

# *Broughton in Amounderness Parish Council*

Meeting arrangements: Full Council Meeting

Tuesday 19<sup>th</sup> August 2025 at 7:30pm

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

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

1. Welcome by Chair Doc Ref
2. 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.*
3. Receive Apologies
4. Minutes of Council Meetings *Item 1*  
Confirm the minutes of the Full Council meeting held on 8<sup>th</sup> July 2025 as a true and accurate record.
5. 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.*
6. Statutory Business *Item 2*
  - 6.1 Agree the TOR for the Broughton Environment Group and revised sponsorship agreement.
  - 6.2 Annual Budget Challenge – Councillors to confirm their attendance and agree the location of the meeting.
7. Planning *Item 3*
  - 7.1 To receive a verbal update from the Councillor leading on planning if required.
  - 7.2 To discuss and put forward comments for any planning matters raised since the last Parish Council meeting.
8. Financial Items *Item 4*
  - 8.1 Receive a verbal update from Chair of Finance
  - 8.2 Receive finance reports circulated (income, reconciliation, budgets, Clerk report)
  - 8.3 Approve Expenditures from 2<sup>nd</sup> July 2025, as detailed in the financial updates report and any submitted after the agenda has been issued.
9. AGAR  
To note the current position on AGAR submission.

10. Broughton Neighbourhood Development Plan
  - 10.1 Parish Action Plan (PAP) update
  - 10.2 Progress of Neighbourhood Plan Review
11. Toll Bar Café
  - 11.1 To note the verbal update from the chair following the revised opening times, comments raised by residents and to note the up and coming events.
  - 11.2 To request the Charity managing the Cottage for a report on their current position following financial support received from the Council. Before the 2<sup>nd</sup> payment due in October
  - 11.3 To request projections for the following year, ahead of the budget challenge
12. Broughton Environment Group (BEG)

To note and discuss the update from BEG.
13. Youth Engagement

To review the Youth Engagement Plan and Needs Survey *Item 5*
14. Scarecrow Festival

Discuss and agree the event plan and budget for a Halloween event.
15. Items for Information

Councillor reports from meetings attended.
16. Correspondence

*Item 6*

To note the Lengthmans anticipated spend until the next Council meeting and confirm authority.
17. 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 – NJC Pay Increase agreement to defer.
18. Date of Next Meeting

Finance Committee Meeting – Tuesday 30<sup>th</sup> September 2025 at 6:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB

Full Council Meeting – Tuesday 30<sup>th</sup> September 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 8<sup>th</sup> July 2025 at 7:30pm

Present:

Cllr. P. Hastings  
Cllr. N. Parkinson  
Cllr. L. J. Oldcorn  
Cllr. L. Brown  
Cllr. F. Atchia  
Cllr. R. Heath

Jessica Dibble (Parish Clerk)

External attendees:

Members of the Broughton Environment Group:  
Mr Stephen Rostron  
Mr Norman Burke  
Mr Colin Marland

## **Min 0807-167 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 two new members of the Council were welcomed to their first official meeting as councillors. The Clerk confirmed that both councillors had completed the relevant paperwork.

## **Min 0807-168 Apologies**

Broughton Parish Councillor & Preston City Councillor - Cllr. M. Bell  
Preston City Councillor -Cllr. S. Whittam

## **Min 0807-169 Declarations of interests**

# *Broughton in Amounderness Parish Council*

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

## **Min 0807-170 Approval of Minutes**

**It was resolved** to sign the minutes of the full council meeting held on the 20<sup>th</sup> May 2025 as a correct and accurate record.

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

## **Min 0807-171 Public Time**

Mr. Rostron advised that there are residents living on Whittingham Lane who would like to get involved with the speed management initiative. It was agreed that the residents' details would be passed to the Clerk after the meeting.

## **Min 0807-172 Statutory Business**

5.1 Welcome the two new Councillors and ensure all necessary paperwork is complete - Instruct the Clerk to submit the Acceptance of Office and Declarations of Interest to Preston City Council.

Both Cllr. F. Atchia and Cllr. R. Heath have completed their Acceptance of Office and Declarations of Interests, received the Good Councillor's Guide, completed induction training with the Chair, and have been offered the LALC online training for new councillors.

5.2 Ratify the revised Financial Regulations 2025.

The Council reviewed and ratified the revised Financial Regulations. The outdated procurement policy was replaced with Clause 5.10 from the NALC guidelines.

Procurement thresholds were set at £10,000 for obtaining competitive quotes and £25,000 for listings via the Government Gateway.

Concerns were raised regarding underperforming contracts. As a result, Clause 5.10 will be actively implemented to support good financial governance.

Resolution: The Council unanimously approved the updated Financial Regulations.

5.3 Discuss and agree "Broughton agrees to Hybrid meetings as set out in the secretary of letter"

The Council discussed the proposal that "Broughton agrees to hybrid meetings as set out in the Secretary's letter." The intention is to adopt a hybrid meeting format (face-to-face and online) to improve accessibility and participation.

Signed by the Chair: \_\_\_\_\_

# *Broughton in Amounderness Parish Council*

- Technical challenges were noted, including microphone quality and the logistics of remote participation.
- Reference was made to government guidance supporting hybrid meetings in the post-COVID context.

Resolution: The Council agreed in principle to proceed with hybrid meetings on a trial basis, using Microsoft Teams.

## 5.4 Agree to the use of Teams and the associated cloud storage for the purpose of facilitating action 5.2

See point 5.3 – approved in principle, storage option via Teams is now in use.

## 5.5 Agree the TOR for the Broughton Environment Group and its Working Group membership.

The Council reviewed delegated budget allocation and spending limits. It was agreed that the existing process would remain unchanged, as follows:

- The Clerk may authorise expenditure up to £50.
- The Chair and Vice-Chair may jointly authorise expenditure up to £500.
- Any expenditure exceeding £500 must be approved by the full Council.

A proposal was also put forward to allow the Environment Group to retain sponsorship funds, with the intention of using them for local community projects. This was supported by Council in full.

Resolution: The Terms of Reference were approved. Cllr. L. Brown and Cllr. L. J Oldcorn were appointed as the Council's representatives to the Environment Group.

## 5.6 Agree the membership of the of the Finance Committee

The membership of the Finance Committee was confirmed as follows:

- Cllr. N. Parkinson (Chair)
- Cllr. P. Hastings
- Cllr. F. Atchia
- Cllr. R. Heath

## 5.7 Agree the formation and membership of the Events working Group.

The Council agreed to establish an Events Working Group to support the planning and delivery of community events.

The membership of the Working Group was confirmed as:

- Cllr. L. J. Oldcorn
- Cllr. P. Hastings
- Cllr. F. Atchia

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- The Clerk

## 5.8 Agree the formation and membership of the Devolution Group

The Council agreed to establish a Devolution Working.

The membership of the Working Group was confirmed as:

- Cllr. N. Parkinson
- Cllr. P. Hastings

## 5.9 Agree the formation and membership of the Planning Group – Inc. a planning lead.

The Council agreed to establish a Planning Group to support the review and response to planning applications.

Cllr. R. Heath accepted the role of Planning Lead and will work with the Clerk to develop a process for discussing planning matters with fellow councillors and ensuring that applications are responded to in a timely manner.

The membership of the Planning Group was confirmed as:

- Cllr. R. Heath (Planning Lead)
- Cllr. P. Hastings

Discussions were held regarding the creation of a new group to explore youth initiatives within Broughton. Councillors agreed that a dedicated task force should be formed to consider how youth provisions could be developed in the parish.

It was noted that it would be beneficial for councillors to undertake research to determine the level of need for youth services, such as a youth worker or facilities, and to provide evidence to support any future proposals.

Resolution: A Youth Provision Task Force was established. Cllr. F. Atchia and Cllr. N. Parkinson were tasked with conducting a feasibility study. This will include data collection and engagement with local schools to capture feedback and assess demand.

The membership of the Youth Engagement group was confirmed as:

- Cllr. N. Parkinson
- Cllr. F. Atchia
- Cllr. L. Brown

It was agreed that Cllr. M. Bell would be given the opportunity to confirm his preferred membership on the above committees and working groups at a later date.

## Min 0807-173 Planning

# *Broughton in Amounderness Parish Council*

## Application number: 06/2025/0519

**Address:** Land to the south of Whittingham Lane and west of James Towers Way, Broughton, Preston

**Description:** Outline planning application for the erection of a care home (up to 4,700sqm), a community building (up to 400sqm), residential development (up to 167no. dwellings) and land reserved for primary school with associated works to include landscaping and green infrastructure (seeking approval for access only all other matters reserved)

**Council comments:** The Council provided a lengthy response to this application and a copy of the comments can be found here: [59181927484planning.pdf](#)

## Application number: 06/2025/0574

**Address:** 31, Woodplumpton Lane, Preston, PR3 5JJ

**Description:** Porch extension to front, first floor extension, new fenestration, and change of external facade, following demolition of existing outbuilding

**Council comments:** No concerns raised regarding this application.

## Application number: 06/2025/0665

**Address:** Italian Orchard Restaurant, 96 Whittingham Lane, Broughton, Preston, PR3 5DB

**Description:** Single-storey rear extension to kitchen area.

**Council comments:** No concerns raised regarding this application.

## Application number: 06/2025/0706

**Address:** (Old Bank Hall) Land west of Garstang Road, Broughton, Preston, PR3 5JA

**Description:** Outline planning application seeking approval for access only for residential development for up to 51no. dwellings with associated works (all other matters reserved) (pursuant to 06/2023/0030 to seek variation of condition no.1 and no.3)

**Council comments:** Broughton Parish Council object to this variation of conditions application and have submitted various comments to the planning officer, a copy of which can be found here: [59368931374planning \(4\).pdf](#)

## Application number: 06/2025/0684

**Address:** 20, West Crescent, Preston, PR3 5JY

**Description:** Permission in principle for 1no. dwelling

**Council comments:** The Council noted that the application is for a single bungalow-style dwelling of approximately 70 square metres under the Permission in Principle (PiP) process. While recognising that detailed design elements are not considered at this stage, concerns were raised regarding the limited information available and the potential impacts on neighbouring properties.

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## 6.1 Wainhomes Application

The Council noted that a key change to the application is the proposed use of the Whittingham Lane exit at the upper end of the development. The Parish Council supports this access arrangement.

Concerns were raised regarding the potential impact of increased traffic in the area, and it was agreed to await comments from Lancashire County Council (LCC) Highways before making further representation.

An additional amendment to the plans involves changes to the original pond design, which has now been replaced with an area of reeds/marshland.

## 6.2 King Georges Field

The Council noted the proposed revised plans for the car park, submitted by Cllr. Heath in an effort to alleviate traffic congestion. The new layout proposes a one-way system, allowing vehicles to enter at one end and exit at the other, thereby avoiding the need for cars to turn around at the rear of the car park and pass incoming traffic at the same time. Cllr. P. Hastings and Cllr. R. Heath are to meet with Mike Aitchison of Preston City Council (PCC) to discuss and re-cost.

## 6.3 Certificate of Lawfulness – Request for supplementary planning guidance.

The Council discussed the lack of public consultation in post-construction approvals. Concerns were expressed over the transparency and potential impact on the local community.

It was agreed to refer this matter to City Councillors for their comments.

## **Min 0807-174 Financial Matters**

### 7.1 Verbal update from the Chair.

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 along with the financial accounting update.

It was noted Clerk is currently finalising the budget V's actual report for council to review any mid-year variances.

For the benefit of the new councillors, the Chair of Finance provided a verbal update confirming that the Council holds its annual budget-setting meeting each November. During this meeting, projections for the following financial year are reviewed, and the Council discusses and agrees on proposed projects, anticipated in-year expenditure, and potential savings.

Signed by the Chair: \_\_\_\_\_



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Cllr. N. Parkinson also confirmed that it was the Finance Committees recommendation to adopt the revised Financial Regulations with immediate effect.

## 7.2 Finance Reports Circulated

The Chair of Finance, presented on 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 (12.05.2025): £120,677.92
- Outgoing: £82,165.20
- Incoming: £31,791.73
- **Balance as of 02.07.2025: £70,304.45**

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

- Balance as of last Full Council (12.05.2025): £45,232.96
- Outgoing: £150.00
- Incoming: £6,600.53
- **Balance as of 02.07.2025: £51,683.49**

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

- Balance £0.00

### **CCLA:**

- Balance as of last Full Council (12.05.2025): £861,465.00
- Outgoing: £0.00
- Incoming: £61,770.00
- **Balance as of 02.07.2025: £923,235.11**

### **Total Assets:**

Signed by the Chair: \_\_\_\_\_

# *Broughton in Amounderness Parish Council*

Unity:	<b>£121,987.94</b>
CCLA:	<b>£923,235.11</b>
<hr/>	
Total Assets:	<b>£1,045,223.05</b>

The full council were informed that reconciliation between the CiL account (CCLA) and the Revenue Account (Unity 1) would be done Quarterly.

## **7.3**

All transactions made between 30<sup>th</sup> May to 8<sup>th</sup> July 2025 were authorised.

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

### **Min 0807-175 AGAR**

The Council noted receipt of confirmation (Ref: LA0036) from the external auditor acknowledging submission of AGAR Form 3 for the 2024/25 financial year.

### **Min 0807-176 Broughton Neighbourhood Development Plan**

#### **9.1 Parish Action Plan**

The Parish Action Plan has now been updated. A copy of the latest version to be circulated to Councillors and then published on the website.

#### **9.2 Progress on the Neighbourhood plan Review**

It was noted that the Regulation 14 of the Neighbourhood Planning (General) Regulations has now been completed.

The next stage will be preparation for submission to the Local Planning Authority under Regulation 15, which will include finalising the Plan and producing the necessary supporting documents to the Local Planning Authority.

*20:38 S Rostron and N Burke left the meeting*

### **Min 0807-177 Village Information Session**

Feedback from the recent Village Information Session was noted. It was agreed that future sessions should not be held on a Sunday, as this clashes with local church services and may limit attendance.

# *Broughton in Amounderness*

## *Parish Council*

Comments were raised regarding ongoing issues of anti-social behaviour (ASB) on The Avenues. These concerns will be monitored, and appropriate measures considered in liaison with relevant authorities.

Frustrations were also expressed by residents concerning the condition of the roads on the new build developments. It was noted that these roads have not yet been adopted by Lancashire County Council (LCC), which limits the Council's ability to address these issues directly.

### **Min 0807-178 Broughton High School – 50 Years!**

It was agreed that the Council will write a letter to Broughton High School to congratulate them on reaching 50 years of excellence in education.

The Clerk will draft the letter to the Head Teacher and will invite members of the Council to share any special memories or reflections to be included in the correspondence.

### **Min 0807-179 Events**

#### **12.1 Breast Cancer Now – Afternoon Tea**

The Council agreed to host an Afternoon Tea event in support of Breast Cancer Now to raise awareness and funds for breast cancer research.

Tickets will be priced at £10 per person, with 50% of the ticket cost donated to Breast Cancer Now and the remaining 50% allocated to the Community Café to cover the cost of providing the afternoon tea.

#### **12.2 Heritage Opening Day**

Details were confirmed for the upcoming Heritage Opening Day events:

- **Wednesday 3rd September**

13:00 – Broughton Village Walk (approx. 1 to 1.5 hours). Leaflets for other local walks will be made available.

15:00 – The Story of Fernyhalgh & Ladyewell – a talk will be held and accompanied by a printed pamphlet.

- **Saturday 20th September**

13:00 – Broughton Village Walk (approx. 1 to 1.5 hours). Leaflets for other local walks will be made available.

15:00 – The Story of Toll Bar Cottage & Broughton Henge – a talk will be held and accompanied by a printed pamphlet.

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## 12.3 VJ Day

It was noted that VJ Day will be commemorated on 15th August 2025.

Cllr. L. J. Oldcorn will make arrangements for the purchase of two wreaths, to be laid at both village memorial sites in remembrance.

## **Min 0807-180 Items for Information**

Councillors were encouraged to attend at least one Preston Area Committee (PAC) meeting where possible. The Chair and Clerk will continue to circulate agendas and minutes to keep all members informed.

## **Min 0807-181 Correspondence**

Council noted the lengthsman's report as published with the agenda and supporting information pack.

Council approved the £200 spend as requested by the lengthsman for the planters.

## **Min 0807-182 Date of Next Meeting**

Finance Committee meeting - Tuesday 19<sup>th</sup> August 2025 at 6:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB

Full Council meeting – Tuesday 19<sup>th</sup> August 2025 7:30pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB.

*Meeting closed by Chair, Cllr. P Hastings at 21.01*

*Meeting moved in to Part II at 21.01*

## **Sponsorship Agreement for Planters or Flower beds**

### **Planters**

Planters require a licence for them to be on LCC land either on a verge or a footpath. They cannot restrict use of the footpath or obstruct a line of sight to drivers.

The Parish Council will be responsible for the licence and insurance. The sponsor may wish to help with plants or watering but the responsibility for this work is the Parish Councils.

Planters are allocated of up to five years, a renewal notice will be sent each year at which time the sponsor can indicate they no longer wish to continue sponsoring:

Year 1 includes the purchase, license, filling, and planting this is £150.

The subsequent years are £50 to cover replanting and maintenance.

The three planters outside the co-op are designed to last for thirty years, to sponsor these the cost would be £100 to cover the replanting and maintenance, on a yearly basis.

The sponsors name or company can be attached to the planter; this plaque is included in the sponsorship.

### **Flower beds**

There are five flower beds created by LCC following the post bypass village realm works in 2019.

In October 2025, the responsibility for their maintenance passed from the LCC contractor to the parish council.

The five beds are:

One east side of Garstang road by the bus shelter

Three on the west side of the road by the High school side entrance

One on the west side of Garstang road to the north of the crossroads

The sponsorship of these is on a yearly basis at a cost of £200 to cover the cost of planting, maintenance, and a plaque.

*n.b. The heritage fruit trees in the pinfold have been paid for with a grant and form a mini orchard, the Parish Council maintains this.*

Sponsors Name:

Date agreed:

Funds received:

Date renewal:

Application number	Response Due	Type	Site	Description	Officer	Reg Date	Applicant	Agent
<a href="#">06/2025/0824</a>		Full Application	517, Garstang Road, Preston, PR3 5JA	Renovation works to improve entrance, cladding, signage, internal remodelling, bicycle store and bin store associated with additional uses under Class E (a, b, d)	Vanessa Cartwright-Bremner	28/07/2025	Bux, Pacific Brands Ltd	Bridge, Studio John Bridge Ltd
<a href="#">06/2025/0765</a>		Cert of Law	43, Whittingham Lane, Broughton, Preston, PR3 5DA	Proposed change of use of existing 5no. bedroom dwellinghouse (Class C3(a)) to Children's Care Home for a maximum of 3no. children (Class C2)	Vanessa Cartwright-Bremner	30/07/2025	Eastham, Elm Residential Care	Stannard, JS Planning Services
<a href="#">06/2025/0809</a>		Ammendment	17, Whittingham Lane, Broughton, Preston, PR3 5DA	Amendment to planning permission 06/2024/0418 to clarify the scale and appearance of the double garage, and change the fenestration of selected windows on 4B House Type 2 (non-material amendment not subject to consultation)	Megan Stewart	23/07/2025	Mr Adam Garner,	Beirne, Bernard Taylor
<a href="#">06/2025/0754</a>		Listed Building Consent	Evergreen Early Years, Fernyhalgh Lane, Preston, PR2 5ST	Listed building consent for single storey timber framed building, following demolition existing detached canopy	Megan Stewart	08/07/2025	Gregoire-Parker, Evergreen Futures,	Wilkinson, SHWilkinson Architects Ltd
<a href="#">06/2025/0713</a>		Full Application	Evergreen Early Years, Fernyhalgh Lane, Preston, , PR2 5ST	Single storey timber framed building, following demolition of existing detached canopy	Megan Stewart	08/07/2025	Gregoire-Parker, Evergreen Futures,	Wilkinson, SHWilkinson Architects Ltd

Financial Information 13<sup>th</sup> August 2025

Unity Trust Bank (Revenue)	
Balance as at 02.07.2025	70,304.45
Outgoing	21,810.95
Incoming	6,762.27
Balance as at 13.08.2025	55,255.77

CCLA	
Balance as at 02.07.2025	923,235.11
Outgoing	0.00
Incoming	0.00
Balance as a 13.08.2025	923,235.11

Unity Trust Bank T2 (CiL interest)	
Balance as at 02.07.2025	51,683.49
Outgoing	0.00
Incoming	6379.04
Balance as a 13.08.2025	58,062.53

TOTAL MIB: £1,036.553.41

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
Xero	39.60	Accounting	X			07/07/2025
PCC	15.80	Printing		X		10/07/2025
Lengthsman	21.00	Fuel Exp		X		10/07/2025
Bannister Hall	58.80	Plants		X		10/07/2025
Lengthsman	197	Watering system		X		10/07/2025
Wallings	1500	IA		X		10/07/2025
Nurture	696.55	Grass Cutting		X		10/07/2025
J Dibble	59.00	Expenses		X		10/07/2025
Ribblesdale	425	Plants		X		10/07/2025
LALC	50.00	CONFERENCE		X		10/07/2025
Broughton Club	25.00	VIS Room Hire		X		10/07/2025
Three Mobile	7.52	Mobile	X			16/07/2025
Charlotte Leech	120	Editorial		X		16/07/2025
DHW	260	Tubs		X		16/07/2025
LALC	35.00	New Councillor Training		X		16/07/2025
NALC	42.00	Green Spaces		X		16/07/2025
Lengthsman	52.97	Plants		X		16/07/2025
Toll Bar Cottage	105.56	Ice Cream		X		21/07/2025
Lengthsman	9.98	Plaques		X		21/07/2025
Lengthsman	9.98	Plaques		X		21/07/2025
Nest	77.46	Pension	X			22/07/2025
Lengthsman	1482	Contractor fee		X		28/07/2025
HMRC	11.72	Employer Tax		X		28/07/2025

Lengthsman	54.90	Flowers		X		28/07/2025
Lengthsman	7.02	Fuel Exp		X		28/07/2025
J Dibble	1,878.14	Wages		X		28/07/2025
NEST	115.36	Pension		X		30/07/2025
Service Charge	6.00	Bank Charge	X			31/07/2025
Easy Websites	52.80	Website hosting	X			06/08/2025
Xero	39.60	Accounting Software	X			06/08/2025
Nurture	696.55	Grass Cutting		X		06/08/2025
Preston CC	93.60	Printing		X		12/08/2025
Preston CC	6753	Reports on KGF		X		12/08/2025
Melling Roofing	245	Roof Repair		X		12/08/2025
SLCC	188	Membership		X		12/08/2025
<b>AWAITING AUTHORISATION</b>						
Pat Hastings	6.99	Expenses				
Toll Bar Cottage	40.00	Charity Donation				
Toll Bar Cottage	140.00	Vouchers				

Item 4

### Incoming Transactions

Source	To Account	amount	notes	Received
CCLA Investment Management Limited	Unity REV	3,064.18	See below as transfer to Cil Interest Unity	02.07.25
CCLA Investment Management Limited	Unity Rev	108.23	See below as transfer to Cil Interest Unity	02.07.25
CCLA Investment Management Limited	Unity rev	3314.86	See below as transfer to Cil Interest Unity	04.08.25
Toll Bar Cottage	Unity Rev	245.00	Charity event money	12.08.25

### Transfers

From	To	Amount	notes	Received
Unity Rev	Unity Cil Int	3064.18	Cil interest	21.07.2025
Unity Rev	Unity Cil Int	3314.86	Cil interest	11.08.2025

Signed \_\_\_\_\_

Signed \_\_\_\_\_



Figures from 1st April - 28th July 2025  
Broughton Parish Council

↑	Better than Budget
↔	On track
↓	Over budget

Account	2025-2026 BUDGET	Jul-25
<b>Income</b>		
203 - Sundry Income: Planter Sponsorship	0	150.00
204 - Sundry Income: Bank interest	100	379.82
216 - Sundry Income: CCLA income from Investments	22,500	12,855.45
222 - Sundry Income: Grasscutting	6,246	0.00
226 - Sundry Income: LCC - Lengthsman	500	0.00
232 - Precept	45,000	45,000.00
234 - Sundry Income: Grants Received	500	0.00
238 - Sundry Income	0.00	40.00
246 - Sundry Income: VAT refund	800	0.00
<b>Total Projected Income</b>	<b>75,646.00</b>	<b>58,425.27</b>
<b>Other Income (PREDICTED)</b>		
248 - CiL	64,779	58,971.00
<b>Total Other Income</b>	<b>64,779.00</b>	<b>58,971.00</b>

Administrative Costs	Budget	Gross	Not Inc VAT	VAT	Variance	
402 - Bank charges	150.00	18.00	18.00	0.00	132.00	↑
410 - General admin: Clerks fees	22400.00	6,549.58	6,549.58	0.00	15,850.42	↑
414 - Other payments: Community events	1000.00	331.43	293.54	(37.89)	706.46	↑
418 - Other payments: DEFIB Maintenance	150.00	0.00	0.00	0.00	150.00	↔
420 - General admin: Donations (S137)	1000.00	300.00	300.00	0.00	700.00	↑
422 - General admin: Election expenses	100.00	0.00	0.00	0.00	100.00	↔
424 - General admin: External audit fees	1000.00	0.00	0.00	0.00	1,000.00	↔
426 - General admin	1000.00	261.15	226.94	(34.21)	773.06	↔
428 - Grasscutting	6600.00	1,940.00	1,616.67	(323.33)	4,983.33	↔
430 - General admin: HMRC	4600.00	1,028.86	1,028.86	0.00	3,571.14	↑
431 - General admin: NEST	1500.00	425.18	425.18	0.00	1,074.82	↑
432 - General admin: Home working expenditure	350.00	0.00	0.00	0.00	350.00	↑

434 - General admin: Insurances	1350.00	1,041.67	1,041.67	0.00	308.33	↑
440 - General admin: Internal auditor	600.00	1,500.00	1,250.00	(250.00)	-650.00	↓
442 - Other payments: IT software & equipment	400.00	0.00	0.00	0.00	400.00	↑
446- Lancs Environmental Fund 3rd Party Contribution	0.00	3,274.04	3,274.04	0.00	-3,274.04	↓
448 - Legal and professional fees inc accounting	1000.00	1,269.00	1,057.50	(211.50)	-57.50	↓
452 - Plants/ flower exp: Lengthsman	3000.00	1,795.81	1,684.80	(111.01)	1,315.20	↔
453 - Maintenance and Repair EXP: Lengthsman	500.00	28.02	26.85	(1.17)	473.15	↑
456 - Purchases with Orchard monies	0.00	354.95	354.95	0.00	-354.95	↔
458- Sub Contractor Fees (Not Lengthsman)	0.00	1,626.30	1,626.30	0.00	-1,626.30	↓
462 - Other payments: Neighbourhood Plan	500.00	120.00	100.00	(20.00)	400.00	↔
504 - Xero	500.00	158.40	151.80	(6.60)	348.20	↔
508 - General admin: Room hire	75.00	25.00	25.00	0.00	50.00	↔
512 - Subscriptions LALC /SLCC/ICO/CPRE/Community F	1000.00	583.29	583.29	0.00	416.71	↔
514 - Toll Bar Cottage Grant	15000.00	7,500.00	7,500.00	0.00	7,500.00	↔
516 - Other payments: Toll Bar Cottage Maintenance costs	2000.00	39.99	33.32	(6.67)	1,966.68	↑
522 - Other payments: Traffic calming	500.00	0.00	0.00	0.00	500.00	↑
524 - General admin: Training & Travel	800.00	127.00	120.00	(7.00)	680.00	↑
534 - War Memorial	1000.00	693.49	627.36	(66.13)	372.64	↑
538 - General admin: Website maintenance and hosting	600.00	195.36	162.80	(32.56)	437.20	↔
540 - Other payments: Wreath	60.00	60.00	60.00	0.00	0.00	↔
542 - Other payments: Xmas tree	1000.00	0.00	0.00	0.00	1,000.00	↔
<b>Total Parish Council Costs</b>	<b>69,735.00</b>	<b>31,246.52</b>	<b>30,138.45</b>	<b>(1,108.07)</b>	<b>39,596.55</b>	

#### CIL Expenditure

	Budgeted		
548 - Cil expenditure	77,500	0.00	0.00
550 - CIL Lengthsman Costs	18,500	5,738.00	5,738.00

<b>Total Projected Income (not including CIL)</b>	<b>75,646.00</b>	5,911.00
<b>Total Income to date (JULY) not including CIL</b>	<b>58,425.57</b>	
<b>Total anticipated expenditure not including CIL</b>	<b>69,735.00</b>	
<b>Total expenditure to date not including CIL</b>	<b>31,246.52</b>	27,179.05

## ENGAGEMENT PLAN: Youth Needs Survey

### **Objective:**

To assess the current needs and demand for youth provisions in Broughton by gathering feedback from young people, parents, and school staff.

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### Key Actions

#### **1. Identify Partners**

- Reach out to local primary and secondary schools (e.g., Broughton High School)
- Engage Parent-Teacher Associations (PTAs)
- Contact youth clubs, local sports teams, and community groups

#### **2. Distribution Channels**

- Digital:
  - Share the survey via school newsletters, parent mailing lists, and school websites
  - Promote through the Council's website and social media platforms
- Paper Copies:
  - Provide printed versions for students to take home
  - Place copies in libraries, shops, and at various local clubs and organisations such as Scouts & Guides etc.

#### **3. Data Collection Period**

- Launch survey: September 2025
- Close survey: November 2025

#### **4. Incentivise Participation (Optional)**

- Offer entry into a prize draw for completed surveys. One winner will be announced. (e.g., £10 voucher)

#### **5. Analysis and Reporting**

- Cllrs. Atchia and Parkinson, along with the Clerk, to analyse responses
- Summarise findings in a report with recommendations for action
- Present findings at a Council meeting and, if warranted, prepare funding applications or project proposals

# Broughton Youth Provision Needs Survey

## Description:

*Broughton Parish Council is exploring the development of new youth services. This survey is designed to understand the needs of local young people and their families. It should take no more than 5 minutes to complete. All responses are anonymous.*

## Section 1: About You

### 1. Are you responding as:

- ☐ A young person (under 18)
- ☐ A parent/carer
- ☐ A teacher or school staff member
- ☐ Other (please specify): \_\_\_\_\_

### 2. If you're a young person, how old are you?

- ☐ Under 10
- ☐ 10–13
- ☐ 14–16
- ☐ 17–18
- ☐ N/A

### 3. Do you live in Broughton or attend a school in Broughton?

- ☐ Yes
- ☐ No

## Section 2: Current Access and Interests

### 4. Are you currently involved in any after-school or weekend clubs or activities in Broughton?

- ☐ Yes
- ☐ No

If yes, please list them:

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**5. What types of youth activities or facilities would you like to see in Broughton? (Tick all that apply)**

- ☐ Sports clubs or facilities
- ☐ Creative arts (music, dance, drama)
- ☐ Gaming/eSports spaces
- ☐ Study support/homework club
- ☐ Mental health or wellbeing support
- ☐ Youth drop-in centre
- ☐ Life skills (e.g., cooking, budgeting)
- ☐ Other: \_\_\_\_\_

**6. How far are you willing to travel for youth activities?**

- ☐ Within walking distance
- ☐ Up to 15 minutes by bus/car
- ☐ Over 15 minutes

**Section 3: Youth Support**

**7. Would you or your child benefit from the presence of a dedicated youth worker in Broughton?**

- ☐ Yes
- ☐ No
- ☐ Not sure

**8. What services would you expect a youth worker to provide?**

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**Section 4: Final Comments**

**9. Do you have any suggestions or comments about youth provision in Broughton?**

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**Thank you for taking part in this survey.**

Completed forms can be returned to the school office or emailed to:  
[clerk@broughtonparishcouncil.gov.uk](mailto:clerk@broughtonparishcouncil.gov.uk)