

UPPER BROUGHTON PARISH COUNCIL

Minutes of a meeting of the parish council held on Tuesday 7th February 2017 in Rose Cottage, Village Hall commencing at 7.30pm.

Councillors: Copley(Chair) Flood Watson
Bailey Hill

Also in attendance: Borough Councillor Combellack, NC Councillor Cottee, David Russell – Neighbourhood Plan Sub-committee and the Clerk – Jo Cartmell.

1. Apologies: Cllr's Barry & Parkinson.
2. Declarations of Interest: None.
3. Acceptance of minutes of meetings held on 13th December 2016: Cllr. Hill proposed that the minutes be accepted as a true record of the meeting; this was seconded by Cllr. Bailey and passed.
4. Open session for the public **limited to 15 minutes**: None

Item 7 & 11 was brought forward on the agenda by the Chair

5. Planning matters.

Applications:

Discussed between meetings:

16/03081/AGRIC Mr Peter Copley: General storage agricultural building – Top Cottage, Station Rd, Upper Broughton.

No objection

Decisions.

16/02831/VAR Mr. P Ellis, Railway Test Track, Station Rd, Upper Broughton.

Variation of condition 3 on planning permission 08/01324/FUL relating to mitigation measures for badgers.

Permission granted.

16/02654/FUL Mrs Diane Login, The Golden Fleece, Main Rd, Upper Broughton.

Construction of new single storey extension, 2no. new patio doors and relocation of existing kitchen extract. Change of use of retail unit from Shop (A1) to part of public house, Drinking establishments (A4)

Permission granted.

16/02411/OUT Mr Le Blond - Land North East of Hill View, Top Green, Upper Broughton

Outline planning permission for the erection of one house on land North of Top Green.

Refuse permission.

16/02493/FUL Mr & Mrs McEwan White House, Bottom Green, Upper Broughton.

Construction of vehicular access, boundary wall and gates and partial demolition of boundary wall.

Application withdrawn.

6. Correspondence.

Midlands Rural Housing: Housing Needs Survey – not required at this time.

RCAN: Neighbourhood Plan Event on 28th March at Bingham Methodist – 7.30pm – 9.30pm. Members to inform the Clerk if they wish to attend.

7. Neighbourhood plan.

Update – David Russell delivered an update to council members summarising the latest activities from the sub-committee. He noted that the planning consultants had attended a presentation day and the information they had provided had given a greater insight into the work involved to produce a neighbourhood plan. Firstly, the sub-committee would need to be more representative of the community with younger members joining to ensure that the committee could demonstrate that the plan was valid and had been produced by a cross-section of the community.

The document would be living and reviewed every three years upon completion.

Mr Russell proposed that the next step would be to carry out a door to door survey with the volunteers presently on the sub-committee and try to generate additional support and greater representation from the wider community.

Once it was established that there was the support for the Neighbourhood Plan, the sub-committee could then bring the results back to the parish council and show that there was a mandate for the parish council to ask the sub-committee to proceed with producing a neighbourhood plan. The sub-committee would then be in a position to appoint planning consultants to progress with the plan.

Action: Sub-committee to carry out a village survey.

8. Village Hall: With the exception of the promotion of a forthcoming event by the Village Ventures, there were no matters to be discussed.

9. Community: Request for funding from Kids Club for £175.00 – Cllr. Flood updated the council on the proposal by two parishioners to set up a kids club in the parish – KIDSUB. There had been a request for funding from the Village Hall Committee and the parish council to enable the group to go ahead with a couple of events in the village. The parish council were made aware that the group had mentioned that the costs of insurance would be £175.00. Cllr. Copley proposed that the parish council contribute £175.00 in the form of a community grant to assist with this project; this was seconded by Cllr.

Watson and passed. Cllr. Combellack also suggested that the group make contact with her as she had funding available which they would be able to apply for.

Action: Clerk to notify KIDSUB regarding the grant.

10. Transparency grant: Purchase of computer equipment with the money from the grant application.

The Clerk was asked to purchase the new computer and the software prior to the next meeting, the cost of which would be reimbursed when the receipt and equipment were presented at the next meeting. With regard to the printer, the Clerk was asked to look into purchased an A3/A4 printer with the remainder of the grant which the parish council would consider contributing to meet the remainder of the cost.

Action: Clerk to purchase computer and software and report back on the printer at the next meeting.

11. Highways & Footpaths.

Traffic Calming measures – Station Rd: Cllr. Cottee notified members that due to the Christmas break and other conflictions with diaries, a meeting had not yet been set up to discuss the issue of speeding on Station Rd. Cllr. Flood had carried out some research by contacting Leicestershire County Council and a contractor that they use and had discovered that some minor improvements to the entrance to the village on Station Rd could be carried out with the approval of Notts County Council at relatively low cost to the parish council if funding from the County Council wasn't available. Cllr. Flood had also researched the cost of a purchasing an electronic speed sign that could be moved around the parish.

Members were keen to discuss this with the Highways Department and Cllr. Cottee said he would speak to the Highways Officer and arrange a site visit within the next few weeks to have a full discussion regarding Station Rd.

Action: Cllr. Cottee to arrange a meeting.

12. Cross Green:

Public seating on Cross Green: The purchase of the new seat would take place in the Spring.

Action: Cllr Copley and the Clerk to buy the new seat.

Maintenance contract review: Deferred until the next meeting.

13. Governance documents review: The new Standing Orders, Financial Regulations and Risk Assessment had been forwarded to members prior to the meeting and a few minor amendments were made and the documents updated by the Clerk. Cllr. Hill proposed that the documents be adopted by the parish council; this was seconded by Cllr. Copley and passed. The documents were signed by the Chair and retained by the Clerk.

14. Finance: 31st December 2016 - Business Account balance: £19,586.31

Draft budget proposal including Clerk's salary review.

Cllr. Hill proposed that the budget be accepted with the amendment staff costs which would now be £2,288.00; Cllr. Bailey seconded the proposal and it was passed. The agreed budget is outlined below.

	Budget 2016/2017	Actual 2016/2017 to date	Est Yr End 2016/17	Difference	Proposed Budget 2017/18	Diff +/- from 2016/17 budget
Audit	150.00	145.00	145.00	-5.00	100.00	-50.00
Staff (inc HMRC)	2100.00	2080.00	2080.00	-20.00	2288.00	188.00
Clerks Expenses	40.00	19.20	19.20	-20.80	40.00	0.00
Postage/Phone	40.00	0.00	0.00	-40.00	40.00	0.00
Printing	20.00	0.00	0.00	-20.00	20.00	0.00
Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00
Conference	20.00	0.00	0.00	-20.00	20.00	0.00
Insurance	675.00	712.83	712.83	37.83	750.00	75.00
Subs	100.00	17.00	106.33	-83.00	130.00	30.00
Election	0.00	0.00	0.00	0.00	0.00	0.00
Defibrillator	40.00	31.50	31.50	-8.50	40.00	0.00
Neighbourhood Plan	500.00	0.00	0.00	-500.00	300.00	-200.00
Community	300.00	0.00	250.00	-300.00	300.00	0.00
VH Maintenance	2000.00	2510.00	2510.00	510.00	11000.00	9000.00
VH Other	0.00	43.00	43.00	43.00	50.00	50.00
Cross Green	1350.00	1384.50	1384.50	34.50	1500.00	150.00
Other	0.00	13.98	501.98	13.98	50.00	50.00
Still to pay		828.33				
VAT		792.30				
TOTAL		8577.64				
TOTAL ex vat	7335.00	7785.34	7784.34		16628.00	9293.00

Precept – With the prospect of increased expenditure in the next financial year due to the possibility of the windows being replaced in the Village Hall, Cllr. Bailey proposed that the precept be kept at £8,000; this was seconded by Cllr. Watson and passed.

Action: Clerk to forward the precept requirement to the Borough Council.

Payments due:

Cheque No.	Payee	Description	Amount
527	NALC	Subs	£89.33
528	Upper Broughton Village Hall	KIDSUB grant	£175.00

Cllr. Watson proposed that the above payments be made; this was seconded by Cllr. Hill and passed.

Action: Clerk to forward payments.

15. Items from members for the next agenda.
March agenda – village pump and VH windows
16. Late items and Chairman's matters.
17. Date of next meeting: 21st Mar(APM), 16th May(AGM), 11th Jul

No further business- meeting closed: 9.10pm