

Broughton in Amounderness Parish Council

Proceedings of the Finance Committee Meeting held on
Tuesday 15th April 2025 at 6:45pm

Present:

Cllr. P Hastings
Cllr. N Parkinson
Cllr. M Bell

Jessica Dibble – Parish Clerk

Min 150461 Welcome by Chair of Finance

The Finance Chair, Cllr. N Parkinson, called the meeting to order at 18:50pm and welcomed all attendees.

Cllr. N Parkinson confirmed that although no apologies had been received, Mr. Peter Bunting had now resigned from the Council. As a result, the composition of the Finance Committee will be reviewed at the May Annual Meeting to allow for the appointment of a new member, ensuring the committee remains at four members in accordance with the Terms of Reference.

Min 150462 Apologies

All members present.

Min 150463 Declarations of interests

None declared.

Min 150463 Approval of Minutes

It was resolved to sign the minutes of the full council meeting held on the 5th March 2025 as a correct and accurate record.

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

Min 150464 Overview of Accounts

The current account balances as at 31st March 2025 were noted as follows:

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Unity Accounts: £100,122.29
CCLA Account: £861,465.00

Total Assets: £961,587.29

(5.1) The Committee reviewed the reports as circulated by the Clerk.

It was noted that the cost of the tree lights had increased significantly compared to previous years. As such, the Committee agreed to request Cllr. Oldcorn to obtain comparative quotes from other local suppliers.

Additionally, the Committee acknowledged that the next financial support payment to Toll Bar Cottage was now due, and it would be recommended to Council that this be processed as an immediate payment.

A formal note of thanks was also recorded to the Clerk for her continued efforts in managing the year-end process.

Min 150465 Lengthsman Financial Report Submission and Invoicing

6.1

The Committee confirmed that the Lengthsman will be required to submit a formal invoice for payment, in line with standard practice for contractors. While a breakdown of work undertaken may be included, a proper invoice is essential for accurate financial record-keeping.

6.2

The Committee reviewed the Lengthsman's Works process as drafted by the Clerk and agreed to implement the revised procedure with immediate effect to support year-end financial compliance.

6.3

The Committee considered the outstanding invoices relating to unauthorised purchases. Members expressed disappointment that the correct procedures had not been followed, especially as the items were acquired despite explicit instruction not to proceed. However, on this occasion, it was agreed that the Council would reimburse the Lengthsman.

Min 150466 CIL

Cllr. P. Hastings informed the Committee of the reporting requirements as set out by Preston City Council.

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Cllr.Hastigs confirmed that she has kept a comprehensive record of CIL income, expenditure, budget allocations, and anticipated future receipts. To ensure compliance, it was agreed that the Chair will work with the Clerk to compile the required report, covering the past five years.

Min 150467 Village Improvements

8.1

The Committee reviewed the existing budget for village improvements and noted that the costings submitted were outdated, relating to the previous year. As a result, it was agreed that updated and accurate costings from the Lengthsman would be required to support the proposed improvements.

8.2

Given the need for revised figures, the Committee agreed to defer this item to the next meeting. This will allow time for the Lengthsman and Cllr. Brown to provide a full and itemised breakdown of costs for the proposed street furniture, including fingerposts and planters.

Min 150468 King George V Planning

Committee reviewed the budget and the necessary reports required as detailed below:

Ecology & BNG Reports:

Ascerta – £2,270

Pennine Ecology – £2,200

Bowland Eco – £4,565

Tree Surveys:

ARB Consultants – £919

Ascerta – £1,050

Bowland Trees – £964

Flood Risk Assessments (FRA):

EPG – £1,150

BEK – £950

AJP – £2,450

Geo-Environmental Reports:

BEK – £850

Subsurface – £845

GEO2 – £1,250

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9.1

The Committee reviewed the additional consultancy fees required to support the planning application, covering ecological, arboricultural, flood risk, and geo-environmental assessments.

For each type of survey, three quotes were received, and only one provider will be appointed per category.

It was clarified that the actual total cost for the selected surveys will be approximately £4,939 (including the Phase 1 Geo-Technical Report, if needed). The submission of the planning application will incur a separate fee of £2,663, based on site area and related factors.

The planning consultant, Smith & Love, will charge a fixed fee of £2,500, as previously agreed.

Total Estimated Costs (Current Stage): £10,102 (excl. VAT)

It was further agreed that this cost would be covered by CIL monies.

Min 150467 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.

Chairman Cllr. N Parkinson Closed the meeting at 19:20