**BROUGHTON IN AMOUNDERNESS PARISH COUNCIL**

Minutes of the Parish Council meeting

Held at Toll Bar Cottage

Tuesday 7th September 2021 at 7.30pm.

**Present**: Cllrs. Mrs. P. Hastings, N. Parkinson, Mrs. L.J. Oldcorn, Mrs. L. Jolliffe and 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 Cllr. S. Sargent and P. Bunting.

**2. Declarations of Interests-**

3. **Confirm minutes of the of the Parish Council meetings held on 7th July 2021 and 25th August 2021 (already circulated).**

The minutes of the Parish Council meetings held on 7th July 2021 and 25th August 2021 were confirmed and signed as a correct record.

**4. Reports from meetings and agree actions from committees not part of the agenda**

**Finance committee – 1st July 2021 and 7th September 2021**

Cllr. Parkinson reported that we had held two Finance Committee meetings. The current revenue budget has a balance of £70,784 – though the Clerk confirmed that all expenditure has not yet been recorded.

He expressed his thanks to the City and County Councillors for their help with PCC in requesting and being paid CiL money 2 months before it was due to us.

The current CiL budget is £100,659. The final builder’s bills will come in at £14-15K.

Cllr Hastings reported that we are due to claim back approximately £40k from the Enviro & Reaching Communities capitol grants.

The Parish Council **resolved** that the CMC would take over from the Development Committee (which will once the external painting work is complete will close). The Clerk reminded the meeting that two Parish Councillor’s (one as chair) need to be on this committee and report back to the full PC. (Cllrs Oldcorn & Hastings)

The TB Cottage bank account: the manager will have access to this account and a debit card is to be issued in her name. It was **resolved** that £5k extra be put into the account together with the balance of the TB operating costs budget previously agreed.

An additional 15 hours is to be paid to Employee 1 for extra work undertaken.

**Cottage Development committee**

Cllr. Hastings reported that we need a fire door installing under the stairs. We are not proceeding with CCTV at the moment unless fund are available from reallocated grants

**Cottage Management Committee**

Cllr. Hastings confirmed that the fire risk assessment has now been completed.

**Training**

The volunteers are due to have food hygiene training.

**5. Items for consideration**

1. **Financial Standing Orders**

The finance committee recommended that the Parish Council adopt the new Financial Standing orders. It was therefore **resolved** to approve the Financial Standing Orders.

1. **Kickstart scheme**

Cllr. Hastings reported that the scheme looks at employing a person aged 16-26, for which the government pay wages and offer training. Jobs are advertised, person recruited 25 hrs/week initially for a 26 week period. The person has no employment rights. It was **resolved** to agree to appointing omeone, but this was to be delegated to the Cottage Management Committee.

1. **Public realm works and parking issues**

County Cllr. Edwards is attending our October meeting. We are trying to arrange for him to come and see the village around 3.30pm when schools finish to see the problems for himself.

Woodplumpton Rd is due to open this coming Sunday.

1. **War Memorial works and previous accident**

Cllr Hastings confirmed that planning permission has now been received for the work at the war memorial. Contractors are due to do the work before November. Warning signs are to go up in due course.

The Clerk confirmed that the PC had paid £250 as an excess premium in relation to the accident that had taken place here.

1. **LALC Annual meeting – 20th November 2021**

It was **resolved** for Cllrs. Hastings and Jolliffe attend the above meeting which is being held via Zoom.

PAC are collectively going to submit the following motion “LCC and the Police should enforce the 20mph speed limit”.

1. **Quickbooks licence**

It was **resolved** to purchase a Quickbooks licence and training for the Toll Bar Cottage Manager

1. **Training for volunteers**

It was **resolved** to spend £500 on training for the volunteers at the cottage.

1. **Card system linked to Santander account for Toll Bar Cottage**

It was **resolved** to approve the above system and the approximate costs each month will be £20 plus fees.

1. **Toll Bar Cottage – dedicated bank account**

It was **resolved** to add the Manager onto the account and issue a debit card in her name.

1. **Comments from PCC Planning dept regarding Place of Worship application – Durton Lane**

Cllr. Hastings reported that the above application will be considered by PCC on the 4th November and there will be a site visit by City Councillors

1. **Parish Councillors Areas of responsibilities**

It was **resolved** to agree the following areas of responsibilities for Parish Councillors – please see the attached paper.

1. **IT systems for communication**

Cllr Hastings reported that the ways of communicating with fellow parish councillors, employees and parishioners needed to be considered. In the light of the Nalc revised guidelines which now include social media. Not all PC’s wanted to be in a WatsApp group, so the preferred method of communication is via email. The use of Facebook is to be strictly monitored.

1. **Budget Challenge meeting**

It was **resolved** that the date for the budget challenge meeting will be Friday 24th November 6pm.

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1. **Parish Action Plan**

The plan is to be updated at the next meeting.

1. **Closed business**

This item was discussed with no public present.

**6. Planning applications**

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

**06/2021/1104** – outline planning application seeking approval for access only for residential development for up to 51no. dwellings with associated works (all other matters reserved) – **land west of Garstang Rd, Broughton**.

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

**06/2021/0707** – listed building consent for hand rails to the steps of the war memorial – **WW1 & 2 War Memorial (west side) Garstang Rd, Broughton.**

**06/2021/0925** – 3no. internally illuminated signs – **Preston Marriott Hotel, 418 Garstang Rd, Broughton.**

**06/2021/1035** – erection of garden room – **Tandridge, Durton Lane, Broughton.**

**06/2021/1093** – 2no. two storey dwellings. Erection of a new entrance wall at the corner of Durton Lane and Midgery Lane – **Land adjacent to Daniels Farm, Durton Lane, Broughton.**

**06/2021/1095** – variation of condition 1 (approved plans) pursuant to planning permission 06/2019/1372 dated 21/05/20 for 23no. dwellings. Amendments include remodelling of the approved dwellings at plots 15-22 – **Land adjacent to Daniels Farm, Durton Lane, Broughton.**

**06/2021/1119** – erection of 28 dwellings including affordable housing with associated infrastructure and open space – **land to the north of Durton Lane, Broughton.**

**06/2021/1120** – retention of stables and erection of equestrian shelter with associated fencing – **The Stone House, 72 Whittingham Lane, Broughton.**

**06/2021/1159** – installation of an emergency power back up double bunded fuel store on reinforce concrete foundation with connecting ducts to existing buildings and ancillary development thereto – **Zayo Fibre Communications station, land adjacent to gas compound, Durton Lane, Broughton.**

**06/2021/1191** – variation of condition 1 (approved plans) of planning permission 06/2020/0233 dated 16/07/20 for 1no. dwelling and garage following demolition of existing dwelling. Amendments include alterations to the proposed site layout. – **25 Woodplumpton Lane, Broughton.**

**06/2021/1217** – variation of condition 1 (approved plans) 7 (energy efficiency) pursuant to planning permission 06/2019/1092 dated 04.08.20 for 1no. dwelling and new access following demolition of existing garage **– Durton Cottage, Durton Lane, Broughton.**

Informal consultation on proposed planning application by JK Beardsworth Ltd for Small Rural Business Park on **Land to south of Orchard Farm, 115 Whittingham Lane, Broughton** – it was agreed to **object** to this application. The PC will respond to the letter received as it is not in the NP, is on open countryside and access is down a single track road. There has been no request for small business units during the recent community consultation and there are some locally in the rural area empty.

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

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

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

 **Receipts**

 **General fund**

 **Cil fund**

 Cil payment £117781.49

 **Payments**

 **General fund**

 Nisbets – Chairs x 24 £1007.71

 British Gas – Electric 03.06.21-03.07.21 £88.02

 Centaur Training – First Aid at Work £199.50

 Rustic Desk Company – Tables x 6 £1920.00

 Planning Portal fee £145.00

 NBB Recycled Furniture – Picnic tables x 2 £1752.00

 P. Hastings – Zoom 25.07.21 – 24.08.21 £14.39

 HMRC – Tax July 21 £103.40

 Employee 1 – Salary July 21 £413.13

 Axa Insurance – Excess premium £250.00

 M. Howard – Stationery/training/DBS £84.50

 J. Dew – Aprons £254.40

 M. Howard – Cleaning items/Supplies £35.58

 P. Hastings – Stationery items £16.97

 Blue Moon Computers – Laptop/software £584.95

 SJB Woodcraft – Picnic benches £76.00

 Nisbets – Crockery £1223.44

 P. Hastings – Coffee machine items £43.93

 B. Walker – Fire Risk Assessment £240.00

 SJB Woodcraft – Condiment holders £75.00

 Nisbets – Chairs x 12 £539.85

 Barriers Direct – Cycle Stand £676.66

 Rustic Desk Company – Tables x 3 £930.00

 HMRC – Tax August 21 £605.89

 Employee 1 – Salary Aug 21 £413.33

 Employee 2 – Salary Aug 21 £1135.38

 Jacksons Skips – skip hire £300.00

 C. Worswick – Home working allowance £78.00

P. Hastings – Toll Bar cottage items £127.64

E. Hancock – Electric work TBC £221.00

Office furniture online – desks, chairs, bookcases £1233.60

Viking - Office cupboard £368.34

Target – Lights for extension £257.28

P. Hastings – Light fittings/door bell £112.97

Nisbets – Microwave £200.38

Amazon – coffee machine items £14.55

Amazon – milk thermometer £8.41

Amazon – measure scoops £9.16

Amazon – H & S poster £17.58

Amazon – kitchen cart £65.98

Ribblesdale Nurseries – plants £505.81

BSS – safety signage £43.90

CKS – various kitchen equipment £14962.50

 **Cil fund**

 Target – Lights for extension £257.28

 P. Hastings – Light fittings/Doorbell £112.97

 **Future meeting dates**

 **Cottage committee TBC**

**Parish Council meeting 26th October 2021**

**Finance committee 26th October 2021**

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Chair

**BROUGHTON PARISH COUNCIL – AREAS OF RESPONSIBLITIES 2021**

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| --- | --- | --- | --- |
| Parish Council business support | Administration | Clerk | Minutes of meeting, correspondence |
|  | Meetings | Clerk | Arranging, publicity, liasing |
|  | Planning permission | Clerk/PH & LJ | Review and advise full council |
| Upkeep of village | General maintenance | LJO/Integrate | As per schedule |
|  | Grass cutting | LJO/Barton Grange | As per schedule |
|  | Xmas tree | LJO |  |
|  | War Memorial | PH | Under review |
|  | Historical features | PH | Annual review |
|  | Street furniture and bins, Bus shelters, highways, rights of way, waste disposal, recycling, environmental issues | LB | Ongoing |
|  | Footpaths | LB | Ongoing |
|  | Noticeboards | Clerk |  |
| Communication | Newsheet/facebook | LJ | Advertised 3 times a year |
|  | Website | Clerk |  |
|  | Archivist | Lancashire Archives |  |
| Lobbying and representation | Damaris Dixon Trust | PH | Trustee |
|  | Preston Area Comm | PH/PB/LJ | Representatives |
|  | High School Liasion | NP |  |

**Planning areas**

It was agreed that the Clerk to email everyone with planning applications.