**BROUGHTON IN AMOUNDERNESS PARISH COUNCIL**

Minutes of the Parish Council

Held at Broughton and District Club, Broughton

Tuesday 10th April 2018 at 7.30pm

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

**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 for absence were received and accepted from Mrs. L.J. Oldcorn and Mrs. K. Galloway.

**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 27th February 2018- (already circulated)**

The minutes of the Parish Council meeting held on 27th February 2018 were confirmed and signed as a correct record.

**4.** **Planning applications received**

Cllrs considered the following planning applications and **resolved** **not to object**:

**06/2018/0083** – new field access – **Church Hill Lodge, Durton Lane, Broughton**.

**06/2018/0338** – porch to front following demolition of rear extension – **31 Woodplumpton Lane, Broughton.**

**06/2018/0262** – single storey side and rear extensions – **23 Pinewood Ave, Broughton**.

Cllrs **resolved** **to object** to the following applications:

**06/2018/0282** – 1no. dwelling and garage – **Land adjacent Winders Lodge, Durton Lane, Broughton – Cllrs agreed this was overbearing to the site and to object along with possible access issues.**

**06/2018/0178** – 27no. dwellings – **land adjacent Daniels Farm (grade 2 listed), Durton Lane, Broughton – Heritage issues not taken into account.**

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

1. **Broughton Scouts**

The Scouts have approached the Parish Council as they are looking for a site for development of a new purpose building, (email receive and circulated). Their reasons are:

* The Blackburn Diocese will not support their development plans at the existing site.
* The Scout group now has more than 250 members who use the hut weekly.
* New housing – there is pressure to further expand the group.

Cllrs **resolved** that they were happy to support this in principle and would look to having a meeting with other users of sites on the field regarding their ideas and needs. A site has not yet been agreed but the possibility of King George V field may be feasible.

This will link into the Neighbourhood Plan and Parish Action Plan.

1. **Church Heritage Group**

Cllrs Hastings reported she had had a discussion this year with the Church heritage Group and a Heritage Lottery fund grant (project 4) was to be applied for.

The Church will to support us with this and would like 2 boards, provided and paid for by the Parish Council, one by Church Lane and one at the bottom by the church.

The boards are £1500 and the plinths £250 - £500 each.

They have also stated that the graveyard now floods by the carpark and they would like us to contribute towards a wall to be built, up to the brook. (plans provided)

Cllrs **resolved** that the Clerk is to send them a CiL form and it will then be considered. The letter will also state that the signs will be of the same design and format a “parish standard” – subject to funding.

1. **Crossroads**

Cllr Hastings & Mr Galloway met (notes circulated previously) with Cllr Iddon & county highways and safety officers on 9th March regarding concerns about the crossroads and post bypass timeline.

The roadworks/improvements have been delayed and are due to start in the summer – August 2018 – May 2019.

At the crossroads the give way signs will remain. The design of the various road surfaces are going to slow traffic north and south; the prohibitions will reduce the types of vehicle going up and down. LCC have categorically stated that the traffic lights will not be going back as this not solve the problem, once the works are completed. The Parish Council cannot do anything about this, except what they have done that is meet with County Officer and Cllr. Iddon as it has no responsibility or ownership for the roads and the equipment on it used to manage traffic.

Concern has been raised about the implementation of the traffic regulations and a further meeting with the Police is to be arranged. Concern from residents has been noted and the Parish Council **resolved** to support partial closure of the road either north or south.

1. **Story Homes**

Cllr Mills reported he had met with Story Homes (notes circulated). They are going to keep hold of “Toad Park” and there is to be no free access, the gates are to be kept locked. It was **resolved** that Cllr Mills was to contact Homes Agency formerly HCA to consult them over this matter to suggest that it is protected for 40 not 20 years.

Story have agreed to supply a new noticeboard, the Clerk provided details of the current one that is in the village which is the most suitable for our needs.

He also reported on the litter problems in the area along Eastway/Durton Lane. It was **resolved** for Integrate to be contacted to include Durton Lane and Church Lane in their schedule.

Story’s would also like a leaflet on the Parish Council to distribute to residents.

PH to update the e-news version

**6. Items for consideration**

1. **To consider the resignations of 2 parish councillors and the advertisement of vacancies.**

Cllrs accepted the resignations of 2 parish councillors for various reasons and it was resolved for the Clerk to write to them thanking them for their services.

The Clerk confirmed that notices advertising the vacancies have been placed on the noticeboards.

Delegated duties of the Parish Councillors who have left were discussed and it was resolved that Cllr Mills would be the contact for Integrate and Cllrs Parkinson Barton Grange.

1. **Parish Action Plan**
2. **Project 4**

Cllrs resolved to consult with St John Baptist Heritage Group re the information boards, but highlight what will be the parish standard. We are to try to apply for funding of £45k from the Heritage funding and the remaining £15k to come from CiL.

Cllr Hastings is to start the bid.

1. **Project 1-3**

**King George V field and drains**.

Cllr. Hastings reported on the recent report from the contractor who has been doing the drains. All the small roots have now gone, but the big roots now need attention. It was **resolved** to do the work which will cost between £2k - £5k from CiL.

Discussion took place over possible uses for the field and carpark. It was **resolved** to get a tenancy agreement with PCC for the field.

Community Futures who have been advising around the HLF bid have found that the KGV field was a charity but it has been inactive since 2007. It was **resolved** that PH contact the Charity Commission to see if it can be reactivated with a view of using this to manage the future work on the field.

**To consider the advice from sub-group on the proposals by developers to provide community facilities as to how to proceed with these offers**.

A draft protocol has been put together to include the following:

* Prioritise brownfield sites and look at village heritage and if they want to put plans in place.
* If plans have been submitted – do they comply with our NP and current PCC/LCC core strategy and based on this make our decision.
* Ensure that we document any meetings that Cllrs hold with any developers as approaches have already been made.

1. **GDPR**

Cllrs discussed the problems with and how it will manage its IT systems to ensure its compliance with GDPR. It was **resolved** for the Clerk to pursue with our IT consultant adopting a drop box system and new email addresses.

A policy needs to be developed to ensure that Cllrs or any future Cllrs who do not have access to IT will be able to access documents in a secure fashion and are able to receive a hard copy of everything.

1. **Central Lancashire Open space consultation – conducted by KKP Ltd. on behalf of PCC**

It was **resolved** that Cllr Hasting is to respond to the consultation.

1. **National Planning Policy Framework consultation**

It was **resolved** that individual responses should be made to the consultation.

1. **Temp road closure Station Lane, Barton & Hollowforth Lane, Woodplumpton 12.06.18 – 25.06.18**

Cllrs considered the above road closure and it is to be placed on the website.

1. **Temp road closure Lightfoot Lane, Fulwood 18.06.18**

Cllrs considered the above road closure and it is to be placed on the website.

1. **Broughton Primary School**

An email inviting the Parish Council to visit the school had been received. It was **resolved** to respond stating that individual Cllrs would make their own visits in due course.

**7. Action items for review**

1. **Neighbourhood Plan**

The consultation is due to finish next week. It is envisaged that a developer may respond stating that planning approval has already been granted outside the parish envelope. It was resolved just to direct PCC to pass it directly onto the examiner for his inspection.

1. **CiL grant applications – Post bypass village works and improvements**

No applications have been received.

Drains work and Charity Commission fees (if required) are to be paid out of CiL. The residual CiL funding for 2017/8 is due to be paid at the end of April the figure has not yet been receivied.

**8. To consider and approve the Management accounts and bank reconciliation for m/e 28th February 2018.**

It was **resolved** to approve the management accounts and bank reconciliation for m/e 28th February 2018, but the following to be noted:

* Audit fees will increase due to us receiving CiL monies. These are to be paid out if CiL.
* The draft terms of the finance sub-group was agreed. The forming of a finance sub-group is to be delayed until we recruit new Cllrs.
* It was **resolved** to look at CiL/ Budget setting in June and report back after the summer.

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

**Receipts**

General Account

0

CiL Account

**0**

**Payments**

General Account

Eon – Electric Xmas tree Dec 2017 £37.52

Integrate – village tidying £175.09

C. Worswick – March 2018 salary £326.67

HMRC – March 2018 tax £81.60

C. Worswick – internet, postage, stationary £36.05

CiL budget

Lanes for Drains – CCTV 09.03.18 King George V field £2178.00

Moore & Smalley – Payroll £69.66

T. Brown – professional advice £200.00

PCC – Printing – NP documents x 4 £67.49

PCC – Printing – Documents for planning £70.46

**The date of the next meeting is 22nd May 2018**

…………………………………………………….

Chair