**BROUGHTON IN AMOUNDERNESS PARISH COUNCIL**

Minutes of the ANNUAL MEETING of the Parish Council

Held at Broughton and District Club, Broughton

Tuesday 22nd May 2018 directly after the ANNUAL PARISH MEETING.

**Present**: Cllrs. Mrs. P. Hastings, Mr. N. Parkinson, Mr. D. Mills and Mrs. K. Galloway.

**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 is to be received in due course.

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

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

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

Cllr. Mills declaration of acceptance of office is to be received in due course.

**5. Apologies for absence.**

Apologies for absence were duly received and accepted from Mrs. L. Oldcorn.

**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**.

* A query about the defibrillator was raised and as to where it will be sited. Cllr Hastings responded by stating that it would be best placed outside the Police station and needs to get permission from them. It would need an electrical supply and the costs would be about £1200. She is to pursue this.
* The A6 roadworks are to cost £1.9m and councillors asked how would this be perceived by the public? Funding is coming from the City deal and it has all been costed.

**7. Declarations of Interests-**

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

Cllr. Galloway declared a personal interest in the Cil application from Broughton Tennis Club.

**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 10th April 2018 were confirmed and signed as a true record.

9. **Planning applications received**

Cllrs **resolved not** **to object** to the following planning application:

**06/2013/0173** – single storey and two storey rear extension and demolition of outbuilding – **Woodhey, Durton Lane, Broughton**.

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

**Keyfold farm - Wainhomes**– Cllrs Hastings and Oldcorn attended a meeting on 11th April.

Discussions took place on the current situation over the lease on the King George V Playing Field that adjoins the Wainhomes development site, refurbishment of the Pinfold, field drainage work especially in the area where it slopes towards the Wainhomes development site and the Guide hut. The appeal inspector had highlighted in his report the situation of the grade 2 listed Pinfold, the planned developmnt next to it and suggested that they offer additional land at the side to increase the distance between the Pinfold and housing. He also commented on the proximity to coppice by WW2 memorial of the development. Wainhomes have talked to owners about getting the trees lopped.

The NP was discussed, especially the lack of school places as the 500 extra houses recently granted PP are not in the current LCC calculations as well as the lack of buses. There will be affordable properties at the back of the development, there will be no access road to come off the bypass.

**Taste of Spice owners** – Cllr Hastings, Cllrs Galloway & Cllr Miles had met with the new owners, who have not yet submitted any plans.

**Storeys** – Cllr Mills reported they have blocked off the access at Durton Lane. The bridle path has also been blocked, with no notification and they are tarmacking the area.

**Integrate** – Cllr Mills reported he had met with them and has requested a quote from them for “litter picking” by the Ibis hotel to Haighton roundabout and Durton Lane.

**11. Items for consideration**

1. **Annual return and Statement of Assurance – y/e 31st March 2018**

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 2018/19**

The Clerk reported that a renewal for the insurance policy had been received from Came and Co (insurance brokers) who have obtained 3 quotations demonstrating best value. They recommend Inspire (Axis) with an annual premium of £772.80. It was **resolved** to accept this and the Clerk to check on the cover for the level of balances we hold in the bank and the level of cover we need for this.

1. **Clerks salary**

It was resolved to accept the NJC’s pay award for the Clerks increase in salary from 01.04.18 of 2%. Cllrs are to look at reviewing her pay point in light of additional responsibilities and increase in number of electorate. The Clerk is to seek advice on this.

1. **Fernyhalgh War Memorial**

Cllrs discussed cleaning the war memorial and placing a new fence around it, but as yet have not received a formal request from the clergy. It was **resolved** that the Clerk to contact the parish priest and pursue this matter.

1. **Parish Council Vacancies**

As yet there have been no expressions of interest in the vacancies. It was resolved to highlight the vacancies at the forthcoming village information session. Cllr Mills has done a leaflet drop on the Eastway developments, but with no results.

1. **GDPR**

The Clerk gave an update on GDPR. The SLCC have produced a range of documents/templates for potential use, we just have to adapt them and then adopt them. The Clerk is working on this.

In the light of the changes in legislation Cllrs discussed the use of personal computers and which would be the best operating system to use. Cllr Mills had done research over 3 potential systems and presented his findings after discussion it was agreed Microsoft Office would be best suited to our needs.

It was agreed to purchase the system with licenses and associated emails for 8 (7 Cllrs & 1 Clerk) It was agreed to use an external consultant to support the Cllrs & Clerk in the installation of the system. Cllr Galloway to provide the name of a company that will be able to help us. Tt was **resolved** for the Clerk to pursue this with a budget of £300.

1. **Finance & Budget Sub-committee**

Cllrs considered and resolved to accept the previously circulated Terms of Reference and membership of the Budget Finance Sub-committee. It was also **resolved** that membership of the committee would consist of Cllrs Mills, Hastings and Galloway and possibly Mrs. Oldcorn. The Clerk is also to be a member. The committee is to produce a 3 year rolling plan. Dates for meetings will be circulated in due course.

1. **Update on parish action plan**

The TPO’s have still not been completed. Cllr Hastings to re-circulate.

Cllrs are to complete the following areas:

A6 – N & S – Cllr. Galloway

Woodplumpton Lane & Fernyhalgh – Cllr. Hastings

Durton Lane – Cllr Mills

Sandygate Lane – Cllr Parkinson

Whittingham Lane – Cllr. Oldcorn

**To consider the work completed on the KGV field to improve the drainage** – Cllr Hastings reported that Lanes for Drains report states that a patch repair to the drain is required from the inside as there are fracture joints. This will cost £1980 incl VAT. It was **resolved** to accept the quotation.

**To endorse the Heritage Lottery Fund bid** – Cllr Hastings reported she has nearly finished the bid, but has removed the £8k for the war memorial at Fernyhalgh as this can be funded by CiL. We are asking for £35k for work towards:

Signs in the village x 5

Pinfold refurbishment & training for volunteers

Celebration Event – PC Towers, information leaflet and pamphlet

Walk pamphlets

The overall cost will be £40k with 10% coming from CiL.

**To consider the initial work around the “Community Building”**

Cllr Hastings has met with Mark Taylor PCC, where they walked around the field to establish boundaries and tenancies etc. There is encroachment from Park House, Arnside Rd and Pinfold Cottage.

There was a charity “King George Field Broughton” already set up, but PCC failed to submit accounts, so it has now been closed (2007). PCC are trying to find the documents relating to it. It is envisaged that the charity would manage the field and all its tenants.

By the next PC meeting PCC are going to have a draft lease document sent to us.

Cllrs. Hastings and Mills met with the Scouts, who have a problem with their permanent building. They would like to work with us in producing a new building. PCC think the community building is a good idea, the Scouts have been to their trustees who are in agreement, but the pre-school trustees are not in favour of having a shared building.

It was **resolved** that the Parish Council would support this in principle, but do not want to be the driving force behind this. The Village Information Session in June will be used to publicise the concept and ask for volunteers for a planning group.

1. **Temporary road closures**

The following temporary road closures were noted:

Lightfoot Lane – 18.06.18

Station Lane, Barton & Hollowforth Lane, Woodplumpton 12.06.18 – 25.06.18

Moorside Lane, Woodplumpton – 29.05.18 – 31.05.18

**12. Action items for review**

1. **Neighbourhood Plan: to consider the response from the Independent Examiner and the response collated by PCC**

The response to the Examiners questions has now been submitted and the Examiner is hopefully going to look at it this week.

1. **Update post bypass village improvement works including crossroads.**

Marcus Hudson’s response to the traffic situation on Garstang Rd was very thorough. We are waiting for his consent for it to be published on our website. Inspector Trotter is to organise community volunteers to use speed cameras to monitor the traffic.

1. **CiL applications**

Cllr. Galloway left the meeting at this point as she had declared an interest in the discussions.

An application was submitted by Broughton tennis club for a contribution of CiL money towards the planned work for the tennis courts, with the work to be done in 2 phases. They have enough funding to complete phase 1 and are now currently bidding for phase 2. They asked for a contribution of £7341.

It was **resolved** to approve the application and award them the full amount of £7341. The Clerk is to inform them.

**13. To consider and approve the Management accounts and bank reconciliation for m/e 30th April 2018**

The Clerk was unable to produce management accounts for the month end 30th April 2018 due to the auditor having the accounts records for the year end reconciliation.

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

**Receipts**

General Account

Parish Precept 2018/19 £11,900.00

CiL Account

CiL – April 2018 £6,278.63

Lanes Group – CCTV drains King George V field £2808.00

**Payments**

General Account

C. Worswick – April 18 salary £326.67

HMRC – April 18 tax £81.60

C. Worswick – postage, internet £32.88

Came & Co – insurance £772.80

CiL budget

**The date of the next meeting is 3rd July 2018.**

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**Chair**