

Draft BROUGHTON IN AMOUNDERNESS PARISH COUNCIL

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

Present: Cllrs. Mrs. P. Hastings, S. Sargeant, L Oldcorn, N. Parkinson,
L. Brown & Cllr. M. Bell (from 7:30pm).

In attendance: Mrs. A. Nicholls – Clerk.

Open Forum

Cllr. S. Whitham talked about the United Utilities' site. Whilst water is no longer treated there, the location does contain many assets and is a fundamental part of the water network. They are looking to imminently upgrade security on site to tackle the anti-social behaviour which has been raised. Also, they are also looking to complete maintenance around the site. Funding will need to demolish the redundant buildings, unfortunately, there is no definitive timescale for when this activity will take place. However, a significant amount of work has already been undertaken to separate these buildings from the rest of the site which will enable them to be removed safely.

Cllr.S. Whitham discussed the mud on the road near the new development on Garstang Road and the contractors planning obligation to keep the road clean and safe.

- 1. Apologies for absence. Cllr.Bunting**
- 2. Declarations of Interests-**
None.
- 3. Minutes of the Parish Council Meeting held on 3rd January 2023 (already circulated)**
The minutes of the Parish Council meeting held on 3rd January 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**

Damaris Dixon Charity 11/01/23

There is concern over the plight of single Mums and the lack of social contact. Consideration was given as to whether the Trustees could support, for example, enabling young Mums to meet and have a coffee and cake and a for similar scheme to enable young people to meet and talk rather than be on the streets.

The main issue was finding a suitable venue where toddlers could play safely. The Parish Council was asked for any recommendations.

Park changing room meeting 12/01/23

The Park Changing rooms are in poor repair and flooded at Christmas. Preston City Council cannot agree who actually owns the facility. The football club could get a grant to repair the facility and put in showers, toilets and storage facilities once ownership is established

LALC executive 21/01/23

LALC are continuing to provide a large number of online training courses

Cottage Management Committee 03/02/23

The Cottage formally became a Charity as at the 7th February 2023. A "Business Transfer Agreement" will over the next six weeks (including TUPE) will need to be actioned, a new bank account will need to be set up and the Trustees and Parish Council will need to sign the licence

Chair Cllr.Hastings and Trustee H. Landless set and scrutinised the budget for the Cottage for 2023/2024 in detail.

Solutions to the noisy commercial fridge in the Cottage are being investigated.

A new semi-automatic coffee machine is being sourced. It will be necessary to extend the counter to accommodate this. One quote has been received, however two are needed to comply with financial regulations.

It was agreed that the Cottage would extend its opening hours from 10am -2pm to 9am to 2pm and open Sunday mornings for brunch. The extended hours would help the Cottage break even once the Lottery Funding ends In March 2024.

The possibility of taking on an Apprentice is currently being reviewed

5. Items for consideration **Parish Action Plan**

Installation of the SPIDs

The SPID posts have now been installed and the SPIDs will arrive on Friday 10th February. The Clerk has added them to the Asset register and arranged insurance cover. Cllr. Brown agreed to take responsibility for setting up the SPIDS and collecting data from them.

Crossroads

The Clerk wrote to County Councillor Rupert Swarbrick Cabinet Member for Highways & Transport about the Parish Councils' and Residents concerns about the safety of the crossroads.

Highways are not prepared to put up a STOP sign at the crossroads because their statistics do show enough motorists fail to stop or there has been a significant number of accidents

As a result of the investigation of the casualty and speed data for Garstang Road, Highways have prioritised the instalment of temporary signage to help remind drivers to think about their speed during the period of April to June 2023 and plan to reinstall the signs during the period of October to December 2023 to maximise the effect of the message.

The Parish Council will collect data from the new SPIDS to use as evidence that further action is needed.

Seat/Planter outside the Co-op

The original plan for the planters cannot go ahead because of a gas pipeline. LCC has agreed to five narrow planters with a bench between to allow access to the gas pipeline. The Clerk has written to all the neighbours.

The Parish Council discussed the designs similar to the ones in Penwortham. It was agreed to go with lower level planters without seats . The five planters the Chair received quotes for came in at £8,260 excluding VAT without the seats this price will be lower

Filling the planters with stones and soil will cost £400 for all five. The bollards will cost £1698.29 excluding VAT and there will be additional cost of digging holes and pouring concrete to install them.

The Chair will circulate the final figures with the amended design.

Parish Council's response to King Charles's Coronation

It was discussed and agreed that the Parish Council would invite all interested parties to a meeting so individual groups events can be publicised. The Parish Council would offer a small grant to each group and arrange the printing of posters.

Park Asset Transfer response from PCC

The Chair reported that she had no further response with regard to the initial land acquisition from Emery or Wainhomes.

Park Asset transfer: Mark Taylor rang the Chair to say that Preston City Council property are reluctant to do an asset transfer but would agree to a 20 or 30 year lease. He stated there is no reason why the Parish Council cannot proceed with the car park and play area as long as Preston City Council do the plans and procurement.

The Parish Council agreed to ask Preston City Council to do the initial design, however the Parish Council would want input into finalising the design and choosing the contractor. The Parish Council will advise their local preferred contractors when the work is up for tender.

Broughton Neighbourhood Development Plan Review

Chair Cllr. Hasting and Cllr. Sargent by zoom with Peter Black who unfortunately had to leave the meeting. He rang back the following day and the briefing note is the result of the conversation.

It was agreed to ask Locality for technical support/grant funded.

CLCS Consultation

The agreed response was sent to Carolyn and the portal on 23rd January.

Chair attended the event on the 25th January at PGRFC.

The preparation work was and is being done by outside consultants from a formula agreed by the committee.

The timeline is to be completed by 2024 but the Planning Act (& NPPF) 2023 consultation may delay this.

6. Items for Consideration- Finance

Chair of Finance/Parish Council Vice-Chair Cllr. Parkinson

Update on Finance

The Chair of Finance Cllr. Parkinson will meet with the Clerk Thursday the 16th February 2023 at Toll Bar Cottage to scrutinize the accounts and agree future procedures.

Current position with the outstanding VAT return for Toll Bar Cottage

Walling's Accountants have sent off the VAT registration forms to HMRC there is currently a 40 working day delay to receive a response. The Clerk and Charity Secretary have updated and corrected the VAT on QuickBooks. Ian Walling is reviewing QuickBooks in preparation for completing the return. Once the amount of VAT outstanding has been formally agreed the Parish Council will make a claim against Moore and Smalley.

Agree the 2023/24 cottage budget

Chair Cllr. Hastings as worked through the budget with the Trustees and will circulate it to the Parish Councilors . They will either raise queries or confirm acceptance

Update on Parish Council security for the laptop and mobile: advice for Cllrs

Cllr. Sargeant advised the Clerk on security of the laptop and mobile and the following actions were carried out:-

- A 2-factor authentication was enabled for your Clerk Gmail account - This means nobody can sign into your email without having your mobile phone
- The sent items and email rules were checked there was no obvious sign that the Clerks email account had been compromised.
- Trend Micro security was installed on the laptop and mobile phone - This is free for 12 months. The cost of approximately £25 per year was agreed by the Parish Council
- The simple 4-digit PIN to a more complex password
- The risks of Social Engineering and Phishing, were discussed

Update on the transfer of reserves

The CLCLA application (Government Bonds) is in process the Chair is the process of setting up a Nationwide Account. Once the accounts are set up a transfer will be made from the reserves.

Update on additional Parish Council signatories for the bank account.

Cllr. Peter Bunting has sent his details into Santander to become a signatory. The Chair of Finance Cllr. N Parkinson is resetting his access to the bank account.

Grass cutting quotes

The quotes from Nuture Landscapes limited who have bought Barton Grange Landscapes and J Rob's Ground Maintenance were virtually identical just £90 difference. It was discussed and agreed to see how Nuture Landscapes limited carry out the contract over the next year and review progress in a year's time.

Management accounts and bank reconciliation for m/e 31st January 2023

- Broughton Parish Council
- Broughton Reserve Account
- Toll Bar Cottage
- To approve the financial information
- Broughton Parish Council
- Toll Bar Cottage

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 for m/e 31st January 2023.

7. Planning

Parish Councils response to the result of the “call in” for the place of Worship

The Inspector/ Secretary of State did not disagree with the reasons why the location for the place of Worship was unsuitable but said that on the evidence before the inquiry there is a demonstrable need for the proposal and the need is compelling. He agrees that the proposal would fulfil the worship requirements of the local Muslim community and be in a location that would be accessible to its likely users and that the proposal would allow for the creation of equal and cohesive communities, and increase diversity. The Secretary of State further agrees with the Inspector that the need for the proposal attracts significant weight as a benefit.

It was noted that nowhere in the document where the need is backed up by with statistical evidence from for example the census. The Chair will write to Alban Cassidy to ask for details of the percentage of the population living with the Parish of Broughton who are Muslim and would use the facility.

Planning applications:

Application Number: 06/2023/0071

Proposal: Single storey side and rear extension following demolition of conservatory
Site Address: Oakbridge, 106 Whittingham Lane, Broughton, Preston, PR3 5DD

No objection

Application Number: 06/2022/1439

Proposal: Single storey front extension following demolition of existing conservatory and new outbuilding following demolition of existing storage building
Site Address: Daniels Farm, Durton Lane, Preston, PR3 5LE

No objection

Application number: 06/2023/0079

Proposal: Certificate of lawfulness for proposed conversion of existing garage to habitable space including replacing the garage doors with 2no. Windows and 1no. Door to side elevation
Site Address: 493, Inglebrook, Garstang Road, Preston, PR3 5JA

No comments the work has already been completed

8. Future meeting dates, the earlier start time and the future of Finance Committee

It was discussed and agreed in future a Finance scrutiny meeting would take place at 6:15pm and the main meeting would continue at 7pm on the dates listed below

Future meeting dates:

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

Meeting closed 8:55pm