**BROUGHTON IN AMOUNDERNESS PARISH COUNCIL**

Minutes of the ANNUAL PARISH COUNCIL MEETING

Held at Broughton & District Club, Broughton.

Tuesday 13TH May 2014 at 7.45pm.

**Present**: Cllrs. Mrs. P. Hastings, G. Parke-Hatton, J. Beach, Mrs. L.J. Oldcorn and P. Moss.

**In attendance** – Mrs. C. Worswick – Clerk

**Members of the public who wish txo raise issues**

There is a 15 minute opportunity before the meeting to listen to representations from the public, police or community groups wishing to bring matters to the attention of the Council or seek advice. If this allocated time overruns, they may contact the Clerk, who will place the item on the next agenda. **Matters requiring a Council decision or support must be included as a specific Agenda item**.

**1. Election of Chair.**

It was **resolved** that Cllr. J. Hamilton be elected as Chair for the next 12 months.

**2. To receive the Chair’s declaration of acceptance of office, or if not then received to decide when it shall be received.**

 It was **resolved** that in his absence the Chair’s declaration of acceptance is to be received at the next meeting in June.

**3. Election of Vice Chair.**

 It was **resolved** that Cllr. Mrs. P. Hastings be elected as Vice Chair for the next 12 months.

 A note of thanks is to be recorded for Cllr Hastings being Chair for the last 9 years and for Cllr. Parke-Hatton for working actively in the village.

**4. Apologies for absence.**

 Cllrs. J. Hamilton and Mrs. J. Pye.

**5. Members of the Public who wish to raise issues–**

There is a 15 minute opportunity before the meeting to listen to representations from the public, police or community groups wishing to bring matters to the attention of the Council or seek advice. If this allocated time overruns, they may contact the Clerk, who will place the item on the next agenda. **Matters requiring a Council decision or support must be included as a specific Agenda item**.

 Guild Wheel – on Sandygate Lane the hill needs looking at – apparently the school have reported it. Cyclists are not dismounting and riding through by the Police station. This is an ongoing issue.

 High School issues were raised by a resident. The problems with access from the school on to Sandygate Lane – where the footpath joins the cycle path. There have been some serious near misses with cars. More traffic seems to be accessing the school by the rear entrance. Previously when there has been an event at school, school have provided traffic management, this doesn’t seem to be happening now. This is to be raised with the Headteacher.

 The planning application re the hockey pitch was raised – there has been no further information. Cllr. Cartwright is to be asked for any further information.

 Tree preservation order on the 350 year old oak tree in the school grounds. School have now adopted it as their emblem. Concerns were expressed over how they are treating it as cars are parked underneath it. These issues are to be raised with the Headteacher and a suggestion of assisting putting a fence around the tree is to be raised.

 The traffic lights at the crossroads, when cars are coming from Whittingham Lane you are sat standing waiting for the lights to change. Cllr Parke-Hatton has contacted LCC and someone has already been to look at the lights and the situation is to be monitored.

**6. Declarations of Interests-**

Members are reminded of the requirement to disclose any interest in any matter to be discussed at this meeting.

None.

**7. Confirm the minutes of the Meeting held on 25th March 2014- (already circulated)**

The minutes of the Parish Council meeting held on 25th March 2014 were confirmed and signed as a true record.

**8. To receive and consider reports from Councillors who have attended meetings on behalf of the Parish Council. This is for information only.**

Cllr Moss reported on the 3 Tier Forum meeting which is now open to the public. He explained that issues from parishes are brought there from the PAC meetings.

Preston 3 tier forum has protocol on public speaking. Cllr Hamilton is to review this with the Clerk of the forum.

Action items that had been raised from the April meeting included:

Guild Wheel – concerns raised and suggestion of putting a white line – explanations were given as to why this is not being done and a more effective solution is shared usage.

Performance dashboard by the Environment Directorate – A6 roundabout works now completed. Their capital spending programme is to include resurfacing Durton Lane and flood risk management and drainage on Garstang Rd.

City deal a report was given on what was going to happen – 4 major road schemes including the Broughton bypass.

Cllr Hastings reported on the PAC meeting – nearly all the agenda items are put forward by Broughton. Pot Holes on Newsham Hall Lane were raised – they are not in the schedule to be done.

NW Masterplan – the Parish Council were not initially invited. We are still awaiting a presentation – Julie Buttle has been informed.

**9. Items for consideration**

1. **Annual Return & Statement of Assurance – y/e 31st March 2014**

A copy of the financial statement had been circulated to members. The Clerk reported on the Councils financial position at the end of the above financial year and confirmed that the accounts had been audited by the internal auditor, prior to submission to the external auditor. The asset register was also explained.

Members then considered and **resolved** to approve Section 1(Statement of Accounts and Section 2(Annual Governance Statement) of the Annual Return. The appropriate documents were signed and will be forwarded to the External Auditors in due course.

1. **3 Tier Forum**

Cllrs considered the remit of the 3 Tier Forum. Concerns were expressed over its direction and how it moves items on from the PAC meetings.

Cllr Parke-Hatton resigned from his representative role at the forum and is to be replaced by Cllr Moss.

It was **resolved** for Cllr Hastings to compile a list of concerns or how PAC meetings are operating.

1. **Flowertubs**

As only one quotation has been received from Barton Grange re maintaining the flowertubs in the village. It was **resolved** for the sub- committee to meet and report back at the next meeting.

1. **Wildlife & Countryside Act 1981 – part III – Deletion of part of footpath no. 3 Broughton and addition of a footpath from Sandyforth Lane to Lightfoot lane (Definitive map modification ) Order 2014**

Cllrs considered the above proposal from LCC and have no objections.

1. **LCC – Consultation of the proposal by LCC to operate a Permit Scheme for Road and Street Activities**

Cllrs considered and noted the above report.

1. **Bank mandate**

It was **resolved** to update the bank mandate to include all Parish Councillors signatures at the next meeting when all should be present.

1. **Clerk’s salary**

It was **resolved** to increase in Clerks salary to SCP 25 from 01.04.14 as per the review previously undertaken and agreed in the minutes dated11th September 2012.

1. **Payment of Clerks salary and HMRC**

It was **resolved** to pay the Clerk and HMRC on a monthly basis - at the end of each calendar month in 12 equal payments for the year.

1. AQM Action plan

Cllr Moss reported that the draft plan is now out for consultation, which ends on 30th June 2014. It was **resolved** for Cllr Moss to formulate a response and circulate for approval before submission to PCC.

Cllr Moss has asked City Cllrs, County Cllr and MP if they are responding to the action plan. He has received 2 replies – the MP would like to see a copy of our response first. Cllrs **resolved** for the Clerk to write to the MP requesting a copy of his response first.

1. **Review of Insurance cover**

The Clerk reported that she had obtained an additional quote for insurance for the Parish Council for the forthcoming year. As the quotes had only been received after the agenda had been issued it was resolved to have an additional agenda item.

AON - £662.62

Zurich Municipal - £965.75

It was **resolved** to insure with Zurich as the upper age limit for personal accident cover for Parish Councillors is 90 – with AON it is 75.

**9. Action items for review**

 **Speed limits – to change to 30mph on A6**

 These have not yet been implemented. A black pole has been put up on Newsham Hall lane ready for the SPIDS. This needs moving back 50 yards. Cllr Parke-Hatton is to contact Paul Dunne – LCC regarding this.

**Broughton bypass**

The Homes and Communities Agency has provided an update on the Whittingham hospital site regarding demolition. It started February 2014 and due to be completed January 2015.

 **Minute Books –** It is to be noted that the Clerk has received notification from LCC Archives that they now hold minute books 1928-1986 and deeds re war memorial 1922-1952 on behalf of the Parish Council.

**10. Planning applications received– To consider the following applications:**

 It was **resolved** not to object to the following application:

 **06/2014/0201** – erection of silage clamp – **Helms Farm, 571 Garstang Rd, Broughton PR3 5DL.**

**11. To consider and approve the Management accounts and bank reconciliation for m/e 30th April 2014.**

It was **resolved** to approve the management accounts and bank reconciliation for m/e 30th April 2014.

Cllr Hastings reported that the War Memorial project could cost more than 5K. We will not be able to get a grant from the War Memorial Trust. This is to be looked at in more detail.

Production of the Newsletter is to be discussed at the next meeting.

**12. To approve the following payments/receipts**:

 C. Worswick – salary £503.40

 C. Worswick – postage, internet £32.27

 Zurich Municipal insurance £965.75

 HMRC – income tax £125.85

Date of next meeting 17th June 2014.

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**Chair**