**BROUGHTON IN AMOUNDERNESS PARISH COUNCIL**

Minutes of the Parish Council meeting

Held at Toll Bar Cottage

Tuesday 7th December 2021 at 7.30pm.

**Present**: Cllrs. Mrs. P. Hastings, N. Parkinson, S. Sergeant, P. Bunting, Mrs. L.J. Oldcorn, Mrs. L. Jolliffe & L. Brown.

**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 representation 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.**

None.

**2. Declarations of Interests-**

None declared.

1. **Confirm minutes of the Parish Council meeting held on 26th October 2021 and 23rd November 2021 (already circulated)**

The minutes of the parish Council meetings held on 26th October and 23rd November were confirmed and signed as a correct record.

**4. Reports from meetings and agree actions from committees that are not part of the agenda**

**Finance committee 7/12/21**

Cllr. Parkinson reported on the current main budget and we have a balance of approx. £40k with a possible c/fwd balance of £35k into next year.

CiL - £20k has been reserved for painting the outside of Toll Bar Cottage.

The next financial year should see another large tranche of CiL money.

Cllrs. resolved that funding needs to be available in the bank before any future projects are started.

There is a need to spend only what is available, but also to plan for the future.

Toll Bar Cottage finances were discussed. The accounts are currently showing £13,700 in sales with expenditures of £6484, net income of £7216.

**Cottage Development committee -** This committee is to be disbanded as the only work outstanding is the external painting

**Cottage Management Committee 30/11/21**

Cllr Hastings reported that the committee have put a budget together – estimating that the income should be £52k and expenditure £48k – profit of £3k. Concerns were expressed about the low profit margin in the budget. This will be reported to the CMC and put on the Agenda for their next meeting.

There are 32 volunteers and capacity is met on some days and it is now open 6 days a week 10am -2pm. 75% of sales is on hot food and drinks.

It is closing on 23rd Dec to 4th January as staffing is the issue. The first private functions have been held. The Police surgery has taken place, the City Cllrs will start holding regular surgeries in the New Year and there are repeat bookings.

Staffing – there have been 4 applicants for the assistant’s role and 3 Kickstart applicants.

There is a Christmas meal planned (10/12/21) for the volunteers and it was agreed that £400 should be donated towards the refreshments from TBC budget.

**LALC Executive Committee 20/11/21**

Cllr. Hastings reported that LALC has now been relaunched. All staff were made redundant and the offices closed. Two new members of staff have been appointed and will be working remotely offering admin and training support.

**5. Items for consideration**

1. **Dispensation to Parish Council members**

It was resolved to grant dispensation to all Parish Councillors under section 33 of The Localism Act 2011, in order that they may participate in the budget setting process of the Parish Council for the period up to December 2022.

1. **Parish precept 2022/23**

Cllrs considered the budget proposals for 2022/23 and it was resolved to set the following budget proposals and the Precept at £28,000. The Clerk is to inform PCC in due course.

To consider setting the Precept at an acceptable amount.

|  |  |
| --- | --- |
|  | £ |
| Clerks Fees | 5,143 |
| HMRC | 1,262 |
| General Maintenance | 250 |
| Xmas tree lights | 2,500 |
| Village tidying | 2,750 |
| Insurance | 2,500 |
| SLCC | 150 |
| Postage | 200 |
| Stationery & Periodicals | 400 |
| Quick-books subs x 2 | 250 |
| Room Hire/Zoom | 0 |
| Training & Travel | 250 |
| Grass Cutting | 6,250 |
| Communications/Zoom | 400 |
| IT software and equipment | 500 |
| Clerk Home Allowance | 350 |
| Donations | 1,500 |
| Web host & maintenance | 500 |
| Wreaths | 100 |
| Community Futures | 30 |
| LALC fees | 400 |
| KGV field - PCC contribution to PCC | 1,500 |
| ICO | 40 |
| Audit fees | 2,000 |
| Internal auditor | 1,500 |
| Payroll x 4 employees | 750 |
| General admin | 50 |
| Banking fees | 500 |
| Community events | 1,250 |
| Toll Bar Op costs | 3,000 |
| War memorial maintenance | 2,000 |
| Legal fees | 10,000 |
| Toll Bar Maintenance | 5,000 |
| **TOTAL** | **53,275** |

1. **Dates of future meetings 2022**

It was resolved to set the following dates of parish council meetings for 2022.

All on Tuesday to be held at Toll Bar Cottage at 7.30pm.

11th January 2022

22nd February 2022

29th March 2022

10th May 2022 - APM/Annual Meeting

21st June 2022

19th July 2022

6th September 2022

18th October 2022

29th November 2022

1. **Lengths-man**

Cllrs discussed engaging a lengths-man for the village. Cllrs. Hastings confirmed that this could be funded from CiL money. Cllrs discussed the types of tasks they could undertake.

It was **resolved** to advertise to contract a lengthsman/woman with their own insurance and equipment from April 2022.

Give notice to Sow & Grow from April 2022.

Continue with Barton Grange for the grass cutting.

The Clerk is to contact Barton Parish Council for advice over their “contract”.

A Task and Finish group will be set up to manage the contracting comprising of Cllrs. Bunting, Sergeant, Brown & Parkinson.

1. **PCC – Queens Green Canopy Campaign and Lancashire Platinum Jubilee Celebrations – The Big Jubilee Lunch**

It was **resolved** to plant a tree in the village and to consider possible sites to commemorate Her Majesty’s Jubilee.

It was also **resolved** to hold a street party on 5th June 2021 to celebrate the Queens Platinum Jubilee celebration and to apply to close Garstang Rd for the event.

The Village Realm committee are to take responsibility for the tree planting, event and road closure comprising of Cllrs. Hastings, Oldcorn & Jolliffe.

1. **Traffic & Parking Issues**

Cllrs considered the next steps proposed regarding the traffic and parking issues.

It was resolved to replace all 17 signs with bigger one – permission from LCC needs to be given. Total coast approx. £800.

A traffic count has been requested to LCC, but they will not accept it due to the pandemic. Cllr. Hastings has asked LCC to clarify if we commissioned it would it be accepted.

Parking - currently working with the Police for enforcement against illegal parking.

King George V carpark – discussion took place on the options to extending the car park – this would have to be done in stages.

Stage 1 - Refurbish and resurface the current car park gaining 3-4 extra spaces – estimates being sought cost approximately £10K.

Stage 2 - If we get a section of land on the park move the existing playground.

Stage 3 - Extend the current car park gaining 20 spaces into the old play area and add a new area gifted by Wainhomes to the park.

This is achievable if we support Wainhomes with the new application, where we would be gifted a piece of land. It was **resolved** to agree to this in principle, but with stated conditions.

1. **Parish Action Plan**

It was resolved to publish the updated Action Plan on the website.

**6. Planning applications**

1. It was **resolved** to object to the following application:

**06/2021/1373** – 2no two storey dwellings with detached garages and associated external works – **Church Hill Lodge, Durton Lane, Broughton PR3 5LD**

It was noted that the noise impact assessment is wrong with the following application – it is pre bypass – a new one is needed.

**06/2021/1536** – 2no. part two/part three storey retirement apartment buildings (Class C2) with associated landscaping and car parking and new access off Woodplumpton Lane (resubmission of 06/2018/0859) (pursuant to 06/2019/1347 to seek variation of condition no. 13 “noise impact assessment”) – **521 Garstang Rd, Broughton PR3 5JA**

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

**06/2021/1490** – 10no. commercial units for a mix use of Commercial, Business and Service (Class E) General industrial (Class B2) and Storage or distribution (Class B8) (pursuant to 06/2020/0941 to seek variation of condition no. 20 to allow for the use of approved Unit 3 as a gym) – **land at Eastway/ Durton Way, Land north of Eastway, Broughton PR2 9ZA** (*Access only in Broughton Parish*)

1. Cllrs **resolved** to make a request for representation at the Planning Meetings for the following application:

06/2021/1104 Keyfold Field

06/2021/0431 Proposed Mosque

06/2021/1315 Whittingham Lane Business Park

1. It was **resolved** to make a written representation to the following appeal (not in Broughton Parish):

Outline planning application seeking approval for access only for up to 10no. self build/custom build dwellings (Resubmission of 06/2018/0638) – **Land at Langley Lane, Broughton PR3 5DD**

**7. To consider and approve the Management accounts and bank reconciliation for m/e 30th November 2021**

It was **resolved** to approve the management accounts and bank reconciliation for m/e 30th November 2021.

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

 **Receipts**

 **General fund**

 Donation for bench TBC £418.13

 Lancs Env Fund £20,917

 National Lottery £20,454.25

 **Cil fund**

 **Payments**

 **General fund**

 Integrate – village tidying £382.00

 Employee 1 - Salary Oct 21 £413.13

 Employee 2 – Salary Oct 21 £1688.99

 HMRC – Oct 21 £559.71

CHALC – Cllr training x 2 £80.00

Royal British Legion – wreaths x 2 £50.00

 Royal British Legion – donation £10.00

 Barton Grange – Grasscutting 50% £2376.00

 Minuteman Press – greetings cards £46.54

 CKS Catering – Fly screen £330.30

 PCC of Broughton – Donation to road closure £180.00

 Integrate – village tidying £144.00

 PCC – Building Regs inspection fee TBC £504.00

Employee 1 - Salary Nov 21 £711.23

 Employee 2 – Salary Nov 21 £1587.50

 HMRC – Nov 21 £634.31

 J. Dew – Aprons for TBC £151.20

 C. Worswick – Clerk – Home work allow Oct/Nov 21 £52.00

 Chris Worswick – Bookkeeping for TBC to w/e 26.11.21 £315.00

 **Cil fund**

 Vista Construction – TBC building works £8046.00

 J & A Blinds – Blinds for TBC £260.00

 DIY Framing – Framing kit TBC £203.46

 CKS Catering – Call out to coffee machine £54.00

 CKS Catering – S/S lift off door to sink £322.50

 Aspect Security – CCTV for TBC £680.00

 L. Brown – Photocell kit for TBC £11.88

The RFO raised concerns about the recording of the consumables and sundries of the TBC, as all purchases should be reported at Council Meetings on the Agenda. Advice to be sought from SLCC.

 **Future meeting dates**

 **Cottage committee 15th February 2022**

**Parish Council meeting 11th January 2022**

**Finance committee**

Yours sincerely

**Christina Worswick**

Clerk