**BROUGHTON IN AMOUNDERNESS PARISH COUNCIL**

Minutes of the Parish Council

Held at Broughton and District Club, Broughton

Tuesday 5th December 2017 at 7.30pm

**Present**: Cllrs. Mrs. P. Hastings, Mrs. K. Galloway, Mrs. B. Adams, 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.

Several residents expressed concern over the removal of the traffic lights at the crossroads and the new speed limits in the village. P.C. Chris Banks had reported 11 accidents and had had a confrontation with people at the crossroads.

Cllr. Hastings reported she had spoken with Cty. Cllr. Iddon, as Cty Cllr. Wilkins was unresponsive and had a discussion about the routes through the village. He stated that the traffic lights will not be reinstated as the technology is now redundant. Work on the A6 is due to start in 4-6 weeks. In between they will look at putting corner chevrons and more signs. The speed limits actually come into force today and the police can now enforce restrictions. The bypass is not yet shown on the OS maps, so satnavs do not recognise them. He is pursuing this with O.S. on our behalf.

Residents put forward the following points:

* Sight lines are a problem. Going south you cannot see if something is coming from the left.
* There should be STOP signs not GIVE WAY as it is a blind junction.
* All of the village should be a 20mph zone.
* Are the PC going to write to bus companies and hauliers to see if the speed limits are being enforced?

These issues will be passed to Cllr. Iddon.

Cllrs agreed that removing the traffic lights has caused issues and we do need traffic calming measures. A STOP sign is probably the best thing. Hopefully with the village improvements in place the situation will improve.

Another resident queried the newsletters reference to the neighbourhood Plan. He stated that it is hard to understand and would be better if it was explained in clearer, plain English. He also wanted to know how many people had responded. As it is out for formal consultation at the moment, these figures are unavailable, but they will be published on the website in due course. There will be a note put on the website/facebook to explain simply the revised plan and how it was achieved.

1. **Apologies for absence.**

Cllrs. Mrs. L.J. Oldcorn and Mr. 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.

Cllr. Parkinson declared a personal interest in the Sandygate Lane appeal, as he is a representative of the local group appealing the application.

Cllr. Galloway declared a personal interest in the CiL applications as she is a member of Broughton & District Club.

**3. Confirm the minutes of the Parish Council Meeting held on 24th October 2017- (already circulated)**

 The minutes of the Parish Council meeting held on 24th October 2017 were confirmed and signed as a correct record.

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

 Cllrs considered the following planning applications. It was **resolved** to not object to the following applications:

 **06/2017/1147** – 127a Whittingham Lane, Broughton – single storey rear extension and alterations to roof.

 **06/2017/1256** – Elm Dene, 522 Garstang Rd, Broughton – single storey rear extension.

**Notification of appeals**

 **Key Fold Farm, 430 Garstang Rd, Broughton** – outline application for residential development for up to 130 houses with access considered.

 **Land off Sandygate Lane, Broughton** – outline planning application for up to 97no. dwellings (access applied for only)

 The above appeals are due to be heard starting the 6th February 2018 at Preston Town Hall.

Broughton Parish Council will to make representation both documentary and in person to the inquiry into the appeals against refusal of planning permission for developments at Sandygate Lane 3179105 (lead) and Keyfold Farm 317977, both within our Parish under rule 6.

 Discussion took place on whom would speak and advise on our behalf at the inquiry. It was agreed to approach Tim Brown as our preferable person to see if he is willing to do so. As he has objected personally to the appeals, if may be a conflict of interest.

 Cllr. Mills suggested setting up a group, who can get to grips with the documentation that we will need to present. We need to cover all bases, so we can at least say we have tried.

 We need to have 2 different people presenting as it is 2 inquiries. It was agreed that residents of Sandygate Lane could join the group to benefit from any advice that Tim Brown may be able to give. A resident stated he had a letter of support from MP Ben Wallace who is in support of the residents against the development and will forward it on to the Clerk.

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

 **PAC meeting** – Cllr Hastings reported that she had been unable to attend, but discussion took place regarding the maintenance of open spaces with PCC.

All parishes except Barton have accepted that they will have to pay 18% towards costs and will be invoiced in April 2018. The cost does not include maintenance beyond issues i.e. no ditches will be cleared, just basic tree maintenance to be done.

**6. Items for consideration**

1. **Barton Grange – grasscutting 2018**

Barton Grange have submitted a quotation for the grasscutting for the forthcoming year of £3,520.00 + VAT. It was **resolved** to accept this and the Clerk to confirm.

1. **LCC – Claim for definitive map modification order – Pinewood Ave to Garstang Rd, Broughton**

The Clerk confirmed that everything has now been submitted and LCC are consulting that it is to be made into a public footpath within 28 days. We have no further evidence that needs to be submitted to LCC’s Regulatory Committee and are just awaiting the result. This is to go on the noticeboard.

1. **Areas of responsibility**

Cllrs considered and revised their areas of responsibilities and this is in Appendix A of the minutes.

1. **Parish Action Plan**

Cllr. Hastings reported that the Parish Action Plan needs to be re done following the changes to the Neighbourhood Plan. It was resolved that a Parish meeting or new survey should be undertaken in March 2018. The following items have been updated:

**Trees** – TPO’s need to be done. We may need to replace the street trees ourselves, P.C.C. will not.

**Green space on Eastway** – Storeys have not yet reached a decision.

**Local heritage list** – Consultation hs finished we are advised that it is now under discussion and the outcome will be known early next year.

**Car parking** – shared facilities at the Gates of Bengal car park. Park and Ride still in plans.

**Signs and street furniture** – we need to decide where we want signs to go. The pre-school would like one.

**Public transport issues** – speed and traffic and paths and styles.

**Pinfold** – we now have adverse ownership. In 12 years’ time we can apply for full ownership.

1. **King George V Playing field**

Cllr. Hastings presented a report on the meeting with PCC regarding the park.

The lease was discussed and if we wanted to proceed, they would look to granting a 99 year lease and if we don’t maintain the park they would take it back. There would be no contribution from PCC regarding any future maintenance.

They gave a basic schedule of works that would be undertaken from April 2018. Our contribution of 18% of £6648 equates to £1194 + VAT for the year 2018/19. PCC are unsure how future year’s contributions will be calculated.

The culvert under the Garstang Rd/ footpath has been cleared. The drain and ditches will need clearing – but there are no funds from PCC for this.

PCC will not commission any tree work, but they will look at the branch over the guide hut. They will demolish the shower block and advise us when this is to happen.

They have suggested that we as a PC apply for grant funding for the whole project to include the Pinfold.

1. **Preparing for General Data Protection Regulations (GDPR) May 2018**

The Clerk explained about the above regulation that is coming into force and the impact it will have on the Parish Council and how we will have to comply by May 2018.

It was **resolved** that we have to register with the Information Commissioners Office at a cost of £35.00. This will have to be budgeted for on a yearly basis. The Clerk reported that SLCC have produced a training webinar that she will view first, then circulate so all can view it and get an idea of what is required. Cllr. Cartwright is to contact PCC to see if they have any information for parishes.

1. **Dispensation to Parish Council members**

It was **resolved** to grant dispensation to Cllr. D. Mills under section 33 of The Localism Act 2011, in order that he may participate in the budget setting process of the Parish Council.

1. **Parish precept 2018/19**

Cllrs considered the following budget proposals for 2018/19 and it was **resolved** to set the Precept for 2018/19 at the same level of £11,900. The budget proposals were as follows:

|  |  |
| --- | --- |
| Clerks fees | £4,300 |
| HMRC | £1,000 |
| Xmas tree – electric | £75 |
| Village tidying | £1,500 |
| Insurance | £1,000 |
| SLCC | £110 |
| Postage | £10 |
| Stationery & periodicals | £250 |
| Room Hire | £300 |
| Training and travel | £200 |
| Grasscutting | £5000 |
| Communications/newsletters | £500 |
| IT software and equipment | £75 |
| Internet charges | £120 |
| Web host/ Webmaster 50% | £400 |
| Wreaths | £50 |
| CPRE | £36 |
| King George V field – PCC cont. | £1500 |
| Information Comm. Office | £35 |
| **Total** | **£16461** |

It was **resolved** to transfer the following items to the CiL budget as projects.

|  |  |
| --- | --- |
| Permanent Christmas Tree | £1000 |
| Neighbourhood Plan | £2500 |
| \*Audit fees | £400 |
| \*Web host/ Webmaster 50% | £400 |

\*These come out of the 5% admin fees.

 The increase in audit fees is related to the increase in income from CiL.

It was **resolved** that the Clerk will inform PCC of the amount when requested.

**7. Action items for review**

**NP progress** – consultation ends 15th December.

**Cil applications**

The Clerk reported 2 applications had been received.

* The Girl Guides would like to replace their roof at a total cost of £1936.80.
* Broughton & District Club requested a contribution of £2,500 towards their project cost of £3,790 for resurfacing and making safe the footpaths around the hall.

It was **resolved to approve** both projects and the Clerk is to inform the applicants accordingly.

The Clerk is to ask the webmaster to put a section for grant approvals on the website.

**Post bypass updates**

Cllr. Mills had contacted Marcus Hudson LCC querying the state of the roundabout at Durton Lane, there is no footpath and no signs on Durton Lane. He has had a preliminary response. Contractors and drivers have done the damage on the roundabout, the signs have been ordered and are due to be placed. Guidance marks may be put on the roundabout. The link road from Durton Lane is due to be completed in October 2018.

 **Cuadrilla – Roseacre Wood site**

Good news to report, Cuadrilla no longer have any plans to direct traffic through the village. It was **resolved** to take this item off the agenda.

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

It was **resolved** to approve the management accounts and bank reconciliation up to m/e 30th November 2017.

 It was **resolved** that we should look at producing a 5 year plan in October before the precept is set for the following year.

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

**Receipts**

General Account

CiL Account

**Payments**

General Account

 C. Worswick – Nov 17 salary £326.47

 HMRC – Nov 17 tax £81.80

 Integrate – village tidying £447.72

 Barton Grange – grass cutting final 50% £2070.00

 C. Worswick – printer, internet, postage £202.65

 C. Worswick – Dec 17 salary £326.67

 HMRC – Dec 17 tax £81.60

 Information Commissioners Office – registration £35.00

 Broughton & District club – room hire £220.00

 P. Hastings – Xmas tree items £5.98

CiL budget

TB Planning – Professional advice NP £1370.00

**The date of the next meeting is 9th January 2018**

**…………………………….**

**Chair**

|  |  |  |  |
| --- | --- | --- | --- |
| Parish Council business support | Administration | Clerk | Minutes of meeting, correspondence |
|  | Meetings | Clerk | Arranging, publicity, liasing |
|  | Planning permission | Clerk/Councillors | Review and advise full council |
| Upkeep of village | General maintenance | BA/Integrate | As per schedule |
|  | Grass cutting | LJO/Barton Grange | As per schedule |
|  | Playground | LJO/PH/P.C.C. | As per schedule |
|  | Car park & railings | BA/Integrate | Ongoing cleanliness and use |
|  | Xmas tree | LJO |  |
|  | War Memorial | LJO/PH | Under review |
|  | Historical features | BA/PH | Annual review |
|  | Street furniture and bins Footpaths, Bus shelters, highways, rights of way, waste disposal, recycling, environmental issues | KG | Ongoing |
|  | Noticeboard | Clerk |  |
| Communication | Newsheet/facebook | PH | Advertised 3 times a year |
|  | Website | Clerk/DC |  |
|  | Press officer | DC |  |
| Archivist | Lancashire Archives |  |
| Lobbying and representation | Damaris Dixon Trust | PH | Trustee |
|  | Preston Area Comm | PH/NP/DM | Representatives |
|  | Police Liasion | DC |  |
|  | High School Liasion | NP |  |

**Planning areas**

It was agreed that the Clerk to email everyone with planning applications.