

# *Broughton in Amounderness Parish Council*

Mrs A Nicholls  
Clerk to the Council

6 Station Way  
Garstang  
Preston  
Lancashire  
PR3 1DN

24th April 2023

## **To All Councillors**

### **Notice of Meeting**

You are summoned to attend the **ANNUAL MEETING OF THE PARISH COUNCIL** on Tuesday 2nd May 2023, which will be held directly after the ANNUAL PARISH MEETING, at Toll Bar Cottage.

### **Agenda**

- 1. Election of Chair**
- 2. To receive the Chair's declaration of acceptance of office.**
- 3. Election of Vice Chair**
- 4. To receive Vice Chair's declaration of acceptance of office.**
- 5. Apologies for absence.**
- 6. Member of the public who wish to raise issues:**  
The meeting will be adjourned at this point to listen to representations from the public, police or community groups wishing to bring matters to the attention of the Council or seek advice. Matters requiring a Council decision or support must be included as a specific Agenda item.
- 7. Declarations of Interests**  
Members are reminded of the requirement to disclose any interest in any matter to be discussed at this meeting.
- 8. Confirm the minutes of the Parish Council meetings held on 21<sup>st</sup> March 2023 and the AGM 17<sup>th</sup> May 2022 – (already circulated)**
- 9. To receive and consider reports from Councillors who have attended meetings on behalf of the Parish Council. This is for information only.**

**10. To meet PCSO 7078 Chloe Pearson**

**11. Reports from meeting and agree actions from committees.**

Cottage Management Committee  
Finance Committee

**12. Items for consideration**

**i) Parish Action Plan**

- To report on the last meeting of the community Charity
- To report progress on the King Georges Field, carpark, playground and consider the details provided by Preston City Council.
- To discuss proposals discussed with Wainhomes/Emery Planning and PPC planning response to their EOI relating to the land adjacent to the bypass "Broughton Masterplan"

**ii) Annual return and Statement of Assurance – y/e 31<sup>st</sup> March 2023**

Members are required to approve the Annual Return and Statement of Assurance for signature by the Chairman and Clerk prior to submission to the External Auditors.

**iii) Insurance**

To consider and review the arrangements for insurance cover in respect of all insured risks on the insurance renewal for 1<sup>st</sup> June 2023.

**iv) Lengthsman** To review progress with the new Lengthsman and Public Footpaths

**v) Cottage:** To ratify the recent staff appointments made

**vi) HMRC** To review progress with VAT Registration and Corporation Tax

**vii) Coronation Grants requested;**

- a) Application by the Parish Church
- b) Application by scarecrow group

**13. To consider and approve the Management account and bank reconciliation for m/e/ 31<sup>st</sup> March 2023.**

**14. Planning applications received**

**15. To approve the following payments/receipts**

Yours sincerely

**Mrs. Angela Nicholls**  
Parish Clerk