**BROUGHTON IN AMOUNDERNESS PARISH COUNCIL**

Minutes of the Parish Council

Held at Broughton and District Club, Broughton

Tuesday 4th April 2017 at 7.30pm

**Present**: Cllrs. Mrs. P. Hastings, Mrs. K. Galloway, Mr. N. Parkinson and Mrs. B. Adams

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

**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.

**1. Apologies for absence.**

Apologies were received and accepted from Cllrs. Mrs. L.J. Oldcorn and D. Callaghan.

**2. Declarations of Interests-**

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

None declared.

**3. Confirm the minutes of the Parish Council meeting held on 21st February 2017- (already circulated)**

The minutes of the Parish Council meeting held on 21st February 2017 were confirmed and signed as a true record.

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

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

**06/2017/0174** – outline planning application for residential development for up to 30no. dwellings following demolition of existing buildings (access applied for only) –**Dean Farm Warehouse, Pudding Pie Nook Lane, Broughton.**

**The Clerk is to copy in the Clerk to Whittingham PC**

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

**06/2017/0295** – variation of condition no 1 “Approved Plans” attached to planning application 06/2015/0173 allowing plots 4-7 and landscaped buffer to be moved west (pursuant to 06/2016/0137 to seek variation of condition no. 1) to allow amended floor plans and elevations for plots 1-3 – **Domus Lii, Durton Lane, Broughton**.

**06/2017/0304** – single storey rear extension – **6 Moss House Road, Broughton**.

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

**HCA Consultation** – Cllrs Hastings and Adams attended the consultation event regarding Boyes Farm held at the Marriott Hotel. The application has not yet been made. There was concern expressed re access to the road in to the development, because of the number of properties to be built and the width of the road. The HCA are to check the road widths with the highways department.

**LCP & T conference** – Cllr Hastings attended this event, report previously circulated.

**Training** – Cllr Callaghan attended Finance and Chairmanship training at LCTP.

**6. Items for consideration**

1. **The Clerk had previously circulated reports and copies of all necessary documents needing approval:**

The Councils Risk Management Policy Statement 2017

The Councils Risk Management Register 2017

The Councils Asset Register 2017

The Review of the Effectiveness of Internal Audit and Internal Control 2017

It was **resolved** to approve the following:

* To appoint Moore and Smalley as the Parish Councils Internal Auditor for 2016/17.
* The fee charged by Moore and Smalley for the 2016/17 Internal Audit shall be no more than £250.00.
* The adoption of the Internal Audit Terms of Reference as part of the 2016/17 audit procedure.
* The adoption of the Internal Control and Suggested Testing document as part of the 2016/17 audit procedure.
* The adoption of the Effectiveness of Internal Audit document as part of the 2015/16 audit procedure.
* The adoption of the reviewed Councils Risk Management Policy Statement for 2016/17 as part of the procedures of the Council.
* The adoption of the Councils Risk Management Register for 2016/17.
* The adoption of the Councils Asset Register as of 31st March 2017 as part of the 2016/17 audit procedure.

Cllrs discussed the risk assessment register as Management of the CiL monies, the Neighbourhood Plan, computer backups and the appointed accountants: Moore and Smalley would need to be added. It was **resolved** for this to be reviewed again at the next meeting.

1. **Parish action Plan**

Cllr Hastings went through the Parish Action plan – which is taken from the Neighbourhood Plan objectives**.**

This needs to go on the website and the document needs to be revisited at each meeting.

Cllr Hastings is to add “Access and Infrastructure”, circulate and bring it back to the next meeting before it is published

1. **To consider setting up a “body” for long term management, development and maintenance of “Village Assets”.**

Cllr Hastings reported that we can request a transfer of assets from P.C.C. regarding the field and playground.

In setting up the Field Trust – we need to look at

* What is involved, what we need to do and what they (PCC) do.
* If we take it on what responsibility we have re: insurance.
* If we don’t – then look at what insurance is needed and what permission we need to get.
* Playground – if we take it on, what obligations do we have?

Cllrs **resolved** to read through again the information Cllr Hastings has forwarded on trusts. This is a complicated issue and Cllrs agreed that a more in depth review of the level of responsibility and affordability needs to be undertaken before any further steps are taken.

1. **King George V playing field and Greenspace maintenance**

Cllr. Hastings reported there is a meeting next week with Matt Kelly – head of Parks regarding the field.

Rachel Crompton LCC has reported that they are not going to continue with the attenuation pond as are too few houses affected by flooding. A comprehensive map has been drawn and circulated showing all the culverts by PCC and LCC. The plan is that PCC will sort out their section on the field, LCC will do the highway (during the village refurbishment) and ongoing drains where required. The Parish Council will be responsible for the field edge ditches and that link into the drainage on the field.

Currently the field is registered by PCC as a football pitch, but the Playing Fields Association have it registered as a recreational field.

Cllrs **resolved** that we make it a recreational field and make it good and fit for use. Independent advice needs to be sought to check on the drainage situation and that everything fits together.

1. **Pinfold**

Cllr. Hastings reported that the Pinfold is not registered with land registry as having an ownert. The Parish Council can consider applying for adverse possession of the Pinfold area at a cost of £70. We need sworn statements that we have maintained it for 12 years. Concern was expressed over whether if the PC did not a developer may try to register it.

Cllrs. **resolved** to revisit this when we have more information about the field.

1. **Verge grasscutting 2017/18**

Cllrs considered the quotation from Barton Grange for verge maintenance up to 31st October 2017 at £3680.00 + VAT and that Integrate are unable to take on the contract.

The Clerk expressed concern that funding may be completely cut by LCC this year and we do not know how much we can expect at all this year. It was **resolved** for the Clerk to contact LCC and the Parish Champion to see if there is any information forthcoming. With regards to Barton Grange, it was **resolved** that the Clerk to contact them and ask to put on hold until we find out about funding.

1. **PCC – Standards Committee – Code of conduct training**

Cllrs Hastings, Parkinson and Galloway and the Clerk confirmed that they have completed the above training. The Clerk is to resend instructions to the remaining Cllrs.

1. **Update on appointment of accountants**

The Clerk reported that a reference regarding the accountants had now been received and circulated and it was resolved that confirmation of their appointment is to be confirmed by the Clerk. The Clerk is also to seek advice from them regarding CiL funds.

1. **Clerks employment**

The Clerk confirmed that the accountants are to do payroll, NI & HMRC returns.

1. **Electoral Review of Preston Warding arrangements**

Cllrs considered the review and commented that there will be a projected increase in people of 3600-4200 up to 2022.

290 properties will be built and occupied out of 550.

The number of City Cllrs overall will be reduced.

**7. Action items for review**

**Neighbourhood Plan** – This has now been submitted progress report expected this week with a probable date for publication.

**Bypass updates & post bypass Village improvements** – Hochtief have said that there will be a “walk through” before the official opening.

Concern was raised over the hedges on the corner of the A6/M55 roundabout. The Clerk is to ask Neil Cartwright about who to contact about getting them cut.

**8. To consider and approve the Management accounts and bank reconciliation for m/e 31st March 2017.**

The Clerk went through the management accounts and bank reconciliation. We are waiting for the rest of the Enviro grant through for the playground of £5945 and a VAT reclaim has been submitted to HMRC, but takes some time to be processed. If LCC greatly reduce the grass cutting funding. See item 6vi

The Clerk in her role as the responsible finance officer expressed concern over the CiL money usage to support day to day expenditure. She advised that the PC should have tight control over allocating the funds. It was resolved that no further projects should be started unless fully costed out and funds are confirmed as being committed and fully available before work commences.

It was **resolved** to approve the management accounts and bank reconciliation for m/e 31st March 2017.

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

It was **resolved** to approve the following payments:

C. Worswick – Feb 2017 salary £323.37

HMRC – Feb 2017 tax £80.84

LCTP – Training – D. Callaghan £25.00

LCTP – Training – P. Hastings £25.00

C. Worswick – March 2017 salary £363.37

HMRC – March 2017 tax £90.84

T. Brown – Neighbourhood Plan £1083.75

EON – Xmas tree electric £34.30

Cllrs discussed the payment to LALC for subs 2017/18 and as to whether value for money was being obtained. It was **resolved** that this payment should not be paid and our subscription is to be ended.

LALC – Subs 2017/18 DO NOT PAY £259.90

**The date of the next meeting is 16th May 2017**

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**Chair**