**BROUGHTON IN AMOUNDERNESS PARISH COUNCIL**

Minutes of the unofficial meeting of the Parish Council – due to COVID19 pandemic

Held on line via Zoom platform

Tuesday 31st March 2020 at 7.30pm

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

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

**The background to this meeting**

This unofficial meeting of the Parish Council was held to “move business along”. At this time the country is affected by the COVID19 pandemic with strict isolation restrictions being placed on its citizens. Powers have not yet been introduced by the government for meetings to be held remotely on line legally – therefore no members of the public have been invited.

Cllrs will discuss items on an unofficial agenda, any decisions can be delegated to the clerk to carry out. These decisions will be formally agreed at an extraordinary meeting in the future.

For transparency, decisions will be confirmed by each member present by email and this will be printed off and held with a copy of the minutes in due course.

Until government advice and emergency legislation is introduced, this is how we have been advised to conduct business from advice by SLCC and NALC.

1. **Apologies for absence**

Apologies were received and accepted from Cllr. Mrs. L.J. Oldcorn. Cllr. L Eccles is on maternity leave.

1. **Declaration of Interests**

None declared.

1. **Confirm the minutes of the Parish Council meeting held on the 25th February 2020**

The minutes of the Parish Council meeting which was held on 25th February 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.**

**Finance meeting – 31.03.20**

Cllr. Parkinson reported the precept balance due to be carried forward is £17k. Operating costs for Toll Bar Cottage need to accounted for – so it was **resolved** to allocate £5k for utilities etc. in 20/21 years budget.

The CiL budget will see a carry forward balance of £67K. £7k is to be kept back for small grant applications.

There are 2 outstanding bills to be paid from CiL. REFA – structural survey work – approximately £3k. Scaffolding costs – rental and permit - Cllr Brown to report after discussion with contractor and city council.

Sue Ryder are sourcing small project grants for benches for their new grounds. As they do not do match funding they are unable to apply for CiL funding. It was **resolved** for the Parish Council to donate 2 benches at an approximate cost of £800 each.

**Cottage committee**

The truss engineer has now passed on the final drawings to the architect. Cllr. Brown is dealing with the scaffolding. The insurance company were consulted over the state of the gates, they are happy for the Cllrs to regularly check the premises.

There has been a query over the utilities bill. We are currently not using any gas but have been charged for it and we are on a domestic rate and tariff for electricity. Eon has been contacted and the gas supply turned off.

Council tax we have been sent a residential bill but we are now on business rates which is set by a nationally. It was agreed that we do not pay anything until we get a response. Cllr Hastings is in contact with PCC regarding this matter.

The building contract should be going on the portal as soon as the documentation is ready.

**5. Items for consideration**

**SLCC advice:**

The Local Government Act 1972 Part III requires that an annual parish meeting takes place between 1st March and 1st June each year. There is no duty for the Parish Council to convene this although it is customary that it is convened by the Parish Council Chairman at a date and time set by the Parish Council. There is no effective sanction should the Parish Council not set a date and time for this to occur or if the Chairman does not convene the meeting.

1. **To agree to hold an Annual Parish Meeting by remote access and to advertise how to access the meeting across the Parish**

There is no legal requirement for the parish council to hold this meeting, however it was **resolved** that an information meeting would be held on line for parishioners to ask questions. The date and time of this is to be arranged.

1. **Revised Standing Orders and Financial Standing Orders – Coronavirus pandemic**

It was **resolved** to agree to amend standing orders of the Parish Council so business may be continued at this time.

**STANDING ORDERS**

**39. URGENT BUSINESS**a. If a matter is deemed “urgent” and if outside scheduled committee meetings or Full Council and with the consent of the Chairman of the Council and the Chairman of the relevant Committee or Vice Chairman, it can be agreed by the use of an **Urgent Consultation** **Panel**. The Panel will consist of the Chairman, the Vice Chairman, and Chairmen of committees. All decisions agreed by the panel will be reported to Full Council or the appropriate standing committee at the earliest opportunity.

**FINANCIAL REGULATIONS**

4.5 In further cases of extreme risk, expenditure may be authorised up to a limit of £10,000 upon agreement from the **Emergency Consultation Panel** (see Standing Order 7), which states that if a matter is deemed “urgent” and if outside scheduled committee meetings or Full Council and with the consent of the Chairman of the Council and the Chairman of the relevant Committee or Vice Chairman, it can be agreed by the use of an Urgent Consultation Panel. The Panel will consist of the Chairman, the Vice Chairman, and Chairmen of committees. All decisions agreed by the panel will be reported to Full Council or the appropriate standing committee at the earliest opportunity.

1. **Parish Councillor – Declaration of acceptance of office**

The declaration of acceptance of office from new Parish Councilor. Dr. Peter Bunting was duly received.

1. **National Lottery Community Fund**

Cllrs wished to record their thanks to Cllr. Hastings for successfully obtaining National Lottery funding of £106,968, which will be used to furnish and equip both the inside and outside areas of Toll Bar Cottage and support staffing costs over the next 3 years. The funding will be in 3 tranches.

1. **CiL Funding**

Cllr. Hastings reported that we are due £2.5k CiL funding in April 2020. The CiL Officer for PCC has reported that Councils will now be informed when the notice is issued to the developer of the amounts and timelines for payments. The 1st notice has been received for Sandgate Lane where the developers will pay 4 instalments of £210,995 over the next 2 years commencing in May (current circumstances may alter this) which will result in a payment of £52,748 (25% uncapped) in October this year and 3 subsequent payments to the Parish Council.

Grass cutting – the clerk is to check if Barton Grange will be able to fulfill the grasscutting contract this season due to restrictions.

Cllr Oldcorn reported in her absence that VE day and wreath laying will be postponed until next year.

**6. Planning applications**

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

**06/2020/0017** – two story extension and first floor extensions to front/side, single and two story rear extension with balcony, detached outbuilding with accommodation in roof space following demolition of existing garage/link and conservatory and alterations to existing access **– 46 Woodplumpton Lane, Broughton**

**06/2019/1152** – 2no non illuminated free standing signs (retrospective) – **land at Durton Lane, Broughton.**

**06/2020/0233** – 1no. Dwelling and garage following demolition of existing dwelling – **25 Woodplumpton Lane, Broughton.**

It was **resolved to object** to the following planning applications:

**06/2019/1347 -** 521 Garstang Road revised plans block 1only

Cllr. Bunting reported that he had met with residents from Downing Court who are self-funding a mailshot regarding this application to all the residents in Broughton.

Discussion then took place over what type of development the parish council would like to see on this site. Two story would be acceptable as long as it is not too high – but needs to meet the needs of the NP in supplying accommodation for older residents. It was **resolved** to object but to use links for developments we would like to see in our objection letter to PCC in line with our NP. Copy of our response to be forwarded to Gateway.

**06/2020/0190**- Land adjacent to Daniels farm reserved matters Archaeology report

Discussion took place that the Archaeology report does not reference the old site and old maps.

Cllr Brown reported on the removal of trees at Park House, unfortunately there were no TPO’s on them but some tress have been kept. Some residents of Arnside Road were upset that they had been removed as they came right up to their boundary. The Planning Department visited and checked that everything had been done as per the plan.

Cllr. Sargeant reported that the trees alongside the south boundary had been removed to facilitate a footpath.

It was **resolved** to write to Pillars to ask that replanting should be of mature trees above 2m.

Cllrs. expressed concern about other imminent and proposed developments and to monitor their actions using the agreed plans for the sites

**7. To consider and approve the Management accounts and bank reconciliation for m/e 29th February 2020**

It was **resolved** to approve the management accounts and bank reconciliation for m/e 29th February 2020.

The Clerk reported that PCC had sent notification that the precept for 2020/21 will be paid into the bank in the current financial year.

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

It was **resolved** to approve the following payments/receipts:

**Receipts**

General Account

CiL Account

**Payments**

General Account

PCC – Xmas tree costs 2019 £1414.70

Employee 1 – Salary Feb 2020 £356.27

HMRC – Tax Feb 2020 £89.20

EON – Electric/Gas Toll Bar Cottage £812.33

LALC – subs 2020/21 £376.78

Employee 1 – Salary March 2020 £356.47

HMRC – Tax March 2020 £89.00

C. Worswick – postage, home working allowance £30.35

P. Hastings – Zoom subscription £14.39

CiL budget

REFA – Toll Bar Cottage – Roof structure report £1872.00

The budget challenge meeting is to be held on Friday 10th November at 5pm.

**………………………**

**Chair**

**Government guidance has now been received the next meeting will be on 19th May 2020. The regulations come into force on the 4th April and are initially until the 7th May but are likely to be extended. The next meeting will be held under the regulations in place at that time. Please see below.**

Below is a short summary of the Regulations as applicable to town and parish councils in England. A detailed advice note and a tested model example will be published on the SLCC website early next week.

Regulation 6(c) removes the requirement for a parish council to hold an annual meeting in May 2020

Regulation 4 (2) carries the current appointment of chairman on until the Annual Meeting in May 2021 although councils may elect a chairman at earlier meeting should they wish to.

Regulation 5 covers remote attendance; extending the definition of “place” to include more than one location and including electronic, digital or virtual locations. It goes on to set out all the conditions that must be complied with, making sure the member attending remotely can be heard and where possible seen by other members and by the press and public and can hear and preferably see the other members.

Regulation 13 modifies the Public Bodies (Admission to Meetings) Act 1960 allowing for remote attendance by the press and public.  Clerks should note that Regulation 13 (a) requires any electronic notice of a meeting to be published on the principal authority’s website and does not negate the normal requirement under Local Government Act 1972 Schedule 12 Part II Paragraph 10 (2) (a) to publish a notice in a conspicuous place.