Proceedings of the Parish Council Meeting held on

Tuesday 14th May 2024 at 7:30pm

Present:

Cllr. P Hastings

Cllr. N Parkinson

Cllr. M Bell

Cllr. P Bunting

Cllr. L. J Oldcorn

Cllr. L. Brown

Cllr. S Sargeant

+1 Observer

+ 2 Speakers

Jessica Dibble – Parish Clerk

**Min 140517 Election of Chair 2024/2025**

The Clerk invited nominations for the office of Chair for the municipal year 2024/2025.

Cllr. N Parkinson nominated and proposed Cllr. P Hastings for Chair 2024/25.

Proposer: Cllr. N Parkinson

Seconder: Cllr. P Bunting

Cllr. P Hastings accepted the nomination, thanked Council, and proceeded to Chair the meeting.

The Clerk agreed to send the *Declaration of Interest* and *Acceptance of Office* for the Chair to sign.

**Min 140518 Election of Vice Chair 2024/2025**

Cllr. P Hastings invited nominations for the office of Vice Chair for the municipal year 2024/2025

Cllr. P Hastings nominated and proposed Cllr. N Parkinson for Vice Chair 2024/25.

Proposer: Cllr. P Hasting

Seconder: Cllr. M Bell

Cllr. N Parkinson accepted the nomination and thanked Council.

**Min 140519 Apologies**

City Councillors

**Min 140520 Declarations of interests**

None Received

**Min 140521 General Power of Competence**

Council agreed to continue to adopt the General Power of Competence – Localism Act 2011 Standing Orders 1-8.

All members of Council voted in favour of this proposal.

Cllr. P Hastings advised that the Clerk would complete this as part of the training course.

**Min 140522 to Receive and Consider Reports from Councillors (for Information only)**

1. Wainhomes/Masterplan 29/04/24 item 6b

(b) PCC Parks 30/04/24 item 6c

Verbal updates provided:

1. Cllr. N Parkinson attended the trustee meetings where concerns were raised regarding the operations of the Toll Bar Cottage. It was noted that a different approach may be taken with the opening hours and as such a revised schedule may be brought to Council. It was further noted that the trustees gave thanks to the staff for their continued hard work.
2. PCC Parks 30/04/24 item 6c – Notes on application

**Min 140523 Approval Extraordinary Meeting Minutes 02/04/2024**

Minutes of meeting held on 2nd April 2024 were approved as a correct and accurate record.

Proposer: Cllr. P Hastings

Seconder: Cllr. N Parkinson

All members of Council voted in favour of this proposal.

**Min 140524 To Accept the Verbal Report from Finance Chairman**

Cllr. N Parkinson (Chair of finance) provided Council, speakers and observers with a financial update which included the position of the financial budget v’s actual spend for 2023/2024

The current position of the bank accounts were noted by Council as:

Santander: £278,345.00

Unity: £9,997.30

CCLA: £700,000.00

Total Assets: **£988,342.30**

Cllr. N Parkinson confirmed that the recommended maximum spend for the King George V Field project would be £600,000, and the Council agreed to this recommendation. The proposal was made by Cllr. N Parkinson and seconded by Cllr. P Hastings. Additionally, it was agreed that a maximum spend of £200,000 would be reserved for the purchase of land.

The Council also noted that there was a remaining balance of approximately £50,000 in Community Infrastructure Levy (CiL) funds following earmarked reserves. All members of the Council agreed with the reserves and voted in favour of this proposal.

An update was provided to the Council regarding the funding request for the padel court. Cllr. N Parkinson confirmed that the Council had concerns regarding the lack of a business plan, cost estimates for the project, efforts to secure matching funds, and the overall scope of the project. It was agreed that the information received so far was unclear, and further clarity on these concerns would be needed.

The meeting was then closed to allow members of the public to speak at 19:43.

The public speaker advised that the initial grant request of £200,000 included the costs of the carpark, however, they have since removed the additional costings of the carpark and have resubmitted the grant request in the sum of £140,000.

For due diligence it was confirmed that a legally binding SLA would be drafted in respect of the transfer of funds between the charity and the organisation. The charity confirmed that they would be willing to explore match funding subject to Councils counter proposals in relation to their grant request.

Council advised that they have a balance of approximately £50,000 of CiL monies and therefore would be rejecting the application of £140,000 as this level of money was not available. All members of Council voted in favour of this decision.

Council proposed an agreement in principle for £25,000 of CiL monies, as a contribution towards one of the padel courts. This agreement is subject to revised quotes for works being sent to Council for review and evidence of match funding being sought. The Council recognises that the padel court will be of great benefit the community and have further requested additional consideration be made in relation to discounted rates for residents.

Proposer: Cllr. L Brown

Seconder: Cllr. P Bunting

All members of Council voted in favour of this proposal.

The meeting was reopened at 20:01 and the two speakers left the meeting.

**Min 140525 Neighbourhood Review Update**

1. To publicise the date for Parish Consultation

Council noted that the consultation date has now changed to Saturday 22nd June 2024.

1. To agree the process to publicise the key changes.

Council agreed to publicise the change of date via the website, social media, and a leaflet drop.

1. To establish the draft timeline

Council noted the draft timeline.

**Min 140526 Parish Action Plan**

1. Updated Plan to be approved.

Council noted the approved plan.

1. To receive a report on the most recent meeting with Wainhomes /Emery Planning and agree actions.

Council noted the expansion of Broughton Primary School which will see their intake increase from 35 to 60 places per year. It was further noted that the school are in discussions regarding the purchase of additional land.

1. To receive a report on the recent meeting with PCC with regards to the KGV field works and agree actions

Council noted the verbal report from Cllr. P Hastings.

1. To discuss the lack of progress with Traffic issues and agree a way forward.

It was noted that there has been no progress regards to the traffic issues despite our best efforts. Concerns have been raised with the relevant authorities and agencies but to no avail. Council confirmed that this remains a priority and as such we will continue to push this with our local authority.

**Min 140527 Village Scene**

1. To discuss the Lengths man plans for the flower beds and actions needed.

Cllr. L Brown gave council a detailed report in relation to the lengthsman’s current and future workload.

Cllr. P Hastings requested that Cllr. L Brown provide Councillors with a detailed report outlining the contractual service specification/ obligations and how these are being met by the lengthsman ahead of the next Council meeting. This report will then be used to conclude his probationary review.

It was noted that we have gained six new flower beds. Cllr. N Parkinson proposed that an additional spend of £250.00 be allocated to the lengthsman for the flower beds as the previous allocated budget might be too low to complete the flower bed project.

Cllr. L Brown advised, that after visiting various nurseries, he has found one locally called Bannister Hall Landscapes which offers value for money. Cllr. L Brown requested that Council agree to opening an account with them so that the lengthsman can complete the flower bed project.

Proposer: Cllr N Parkinson

Seconder: Cllr. L Brown

All members of the Council voted in favour of this proposal.

It was further noted that a parishioner had kindly offered to cut a barrel which would result in an additional two barrels for the parish. Cllr. Hastings invited proposals for locations of the two additional planters ahead of the next meeting.

1. To receive an update on progress regarding the additional verges work

Council noted the report from Cllr. P Hastings.

1. To agree the date for the Village Tidy Day (1st June 10am KGV car park)

Council agreed the date as the 1st June for the village tidy day.

**Min 140528 Correspondence Requiring Action**

1. Should we renew our membership of the Rural Service Network: Rural Villages Services Group, was free now membership £50.

Council was advised that the annual subscription for the Rural Services Network was now subject to a £50 annual fee.

Cllr. P Hastings felt we should renew the subscription for £50.00 as the membership has been helpful with grant funding information.

Proposer: Cllr. M Bell

Seconder: Cllr. P Bunting

1. HMRC

Council noted the update in relation to the transactional issue with the banking.

1. LALC/ PAC

Council agreed.

**Min 140529 Communication**

1. To discuss the Website, costings, and access

Council noted the increase in fees. It was further noted that we were still within our budget allowance for the website and email hosting. Cllr. Bell proposed to continue with Easy Websites and Cllr. N Parkinson seconded this. All members of Council voted in favour of this proposal.

1. To discuss the E-news

Council noted that the E-News had now been distributed.

**Min 140530 Consideration of Planning & Licence Applications**

1. Sheilings, 467 Garstang Road 06/2024/0338 Prior notification submission for proposed upward extension of existing dwelling by an additional two storey.

Councils’ comments: Broughton Parish Council wish to object to the above application as this does not conform to the transitional design codes.

1. Greystones, Durton Lane 06/2024/0330 1no. replacement dwelling, detached garage, boundary wall and vehicular access onto Durton Lane, following demolition of existing dwelling and attached garage.

Councils’ comments: Broughton Parish Council have no objections.

1. 7 Whittingham Lane 06/2024/0418 2no. dwellings with associated landscaping and private driveways (pursuant to 06/2023/0252 (APP/N2345/W/23/3324970) to seek variation of condition no.2 approved plans) 17 Whittingham Lane 06/2024/0419 Discharge of condition no.3 (Materials), no.4 (Construction and environmental management plan), no.5 (Landscaping), no.6 (Tree Survey and removal Plan), no.7 (Finished Ground Levels), and no.8 (Surface water drainage) attached to planning permission 06/2023/0252 (APP/N2345/W/23/3324970)

Councils’ comments: Broughton Parish Council have no objections.

1. Whittingham Lane and Garstang Road Hollins Appeal 06/02/24 planning permission agreed. PCC are not challenging the decision.

Councils’ comments: Broughton Parish Council have no objections.

**Min 140531 Finance**

1. Transactions report

Transactions approved by Cllr. S Sargeant and Cllr. L J Oldcorn

1. Progress on Unity Bank

All members of Council agreed to be signatories to the Unity account.

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

Council noted that the Internal Audit will be conducted on Wednesday 15th May 2024.

It was noted that the figures for 2023/24 have been approved by the Council.

It was then resolved that the Annual Governance and Accountability Return documentation be signed and Walling’s Accounts complete the internal audit.

Proposer: Cllr. P Hastings

Seconder: Cllr. N Parkinson

All members of Council voted in favour of this proposal.

1. The Parish Council insurance is due for renewal on 1st June 2024, the brokers now only work with one provider.

Council noted the update in relation to the insurance quotes from both Gallaghers and Zurich insurance. Council agreed in principle to proceed with the quote from Zurich Insurance, subject to the comparable schedule being the same (*if not better*) than the current level of cover.

(e) CiL

(i)To accept the April payment.

Council agreed to accept the April payment.

(ii)To agree to update the CiL Budget

Income: £1,388,443.07

Spend to date: £494,627.00

Balance: £893,816.07

Committed Spend: £836,250.00

**Remaining: £57,566.07**

(iii)To agree actions on recent Grant Applications

See minute 140524 for a full update in relation to CiL Grant applications.

Council noted these actions.

**Min 140532 Date of Next Meeting**

Parish Council meeting – Tuesday 25th June 2025 at 7:30pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB.

Finance Committee meeting- Tuesday 25th June 2024 6.45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB.

Neighbourhood Development Plan- public consultation 18th May 2024 at 2pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB.

Finance Committee meeting- Tuesday 13th August 2024 6.45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB.

Parish Council meeting – Tuesday 13th August 2024 at 7.30pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB.

*Chair Cllr. P Hastings Closed the meeting at 21:01*