meeting at 6:45pm**Dates and times to be advertised on the notice board and website** | 200224/11 |
|  | *By virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, the press and public are excluded from the f* |  |
| **12** | **EMPLOYMENT MATTERS**Cllr Hastings circulated a report regarding the following items:1. Retirement of Angela Nicholls
2. New Clerk CiLCA Course

**RESOLVED:** 1. to note the report and discharge the amount of £1,430.00 contained in the above report to Angela Nicholls and authorise up to £35.00 as a thank you, (gift card/flowers), for the out-going Clerk’s work during her employment
2. to discharge costs of the CiLCA course for the new Clerk
 | 200224/12 |
| **13** | **ANY OTHER BUSINESS**1. Clerk to ensure that the website is updated
 | 200224/13 |

The Chair thanked members for attending and the meeting was closed at 8.30pm

**SIGNED…………………………..**