**BROUGHTON IN AMOUNDERNESS PARISH COUNCIL**

Minutes of the Parish Council

Held at Broughton and District Club, Broughton

Tuesday 25th February 2020 at 7.30pm.

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

**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.

A resident asked the question “Why has the planning situation changed so much?”

Cllr. Hastings responded by stating that the Central Lancashire Core Strategy – Memorandum of Understanding between the 3 Councils (Preston, S. Ribble and Chorley) had been amended in line with the formulae in the 2018 NPPF. This was used in a recent appeal in South Ribble. In October Preston CC decided this supported the new formulae and that it could now demonstrate a 5 year housing Land Supply. They reviewed 19 applications refused under the old formulae last week. However the decision has been challenged on the initial appeal and whatever is decided from these figures will determine the figure for Preston.

Another parishioner asked if there is a website to report speeding cars? Cllr. Hastings reported that she is due to meet with the Police and LCC this coming week to discuss this issue and get a definitive answer on the 20mph speeding.

1. **Apologies for absence**

Cllr. Mrs. L. Eccles formally starts maternity leave so will be absent for some time for future meetings.

In her absence Cllr. Hastings is to take over her role of chair of the Toll Barr Cottage committee.

Cllr. Parkinson is to take over the role of Vice Chair of the Parish Council.

1. **Declaration of Interests**

None declared.

1. **Confirm the minutes of the Parish Council meeting held on the 7th January 2020**

The minutes of the Parish Council meeting which was held on 7th January 2020 were confirmed and signed as a correct record.

1. **To receive and consider reports from Councillors who have attended meeting son behalf of the Parish Council. This is for information only.**

**PACT meeting – 22.01.20**

Cllr Hastings had attended. Discussion took place on 5 year land supply. There was information in website accessibility. Drew Gough – PCC Cil Officer is coming to the March meeting.

**Sandygate Lane developers Watkins Jones**

Cllr. Hastings met with the above developers and the High School Headteacher today over concerns raised. Watkins Jones have broken through the entry way of the rear school gate and made a new gate which should have been on the road. The site is very muddy and there has been considerable mud on the surrounding roads. The H/T is concerned for the safety of the children. The error in the schedule document over school times is to be amended and contractors informed. They are setting up the site over the next 12 weeks, fencing is to go up and hardcore put down for contractors parking near the entrance to mitigate parking/waiting on the road.

The contractor’s details and numbers are to go on the PCs website, so people can contact them directly.

1. **Reports from Committees and agree actions from committees.**

Cllr. Parkinson reported on the Finance Committee meeting held earlier that evening. The precept budget carry forward is going to be about £18 - £19k unless any unforeseen expenses occur.

The CiL balance is £69k. It was **resolved** that for community projects, rather than apportion a percentage of monies received, to have a fixed figure of £7k in this instance, then review the figure when funding is received and to set this figure aside.

Toll Bar Cottage there has been no further spend since the last Parish Council meeting. It was resolved that the remaining CiL budget (62K) to be allocated to renovation with no further funds to be committed until further CiL income is received. A contractor once appointed will be paid in staged payments.

**6. Items for consideration**

1. **Parish Councillor vacancy**

Cllrs considered the application from Mr. Peter Bunting, a parishioner who has applied for the position. It was proposed and seconded to co-opt him to the Parish Council. The Clerk is to contact him to inform him of the decision.

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

The Councils Risk Management Policy Statement 2020

The Councils Risk Management Register 2020

The Councils Asset Register 2020

The Review of the Effectiveness of Internal Audit and Internal Control 2020

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

* To appoint Moore and Smalley as the Parish Councils Internal Auditor for 2020/21.
* The fee charged by Moore and Smalley for the 2020/21 Internal Audit shall be as quoted.
* The adoption of the Internal Audit Terms of Reference as part of the 2020/21 audit procedure.
* The adoption of the Internal Control and Suggested Testing document as part of the 2020/21 audit procedure.
* The adoption of the Effectiveness of Internal Audit document as part of the 2020/21 audit procedure.
* The adoption of the reviewed Councils Risk Management Policy Statement for 2020/21 as part of the procedures of the Council.
* The adoption of the Councils Risk Management Register for 2020/21.
* The adoption of the Councils Asset Register as of 31st March 2020 as part of the 2020/21 audit procedure.

It was **resolved** for the Clerk to update the Risk Management register with Toll Bar Cottage and its associated risks and bring to the next meeting for approval.

1. **Meeting with Planning Department – PCC**

Cllr. Sargeant reported that he and Cllr Hastings had met with PCC Planning department to discuss various issues, how planning decisions are made and the notice of no confidence.

It is a complex subject and the team seemed to be contradicting each other. The PC’s perception is that the BNDP was being ignored, but they identified some issues with the plan that had affected decisions.

Actions agreed:

Objections not lodged and we had no evidence of being able to back this up, but the Clerk is now sending any planning comments directly to their dedicated email address.

Motion of no confidence – Cllr. Moss requested the Motion should be rescinded and requested that it be referred back to the PC, Cllr. Hastings had been advised that you cannot rescind a vote as it was a Motion of actions at that time. However the PC could agree that the situation had improved and the issues had been resolved.

In view of this, Cllr. Hastings produced a sample letter that could be sent to the planning department. This was proposed and voted on with dissention from one Cllr who felt that it premature and that confidence has not yet been fully restored. It was **resolved** to send the letter adding that we wanted to take up their offer of help to update the BNDP to comply with the 2018 NPPF.

1. **Planning matters including Neighbourhood Plan review**

Cllr Hastings reported that she had met with PCC regarding the Golden Ball/Touch of Spice site – officers are recommending refusal of the application.

126a Whittingham Lane – 40% of this site in in Broughton parish. PCC Officers recommended refusal, as this was a site subject to a “call in” by the Secretary of State the formal decision will be delayed until the outcome of the legal challenge to the South Ribble case is reached. This was discussed earlier in the Open Forum.

**Central Lancashire core strategy – next steps**

Cllr. Hastings reported that a response has now been submitted which was circulated.

1. **Parish Action Plan**
* **Footpaths –** waiting for the report and quote form the Lengthsman from Barton, he has not been able to look at anything yet due to the weather.
* **Toll Bar Cottage** – The formal “Discharge of Condition” notice has been issued.

Cllr. Sargeant reported that the original approach of contracting for each part of the work using local labour and tradespeople was not working. What has become apparent is that this is quite complex and difficult to organize due to the requirements of procurement by LA’s which a PC must comply with. The committee have agreed to go with one contractor for the whole project. It has been agreed to put this onto the HM Gov. Contract Finder Portal for tender.

The finalisation of the technical specification by MgMa Studio has been delayed as discussion was needed with a truss engineer for the roof extension. The scaffolding is currently costing £120 per month, but if it is removed it will cost 1K to re-erect.

It was **resolved** that all fascia’s and window work to be cancelled. Cllr. Brown to contact the contractor.

1. **Website accessibility**

Cllr. Sargeant reported he had been in contact with Sally Gorton our website person, who had produced a comprehensive report on the websites accessibility and compliance to this. Some parts of the site are ok some not.

It was **resolved** to appoint Sally Gorton to do the work at approx. £450, which will come from the communication budget.

Discussion then took place on email addresses which will be coming up for renewal. It was **resolved** to only retain the Clerk and Chair ones only. Cllrs are reminded of the need to bcc any external emails that come into us.

1. **Precept 2020/21**

The Clerk reported that the final Band D properties in the Parish for 2020/21 are £913 as per PCC.

1. **Grasscutting 2020**

It was **resolved** to accept the quotation from Barton Grange for verge maintenance for 2020/21 at a cost of £3660 plus VAT. The Clerk is to contact Barton Grange to confirm.

1. **Pension Regulator**

It was **resolved** that Cllr. Hastings would complete the re-declaration to the Pension Regulator.

**7.** **Planning applications**

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

**06/2019/1360** – 2no. dwelling and creation of new accesses following demolition of existing buildings – **land at Key Fold Farm, 430 Garstang Rd, Broughton.**

**06/2019/1445** – outline planning application for up to 97no. dwellings (access applied for only) (pursuant to planning permission 06/2016/0736 to seek variation of condition no. 19 (Energy Efficiency)) – **Land of Sandy Gate Lane, Broughton**.

**06/2020/0025** – demolition of existing single storey side extension and erection of two storey extension to side and rear of existing Managers accommodation including external alterations to fenestration – **Managers Accomodation, Italian Orchard Restaurant, 96 Whittingham Lane, Broughton.**

**06/2020/0039** – two storey side and single storey rear extension – **3 West Crescent, Broughton.**

**8. CiL grant applications**

None submitted.

**9. To consider and approve the Management accounts and bank reconciliation for m/e 31st January 2020**

It was **resolved** to approve the management accounts and bank reconciliation for m/e 31st January 2020.

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

**Receipts**

General Account

CiL Account

**Payments**

General Account

PortalPlanQuest – planning portal £141.00

Integrate –village tidying £197.27

Viking – stamp £47.99

HMRC – Jan 2020 tax £89.00

Employee 1 – salary Jan 2020 £356.47

C. Worswick – Home working allowance and postage £27.70

L. Brown – Logs – TBC £17.95

C. Worswick – laptop £595.00

 CiL budget

 R. Fry – Inspect structure and calculations Toll Bar Cottage £1140.00

 Whittingham Roofing – works to Toll Bar Cottage £682.00

 MgMAStudio – Prep & submission of discharge of condition £192.00

**The date of the next meeting is 31st March 2020**

**Finance standing committee 31st March 2020**

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**Chair**