

Broughton in Amounderness Parish Council

Meeting arrangements: Full Council Meeting – Annual Parish Meeting

Tuesday 20th May 2025 at 7:45pm

The Toll Bar Cottage, 476 Garstang Road, Preston, Lancs, PR3 5JB

A G E N D A

1. Welcome by Chair 2024/2025 Doc Ref
2. Election of Chair
To elect the Chair of the Council for the municipal year 2025/26 and for the elected Chair to sign the Declaration of Acceptance of Office.
3. Election of Vice Chair
To elect the Vice Chair of the Council for the municipal year 2025/26 and for the elected Vice - Chair to sign the Declaration of Acceptance of Office.
4. General Power of Competence
To agree that the Parish Council will continue to adopt the General Power of Competence – Localism Act 2011 so 1-8.
5. Declarations of Interest and Dispensation Considerations
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.
6. Minutes of Council Meetings *Item 1*
Confirm the minutes of the Full Council meeting held on 15th April 2025 as a true and accurate record.
7. Public Participation
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.
8. Statutory Business *Item 2*
 - 8.1 Planning - Consider planning report from the Chair, approve responses and ratify responses made between meetings or to meet deadlines.
 - 8.2 Review and adoption of current Council Policies. All relevant policies are available on the Council's website under 'Documents'.
 - 8.3 Council to ratify the Council Vacancy policy.



8.4 Council to ratify the Planter/ Flower Bed sponsorship agreement.

8.5 Note the renewal document from Zurich and authorise the renewal premium in the sum of £1,041.67 for cover from 01/06/2025 – 31.05.2026

9. Financial Items

Item 3

9.1 Receive a verbal update from Chair of Finance

9.2 Receive finance reports circulated (income, reconciliation, budgets, Clerk report)

9.3 Approve Expenditures from 31st March 2025, as detailed in the financial updates report and any submitted after the agenda has been issued.

9.4 Update Council on the decision from Finance Committee regarding DH Services and the Lengthsmans proposal for the summer months watering system and any absence.

10. AGAR

To note the current position on AGAR submission.

11. Enviro Grant

To note the position on the Enviro Grant.

12. Wain Homes

To note the responses to queries made at the last Full Council Meeting regarding the agreed land and timeline.

13. King Georges Field

To note the update in relation to King Georges Field.

14. Co-option

14.1 Approval of the co-option advertisement and publication schedule

14.2 To discuss and agree the application deadline

14.3 To agree on a shortlist/interview process for interested candidates in accordance with the Vacancy Policy.

14.4 Discuss and agree a date for meeting with candidates

15. Broughton Neighbourhood Development Plan

15.1 Parish Action Plan (PAP) update

15.2 Progress of Neighbourhood Plan Review



16. Website

To note the migration from .org to .gov as per The Smaller Authorities' Proper Practices Panel, formally the Joint Panel on Accountability and Governance (JPAG).

17. Village Improvements

Item 4

17.1 Discuss the proposed project plan for the planters in the village and the sponsorship arrangements.

17.2 Discuss the action plan for the best kept village competition.

18. Items for Information

Councillor reports from meetings attended.

19. Correspondence

Item 5

To note the Lengthmans anticipated spend until the next Council meeting and confirm authority.

20. Part 2 – Confidential Items

The following items are to be considered in private, in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted.

- Staffing matters

21. 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 at 7:30pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB



Broughton in Amounderness Parish Council

Proceedings of the Parish Council Meeting held on
Tuesday 15th April 2025 at 7:30pm

Present:

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

Jessica Dibble (Parish Clerk)

External attendees:

One Speaker – Representative of the Speed Management Initiative.
One Observer – Village Lengthsman, Steve Rostron

Min 1504133 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.

The Council noted that resignations had been received from Cllr. Scott Sargeant and Cllr. Peter Bunting.

It was agreed that the Clerk will write to both councillors individually to thank them for their time and contributions during their tenure on the Council.

The Clerk advised she will also notify the Electoral Services Officer at Preston City Council of the vacancies in accordance with statutory procedures.

Min 1504134 Apologies

Preston City Councillor - Stephen Whittam
Lancashire County Councillor - Susan Whittam

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Min 1504135 Declarations of interests

No declarations of interest were made by members in respect of any items on the agenda.

Min 1504136 Approval of Minutes

It was resolved to sign the minutes of the full council meeting held on the 4th March 2024 as a correct and accurate record.

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

Min 1504137 Public Time

A representative of the Speed Management Initiative attended and provided an update.

It was advised that, now the evenings are lighter, the plan is to begin attending designated areas around 5:00 pm to monitor traffic.

It was noted that the data captured to date has been successfully received and is currently being analysed to establish patterns and trends.

The Chair advised Council that contact has not yet been made with Team 2, but the Clerk has taken steps to obtain updates.

The Chair also confirmed she would pass on contact information for the Lancashire Road Safety Partnership to the Speed Management representative.

Public Time concluded with the Chair reading aloud the latest crime statistics submitted by the local PCSO.

Min 1504138 Statutory Business

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

6.1

[Application number: 06/2025/0347](#)

Key Fold Farm

Footpath from field to 2nd site

Council comments: The Council is fully in favour of the proposal.

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The only comment the Council would like to make is that the existing ditches on site will need to be cleared to ensure proper drainage and prevent any future issues.

[Application number: 06/2025/0343](#)

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.

Council comments:

1. Traffic and Highways Impact

The Parish Council has consistently raised concerns about increasing traffic volumes along Whittingham Lane, particularly in the context of cumulative development in and around Broughton. The proposed access through Phase 1 onto Whittingham Lane would likely contribute further to existing congestion issues—especially during peak hours. Whittingham Lane already experiences regular queuing and delays, and this development risks exacerbating an already unsustainable traffic situation. We urge Preston City Council to commission a robust and transparent traffic assessment, taking into account the cumulative impact of both existing and approved developments in the area.

2. Outline Application – Request for Clarity

As this is an outline planning application, it is important to clarify that only the principle of development and access arrangements are being determined at this stage. Details such as layout, design, scale, appearance, and landscaping are reserved matters, which will be considered under a separate application if outline permission is granted. This makes it particularly difficult for residents and the Parish Council to fully assess the potential visual and environmental impact of the proposal. We therefore request that clear conditions be attached to any permission granted, ensuring that the reserved matters process includes meaningful local consultation, and that any detailed plans reflect the semi-rural character of the area.

3. Cumulative Development Pressure

The Parish Council is also concerned about the ongoing cumulative pressure placed on local infrastructure, including schools, health services, and community facilities, by continued residential expansion in Broughton. While we recognise the need for affordable housing, we ask that careful consideration be given to whether this proposal supports sustainable development in line with both local and national planning policies.

[Application Number: 06/2025/0330](#)

Broughton & District Club

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Erection of weatherproof tensile fabric canopy roof covering and partial upper walls fixed to metal framework supporting structure above existing 2 No. PADEL Courts

Council comments:

While the Council supports the continued use and improvement of community sports facilities, we wish to raise several concerns on behalf of local residents:

- Visual Amenity Impact: The proposal would introduce a significant change to the visual character of the site. Given its scale and design, the structure may negatively affect the visual amenity of nearby properties and the surrounding rural environment.
- Lack of Detail: The application currently lacks essential supporting documentation, including elevation drawings or visual representations of the proposed structure. Without such plans, it is not possible to fully assess the potential visual or environmental impact of the development.
- Resident Concerns: The Council has received concerns from several local residents who are worried about how this structure might affect views, noise levels, and the general character of the area.

[Application Number: 06/2025/0328](#)

Jumps Farm D'urton Lane

1no. agricultural livestock/storage building, 1no. horticultural polytunnel and new access track (part retrospective)

Council comments: No objections.

[Application Number: 06/2025/0309](#)

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.

Council comments: No objections.

[Application Number: 06/2025/0175](#)

5 Broadfield, Broughton, Preston, PR3 5LB

Extension to existing front dormer and erection of rear dormer

Council comments: No objections.

[Application Number: 06/2025/0287](#)

1, Kingsway Avenue, Preston, PR3 5JN

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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

Council comments: No objections.

As part of ongoing discussions under planning applications, the Chair raised a motion to consider an item not listed on the published agenda, following receipt of an email from Wain Homes post publication of the agenda. Council agreed to discuss the matter, which relates to a development proposal for 167 dwellings, including 59 affordable homes.

During the discussion, clarity was sought and noted that the proposed community building will be transferred to the Council on a freehold basis. It was further acknowledged that this would require the Council to assume responsibility for the management and maintenance of both the public park and allotments associated with the development.

6.2

Council noted the proposed date of the Annual Parish Meeting and the Annual Parish Council meeting as Tuesday 27th May 2025.

NB: at the time of drafting these minutes, the date was changed to Tuesday 20th May 2025.

6.3

Council reviewed the Lengthsman's Work Process in support of the adopted and amended Financial Regulations.

All members of the Council present voted unanimously in favour to adopt and implement the process with immediate effect.

Min 1504139 Financial Matters

7.1

Cllr. N Parkinson, Chair of Finance, gave a verbal report to the Council.

The Profit and Loss Report had been shared with members prior to the meeting and was also available in the agenda pack.

Cllr. Parkinson confirmed that the revenue carry-forward figure from the previous financial year is £30,069.10.

It was noted Clerk is currently finalising the Year End accounts and has submitted a Year End Report for the Council's consideration.

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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 (Revenue):

- Balance as of last Full Council (24.02.2025): £21,810.90
- Outgoing: £33,886.41
- Incoming: £42,144.61
- **Balance as of 31.03.2025: £30,069.10**

Unity Trust Bank (CIL Interest)

- Balance as of last Full Council (24.02.2025): £38,344.04
- Outgoing: £150.00
- Incoming: £3,534.65
- **Balance as of 31.03.2025: £41,728.69**

Unity Trust Bank (CIL)

- Balance as of last Full Council (24.02.2025): **£28,141.76**
- Outgoing: £0.00
- Incoming: £182.74
- **Balance as of 31.03.2025: £28,324.50**

CCLA:

- Balance as of last Full Council (24.02.2025): £900,000.00
- Outgoing: £38,535.00
- Incoming: £0.00
- **Balance as of 31.03.2025: £861,465.00**

Total Assets:

Broughton in Amounderness Parish Council

Unity:	£100,122.29
CCLA:	£861,465.00
<hr/>	
Total Assets:	£961,587.29

7.3

All transactions made between 24th February and 31st March were authorised.

Proposer: Cllr. N Parkinson
Seconder Cllr. M Bell

7.4

Following a recommendation from the Finance Committee, Council agreed to pay the estimated cost of £10,102.00 (excl. VAT) to cover additional consultancy fees required to support the planning application.

This includes ecological, arboricultural, flood risk, and geo-environmental assessments, the planning application fee, and the planning consultant's fixed fee. The cost will be funded from CIL monies.

7.5

Council approved the grant payment as agreed, to Broughton Parish Community Charity in the sum of £7,500.00

7.6

Cllr. Hastings reported that she has maintained a detailed log of all CIL-related income, spending, budgeted allocations, and projected receipts.

To meet statutory reporting obligations, it was agreed that the Chair and Clerk will work together to produce a summary report covering CIL spends over the past five years.

7.7

Council noted that the AGAR documentation had been received by the Clerk.

Min 1504140 Enviro Grant

8.1

The Council agreed to make a third-party payment contribution of £3,274.04.

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8.2

The Council would like to formally thank the Chair, Cllr. P Hastings, for successfully securing a grant from the Lancashire Environmental Fund. This grant will support the development of a new play area and the installation of new equipment. The estimated total cost of the project is approximately £58,285 (excluding VAT), with the awarded grant totalling £29,764.

8.3

Council were asked to note the Value for Money report, which is required to be completed in accordance with the conditions set by the Lancashire Environmental Fund.

Min 1504141 Broughton Neighbourhood Development Plan

Responses received post Regulation 14 necessitated further action, including an update to the Aecom report, due to changes in government policy and the time elapsed since the initial report. Report is currently with Carolyn at Preston City Council awaiting further comments.

Council were informed that it is still anticipated that the revised plan will proceed to final consultation and examination in the summer, with a referendum expected in the autumn.

Min 1504142 Village Improvements

10.1

Council agreed that, should local residents, businesses, or organisations wish to sponsor a planter, the Clerk would need to prepare a draft sponsorship agreement to be ratified at the next Council meeting. It was further agreed to begin the project with the installation of three planters along D'Urton Lane.

Note: At the time of drafting these minutes, a request for an alternative location had been received. Further details regarding the exact location are awaited in order for the Clerk to proceed with submitting the necessary licence applications.

Additionally, Cllr. Brown proposed the installation of a fingerpost sign in a central location within the parish. However, the Chair advised that initial feedback from Lancashire County Council suggested this may not be possible. Cllr. Brown expressed his willingness to explore the matter further and report back to Council.

Note: Since the meeting, the Chair has made further enquiries on behalf of Cllr. Brown, and early indications suggest the proposal may be feasible. Further discussions are underway.

10.2

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Following discussions regarding the proposed refurbishment works at the cenotaph, Council agreed to conduct a site visit to gain a clearer, visual understanding of the project. It was agreed that a vote on the works would be carried out via email to the Clerk following the visit.

NB: Council voted in favour of proceeding with the works following the site visit.

Further to a recommendation from the Finance Committee, Council considered the outstanding invoices relating to unauthorised purchases and agreed to reimburse the Lengthsman accordingly.

Council expressed thanks to Cllr. Brown and Steve Rostron for their work at the cenotaph and noted that the positioning of the war statues was visually impressive and a fitting tribute in recognition of the VE Day 80th Anniversary celebrations.

10.3

It was agreed that the bench in need of replacement on Whittingham Lane would be purchased and funded via Community Infrastructure Levy (CIL) monies.

Min 1504143 Reports on meetings attended by Councillors

11.1 **PAC Meeting**

Council were asked to review the minutes as circulated by the Clerk. The Chair invited members of Council to attend the meetings as and when they could.

11.2 **LALC Chair & Nalc Assembly Member**

Council noted that at the recent Executive Meeting of the Lancashire Association of Local Councils (LALC), held on Saturday 8th March, Cllr. P Hastings was elected as the new Chair and as the NALC Assembly Member representing Lancashire.

Min 1504144 Correspondence

12.1 **To note the Lengthsmans report.**

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

12.2 **To note the correspondence from County Councillor R. Swarbrick**

Noted.

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12.3

To note the correspondence from D. Platt on behalf of LALC to trees available for immediate planting.

Chair advised she would speak with the Guides as there had been mention of planting additional trees.

Min 1504145 Date of Next Meeting

Finance Committee meeting - Tuesday 27th May 2025 at 6:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB

Annual Parish Meeting -Tuesday 27th May 2025 at 7:15pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB

Full Council meeting – Tuesday 27th May 2025 7:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB.

Meeting closed by Chair, Cllr. P Hastings at 20:55

Following the meeting, it was agreed to bring forward the date for all of the above meetings to Tuesday, 20th May 2025. The specific time and details for each meeting will be confirmed on the individual agendas, which will be issued with at least three clear days' notice.

ITEM 2

Application number	Type	Site	Description	Officer	Reg Date	Applicant	Agent
06/2025/0440	DOC	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	Lucy Henwood	10/04/2025	Thompson, William Thompson Homes (Construction)	Salisbury, RPS Design Group Ltd
06/2025/0434	Full PP	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	Michele Evans	23/04/2025	Mrs Alison John-Haslam	Wilding, Opus Building
06/2025/0472	Full PP	2, Moss House Road, Preston, PR4 0AT	Proposed extension of dormer to front and new dormer to rear	Michele Evans	28/04/2025	Mr John Beattie	Mr Z Patel

Broughton in Amounderness Parish Council

Councillor Vacancy Policy

Adopted:

Meeting: Meeting of Full Council

Next review date: May 2029

Version: V1

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1. Introduction

This policy sets out the procedure for filling councillor vacancies on Broughton Parish Council, ensuring full compliance with relevant legislation and a commitment to fairness and transparency throughout the process.

In accordance with the **Local Elections (Parishes and Communities) (England and Wales) Rules 2006 (SI 2006/3305, Rule 8(3))** and **Schedule 12, Paragraph 3 of the Local Government Act 1972**, Broughton Parish Council must take steps to fill any vacancy as soon as is reasonably practicable following its occurrence.

The Council will also consider guidance from the **National Association of Local Councils (NALC)**, the **Society of Local Council Clerks (SLCC)**, and the **Lancashire Association of Local Councils (LALC)**, ensuring that all actions are consistent with current best practices and the requirements of the Equality Act 2010.

All vacancies will be publicly advertised, providing electors the opportunity to request an election. If no election is requested within the statutory 14-day period, the Council will proceed to fill the vacancy by co-option, inviting applications from interested and eligible individuals.

2. Legal Framework

This policy is governed by the following legislation:

- **Local Government Act 1972, Schedule 12 Paragraph 3**
- **GDPR 2018**
- **Representation of the People Act 1985 s.21(2)(a).**
- **Representation of the People Act 1983 s.36 and LGA 1972 s.89**
- **Local Government Act 1972, Section 89:**
Addresses the procedures for filling casual vacancies on parish councils.

- **Local Government Act 1972, Section 112(5):**

This provision allows a parish or community council to appoint one or more of its own councillors to serve as officers of the council (e.g. Chair, Vice-Chair, Clerk), but they must not be paid for holding such a position. In essence, councillors cannot be employed or receive payment for fulfilling an officer role within the council. This helps maintain a clear separation between elected members (volunteers) and employees (paid staff or contractors) to prevent conflicts of interest and maintain transparency.

3. How Does a Vacancy Occur

A vacancy may occur under the following circumstances:

- Insufficient candidates during an election year. These vacancies are filled in pursuance of the **Representation of the People Act 1985 s.21(2)(a)**.
- Casual vacancies arising from resignation, death, or disqualification of a councillor, which must be filled in accordance with the **Representation of the People Act 1983 s.36 and LGA 1972 s.89**.

4. Qualifying Criteria

Candidates must meet the eligibility requirements set out in LGA 1972, s.79:

- Be at least 18 years old.
- Be a British subject, or a citizen of the Commonwealth or the European Union.
- On the relevant date (nomination or election day), satisfy one of the following:
 - Be a registered local government elector for the area.

- Have occupied land/premises in the area as an owner or tenant for the preceding 12 months.
- Have had their principal or only place of work in the area for the previous 12 months.
- Have resided in or within 4.8km (3 miles) of the area for the previous 12 months.

Council will actively encourage eligible candidates to apply. See Appendix A for a councillor role description.

5. Disqualification Criteria

A person is disqualified if they:

- Are employed by the Parish Council or hold a paid office under it (see definition, point 6).
- Are subject to a bankruptcy restrictions order.
- Have been convicted of a criminal offence and sentenced (including suspended) to 3 months or more in the past 5 years.
- Have been found guilty of illegal/corrupt practices or have incurred unlawful expenditure leading to disqualification.

6. Definition of Paid Office

A paid office is defined as any role or position—whether formal or informal—for which a person receives financial payment from the Parish Council, either directly or indirectly. This includes but is not limited to:

- **Employees:** Individuals hired and paid regularly by the council (e.g. Clerk, Groundskeeper).

- **Contractors:** Individuals or businesses contracted to provide a specific service (e.g. landscaping, maintenance).
- **Sub-contractors:** Persons employed by a contractor to perform part of the work.
- **Consultants or Advisors:** Anyone providing expert services in exchange for payment.
- **Volunteers who receive honorariums or other payments:** Even if informal, if payment is made, this constitutes a paid office.

Note: This definition applies regardless of how the payment is described (e.g. fee, retainer, reimbursement above actual costs).

7. Advertising a Vacancy

Council will advertise a vacancy for a four-week period through:

- Parish noticeboards
- Council website
- Social media

The advertisement will include:

- How to apply
- Application deadline
- Contact details (e.g., Clerk)
- Where to obtain further information

A copy of the notice will be sent to the Returning Officer at Preston City Council. If ten electors request an election within 14 days, a by-election will be held. Otherwise, the vacancy will be filled by co-option.

8. Applying for the Vacancy

Applicants must:

- Complete a written application form (Appendix B).
- Sign a declaration confirming eligibility.

Applications may be submitted via alternative formats, in compliance with the Equality Act 2010, and will be handled under **GDPR 2018**.

Applications must be received at least 7 calendar days before the council meeting, by noon. Late submissions will not be considered.

Eligible candidates will be invited to attend the Full Council meeting at which their applications will be considered. Absentees will still be considered, but no alternate meeting will be scheduled.

Each councillor will receive confidential copies of applications.

9. Co-option Procedure

- Candidates can speak for up to **three** minutes.
- Councillors may ask questions.
- Candidates will be asked to leave the room to facilitate discussion between Councillors.
- Each councillor has one vote per vacancy by show of hands.

In the event of a tie, the Chair may use a casting vote.

If the number of candidates equals the number of vacancies, a single composite resolution may be passed. Otherwise, each vacancy is voted on individually.

The Council is not obligated to fill all vacancies and may readvertise.

10. Post - Appointment

Successful candidates:

- Must sign a Declaration of Acceptance of Office.
- Will be subject to the Council's Code of Conduct.
- May immediately assume their seat, join committees, and represent the Council externally.

Will be invited to attend LALC 'Whistlestop Tour for New Councillors and Clerks Training'.

If appointed in absentia, the Clerk will arrange for the declaration to be signed before or at the next meeting.

11. Conclusion

*This policy will be reviewed **every four years**, or sooner if legislation or procedures change.*

12. Appendix 1

Role: Parish Councillor

Responsible to: Broughton Parish Council (the Council) and its electors.

Responsible for: To foster the interests of their electors.

As an elected representative, a Parish Councillor plays a vital role in shaping the future of the local community. The main duties and responsibilities include:

1) Active Participation

Engage constructively in the work and decision-making of Broughton Parish Council to ensure good governance and effective local representation.

2) Policy and Budget Involvement

Contribute to the development, scrutiny, and implementation of the Council's policies, priorities, budgets, and service delivery.

3) Oversight and Accountability

Work alongside fellow councillors to ensure the Council is properly managed, accountable, and delivering value to the community.

4) Staying Informed

Keep up to date with local, regional, and national issues and developments that may impact the parish and its residents.

5) Community Wellbeing

Promote the economic, social, and environmental interests of Broughton, with consideration of impacts on neighbouring communities.

6) Electorate-wide Perspective

Listen to a wide range of community views and ensure decisions reflect the best interests of the parish as a whole, not just individual or group interests.

7) Community Engagement

Support initiatives that build community cohesion, strengthen local capacity, and enhance quality of life within Broughton.

8) Meeting Attendance

Attend full Council meetings and relevant committees or working groups, ensuring active and informed participation.

9) Preparation for Meetings

Read relevant papers in advance and be ready to contribute to informed discussion and decision-making.

10) Sound Judgement

Consider all matters on their merits, make decisions in the public interest, and support collective decisions once made.

11) External Representation

Represent the Council on outside bodies or at external meetings when appointed, and report back on key developments.

12) Standards and Conduct

Maintain high standards of conduct and behaviour, acting with integrity, professionalism, and respect at all times.

13) Compliance with Legal Duties

Abide by the Council's Code of Conduct and all relevant legal requirements, including confidentiality, use of resources, and declarations of interest.

14) Committee Involvement

Actively contribute to any committee or working party to which you are appointed.

15) Governance

Uphold the Council's Standing Orders, policies, and procedures.

13. Appendix 2

APPLICATION FORM FOR THE ROLE OF PARISH COUNCILLOR- BROUGHTON PARISH COUNCIL

Full name:	
Legal Name:	
Home address Inc. Postcode:	
Telephone number:	
Mobile number:	
Email:	

It is a condition of being a Parish Councillor that your name will be made public via notice boards and the parish council website. You may need to disclose your phone and email address to deal with parish council matters. Do you agree to this?

Yes / No

LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR

QUALIFICATIONS

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / No
Are you 18 or over?	Yes / No

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you registered on the electoral register for your Parish	Yes / No
Have you lived either in the parish of Broughton, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the parish of Broughton for at least a year?	Yes / No

Broughton in Amounderness Parish Council

Have you had your only or main place of work in the parish of Broughton for at least a year?	Yes / No
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DISQUALIFICATIONS

(You must be able to answer 'No' to all of the questions below to be eligible to serve as a Councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a member of a local authority?	Yes / No
Are you employed by Broughton Parish Council, a joint committee or hold a paid office?	Yes / No
Are you subject to the notification requirements of the Sexual Offences Act 2003 or Sexual Risk Orders?	Yes / No

Please briefly outline of why you are interested in being a Parish Councillor

Broughton in Amounderness Parish Council

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

Broughton in Amounderness Parish Council

If candidates have any queries relating to the vacancy, they are invited to submit their questions in writing to the clerk.

Signed.....

Date:.....

Broughton in Amounderness Parish Council

**Broughton Parish Council
Planter Sponsorship Agreement**

**BROUGHTON PARISH COUNCIL
PLANTER SPONSORSHIP AGREEMENT**

This Agreement is made on this ____ day of _____, 20__, between:

Broughton Parish Council

Address: 476 Garstang Road, Broughton, PR3 5JB

(hereinafter referred to as "the Council")

and

Sponsor Name: _____

Address: _____

Phone: _____

Email: _____

(hereinafter referred to as "the Sponsor")

1. Purpose

The purpose of this agreement is to establish the terms under which the Sponsor will contribute to the enhancement of Broughton Village by sponsoring and maintaining a planter.

2. Sponsorship Term and Fee

The term of this agreement is one (1) year from the date of signing.

The Sponsor agrees to pay an annual sponsorship fee of £140, payable in full at the start of the sponsorship term.

This agreement is renewable annually subject to the Council's approval.

3. Sponsor Responsibilities

The Sponsor agrees to maintain the planter in a clean, tidy, and presentable condition, including regular watering, planting, weeding, and seasonal upkeep.

Broughton in Amounderness Parish Council

Maintenance must be carried out in a manner that preserves the aesthetic and safety standards of the village.

4. Council Responsibilities

The Council retains ownership of the planter and reserves the right to inspect its condition. Should the planter become damaged, broken, or otherwise unusable, the Council will be responsible for repair or replacement at no additional cost to the Sponsor.

The Council will install a plaque (if desired) acknowledging the Sponsor's contribution.

5. Termination

The Sponsor may terminate this agreement at any time with 30 days' written notice, though no refunds of sponsorship fees will be issued.

The Council reserves the right to terminate the agreement if the Sponsor fails to adequately maintain the planter after a formal written warning.

6. General

This agreement does not constitute an employment or partnership arrangement.

Any disputes arising under this agreement will be addressed in writing and, if necessary, referred to mediation.

Signed

For and on behalf of Broughton Parish Council:

Name: _____

Signature: _____

Date: _____

Sponsor:

Name: _____

Signature: _____

Date: _____

Profit and Loss

Broughton Parish Council For the year ended 31 March 2025

2025

Precept	39,750.00
Sundry Income	350.00
Sundry Income: Bank fee refund	100.00
Sundry Income: Bank interest	708.88
Sundry Income: CCLA income from Investments	41,341.69
Sundry Income: Grants Received	2,106.92
Sundry Income: Grasscutting	6,246.00
Sundry Income: LCC - Lengthsman	500.00
	91,103.49

Administrative Costs

Bank charges	162.30
Cil expenses	68,803.45
CIL Lengthsman Costs	16,738.50
General admin	831.77
General admin: Clerks fees	12,704.29
General admin: Donations	760.00
General admin: External audit fees	1,050.00
General admin: HMRC	2,156.88
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	901.53
General admin: Room hire	50.00
General admin: Training & Travel	488.58
General admin: Website maintenance and hosting	398.42
Grasscutting	5,013.25
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 costs	3,735.51
Other payments: Traffic calming	54.99
Other payments: War Memorial	345.75
Other payments: Wreath	115.00
Other payments: Xmas tree	1,311.88
Plants/ flower exp: Lengthsman	2,489.53
Subscriptions LALC /SLCC/ICO/CPRE/Community Futures	811.88

2025

Toll Bar Cottage Grant	20,500.00
Wallings Accoutants	1,645.00
Xero	370.22
Total Administrative Costs	150,674.61
Operating Profit	(59,571.12)
Other Income	
CiL	42,606.28
Total Other Income	42,606.28

ITEM 3

9.3

Financial Information 12th May 2025

Unity Trust Bank (Revenue)	
Balance as at 31.03.2025	30,069.10
Outgoing	19,876.05
Incoming	110,484.87
Balance as at 12.05.2025	120,677.92

CCLA	
Balance as at 31.03.2025	861,465.00
Outgoing	0.00
Incoming	0.00
Balance as a 12.05.2025	861,465.00

Unity Trust Bank T1 (CiL)	
Balance as at 31.03.2025	28,324.50
Outgoing	0.00
Incoming	0.00
Balance as at 12.05.2025	28,324.50

Unity Trust Bank T2 (CiL interest)	
Balance as at 31.03.2025	41,728.69
Outgoing	0.00
Incoming	3,504.27
Balance as a 12.05.2025	45,232.96

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
Easy Websites	47.52	Website / Email	X			01/04/2025
Xero	39.60	Accounts	X			04/04/2025
Three	7.20	Office Phone	X			15/04/2025
Bannister Hall	106.30	Flowers		X		16/04/2025
Nurture	546.90	Grounds maintenance		X		16/04/2025
AVJ Print	24.58	Printing		X		16/04/2025
S Rostron	55.92	Tubers/ bedding pants		X		17/04/2025
S Rostron	145.95	flowers		X		17/04/2025
S Rostron	298.73	Comp Wood for planters (WM)		X		17/04/2025
Toll Bar Café	7,500.00	Financial Support		X		17/04/2025
J Dibble	88.06	Easter Eggs		X		17/04/2025
LEF	3274.04	Lans Enviro Contribution		X		17/04/2025
Jenna Darley	13.59	Face Paint		X		24/04/2025
Toll Bar Café	250.00	VE Day Donation event		X		24/04/2025
Jessica Dibble	14.68	Easter Exp		X		24/04/2025
Pat Hastings	109.55	Easter Exp		X		24/04/2025
S Rostron	69.94	J Parkes- flowers		X		30/04/2025
S Rostron	69.98	RESIN (WM)		X		30/04/2025
S Rostron	34.99	Fertilizer		X		30/04/2025
S Rostron	1,482.00	Month 1 – April		X		30/04/2025
S Rostron	33.30	Post Mix (WM)		X		30/04/2025
Barton Grange	354.95	Grant for orchard		X		30/04/2025
J Dibble	1458.22	Month 1 – April		X		30/04/2025

Service Charge	6.00	Bank Charge	X			30/04/2025
Easy Websites	47.52	Website / Server		X		01/05/2025
NEST	104.16	Pension contribution	X			02/05/2025
HMRC	297.90	HMRC / Employer Tax		X		02/25/2025
Xero	39.60	Accounting Software	X			07/05/2025
AWAITING AUTHORISATION						
S Rostron	£76.56	Farmer Gracey Order (WM)				
S Rostron	£36.60	Resin (WM)				
Forbes	£540	Land Acquisition				
DW Services	£180.30	Water pump/ tank/battery/ Hose pipe & lance / Labour				
Bannister Hall	£124.18	War Memorial Flowers				
Nurture	£546.90	Ground Maintenance				
DW Services	£72	4hrs Watering beds WC 5 th May				
DW Services	£48.99	War Memorial works				
DW Services	£260.00	Barrels for planters				
LALC	583.29	Subscription				

Incoming Transactions

Source	To Account	amount	notes	Received
CCLA Interest	Unity REV	3354.27	See below as transfer to Cil Interest Unity	02.04.25
Preston City Council	Unity Rev	58,971.00	CIL Payment	25.04.25
Preston City Council	Unity Rev	45,000	PRECEPT	02/05/25
CCLA Interest	Unity Rev	3,159.60	CCLA Interest	02/05/25
Donation – C Marland	Unity Cil Int	150.00	To be moved to revenue	07/05/25

Transfers

From	To	Amount	notes	Received
Unity rev	Unity Cil Int	3354.27	Cil Interest	16.04.2025

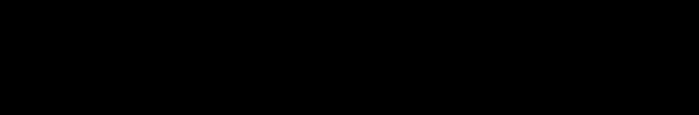
Signed _____

Signed _____

Proposed Planter Locations – Awaiting confirmation from Cllr Brown and the Lengthsman



-----Original Message-----



Subject: May June.

Hi Jess.

May

£450 for the bedding either side of the bus stop.

£500 for the compost for the beds throughout the village, extra bedding for the plants

June I'm not sure if we go for £300, tubes we have to purchase the barrels at £65 each then incidentals. I don't want to put no figure in for June because we will have costs.

Is that ok

Steve.

Sent from my iPhone