

BROUGHTON IN AMOUNDERNESS PARISH COUNCIL

Minutes of the Parish Council Meeting
Held at Toll Bar Cottage, Garstang Rd, Broughton.
Tuesday 8th November 2022 at 7.30pm

Present: Cllrs. Mrs. P. Hastings, S. Sargeant, N. Parkinson, P. Bunting & Cllr. M. Bell.

In attendance: Mrs. A. Nicholls – Clerk

Members of the public who wish to raise issues

No public attended the meeting

1. Apologies for absence.

Apologies were received and accepted from Cllr. L. Oldcorn

2. Declarations of Interests-

None.

3. Minutes of the Parish Council Meeting held on 6th September 2022 (already circulated)

The minutes of the Parish Council meeting held on 6th September 2022 were confirmed and signed as a correct record.

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

Cottage Management Committee: 20-09-22

The cottage has now reached the £85,000 threshold for VAT procedures are being put in place to account for this. A new till has been bought to account for VAT on takings

Extending the opening hours perhaps opening Sundays if volunteers are available.

The Chair Cllr.Hastings is applying for a 10% cost of living uplift from the Lottery for the next 18 months which would for example cover utilities and wages.

Finance Committee: 18-10-22

Accountants for Internal Audit/ Payroll and VAT

It was discussed and agreed to appoint Wallings on the termination of the contract with Moore and Smalley at the 31st December 2022

Terms of reference for the Internal Auditor.

Terms of Reference which detail what the Parish Council are asking the Internal Auditor to specifically check were agreed.

Transferring a balance to the new charity Broughton Parish Community Charity

It was agreed in principle to transfer a working capital used in its day-to-day trading operations to the Charity from the Parish Council on incorporation. The exact amount will be signed off by the Auditor.

Current assets that will be transferred to Toll Bar Cottage.

A list of assets purchased with Lottery & Enviro grants has been compiled by the Chair

Registering for VAT for Toll Bar Cottage and the necessary price increases

It was agreed that Toll Bar Cottage has reached the turnover limit for VAT registration and to ask new Accountants Ian Wallings to register the Parish Council. When Toll Bar Cottage moves to the Charity it will not need to register until the new entity reaches a turnover of £85,000

Accounting Corrections

The Parish Council agreed the Clerk should make accounting corrections in Quickbooks and between bank accounts ascertain the correct balance in preparation for the transfer of Toll Bar Cottage to the Charity

PC1 DSS compliance tasks

The machine is currently out of action. Some tasks need to be undertaken for compliance.

Interest on monies held in reserve

This will be part of the budget challenge. Parish Councilors will bring options to the meeting to discuss

Parish Noticeboard/ SPIDs/ Planter & Bins

It was agreed to purchase a new Noticeboard from CIL money to be placed in the grounds of Toll Bar Cottage. It has been ordered and paid for and will arrive in December 2022

5 Items for consideration

Update Parish Action Plan

Street Furniture & flower beds

The bench on Whittingham Lane has been refurbished by the Lengthsman but it is still too low for people to comfortably sit on and too heavy to raise. Parish Councilors will discuss replacing it at the budget challenge.

The Chair is seeking quotes for a bespoke narrow seat and planter outside the Co-op. LCC have been contacted an application for the site has been made.

PROW & A6 layby

After a Health and Safety issue was raised by the Parish Council the layby on the A6 has been repaired.

The Lengthsman will commence work on the PROW starting with the path behind the High School.

Business case for New green space

The Parish discussed agreeing in principle the land which Wain Homes wish to develop in the third phase in Broughton. This is not currently part of the Broughton Neighbourhood

Development Plan and is in the area of separation. The new park would be just over 4 acres and would include a community facility with a carpark and allotments

The plan does not accurately detail the mature trees in the area in particularly around the pond. The Parish Council needs to commission a tree survey of KGV and the new park

Concerns were raised about the volume of traffic that would be leaving the proposed housing area of this site as they would all be using the one entrance to the site on Garstang Road especially in particularly during peak times. It was discussed as to whether a one way slip road onto the site from JTW would be feasible.

Discussion needs to take place on the agreement of the legal transfer of land to the Parish Council or which party funds the upkeep of the land.

The Parish Council have discussed with Preston Council Feasibility study, Outline & Sketch Design, Detailed design to Completion for the Carpark for which they quoted £20,000 and for the play area which they quoted £12,000

The Chair has sought additional quotes from Millennium Landscapes who quoted £2750 for the play area and £4000 for the carpark. It was resolved to use Millennium Landscapes

Progress with traffic & parking issues

The PC have applied to LCC for two poles that can be placed either side of the Crossroads for a SPID that collects timed data on the speed and volume of traffic. It will flag up persistent offenders.

Andy. Pratt, Deputy Police and Crime Commissioner is working with year 10 pupils at Broughton High School using a handheld radar traffic monitoring device to detect vehicles speeding cameras and breaking rules of the road. The device is used to send letters to offenders and persistent offender will receive a fixed penalty notice

In addition, the pupils are working to educate parents on safe considerate parking near the school entrance and in nearby streets.

The PC are getting printed “ parking zone notices “ that will placed on privately owned buildings and Toll Bar Cottage. There will be no excuse for people not being aware it is a no parking zone

Wain Homes have agreed to reinstate the damage done the War Memorial due HGV vehicles entering the Pinfold site.

The Chair has not yet had a response from her letter raising concerns about the cross roads

Lengthsman

Negotiations are currently taking place to contract the Lengthsman two days per week paid from the CIL account.

It was discussed and resolved that Cllr. Brown should purchase a leaf blower for the Lengthsman to use, with a budget capped at £500.

This will be used immediately on the path to the Church

Toll Bar Cottage

The application for Broughton Parish Community Charity has been sent to the Charity Commission. No initial queries have been raised. It is expected the application will take about eight weeks.

There are currently six Trustees who are ready to take the project forward.

The Cottage Secretary Jenny Platt started 31st October 2022

Once the Charity is established the first proper meeting will be equivalent to a AGM when the Chairman, Treasurer etc is appointed

Lottery

The Chair and Parish Clerk had a successful monitoring with Lottery. The Chair had completed a detailed monitoring report that was agreed and accepted. They agreed an application could be made for an up to 10% uplift to the grant for the remaining 18th months due to the cost of living.

The Lottery Officer was impressed by the atmosphere

NJC Pay award April 2022

Raised under closed business

To agree back payment of the pay awards to April 2022 & review the scale points for all current staff. (Includes cottage staff)

Village Information session 26th November 2022

It was discussed and resolved to update the public on stage three of development plan for Broughton including the Carpark the Playground, Allotments and the possibility of a Village Hall

Parish Council Website and the new Broughton Parish Community Charity website.

It was resolved to trail the Charity Website and discuss changing over the Parish Council Website at the next meeting

6. Planning applications

The following planning applications were considered and it was **resolved** not to object:

Application Number: 06/2022/1250 Proposal: Single storey rear extension
Site Address: 118, Redwing Drive, Preston, PR2 9AS

Application Number: 06/2022/1242 Proposal: Single storey rear extension
Site Address: 7, Redwing Drive, Preston, PR2 9AT

Application Number: 06/2022/0888 Proposal: Single storey and two storey rear extension, single and two storey side extension, porch extension, front and rear dormers and roof alterations
Site Address: 21, Whittingham Lane, Preston, PR3 5DA

7. Management accounts and bank reconciliation for m/e 31st October 2022

Bank Reconciliations for

- **Broughton Parish Council**
- **Broughton Reserve Account**
- **Toll Bar Cottage**

Transactions from the General fund

- **Broughton Parish Council**
- **Toll Bar Cottage**

The Parish Councillor's approved the detailed list of transactions provided by the Clerk

It was **resolved** to approve the Parish Council and Toll Bar Cottage Accounts and bank reconciliation for m/e 31st October 2022.

Meeting closed 9:20pm

Future meeting dates:

Budget Challenge: 18-11-22 4-8pm TBC

Village Information Session: 26-11-22 10-12md Wilson Room, Broughton Club

Cottage committee: 29-11-22 7pm zoom

Finance Committee: 06-12-22 7.30pm TBC

Parish Council meeting: 03-01-23 7.30pm TBC

Closed Business

NJC Pay award April 2022

It was discussed and resolved to award staff the national NJC pay award back dated to April 2022. This will include the cottage staff

It was agreed to move the Deputy Café Manager upto point 7 and the Clerk would receive an annual increment in April 2023