**BROUGHTON IN AMOUNDERNESS PARISH COUNCIL**

Minutes of the Parish Council Meeting.

Held at Toll Bar Cottage, Garstang Rd, Broughton.

Tuesday 21st March 2023 7pm,

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

 L. Brown ( from 7:15pm) & Cllr. M. Bell .

Cllr. Stephen Whitham

13 members of the public

**In attendance**: Mrs. A. Nicholls – Clerk.

**Open Forum**

1. **Apologies for absence. Cllrs. S. Sargeant, L Oldcorn**

**2. Declarations of Interests-**

None.

1. **Minutes of the Parish Council Meeting held on 7th February 2023 (already circulated)**

The minutes of the Parish Council meeting held on 7th February 2023 were confirmed and signed as a correct record.

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

Residents from Whittingham Lane and close by attended the meeting to raise concerns over the latest proposals for 17 Whittingham Lane.

The main concern was about access off Whittingham Lane were cars slow to 20mph and are leaving the busy Broughton Club Carpark. Further issues were raised about the removal of mature trees and the increased flooding risk.

The Chair confirmed the Parish Council would be raising objections to the development on the above planning issues.

**Cottage Management Committee: 14th March 2023**

**Finance Committee:- 21st March 2023**

1. **Items for consideration**

**Parish Action Plan**

**SPIDs**

The Parish Council thanked Cllr. Brown has managed the physical installment of the SPID’s. Cllr. Brown has started collecting data from the SPID’s which will be used as data evidence to peruse the Parish Council and Residents concerns about speeding with Highways and the Police

**Seat/Planter outside the Co-op**

The Seat/Planters are now in place outside the Co-op: Cllrs. Hastings and Oldcorn visited Ribblesdale Nursery to discuss the planting scheme. The tubs are large and will cost £180 per tub to fill a total of £900 which will be funded from CIL. The plants will include perennials and bulbs so it will cost less in future years.

The new Lengthsman will maintain the tubs and Toll Bar Cottage Gardens.

**Formation of the Charity**

This involves staff and will be dealt with under closed business

**Broughton Crossroads**

**Notice Board**

The Notice board has been installed at the corner of the cottage grounds by Cllr. Brown and the Lengthsman. One side will be used by Toll Bar Cottage and the other by the Parish Council.

**Car Park, playground & pond area** Cllr.s Hastings, Bunting and Brown have reviewed the Plan from Gareth and have meeting with Mark Taylor from Preston City Council Thursday 23rd 10am. An agreement with Fields in Trust will be arranged once the size of the plot is known

**CIL Grant request for £10,000 from Fulwood and Broughton Cricket Club**

At Fulwood and Broughton Cricket Club currently there is no accessible toilet facility on site which is detrimental and needs to be addressed. They have in the region of 8-10,000 visitors per annum of all demographics and ethnicities, it is felt this amenity would provide more appropriate support to those with young children, a disability and/or need more space.

The Parish Council discussed and agreed the grant met the criteria the group is a not for profit organisation based in Broughton Civil Parish with its own bank account with appropriate safeguards.

A grant up to £10,000 was agreed once the Cricket Clubs match funding was secured.

**Cassidy and Ashton’s request for Muslim Community to be fully involved in the Neighbourhood Plan Review**

The Neighbourhood Plan review at Broughton involves all members of the community regardless of gender, faith, ethnicity, disability, sexuality, age, or social deprivation.

The members of the forum are individuals rather than planning businesses with a vested interest . Members of the brick veil mosque from the Broughton Community are welcome to be part of the review.

The Parish Council is committed to engaging as much as possible with local people, organisations, businesses and other interested parties, including those who are traditionally under-represented to get their views on different aspects of its planning service.

Cassidy and Ashton as a business with specific commercial interests cannot be part of the review.

**Review the grade and scale point of the Parish Clerk**

Under closed business

**Charity Secretary**

The Chair and Clerk interviewed Peter Burton was appointed as the new self employed Charity Secretary starting Monday 27th March 2023.

**Lengthsman**

The Chair and Vice Chair interviewed four good candidates. Adam Cooper was awarded the contract of lengthsman.

**HMRC**

The Clerk and Wallings Accountants have chased HMRC for a VAT registration number on various occasions since the submission of the form by Wallings on the 8th December 2022.

The late VAT return can not be submitted until we receive a VAT number

**Reserves**

**6. Planning applications**

Application Number: 06/2023/0252
Proposal: 2no. dwellings with associated landscaping and private driveways (resubmission of 06/2022/0795)
Site Address: 17,Whittingham Lane,Broughton,Preston,PR3 5DA

The Parish Council will once again raise objections to the resubmission on Access, Removal of mature trees and the increased flooding risk.

Application Number: 06/2023/0249
Proposal: Single storey front extension,two storey side extension following

demolition of existing garage and utility room

Site Address: 3,Moorfield Close,Preston,PR2 9SW

 No objections were raised

**7. To consider and approve the Management accounts and bank reconciliation for m/e 28th February 2023**

To approve the attached Bank Reconciliations for

 1 Broughton Parish Council

 2 Broughton Reserve Account

 3 Toll Bar Cottage

 To approve the Financial information

 1 Broughton Parish Council

 2 Toll Bar Cottage

The Parish Councillor’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 upto 21st March 2023

 **Future meeting dates:**

 2nd May, 6th June, 18th July, 29th August, 10th October, 21st November, 2nd January 2024

**Meeting closed 8:45pm**

**Closed Business**

**Toll Bar Cottage**

**License & Business Transfer**

**Trustees** :- Understandably the Trustees are not going to sign the documents

until the new staff are in place. The issue over the accounts is not their responsibility until

they take over the café. They want assurance that the systems will be stuck to in future. It

seems they only see this as a delay until May or June 2023. Work needs to be done to ensure all systems are in place and adhered to in preparation for the transfer to the Charity

**Jonny Forbes**: The Solicitors agreed ultimately it allows time to replace the manager, for the bank account to be sorted and any new accounting procedures to be put in place. Delaying does make sense.

From a practical perspective staff need to be informed and ensure they knowthe TUPE isn’t happening at the end of the month. The Chair is meeting with the staff Thursday 23rd March 2023

**Café Manager**

The Café Manager is off sick for one month and has found alternative employement

On advice of a Solicitor the Chair sent an acceptance of resignation letter. The Café Manager disagreed with the final calculations of her pay. The difference between the Café Managers, calculations of three weeks plus one day and the ones agreed with the Chair and Clerk are as follow

Salary - £696.14 (salary of £25,409.04 /365 days x 10 days worked)

Additional hours £284.50 (29 hours /3.92 days x 2.92 days x £13.17 / hr)

Total wage £980.64

Since Café Managers last day covered by the Sick note was the 4th April 2023 . We tooks the 5th/6th and 7th as being covered by the three days remaining Annual Leave. Then added the 2.92 days for accrued hrs .

The Café Manager has understood it as the Parish Council are paying 10 days Garden Leave then the 3 days and the 2.92 days (accrued hrs ) on top.

So the difference between the two assumptions is the three days leave 7.5hrs x £13.17 x 3 days a total of **£296.33 ( Before Tax and NI)**

Even though technically the Parish Council does not owe The Café Manager the extra three days it could be down to the interpretation of the letter and the end of employment conversation. From a Financial prospective the Clerk recommended that the Parish Council accepts the Café Managers perception of the agreement because it will draw the matter to a close. If she decides to not to close the matter until the 10th April 2023 it will cost the Parish Council more than £296.33 (Before Tax and NI) in disruption and loss of revenue to Toll Bar Cottage

This draws a line under this episode and allows the Parish Council to move forward. The Parish Council agreed the pay the additional three days and then advertise the posts to get the Cafe back on track and then hopefully the trustees will agree to sign it over which is the best way for the future.

**Staffing**: Once the café Manager has accepted the letter accepting her resignation, the job role and that of the site supervisor can be advertised. Lancashire Evening Post (LEP) twice on Thursdays in LEP + online for 2 weeks who have a circulation of 50,000 people. The cost will be £530 + vat. The closing date will be April 11th 2023.

Julie is back next week phased return.

Work week Thursday 30th March opens Wednesday 5th April:

Re designing the counter will cost £2000 to £3000 from CIL money in addition to minor repairs.

The new coffee machine will be rented at £90 a month.

**Parish Clerk**

It was discussed and agreed the Parish Clerk is to be upgraded from the 1st January 2023 from SCpt 24 to Scpt 28 which is the bottom of LC2 (pt 28-pt31).

This is due to the additional responsibility for the large amount of CIL money held in the Parish Council Accounts

**Charity Secretary**

Peter Burton was awarded the Charity Secretary’s contract which was agreed at an average of 6hrs per week at £18 phr.

**Lengthsman**

Adam Cooper was awarded the contract of lengthsman for 14.1hrs per week @ £17 per hour a total cost of £240 per week paid from CIL