**BROUGHTON IN AMOUNDERNESS PARISH COUNCIL**

Minutes of the Parish Council meeting

Held at Toll Bar Cottage

Tuesday 26th October 2021 at 7.30pm.

**Present**: Cllrs. Mrs. P. Hastings, N. Parkinson, 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.**

Apologies were received and accepted from Cllrs. Bunting and Sargeant.

**2. Declarations of Interests-**

None declared.

1. **Confirm minutes of the Parish Council meeting held on 7th September 2021 (already circulated)**

The minutes of the Parish Council meeting held on 7th September 2021 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 26/10/21**

The Clerk reported that the additional £5k agreed at the previous meeting, which was to be transferred to Toll Bar Cottage could not be done. There is no Local Government Act that this could be allowed under except under the General Power of Competence, which the Parish Council have not adopted.

Cllr. Parkinson reported that the current revenue budget balance is £5802. Funds have been used to pay for items for TBC, but which will be reimbursed from Lottery and Enviro in due course.

Current Cil balance is £135,722.52. A payment from PCC has been received of £29,128.60. There is one final builders invoice to settle of approximately £6k.

Cllr. Hastings has attended meeting with Enviro and Lottery, who have both agreed to issue the remaining funding of £20,170 and £20,454 respectively.

TBC has been independently valued at between £350 - £370K.

New blinds for the roof lights of TBC are to be purchased at a cost of £260.00.

The War Memorial has had some work done, but it is recommended that the railings be replaced with fencing to reduce the algae. A quote for the work is being pursued.

It was resolved for Employee 1 to be paid for an extra 25hrs work for October 2021.

It was resolved for Employee 2 to be paid £14hrs for work done in September 2021.

**Cottage Development committee**

Cllr Hastings reported that it had been resolved to sign and issue the Certificate of Practical Completion to the builder.

An Operations Manual is being compiled collating all the manuals for the various pieces of equipment

The builders H&S file checklist is required from the builder as part of the building sign off. This is in hand.

We are also waiting for the Building Completion Certificate from PCC Building Inspector.

Exterior painting – 2 quotes have been obtained with a third company declining to quote as the job was too small.

The first quote was the painter via Vista who recommends rendering at £15k.

The second quote – Aura £9k + VAT and extra for scaffolding. This company recommend painting only and various repairs to preserve the building. They have been recommended by English Heritage.

It was **resolved** to recommend the Aura quote to the full council.

**Cottage Management Committee 19/10/21**

Cllr Hastings reported that David Mills has resigned from the committee, but has recruited City Cllr. Ron Wollam and Brian Ratcliffe a local resident.

The Xmas tree lights switch on date is to be confirmed.

The Police, Local Councilors and the MP are going to use the cottage for surgeries.

Cllr Hastings reported that under the advice from Lottery – it was recommended that a bookkeeper be recruited to do the accounts for Toll Bar Cottage.

**Zoom meeting with Wainhomes 18/10/21**

Cllrs Sargeant & Hastings stated she had an online meeting with Wainhomes who have proposed that they may be prepared to give us some land on the park in exchange for some land to build on, so we can move the car park and play area. The coppice behind the bench of contemplation was again raised.

**5. Items for consideration**

1. **Financial return y/e 31st March 2021**

It was **resolved** that Cllrs considered and approved the financial return for y/e 31st March 2021, which has been approved by the auditors, they had nothing untoward to report. The cost of this was £480 incl. VAT and Cllrs need to be mindful that this amount will increase as and when our income and expenditure changes. The charge is a banding system of charges.

1. **Remembrance Sunday**

Cllrs considered the request from St. John Baptist church for help to pay for the road closure & wardens on Remembrance Sunday. The total cost is £360, it was **resolved** to support them with 50% of the costs. The Clerk is to inform them.

Cllr. Oldcorn has purchased 2 x wreaths for the memorials at a cost of £50.00. A donation of £10.00 will be added.

1. **Parish Action Plan**

It was **resolved** that the plan would be updated after the forthcoming budget challenge meeting.

1. **Car park**

Cllr Hastings reported on the carpark. Concern was expressed over the length of time cars are parked in the KGV car park – some overnight. It was **resolved** that stage 1 would be for PCC to enforce the limit the use to 4hrs and to inform people that this will be enforced in the future. Stage 2 is to extend the carpark in due course.

1. **Traffic Issues**

To consider the progress with the action plan

1. Meeting with school head-teacher – Cllr. Hastings & Joliffe reported they had met with the Head teacher and discussed parking issues. Suggestions came up about alternative car parking – UU site, at the back of the school with an in/out route, by the police station – to put an entrance and park there. It was **resolved** the Police station option was best, so this is to be pursued.
2. Phone call from Mark Taylor PCC parks – Cllr Hastings reported that PCC have told us that after the draining to the football pitch there will be 2 separate junior football pitches and that they are to upgrade the changing rooms.
3. Progress with LCC over signage and crossroads (count requested)- Cllr. Joliffe read a letter from Charles Edwards LCC regarding traffic and safety issues. Cllr. Sue Whittam is going to chase up getting a traffic count done for us. Parking bays are being looked at for residents only.
4. **Toll Bar Cottage café & meeting rooms**

To consider the feedback from Lottery & Enviro

1. **Staffing** - Cllr Hastings reported that under the advice from Lottery – it was recommended that a bookkeeper be recruited to do the accounts for Toll Bar Cottage. This would also release the Cottage Manager from these duties to concentrate on the running of the cafe.

The Clerk’s son has stated an interest in the position. Full transparency would be undertaken as separate log-ins would be issued with only access to TBC QuickBooks accounts. Invoicing for letting would also be undertaken. This would not be an employment contract but billable hours of 5hrs /week at a rate of £15/hr. Training is also to be arranged on QuickBooks.

It was **resolved** for this to be implemented.

1. **Security** – It was **resolved** for Cllr Sargent to pursue getting CCTV installed at the cottage.
2. **Letting agreements and insurance implications-** Cllr. Hastings reported that forms are now available for future lettings of the cottage. The insurance company are happy with these.
3. **Events planned** – There is to be a Xmas fair on 12.12.21 and the date for Xmas tree switch on is to be confirmed.

**6. Planning applications**

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

**06/2021/1205** – permission in principle for up to 2no. dwellings – **field to the east of Dean Meadow, Short Lane, Broughton PR3 2JN.**

**06/2021/1283** – single storey rear extension following demolition of the existing garage. First floor rear dormer window – **549 Garstang Rd, Broughton PR3 5DL.**

**06/2021/1332** – modification of section 106 agreement relating to affordable housing attached to planning application 06/2018/1230 – **Lane at Durton Lane, Broughton PR3 5LD**

**06/2021/1352** – two storey rear extension – **Italian Orchard 96 Whittingham Lane, Broughton PR3 5DB.**

**06/2021/1393** – roof extension involving front and rear dormer windows and new side gable window – **4 Moss House Road, Broughton PR4 0AT**

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

**06/2021/1315** – outline planning application (all matters reserved except for access) for development of a small rural business park comprising up to 33 units across 9 single-storey blocks, up to 1728 sqm gross floor space within use Class B8 (storage and distribution) and use Class E (commercial, business and service) **– Orchard Farm 115 Whittingham Lane, Broughton PR3 5DD.**

**06/2021/0431** – outline application seeking approval for appearance, layout, scale and access from Durton Lane for 1no. place of worship and associated parking facilities (all other matters reserved) – **land to the south of Durton Lane, Broughton PR3 5LD**

**This matter was dealt with under Closed Business – please see additional document.**

The following appeal has been withdrawn:

**06/2018/0732 – Land to the rear of 126A Whittingham Lane, Broughton.**

**7. To consider and approve the Management accounts and bank reconciliation for m/e 31st September 2021.**

It was **resolved** to approve the management accounts and bank reconciliation for m/e 31st September 2021.

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

 **Receipts**

 **General fund**

LCC – Grasscutting £5224.00

 **Cil fund**

 PCC – Cil payment £29128.60

 **Payments**

 **General fund**

 Office Furniture online – Tables/chairs/bookcases £1233.60

 M. Howard – TBC expenses £126.67

Amazon – H & S poster £17.58

Ribblesdale Nursery – Plants TBC £505.81

Amazon – Kitchen cart TBC £65.98

Amazon – Coffee scoops TBC £9.16

Amazon – Milk Thermometer TBC £8.41

Amazon – Coffee items TBC £14.55

RDS – Glass cabinets TBC £1996.56

Exchange coffee co. – Coffee/tea provisions £463.29

Amazon – Chopping boards £14.39

Amazon – First aid supplies £23.38

CKS – Catering/Kitchen equipment £14,887.20

Amazon – Highchairs £89.60

Amazon – Serving trays £33.98

Amazon – Butter portions £16.80

Amazon – Ceiling hooks £4.59

British Gas – electric 03.08.21-02.09.21 £74.28

British Gas – gas 21.08.21-08.09.21 £15.43

Moore & Smalley – Internal audit fees 2020 & 2021 £1416.00

Viking - Stationery £61.62

PKF Littlejohn – External audit 31.03.21 £480.00

HMRC – Tax & NI Sept 21 £650.89

Employee 1 – Salary Sept 21 £592.03

Employee 2 – Salary Sept 21 £1094.83

Moore & Smalley – QBO licence £36.00

Vista Construction – Building works TBC £12882.00

Vista Construction – Building works TBC £10488.00

Ribbledale Nurseries – Turf/bulbs/labour £432.94

Viking – Vacuum cleaner £122.36

Viking - Cupboard £214.80

Viking – printer ink £11.00

TBC – opening expenses £114.00

Barton Grange – bench £354.00

NBB recycled furniture- Brass plaque £76.95

Moore & Smalley – payroll to Sept 21 £81.18

Came & Co - insurance TBC £111.78

M. Sadiq – Electrics TBC £50.00

E-spares – Buffet server & warming tray £26.98

 **Cil fund**

 Viking – Tambour cupboard £368.34

 Vista Construction – Building works TBC £2337.00

 **Future meeting dates**

 Budget challenge meeting Wed 24th November 6pm

 **Cottage committee 30th November 2021**

**Parish Council meeting 7th December 2021**

**Finance committee 7th December 2021**

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Chair