

## **BROUGHTON IN AMOUNDERNESS PARISH COUNCIL**

Minutes of the Parish Council Meeting  
Held at Toll Bar Cottage, Garstang Rd, Broughton.  
Tuesday 6<sup>th</sup> September 2022 at 7.30pm

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

#### **2. Declarations of Interests-**

None.

#### **3. Confirm minutes of the Annual Meeting of the Parish Council held on 19th July 2022 (already circulated)**

The minutes of the Parish Council meeting held on 19<sup>th</sup> July 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**

It was discussed and resolved to progress with moving the operational business of Toll Bar Cottage to Broughton Assets Management Charitable Incorporated Organisation by a target date 31<sup>st</sup> December 2022. The Chair had been in contact with Forbes Solicitors who outlined the following stages.

Stage 1:

- Drafting the CIO's formation meeting minutes;
- Drafting a bespoke CIO constitution; and
- Drafting an application to Charity Commission to form the CIO
- **Combined fixed fee: £1500 + VAT**

Stage 2 (once the CIO have been formed):

- Drafting and executing a Business Transfer Agreement (to ownership of the business of the café from BPC to the CIO): **Fixed fee £1500 + VAT**
- A Lease between the CIO and BPC for the use of the 'café area': **Fixed fee £650 + VAT**
- TUPE Support / Consultation in relation to the four employees of the café:

**It was discussed and resolved to begin the process with a budget of £3650 from CIL**

## Finance Committee – to be held on the 4<sup>th</sup> October 2022

### 5 Items for consideration

#### Items for consideration

##### i) Daniel's & Houghton's Charity

Cllr. Hasting summarised the report from the Charity detailing important work they had carried out locally like provide bikes for pupils to get to college and wheel chair access to a residents' house. It was discussed and resolved that Patricia F Wilson should continue as Trustee. The Clerk was asked to write to the Charity to confirm the nomination

##### ii) Civility & Respect, Resilience and Emotional Intelligence Workshops

It was discussed and resolved the Clerk would speak to NALC to arrange on online workshop in November and circulate the possible dates to the Parish Councilors'

##### iii) Bins

The Clerk will ask the previous Clerk where she was up to ordering the bins and follow it up. At the July meeting it was resolve to go ahead with replacing and some re-siting at a total cost of £6963.35 to be funded by CIL

##### iv) Mast

**06/2022/0968 Garstang Road, - Prior notification submission for installation of a 15.0m High Phase 8 street pole** The Chair is trying to open discussions for a more suitable site in Broughton

##### v) Place of Worship call in: -

- The Parish Council wishes to record thanks to Chair Cllr. Hastings for her hard work and professional approach during the inquiry, which is reflected in comments received from the public.
- Cllr. Hasting recorded her thanks Cllr. Sargeant for his support during the inquiry.
- The main issues raised were the volume of traffic, the size of the site and the community need. In the North of Preston there is a need for additional facilities.
- The screening of the site was questioned as LCC had not screened the carpark which was an indicative requirement in the planning process.
- On a site visit concern was raised about placing the tower on land which has fallen away and been replaced twice.
- The Broughton Parish Council Neighbourhood Plan requires all new developments to be adequately screened
- The report will take between 4-6 weeks to produce and it will then go to the new Levelling up Minister and his committee to resolve.

The Clerk was asked to write to the consultants who worked on the inquiry with the Parish Council to thank them for their diligence.

**vi) Revised Financial Standing Orders**

The revised Financial Standing Orders were discussed and it was resolved to adopt the changes in red which include: -

- Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be authorised by one (under £1000) or two members of council (over £1000).
- The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £10,000 (ex-vat) or more, the council shall comply with the relevant requirements of the Regulations. For all works valued between £3,000 & £10,000, 2 estimates must be obtained.

**The Clerk was asked to inform the Bank of the changes.**

**vii) Parish Action Plan**

**a) KGV Field /Acquisition of land**

Emery/ Wainhomes contacted the Chair just before the Parish Council meeting. The Chair outlined the companies’ proposals which includes: -

- Linear park from King George’s Playing Fields linking to a green corridor and recreational route along the eastern boundary to the bypass.
- The recreational route along the eastern side of the site adjacent to the bypass would provide a circulate route to the primary school and church to the south.
- Medical centre/care home/community building (details to be confirmed e.g. it could be a dual-purpose integrated medical centre and village hall) to the north-eastern part of the land with access via the bypass roundabout (this could be revised if necessary to come via Whittingham Lane although it may be beneficial for the building to have its own access).
- The primary route through the site is shown via Whittingham Lane.
- Land for potential expansion of the primary school to the south.

It was discussed and resolved to arrange a meeting late afternoon on Friday the 16th September 2022. The meeting would discuss details of ownership of the public aspects of the plan. In addition, concern was expressed about one entrance to such a large development.

**b) Traffic & parking issues**

The Chair has spoken to Paul Connell and the Road Safety Partnership and the following possible options were discussed by the Parish Council; -

- 1) Purchasing two SPIDs at a cost of £5500 one being placed at the beginning of the village and one half way down the hill
- 2) Road safety suggested handheld devices the one with a laser camera being more expensive.  
The team are also suggesting double yellow lines at the Crossroads, Sandygate Lane and Northway. The Clerk was asked to write to residents in Sandygate Lane to gauge their opinion.
- 3) It was suggested roundels indicating the speed limit can be added to the roads. Slow down bin stickers have been provided for residents of Whittingham Lane.

It was also suggested a large CCTV camera was placed at the crossroads but there are concerns about people's privacy.

There is a need to collect data so it was discussed and resolved to purchase two solar powered SPIDs from the CIL money as they collect data 24/7

**viii) Lengthsman**

The Lengthsman currently works for two other councils which he is discussions with over his hours and contract. The Service Level Agreement and agree a start date for the additional day will be agreed at a later date.

It was agreed he is doing an excellent job and the Parish Council would like to progress with a two day agreement. The Clerk will agree an email address with Lengthsman to report issues.

**ix) Bella Maria**

Cllr. Steve Whittam is dealing with residents' concerns about the noise disturbance from the Bella Maria's outside seating area. It is in the hands of the licensing enforcement officer

**6. Planning applications**

06/2022/0946 B6241, Eastway/Mericourt Road, Fulwood, Preston  
- 3no. non-illuminated signs- **No Objection**

06/2022/0938/896 47, Woodplumpton Lane, Preston, PR3 5JJ  
- Conversion of existing detached garage to annex- **No Objection**

06/2022/0885 Key Fold Farm, 430 Garstang Road- Discharge of condition no.8 (Noise Control Scheme) pursuant to existing permission 06/2017/0097 (Outline application for residential development for up to 130 houses with access considered) – **No Objection**

06/2022/0841 48, Woodplumpton Lane, Preston, PR3 5JJ- 2.18 metre high fence (retrospective):- No Objection

**06/2022/0795 17, Whittingham Lane, - 2no. dwellings with associated landscaping and private driveways; This has been refused**

The owners of the Lodge Garstang Road have cut down mature trees which was refused in a previous planning application. The Planning Department at Preston City Council have been informed

**7. Management accounts**

Work is being undertaken by the Clerk to move them to Quickbooks for the next Finance Committee Tuesday 4<sup>th</sup> October 2022.

**8. Payments/receipts:** It was resolved to approve the receipts and payments

**Receipts**

*General fund*

Donation Jubilee £123.50

*General fund/ Toll Bar Cottage*

Employee 1 – Aug 22 salary	£864.20
Employee 2 – Aug 22 salary	£793.26
Employee 3 – Aug 22 salary	£663.78
Employee 4 – Aug 22 salary	£377.18
Employee 5 – Aug 22 salary	£413.13
Employee 6 – Aug 22 salary	£1565.99
HMRC – Aug 22	£928.07
P. Haise – lengthsman- Aug	£480.00
A. Nicholls Homework allow & phone case	£ 33.99
TBC Jubilee lunches	£750.00
Postage	£ 5.44
Stationery	£563.15
Quick Books	£ 36.00
Zoom	£ 14.39
Grass Cutting	£ 2436.0
Communications	£154.45
Christina working from home	£ 26.00
Web	£263.75
Jackie Copley	£2700.0
Blackfryers	£5057.5
CTS	£2088.0
Rob Burns	£4000.00

**Future meeting**

Finance Committee 7pm Tuesday 4<sup>th</sup> October 2022 Toll Bar Cottage  
Parish Council meeting Tuesday 8<sup>th</sup> November 2022 Toll Bar Cottage

