**BROUGHTON IN AMOUNDERNESS PARISH COUNCIL**

Minutes of the ANNUAL MEETING of the Parish Council

Held at Broughton and District Club, Broughton

Tuesday 16th May 2017 directly after the ANNUAL PARISH MEETING.

**Present**: Cllrs. Mrs. P. Hastings, Mrs. L. J. Oldcorn, Mr. N. Parkinson, Mr. D. Callaghan and Mrs. B. Adams.

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

**1. Election of Chair.**

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

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

Cllr. Hastings declaration of acceptance of office was duly received.

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

 It was resolved that Cllr. Callaghan will be the elected Vice Chair for the next 12 months.

**4. To receive Cllrs declarations of acceptance of office.**

 Cllr. Callaghan’s declaration of acceptance of office was duly received.

**5. Apologies for absence.**

 Apologies for absence were duly received and accepted from Mrs. K. Galloway.

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

The meeting will be adjourned at this point to listen to representations from the public, police or community groups wishing to bring matters to the attention of the Council or seek advice. **Matters requiring a Council decision or support must be included as a specific Agenda item**.

 Residents from Durton Lane expressed concern over the damage to the verges on Durton Lane, which has been caused by the contractors and this is a real safety issue. The Guild Wheel route has been redesigned in consultation with the Guild Wheelers group website, but there is concern for the safety of users on the Durton Lane stretch of it.

**7. Declarations of Interests-**

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

None declared.

**8. Confirm the minutes of the Parish Council meeting held on 4th April 2017- (already circulated)**

The minutes of the Parish Council meeting held on 4th April 2017 were confirmed and signed as a true record.

9. **Planning applications received**

 It was **resolved** **to object** to the following planning applications:

**06/2017/0438** – Conversion of existing barn to 2no. semi-detached dwellings, erection of detached garage to front and conversion of existing piggery to garage, associated hard standings, boundary walls, fencing and installation of 2no. sewage treatment plants following demolition of existing steel frame buildings (pursuant to 06/2015/0648 to seek variation of condition no. 2 “Approved Plans”) – **Hooles Farm, Brass Pan Lane, Broughton.**

**06/2017/0439** – Conversion of barn to 1no. dwelling **– Hooles Farm, Brass Pan Lane, Broughton.**

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

**06/2017/0497** – Single storey extension, single and two storey rear extension following demolition of extension and outbuilding, alterations to boundary – **Highfield, Highrigg Drive, Broughton**.

**06/2017/0537** – Change of use from office/retail (mixed use Class B1/A2/A1) to café (Class A3) – **523-527 Garstang Rd, Broughton**.

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

**Planning Committee** – Cllrs Hastings and Parkinson, a resident & City Cllr. N. Cartwright attended and presented on 27th April, to oppose the proposed development on Sandygate Lane.

The Planning Officers report was although recommending rejection did not specify the Area of Separation and other details. The committee asked a number of questions to clarify and they unanimously voted to reject the application. The City Cllrs made a number of positive remarks about the draft Neighbourhood Plan. If it goes to appeal consideration to comments made by the Parish Cllrs and residents will need to be part of the adjudication.

The developers have up to 3 months to appeal or resubmit another application.

**Park House** The consultants from NJL met with Cllrs. Adams and Hastings to discuss which land was included in the proposed Neighbourhood Plan for development which includes– the land at the back of Park House. Access will be off the A6, the road in has several possibilities: a bit of the KGV field or Arnside Rd or Whittingham Lane. They had lots of ideas for the use of Toll bar Cottage.

**It was resolved that in any discussions with developments, we must reiterate the Neighbourhood Plan Policy which quotes a maximum of 20 houses per development.**

**11. Items for consideration**

1. **Annual return and Statement of Assurance – y/e 31st March 2017**

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.

1. **Insurance 2017/18**

The Clerk reported that a renewal for the insurance policy had been received from Zurich for £923.73. An alternative quote had been obtained from Came & Co for £695.00, but the legal expenses is only covered for £100k as opposed to £200k. It was **resolved** for the Clerk to investigate this and report back so a decision will be made prior to the expiry of the current policy.

The Clerk is also to enquire how much it would cost to insure the playing field.

1. **PC Risk Assessment register and Asset register as of 31st March 2017**

The Clerk went through the items that were recommended to be added to the document since the last meeting. It was **resolved** to approve these statements.

1. **Parish Action Plan**
2. **To consider the updated PAP for the website**

Cllr Hastings went through the PAP and the suggested amendments were made. This is now to be published on the website (see attached).

A column to show where if needed the funding will come from (grant, precept or CIL) to be added to the PAP.

1. **To consider applying for formal ownership of the Pinfold**

Cllrs **resolved** to apply Land Registry for formal ownership of the Pinfold. It will cost £60, to be paid from CIL money.

1. **To consider the work and maintenance of the KGV playing field and village greenspace future management and maintenance**

Cllr. Hastings and the Clerk met with PCC re the playing field.

They stated they now have 2 junior football teams playing there, but not using the changing facility as the changing rooms are not to standard and should be demolished.

As no response to the questions raised at the meeting had been received from PCC no decision can yet be made whether the transfer of assets is viable.

The field drainage will not be started until the A6 drainage has been completed by LCC and the subsequent field drains by PCC.

1. **Land south of Eastway, Broughton**

Cllrs considered the offer from Storey Homes to transfer ownership of this land over to the Parish council. Discussion took place that if we took it on and public access was granted by PCC, then CIL money could be used to enhance it.

Possible types of usage were discussed and possible partners such as the Lancashire Wildlife Trust.

It was **resolved** for Cllr Hastings to meet with Storey’s to explore the options further and report back.

1. **Grass cutting contract 2017/18**

The Clerk confirmed that LCC’s contribution towards grasscutting for the forthcoming season is £4208.00. In light of this, a new quotation from Barton grange has been received, for one less cut this season at a total cost of £3450.00 + VAT. It was **resolved** to accept this quotation.

1. **LALC membership/subscription 2017/18**

Cllrs confirmed that they have **resolved** not to renew the membership with LALC. The Clerk is to write requesting that information regarding the courses provided by the Lancashire Training Partnership is forward to the clerk.

1. **Clerks salary**

It was resolved to approve the recommended pay award for the Clerk from 01.04.17 of 1% increase.

1. **LCC – Toucan crossing –Near to Primary school Garstang Rd. Broughton**

Cllrs. considered the above proposal of the amended Toucan crossing layout and relocating the bus stop and it was **resolved** that no comments were needed to be made.

1. **Willowtree Ave**

Residents on Willowtree Ave have used an access route by the telephone substation to the A6 for 30-40 years. The gate has now been padlocked by BT. BT state it is not a public right of way.

The residents would like the PC to make an application to LCC for this to be a public right of way. Cllr. Cartwright is collecting evidence to support it. The costs are nil, unless it is contested by BT, then we could withdraw. It was **resolved** to support this application.

1. **Playground equipment final payment**

Cllrs. considered the final payment to Wicksteads for the “pig” equipment. It was reported that it has always looked “dirty”. Wicksteads have suggested replacing it with something else. It was **resolved** to try and negotiate a reduced invoice to possibly £500. Cllr. Hastings to pursue.

**12. Action items for review**

1. **Neighbourhood Plan:** progress

The NP has been “published” by PCC and it is out for formal consultation – the consultation period ends 12th June 2017. The examiner is available to start early July. There are no more NP steering group meetings planned until we get the examiner’s report. The referendum is likely to be held in September.

1. **Bypass updates & post bypass Village improvements.**

(see 11 ix)

 **c)** **Cuadrilla** – Roseacre Wood site

**13. To consider and approve the Management accounts and bank reconciliation for m/e 30th April 2017**

It was **resolved** to approve the management accounts for m/e 30th April 2017.

 The PC is unable to pay the clerk and HMRC by BACs as this is not a system that is set up on our account. Cllrs discussed the banking arrangements and the use of BACs transfer instead of cheques. As the CiL income increases the balance banking will incur costs per transactions involved and this will need an agenda item once this “ceiling” is reached.

 The PC **resolved** to continue to pay the clerk and HMRC by cheque..

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

**Receipts**

General Account

Parish Precept 2017/18 £11,900.00

Lancs. Environmental fund – Playground grant £5,945.00

VAT reclaim 2016/17 £5011.63

CiL Account

CiL – April 2017 £14,844.45

**Payments**

General Account

C. Worswick – April salary £326.67

HMRC – April £81.60

C. Worswick – post and internet £35.88

S. Gorton – website £196.78

CiL budget

PCC Design services for playing fields £1,710.00

PCC – Addition plan £68.75

**The date of the next meeting is 4th July 2017.**

**……………………………………..**

**Chair**