**BROUGHTON IN AMOUNDERNESS PARISH COUNCIL**

Minutes of the Parish Council meeting – due to COVID 19 restrictions

Held on line via Zoom platform

Tuesday 12th April 2021 at 7.30pm.

**Present**: Cllrs. Mrs. P. Hastings, P. Bunting, Mrs. L.J. Oldcorn, S. Sargeant, N. Parkinson and L. Brown.

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

The background to this meeting

**SLCC advice:**

*The Government has now issued the regulations that will give local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely, and for public and press access to those meetings. These ‘Regulations’ (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) come into force on 4 April 2020.*

*These give local authorities (including parish Councils) greater flexibility in terms of how they conduct meetings.*

*The Explanatory Memorandum accompanying the Regulations states the following:*

*"These Regulations make provision to enable local authorities to hold meetings remotely including by (but not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming. The Regulations further modify existing legislative provisions to remove the requirement for local authorities to hold annual meetings, and to enable requirements for public and press access to local authority meetings and associated documents to be complied with through remote means and website access.”*

**Open Forum**

Representatives from United Utilities gave a presentation on the new water pipeline that is due to be installed from The White Bull, Longridge to Broughton Water treatment works– 10km in all. The objective is to provide a new raw water resource to help meet future supply and demand needs, utilising water from the 4 reservoirs.

There will be a number of crossings under water courses and sections along Whittingham Lane, Brabiner Lane and Whittingham Lane.

The following **road closures** are expected:

Woodplumpton Lane – section from Popes Farm to treatment works will be done in stages

Whittingham Lane – 4 weeks and Langley Lane – Short Lane – 4 weeks

Brabiner Lane – 2 weeks Whittingham Parish

The program for this is to do as much as possible on the Woodplumpton Lane section in the school holidays -7th July to 27th August.

LCC are to produce a diversion plan for the closed roads and produce leaflets.

Several residents expressed their concern, but UU gave assurances that they would address their concerns and certain concerns directly with the businesses effected.

1. **Apologies for absence**

Apologies were received and accepted from Cllr. L. Eccles.

1. **Declaration of Interests**

None.

1. **Confirm the minutes of the Parish Council meeting held on the 23rd February 2021**

The minutes of the Parish Council meeting which was held on the 23rd February 2021 were confirmed and signed as a correct record.

1. **Reports from meetings and agree actions**

**PAC meeting**

Cllr Hastings reported on the meeting held on 24th March. The Cardwell Farm appeal was turned down and planning has been granted.

There is a delay in the Central Lancashire Core Strategy to 2026.

**Conservation Area community consultation event**

There was an open consultation as to whether it was appropriate in the village. The majority of people agreed that it was not the best course of action at this time, especially in the centre of the village.

Cllr. Hastings recommended we do not pursue this at this time, but will look at other ideas that were put forward on getting properties listed in due course.

**Finance Committee**

Cllr. Parkinson reported that we will have a C/F balance of £33k in the revenue budget.

The VAT reclaim amount is approximately £19k, so this may trigger a query from HMRC. If this happens it was resolved that Moore & Smalley would answer on our behalf.

Cil money – we are due approx. £12k at the end of April which will bring the balance up to £34k after the most recent invoices have been paid,

Discussion then took place on how we are going to finance to make sure the Toll Bar Cottage can be completed It was **resolved** to use the revenue budget until the VAT is reimbursed.

The CDC have requested that a separate bank account with Santander be set up for the Cottage and transfer the agreed budget of £5k into it for a start-up fund.

Cllr. Hastings confirmed that she will start reclaiming money back from the funding streams, as invoices have been paid by ourselves. These will be without VAT as this is to be reclaimed directly.

**Cottage Development Committee**

They met on site with the builder. The contractor has had issues with supplies due to covid/Brexit/Suez canal!. The contractor is to be contacted for a completion date. Cllrs asked for this to be confirmed.

**Cottage Management Committee**

This is now up and running and they are looking at how to staff if for the cottage project and the recruitment of volunteers will be completed.

**LALC executive meeting**

The NALC note on the stopping of online meetings from the 7th May is being challenged judicially.

Finances are healthy with most members renewing.

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

The Councils Risk Management Policy Statement 2021

The Councils Risk Management Register 2021

The Councils Asset Register 2021

The Review of the Effectiveness of Internal Audit and Internal Control 2021

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

* To appoint Moore and Smalley as the Parish Councils Internal Auditor for 2021/22.
* The fee charged by Moore and Smalley for the 2021/22 Internal Audit shall be as quoted.
* The adoption of the Internal Audit Terms of Reference as part of the 2021/22 audit procedure.
* The adoption of the Internal Control and Suggested Testing document as part of the 2021/22 audit procedure.
* The adoption of the Effectiveness of Internal Audit document as part of the 2021/22 audit procedure.
* The adoption of the reviewed Councils Risk Management Policy Statement for 2021/22 as part of the procedures of the Council.
* The adoption of the Councils Risk Management Register for 2021/22.
* The adoption of the Councils Asset Register as of 31st March 2021 as part of the 2021/22 audit procedure.

The Clerk was thanked for her work on these matters

**ii) LALC training questionnaire**

Cllr. Hastings reported that LALC receive a grant from LCC to provide training to Parish Councils. A questionnaire has been circulated and a response is needed.

**iii) Parking and traffic in the village**

Cllr Hastings reported that a meeting is to be arranged with Marcus Hudson and staff to discuss concerns over parking, public realms work, crossroad incidents and the enforcement of 20mph speed limit.

Broughton club are now charging £37/year for a parking permit for the residents of the cottages beside the gateway development as they no longer have access to their parking area behind Barton Mill.

Cllr Ron Wollam has taken the problems up with Cllr. Keith Iddon.

Cllr. Bunting is to **liaise** with the new Head teacher at the high school about the parking issues once he has a chance to settle into his role.

**iv) Zero Carbon Communities**

Cllrs were unsure what the Parish Council could do for this. The Co-op are looking at installing an electric charging point. It was **resolved** for the document to go on the website.

**v) Additional Parish Greenspace contribution to PCC for 2021-22**

The Clerk confirmed that the contribution is £1194.00 and has now been paid.

**vi) Cottage matters**

 Cllr Hastings reported that a job description has been produced for the hub and they are now looking at a manager, for the community meeting rooms and café..

The job will be widely advertised as required by the Lottery.

It was **resolved** to proceed with this and advertise. Interviews are due to be held in May. The volunteer campaign is to start soon.

**vii) Village flowerbeds and verges**

 Cllrs and Parishioners had commented that the flowerbeds are very boring with no colour and it would be good to look at ways of potentially making them more attractive. No one seems to know which contractor is looking after them. LCC to be contacted.

**6. Planning applications**

1. Cllrs considered the following planning applications and it was **resolved not to object:**

**06/2020/1018** – alterations to roof including increase in roof height and rear dormers, two storey extension to front, two storey and single storey extension to side, two storey and single storey extensions to rear, front porch canopy, replacement windows, following demolition of existing attached garage – **Tandridge, Durton Lane, Broughton.**

**06/2021/0295** – temporary change of use of a garage to a marketing suite with associated landscaping – **land off Sandy Gate Lane, Broughton**.

**06/2021/0348** – temporary change of use of existing double garage to marketing suite, with car parking, utilising Plots 182, 183 and 184 as show homes with associated landscaping – **land north of Durton Lane, Broughton**.

**06/2021/0364** – enlargement of window opening to create door opening – **1 Bank Hall Barns, 471 Garstang Rd Broughton.**

**06/2021/0419** – change of use of showroom to retail and sales area to retail/restaurant and café, including extension to building following demolition of canopies and underground tank removal (pursuant to 06/2018/0727 to seek variation of condition no. 6 Foul and Surface Waters) – **Kinders Petrol Filling Station 506-508 Garstang Rd, Broughton.**

**06/2021/0316** – reserved matters application (namely appearance, landscaping layout and scale) pursuant to outline planning permission 06/2017/0941 for 98no. dwellings and associated works following demolition of 126a Whittingham Lane (pursuant to 06/2019/0166 to seek variation of condition no.1 approved plans – **Land to rear of 126A Whittingham Lane, Broughton.**

1. Cllrs considered the following applications and it was **resolved to agree subject** to **a condition**

**06/2021/04/05** resubmission of application for 111 house as pahse 2 of the development behind **126A Whittingham Lane**. Condition is the use of Plan B.

1. Cllrs considered the following applications and it was **resolved to object:**

**06/2021/0431** – outline application for 1no. place of worship and associated parking facilities (access only applied for) with some matters reserved – **Land to the south of Durton Lane, Broughton.**

**06/2021/0423** – outline planning application seeking approval for access only for residential development for up to 81 no. dwellings with associated works (all other matters reserved) **– Land off Whittingham Lane and James Towers Way, Broughton**.

**Note**: Only 1/3rd of this development is a designated site in the BNDP.

**7. To consider and approve the Management accounts and bank reconciliation for m/e 31st March 2021.**

It was **resolved** to approve the management accounts and bank reconciliation for m/e 31st March 2021.

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

 **Receipts**

 **General fund (restricted funds)**

 **CiL fund**

 **Payments**

 **General fund**

 P. Hastings – Zoom, stationary and ink £105.92

 EON – gas bill £28.41

 Moore & Smalley – Dec Quickbooks £36.00

 PCC – Xmas lights and materials £879.64

 British Gas – Electric/gas bill £26.69

 Employee 1 – Salary March 21 £382.11

 Moore & Smalley – March Quickbooks £36.00

 P. Hastings – Zoom April 21 £14.39

 C. Worswick – Home working allowance – March21, computer £62.75

Mouse

Vista Construction – Inv 6 (1)(NL Comm fund) £9961.20

Vista Construction – Inv 6 (2)(LEF) £360.00

 **CiL fund**

 Vista Construction – Inv 6 (3) – TBC £13349.10

 **Future meeting dates**

The Clerk reported that NALC had prepared a briefing on the possible return of Face to Face meetings. From 7th May 2021 all councils must return to face-to-face meetings. NALC is working with a number of national bodies to press the government to extend the regulations – however they have no plans at the minute to do so – so we need to prepare.

With this in mind it was **resolved** to move the May meetings to Tuesday 4th May and conduct as much business as possible remotely. Dependent on the advice following the judicial review of the regulations by NALC there is a need to implement a scheme of delegation to the Clerk in order to make certain decisions on the Council’s behalf. This may be needed for a limited period of time.

 Finance committee To be arranged

 Parish Council meeting 4th May 2021

 Cottage Management Committee 26th May 2021

 PC Personnel Committee (interview) 7th May 2021

**……………………….**

**Chair**