

BROUGHTON IN AMOUNDERNESS PARISH COUNCIL

Minutes of the Parish Council Meeting.
Held at Toll Bar Cottage, Garstang Rd, Broughton.
Tuesday 6th June 2023 7pm,

Present: Cllrs. Mrs. P. Hastings, P. Bunting, N. Parkinson, L. Oldcorn
& Cllr. M. Bell.

0 members of the public

In attendance: Mrs. A. Nicholls – Clerk.

Open Forum

1. **Apologies for absence.**
Cllrs. Sue and Stephen Whitham, Cllr. S. Parkinson, Cllr. L. Brown
2. **Declarations of Interests-**
None.
3. **Minutes of the Annual Parish Meeting and the Annual General Meeting held on 2nd May 2023 (already circulated)**
The minutes of the Parish Council meetings held on 2nd May 2023 were confirmed and signed as a correct record.
4. **Reports from meetings and agree actions from committees that are not part of the agenda**

Cottage Management Committee: 23rd May 2023 **Staffing**

Jennie Kingham (manager) introduced herself and talked about vision for the cottage, Lynn has joined the staff as a sessional worker & Rob as the site supervisor.

Opening hours

Jennie has a total of 5 (Jennie), 3 (Julie), 3(Lynn) & 1 (Carole) making 6 sessions covered with 2 staff but as currently the volunteers numbers are down and the set days that they work 5 sessions is a more reasonable way of working.

A set lunch will be reintroduced on Mondays for pensioners and other residents on limited incomes.

Increasing the opening hours back to six days was discussed.

It was discussed and resolved to take on Apprentice in conjunction with Blackpool College who will work for days and go to college on day five

Finance Committee:- 6th June 2023

Internal Audit Reports

The internal Audit Report was discussed and approved. The Finance Committee thanked the Clerk, the Charity Secretary and Ian Walling for their work on the Accounts.

The Finance Committee made a recommendation to the Full Parish Council to allow Toll Bar Cottage café £1000 budget towards the EPOS system recommended in the Audit Report.

It was also agreed the transactions would be confirmed by the Chair or Vice Chair at each meeting.

Annual return and Statement of Assurance – y/e 31st March 2023

Members recommended to the full council to approve the Annual Return and Statement of Assurance and ask the Chairman and Clerk prior to submission to the External Auditors.

Current financial statements from the Parish Council and Toll Bar Cottage.

The increase in the insurance premium was discussed and reviewed. The premium had increased by 25% to £2500 so it will be necessary to vire from the contingency budget to cover the additional costs.

A bank card on the Parish Council Account

It was discussed and agreed to set a bank card up under the Parish Council Accounts in the Clerks name which can only be used for online purchases we cannot pay the invoice via BACS.

The Amazon Account, the Asda Account

There should be one business Amazon Account for the Parish Council and one business Amazon Account for Toll Bar Cottage with the delivery address being only Toll Bar Cottage

The Parish Council will ask the Charity Secretary to review the Asda Account to ensure dual access and the necessary audit spot checks

Closed Business

VAT update under closed business

5. Items for consideration

i) Traffic Issues

New locations for SPID poles

a) West Bound:-The proposed position on the 30mph B5269 Whittingham Lane is the grass verge opposite side of the highway from house no.79 1m from the kerb. The Parish Council needs to undertake a consultation process with anyone in the vicinity of the SPID that may be affected before works begin.

b) East Bound:- The proposed position on the 30mph B5269 Whittingham Lane outside house 91 , 1.2M from the kerb and 3.2m from the BT post.

It was discussed and resolved to purchase spids in location

Additional SPIDs or rotate existing SPIDS

To purchase two new Elan City Solar powered EVOLIS SPIDs the same as the Parish Council already own. In addition, two new poles will be needed. The Parish Council as the Clerk to process the order.

SPID data

It was discussed and resolved to contact Ian Millership (CTS) Traffic and Transport 01772 251400 finance@ctstraffic.co.uk

ii) National Lottery Interim Monitoring visit

The Chair of the Parish Council and the Chair of the Trustees met the National Lottery for the interim monitoring on the 23rd May 2023. The key points raised were:

- The situation with regard to staffing and the actions taken were discussed.
- The Chair of the Charity is to be added to the interested parties on behalf of the charity.
- There is £99.40 in the capital account which was set aside for the “fire evacuation chair”. The fire officer stated that this is not needed. This funding will be added to the revenue account.
- Two further payments of £9,797.40 are due this year on 14th June & 13th December. Once the charity takes on the cottage as a variance will be made to pay the funds into their account.
- The “year end” for the revenue grant is July.

The full report is due prior to the 12th October meeting and the project end is July 2024.

Discussion about an additional grant payment or an application to Awards for All (20K) will be the subject of discussion in the spring for 2024

iii) Action Plan: updates

A) Issues raised at the recent Village Information Session

New Boundaries for parliamentary constituencies: Our current Wyre & Fylde constituency (Ben Wallace) disappears and Broughton becomes part of Ribble Valley (Nigel Evans) by the next election

Report it!

<https://www.lovecleanstreets.com/reports/home>

You need to set up an account

To report: Bollards, Bus shelters/stops, Blocked drains/Flooding, Pavements, Gritting, Obstruction, Road debris, Road collapse, Potholes/roads/pavements, signs, street lights, traffic lights, vegetation & tree

<https://lancsroadsafety.co.uk/submit-concern/>

Speeding concerns form

Other concerns: info@broughtonparishcouncil.org.uk

Next e-news August 2023

Next Village Information Session September 16th 10am 2023

B) King George V field & Broughton Masterplan

Mark Taylor from Preston City Council wrote the future maintenance of the play area and car park after any refurbishment would be the responsibility of the City Council.

However, if there were to be any additional maintenance cost incurred within the Parish this may influence the amount of Parish Greenspace contribution requested by the Council.

If lighting is to be installed there may be a need to discuss who pays the electricity bill for this but until the final design is confirmed, we are unable to estimate how much this may be and how much of an impact the additional charge may have on resources.

It is anticipated that the project will cost no more than £575,000 but due to volatility in the markets the final cost cannot be confirmed until the work is market tested via a tender exercise.

The Parish Council discussed the letter and resolved to go ahead with project with the assurance that a member of the Parish Council would be on the panel choosing the contractor. The Clerk was asked to write to Mark Taylor and formally arrange this.

C) Current issues

Cllr. Steve Whitham is going to investigate why the children aren't allowed to use the new playground on Eastway.

There are issues with people parking in cycle lanes. The Parish Council asked the Clerk to write to Lancashire County Council to request bollards are put in cycle lanes.

The Central Lancashire Core Strategy do not have enough land to develop in central Preston. They will be requesting the rural parishes take on more housing developments.

There are questions who is responsible for the flower beds outside the Bella Maria the Chair is trying to find out from Lancashire County Council.

It was discussed and resolved to set aside a budget of £1000 for the new EPOS system for Toll Bar Café.

iv) Charity to review email from Andrew Wilson Chair

The Charity will review its position in taking over Toll Bar Cottage once the new manager as settled in and the café is opening six days a week.

The Charity could apply for an Awards For All Lottery Fund for an amount up to £20k, encouraging youth participation in some way, such as an after school drink and cake club for the High School students.

Andrew Wilson will complete the Lottery form for registering his presence as Chair of the Trustees so the Lottery can check him out as a fit & proper person

i) Progress with the HMRC VAT registration.

Under closed business

ii) Lengthsman

The new Lengthsman is at present not meeting the requirement of the contract. Vice Chair Nigel Parkinson and Cllr. Les Brown will meet him to discuss how to proceed

iii) Residents offer to purchase two concrete flower barrels for the entrance to Willow Tree.

There is no issue with the residents buying the planters as long as they continue to look after them and maintain them. The Parish Clerk will check with highways regard to the positioning.

iv) Annual return and Statement of Assurance and Accounting Statements – y/e 31st March 2023

Members approved the Annual Return and Statement of Assurance for signature by the Chairman and Clerk prior to submission to the External Auditors.

The Parish Council thanked the Clerk, the Charity Secretary and Ian Wallings for the work they had undertaken to bring the accounts upto an acceptable standard

V) Corporate Accounts

It was discussed and resolved the Parish Council needs to look into setting up a new Business account with a different bank to Santander who only do Corporate Accounts

7. Management accounts and bank reconciliation for m/e 31st May 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 31st May 2023

Future meeting dates:

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

Meeting closed 8:00 pm