**BROUGHTON IN AMOUNDERNESS PARISH COUNCIL**

DRAFT Minutes of the Parish Council Meeting.

Held at Toll Bar Cottage, Garstang Rd, and Broughton.

Tuesday 18th July 2023 7pm,

**Present**: Cllrs. Mrs. P. Hastings, P. Bunting, N. Parkinson, L. Oldcorn, L. Brown

 & Cllr. M. Bell.

**In attendance**: Mrs. A. Nicholls – Clerk. City Cllr. Stephen Whetham

1. **Apologies for absence.**

 Cllr. S. Sargeant

**2. Declarations of Interests-**

None.

1. **Minutes** The minutes of the Parish Council meetings held 6th June 2023 were confirmed and signed as a correct record.
2. **Reports from meetings and agree actions from committees that are not part of the agenda**

**Cottage Management Committee: 4th July 2023** (report by chair Cllr Hastings)

* From August the café should be open for 5 days a week and 6 hours a day. Sundays & Mondays will be for private events
* The Apprentice post has been advertised.
* Due to personal issues the Site Supervisor is unable to carry out the work. The person who came second at the interview has now been offered the post.
* The volunteer numbers are slowly building back up
* The Parish Council is working towards Toll Bar Café moving to the Charity on the 1st October 2023 (3rd quarter) awaiting confirmation from the Trustees
* A discrepancy in the Café Assistant pay has been resolved.
* It was agreed to purchase as potato machine which the café Manager had fully costed

**Finance Committee18th July 2023 (**Report by chair Cllr Parkinson)

1. VAT update

Wallings Accountants have completed a VAT return 1st September 2021 to the 30th June 2023 with adjustments for the VAT already reclaimed on the VAT 126 for the period 1st Sept 2021 to 31st March 2022 for the Parish Council.

1. Corporation Tax update

Alan Mellor Finance & VAT Advisor SLCC confirmed Local Councils are not subject to Corporation Tax or any tax on income earned from investments.  The Parish Council is not liable for corporation tax on investments.

1. Costs to be paid by Toll Bar Cottage for the financial year 2023-2024

It was discussed and agreed Toll Bar Cottage would pay all the Audit and Accountancy costs for the financial year 2023-2024.

£5000 is available for building maintenance costs in the Parish Council budget.

1. Revised budget for the Toll Bar Cottage as agreed by the Cottage Management Committee

The revised budget for the period 1st July 2023 to 31 March 2024 as worked by the Charity Secretary was agreed. If everything continues to go well the café will achieve a breakeven point without the Lottery

1. Parish Council Budget update

For this financial year £1000 will need to be moved from Contingency to Internal Audit to cover the cost of the Audit for Toll Bar Cottage.

Toll Bar Cottage can break even with an average daily takings of £350 -£400.

1. Banking

Moving to another bank had been previously agreed. It was discussed and resolved to ask the Clerk to commence work on transferring from Santander to Unity Bank. This would considerably decrease the monthly charges to £6 per month.

To be covered by the FSCA only £85000 would be left with Unity Bank in the current account and the reserves.

The Toll Bar Cottage Bank Account will remain with Santander until the business transfer to the Charity takes places. In preparation, the Charity have already set up a bank account with Co-op

1. Investments

It was discussed and resolved to move an additional £300,000 to CCLA and seek professional independent Financial Advice at a cost of £2000 for the remaining balances

**Lengths man Meeting** (Report by Cllr Parkinson)

Cllrs. Parkinson and Brown met with the Lengths man to agree his work schedule and priorities. It was agreed he would focus on weeding the back and front of the public footpaths and the public rights of way. It was agreed they would meet again in August to review progress.

**Preston Area Committee** (Report by Cllr Hastings)

* Policing in rural Preston: T/Insp 3290 Dave Byrne, Preston Geographic Inspector, and South Division. Sgt. Martin Hughes 4257 sergeant for rural areas, PC Roma Tacho 2290,
* The rural parishes now have a PC 2290 & two PCSO’s Chloe Pearson 7078 & Debs Jones 7051, to contact them you use their number plus “@lancashire.police.uk”. Key areas of work: schools engagement, Neighbourhood teams, allocation of vehicles as the to use buses or bikes not pitiable so have access to vehicles, events concentrating on YP behavior, social media.
* 24the July Bicycle marking event venue to be advised.
* The Road Safety Strategy for Lancashire 2023- 2030: LALC representative on Steering group; <https://lancsroadsafety.co.uk/> “enforcement” where you can report speed issues
* Cllr Hastings elected as the representatives on the LALC executive committee.
* Interviews for the LALC area secretary vacancy funded by LCC are at the end of June.
* LALC update: executive 17th June
1. **Items for consideration**

**5.1 A Traffic Issues**

Concern has been raised about people still parking in the no parking zone on Garstang Road after the crossroads. The Chair is looking into purchasing signs that make “No Parking “much clearer.

Concern has been raised at staff from the ambulance station speeding down Garstang Road at a change of shift. The Clerk was asked to write to the Ambulance Station to remind staff of the speed limit.

**5.1 b SPID update and response to the consultation on placing the new poles**

Residents on Whittingham Lane were not happy where the SPID was to be placed. The Chair is working with Paul Connell, Road Safety Officer, Road Safety Department Highways and Transport Lancashire County Council to find an alternative location.

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| The SPID data has been sent to the data analyst Traffic Management Officer |
| Specialist Operations at the Police. |

**5.1 c Accidents at the crossroads and speeding update**

There has been two further serious accidents at the cross roads that have been reported to the Police

**5.1 d Residents’ concerns parking on D’Urton Lane and the abandoned Church Hill Farm, anti-social behavior.**

Anti-Social Behavior needs to be reported on the Police portal. The owners of the site have been warned they need to make the site secure. If there is an accident they could be sued.

The Clerk will write to the owners of the site giving those two weeks to clear the vegetation from the public footpath. If they do not comply the Lengths man will be instructed to clear it and they will be charged.

Cllr S Whittam will take up the parking issue with Preston City Council there should be no parking on the Guild Wheel side of D’Urton Lane

* 1. **Action Plan: updates**

**5.2 A Parish Action Plan**

The Parish Councilors will review the updated actions plan before the next meeting and raise any queries with the Chair

**5.2 b Progress on the plans for the KGV field**

* The response from local residents is that they do not want the car park so close to their properties. A local survey found the plans included too many car parking spaces. The electronic charging points have been removed from the plan as they would be expensive to install and generate little income. A survey found there wasn’t a demand for electronic charging points on the carpark. There will two disabled parking spaces
* Discussion took place on how to prevent people using the Carpark overnight or stopping more than 4 hours. It was felt Pay and Display would only encourage on street parking which would cause more issues. An overnight barrier could be used but someone would need to be tasked with the responsibility of closing it every night and opening in the morning which would be expensive
* The work will commence with a survey of the sewers and drains under the carpark and field Monday 25th July 2023. The facilities will be closed until the work is completed.
* The whole programmer of works needs to go through seventeen procedures because it is going through Preston Borough Council this will take until Autumn 2024

**5.2 c Broughton Masterplan**

* Landscaping the corner of KGV field is fully planned. Just waiting for approval of planning permission for Wain Homes for work to commence.
* The Parish Council are reviewing various options for the site allotments, nursery, scout hut and nursing home and the primary school.
* The Parish Council needs to allocate two additional sites in the Neighbourhood Plan.
	1. **d Neighbourhood Plan review**
* A public survey finishes this weekend.
* A draft plan will be available in August 2023.
* There will be no need for a Referendum this time.

**5.2 e** **Report back on the progress with the Charity Trustees in agreeing a date for the Business Transfer**

* The 1st October 2023 is being considered but not confirmed.
* They are still reviewing progress toward the café breaking even after the recent staffing changes.
* It is hoped by the next Parish Council meeting a decision will have been made
	1. **f Charities possible application to the Community Ownership Fund and the implications of this for the Parish Council**

The government is providing £150 million over 4 years to support community groups in England, Scotland, Wales and Northern Ireland to take ownership of assets and amenities at risk of being lost. Voluntary and community groups can bid for funding to acquire important assets and run them for the benefit of the local community. The Charity could make a bid to the fund to purchases Toll bar Café form the Parish Council.

The Parish Councilors resolved to look at the scheme in detail and report back at the next Parish Council meeting 5th September 2023.

**5.3** **HMRC**

* It was discussed and resolved to ask Wallings our Accountants to submit the outstanding Parish Council VAT Return and settle the net amount due to HMRC for both the refund for the Parish Council and the liability for Toll Bar Cottage
* A meeting with take place with Moore and Smalley, Thursday 20th July 2023 with Chair Cllr. Hastings. Cllr Bunting and our Accountants Wallings. Reclaiming the Parish Council losses due to the incorrect information provided by Moore and Smalley re the VAT for Toll Bar Cottage Café will be discussed.

**5.4 Corporation Tax update**

Alan Mellor Finance & VAT Advisor SLCC confirmed Local Councils are not subject to Corporation Tax or any tax on income earned from investments.

**5.5 CIL grant application**

It was resolved the Parish Council will pay for half the cost of two planters £310

**6. Planning applications**

The Parish Council asked the Clerk to complain to Preston Borough Council because the Councils concerns about the parking issues re 490 Garstang Road had not been taken into consideration. They would like the case re opened and the parking issues addressed.

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

 A) Broughton Parish Council

 B) Toll Bar Cottage

 . C) To approve the following payments/receipts:

The Parish Councilor’s approved the detailed list of transactions provided by the Clerk

It was resolved to approve the Parish Council and Toll Bar Cottage Accounts and bank reconciliation up to 30th June 2023

 **Future meeting dates:**

22nd August: Cottage Management Committee

5th September 2023: Finance scrutiny meeting will take place at 6:15pm and the main meeting will continue at 7pm (note date change).