***Broughton in Amounderness Parish Council***

Mrs A Nicholls Toll Bar Cottage

Clerk to the Council 476 Garstang Rd

 Preston

 Lancashire

 PR3 5JB

2nd January 2024

**To All Councillors**

**Notice of Meeting**

You are summoned to attend the **Parish Council Meeting** on Tuesday 9th January 2024 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 the 21st November 2023 (already circulated).**

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

* + Cottage Management Committee: 08/01/2024
	+ Finance Committee:- 9/11/2024
1. **Toll bar Cottage**
2. To agree to sign the cottage legal documents: Transfer of Business & Licence
3. To agree the proposed timeline for the Transfer
4. To report back on the progress of the TUPE process for the employed staff
5. To accept the recommendation of the Finance Committee on the transfer of funds
6. To agree the quarterly schedule of meetings with the charity to review the accounts
7. **Items for consideration**
8. **Traffic Issues**

To review the action plan and receive an updates on progress with Traffic issues

1. **Action Plan: updates**
2. To report progress on the plans for the KGV field
3. To report progress on the “Broughton Masterplan”
4. To report on progress on the Neighbourhood Plan Review
5. **Clerks**
6. To formally accept the resignation of the Parish Clerk as the 31st March 2024

which includes holidays due

B) To formally appoint the new Clerk Lynne Dawson as at 5th February 2024

 **iv) Banking**

1. To agree the transfer of funds to the Unity Bank
2. To agree the setting up of a Treasury Account at Unity Bank
3. To agree to transfer of funds (item 6vi)
4. To agree the closure of the Santander Account(s) once the Cottage Funds are transferred to the co-op bank. (a) Current (b) treasury (c) Toll Bar Cottage
5. **Lengths-man**
6. Agree purchase and storage of tools (shed)
7. Update on progress with agreed tasks
8. **Planning Matters**
9. Applications received

06/2023/1300 Two storey rear extension with balcony and single storey rear

extension with link to existing garage Plot 109, Key Fold Farm,430 Garstang Road

Appeal(s) in progress

Land to the west of Garstang Road W23/3330709 inquiry starts 6th February

17 Whittingham Lane appeal W23/3324970 closed waiting result

1. **To agree the 2024/25 budget and set the precept**

**9. To consider and approve the Management accounts and bank reconciliation for m/e 31st December 2023**

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

 . D) To approve the following payments/receipts:

 **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 6:45pm

14th May **AGM** at 7.15m followed by the council meeting: Finance meeting at 6:45 pm

25th June at 7.30pm council meeting: Finance meeting at 6:45pm

6th August at 7.30pm council meeting: Finance meeting at 6:45pm

17th September at 7.30pm council meeting: Finance meeting at 6:45pm

29th October at 7.30pm council meeting: Finance meeting at 6:45pm

Friday 22nd November budget setting meeting 4pm @ The Broughton Inn

10th December at 7.30pm council meeting: Finance meeting at 6:45pm

Yours sincerely

**Angela Nicholls Clerk**