Proceedings of the Parish Council Meeting held on

Tuesday 17th September 2024 at 7:30pm

Present:

Cllr. P Hastings

Cllr. N Parkinson

Cllr. P Bunting

Cllr. L. Brown

Cllr. M Bell

Jessica Dibble – Parish Clerk

+3 Observers

**Min 170960 Welcome from Chair**

*Meeting opened at 19:30*

Cllr. P Hastings welcomed all members of Council to the meeting.

**Min 170961 Apologies**

Cllr. P Bunting

Cllr. L. J Oldcorn

Cllr. S Sargeant

**Min 170962 Declarations of interests**

None Received.

**Min 170963 Public Time**

Three observers attended the meeting Including, County Councillor Sue Whittam and City Councillor Stephen Whittam and one member of the public.

**Min 170964 Approval of Minutes**

**It was resolved** to sign the minutes of the full council meeting held on the 20th August 2024 as a correct and accurate record.

Proposer: Cllr. P Hastings

Seconder: Cllr. N Parkinson

**Min 170965 Declaration of Interest and Acceptance of Office**

Councillor Mark Bell completed the necessary forms before the Clerk.

**Min 170966 Reports on meetings attended by Councillors**

1. **Neighbourhood Plan Meeting with Preston City Council:**

Cllr. P Hastings, Cllr. S Sargeant, and the Clerk participated in a remote Zoom meeting with representatives from Preston City Council’s planning and development team.

Cllr. Hastings presented council with a verbal report prepared by Cllr. S Sargeant. It was noted that Peter Black’s absence was significant in the discussion of policies and wording. Despite some grammatical and typographical errors in the document, there was a consensus that the advice received was sometimes contradictory. Consequently, it was agreed that all parties would re-review the plan and future edits would be done via a shared document.

1. **Village Information Session:**

Cllr. P Hastings provided a verbal update to the council following the Village Information Session. She reported that the main concerns raised were related to parking, speeding, maintenance of public rights of way, overgrown hedges and their responsibility, and flooding issues. Proposed solutions included installing speed measuring devices, meeting with local schools and the PCSO, collaborating with clerks from neighbouring villages, and writing to residents who may be obstructing the highway.

The Clerk informed Council that the PowerPoint presentation has been uploaded to the website and that contact has been made with the members of the public who had raised queries.

**Min 170967 AGAR**

The Clerk informed Council that the Annual Governance and Accountability Return has progressed from stage 3 and is now subject to sign off from an ‘engagement lead’.

**Min 170968 Broughton Neighbourhood Development Plan**

1. **Parish Action Plan (PAP) Update**

Cllr. P Hastings was unable to provide an update at this time and will provide council with a report at the next full council meeting, as the updated PAP will reference the revised Plan content.

1. **Neighbourhood Plan Review**

Councillor P. Hastings reported that she is continuing to work on the plan. It was noted that the plan is expected to be submitted for review in October 2024, with the aim of presenting it to an examiner at the end of this year or the beginning of next year.

1. **King George V Field**

The draft plans have now been completed. Additional assessments, such as a drainage assessment, are required. Preston City Council aim to start ditch work within the next 2-3 weeks. The tender will be published on ‘Chest’ in October, after which it will proceed to planning, with the goal of commencing work by the end of this financial year. The regeneration works are expected to take approximately 12-16 weeks to complete.

During this period, the village car park will be unavailable. It has been suggested that we approach local farmers to see if we can use their land for parking during the construction.

**Min 170969 Correspondence**

1. To note the recent correspondence from County Councillor Rupert Swarbrick.

Noted.

1. To note the response from the NHS outreach service.

The Clerk reported that we have successfully secured an NHS outreach van to provide free health checks for residents aged 40-70 in Broughton. These health checks will include measurements for height and weight, blood pressure, cholesterol, and blood sugar levels.

We are currently awaiting confirmation from the Broughton & District Club to use their car park for the outreach van, and a second location is yet to be determined.

1. To note the matters raised by the Broughton Parish Community Charity and the chairs response.

The Chair acknowledged the concerns raised by the Broughton Parish Community Charity regarding the ownership of Toll Bar Cottage. After consideration to the comments made, the Council reiterated their position that the ownership of Toll Bar Cottage is to remain with the Parish . The Council views Toll Bar Cottage as a valuable community asset and believes it should remain under Council ownership.

Additionally, the Council has expressed reservations about the current operations within the café at Toll Bar Cottage. To address these concerns, the Council is actively considering a contingency plan to ensure that the asset is managed responsibly and effectively for the community’s benefit.

The Council is willing to offer support to the trustees whilst reminding them of their obligations in line with the Charity Commissioner’s guidelines.

1. To review and agree if the council will continue to support the LANPAC membership in the sum of £60.00

Agreed, all members of Council present voted in favour.

1. Council to note the recent correspondence from HMRC.

The Council was informed that we have received several letters from HMRC indicating that we have been fined over non payment of VAT which as the charity took over the management in February are not due. These letters are currently with the accountant, who is reviewing them, as they appear to pertain to the Charity.

1. Email from Cassidy and Ashton on behalf of the Muslim community.

Cllr. P Hasting raised a motion to discuss an email received from Cassidy & Ashton, which required our attention. All members present agreed to discuss the contents of the email due to its urgent nature.

It was noted that two representatives of the Muslim community wish to meet with Broughton Parish Council to discuss the Neighbourhood Plan.

The Clerk is to respond to Mr. Cassidy, offering to meet on either Wednesday, 30th September, or Monday, 2nd October, after 2 pm.

**Min 170970 Policies to be Ratified**

1. CIL Management Policy
2. Training Needs Policy

Council unanimously agreed to ratify the above policies.

**Min 170971 Financial Matters**

1. Council to review and note the accounts to date and note any recommendations from the chair.

Councillor N. Parkinson, Chair of Finance, presented the current status of the Council’s bank accounts.

The Council holds three accounts with Unity Trust Bank:

1. **Unity Current Account** (Working Parish Council Account)
2. **Unity 1 Account** (CiL Only)
3. **Unity 2 Account** (CCLA Interest)

It was noted that the interest accrued to date is £12,116.87. The Clerk was instructed to transfer this amount to the Unity 2 account before the next meeting.

Cllr. Parkinson also shared the following reports received from the Clerk: Profit and Loss, CiL performance, Actual vs. Budget, and Bank Reconciliations. He highlighted the current balances of each account:

**Unity Trust Bank:**

* Balance as of last Full Council (20.08.2024): £121,165.36
* Outgoing: £50,104.58
* Incoming: £4,650.43
* Balance as of 16.09.2024: £75,711.21

**CCLA:**

* Balance as of last Full Council (20.08.2024): £800,000.00
* Outgoing: £0.00
* Incoming: £100,000.00
* Balance as of 19.08.2024: £900,000.00

**Total Assets:**

Unity: **£75,711.21**

CCLA: **£900,000.00**

Total Assets: **£975,711.21**

Cllr. Parkinson advised that the Council had finished stage 3 for AGAR and the accounts were due for sign off by an engagement lead.

Cllr. Parkinson proposed that the Clerk is paid 6 hours overtime due to the work required with the accounting software and AGAR process.

All council members present agreed to this proposal unanimously.

1. All transactions made between 20th August 2024 and 10th September 2024 were authorised.

Proposer: Cllr. P Hastings

Seconder Cllr. M Bell

1. Cllr Hastings advised that there was no further update available regarding the Sir Tom Finney Football Club grant.

*Two observers left the meeting 20:36*

1. The Council acknowledged the Clerk’s efforts in securing grant funding for a defibrillator to be installed at Toll Bar Cottage. The Clerk informed the Council that progress is expected by the next full council meeting.
2. The Clerk advised she will be submitting the Treescapes grant request once guidance had been sought from Lancashire County Council.
3. Council authorised Councillor L J Oldcorn to pay for the remembrance wreaths.

*Cllr. M Bell left the meeting 20:41*

**Min 170972 Events**

1. Councillors were asked to confirm their attendance to the Scarecrow Festival award presentation on Saturday 26th October 2024. Council agreed they would email the Clerk with their availability.
2. Council confirmed their attendance for the Remembrance services and it was agreed that the Clerk will provide further information closer the time.
3. The budget challenge was agreed to commence on 22nd November 2024 at 4:30pm.
4. Council confirmed the Christmas lights switch on 29th November and noted the kind offer of assistance on the evening from The Foot Room.
5. Council is to agree either the 13th December or the 20th December for the Christmas meal.

**Min 170973 Consideration of Planning & Licence Applications**

No applications to consider.

**Min 170974 Date of Next Meeting**

Parish Council meeting – Tuesday 29th October 2024 at 7:30pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB.

Finance Committee meeting – Tuesday 29th October 2024 at 6:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB.

*Meeting closed by Chair, Cllr. P Hastings at 20:43*

*Part II meeting opened 20:43*

**Min 170975 Part II Item**

Council to issue the Clerks employment contract.

*Part II meeting closed 20:49*