

# *Broughton in Amounderness Parish Council*

Meeting arrangements: Full Council Meeting  
Tuesday 15<sup>th</sup> April 2025 at 7:30pm  
The Toll Bar Cottage, 476 Garstang Road, Preston, Lancs, PR3 5JB

## **A G E N D A**

- |   | <u>Doc. Ref</u> |
|---|-----------------|
| 1. <u>Welcome by Chair</u>  |                 |
| 2. <u>Apologies</u>   |                 |
| 3. <u>Declarations of Interest and Dispensation Considerations</u><br><i>Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.</i>                |                 |
| 4. <u>Minutes of Council Meetings</u><br>Approve the signing as a correct record, Full Council of 4 <sup>th</sup> March 2025.   | Item 1          |
| 5. <u>Public Participation</u><br><i>Matters brought to the Parish Council by residents. The Chair may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall this section will typically be limited to 20 minutes although the Chair may, at their discretion, extend this.</i> |                 |
| 6. <u>Statutory Business</u>  | Item 2          |
| 6.1 Planning - Consider planning report from the Chair, approve responses and ratify responses made between meetings or to meet deadlines.  |                 |
| 6.2 To note that the Annual Parish Meeting and the Annual Meeting of the Parish Council will be held on Tuesday 27 <sup>th</sup> May 2025 (times included at the bottom of this agenda).  |                 |
| 6.3 Council to ratify the Lengthsmans work process in support of the adopted and amended Financial Regulations.   |                 |
| 7. <u>Financial Items</u>   | Item 3          |
| 7.1 Receive a verbal update from Chair of Finance   |                 |
| 7.2 Receive finance reports circulated (income, reconciliation, budgets, Clerk report)  |                 |
| 7.3 Approve Expenditures for this month, and any submitted after the agenda up until 31 <sup>st</sup> March 2025.   |                 |



- 7.4 Update on King Georges Park Budget and proposed spend. Council to agree fees for Planning and associated reports.
  - 7.5 Approve the agreed grant for the Broughton Parish Community Council to support the Toll Bar Cottage Community Meeting Rooms and Café (£7500 for 2 April & October)- See P&L Circulated.
  - 7.6 To acknowledge the revised reporting system required by Preston City Council for CiL & the monitoring arrangements.
  - 7.7 Council to note that AGAR documents have been received and the Clerk is working on the accounts to submit to the Internal Auditor.
8. Enviro Grant
- 8.1 Discuss and agree the Enviro contribution in the sum of £3,274.04
  - 8.2 Note the successful Enviro grant funding in the sum of £29,764.00
  - 8.3 Note the value for money report required following the successful grant application.
9. Broughton Neighbourhood Development Plan
- 9.1 Parish Action Plan (PAP) update
  - 9.2 Progress of Neighbourhood Plan Review
10. Village Improvements Item 4
- 10.1 Discuss the proposed project plan for the planters in the village and the sponsorship arrangements.
  - 10.2 Discuss and approve the improvement works to the Cenotaph.
  - 10.3 Discuss and agree the budget for a new bench at the Whittingham Lane site.
11. Items for Information
- 11.1 Councillor reports from meetings attended.
  - 11.2 Council to note that the recent Executive meeting of LALC on Saturday 8th March Cllr. P Hastings was elected as the new Chair & NALC assembly member for Lancashire
12. Correspondence Item 5
- 12.1 To note the Lengthsmans summary report.
  - 12.2 To note the correspondence from County Councillor R. Swarbrick
  - 12.3 Note the correspondence from D. Platt in relation to trees available for immediate planting.
13. Date of Next Meeting

Finance Committee Meeting – Tuesday 27<sup>th</sup> May 2025 at 6:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 2EY

Annual Parish Meeting – Tuesday 27<sup>th</sup> May 2025 at 7:15pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 2EY

Annual Parish Council Meeting – Tuesday 27<sup>th</sup> May 2025 at 7:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 2EY

A handwritten signature in black ink, appearing to be a stylized name, located at the bottom right of the page.

# *Broughton in Amounderness Parish Council*

Proceedings of the Parish Council Meeting held on  
Tuesday 4<sup>th</sup> March 2025 at 7:30pm

Present:

Cllr. P Hastings  
Cllr. N Parkinson  
Cllr. L. J Oldcorn  
Cllr. M Bell

Jessica Dibble (Parish Clerk)

External attendees:

City Councillor S Whittam (Speaker and Observer)  
County Councillor S Whittam (Speaker and Observer)

## **Min 0403121 Welcome from Chair**

*Meeting opened at 19:30*

The meeting was called to order at 7:30 PM by the Chair, Cllr. P Hastings, who welcomed all members of the Council and the public.

## **Min 0403122 Apologies**

Cllr. S Sargeant  
Cllr. L. Brown  
Cllr. P Bunting

## **Min 0403123 Declarations of interests**

Cllr. N Parkinson declared an interest on Planning Application 06/2025/0125

## **Min 0403124 Approval of Minutes**

**It was resolved** to sign the minutes of the full council meeting held on the 12<sup>th</sup> December 2024 as a correct and accurate record.

# *Broughton in Amounderness Parish Council*

Proposer: Cllr. P Hastings  
Seconder: Cllr. N Parkinson

## **Min 0403125 Public Time**

County Councillor Sue Whittam provided an update on the blocked Culvert on Woodplumpton Lane.

It was reported that the culvert next to the high school has been blocked by developers. If the land belongs to Lancashire County Council (LCC), appropriate action will be taken by LCC.

The blockage has already caused flooding to a neighbouring property and is likely to create further issues for King George's Field and the school, which is already facing ongoing drainage challenges. County Councillor Sue Whittam is actively liaising with all relevant parties to facilitate a swift resolution.

Councillor Stephen Whittam reported that he had received multiple representations regarding the planning application for 17 Whittingham Lane. He is currently awaiting a response from Natalie Summers, Head of Development Management and Building Control at Preston City Council.

It was noted that the appeal refers to a two-storey development, raising concerns over the current three-storey proposal. Additionally, concerns have been expressed about the officer's omission of key references from the inspection report.

## **Min 0403126 Statutory Business**

Council reviewed the planning applications previously circulated by the clerk and the following observations were made:

### **6.1**

**[Application number: 06/2024/1309](#)**

**5, Kingsway Avenue, Preston, PR3 5JN**

First floor extension over existing garage to side and rear

**Council comments:** No objections

**[Application number: 06/2025/0019](#)**

**Land north of Durton Lane, Preston**

Discharge of condition no. 13 (Travel Plan) attached to outline permission 06/2017/0831

**Council comments:** No objections.

# *Broughton in Amounderness Parish Council*

[Application Number: 06/2025/0091](#)

**Broughton Hall Barn, Durton Lane, Preston, PR3 5LD**  
Permission in principle for up to 5no. dwelling

**Council comments:** Concerns raised regarding the sites proximity to the guild wheel.

[Application Number: 06/2025/0084](#)

**15, Moorfield Close, Preston, PR2 9SW**

Single storey extension to front, following removal of existing bay, two/single storey rear extension, and garage/store attached to west side gable, following removal of garage within rear garden, and replacement windows

**Council comments:** No objections.

[Application Number: 06/2025/0125](#)

**20, Moorcroft, Preston, PR3 5LP**

Certificate of lawfulness for proposed mobile home

**Council comments:** Regarding the proposed mobile home planning application, we have concerns about the logistics of delivering the home to the designated address. The access road is quite narrow, and the use of a crane for delivery requires careful consideration to ensure feasibility and minimal disruption.

[Application Number: 06/2025/0103](#)

**Daniels Farm, Durton Lane, Preston, PR3 5LE**

Single storey front extension and single storey extension to outhouse

**Council comments:** Due consideration must be given to the proximity of the Barn, which is a listed building. Any proposed works should be designed and executed in a manner that preserves and enhances the character and setting of this heritage asset, in line with relevant planning policies and heritage conservation guidelines.

[Application Number: 06/2025/1210](#)

**63, Woodplumpton Lane, Preston, PR3 5JL**

Single storey extension to side and rear, dormer extension to side and new window and bay window on front elevation

**Council comments:** No objections.

[Application Number: 06/2025/0191](#)

# *Broughton in Amounderness Parish Council*

**13 Kestrel Road, Preston, PR2 9BP**

Air source heat pump to rear

**Council comments:** No objections.

## **6.2**

The Council reviewed the appointment of the internal auditor for the current financial year. It was noted that Wallings Accountants, who have previously carried out the internal audit, will not be undertaking this role for Broughton Parish Council this year.

The Council has resolved to appoint Holdens as the internal auditor for the year, as part of best practice, given their lack of prior involvement with the Council's financial accounts. This decision ensures independence and compliance.

A letter has been sent to Wallings Accountants to inform them of this change. The Council formally acknowledges and appreciates the ongoing support of Wallings, who will remain as the Council's appointed accountant. They will continue to provide financial assistance to the Clerk, including payroll processing.

Holdens have now been formally instructed to carry out the internal audit for the financial year 2024 – 2025.

## **Min 0403127 Financial Matters**

### **7.1**

Council to note the verbal report from the Chair of Finance, Cllr. N Parkinson.

The Finance Committee advised Council to consolidate its accounts to three, subject to confirming the ease of transfers from CCLA. The recommendations are as follows:

1. Approve the transfer of £55,850.00 from CCLA 1 to CCLA 2 once the account is open.
2. Approve the redirection of CIL interest (£3,500/month) to CCLA 2.
3. Close the Unity Trust Bank (CIL Interest) account once the funds are transferred.
4. Approve the redirection of CIL payments from Preston (currently in Unity Trust Bank) to CCLA 1 alongside other CIL monies.
5. Close the Unity Trust Bank (CIL Payments) account once the funds are transferred.

Maintain three accounts with distinct purposes:

- Unity Trust Bank (Reserves) – General Reserves
- CCLA 1 – Primary CIL Fund Account
- CCLA 2 – Dedicated Maintenance Reserve Account

Council approved the above proposal unanimously.

# *Broughton in Amounderness Parish Council*

## 7.2

Councillor N. Parkinson, Chair of Finance, presented the current status of the Council's bank accounts (see below). The following reports were summarised to Council by the Chair of Finance: Profit and Loss, Actual vs. Budget, Bank Reconciliations and transactions to date.

Councillor Parkinson confirmed the accounts as follows:

### **Unity Trust Bank (Reserves):**

- Balance as of last Full Council (14.01.2025): £25,370.22
- Outgoing: £8231.97
- Incoming: £4672.65
- **Balance as of 14.01.2025: £21,810.90**

### **Unity Trust Bank (CIL Interest)**

- Balance as of last Full Council (14.01.2025): £34,738.86
- Outgoing: £1,067.47
- Incoming: £4672.65
- **Balance as of 14.01.2025: £38,344.04**

### **Unity Trust Bank (CIL)**

- Balance as of last Full Council (10.12.2024): **£28,004.62**
- Outgoing: £0.00
- Incoming: £137.14
- **Balance as of 14.01.2025: £28,141.76**

### **CCLA:**

- Balance as of last Full Council (10.12.2024): £900,000.00
- Outgoing: £0.00
- Incoming: £0.00
- Balance as of 14.01.2025: **£900,000.00**



# *Broughton in Amounderness Parish Council*

## **Total Assets:**

Unity:	<b>£88,296.70</b>
CCLA:	<b>£900,000.00</b>
<hr/>	
Total Assets:	<b>£988,296.70</b>

## **7.3**

All transactions made between 14<sup>th</sup> January 2025 and 24<sup>th</sup> February were authorised.

Proposer: Cllr. N Parkinson  
Seconder Cllr. M Bell

## **7.4**

Council notes that the current year-to-date CIL expenditure stands at £66,647.10, which includes the sum of £15,000.00 in outgoings towards the Sir Tom Finney changing room and the final contractual payment to the Lengthsman for the year.

## **Min 0403128 Broughton Neighbourhood Development Plan**

### **8.1 PAP**

It was noted that the plan remains in draft form and requires additional refinement. The Chair highlighted the intention to include Toll Bar Cottage, along with other necessary revisions, before finalising.

### **8.2 Progress of Neighbourhood Plan Review**

The Chair circulated a report to the Council following the conclusion of the consultation period. It was noted that the AECOM report would require updating to reflect changes in the National Planning Policy Framework (NPPF), including considerations of watercourses that feature within the area.

Preston City Council has suggested wording changes; however, these contradict the advice received from other agencies. Additionally, it was acknowledged that references to Biodiversity Net Gain should be incorporated into the plan. The field in front of Old Bank Hall will also be included in the updated version.

## **Min 0403129 Events**

# *Broughton in Amounderness*

## *Parish Council*

### **9.1**

Council noted that the Finance Committee approved a contribution of £150 towards the Village Egg Hunt and Family Fun Afternoon scheduled for Saturday, 19th April 2025. The event will offer various activities for children, promote community engagement, and support a fundraising initiative for Woodplumpton Primary School.

### **9.2**

Council noted that the Finance Committee approved a contribution of £250.00 towards the **VE Day 80th Anniversary** Celebrations on 8th and 11th May 2025, along with the provision of two wreaths for each war memorial site. The events will include a war memorabilia display, veteran stories compilation, afternoon tea for veterans, and a memorial service to honour those who served.

### **Min 0403130 Reports on meetings attended by Councillors**

#### **10.2 Blooming Broughton**

Cllr Hastings chaired the Blooming Broughton group meeting, where approximately six members were present. Due to the low attendance, the Chair suggested approaching Myerscough to explore their interest in supporting the project.

It was noted that the Girl Guides are enthusiastic about taking on the Ecology Pond once it is ready. Additionally, the Chair proposed contacting the U3A group to discuss potential collaboration on future gardening initiatives within the village.

A plan for additional planters in the village is now in place, and it was recommended to engage with local schools to gauge their interest in sponsoring a planter or an existing flower bed.

#### **10.3 Village Information Session**

The Village Information Session was noted as useful and fairly well attended. Some residents who struggle to access information online spoke with the Chair directly and requested that updates and the newsletter be posted. The Clerk will add this matter to the next agenda for further discussion

### **Min 0403131 Correspondence**

#### **11.1 To note the Lengthsmans report.**

# *Broughton in Amounderness Parish Council*

Council noted the Lengthsmans report as published on the agenda and supporting information pack.

Questions were raised regarding the level of work carried out by the south side of the motorway. The Clerk was asked to raise this with him and ensure this area is included within his works schedule.

## **11.2 To note the correspondence regarding the Parish Council Artifacts**

Council agreed to utilise the display cabinet to showcase historical items related to Broughton. A list of names of those who have kindly donated items will be included in the display. The Council expressed its appreciation for these generous contributions and looks forward to featuring additional artifacts in the future.

### **Min 0403132 Date of Next Meeting**

Finance Committee meeting - Tuesday 15<sup>th</sup> April 2025 at 6:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB

Full Council meeting – Tuesday 15<sup>th</sup> April at 7:30pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB.

*Meeting closed by Chair, Cllr. P Hastings at 20:27*

# ITEM 2 (6.1)

Application number	Type	Site	Description	Officer	Reg Date	Applicant	Agent	Comments
06/2025/0347	Amendment	Key fold farm 2	Footpath from field to 2nd site	Laura Holden	20/03/2025	Wainhomes	Emery	
06/2025/0343	Outline PP	Phase 2 Whittingham Lane	Residential development of up to 100 dwellings, including 50% affordable housing, and associated landscaping and public open space and with access from Phase 1 of Broughton Park onto Whittingham Lane	James Mercer	19/03/2025	A&B Developments	S & L Consultants	
06/2025/0330	Full PP	Broughton & District Club	Erection of weatherproof tensile fabric canopy roof covering and partial upper walls fixed to metal framework supporting structure above existing 2 No. PADEL Courts	Lucy Henwood	17/03/2025	Broughton Club	RSC Consulting Engineers	
06/2025/0328	Full PP	Jumps Farm Durton Lane	1no. agricultural livestock/storage building, 1no. horticultural polytunnel and new access track (part retrospective)	Lucy Henwood	17/03/2025	Zabir Patel	M & L Planning	
06/2025/0309	Reserve matters	Mosque on Durton Lane	landscaping for construction of 1no. place of worship with ancillary features including associated parking facilities and access works from the existing track off D'urton Lane	Laura Holden	12/03/2025	Cassidy & Ashton	?	
06/2025/0175	Full PP	5 Broadfield, Broughton, Preston, PR3 5LB	Extension to existing front dormer and erection of rear dormer	Michele Evans	11/03/2025	Mr Leif Smith	Ogden, ODC	
06/2025/0287	Full PP	1, Kingsway Avenue, Preston, PR3 5JN	Two storey extension to front, two storey extension to side, re-roofing, replacement windows, detached garage to side, replacement and additional hard surfacing, following demolition of existing side extension and attached garage	Michele Evans	26/03/2025	Graeme Murray	Homer	

E/2025/00009	Alleged breach of condition	21, Whittingham Lane, Broughton, Preston, PR3	Retrospective planning permission was granted for 1no. self-build replacement dwelling following partial demolition of the existing house on 7th January 2025 (ref. 06/2024/1091). No conditions were attached to the decision notice requiring the submission of a Construction Management Plan, or limiting the hours to which construction could take place, as they would fail to meet the tests required when imposing conditions due to the small scale development proposed. As such, no breach of planning control has occurred.					Complaint not upheld.
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**ITEM 2  
(6.3)**

# *Broughton in Amounderness Parish Council*

**Lengthsman  
Work Process**

Adopted: 15<sup>th</sup> April 2025

Meeting: Meeting of Full Council

Next review date: April 2026

Version: V1

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## **1. Purpose**

This policy outlines the working process, financial authorisation requirements, and invoicing expectations for the Lengthsman appointed by Broughton In Amounderness Parish Council. It ensures transparency, proper financial governance, and accountability in accordance with the Council's adopted Financial Regulations.

## **2. Standard Hours and Rate of Pay**

The Lengthsman is contracted to undertake 78 hours of work per calendar month, across 48 working weeks per year, allowing for four weeks of unpaid fees.

The agreed contractor rate is currently £19.00 per hour. This rate is subject to periodic review, and the most up-to-date rate should be confirmed in the signed contract. \*

The maximum annual remuneration calculated, is based on 11 months of paid contractual services, worked out as:

$$78 \text{ hours} \times 11 \text{ months} \times \text{£}19.00/\text{hour} = \text{£}16,302.00 \text{ per annum}^*$$

This amount represents the total annual value of the contract based on current terms and is subject to formal review by the Parish Council.

## **3. Scope of Work**

The Lengthsman shall:

- Perform routine maintenance of Parish Council assets (e.g., signage, benches, paths, open spaces),
- Undertake small works such as litter picking, tidying, and seasonal tasks,
- Carry out visual inspections and report damage or hazards,
- Operate independently within the Lengthsman Specification as itemised within the contract, using initiative while ensuring public safety,
- Complete and submit a monthly timesheet of works completed.

## **4. Authorisation of Expenditure**



In accordance with NALC Model Financial Regulations 2024 and specifically Regulation 4.1, the following authorisation procedures apply:

- The Lengthsman must not commit expenditure or purchase materials without prior approval.
- For purchases up to £150, the Lengthsman must obtain written approval from the Parish Clerk.
- The Clerk may authorise such expenditure within her delegated authority.
- If the cost of goods or services exceeds the Clerk's delegated limit, the Lengthsman must obtain joint approval from both the Chair and Vice-Chair prior to placing any order or incurring the cost.
- Failure to obtain the required authorisation may result in non-payment of the incurred expense.

## **5. Invoicing and Reimbursement Process**

All invoices for expenses or purchases must be submitted by the Lengthsman to the Clerk within three (3) days of receipt of goods or services.

Invoices must be submitted via email and should include:

- A clear breakdown of the cost,
- Supporting receipts,
- A short description of the goods or services received.
- Late submission of invoices may result in delayed reimbursement.
- Approved invoices will be processed according to the Council's payment schedule and may be subject to review at the next Full Council meeting.

## **6. Payment Schedule**

Once received and approved, expenses will be processed in accordance with the Council's standard payment procedures. Payments are subject to verification and, where required,

approval at the next available Council meeting or under delegated authority as set out in the Council's Financial Regulations.

Where appropriate, and at the discretion of the Clerk, certain agreed payments—such as the Lengthsman's monthly contractor fee—may be processed retrospectively, provided they fall within authorised budgetary provisions.

## **7. Compliance**

- The Lengthsman shall ensure all works are carried out in compliance with current Health & Safety regulations.
- Regular communication with the Clerk is expected to ensure clarity of tasks and authorised expenditure.
- This policy forms part of the contractual agreement and failure to adhere to the process may result in disciplinary review or contract termination.

## **8. Policy Review**

This policy shall be reviewed annually or sooner if required by legislative or regulatory changes.

## **9. Signatures**

### **Chair of the Parish Council**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Broughton in Amounderness Parish Council*

**Vice-Chair of the Parish Council**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parish Clerk**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# ITEM 3 (7.2)

## Profit and Loss

Broughton Parish Council

For the period 31 March 2024 to 1 April 2025

Account	31 Mar 2024-1 Apr 2025
<b>Income</b>	
Precept	39,750.00
Sundry Income	200.00
Sundry Income: Bank fee refund	100.00
Sundry Income: Bank interest	708.88
Sundry Income: CCLA income from Investment	41,341.69
Sundry Income: Grants Received	2,106.92
Sundry Income: Grasscutting	6,246.00
Sundry Income: LCC - Lengthsman	500.00
<b>Total Income</b>	<b>90,953.49</b>
<b>Gross Income</b>	<b>90,953.49</b>
<b>Administrative Costs</b>	
Bank charges	162.30
Cil expenses	78,803.45
CIL Lengthsman Costs	16,738.50
General admin	802.49
General admin: Clerks fees	12,720.27
General admin: Donations	610.00
General admin: External audit fees	1,050.00
General admin: HMRC	3,250.28
General admin: Insurances	1,225.74
General admin: Internal auditor	1,250.00
General admin: NEST	1,111.48
General admin: Printing, Postage and Stationery	2,226.71
General admin: Room hire	50.00
General admin: Training & Travel	488.58
General admin: Website maintenance and host	398.42
Grasscutting	5,437.02
Maintenance and Repair EXP: Lengthsman	516.96
Other payments: Community events	546.63
Other payments: DEFIB Maintenance	1,153.40
Other payments: IT software & equipment	163.67
Other payments: Neighbourhood Plan	3,268.00
Other payments: Toll Bar Cottage Maintenance	3,735.51
Other payments: Traffic calming	54.99
Other payments: War Memorial	345.75
Other payments: Wreath	115.00
Plants/ flower exp: Lengthsman	2,489.53
Subscriptions LALC /SLCC/ICO/CPRE/Commu	811.88
Toll Bar Cottage Grant	10,500.00
Wallings Accountants	1,645.00
Xero	370.22
<b>Total Administrative Costs</b>	<b>152,041.78</b>
<b>Operating Profit (Income - Expen)</b>	<b>(61,088.29)</b>
<b>Other Income</b>	
CiL	42,606.28
<b>Total Other Income</b>	<b>42,606.28</b>
	<b>(18,482.01)</b>
<b>Profit after Other Income</b>	<b>(18,482.01)</b>

# ITEM 3 (7.3)

## Financial Information 31<sup>st</sup> March 2025

Unity Trust Bank (Reserves)		CCLA	
Balance as at 24.02.2025	21,810.90	Balance as at 24.02.2025	900,000.00
Outgoing	33,886.41	Outgoing	38,535.00
Incoming	42,144.61	Incoming	0.00
Balance as at 31.03.2025	30,069.10	Balance as a 31.03.2025	861,465.00

Unity Trust Bank T1 (CiL)		Unity Trust Bank T2 (CiL interest)	
Balance as at 24.02.2025	28,141.76	Balance as at 24.02.2025	38,344.04
Outgoing	0.00	Outgoing	150.00
Incoming	182.74	Incoming	3,534.65
Balance as at 31.03.2025	28,324.50	Balance as a 31.03.2025	41,728.69

Please see transfer table below as some 'incoming' and 'outgoing' transactions were transfers between accounts such as CiL interest monies.

### Outgoing transactions

Source	amount	notes	DD	Retro	cashed	Date
J Dibble	1235.26	Salary Payment month 11		X		26.02.2025
S Rostron	1404.00	Contractor fee		X		26.02.2025
NEST	77.46	Pension contribution	X			28.02.2025
Service Charge	6.00	Bank charge	X			28.02.2025
Easy Websites	47.52	Website & email	X			03.03.2025
XERO	39.60	Accounts	X			05/03/2025
S Rostron	120.00	Flower Expenses		X		06/03/2025
DHW Landscaping	395.75	Landscaping at Toll		X		06/03/2025
Nurture Landscaping	546.90	Open Space Maintenance		X		06/03/2025
HMRC Cumbernauld	204.40	Employee Tax		x		06/03/2025
S Rostron	20.13	Tool Fuel		X		06/03/2025
Ribblesdale Nursery	43.50	Flowers		X		06/03/2025
Preston City Council	120.00	Bins		X		06/03/2025
Ribblesdale Nursery	49.40	VE Day Flags		X		12/03/2025
Best Kept Village	25.00	Sign up fee		X		12/03/2025
P Hastings	19.99	Ink		X		12/03/2025
NALC	42.00	Seminar for Chair		X		12/03/2025
Preston City Council	1574.26	Xmas Lights		X		12/03/2025
Preston City Council	5940.00	King G -Consultancy Works		X		17/03/2025
Preston City Council	15,856.55	King G – Improvement works		X		17/03/2025
Three	7.20	Phone	X			18/03/2025
Berrys	75.04	Hose (lengthsman)		X		24/03/2025

Berrys	7.20	Adaptor(Lengthsman)		X		24/03/2025
J Dibble	15.98	Printer Ink		X		24/03/2025
P Hastings	16.99	Printer Ink		X		24.03.2025
P Hastings	9.35	Deed Stamps		X		24.03.2025
Viking	53.18	Stationary		X		26.03.2025
Ribblesdale	130.00	Poppy Seed		X		26.03.2025
J Dibble	1235.26	Month 12 Salary		X		28/03/2025
S Rostron	1404.00	Contractor Fee		X		28/03/2025
Preston City Council	5.40	Printing		X		31/03/2025
Service Charge	6.00	Bank Fee		X		31/03/2025

### Incoming Transactions

Source	To Account	amount	notes	Received
Lancashire Community Orchard Fund	Unity Rev	306.92	Community Orchard Grant	28.02.25
CCLA Interest	Unity Current	3152.69	See below as transfer to Cil Interest Unity	04.03.25
Donation	Unity CIL INT	150	See transfer to Rev account	30.03.25

### Transfers

From	To	Amount	notes	Received
Unity rev	Unity Cil Int	3,152.69	Cil Interest	12.03.2025
Unity Cil interest	Unity Rev	150	Donation	31.03.2025

Signed \_\_\_\_\_

Signed \_\_\_\_\_

# ITEM 3 (7.4)

Good morning Pat,

I am writing to let you know that the planning application is being progressed by Smith & Love consultants with my oversight & assistance.

We have been in discussions with PCC Development Management regarding validation requirements, etc and Smith & Love have obtained prices for the survey's which will be required to support the application.

The price information is presented below;

Company Name	Name of Report	Fee Quote (all exc. VAT)	Timescales
Ascerta	Ecology & BNG	£2,270	No Time scale given
Pennine Ecology	Ecology & BNG	£2,220	PEA within 15 working days. BNG within 20 working days from instruction AND receipt of final soft landscape plan/site plan.
Bowland Ecology	Ecology & BNG	£4,565	No Time scale given
Arb Consultants	Tree Survey and AIA	£919	Approx. 2 weeks from instruction
Ascerta	Tree Survey and AIA	£1,050	Commence within 10 days of instruction.
Bowland Trees	Tree Survey and AIA	£964	Commence within 10 days of instruction.
EPG	FRA	£1,150	Completion within 10 days of instruction
BEK	FRA	£950	Completion within 15 days of instruction
AJP	FRA	£2,450	Completion within 2 weeks of instruction
BEK	Phase 1 Geo-Environmental Assessment	£850	Completion within 15 days of instruction
Subsurface	Phase 1 Geo-Environmental Assessment	£845	No Time scale given
Geo2	Phase 1 Geo-Environmental Assessment	£1,250	Completion within 2 weeks of instruction

## Email from Lengthsman with costings:

£140 per planter that was last years costs. That's oiled and black bands repainted, filled with compost and flowers.

I have 3 sponsors atm.

As soon as I get permission from LCC I will get more. I don't want to go promising things to potential sponsors something I can't deliver, I'm sure I can get sponsors it won't be a problem.

AC Roofing of Broughton

Broughton security Alarms and CCTV

Broughton inn county pub.

Finger post.

3 fingered post would be around £350.





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Supplied as:

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Memorial Plaque:

-- Not required -- ?



Price includes delivery\*

\*Please refer to terms and conditions



Reviews

click to view

## ITEM 5 (12.1)

Jess

>> I'm writing to provide you with an update on the various projects and tasks I've been working on throughout the village over the past month.

>>

>> Ongoing maintenance along the Guild Wheel has been a priority, and I've also been busy weeding the beds at the beginning of the month. To help prevent foot traffic in the far flower bed, I've planted four holly bushes.

>>

>> With help from Les, [REDACTED]

>>

>> Additionally, I purchased three boxes of wildflowers, which I've placed at the entrance to the Guild Wheel. Litter picking has been an ongoing effort, with cleanups throughout the village, on Fernyhalgh Lane, and around the cenotaph, where I've also removed old wreaths and weeded the front.

>>

>> I'm pleased to say that the Toll Bar Cottage garden is looking great, with the autumn-planted bulbs now in bloom. The fence removal on the residences, as suggested by Pat, has been a welcome and a great idea.

>

>> As a parishioner and a contractor, my goal is to enhance the village, whether through projects like this or the addition of planters. I've noticed that many neighbouring villages, such as Grimsargh, Catforth, Barton, Bilsborrow, and Great Eccleston, have embraced the use of planters, as a parishioner. These planters were photographed by someone then placed on this is Broughton the picture attracted over 82 likes that says something in itself how folk like them, I had a lot of feedback doing my daily tasks too.

>>

>> I've also tended to the planters outside the Co-op, weeding and planting new flowers. Additionally, I've been responsible for cutting various grass verges throughout the village the grass verges either side of cenotaph removed ready for the beds to be put in place, I understand this has got to go through full council so I won't do anything until I get the go ahead.

>>

>> I've exceeded my monthly hours by 9, however that's my choice to help the village look good. I helped fence contractor over the weekend to do the heavy lifting again my choice. I don't mind volunteering my extra time.

>

> Thanks again Steve.

## ITEM 5 (12.2)

Ms Jessica Dibble  
Parish Clerk  
Sent via email:  
[clerk@broughtonparishcouncil.org.uk](mailto:clerk@broughtonparishcouncil.org.uk)

Phone: 01772 532306  
Email: [rupert.swarbrick@lancashire.gov.uk](mailto:rupert.swarbrick@lancashire.gov.uk)  
Your ref:  
Our ref: CCRS/85962  
Date: 19 March 2025

Dear Jess

### **General Condition of Garstang Road, Broughton**

Thank you for your further letter dated 3 March 2025, on behalf of Broughton Parish Council, raising concerns about the road surface and traffic management on Garstang Road.

Our Highways Team assessed the condition of Garstang Road and put it forward to be included in the next capital resurfacing scheme. This is due to the extent of the damage being beyond the remit of what the Highways Maintenance Team can repair under their current provisions.

Our Highways Design and Construction Team will consider the evidence that the current construction is failing and will produce an appropriate construction design, to ensure that the same issues do not return.

In relation to the request for the potential introduction of a minor traffic calming measure on Garstang Road

we assessed the annual average speed taken from the Speed Compliance Tool, which is 26.3mph (limit of 20mph). We have deployed temporary signage at this location, for the period of January 2025 to March 2025 and again between July 2025 and September 2025.

We have also added this location to the list for deployment of one of our Speed Indicator Devices (SpIDs). This will be deployed in due course, subject to an on-site evaluation. We will liaise further with the Parish Council so that our SpID does not interfere with their SpID.

I hope this information is helpful.

Yours sincerely



County Councillor Rupert Swarbrick  
Cabinet Member for Highways and Transport  
County Councillor for Longridge with Bowland

