**BROUGHTON IN AMOUNDERNESS PARISH COUNCIL**

Minutes of the **ANNUAL PARISH COUNCIL MEETING**

Held at the Broughton and District Club, Broughton.

Tuesday 24th May 2016, at 7.45pm.

**Present**: Cllrs. Mrs. P. Hastings, Mrs. L.J. Oldcorn, Mrs. B. Adams.

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

**1. Election of Chair.**

It was resolved that Cllr. Pat Hastings be elected as Chair for the next 12 months.

**2. To receive the Chair’s declaration of acceptance of office.**

This to be received at the next meeting in July**.**

**3. Election of Vice-Chair.**

It was resolved to defer this matter to a later date.

**5. Apologies for absence.**

Apologies were received and accepted from Cllr. Mrs. K. Galloway.

Cllr. Hastings gave introductions and welcomed the prospective Parish Councillors to the meeting and explained about the number of vacancies.

**6. 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.

Mr. Ellis brought up the state of the road on the railway bridge Woodplumpton Lane/Newsham Hall Lane, which is full of potholes. Cllr. Hastings reported the problem, but it is not in our parish. We have written to Woodplumpton PC regarding the road and LCC are looking at it. Our Cty Cllr George Wilkins has also been contacted, but it was suggested that both Parish Councils lobby him.

Mr. Parkinson asked if Cuadrilla win their appeal, would the road need resurfacing? Cllr. Hastings explained that the route is not acceptable to LCC and everyone is still awaiting the decision from the appeal.

**7. Declarations of Interests-**

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

None.

**8. Confirm the minutes of the Parish Council meeting held on 21st April 2016- (already circulated)**

The minutes of the Parish Council meeting held on 21st April 2016, were confirmed and signed as a true record.

9. **Planning applications received**

The Parish Council considered the following planning applications and it was **resolved** not to object to them:

**06/2016/0322** – 1no dwelling with access from Durton Lane – **Winders Barn, Durton Lane, Broughton.**

**06/2016/0327** – Installation of CCTV cameras – **St John The Baptist Church, Church Lane, Broughton.**

**06/0216/0328** – Listed building consent for installation of CCTV cameras - – **St John The Baptist Church, Church Lane, Broughton.**

**06/2016/0329** – Reserved matters application for, appearance, landscaping, layout and scale for 1no. detached dwelling pursuant to outline permission 06/2013/0106 – **Durton Cottage, Durton Lane, Broughton.**

**06/2016/0331** – Bay window at ground and first floor to front – **7 Pinewood Ave, Broughton**.

**06/2016/0332** – Two storey extension to side and single storey to rear following demolition of sun lounge – **13 Highrigg Drive, Broughton.**

**06/2016/0369** – Change of use from hairdressers (Class A1) to health and wellbeing centre (Class D1) – **15 Northway, Broughton.**

**06/13/0528/2 –** Compliance with condition 8 of planning permission 06/13/0528 re environmental enhancement and pedestrian/cyclingfacilities **– Location: Broughton, Preston.**

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

Neighbourhood plan meeting – it was agreed to adopt their minutes.

LALC Spring Conference – Cllr Hastings attended and has circulated notes for reading.

PCC – Dian Vaughan – Local listing, which is to be incorporated into Heutag and AECOM for cultural reports for the Neighbourhood Plan.

**11. Items for consideration**

1. **Annual return and Statement of Assurance – y/e 31st March 2016**

A copy of the financial statement had been circulated to members. The Clerk reported on the Council’s financial position at the end of the 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 – Annual Governance Statement and Section 2 – Accounting Statements of the Annual Return. The appropriate documents were signed and will be forwarded to the External Auditors in due course.

The Parish Council would like to record its thanks to Mrs. Sue Whittam for stepping in and auditing the accounts after the sudden instead of our usual auditor Mr. Robert Bailey, who suddenly passed away in April. Cllrs **resolved** to formally ask her if she would like to be appointed as our future auditor and agreed her fee of £150.00.

1. **Insurance 2016/17**

The Clerk has reviewed the insurance policy and its premium of £884.88. Cllrs **resolved** to accept the quotation and renew the policy.

1. **Temporary closure of Footpaths No. 4 ,5 and 25**

Cllrs considered the above notices regarding the temporary closure of the footpaths. Concern was expressed that they may not get restated. It was **resolved** for the Clerk to place this item on the November agenda.

1. **Parking restrictions– Durton Lane**

Cllrs considered the request from Parochial Church Council – St. John’s to ask LCC to introduce parking restrictions on Durton Lane. After discussion, Cllrs **resolved** to wait and see the outcome after the bypass is completed, as additional spaces are to be created in the car park.

1. **Neighbourhood Plan**

Cllrs resolved to accept the notes of the Steering Group Meetings and agreed actions to include authorising payments. Cllr Hastings to chase up the delivery company and get an invoice.

1. **Playground sign**

Cllrs considered the replacement of the existing sign with a new one to show the current playground funder, the current arrangements for upkeep/liability and the accepted criteria for parking: quote: £350 + VAT. It was **resolved** to accept the quotation.

1. **Casual vacancies for Parish Councillors**

The parish Council had advertised for new Cllrs to fill its 3 vacancies. Two parishioners have come forward expressing interest – Nigel Parkinson and David Callaghan. After they gave a brief introduction, Cllrs **resolved** to co-opt the new members onto the Parish Council. The Clerk is to forward all necessary paperwork in due course.

1. **Library closure**

Cllrs. discussed the proposed closure of Fulwood library. Cllr. Adams reported that Fulwood has 47,980 visitors and Sharoe Green 25,777. If closure does go ahead, then the nearest libraries are Preston town centre and Ingol. Cllrs. **resolved** to formally objecting to the closure of Fulwood Library and the Clerk is to respond to the LCC consultation.

1. **Post office**

The Parish Council had been asked to consider ways of supporting the Post Offices services at Broughton Club. It was **resolved** to ask for posters to go on the noticeboards and a link can be put on the website.

**12. Action items for review**

Bypass updates & post bypass Village improvements – planning application has now been submitted for the improvements.

Cuadrilla – Roseacre Wood site – appeal date is July 2016.

**13. To consider and approve the Management accounts and bank reconciliation for m/e 30th April 2016**

The Clerk reported she was unable to produce a report this month, due to the accounts being with the auditor.

A National pay award has been awarded to Clerks. The new pay scales for 2016-17 are to be implemented immediately and backdated to 1 April 2016. New pay scales for 2017-2018 are to be implemented from 1 April 2017. It was **resolved** for the Clerk to action this.

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

Restricted funds:

Community Futures – Neighbourhood plan questionnaire £1121.68

Community Futures – copying £60.79

Marriott – Business breakfast £283.50

P. Hastings – paper and copying £63.50

Precept budget:

Integrate – village tidying £103.34

Integrate – village tidying £133.93

C. Worswick – internet and postage £23.35

C. Worswick – April 2016 salary £320.19

HMRC – April 2016 tax £80.04

Zurich Insurance 2016/17 £884.88

S. Whittam – Internal audit £150.00

S. Gorton – website £101.25

**The date of the next meeting is 19th July 2016**

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**Chair**