**BROUGHTON IN AMOUNDERNESS PARISH COUNCIL**

Minutes of the Parish Council

Held at Broughton and District Club, Broughton

Tuesday 27th February 2018 at 7.30pm

**Present**: Cllrs. Mrs. P. Hastings, Mrs. K. Galloway, Mrs. L.J. Oldcorn, Mrs. B. Adams and Mr. D. Callaghan.

**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.

PC Chris Banks gave an update on crime and issues in the area. The problems at the Garstang Road/ Woodplumpton Lane/Whittingham Lane crossroads with collisions which is mainly due to people ignoring the signs. LCC are looking into it and an email has been sent expressing their concern. There is an issue with racing on the bypass at the roundabouts, but as they do not currently have access to a police vehicle, they cannot do anything about it.

Concerns were expressed about the 20mph speed limit on the Garstang Road it was felt that it was implemented too quickly and as yet has no effect on vehicles. It was pointed out that drivers are unable to see the markings on wet or snowy days. The police have asked for a Community Roadwatch site for the area, which uses speed guns and drivers get a letter stating they were speeding. As yet this has not been dealt with.

There is a problem with the state of the road on D’Urton Lane and getting contractors to clean up – LCC were more amenable.

All the north Preston villages have seen an increase in crime. There is a gang of 5 or 6 youths in the area trying cars and houses. 20+ vehicles have been targeted in the past months. People are to be vigilant about not leaving house keys in the locks.

The garages owner expressed concern over the new design for the Garstang Road, as this will affect his business. He feels there should be a stop sign temporarily and traffic lights reinstated. He has arranged a meeting with LCC to discuss his concerns, but is aware that plans have been drawn up and passed.

A member of the team from the Italian Orchard came to the meeting as requested by the Clerk to explain all the expansion plans. He was asked if we could meet separately; Cllrs Oldcorn and Galloway are to arrange a meeting.

1. **Apologies for absence.**

Apologies were received and accepted from Cllrs. Mr. D. Mills and Mr. N. Parkinson.

**2. Declarations of Interests-**

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

None disclosed.

**3. Confirm the minutes of the Parish Council Meeting held on 9th January 2018 (already circulated)**

The minutes of the Parish Council meeting held on 9th January 2018 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:

**06/2017/1062** – outline planning permission for 6no. dwellings following demolition of outbuildings ( access and layout applied for) – **The Grange, D’Urton Lane, Broughton**.

**06/2017/1104** – 30no. dwellings and conversion of existing building to 8no. apartments – **Park House 472 Garstang Rd, Broughton**.

**06/2017/1270** – conversion of 2no. buildings, redevelopment of 3no. existing buildings and 3no. new builds to form 6no. dwellings and 3no. detached garages – **Burrow House, Barton Hall, Garstang Rd, Broughton.**

**06/2017/1440** – single storey side extension linked to outbuilding – **Orchard Farm, Whittingham Lane, Broughton.**

**06/2017/1440** – single storey side extension linked to outbuilding – **Hollytrees, 115A Whittingham Lane, Broughton.**

**06/2018/0042** – two storey and single storey extensions and associated site works and boundary treatment, following demolition of existing extensions – **9 St Johns Court, Broughton.**

**06/2018/0126** – front dormer – **44 Woodplumpton Lane, Broughton**.

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

**GDPR –** The Clerk reported that she had seen the webinar by the SLCC on GDPR. It was informative, but it is still unclear on how Parish Councils are to proceed and implement it, but assurance has been given by the SLCC that they will be producing forms and materials to assist in due course. With regards to Parish Councillors having parish council email addresses, the clerk confirmed that this is not strictly necessary, but it probably is good practice. As a council we need to explore ways of sharing documents and emails in a secure way and the Clerk is to contact the webmaster for some advice. Cllrs names and addresses are no longer to be displayed on the noticeboards only their email addresses.

In his absence **Cllr Mills** submitted a report as an update for the south east of the village.

* D’Urton Lane road name plates are now in place.
* The works under the M55 bridge have been delayed due to issues with a gas main located in the footway which is affecting LCC works and needs diverting. The rest of the work will be finished as soon as the gas diversion is completed.
* Hochtief have started replacing the damaged combined kerb drainage units on the roundabout.
* LCC are considering providing lane guidance markings at both D’Urton Lane and Whittingham Lane roundabouts and to also replace the damaged signs, but as yet there is no start date.
* Link road between D’Urton Lane and Eastway is due to start in May – preparatory site investigations appears to have started.
* There is fly tipping all along D’Urton Lane and Eastway, which needs to be monitored.
* Cllr Mills is to pursue Storey Homes regarding installing a parish noticeboard to link the SE part of the village.

**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 2018

The Councils Risk Management Register 2018

The Councils Asset Register 2018

The Review of the Effectiveness of Internal Audit and Internal Control 2018

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

* To appoint Moore and Smalley as the Parish Councils Internal Auditor for 2017/18.
* The fee charged by Moore and Smalley for the 2017/18 Internal Audit shall be as quoted.
* The adoption of the Internal Audit Terms of Reference as part of the 2017/18 audit procedure.
* The adoption of the Internal Control and Suggested Testing document as part of the 2017/18 audit procedure.
* The adoption of the Effectiveness of Internal Audit document as part of the 2017/18 audit procedure.
* The adoption of the reviewed Councils Risk Management Policy Statement for 2017/18 as part of the procedures of the Council.
* The adoption of the Councils Risk Management Register for 2017/18.
* The adoption of the Councils Asset Register as of 31st March 2018 as part of the 2017/18 audit procedure.

Cllrs **resolved** to accept the following suggestions made by Cllr. Mills in his absence:

* Standing Orders and Financial Standing Orders should be reviewed this financial year to take into account CiL monies and the introduction of a 4 year fiscal plan.
* The risk register to be numbered and embed documents into the relevant parts.
* Get assurances about the backing up to the Cloud – GDPR issues.
* Risk – Reserves too low – state we are to produce a 4 year fiscal plan as part of the assurance that reserves will not drop below 25% of the yearly precept.
* If key personnel are absent then services from LALC or a neighbouring parish could be bought in.

It was **resolved** to add to the next meeting agenda a motion to set up a Finance Standing Committee and the remit of this group to be agreed then.

1. **Parish Action Plan**
   1. **King George V Playing fields**

Cllr. Hastings reported on the drainage on the field – Lanes for Drains had put cameras down and done an inspection. The result is that tree roots need to be cut out along with debris, which will be cleared out and then clean out/seal the salt kiln clay drainage pipes. PCC will issue a license for this work. The possibility of examining the drains at the playground at the same time is to be explored.

It was **resolved** for Lanes for Drains to carry on and do the additional work at a cost of £1,815 + VAT. This is to be funded by CiL monies.

Flow ditch – 2 estimates are to be obtained for this work – one from PCC and from a contractor.

Guide Hut – the overhanging branch has now been cut back by PCC.

It was **resolved** that a maximum of £10,000 be spent on the drainage work on the field form the CiL budget. (Project 1)

An Enviro grant can be applied for, for work on the car park and field enhancements the timescales are this are either a May submission with an October result or an August submission with a January start. (Project 2 & 3)

There is an EOI in for a Heritage Lottery Grant for the Heritage trail etc (project 4).

* 1. **Community Room**

There is no further progress with this.

1. **Application for Public Footpath – Pinewood Ave to Garstang Rd**

The application has been refused.

1. **Village information session**

This was well attended by parishioners, concerned over the NP and the appeals and the proposed layout for the Garstang Road, were highlighted and responses have been collated.

1. **Utility Priority Services Register**

It was **resolved** that the Clerk is to register interest in this service.

1. **Parish Lobbying requests**
   1. **Cuadrilla’s revised transport route**

Cllrs considered whether to join other parishes effected by the transport route and oppose the new transport route, but **resolved** for the Clerk to write asking to be kept informed of any developments.

* 1. **Lancashire Communities vulnerable to flooding**

Cllrs. considered whether to support the lobbying of government re the flooding situation in Lancashire. It was **resolved** to support this.

1. **Local Heritage List – Preston**

Cllr Hastings reported about the errors on the list i.e. addresses and have now corrected this will go for a further consultation 6 week in March 2018. It has been recommended by Diane Vaughton that Toll Bar cottage be listed.

1. **Road safety – Broughton crossroads**

Cllrs considered the implications of the recent number of accidents that have occurred at the crossroads which is 33 to date and are waiting to meet with LCC to discuss this matter.

1. **Parish Budget requirements 1st April 2018**

Cllrs noted the final Band D equivalent properties for the parish is 805, net of estimated exemptions, discounts and collection rate. This will mean an increase of CiL money to the Parish Council and a further payment will be due in March 2018.

1. **Electoral Review of Preston – Final recommendations**

Cllrs. noted the final recommendations for the above review.

1. **Longridge Neighbourhood Plan – Submission stage**

Cllrs noted the above published submission plan and **resolved** that no comments were to be submitted.

**7. Action items for review**

1. **Neighbourhood Plan progress**.

The Rule 14 consultation finished last week.

Cllr Hastings reported she had met with PCC, notes attached.

The Steering Group recommended that the Parish Council continue with the Neighbourhood Plan.

1. **Planning Appeals Inquiry**

These have now been heard for Sandygate Lane and Keyfold Farm by the Planning Inspector, the Parish Council and other resident groups made a valiant representation and all efforts and contributions were commended. The decision will be published on 11th April 2018.

1. **CiL grant applications**

None received.

1. **Post by pass village works and improvements**

**LCC – Proposal**: Compliance with condition 8 of planning permission 06/13/0528 re environmental enhancement and pedestrian/cycling facilities – Broughton

**LCC** – Parallel Pedestrian and cyclist crossing – Garstang Rd, Broughton

**LCC** – road humps – Garstang Rd, Broughton

The above works were noted and will not be objected to

**8. To consider and approve the Management accounts and bank reconciliation for m/e 31st January 2018**

It was **resolved** to approve the management accounts and bank reconciliation up to m/e 31st January 2018.

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

**Receipts**

General Account

CiL Account

**Payments**

General Account

C. Worswick – Jan 2018 salary £326.67

HMRC – Jan 2018 tax £81.60

C. Worswick – Feb 2018 salary £326.67

HMRC – Feb 2018 tax £81.60

SLCC – Data Protection webinar £36.00

Integrate – village tidying £405.93

Integrate – village tidying – reissued from Aug 2016 £474.00

PCC – Xmas tree – Dec 2018 £926.22

C. Worswick – postage and internet £70.94

S. Gorton – website maintenance £315.00

P. Hastings – carparking and ink £52.68

CiL budget

Lanes Group – CCTV work 23.01.18 £474.00

Lanes Group – CCTV work 12.02.18 £474.00

**The date of the next meeting is 10th April 2018**

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**Chair**