

# *Broughton in Amounderness Parish Council*

Meeting arrangements: Full Council Meeting  
Tuesday 4<sup>th</sup> March 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><br><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><br>Approve the signing as a correct record, Full Council of 21 <sup>st</sup> January 2025.  | Item 1          |
| 5. <u>Public Participation</u><br><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><br>6.1 Planning - Consider planning report from the Chair, approve responses and ratify responses made between meetings or to meet deadlines.<br>6.2 Internal Audit – Formally instruct Holdens Accountants for the Parish Council Internal Audit 2024-2025.   | Item 2          |
| 7. <u>Financial Items</u><br>7.1 Receive a verbal update from Chair of Finance<br>7.2 Receive finance reports circulated (income, reconciliation, budgets, Clerk report)<br>7.3 Approve Expenditures for this month, and any submitted after the agenda<br>7.4 Update on CIL Grants   | Item 3          |
| 8. <u>Broughton Neighbourhood Development Plan</u><br>8.1 Parish Action Plan (PAP) update<br>8.2 Progress of Neighbourhood Plan Review  |                 |



9. Events Item 4
- 9.1 Discuss and approve the Easter Family Fun Day Budget
  - 9.2 Discuss and approve the VE Day 80<sup>th</sup> Anniversary Budget
10. Items for Information
- 10.1 Councillor reports from meetings attended
  - 10.2 Blooming Broughton formation
  - 10.3 Village Information Session Debrief
11. Correspondence
- 11.1 To note the Lengthsmans summary report. Item 5
  - 11.2 To note the correspondence regarding the Parish Council Artifacts
12. Date of Next Meeting

Full Council Meeting – Tuesday 15<sup>th</sup> April 2025 at 7:30pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 2EY



# *Broughton in Amounderness Parish Council*

Proceedings of the Parish Council Meeting held on  
Tuesday 12<sup>th</sup> January 2025 at 7:30pm

Present:

Cllr. P Hastings  
Cllr. N Parkinson  
Cllr. L. Brown  
Cllr. M Bell  
Cllr. P Bunting

Jessica Dibble (Parish Clerk)

External attendees:

City Councillor S. Whittam (Observer)  
Mrs A Calvert (Speaker)  
Mrs L Campbell (Speaker)  
PCSO Amy – 7079 (Speaker)  
PCSO Chloe – 7078 (Speaker)

**DRAFT**

## **Min 2101107 Welcome from Chair**

*Meeting opened at 19:30*

The meeting was called to order at 7:25 PM by the Chair, Cllr. P Hastings, who welcomed all members of the Council and the public.

## **Min 2101108 Apologies**

Cllr. S Sargeant  
Cllr. L. J Oldcorn  
County Councillor S. Whittam

## **Min 2101109 Declarations of interests**

Cllr. P Hastings declared an interest in the grant request submitted by Woodplumpton Primary School (Item 7.2).

# *Broughton in Amounderness Parish Council*

## **Min 2101110 Approval of Minutes**

**It was resolved** to sign the minutes of the full council meeting held on the 12<sup>th</sup> December 2024 as a correct and accurate record.

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

## **Min 2101111 Public Time**

*Public Speakers PCSO 7078 and PCSO 7079.*

PCSO Chloe Pearson provided an update on recent policing matters within the parish.

A burglary was reported on Woodplumpton Lane on the 19th of January, where entry was forced into a garage and a set of golf clubs was stolen. Unfortunately, no CCTV footage was available to assist with the investigation.

Concerns were raised regarding nuisance incidents in the area. Off-road bikes had been reported on a new-build estate on D'urton Lane, and the location had been added to patrol plans. An abandoned vehicle had been referred to the council's neighbourhood team for further action.

On the 11th of January, an attempted theft of oil occurred at the Italian Orchard, but the individuals left when challenged, and no further reports had been received. Additionally, on the 8th of January, copper piping was stolen from a new-build estate on Heron Drive, and on the 1st of January, reports were received of a suspicious male looking into vehicles in the same area. A previous incident on the 18th of December involved a group of travellers present at the Marriott Hotel.

PCSO Pearson further noted that there had been six recorded road traffic collisions since the 1st of December. A theft of a vehicle occurred on Sunningdale, where two males were seen stealing a van; however, the available CCTV footage was too blurred to provide any further details.

To enhance community engagement, a coffee morning was proposed for the 30th of January at the Toll Bar Cottage, scheduled to take place at 11:00 AM.

Council acknowledged the report and noted the updates provided.

*Two members of the public (PCSO's) left the meeting at 19:40*

*Second Public Speakers Mrs Calvert and Mrs Campbell.*

# *Broughton in Amounderness Parish Council*

During public time, representatives from Woodplumpton Primary School and the PTFA attended to present their ongoing fundraising efforts and to provide additional support following their recent grant request.

Mrs Calvert outlined a three-phase project aimed at improving the outdoor learning spaces at Woodplumpton Primary School to enhance both education and recreational activities for the children.

She explained that the first phase of the project, costing £9,505, was nearly complete and had focused on groundwork improvements in the KS1 area. This had been fully funded by the school, with contributions from Woodplumpton Parish Council amounting to £4,000, alongside a small donation from the school governors.

The second phase, requiring £8,720, would involve installing outdoor learning equipment such as a pulley system, weighing scales, and a water wall to provide children with opportunities for hands-on learning in physics and maths through creative play. This area, accessible directly from the KS1 classrooms, would benefit Reception, Year 1, and Year 2 pupils and be incorporated into their curriculum learning.

The third and final phase, with a cost of £7,745, aimed to install a Multi-Use Games Area (MUGA), which would be available to the entire school, helping to develop teamwork skills, promote physical activity, and improve mental well-being and concentration in class.

It was highlighted that while phase one had been successfully funded, they were still actively fundraising for phases two and three. Mrs Calvert confirmed that she had secured a £3,000 grant from the Duchy of Lancaster Benevolent Fund and had submitted additional grant applications while also exploring other funding opportunities.

It was noted that their usual fundraising events, including a Silent Disco, Welly Walk, and Summer Fayre, had been affected by a reduction in financial contributions from both local businesses and parents due to current economic pressures.

It was emphasised that a significant number of Woodplumpton pupils reside within Broughton Parish and, with new housing developments in the area, this number is expected to increase. As a feeder school for Broughton High School, they stressed that investing in Woodplumpton Primary would have long-term benefits for the wider community, ensuring that children transition to high school well-prepared, which in turn would support the school's reputation and contribute to the overall desirability of the area.

*Due to the declared interest, Cllr. P Hastings left the room at 19:41 and did not participate in the discussion or decision-making process regarding this item.*

*Two members of the public (Woodplumpton Primary representatives) left the meeting at 19:53  
Cllr. P Hastings returned to the meeting at 19:54*

# *Broughton in Amounderness Parish Council*

## **Min 2101112 Statutory Business**

Council reviewed the planning applications previously circulated by the clerk and the following observations were made:

### **Application number: 06/2024/1288**

#### **Broughton Coe Primary School, Church Lane, Broughton, Preston, PR3 5JB**

Erection of extension to New School Hall building comprising 6no. classrooms, 1no. Design Technology classroom, meeting rooms and ancillary space (Article 24 consultation)

**Council comments:** No objections, however, council would like the school to ensure adequate parking provisions are made.

Cllr. Bell agreed to meet with the headteacher to discuss these concerns.

### **Application number: 06/2024/1213**

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)

**Council comments:** No objections.

### **Application Number: 06/2024/1190**

Land to rear of, Slaters Farm, 207 Whittingham Lane, Broughton, Preston, PR3 2JJ  
1no self-build dwelling.

**Council comments:** No objections.

## **Min 2101113 Grants**

### **7.1 Update on progress of CIL grants**

Tom Finney Football Club – Toilet/ Shower Block Refurbishment.

Following the recent concerns regarding the fire exit, it was noted that the preschool has since received a comprehensive fire risk assessment. A solution for the fire door has been identified and Pete Mason has engaged with Preston City Council, who plan to commence work in the next 2-3 months. It was enquired whether, if necessary, the Parish Council would consider carrying over the grant funding to the next financial year.

### **7.2 Grant request – Woodplumpton Primary School**

# *Broughton in Amounderness Parish Council*

*Due to the declared interest, Cllr. P Hastings left the room at 20:03 and did not participate in the discussion or decision-making process regarding this item.*

The Council reviewed the grant application submitted by Woodplumpton PTFA, requesting financial support for the refurbishment of the outdoor area at Woodplumpton St Anne's CE Primary School and the resurfacing of the school's football pitch.

After careful consideration, the Council decided not to approve the grant request on this occasion. Members acknowledged the value of the proposed project but felt that there were other priorities within Broughton Parish requiring financial assistance. As the applicant organisation is located outside the parish boundary, the Council recommended that the PTFA contact their own local parish council for funding opportunities.

This decision was made in alignment with the Council's commitment to prioritising financial support for initiatives directly benefiting residents within Broughton Parish.

**Resolution:** The grant application was declined. The Clerk to inform the applicant of the decision and advise them to seek alternative funding from their local parish council.

*Cllr P Hastings returned to the meeting at 20:20*

## **7.3 Enviro Grant**

# DRAFT

Cllr. Hastings has submitted the Enviro grant request, which has successfully advanced to the next stage in the review process. Cllr. Hastings is scheduled to meet the representative next week to discuss the application. The grant request amounts to £29,764.00 and aims to support new furniture, tree planting, and ditch clearing for the newly refurbished Park.

Council will be notified if the Enviro Grant request has been successful In time for its next full council meeting in March.

## **Min 2101114 Broughton Neighbourhood Development Plan**

### **8.1 PAP**

The Chair circulated the draft version of the Parish Action Plan and requested that Councillors conduct a thorough review, submitting any proposed amendments for further consideration.

It was noted that the plan remains in draft form and requires additional refinement. The Chair highlighted the intention to include Toll Bar Cottage, along with other necessary revisions, before finalising.

### **8.2 Progress of Neighbourhood Plan Review**

# *Broughton in Amounderness Parish Council*

The Chair provided an update on the consultation responses received regarding the Neighbourhood Development Plan.

United Utilities submitted feedback on Policy NE3 (Drainage) and Policy RES2 (Groundwater), along with various points from the Parish Action Plan relating to drainage and flooding. These comments have been acknowledged and will be taken into consideration where appropriate.

Preston City Council identified several grammatical errors within the document, which have now been reviewed and corrected.

Cassidy and Ashton, representing the Muslim community of North Preston, requested amendments to include recognition of the approved mosque site, support for the allocation of a cemetery, and the inclusion of a community facility within the plan.

The Environment Agency recommended specific wording changes to Policy NE2. These suggestions have been reviewed and will be implemented as appropriate.

Finally, Hollins Strategic Land submitted an appeal for the inclusion of a site off Garstang Road.

## **Min 2101115 Financial Matter**

# DRAFT

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

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

It was noted that the Finance Committee have approved the second CCLA investment account formation in alignment with the new financial year.

It was also recommended that the Parish Councils Precept request be increased to £45,000.00 to account for the additional expenditure required for the community asset (Toll Bar Cottage).

- 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 were summarised to Council by the Chair of Finance: Profit and Loss, Actual vs. Budget, Bank Reconciliations and transactions to date.

All transactions made between 10<sup>th</sup> December and 14<sup>th</sup> January 2025 were authorised.

Proposer: Cllr. N Parkinson  
Seconder Cllr. M Bell

The balances of each account were noted as:



# *Broughton in Amounderness Parish Council*

## **Unity Trust Bank (Reserves):**

- Balance as of last Full Council (10.12.2024): £36,147.10
- Outgoing: £14,408.84
- Incoming: £3,631.96
- **Balance as of 14.01.2025: £25,370.22**

## **Unity Trust Bank (CIL Interest)**

- Balance as of last Full Council (10.12.2024): £27,395.75
- Outgoing: £0.00
- Incoming: £7,343.11
- **Balance as of 14.01.2025: £34,738.86**

## **Unity Trust Bank (CIL)**

# DRAFT

- Balance as of last Full Council (10.12.2024): ~~£18,004.62~~ £28,004.62
- Outgoing: £0.00
- Incoming: £0.00
- **Balance as of 14.01.2025: £28,004.62**

## **CCLA:**

- Balance as of last Full Council (10.12.2024): £900,000.00
- Outgoing: £0.00
- Incoming: £0.00
- Balance as of 14.01.2025: **£900,000.00**

## **Total Assets:**

Unity:	<b>£88,113.70</b>
CCLA:	<b>£900,000.00</b>
<hr/>	
Total Assets:	<b>£998,113.70</b>

# *Broughton in Amounderness Parish Council*

- c) Council to review finance reports circulated such as profit and loss, budget V's Actual and transactions to date.

The Chair of Finance provided councillors with a review of each report during item 9.1 which formed the basis of the Finance Chairs verbal report to Council.

## **Min 2101116 Precept Request**

Following a comprehensive review and careful scrutiny of the budget and financial requirements, the Council unanimously resolved to submit a Precept request of £45,000 to Preston City Council. This decision reflects a thorough assessment of the Parish's needs and ensures the necessary funding to support the agreed priorities in the coming year.

## **Min 2101117 Policy and Governance**

- 11.1 Clerks Schedule of Delegation – The Council reviewed the Clerks Schedule of Delegation in detail. Following consideration, it was unanimously resolved to approve and ratify the policy as presented.
- 11.2 Vexatious Requests Policy – The Council concluded a review of the Vexatious Requests Policy. After discussion, it was unanimously resolved to approve and ratify the policy for formal adoption.

**DRAFT**

These policies are now formally adopted and will be implemented accordingly.

## **Min 2101118 Reports on meetings attended by Councillors**

- 12.1 Consultation with the South East of the Village

A productive and well-attended meeting took place, with approximately twenty residents participating. Attendees expressed a preference for online meetings, noting that they were more accessible and convenient than in-person gatherings. As a result, it was agreed that online meetings will become a regular occurrence.

Key concerns raised during the discussion included issues with local bus routes and the challenges parents face in securing school transportation for their children. Additionally, inconsiderate parking was highlighted as an ongoing problem. In response, Cllr. Hastings confirmed that she would report specific incidents to the local PCSOs for further action.

- 12.2 Lancashire Road Safety Partnership

# *Broughton in Amounderness Parish Council*

Cllr Hastings attended the most recent meeting with County Councillor Rupert Swarbrick who confirmed he would look to set up a working group with a view of rolling out 20mph speed limits across Lancashire.

## 12.3 Story Homes

Informal meeting attended with Story Homes during the Regulation 14 Consultation period. The Chair confirmed it was a positive meeting and we would look to meet again in the near future.

## 12.4 Speed Management Update

Evidence received to date shows that speeding has reduced in the village.

## 12.5 Meeting with Maya Ellis MP.

Council noted the previously circulated report from the meeting with Maya Ellis.

### Min 2101119 Correspondence

# DRAFT

## 13.1 To note the Lengthsmans report.

Council noted the Lengthsmans report as published on the agenda and supporting information pack.

## 13.2 To note the recent correspondence from a resident

Cllr Hastings recently met with Watkins Jones who have located correspondence to suggest that Lancashire County Council are responsible for the damaged fence line. Concerns have since been raised that they will remove the fence but not reinstate.

### Min 2101120 Date of Next Meeting

Finance Committee meeting - Tuesday 4<sup>th</sup> March 2025 at 6:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB

Full Council meeting – Tuesday 4<sup>th</sup> March at 7:30pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB.

*Meeting closed by Chair, Cllr. P Hastings at 20:51*

# *Broughton in Amounderness Parish Council*

## **Part II – Staffing Matters**

pursuant to Schedule 12A of the Local Government Act 1972, the press and public be excluded from the meeting during the discussion of the following item(s) on the agenda, due to the confidential nature of the business to be transacted and for other special reasons arising from the nature of that business or of the proceedings

# DRAFT

PLANNING REPORT

March 2025

Date, Valid, Ref (click to be directed to www)	Description/Location	Comment/Recommendation
<p><a href="#">Application number: 06/2024/1309</a>  <b>Application type:</b> Full Application  <b>Registration date:</b> 17/01/2025  <b>Decision:</b> Approval with conditions  <b>Decision date:</b> 18.02.2025</p>	<p><b>Address:</b> 5, Kingsway Avenue, Preston, PR3 5JN  <b>Description:</b> First floor extension over existing garage to side and rear</p>	<p>No observations</p>
<p><a href="#">Application number: 06/2025/0019</a>  <b>Application type:</b> Discharge of condition  <b>Registration date:</b> 07/01/2025  <b>Decision:</b>  <b>Decision date:</b></p>	<p><b>Address:</b> Land north of Durton Lane, Preston  <b>Description:</b> Discharge of condition no. 13 (Travel Plan) attached to outline permission 06/2017/0831</p>	
<p><a href="#">Application number: 06/2025/0091</a>  <b>Application type:</b> Permission in principle  <b>Registration date:</b> 27/01/2025  <b>Decision:</b> <b>Decision date:</b></p>	<p><b>Address:</b> Broughton Hall Barn, Durton Lane, Preston, PR3 5LD  <b>Description:</b> Permission in principle for up to 5no. dwelling</p>	<p>Site in close proximity to the Guild Wheel.</p>
<p><a href="#">Application number: 06/2025/0084</a>  <b>Application type:</b> Full Application  <b>Registration date:</b> 24/01/2025  <b>Decision:</b> <b>Decision date:</b></p>	<p><b>Address:</b> 15, Moorfield Close, Preston, PR2 9SW  <b>Description:</b> Single storey extension to front, following removal of existing bay, two/single storey rear extension, and garage/store attached to west side gable, following removal of garage within rear garden, and replacement windows</p>	<p>No obvious concerns</p>

<p><a href="#">Application number: 06/2025/0125</a>  <b>Application type:</b> Cert of Lawfulness  <b>Registration date:</b> 03/02/2025  <b>Decision: Decision date:</b></p>	<p><b>Address:</b> 20, Moorcroft, Preston, PR3 5LP</p> <p><b>Description:</b> Certificate of lawfulness for proposed mobile home</p>	<p>Regarding the proposed mobile home planning application, we have concerns about the logistics of delivering the home to the designated address. The access road is quite narrow, and the use of a crane for delivery requires careful consideration to ensure feasibility and minimal disruption.</p>
<p><a href="#">Application number: 06/2025/0103</a>  <b>Application type:</b> Full application  <b>Registration date:</b> 11/02/2025  <b>Decision: Decision date:</b></p>	<p><b>Address:</b> Daniels Farm, Durton Lane, Preston, PR3 5LE</p> <p><b>Description:</b> Single storey front extension and single storey extension to outhouse</p>	
<p><a href="#">Application number: 06/2025/1210</a>  <b>Application type:</b> Full application  <b>Registration date:</b> 19/02/2025  <b>Decision: Decision date:</b></p>	<p><b>Address:</b> 63, Woodplumpton Lane, Preston, PR3 5JL4</p> <p><b>Description:</b> Single storey extension to side and rear, dormer extension to side and new window and bay window on front elevation</p>	
<p><a href="#">Application number: 06/2025/0191</a>  <b>Application type:</b> Full application  <b>Registration date:</b> 20/02/2025  <b>Decision: Decision date:</b></p>	<p><b>Address:</b> 13 Kestrel Road, Preston, PR2 9BP</p> <p><b>Description:</b> Air source heat pump to rear</p>	

Financial Information 24<sup>th</sup> February 2025

Unity Trust Bank (Reserves)	
Balance as at Last FC 14.01.2025	25,370.22
Outgoing	8231.97
Incoming	4672.65
Balance as at 24.02.2025	21,810.90

CCLA	
Balance as at Last FC 14.01.2025	900,000.00
Outgoing	0.00
Incoming	0.00
Balance as a 24.02.2025	900,000.00

Unity Trust Bank T1 (CiL)	
Balance as at Last FC 14.01.2025	28,004.62
Outgoing	0.00
Incoming	137.14
Balance as at 24.02.2025	28,141.76

Unity Trust Bank T2 (CiL interest)	
Balance as at Last FC 14.01.2025	34,738.86
Outgoing	1,067.47
Incoming	4,672.65
Balance as a 24.02.2025	38,344.04

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	cash	Date
Three Mobile	7.20	Office Phone	X			15.01.2025
NEST	77.46	Pension	X			23.01.2025
Nurture Landscapes	546.90	Grass Cutting		X		29.01.2025
S Rostron	133.50	Lengthsman Expenses		X		29.01.2025
J Dibble	1235.26	Wages		X		29.01.2025
Nest	77.46	Pension		X		31.01.2025
Service Charge	6.00	Bank Charge	X			31.01.2025
Easy Websites	47.52	Website / email hosting	X			03.02.2025
S Rostron	40.00	Lengthsman Expenses		X		04.02.2025
S Rostron	1404.00	Contracted Services		X		04.02.2025
Xero	39.60	Accounting services	X			05.02.2025
Broughton Club	25.00	Room Hire		X		12.02.2025
S Rostron	45.00	Expenses (fuel)		X		13.02.2025
S Rostron	55.89	Expenses (Flowers)		X		13.02.2025
S Rostron	152.10	Expenses (Flowers)		X		13.02.2025
S Rostron	67.41	Expenses (Flowers)		X		13.02.2025
BLA	414.90	War Statues		X		13.02.2025
Three Mobile	7.20	Office Phone	X			17.02.2025
HMRC	167.60	PAYE Tax		X		17.02.2025
Les Brown	14.94	Radiator repair exp		X		17.02.2025
J Dibble	36.89	Toilet rail		X		17.02.2025
J Dibble	24.96	Easter Event Exp		X		17.02.2025

### Incoming Transactions

<b>Source</b>	<b>To Account</b>	<b>amount</b>	<b>notes</b>	<b>Received</b>
CCLA Interest	Unity Current	3605.18	See below as transfer to Cil Interest Unity	04.02.2025
Donation	Unity CIL INT	200	See transfer to Current account	12.02.2025
HMRC refund	Unity CIL INT	157.04	See transfer to Current account	12.02.2025

### Transfers

<b>From</b>	<b>To</b>	<b>Amount</b>	<b>notes</b>	<b>Received</b>
Unity Current	Unity Cil	3,605.18	Cil Interest	04.02.2024
Unity Cil interest	Unity T 1	867.47	HMRC Refund	12.02.2025
Unity Cil interest	Unity T 1	200.00	Donation	12.02.2025

Signed \_\_\_\_\_

Signed \_\_\_\_\_



# Profit and Loss

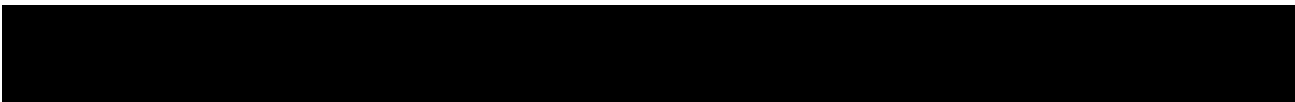
## Broughton Parish Council For the year ended 31 March 2025

2025

202 - Sundry Income: Bank fee refund	100.00
204 - Sundry Income: Bank interest	294.18
216 - Sundry Income: CCLA income from Investments	38,189.00
222 - Sundry Income: Grasscutting	6,246.00
226 - Sundry Income: LCC - Lengthsman	500.00
232 - Precept	39,750.00
234 - Sundry Income: Grants Received	1,800.00
238 - Sundry Income	200.00
<b>Total Turnover</b>	<b>87,079.18</b>
<b>Gross Profit</b>	<b>87,079.18</b>
<b>Administrative Costs</b>	
402 - Bank charges	150.30
410 - General admin: Clerks fees	10,233.77
414 - Other payments: Community events	521.63
418 - Other payments: DEFIB Maintenance	1,153.40
424 - General admin: External audit fees	1,050.00
426 - General admin	707.50
428 - Grasscutting	4,557.50
430 - General admin: HMRC	1,952.48
431 - General admin: NEST	1,034.02
434 - General admin: Insurances	1,225.74
440 - General admin: Internal auditor	1,250.00
442 - Other payments: IT software & equipment	163.67
452 - Plants/ flower exp: Lengthsman	2,196.14
453 - Maintenance and Repair EXP: Lengthsman	380.98
462 - Other payments: Neighbourhood Plan	3,268.00
492 - General admin: Printing, Postage and Stationery	794.83
504 - Xero	330.62
508 - General admin: Room hire	50.00
512 - Subscriptions LALC /SLCC/ICO/CPRE/Community Futures	811.88
514 - Toll Bar Cottage Grant	10,500.00
516 - Other payments: Toll Bar Cottage Maintenance costs	3,339.76
522 - Other payments: Traffic calming	54.99
524 - General admin: Training & Travel	453.58
532 - Wallings Accountants	1,645.00
534 - Other payments: War Memorial	345.75
538 - General admin: Website maintenance and hosting	358.82
540 - Other payments: Wreath	115.00
546 - General admin: Donations	760.00

2025

548 - Cil expenses	57,006.90
550 - CIL Lengthsman Costs	13,930.50
<b>Total Administrative Costs</b>	<b>120,342.76</b>
<b>Operating Profit</b>	<b>(33,263.58)</b>
<b>Other Income</b>	
248 - CiL	42,606.28
<b>Total Other Income</b>	<b>42,606.28</b>



# Finance Committee Report: Consolidation and Transparency of Accounts

**Date:** 21st February 2025

**Prepared for:** Finance Committee

**Prepared by:** Jessica Dibble (Clerk)

## Objective

To review and consolidate the Council's financial accounts, ensuring that each account has a defined purpose, promotes transparency, and maintains compliance with audit requirements. The aim is to streamline financial management while ensuring funds are appropriately allocated.

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## Current Financial Accounts Overview

Account Name	Purpose	Balance as of 21.02.2025
Unity Trust Bank (Reserves)	General Council Reserves	£21,810.90
Unity Trust Bank (CIL Interest)	Interest accrued from CIL funds	£38,344.04
Unity CIL Account	CIL funds	£28,004.62
CCLA Account (CCLA 1)	CIL funds	£900,000.00 (includes £55,850 Council Reserves)

The Council is in the process of applying for a **CCLA 2 account**, intended as a second reserves account specifically earmarked for the maintenance of the community building, allotments, and refurbished park.

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## Proposed Financial Restructuring

1. Transfer of Council Reserves to CCLA 2
  - Move the £55,850.00 Council Reserves currently held within CCLA 1 to the new CCLA 2 account.
  - This will ensure that the CCLA 1 account is purely for CIL funds, enhancing transparency.
2. Redirection of CIL Interest to CCLA 2

- Redirect the approximate £3,500 per month in CIL interest from the Unity Trust Bank (CIL Interest) account to CCLA 2.
  - This would provide a steady maintenance funding stream for community assets.
3. Final Allocation of CCLA 2 Funds
- Combining the £55,850.00 Council Reserves with the Unity CIL Interest money (£38,344.04) would establish an initial balance of £94,194.04 in CCLA 2.
  - This will serve as a dedicated maintenance fund for key community assets.
4. Future CIL Payments
- We could seek to have all CIL payments paid into the Primary CIL account with CCLA.
5. Reducing the Number of Accounts
- The Unity Trust Bank (CIL Interest) account would no longer be required after transferring its balance to CCLA 2.
  - This would reduce the number of accounts from five to four, simplifying financial oversight and reconciliation.
  - Additionally, we could redirect Preston City Council CIL payments to our Primary CIL account meaning that we could reduce the number of accounts from a potential of 5 to 3.
- 

## Rationale for Consolidation

- **Transparency & Audit Compliance:** Each account will have a clear and distinct purpose, reducing ambiguity in financial reporting and audit reviews.
  - **Efficiency:** Fewer accounts mean a reduction in reconciliation efforts and improved clarity in financial management.
  - **Structured Financial Planning:** Allocating reserves and interest revenue directly to specific maintenance needs will support long-term sustainability.
  - **Avoidance of Unnecessary Transfers:** Frequent fund movements can create the impression of non-essential transfers. A structured allocation ensures money remains in designated accounts for clear purposes.
- 

## Recommendation 1

The Finance Committee is advised to:

1. Approve the transfer of **£55,850.00 from CCLA 1 to CCLA 2** (once the account is open)
2. Approve the **redirection of CIL interest (£3,500/month) to CCLA 2.**

3. Close the **Unity Trust Bank (CIL Interest) account** once the funds are transferred.
4. Maintain **four accounts** with distinct purposes:
  - **Unity Trust Bank (Reserves)** – General Reserves
  - **Unity CIL Account** – CIL Funds
  - **CCLA 1** – Primary CIL Fund Account
  - **CCLA 2** – Dedicated Maintenance Reserve Account

## Recommendation 2

The Finance Committee is advised to:

1. Approve the transfer of **£55,850.00 from CCLA 1 to CCLA 2** (once the account is open)
2. Approve the **redirection of CIL interest (£3,500/month) to CCLA 2.**
3. Close the **Unity Trust Bank (CIL Interest) account** once the funds are transferred.
4. Approve the **redirection of CIL payments from Preston (currently in Unity) to CCLA 1 with other CIL monies**
5. Close the **Unity Trust Bank (CIL payments) account** once the funds are transferred.
6. Maintain **three accounts** with distinct purposes:
  - **Unity Trust Bank (Reserves)** – General Reserves
  - **CCLA 1** – Primary CIL Fund Account
  - **CCLA 2** – Dedicated Maintenance Reserve Account

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## Rationale

- **Transparency & Audit Compliance:** Each account will have a clear and distinct purpose, reducing ambiguity in financial reporting and audit reviews.
- **Efficiency:** Fewer accounts mean a reduction in reconciliation efforts and improved clarity in financial management.
- **Structured Financial Planning:** Allocating reserves and interest revenue directly to specific maintenance needs will support long-term sustainability.
- **Avoidance of Unnecessary Transfers:** Frequent fund movements can create the impression of non-essential transfers. A structured allocation ensures money remains in designated accounts for clear purposes.

**Council will enhance transparency, reduce administrative burdens, and create a sustainable financial structure for future community development.**

# Report to Council: Village Egg Hunt and Family Fun Afternoon

## **Event Overview:**

The Village Egg Hunt and Family Fun Afternoon is scheduled to take place on Saturday 19<sup>th</sup> April 2025. The event will begin at 11:00 AM with an exciting egg hunt on King George's Field, where children will search for hidden eggs. Once collected, they can exchange their plastic eggs for surprises at Toll Bar Cottage.

## **Activities and Schedule:**

Following the egg hunt, from 12:00 PM to 2:00 PM, a range of engaging activities will be available for children, including:

- Face painting
- Egg and spoon race
- Easter egg painting
- Cake decorating
- Other fun activities to be confirmed

## **Community Engagement and Fundraising:**

Residents are encouraged to participate and support a **fundraising initiative for Woodplumpton Primary School**, specifically contributing to the development of a new outdoor area. Donations from attendees will be welcomed and appreciated.

This event will also platform the Toll Bar Cottage and generate additional revenue for the community café.

## **Sponsorship and Donations:**

Booths has generously donated items for the event, and we are currently awaiting responses from other local stores regarding additional contributions of Easter eggs.

## **Health & Safety Considerations:**

To ensure child safety, any child participating in face painting will be required to have an accompanying adult sign a waiver before the activity takes place.

## **Conclusion:**

This event aims to foster community spirit, provide entertainment for local families, and support a meaningful cause.

## **Budget:**

Current spend to date: £24.96

Anticipated spend in total: £150.00

**Remaining budget £125.04 (if approved)**

# Report to Council: VE Day 80th Anniversary Celebrations

## **Event Overview:**

The Village will commemorate the 80th Anniversary of VE Day on Thursday, 8th May 2025, with a series of events aimed at honouring veterans and remembering those who served. The celebration will include historical displays, afternoon tea, recorded testimonies from veterans, and a dedicated memorial service.

## **Proposed Events**

### **Thursday 8th May 2025:**

**War Memorabilia Display:** Historical artifacts and war memorabilia will be exhibited around the Toll Bar Cottage for public viewing.

**Veteran Stories Compilation:** The Clerk will record interviews and stories from veterans, compiling them into a short video.

**Afternoon Tea for Veterans:** A formal afternoon tea will be hosted for veterans from Broughton and a nominated guest, by official invitation only at the Toll Bar Cottage from 2pm on the 8<sup>th</sup> May.

### **Sunday, 11th May 2025:**

**1:00 PM - War Memorial Gathering:** Community members will meet at the War Memorial, where we will ask Broughton High School's music students to perform wartime music.

**Memorial Speech:** The Chair of the Council will deliver a commemorative speech in honour of those who served.

**2:00 PM - Memorial Service:** A dedicated service will be held at Broughton Church to further honour the occasion.

## **Budget:**

Council to discuss and agree the proposed budget per head for afternoon tea.

Monies will be paid to Broughton Parish Community Charity cottage for the cost per head, staffing assistance and room hire.

## **Conclusion:**

These events will provide a meaningful way for the community to reflect on the sacrifices made during World War II, ensuring that the stories and contributions of veterans are preserved for future generations.

Re: Report and Costs



Hi Jess.

The main job this month was to clear the guild wheel of ivy and broken branches.

Trimming the trees on king George field of over hangers foliage.

Reinstated the mile post on the guild wheel. Removed a fallen fence on the same route, cut up and taken away.

Cut down a dead tree on the PROW Sandygate lane.

Cut foliage behind Broughton high.

I haven't had time yet to do the rest of the prows due to me going over the allocated hours.

Cleaned out the planters at the co op.

As per usual constant litter picking through out the village.

Not enough hours in the week.

With thanks to Les, Rick Latham and Colin for their help. Very much appreciated

Steve.

78 hours at £18ph



RE: Artefacts

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

Thu 20/02/2025 13

[Redacted]

Hi again Jessica, just catching up on a few things.

With regard to the presentation mugs, can you please record the gifting as from:

[Redacted]

It was their paternal grandmother who was a bit of a collector. I've not managed to connect the lady to your parish; it seems knowledge of the link has evaporated with time.

I'll look forward to hearing that the items are on display.

Best regards

David

Sent from Android device