

BROUGHTON IN AMOUNDERNESS PARISH COUNCIL

Minutes of the Annual General Meeting of Broughton Parish Council
Held at Toll Bar Cottage, Garstang Rd, and Broughton.
Tuesday 2nd May 2023 7pm,

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

In attendance: Mrs. A. Nicholls – Clerk. County Cllr. Sue Whittam

1. Election of Chair

It was resolved that Cllr. Mrs. P. Hastings be elected as Chair for the forthcoming year.

2. To receive the Chair's declaration of acceptance of office.

The Chair's declaration of acceptance of office was received. The Chair discussed succession planning and said she would need someone to take over the role of Chair within two years

3. Election of Vice Chair

It was resolved that Cllr. N. Parkinson be elected as Vice Chair for the forthcoming year. It was also resolved that he would chair the Finance Committee for the forthcoming year.

4. To receive Vice Chair's declaration of acceptance of office.

The Vice Chair's declaration of acceptance of office was received.

5. Apologies for absence.

None received

6. Member of the public who wish to raise issues:

County Cllr Sue Whittam update the council on progress with the school playing field. Lancashire County Council (LCC) maintain the land and cut the grass. LCC have found random sink holes in the field meaning that children have now not been able to use the field for nearly three years.

LCC and School have investigated the causes and found the drainage channels under the field are beyond repair.

LCC in partnership with the school are going to fund the repairs and hopefully bring the field back into use by the end of summer.

7. Declarations of Interests

None disclosed

8. General Power of Competence

It was resolved the Parish Council will continue to adopt the General Power of Competence – Localism Act 2011 so 1-8.

9. Confirm the minutes of the Parish Council meetings held on 21st March 2023

The minutes of the Parish Council meeting held on the 21st March 2023 were confirmed and signed as a true record

10. To receive and consider reports from Councilors who have attended meetings on behalf of the Parish Council. This is for information only.

LALC executive meeting 15/04/23 Notes on application
LAVCH AGM01/04/23 Notes on application

11. PCSO 7078 Chloe Pearson

Chloe introduced herself to the Parish Council she has been in post two months and hopefully be joined by 2 additional PCSOs in the coming weeks. Insp Dave Byrne started the role of Neighbourhood Inspector on the 17th April 2023. Chloe's contact email is: 7078@lancashire.police.uk

12. Reports from meeting and agree actions from committees.

Cottage Management Committee

New staff have now been appointed with the Café Manager starting 17th May 2023. There have been two new sessional staff appointed. The café is currently opening two days a week and from this next week Saturday opening will restart.

Finance Committee

The Committee reviewed the budget and spend to date and agreed the varmints. Progress has been made with the VAT registration and the Parish Council should have a VAT number within the next two weeks. Once there is a VAT number Walling's the Accountants will be able to register the Parish Council for Corporation tax.

The Chair will then meet with Walling's Accountants to discuss the VAT claim against the previous Accountants

13. Items for consideration

i) Parish Action Plan

• Community Charity Report

There will be a delay in the business transfer to the Charity until the business is stable again with all new staff in post. The Cottage Management Committee are working towards the 1st July 2023

• Progress on the King Georges Field, carpark, playground and consider the details provided by Preston City Council.

Preston City Council (PCC) will not agree to an Asset Transfer in their view a lease would be more appropriate, if this option was taken the exact length of a lease would need to be agreed but a 20 or 30 year period should provide enough stability for the Parish Council to be able to put in place your proposals without a permanent transfer of the asset.

Discussion followed but to agree a lease consideration would be needed about how the roadway (Argyle Road) and the tenanted properties (pavilion) are dealt with.

The proposals put together by Mark Taylor Preston City Council would be in the region of £575,000 net of VAT and subject to tender details below:

- Site clearance, earthworks, drainage £60,181
- Car park, paving's, edgings, safety surface (Play Area) £212,166
- Fencing, gates, structures, furniture (play area for younger children only) £113,880
- Mechanical & electrical (lighting, CCTV etc.) £57,000

- Planting, seeding, maintenance £28,293
- Preliminaries & Contingency (10%) £51,480

TOTAL £523,000 Fees (10%) £52,300 **GRAND TOTAL £575,000**

Note from PCC

“This my best estimation of costs regarding the mechanical and electrical works (Lighting, CCTV and Car charging). Further investigation would be required to confirm accuracy of budget cost estimates and also to clarify technical details such as the principle of mains supply connections permissions for these and running costs. All our budget costings are based on prices exec VAT because the Council recovers VAT”

PCC require a written commitment to start work. The Parish Council could pull out of the commitment after the tendering but would incur costs to date.

In order for the Parish Council to commit to plans on the King George V field they need a written agreement from Wain Homes to provide land to enable part of the field released for the development to be replaced.

The quantity of land to be newly protected must be no less than that to be released. This equivalent size criterion normally applies to the replacement land being land newly brought into recreational use. In certain circumstances, land already in recreational use might be acceptable for exchange but it would need to be substantially greater in size than the land being released.

The quality of the land and facilities to be newly protected should be better than that being released

It was agreed not to pursue a lease at this time but to revisit the “Asset Transfer” in the future. Before committing to the works the Parish Council needs written clarification from PCC about the future maintenance costs of the playground and carpark.

Broughton Masterplan

Wain Homes have been working in close collaboration with the Parish Council. They have however just proposed plans for a Nursing Home and Nursery without consultation. This is not something the Parish Council would support, as there no evidence there is need for further Nursing Home capacity in the area. Representatives of BPC meet with Wainhomes & Emery Planning on the 24th April to discuss this matter. The Parish would however support further retail units or other uses in the area as all current retail units are full to capacity. BPC asked for a timeline for the release of the “pond area” to assist the progress of the KGV field project as replacement land is required by FIT.

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

The Clerk reported that the accounts had been sent to Walling Accountants for auditing etc. Wallings will visit Toll Bar to carry out the Internal Audit on Thursday 4th May 2023.

At the next meeting 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

The Clerk reported the PC insurance is due for renewal on 1st June 2023. A quotation has been sought.

iv) Lengths man

The progress with the new Lengths man was reviewed he has started with a basic programmer of works focusing on the litter picking.

1. Litter Pick central areas. This is the spine of the village and includes from Broughton Roundabout up to the roundabout North of the village and from the Railway Bridge near Broughton School to the bypass roundabout on Whittingham lane, a big cross basically.

2. Litter Pick North Area. This is from the North Bypass roundabout to the Brook at the North end of the Parish.

3. Litter Pick South Area. This is from Broughton Roundabout to Lightfoot lane and includes the Guild Wheel path towards D'Urton Lane

The Parish Council need him to focus on the public footpaths and have authorised as part of his schedule a survey of the paths to plan the work that is required

v) Recent staff appointments to the Cottage:

Jennie Kingham has been appointed to the role of Cafe Manager starting 17th May 2023
Rob Ainsworth has been appointed to the role of Site Supervisor.

vi) HMRC The VAT number should be with Wallings next week so they can complete the VAT return

vii) Coronation Grants requested;

a) The Parish Church was awarded a Coronation Grant of £250

b) The Scarecrow Group was awarded a Grant of £50

CIL Grants

It was discussed and resolved to grant Toll Bar Cottage £3430 plus VAT for the new Coffee Machine and £1500 for the building works. The Parish Council would then sell the original Coffee Machine which is valued at approximately £500-£1000

14. To consider and approve the Management account and bank reconciliation for m/e/ 31st April 2023.

It was **resolved** to approve the management accounts for m/e 31st April 2023 and the Bank Reconciliations

15. Planning applications received

None received

16. To approve the following payments/receipts

The payments and receipts were approved

Future meeting dates:

6th June, 18th July, 29th August, 10th October, 21st November, 2nd January 2024
Village Information Session 10am 20th May Wilson Room, Broughton & District Club

Meeting closed 8:45pm