

Broughton in Amounderness Parish Council

Proceedings of the Annual Parish Council Meeting held on
Tuesday 20th May 2025 at 7:45pm

Present:

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

Jessica Dibble (Parish Clerk)

External attendees:

PCSO: Ellie Burke

Min 2005146 Welcome from Chair 2024/2025

Meeting opened at 19:45

The meeting was called to order at 7:45 PM by the Chair, Cllr. P Hastings, who welcomed all members of the Council and the public.

Min 2005147 Election of Chair 2025/2026

The Clerk invited nominations for the position of Chair for the 2025/2026 municipal year. Cllr. P Hastings was nominated by Cllr. N Parkinson and seconded by Cllr. M Bell.

Cllr Hastings accepted the nomination, expressed her thanks to fellow councillors for their support, and duly signed the Declaration of Acceptance of Office.

Min 2005148 Election of Chair 2025/2026

The Chair invited nominations for the position of Vice Chair for the 2025/2026 municipal year. Cllr. N Parkinson was nominated by Cllr. P Hastings and seconded by Cllr. L J Oldcorn.

Cllr Parkinson accepted the nomination, expressed his thanks to fellow councillors and duly signed the Declaration of Acceptance of Office.

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Min 2005149 General Power of Competence

The Council considered their eligibility for the General Power of Competence (GPC) under the Localism Act 2011, Section 1(1).

It was noted that the Council must resolve at a full Council meeting that it meets the criteria for eligibility at that specific point in time. A formal resolution is required and must be recorded in the minutes of the meeting. Eligibility must also be reviewed and confirmed at the first annual meeting of the Council following each ordinary election.

It was resolved that the Council meets the criteria for eligibility for the General Power of Competence.

Min 2005150 Apologies

Preston City Councillor - Stephen Whittam

Min 2005151 Declarations of interests

Cllr. P Hastings – Document Item 3, Agenda item 9.3 (LALC Subscription).

Min 2005152 Approval of Minutes

It was resolved to sign the minutes of the full council meeting held on the 15th April 2025 as a correct and accurate record.

Proposer: Cllr. N Parkinson
Seconder: Cllr. M Bell

Min 2005153 Public Time

PCSO Ellie Burke attended on behalf of Lancashire Constabulary, during public time to provide an update on local crime statistics for the past month. The report was as follows:

Burglary – 0 incidents

Robbery – 0 incidents

Thefts – 3 incidents

Nuisance Reports – 2 incidents

**Road Traffic Collisions
(Damage Only) – 5 incidents**

Vehicle Crime – 4 incidents

PCSO Burke invited councillors to get in touch if any further issues or concerns arise and that she would start the coffee with a cop initiative again at the Toll Bar Cottage.

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Min 2005154 Statutory Business

Council reviewed each item as listed under Statutory Business as detailed below.

8.1 Planning

[Application number: 06/2025/0440](#)

Land adjacent, Durton House, Durton Lane, Preston, PR3 5LE

Discharge of condition no.5 (Highway works) and no.9 (Construction environmental management plan biodiversity) attached to outline permission 06/2022/0456

Council comments: No Objections.

[Application number: 06/2025/0434](#)

1A, Arnside Road, Broughton, Preston, PR3 5JH

Increase in roof height to provide first floor accommodation with balcony to front, additional ground floor bay to front, application of insulation/render, and replacement windows

Council comments: Council comments: No Objections.

[Application Number: 06/2025/0472](#)

2, Moss House Road, Preston, PR4 0AT

Proposed extension of dormer to front and new dormer to rear.

Council comments: No Objections.

8.2 Review and adoption of current Council Policies

Review and adoption of current Council Policies. All relevant policies are available on the Council's website under 'Documents'.

Resolved that council: Re-adopt the following policies:

- | | |
|---|-------------------------------|
| - Standing Orders | - Safeguarding Policy |
| - Financial Regulations | - Reserves Policy |
| - Code of Conduct | - Investment Strategy |
| - Vexatious or Habitual Requests Policy | - Health and Safety Policy |
| - Training Policy | - Equalities Policy |
| - Staff Handbook | - Data Protection Policy |
| - Risk Assessment | - Clerks Scheme of Delegation |
| - Speed Management Policy | - TOR Finance Committee |

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- CiL Management Policy.

8.3 Council to ratify the Council Vacancy policy.

Council reviewed the policy and resolved unanimously to approve and adopt the same with immediate effect.

8.4 Council to ratify the Planter/ Flower Bed sponsorship agreement

Council to ratify the Planter/ Flower Bed sponsorship agreement

Council reviewed sponsorship agreement and agreed unanimously to implement this as part of the Flower bed/ tub sponsorship process throughout the village.

8.5 Insurance

The Council reviewed the insurance renewal documentation received from Zurich and approved the renewal premium of £1,041.67 for the coverage period from 1st June 2025 to 31st May 2026. The Clerk was instructed to include this payment within the schedule of approved payments.

Min 2005155 Financial Matters

9.1 Verbal update from Finance Chair

Cllr. N Parkinson, Chair of Finance, gave a verbal report to the Council following the Finance Committee meeting held on 20th May 2025.

It was reported that £1,000 had been allocated to the War Memorial budget as approved by the finance committee.

The Committee had reviewed outstanding invoices submitted by DHW Services, and agreed to settle them with the exception of the invoice for the purchase of barrels. It was also agreed that DHW Services would be stood down upon the return of the Lengthsman from leave.

The Chair of finance confirmed that as of 31st March 2025, the Council's total account balances stood at £1,055,700.38. A CIL payment of £58,971 from Preston City Council is pending transfer from the Unity account to the CCLA account, subject to final updates to the CIL spreadsheet and internal reimbursement for previously incurred CIL-related costs.

The Clerk confirmed that the year-end figures for 2024/2025 had been completed and the finance system had been locked down.

It was further reported that Holdens Accountants were unable to accept instruction for the internal audit. The Finance Committee therefore resolved to reappoint Mark Walling to carry out the Internal Audit for the 2024/2025 financial year.

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9.2 Review of Finance Reports Circulated and Accounts

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 (Revenue):

- Balance as at 31.03.2025: £30,069.10
- Outgoing: £19,876.05
- Incoming: £110,484.87
- **Balance as of 12.05.2025: £120,677.92**

Unity Trust Bank (CIL Interest)

- Balance as at 31.03.2025: £41,728.69
- Outgoing: £0.00
- Incoming: £3,504.27
- **Balance as of 12.05.2025: £45,232.96**

Unity Trust Bank (CIL)

- Balance as at 31.03.2025: £28,324.50
- Outgoing: £0.00
- Incoming: £0.00
- **Balance as of 12.05.2025: £28,324.50**

CCLA:

- Balance as at 31.03.2025: £861,465.00
- Outgoing: £0.00
- Incoming: £0.00
- **Balance as of 12.05.2025: £861,465.00**

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Total Assets:

Unity:	£194,235.38
CCLA:	£861,465.00
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Total Assets:	£1,055,700.38

9.3 Approve Expenditures

All transactions made between 01st April 2025 and 12th May 2025 were authorised.

Proposer: Cllr. N Parkinson
Seconder Cllr. M Bell

9.4 DHW Services

The Committee considered a proposal for additional summer watering to be undertaken by DHW Services. It was noted that this requirement had not been raised during the annual budget-setting process, and that no formal agreement had been established for DHW to cover the Lengthsman's duties during his planned leave from 4th to 11th June.

The Committee reaffirmed that any future proposals involving additional costs or the engagement of subcontractors must be submitted to the Council for prior consideration and formal approval. Accordingly, the proposed arrangements for summer watering and holiday cover were not authorised.

Min 2005156 AGAR

Council resolved to authorise the Chair to sign Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) for the financial year 2024/2025.

With the Council's approval of the figures and the governance statements as presented, the Chair duly signed both sections.

It was further agreed that, once the Clerk has entered the relevant minute number, the completed AGAR documentation and supporting information will be submitted to Wallings Accountants for the internal audit.

Min 2005157 Enviro

The Clerk confirmed that the third-party contribution required for the Enviro Grant has now been paid. The Chair has also signed the grant agreement on behalf of the Council.

It was noted that payments under the grant scheme can only be made once eligible expenditure has been incurred and a claim submitted, as retrospective payments are not permitted

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Min 2005158 Wain Homes

It was noted that the Wain Homes planning application has now been uploaded to Preston City Council's planning portal. Once validated by the planning authority, the application will be published and made available for public viewing and comment.

Min 2005159 King Georges Field

It was noted that the contractor for the King George's Field project has been agreed by Preston City Council. The next stage involves securing planning permission and Fields in Trust (FiT) approval.

Sir Tom Finney Football Club is currently awaiting Preston City Council to issue the lease, after which works on the new changing rooms and toilet facilities can commence.

Min 2005160 Co-option

14.1 & 14.2 – Publication of the Councillor Vacancy advert and deadline date.

Council approved the advertisement for co-option retrospectively. The advert was published on 19th May 2025 with the deadline for applications being Monday 9th June 2025.

14.3 Shortlist and Interview Process

The process for shortlisting eligible candidates will be in accordance with the ratified Councillor Vacancy Policy.

14.4 Meeting date with candidates

Council agreed to meet with eligible applicants on 17th June 2025.

Min 2005161 Broughton Neighbourhood Development Plan

The Council noted that the updated AECOM report has been received; however, formal comments from Preston City Council are still outstanding. An email from Carolyn at Preston City Council confirmed that their current focus is on other planning priorities, which has delayed their review and response to the Neighbourhood Plan documentation.

The Council expressed support for Cllr. Hastings to continue progressing the Neighbourhood Plan on behalf of the Parish.

The Chair confirmed she would provide an update on the Parish Action Plan at the next meeting.

Min 2005162 Website

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The Council noted the migration of the Parish Council's website and email domain from .org to .gov, in accordance with guidance issued by the Smaller Authorities' Proper Practices Panel (formerly the Joint Panel on Accountability and Governance – JPAG).

It was confirmed that the migration has been completed with no additional cost to the Council and without any disruption to services.

Min 2005163 Village Improvements

17.1 Proposed Project Plan for Planters

The Council considered the draft project plan for the installation and maintenance of new flower beds and planters, as submitted by the Chair.

It was agreed that the Council would seek sponsorship from local businesses and organisations to support the ongoing maintenance and planting of the flower beds. The Clerk was instructed to write to those located near proposed planter sites to invite expressions of interest in sponsorship. Additionally, the Clerk was authorised to apply for the necessary licences for the placement of planters in the following locations:

- a) Durton Lane – before the motorway bridge
- b) Top of Northway – opposite the school entrance
- c) Broughton Club entrance – off Woodplumpton Lane
- d) Pinfold – on Garstang Road

The project will proceed subject to licence approvals and confirmation of sponsorship support.

The Chair also advised that she has looked into the finger post and the cost of the post would be approx. £1500 plus labour. If permission is granted and Council wish to proceed, Cil monies could be used to fund the project.

17.2 Discuss the action plan for the 'Best Kept Village' Competition.

Discussion on the action plan for the 'Best Kept Village' competition was deferred until the Lengthsman returns from his recent absence, to enable a collaborative discussion and planning approach.

Min 2005164 Items for Information

Cllr. P. Hastings is currently working on completing the CIL reporting form as requested by Preston City Council. She advised that a review of smaller developments is still required to ensure all appropriate CIL payments have been received to date. This review will be undertaken as part of the process of drafting the CIL report covering the past five years.

Min 2005165 Correspondence

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The Council reviewed the email from the Lengthsman outlining anticipated expenditure over the next six weeks. It was agreed that no further costs would be authorised until all outstanding payments have been correctly allocated to their respective budget lines.

This action was agreed to enable the Council to assess accurate spending to date and provide the Lengthsman with a clear financial overview to assist in planning appropriately for the remaining ten months of the financial year.

Min 2005166 Part 2 Staffing matters

The Council moved into Part 2 to discuss staffing matters. In accordance with standing orders, the minutes relating to this item are confidential and are excluded from public viewing but will be held on record securely and in confidence.

Min 1504145 Date of Next Meeting

Finance Committee meeting - Tuesday 8th July 2025 at 6:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB

Full Council meeting – Tuesday 8th July 2025 7:30pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB.

Meeting closed by Chair, Cllr. P Hastings at 20:57