

Broughton in Amounderness Parish Council

Meeting arrangements: Full Council Meeting
Tuesday 21st January 2025 at 7:30pm
The Toll Bar Cottage, 476 Garstang Road, Preston, Lancs, PR3 5JB

A G E N D A

- | | <u>Doc. Ref</u> |
|---|-----------------|
| 1. <u>Welcome by Chair</u> | |
| 2. <u>Apologies</u> | |
| 3. <u>Declarations of Interest and Dispensation Considerations</u>
<i>Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.</i> | |
| 4. <u>Minutes of Council Meetings</u>
Approve the signing as a correct record, Full Council of 10 th December 2024. | Item 1 |
| 5. <u>Public Participation</u>
<i>Matters brought to the Parish Council by residents. The Chair may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall this section will typically be limited to 20 minutes although the Chair may, at their discretion, extend this.</i> | |
| 6. <u>Statutory Business</u>
6.1 Planning - Consider planning report from the Chair for Planning, approve responses and ratify responses made between meetings or to meet deadlines. | Item 2 |
| 7. <u>Grants</u>
7.1 Update on progress of CIL grants.
7.2 Review the grant request submitted by Woodplumpton Primary School.
7.3 To note the update on the Enviro Grant. | Item 3 |
| 8. <u>Broughton Neighbourhood Development Plan</u>
8.1 Parish Action Plan (PAP) – Update and actions post Regulation 14.
8.2 Progress of Neighbourhood Plan Review and summary of responses. | |



9. Financial Items Item 4
- 9.1 Verbal update from Chair of Finance, Cllr. N Parkinson
- 9.2 Approve expenditures for this month, and any submitted after the agenda.
- 9.3 Receive finance reports circulated (Profit and Loss Report / Reconciliation)
10. Preston Precept Request Item 5
- 10.1 Review and approve the final Precept Request for submission before Friday 24th January 2025.
11. Policy and Governance
- 11.1 Review and ratify the Clerks Schedule of Delegation Item 6
- 11.2 Review and ratify the Vexatious requests Policy Item 7
12. Reports on meetings attended by Councillors
- 12.1 Consultation with the South East of the Village
- 12.2 Lancashire Road Safety Partnership
- 12.3 Story Homes
- 12.4 Speed management update
- 12.5 Meeting with MP Maya Ellis
13. Correspondence
- 13.1 To note the Lengthsmans summary report. Item 8
- 13.2 To note the recent correspondence from a resident
14. Date of Next Meeting

Full Council Meeting – Tuesday 4th March 2025 at 7:30pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB



AGENDA ITEMS & SUPPORTING INFORMATION BELOW.

A handwritten signature in black ink, appearing to be a stylized name, located at the bottom right of the page.

Broughton in Amounderness Parish Council

Proceedings of the Parish Council Meeting held on
Tuesday 10th December 2024 at 7:30pm

Present:

Cllr. P Hastings
Cllr. N Parkinson
Cllr. L. Brown
Cllr. M Bell
Cllr. S Sargeant

Jessica Dibble (Parish Clerk)

Min 101291 Welcome from Chair

Meeting opened at 19:30

The meeting was called to order at 7:30 PM by the Chair, Cllr. P Hastings, who welcomed all members.

Min 101292 Apologies

Cllr. P Bunting
Cllr. L. J Oldcorn
Cllr. S Sargeant
Preston City Councillor S. Whittam
County Councillor S. Whittam

Min 101293 Declarations of interests

Cllr. P Hastings declared an interest in the grant request submitted by Woodplumpton Primary School.

Min 101294 Public Time

No speakers were present.

Broughton in Amounderness

Parish Council

Min 101295 Approval of Minutes

It was resolved to sign the minutes of the full council meeting held on the 29th October as a correct and accurate record.

Proposer: Cllr. P Hastings
Seconder: Cllr. N Parkinson

Min 101296 Reports on meetings attended by Councillors

a) Broughton Parish Community Charity

Cllr. N Parkinson reported on a recent Broughton Parish Community Charity meeting, where he informed the trustees of the approved funding arrangements for 2025. Concerns were raised regarding communication between the Council and the Charity. It was agreed that the Clerk will arrange a joint meeting to discuss strategies with a view to strengthen the relationship.

Min 101297 Lengthsman's Report

The Lengthsman has been actively engaged in several tasks around the village. The flower beds have been weeded and prepared for bulb planting, particularly outside The Pepper Bistro. Extensive litter picking has been done along the Guild Wheel and throughout the village, including Fernalgh Lane, Durton Lane, the car park, and King George field. Overhanging brambles on Sandygate Lane have been cut back, and the Co-op containers have been replanted with wallflowers and bulbs.

Strimming around the Guild Wheel path and surrounding areas has been completed. Blocked drains have been reported to Love Clean Streets again. Maintenance at Toll Bar Cottage Garden continues, with new bulbs planted. Trips to Bannister Hall Nursery and Ribblesdale were made for supplies. The Cenotaph has been cleaned, weeded, and treated with weed killer. Another 450 bulbs have been planted throughout the village, and the barrels have been refilled with various bulbs. Ongoing leaf removal has been conducted across the village.

Min 101298 Broughton Parish Community Charity

- a) Correspondence noted.
- b) Clerk is to arrange an informal meeting between the parties, see minute 101296.

Min 101299 Broughton Neighbourhood Development Plan

a) Parish Action Plan (PAP) Update

Councillor P. Hastings was unable to provide an update until Regulation 14 has concluded. A report will be provided to councillors at the next full council meeting, as the updated PAP will reference the revised Plan content.

Broughton in Amounderness Parish Council

b) Neighbourhood Plan Review

Councillor P. Hastings reported that the consultees were being notified of Regulation 14 and that Rule 15 consultation will begin in January for a further six weeks. The intention is that the plan will go to an independent examiner in March 2025.

c) King George V Field

Councillor P. Hastings reported that she was working on the Enviro Grant application which should financially support the furniture and planting arrangements. Cllr. Hastings advised that the application will be submitted on the 6th January 2025 and Council will be updated on any developments.

Min 1012100 Budget Challenge

The Council approved the budget proposals and unanimously agreed to the Precept amount and budget allocations.

Min 1012101 Correspondence

- DRAFT**
- a) To note the recent correspondence from Cllr. Swarbrick in relation to road Infront of the War Memorial (previously circulated).

Clerk to Chase an update from Cllr. Swarbrick in January 2025, to see if the road Infront of the War Memorial has been included in January's funding scheme.

- b) To note the correspondence from residents received regarding the Certificate of Lawfulness issued (Application number: 06/2024/1011)

The Parish Council does not need to provide comments or opinions on Certificates of Lawfulness, as the outcome is based on the application of the law and not on planning policy considerations or community impact assessments.

- c) To note the update from the chair in relation to the Enviro Grant.

Enviro Grant will be submitted on or before 6th January 2025. See minute 101299.

Min 1012102 Meeting with Maya Ellis (MP)

Council discussed matters to raise with Maya Ellis who would be attending the Toll Bar Cottage on Friday 13th December 2024.

Matters to be discussed were as follows:

- Speeding throughout the village

Broughton in Amounderness Parish Council

- Police presence and the need for an additional Police Constable.
- Inheritance Tax

Min 1012103 Financial Matters

- a) Council to note the verbal report from the Chair of Finance, Cllr. N Parkinson.

Cllr. N Parkinson provided Council with a summary of the Finance Committee meeting.

It was noted that the Finance Committee's 'Terms of Reference' were ratified, and the committee approved a revised Small Parish Grants form along with its accompanying Terms and Conditions.

- b) Council to review and note the accounts to date and note any recommendations from the chair.

Councillor N. Parkinson, Chair of Finance, presented the current status of the Council's bank accounts. The following reports explained by the Chair of Finance: Profit and Loss, Actual vs. Budget, and Bank Reconciliations.

The balances of each account were noted as:

Unity Trust Bank (Reserves):

- Balance as of last Full Council (28.10.2024): £49,612.85
- Outgoing: £27,042.19
- Incoming: £13,576.48
- Balance as of 10.12.2024: **£36,147.10**

Unity Trust Bank (CIL Interest)

- Balance as of last Full Council (28.10.2024): £23,619.37
- Outgoing: £0.00
- Incoming: £3,776.38
- Balance as of 10.12.2024: **£27,395.75**

Unity Trust Bank (CIL)

- Balance as of last Full Council (28.10.2024): £0.00

Broughton in Amounderness Parish Council

- Outgoing: £0.00
- Incoming: £28,004.62
- Balance as of 10.12.2024: **£28,004.62**

CCLA:

- Balance as of last Full Council (28.10.2024): £900,000.00
- Outgoing: £0.00
- Incoming: £0.00
- Balance as of 10.12.2024: **£900,000.00**

Total Assets:

Unity:	£91,547.47
CCLA:	£900,000.00
<hr/>	
Total Assets:	£991,547.47

DRAFT

- c) Council to discuss and review the grant request from Woodplumpton Primary School.

As per the agreement of Council, this matter is to be deferred until the meeting in January 2025.

- d) All transactions made between 29th October 2024 and 10th December were authorised.

Proposer: Cllr. N Parkinson
Seconder Cllr. L Brown

- e) Councillor Hastings reported a delay in the Sir Tom Finney Football Club grant due to the need for a new fire door at the Broughton Pre-School building. A joiner inspected the site and recommended replacing the existing window with a fire door. Before any work can begin, a fire inspection is required to ensure the preschool complies with the latest fire regulations.

Clerk is to write to the Pre School and request that they have a fire inspection carried out as a matter of urgency.

Min 1012104 Consideration of Planning & Licence Applications

Broughton in Amounderness Parish Council

- Planning Application: 06/2024/1213 – No objections from Broughton Parish Council.
- Planning Application: 06/2024/1091 – No objections from Broughton Parish Council.
- Planning Application: 06/2024/1150 – No objections from Broughton Parish Council.
- Planning Application: 06/2024/1168 – No objections from Broughton Parish Council.
- Planning Application: 06/2024/1170 – No objections from Broughton Parish Council.
- Planning Application: 06/2024/1161 – No objections from Broughton Parish Council.

Min 1012105 Events

Councillors present confirmed their attendance to the Christmas meal which will be held on Friday 10th January 2025.

Min 1012106 Date of Next Meeting

Finance Committee meeting - Tuesday 21st January 2025 at 6:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB

Full Council meeting – Tuesday 21st January 2025 at 7:30pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB.

Meeting closed by Chair, Cllr. P Hastings at 20:48

PLANNING REPORT

January 2025

Date, Valid, Ref (click to be directed to www)	Description/Location	Comment/Recommendation
<p>Application number: 06/2024/1288 Application type: Regulation 3 - LCC for LCC Registration date: 17/12/2024 Decision: No objection Decision date: 14/01/2025</p>	<p>Broughton Coe Primary School, Church Lane, Broughton, Preston, PR3 5JB</p> <p>Erection of extension to New School Hall building comprising 6no. classrooms, 1no. Design Technology classroom, meeting rooms and ancillary space (Article 24 consultation)</p>	<p>No observations</p>
<p>Application number: 06/2024/1213 Application type: Variation/removal of condition Registration date: 25/11/2024 Decision: Decision date:</p>	<p>Description: 1no. replacement dwelling, detached garage, boundary wall and vehicular access onto Durton Lane, following demolition of existing dwelling and attached garage (pursuant to 06/2024/0330 to seek variation of condition no.1 approved plans)</p>	<p>Request for a larger garage .</p>
<p>Application Number: 06/2024/1190 Application type: Full Application Registration date: 28/11/2024 Decision: Decision date:</p>	<p>Land to rear of, Slaters Farm, 207 Whittingham Lane, Broughton, Preston, PR3 2JJ</p> <p>1no self-build dwelling</p>	<p>Not officially included as a consultee</p>

Broughton in Amounderness Parish Council

Application for Grant 2024	
<ul style="list-style-type: none"> ◆ <i>Before filling in this form, please read the Terms & Conditions (attached).</i> ◆ <i>Please answer all the questions, writing 'not applicable' if the question is not relevant.</i> ◆ <i>If you are applying as an organisation, please complete Section 1 and 2</i> ◆ <i>If you are applying as an individual on your own behalf, please complete Section 1 and 3</i> 	
Section 1 – Project Details	
<p>Brief details of the proposed project and the purpose for which the grant will be used:</p> <p>Woodplumpton PTFA is fundraising on behalf of Woodplumpton St Anne's CE Primary School to refurbish the outdoor area for Reception children to play and learn, and additionally for the resurfacing of the Football Pitch, which is used by all school children.</p> <p>The project is divided into three phases:</p> <p>Phase 1, which is now funded and will begin in January 2025, is to provide the groundwork for development of the existing Reception play area, providing a space that is easier to maintain and better suited for its intended use.</p> <p>Phase 2 continues this development, and allows for the installation of several items of creative and imaginative play equipment (listed below) to complete the refurbishment of this area.</p> <p>Phase 3 is to install an artificial grass surface to the children's football pitch, located in a different area of the school grounds. Used daily by all school children and offering a much-loved and highly-frequented area, the football pitch allows for the children to be active, develop their team playing skills, and improve their co-ordination and gross motor skills.</p>	
Total cost of project	£25,970
Itemise the costs where possible	<p>Phase 1: £9505. Funding achieved.</p> <p><u>Phase 2: £8720</u></p> <p><i>Site Set Up:</i></p> <p>Portaloo, £250</p> <p>Safety Barrier, £250</p> <p>Delivery of Equipment, £250</p> <p><i>To supply and install the following:</i></p> <p>Sand Table with Lift Off Lid, £595</p> <p>Circular Picnic Table with seating for 8, £450</p> <p>Resource Shed, £695</p> <p>Waterwall, £1895</p> <p>Reading Nook/ Role Play with seating and Chalkboard, £1895</p> <p>Sleeper-Retained Gravel Area for Construction, £725</p>

	<p>Construction Table with Sign, £525 Pulley System, £895 Set of Scales, £295</p> <p><u>Phase 3: £7745</u></p> <p><i>Site Set Up:</i> Portaloo, £250 Safety Barrier, £250 Delivery of Equipment, £250</p> <p><i>Football Cage:</i> Artificial Grass Surface in the existing MUGA court, £6995 Scrape off any existing vegetation and dispose of any spoil from site Punch Drain holes in the existing Tarmac Supply & Lay 180 Sqm of Premium Pile 30mm Deep Artificial Grass Surface Supply & Lay 36 Linear meters of White Lines to mark out 2 x Goal Ends, Centre Line and Centre Circle</p>
Amount of grant requested	£8,000 £4000 towards Phase 2 and £4000 towards Phase 3
If other sources of funding are being applied to, please give details	Further applications to local charities, including Daniel's and Houghton's Charity and the Edith Mary Clark Foundation. Also through fundraising from PTFA events held across the academic year.
If other sources of funding are not being approached, how will the project be funded? <i>(Include details of any amount budgeted by your organisation)</i>	
Details of grants awarded by Broughton Parish Council in the last five years	No grant applications in the past five years.
Section 2 – Local Voluntary Organisation	
Name of Organisation: Woodplumpton PTFA	
Chairman	Secretary
Name: Stephanie Wood	Name: Alex Calvert
Address: c/o Woodplumpton St Anne's CE Primary School, Woodplumpton Road, Woodplumpton, Preston. PR4 0NE	Address: c/o Woodplumpton St Anne's CE Primary School, Woodplumpton Road, Woodplumpton, Preston. PR4 0NE

Telephone No: 01772 690460	Telephone No: 01772 690460	
Email: ptfa@woodplumpton-st-annes.lancs.sch.uk	Email: ptfa@woodplumpton-st-annes.lancs.sch.uk	
Purpose of your organisation: The object of the association is to advance the education of pupils in the school, in particular by: developing effective relationships between the staff, parents and others associated with the school, and engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.		
Do any of the Officers (committee/board/trust members) receive remuneration or other financial benefit from the organisation?	Yes	No
Does the organisation have a constitution (or similar document) that defines the organisation's objectives?	Yes	No
Does the organisation have an Equal Opportunities Policy?	Yes	No
Does the organisation require at least two signatories to sign cheques against the organisation's bank account?	Yes	No
<i>The Council may wish to discuss your application with your representatives. Please supply details of two representatives who will be willing to attend a meeting with nominated Councillors:</i>		
1 st Representative	2 nd Representative	
Name: Mrs Alex Calvert	Name: Mrs Lucy Campbell	
Address: c/o Woodplumpton St Anne's CE Primary School, Woodplumpton Road, Woodplumpton, Preston. PR4 0NE	Address: c/o Woodplumpton St Anne's CE Primary School, Woodplumpton Road, Woodplumpton, Preston. PR4 0NE	
Telephone No: 01772 690460	Telephone No: 01772 690460	
Email: ptfa@woodplumpton-st-annes.lancs.sch.uk	Email: head@woodplumpton-st-annes.lancs.sch.uk	
Section 3 – Individual Applicant		
Name:	Not applicable.	
Are you a member of a recognised group or organisation connected with the activity you are applying to participate in?	Yes	No
Name or group/organisation (if applicable)		

Signature	Date

--

Please provide any additional information in the box below to support your application:

Woodplumpton St Anne's Primary School serves as a community hub for local children, some of whom reside within Broughton Parish or have attended Broughton Pre-School prior to joining us. Furthermore, it is a recognised feeder school for Broughton High School, fostering a close educational connection between our institutions and community. We are proud of these bonds and the collaborative spirit that exists between Broughton and Woodplumpton, and we believe this project will significantly benefit the children in our shared catchment area.

The refurbishment of the outdoor space at Woodplumpton St Anne's will provide a lasting resource, supporting not only the physical development of our students but also encouraging creativity, social interaction, and well-being. As we progress with our fundraising efforts, we would be most grateful if Broughton Parish Council would consider making a donation towards Phases 2 and 3 of this initiative. Your support would be instrumental in helping us provide an enriched, accessible outdoor environment for current and future generations of students.

Woodplumpton St Anne's

Revision: 1.0 Date: 23-10-2024 Drawn by Louis Ratcliffe



Playsound Services Ltd
Unit 3, Paxton Place, West Pimbo, Skelmersdale,
Lancashire, WN8 9QH

Web - playsoundplaygrounds.co.uk
Tel - 01695 717229



Woodplumpton St Anne's

Revision: 1.0 Date: 23-10-2024 Drawn by Louis Ratcliffe



Playsound Services Ltd
Unit 3, Paxton Place, West Pimbo, Skelmersdale,
Lancashire, WN8 9QH

Web - playsoundplaygrounds.co.uk
Tel - 01695 717229



Terms and Conditions

- Grants must be used for the purpose they are awarded.
- Grants must be spent within 12 months of the date of the award.
- The contribution of Broughton Parish Council must be acknowledged in all publicity for the project/event/equipment for which the grant was awarded.
- Successful applicants must agree to be monitored of the use of the award by the Parish Council and must provide a report outlining how the funding was spent.
- Successful applicants must return the Grant Completion Form at the end of their project.
- The organisation must be open and accessible. If it does not already have an equal opportunities policy, it must agree to adopt & implement one.
- The organisation must meet statutory health and safety requirements relating to the use of premises, provision of services and employment of staff where applicable.
- The organisation must ensure that all necessary permits and licences have been obtained for any event or project funded by the grant, and that the event or project complies with all relevant regulations.
- The Council can reclaim the grant in part or in full if:
 - The organisation ceases to operate or exist within twelve months of the grant being spent;
 - The grant is used for any purpose other than that agreed without prior permission;
 - Any changes within the organisation or its activities occur within twelve months of the grant being spent, which would make the organisation ineligible under the awards criteria;
 - The organisation breaches any of these terms and conditions, including the requirement to submit monitoring information and evidence of expenditure when requested to do so.

Financial Information 14th January 2025

Unity Trust Bank (Reserves)	
Balance as at Last FC 10.12.2024	36,147.10
Outgoing	£14,408.84
Incoming	3,631.96
Balance as at 14.01.2025	25,370.22

CCLA	
Balance as at Last FC 10.12.2024	900,000.00
Outgoing	0.00
Incoming	0.00
Balance as a 14.01.2025	900,000.00

Unity Trust Bank T1 (CiL)	
Balance as at Last FC 10.12.2024	28,004.62
Outgoing	0.00
Incoming	137.14
Balance as a 14.01.2025	28,004.62

Unity Trust Bank T2 (CiL interest)	
Balance as at Last FC 10.12.2024	£27,395.75
Outgoing	0.00
Incoming	7,343.11
Balance as a 14.01.2025	34,738.86

Please see transfer table below as some 'incoming' and 'outgoing' transactions were transfers between accounts such as CiL interest monies.

Outgoing transactions

Source	amount	notes	DD	Retro	cashd	Date
Office phone	7.20	Mobile contract	X			16.12.2024
Preston CC	79.30			X		23.12.2024
Salary	1235.26	Clerks salary		X		23.12.2024
JBA Consulting	2532.00	Updated SEA report		X		27.12.2024
Lengthsmans fee	1404.00	Contracted Service		X		27.12.2024
Peter Black	600.00	Assistance with BDNP		X		27.12.2024
Service charge	6.00	Bank Charge	X			31.12.2024
Easy Websites	47.52	Website Host	X			02.01.2025
Xero	39.60	Account Software	X			06.01.2025
Melling Roofing	600.00	Urgent Roof Repair		X		13.01.2025
Julie Singleton	24.99	Pain reimbursement		X		13.01.2025
Nurture Landscapes	546.90	Grass Cutting		X		13.01.2025
Toll Bar Cottage	60.00	Vouchers		X		13.01.2025
ICO	40.00	Info Com (GDPR)		X		13.01.2025

Incoming Transactions

Source	To Account	amount	notes	Received
CCLA Interest	Unity Current	3631.96	See below as transfer	03.01.2025
Bank Interest	CIL Unity	137.14	Bank interest	14.01.2025
Bank Interest	Unity CIL INT	157.04	Bank interest	31.12.2024

Transfers

From	To	Amount	notes	Received
Unity Current	Unity T 1	3,631.96	Cil Interest	13.01.2025
Unity Current	Unity T 1	3554.11	Cil Interest	20.12.2024

Signed _____

Signed _____

Profit and Loss

Broughton Parish Council For the year ended 31 March 2025

2025

Turnover

Precept	39,750.00
Sundry Income: Bank fee refund	100.00
Sundry Income: Bank interest	294.18
Sundry Income: CCLA income from Investments	34,583.82
Sundry Income: Grants Received	1,800.00
Sundry Income: Grasscutting	6,246.00
Sundry Income: LCC - Lengthsman	500.00
Total Turnover	83,274.00

Gross Profit

83,274.00

Administrative Costs

Bank charges	144.30
Cil expenses	57,006.90
CIL Lengthsman Costs	12,526.50
General admin	695.50
General admin: Clerks fees	8,998.51
General admin: Donations	760.00
General admin: External audit fees	1,050.00
General admin: HMRC	1,784.88
General admin: Insurances	1,225.74
General admin: Internal auditor	1,250.00
General admin: NEST	879.10
General admin: Printing, Postage and Stationery	794.83
General admin: Room hire	25.00
General admin: Training & Travel	453.58
General admin: Website maintenance and hosting	319.22
Grasscutting	4,101.75
Maintenance and Repair EXP: Lengthsman	232.23
Other payments: Community events	496.67
Other payments: DEFIB Maintenance	1,153.40
Other payments: IT software & equipment	163.67
Other payments: Neighbourhood Plan	3,268.00
Other payments: Toll Bar Cottage Maintenance costs	3,294.08
Other payments: Traffic calming	54.99
Other payments: Wreath	115.00
Plants/ flower exp: Lengthsman	1,915.40
Subscriptions LALC /SLCC/ICO/CPRE/Community Futures	811.88
Toll Bar Cottage Grant	10,500.00
Wallings Accountants	1,645.00

2025

Xero	291.02
Total Administrative Costs	115,957.15
Operating Profit	(32,683.15)
Other Income	
CiL	42,606.28
Total Other Income	42,606.28
Profit on Ordinary Activities Before Taxation	9,923.13
Profit after Taxation	9,923.13

PARISH OF BROUGHTON

PRECEPT UPON PRESTON CITY COUNCIL

To PRESTON CITY COUNCIL

Being the Council of the District in which the above named Parish is situated

I write to inform you that our Gross Budget requirement for the financial year 2025/26 will be £

This amount is to be raised from the Council Tax demands for the Parish.

Bank Account Details.....

Bank.....

Account Name.....

Account Number.....

Sort Code.....

Signed

(Clerk of the Parish Council / Responsible Officer)

Please use the space below to indicate how your Budget requirement relates to your Parish Plan or offers value for money or supplements Preston City Council's objectives.

***Broughton in Amounderness
Parish Council***

**Clerk
Scheme of Delegation**

Adopted: 21st January 2025

Meeting: Meeting of Full Council

Next review date: January 2026

Version: V1

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1. Summary

The Parish Clerk's Scheme of Delegation outlines the specific duties and powers delegated to the Clerk by Broughton in Amounderness Parish Council. This delegation ensures the effective and timely management of council affairs in accordance with statutory requirements, council policies, and procedures.

2. Introduction

The Parish Clerk's Scheme of Delegation outlines the specific duties and powers delegated to the Clerk by Broughton in Amounderness Parish Council. This delegation ensures the effective and timely management of council affairs in accordance with statutory requirements, council policies, and procedures.

3. Statutory Duties

The Parish Clerk is the Council's Proper Officer and Responsible Financial Officer (RFO) and has the authority to:

1. Ensure the Council complies with all statutory and legal obligations.
2. Administer the Council's financial affairs, including maintaining accounts, ensuring audits are completed, and preparing financial reports.
3. Act as the Council's principal adviser on policy and administrative matters.

4. Financial Delegation

The Clerk, as RFO, is delegated authority to:

Broughton in Amounderness Parish Council

1. Authorise expenditure within the limits set by the Council's budget (up to £500 per transaction unless otherwise stated by the Council).
2. Approve routine payments, including salaries, utility bills, and regular maintenance contracts.

Maintain financial records, prepare budgets, and report financial performance to the Council.

Transfer funds between bank accounts, as necessary, to maintain liquidity.

5. Operational Management

The Clerk is authorised to:

1. Manage the day-to-day operations of the Council, including overseeing staff and contractors.
2. Arrange for emergency repairs or services to ensure the safety and functionality of Council property, within financial limits.
3. Liaise with external organisations, contractors, and suppliers on behalf of the Council.
4. Respond to correspondence and enquiries on behalf of the Council.

6. Planning Matters

The Clerk may:

1. Respond to minor planning applications on behalf of the Council where the deadline for response falls before the next Council meeting, in consultation with the Chair and relevant councillors.

2. Refer Major, significant or controversial planning applications to the Full Council or Planning Committee for discussion.

7. Governance

The Clerk is authorised to:

1. Prepare agendas for meetings of the Council and its committees, ensuring compliance with statutory notice periods.
2. Record and publish minutes of all Council and committee meetings.
3. Act on decisions and resolutions passed by the Council.
4. Ensure policies and procedures are updated and adhered to, including the Council's Code of Conduct and Standing Orders.

8. Emergency Powers

In cases of urgency or emergency, the Clerk is empowered to:

1. Make decisions on behalf of the Council, in consultation with the Chair or Vice-Chair. Any such decisions must be reported to the next Full Council meeting for ratification.
2. To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work to Council assets which is of such extreme urgency that it must be undertaken immediately, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000.00.
3. To take any action regarding minor repairs (up to a cost of £500.00).

9. Reporting and Accountability

The Clerk will provide regular reports to the Council, including:

1. Financial updates.
2. Progress on projects and tasks.
3. Correspondence and issues arising that require Council consideration.

10. Limitations

The Clerk is not authorised to:

1. Make decisions on behalf of the Council outside of the delegated authority.
2. Commit the Council to significant expenditure or obligations without prior approval.
3. Change Council policy or strategy without resolution by the Council.

11. Review of Delegation

This Scheme of Delegation will be reviewed annually or as required to ensure it remains current and effective.

*Broughton in Amounderness
Parish Council*

Vexatious or Habitual Requests Policy

Adopted: 21st January 2025

Meeting: Meeting of Full Council

Next review date: January 2026

Version: V1

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1. Summary

A policy for the management of abusive, unreasonably persistent / habitual, or vexatious requests, and requesters. This policy can also be used for the management of abusive, persistent, or vexatious complaints and complainants by substituting “request” and “requester” with the words “complaint” and “complainant” where appropriate.

2. Introduction

- 2.1 This policy identifies situations where a person making a request, either individually or as part of a group, or a group of requesters, might be considered to be habitual or vexatious. The following forms the Parish Council’s policy for ways of responding to these situations.
- 2.2 Habitual means ‘done repeatedly or as a habit’. The term vexatious is recognised in law and means ‘denoting an action or the bringer of an action that is brought purely to cause annoyance to the defendant’.
- 2.3 Indicators that requests (which can be verbal, written, in person, via telephone or information technology) are vexatious are if:
1. they include abusive or aggressive language.
 2. requesters can be said to bear a personal grudge or make completely unsubstantiated accusations against Broughton Parish Council, individual Councillors, or specific employees.
 3. requests from individuals are unreasonably persistent, frequent, or overlapping.
 4. the effort required to meet the request will be so grossly oppressive or a strain on time and resources, that the Parish Council cannot reasonably be expected to comply, no matter how legitimate the matter or valid intentions of the requester.
- 2.4 This policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.

- 2.5 The term “request” in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998, and any subsequent modification of this legislation.
- 2.6 Habitual or vexatious requests can be a problem for Council staff and Councillors. The difficulty in handling such requests is that they are time consuming and wasteful of resources in terms of Clerk and Councillor time. While the Parish Council endeavors to respond with patience and sympathy to the needs of all requesters there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.
- 2.7 When dealing with any request the Parish Council will consider:
1. the burden complying with requests would bring on it
 2. the motive of the requester.
 3. the value or serious purpose of the request.
 4. if dealing with the request would cause any harassment of or distress to employees.
- 2.8 Raising of legitimate queries, or the criticism of the progress of a request, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent requestor. Similarly, the fact that a requestor is unhappy with the outcome of a request and seeks to challenge it should not necessarily cause him or her to be labeled vexatious or unreasonably persistent.
- 2.9 The aim of this policy is to contribute to the overall aim of dealing with all requests in ways which are demonstrably consistent, fair, and reasonable while ensuring that others e.g. Staff, Councillors or the Council as a whole suffer no detriment.

3. Habitual or Vexatious Requesters

- 3.1 For the purpose of this policy the following definition of habitual or vexatious requesters will be used: “The repeated and/or obsessive pursuit of unreasonable requests and/or unrealistic outcomes and/or reasonable requests in an unreasonable manner”.
- 3.2 Prior to considering its implementation the Clerk will send a copy of this policy to the requester to give them prior notification of its possible implementation.

- 3.3 Where requests continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the Clerk will seek agreement from Councillors to treat the requester as a habitual or vexatious requester for the appropriate course of action to be taken. Section 5 details the options available for dealing with habitual or vexatious requests.
- 3.4 The Clerk on behalf of Broughton Parish Council or the Chairman (if appropriate) will notify requesters, in writing, of the reasons why their request has been treated as habitual or vexatious and the action that will be taken.
- 3.5 The status of the requester, including their compliance with any restrictions issued under this policy, will be kept under review. If a requester subsequently demonstrates a more reasonable approach, then their status will be reviewed. See 7.1.

4. Definitions

- 4.1 Broughton Parish Council defines unreasonably persistent and vexatious requesters as those people who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's requests. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a requester.
- 4.2 Examples include the way in which, or frequency with which requesters raise their issues and how requesters respond when informed of the Parish Council's decision about the request such as:
 - Having insufficient or no grounds for their complaint and making the complaint to annoy;
 - Refusing to specify the grounds of a complaint, despite offers of assistance;
 - Refusing to cooperate with the complaint's investigation process;
 - Refusing to accept that certain issues are not within the remit

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of the complaints policy despite having been provided with information about the scope of the policy/ procedure;

- Refusing to accept that issues are not within the power of the Council to investigate, change or influence;
- Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice;
- Making unjustified complaints about staff who are trying to deal with the issues, and seeking to have them replaced;
- Changing the basis of the complaint as the investigation proceeds;
- Denying or changing statements he or she made at an earlier stage;
- Introducing trivial or irrelevant new information at a later stage;
- Raising many detailed but unimportant questions, and insisting they are all answered;
- Submitting falsified documents from themselves or others;
- Adopting a 'scattergun' approach: pursuing parallel complaints on the same issue with various members of staff and/or organisations e.g. M. P's, Councillors, Council's independent auditor;
- Making excessive demands on the time and resources of staff with lengthy phone calls, emails to numerous council staff, frequent and/or complex letters, emails or other social media

communications and expecting immediate responses;

- Submitting repeat complaints with minor additions/variations, which the complainant insists make these 'new' complaints.
- Refusing to accept the decision; repeatedly arguing points with no new evidence;
- Complain about or challenge an issue based on an historic and/or an irreversible decision or incident.
- Speaking to the member of staff in a derogatory manner which causes offence, swearing, either verbally or in writing despite being asked to refrain from using such language;
- Using threatening language or behaviour towards Council staff which provokes fear;
- Repeatedly contacting a member of staff regarding the same matter which has already been addressed.

5. Imposing Restrictions

- 5.2 The Clerk will ensure that the request is being or has been addressed in accordance with policy and relevant regulations.
- 5.2 In the first instance the Clerk will consult with the Council prior to issuing a warning to the requester. The Clerk or Chairman (if appropriate) will contact the requester in writing (sent by signed for delivery) or via email, provide them with a copy of this policy and explain why this behaviour is causing concern and ask them to change this behaviour.
- 5.3 If the disruptive behaviour continues, the Clerk or Chairman (if appropriate) will issue a further letter or email to the requester advising them that the way in which they will be allowed to contact the Parish Council in future will be restricted. The Clerk or Chairman will make this decision in consultation with the Council and inform the requester in writing of the procedures that have

been applied and for what period. The letter will state:

1. why the decision has been taken.
2. what action has been taken.
3. the duration of that action.
4. how they can appeal against the decision

5.4 Any restriction that is imposed on the requester's contact with the Parish Council will be appropriate and proportionate and the requester will be advised of the period over which the restriction will be in place. In most cases restrictions will apply for between three to six months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis.

5.5 Restrictions will be tailored to deal with the individual circumstances of the requester and may include one or a combination of the below measures:

- Banning the complainant from making contact by telephone except through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf;
- Banning the complainant from sending emails to individual and/or all Council staff or Councillors and insisting they only correspond by letter;
- Requiring contact to take place with one named member of staff or Councillor only (with a named deputy in their absence);
- Restricting telephone calls to specified days and/or times and/or duration;
- Requiring any personal contact to take place in the presence of an appropriate witness.
- Letting the requester know that the Parish Council will not respond to or acknowledge any further contact from them on the specific topic of that request.

- 5.6 Where a requester continues to behave in a way that is unacceptable, the Clerk, in consultation with the Council, may decide to refuse all contact with the requester and stop any investigation into his or her request.
- 5.7 Where the behaviour is so extreme or it threatens the immediate safety and welfare of employees or Councillors, other options will be considered, e.g. the reporting of the matter to the police or taking legal action. In such cases, the requester may not be given prior warning of that action.

6. New Requests from those who are vexatious

- 6.1 New requests from people whose contact has triggered this policy will be treated on their merits. The Clerk together with the Council will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new request. A blanket policy is not supported, nor is ignoring genuine service requests or complaints where they are founded.
- 6.2 The fact that a requester is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Parish Council at the discretion of the Clerk or Chairman.

7. Review

- 7.1 The status of a requester judged to be unreasonably persistent or vexatious will be reviewed by the Clerk and the Council after three months and at the end of every subsequent three months within the period during which the policy is to apply.
- 7.2 The requester will be informed of the result of this review if the decision to apply this policy has been changed or extended.

8. Record Keeping

- 8.1 The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

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1. the name and address of each member of the public who is treated as abusive, vexatious, or persistent, or any other person who so aids the requester.
 2. when the restrictions came into force and end.
 3. what the restrictions are.
 4. when the person was advised.
- 8.2 The Parish Council will be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy, as a confidential matter.

9. Appeals

- 9.1 Appeals against the Council's decision can be made to the Council in writing within 5 working days of the receipt of the decision. The Council will review the decision and address any points made in the Appeal correspondence. The outcome of this review will be final.

December




Stephen Rostron

To Jessica Dibble



[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)

Mon 23/12/2024 11:51

 You replied to this message on 23/12/2024 17:42.

>>

>> Jess

>

>>

>>

>> Big push on the leaves this month

>> Litter picking the guild wheel and the whole of the village, been down to fernalgh lane and Durton lane again, north of the A6 under M6 bridge. Been up to Langley lane area under the motorway bridge outside entrance to the orchard. Carpark and surrounding king George field a constant battle.

>>

>> Walked most of the prows now. Litter picked them too. I've stayed to do the pub and co op carpark when I see crushed can etc, another constant battle. The bin men always cause me a problem Mondays and Wednesdays from falling litter from the bins.

>>

>> co op containers have been replanted with wall flowers and bulbs.

>>

>> Strimming the to the guild wheel path and surrounding areas again further down. Toll bar cottage garden done. Cenotaph and opposite war memorial bench cleaned.

>>

>> Report blocked drains again to love clean streets

>>

>>

>> Cenotaph and opposite war memorial bench. cleaned and weeded

>>

>>

>> 78 hours @18.00

>>

>> That just remains me to wish you and your family a fabulous Christmas and an even better new year Jess

8.1.2025

Dear Mrs Hastings,

Following on from our inquiry last year regarding fence at side of our property has there been any update from Jessica who you mentioned at Preston Borough Council.

We are still having issues ie litter coming through from guild wheel dogs straying through we would really appreciate you sorting this for us if possible, if you can email me at [redacted] you might have tried to email brian his email is no longer in operation.

Is it Preston Borough Council or Watkin Jones responsible for the fence I have spoken to Darren Gaskell project manager who is happy to speak to you at ~~Wat~~ Watkin Jones
Appreciate your response

[redacted]