**BROUGHTON IN AMOUNDERNESS PARISH COUNCIL**

Minutes of the Parish Council meeting – due to COVID19 pandemic

Held on line via Zoom platform

Tuesday 19th May 2020 directly after the ANNUAL PARISH MEETING

**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**

**SLCC Advice:**

The Government has now issued the regulations that will give local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely, and for public and press access to those meetings. These ‘Regulations’ (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) come into force on 4 April 2020.

These give local authorities (including parish Councils) greater flexibility in terms of how they conduct meetings.

The Explanatory Memorandum accompanying the Regulations states the following:

"These Regulations make provision to enable local authorities to hold meetings remotely including by (but not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming. The Regulations further modify existing legislative provisions to remove the requirement for local authorities to hold annual meetings, and to enable requirements for public and press access to local authority meetings and associated documents to be complied with through remote means and website access.”

**Open Forum** (four parishioners and City Councillor Woollam joined the meeting online)

Traffic issues – a resident expressed concern over speeding cars along Whittingham Lane to Langley Lane. The Police have put signs up. Cllr Hastings to raise this with LCC.

Concern about trucks over 7.5T using Garstang Rd in lockdown, when weight limits apply.

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 31st March 2020**

The minutes of the unofficial Parish Council meeting which was held on 31st March 2020 were confirmed and signed as a correct record.

**4. Election of Chair**

**Current advice from SLCC regarding an appointment is:**

Where an appointment would be made or require to be made at an annual meeting of a parish Council, such appointment continues until the next annual meeting of the parish Council or until such time as that Council may determine.

In light of the above legislation we are not required to appoint a new Chair or other appointments this year, therefore it was **resolved** for the current Chair and Committee Chairs to continue with their positions for another year.

**4. Reports from meetings and agree actions from committees**

**Finance committee**

Cllr, Parkinson reported on the Finance Committee meeting that was held prior to the Parish Council meeting. The main points being:

**Insurance** – the committee recommended accepting a quote over a 3 year deal at a fixed price. Any alterations to this will be added i.e. for Toll bar Cottage.

**CiL Budget** - £65k is in the budget. £7k is allocated to small a grants projects, £3k as contingency and the remaining £55k to Toll Bar Cottage.

**CiL Community Grant scheme** – we have had no applications. The committee recommended changing the maximum contribution from the PC to either 75% or £3000 maximum.

**Sue Ryder** – we did agree previously to award £1600 towards benches. They have since come back and would like to set up a gardening club which would cost £2k. It was resolved to award them £1500 under order s127.

**Toll Bar Cottage renovations** – it is currently out to tender and it was resolved to get a solicitor to look at the contractual/legal side of things up to maximum of £1k.

It was **resolved** to agree to the above proposals.

**Toll Bar Cottage Committee**

Cllr Sargent formally thanked Cllr Hastings for all her work and effort on the tender process for this project. We initially took the decision to try and manage this ourselves but after consulting with builders decided to go with one contractor requiring a formal tender procurement through the Contract finder portal. There are currently 7 interested parties and local interest.

The timeline is:

May – proposals

June – review

July - award contract

Aug – Dec – work to be completed

Cllr Hastings reported that Reaching Communities have asked us to formally agree a new timeline due to Covid-19 – it was **resolved** to approve the above timeline.

**5. Items for consideration**

1. **To consider the insurance renewal quotation for 2020/21**

The Parish Council is currently in a long term agreement with Came & Co Local Council Insurance brokers, who review and obtain quotes from insurance companies on our behalf. From 1st June 2020, the new annual premium is £1,192.18 with Pen. It was **resolved** to accept this quotation and renew the policy.

Additional running costs for Toll Bar Cottage will be added to the policy when it is up and running, for which there will an additional charge.

1. **To consider the updated Parish Action Plan (to follow)**

Cllr Hastings reported the following on the Parish Action Plan:

**Heritage Assets** – not heard back from Fernyhalgh regarding the War memorial.

**Conservation area** – no further progress.

**TPO** – no response back from our report that was submitted last September.

**PROW** – the new estates are being looked at. Benches have been requested on King George V field. The lengths man from Barton who was going to do work on the existing PROWs is not taking on any further work this year due to COVID.

LCC contacted and will do the work once they have a map of each footpath and where there is a problem marked and labeled. New PROWs will be adopted in due course.

**Speeding** – There has been no response yet to the discussions in February including the change the speed limit from 20 to 30mph.

**Bus routes** – review of bus services has been delayed until autumn due to COVID.

**Park and ride** – will not be discussed until the Central Lancashire Core Strategy is agreed and published in Feb 2023.

1. **To authorise the Community consultation with regard to the refresh of the BNDP & PAP 2020**

Cllr Hastings reported that community consultation to refresh the BNDP was due to be done in September but has now been brought forward. The Post Office have quoted £578 for delivering up to 1000 leaflets to residents.

It was **resolved** to accept this and it is to be put in the CiL budget.

1. **Year-end accounts to 31st March 2020**

The submission dates concerning the external audit have been revised due to the current situation. The accounts will be presented with the AGAR statement for completion at the next Parish Council meeting in June.

1. **CiL Funding**

To review the CiL funding that has been made to the Parish Council and the advice received around the payment “holidays” agreed with developers.

Cllr Hastings reported that current government legislation is giving 3 month payment “holidays” from developers who start and stop building at this present time. This should not affect Watson Jones/the Avenues and Pillars/Park House development as payment is due in October 2020.

Determination timescales which allows for virtual planning meetings are on line in June. The Touch of Spice development may be at that meeting. Objections can still be submitted online.

1. **Home working allowance**

It was **resolved** for the Clerk to claim the revised amount from HMRC – increased to £26 per month from 6th April 2020.

**6. Planning applications**

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

**06/2020/0372** – 5no. dwellings with detached double garages, storage buildings and associated works – **Church Hill Lodge, Durton Lane, Broughton.**

**06/2020/0377** – prior notification submission for installation of 1no. equipment cabin and ancillary equipment – **Land adjacent to Gas Compound, Durton Lane, Broughton**.

**7. To consider and approve the Management accounts and bank reconciliation for m/e 30th April 2020.**

It was **resolved** to approve the management accounts and bank reconciliation for m/e 30th April 2020.

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

**Receipts**

General Account

CiL Account

CiL payment £2080.41

**Payments**

General Account

Employee 1 – March salary £356.47

HMRC – March income tax £89.00

C. Worswick – postage, home working allowance £30.35

LALC - subs 20/21 £376.78

P. Hastings – Zoom subscription April £14.39

Employee 1 – April salary £356.47

HMRC – April income tax £89.00

P. Hastings – Zoom Subscription May £14.39

Moore & Smalley – payroll to March 20 £75.30

Came & Co – insurance 01.06.20 – 31.05.21 £1151.27

CiL budget

REFA – Toll Bar Cottage – Complete structural designs £3180.00

**Parish Council meeting 30th June 2020**

**Finance committee 30th June 2020**

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**Chair**