**Broughton Parish Council meeting**

**MINUTES 2nd April 2024 @ 7.30pm**

Minute taker Mrs M Roberts

**Prior to the meeting there was a presentation to support a CiL Application :** Andrew Wilson Chair BPCC & Barry Moore Broughton & District Club.

**Open Forum**

City Cllr Stephen Whittam

Resident – just moved to the parish. Live in No. 3 Chancel Court (3 houses) on Whittingham Lane. Moved in May 2021. Grass is black. Drain from the road that’s outside number 49/51. When it rains the all the rain seeps up. Mark Bell had put a leaflet through the door so felt like should come and see. Referred to city councillor who had arrived at the meeting and spoke to her outside of the meeting.

Mosque site – starting to clear the area, trees seem to be moving one by one to ensure the correct ones will be cleared. Clearing this area to start the path.

Road markings – have been re-painted where they have worn off. have not been put back. Roundabout on Whittingham Lane could do with road marking arrows to state which way to go. Steve will raise this at the City Council.

**Cllr. Linda Oldcorn –** Andrew Wilson presented with a certificate for 30 years’ service with the Parish Council.

1. **APOLOGIES**

Mark Bell, Nigel Parkinson, Scott Sargeant

1. **AGREE TEMPORARY CLERKING ARRANGEMENTS**
2. Minutes will be taken by MR for 2/4/24.
3. Wallings will do book-keeping on an hourly basis and produce reports until new clerk takes over: budget £175 a month.
4. Invoicing process now uses DETX, links to QuickBooks and the Bank.
5. PH has been set up as admin for Santander but will not authorise any payments
6. Santander forms required updating with current Parish Councillors.
7. Do we delay transfer to Unity until new Clerk starts? Suggestion to move to Unity asap to avoid charges. Concern that only PH currently approved on unity currently.
8. Zero is suggested as a preferred bookkeeping system to replace quickbooks
9. Website – need a volunteer to take this over: Mark and Scott nominated.
10. Phone and laptop checked no viruses and not hacked.
11. **REPORTS FROM MEETING**
12. The actions proposed from the meeting on the 19th March were agreed

a) Minutes approved.

1. **CONFIRMATION/APPROVAL OF FINANCE & PARISH COUNCIL MINUTES OF THE 29th FEBRUARY**

Previous clerk has lost the previous minutes of the finance meeting; PH has put these together from memory and the cllrs present agreed these as correct.

1. **CiL GRANTS**
2. Broughton Cricket Club
3. Presentation by Broughton Tennis Club (7.15pm)

a)PH asked if disabled toilets at cricket club photos had been received. PH will resend. Cricket Club are very happy.

b) Secretary of Broughton Club, Barry Moore & Andrew Wilson from charity presented to request £200k from the Parish Council Cil money.

Mentioned that Toll Bar Cottage has some limitations which the trustees will be reporting to the Parish Council in time.

Propose to make a loan from the charity at low cost to the club.

The charity will get the money repaid to support other projects.

The plan is to produce two paddle tennis courts on the club car park and a car park extension. Benefit to residents: discount on fees and extended booking times.

This will be a pay and play facility and therefore would not need to be a member. Would use current booking system.

Suggestion that loan would return to charity depending on how successful the project would be.

Suggested fee of £24 an hour, descending discount to community would depend on how much the grant was. Barry gave an overview of what paddle tennis is and its popularity across the UK

. Had an initial investor who has now withdrawn.

Highlighted that the club was not for profit and this was where they were seeking other investors.

Club is currently going through planning permission; and could be ready in six weeks.

Questions/comments from the Parish Council:

* Loan being paid back – do we presume this is £28k a year? This does not fit with paying back to the community building which is hoping to be built in the next couple of years. Parish Council asked them to go back at looking at the loan being paid back earlier to fit in with other projects.
* Reduction for local residents – suggestion this should be 50% discount or free to local residents. Applicants asked to go back and look at this.
* No match funding – grants usually have some match funding, is this an option? Applicants asked to go back and look at this.
* Car park – will other people be able to use the car park. Club stated people already do and they will not be monitoring this.
* Concern if Paddle Tennis looses popularity – will we have too many facilities underused? Club stated they will be available before others to ‘get in early’ and be available all year with flood lights.
* In presentation presenters referred to a survey – question of when the survey was and stated it was anecdotal.

Note: CiL officer at City Council is checking if the money can be given as a loan. This is a new model for the Parish Council in granting the money to the Charity and the Charity loaning to the Club.

Parish Council stated all the CIL is already committed but agree it could be used as a loan if paid back before other projects start.

Parish Council suggested the project is split into two projects: the car park and the paddle courts.

1. **TRAFFIC ISSUES**
2. The response from our MP was noted
3. The response from Amdij Kahn of Tetratech will be included in the revised BNDP as Parish Action Points
4. The response to date from LCC Highways Cllr Swarbrick was discussed, there was concern that the response was not supportive. Website given to report speeding vehicles. Suggestion that this needs to be shared on social media and Facebook. This will increase the number of reports to the police to raise awareness centrally. Extensive discussion had around concerns in speeding in the village. Suggestion to include Nigel Evans MP in response and to request more support.
5. **NEIGHBOURHOOD PLAN REVIEW**
6. Completed 1st draft availalbe
7. Aecom & Updated SEA copies available
8. Date for Parish Consultation a Saturday 27th April 2-3pm at the Cottage
9. The ke changes will be publicised in a leaflet to all residents
10. Draft Timeline to look towards a referendum in the Autumn
11. **CORRESPONDANCE REQUIRING ACTION**
12. Lighting a Beacon on D-Day. Request to publicise the local Beacons. Request to do something on the 6th June. Suggestion to support a local Beacon by contacting the local parishes. Suggestion to get a big searchlight. Other suggestions brought to the next meeting.
13. See 6a
14. Work on footpath 0604002Local residents, and users of the Guild Wheel, have asked if they could help with the landscaping around the pathway once it has been completed suggestion will be perused.
15. Barton Grange/Nurture Landascapes – have asked if they are to continue with the green spaces/grass-cutting on the A6. The contract has now finished with LCC :Awaiting costing and LCC response. Lengthsman has requested a budget of £200 for Ribblesdale Nursery for the flowerbeds; PC have suggested this should be £500 as a start as this is important for the visuals of the village. Further plan after this initial £500 needs to be brought to the PC.
16. Renewal of PC insurance Cllr Bunting will review document.
17. Forbes Solicitors update on land transfer a-of the strip at the cottage from Ofure Peace Otaigbe, they are currently awaiting those who own the land to do the red line, transferred over, then the fence can be moved back.
18. St George’s Field Project – Guide footpath should start in the next three weeks. Meeting with PCC parks Monday 29th April 11am with further update request for other council members to attend. Drainage, play equipment, entrance all need updating.
19. **CiL**
20. Outstanding CiL:

110-126 Whittingham Lane (New Park Commercial) £479,501 PC due £119,875.25

Pillars still in dispute but liability minus pre-existing building £335,000 PC due £83,750

1. CiL for April payment reconciliation delayed due to staff sickness circa £200k should be received.
2. **PLANNING**

Applications received w/e 22/03/24 there were no applications w/e 01/03, 08/03, 15/03

1. Application number: 06/2024/0277 no objections
2. Application number: 06/2024/0285 no

Appeals

1. Garstang Road Hollins Appeal 06/02/24 Inspector has granted outline PP for 51 dwellings. Concern about the loss of the ‘village’ outlook.
2. **APPROVAL OF FINANCIAL INFORMATION**
3. PC reviewed bank reconciliation report and whole year accounts. Including a summary of current position. Balance of £28k; £20k likely to be carry-over figure. PC is solvent. Rough income for next year pending new clerk appointment who will confirm.
4. Statement was signed by two PCs. Cheque book stubs were initialled.
5. Budget for 24/25: request for councillors to review and come back to PH with comments.
6. **DATE OF NEXT MEETINGS**

Finance Committee Meeting 14th May 6.30pm

Annual Parish Meeting 14th May 7.15pm

Parish Council Meeting 14th May 7.30pm

Finance Committee Meeting 25th June 6.45pm

Parish Council Meeting 25th June 7.30pm

*(By virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, the press and public are excluded from the following agenda item(s)).*

1. **EMPLOYMENT MATTERS**
2. Resignation of Parish Clerk Parish: Final payment received by previous parish clerk. Emailed received thanking PC for their support
3. Process for the Employment of Parish Clerk Advertisement is currently live on website and Facebook. Closing date 12th April.

**Other matters**

Village Tidy Day – suggestion of Saturday 6th April too short notice but will plan a date in the future. May bank holiday weekend suggested. Discussion of how to get more of the community involved in Broughton.

Flowers for current café manager when she leaves will be organised by the LO

Final Lottery report – PH asked all to review and check for SPAG.