***Broughton in Amounderness Parish Council***

Mrs A Nicholls Toll Bar Cottage

Clerk to the Council 476 Garstang Rd

Preston

Lancashire

PR3 5JB

3Rd October 2023

**To All Councillors**

**Notice of Meeting**

You are summoned to attend the **Parish Council Meeting** on Tuesday 10th October 2023 at 7.30pm at Toll Bar Cottage.

**Agenda**

*The Chair will call the meeting to order.*

**OPEN FORUM Please indicate if you wish to speak and state your name and address**

*Before the formal meeting agenda starts, there is an open forum, which is an opportunity for Parishioners who wish to raise issues. This part of the meeting is not minuted but the Clerk will record notes of the issues raised. If there are any issues that cannot be dealt with during the forum the Clerk, may be asked to place the item on the next agenda. Matters requiring a Council decision or support must be included as a specific Agenda item.*

1. **Apologies for absence.**

**2. Declarations of Interests-**

Members are reminded of the requirement to disclose any interest in any matter to be discussed at this meeting.

1. **Confirm minutes of the Parish Council Meeting held on 5th September 2023 held on (already circulated).**

**4. Reports from meetings and agree actions from committees that are not part of the agenda**

* + Cottage Management Committee: 03/10/23
  + Finance Committee:- 10/10/23

1. **Items for consideration**
2. **Traffic Issues**

* To discuss lack of progress with traffic issues at the crossroads
* To discuss concerns about people still using Broughton as a short cut rather than using St James Way
* To pay the NJC pay award to a) Parish Council Staff b) Toll Bar Cottage staff back dated to the 1st April 2023 once it is formally agreed

1. **Action Plan: updates**
2. To report progress on the plans for the KGV field: meeting with PCC 28/09/23
3. To report progress on the “Broughton Masterplan”: meeting with Wainhomes 30/09/23
4. To report on progress with the Neighbourhood Plan Review: VIS 16/09/23 feedback
5. To report back on the progress with the Charity Trustees in agreeing a date for the Business Transfer and agree possible alternative options: meeting 13/09/23
6. **VAT**

To record progress from Moore and Smalley on refund of VAT

1. **External Audit Report**

To discuss the External Audit report and implementing any recommendations

1. **Lengthsman**

To formally appoint the new Lengthsman

1. **Broughton in Preston Grammar School Foundation**

To consider the request to appoint a Nominated Trustee

**8. To consider and approve the Management accounts and bank reconciliation for m/e 30th September**

1. **To approve the attached Bank Reconciliations for**

A) Broughton Parish Council

B) Broughton Reserve Account

C) Toll Bar Cottage

1. **To approve the financial information**
2. Broughton Parish Council
3. Toll Bar Cottage
4. To approve the July to July TBC Lottery accounts

. D) To approve the following payments/receipts:

**Future meeting dates:**

**To discuss and resolve dates for future meetings**

Cottage Management Committee: 14/11/23

PAC: 08/11/23

21st November 2023 Finance scrutiny meeting will take place at 6:45pm and the main meeting will continue at 7:30pm

Yours sincerely

**Angela Nicholls Clerk**