

## UPPER BROUGHTON PARISH COUNCIL

Minutes from the Annual General Meeting of Upper Broughton Parish Council held on 16<sup>th</sup> May 2017 in Rose Cottage, commencing at 7.30pm.

Councillors: Copley (Chair) Barry Hill Watson  
Bailey Flood Parkinson

Also in attendance: The Clerk – Jo Cartmell

1. Election of Chair: Cllr. Flood proposed that Cllr. Copley be re-elected as Chair for the forthcoming year; this was seconded by Cllr. Hill and passed. Cllr. Copley accepted the position of Chair.
2. Election of Vice Chair: Cllr. Copley proposed that Cllr. Hill be re-elected as Vice-Chair for the forthcoming year; this was seconded by Cllr. Flood and passed. Cllr. Hill accepted the position of Vice-Chair.
3. Apologies: Cllr. Combellack and Cllr. Watson for late arrival.
4. Declarations of Interest: Cllr. Flood in relation to Item 10.
5. Acceptance of minutes of meetings held on 21<sup>st</sup> March 2017: Cllr. Hill proposed that the minutes be accepted as a true record of the meeting; this was seconded by Cllr. Bailey and passed.
6. Open session for the public **limited to 15 minutes**: None.
7. Neighbourhood Plan: An update from David Russell was forwarded by Cllr. Parkinson.  
A meeting was to be held on 1<sup>st</sup> June with Colin Wilkinson from Plan-it X with a view to hiring as a planning consultant. Additional volunteers had joined the Sub-committee following a consultation letter to all households in the parish. Councillors Parkinson, Flood and Copley would attend the meeting with Plan-it X. Members resolved that the parish council would appoint the planning consultant recommended by the three councillors in attendance if all three were in agreement. It was also agreed that the parish council would apply for funding from Locality at the earliest opportunity following the appointment of a planning consultant.  
**Action: Clerk to liaise with members over the appointment of a planning consultant and the application for funding.**
8. Planning matters.  
**Applications:** None.  
**Other Applications:** **17/00818/CLUPRD** Mr Chris Batty – Hillside Farm, Station Rd. Upper Broughton  
Application for a certificate of Lawful Development – proposed extension to outbuilding to create domestic garages. No additional information to be forwarded.  
**Action: Clerk to inform RBC.**  
**Decisions.**  
**16/03037/VAR** Cairns Heritage, Tennis Court at Sulney Fields, Colonels Lane, Upper Broughton.  
Vary Condition 2 of 15/02394/FUL relating to new brick wall to SE boundary. PERMISSION REFUSED.
9. Correspondence.  
R.Russell – War Memorial cleaning:  
War Memorial cleaning: The Clerk was asked to confirm an appointment with A.E. Herbert to obtain a quote for the cleaning of the War Memorial. Members would then have an idea about how to progress with this and the work involved. RBC – Annual Parish Conference 16<sup>th</sup> June 2017. The Chair noted that she wished to attend.  
**Action: Clerk to obtain quote.**
10. Village Hall.  
New windows: An inspection report by Cllr. Parkinson showed that there was rotting wood in the lower sections of nearly all the windows in the main hall. The Clerk was asked to get one quote for new wooden windows, one quote for uPVC windows and a quote for repairing the current windows.  
**Action: Clerk to obtain quotes.**
11. Village Pump: Repairs.  
The Clerk was liaising with NCC Highways about installing posts and chains around the base of the village pump and would provide an update when a full site visit had been conducted by NCC.  
**Action: Clerk to provide update.**
12. Highways & Footpaths.
  - i) Traffic Calming measures on Station Rd: A quote for one set of village entry gates was obtained by Cllr. Parkinson at a cost of £500.00. Members voted by five votes to two to move forward with the installation of the gates on Station Rd. The Clerk was asked to contact Via East Midlands with a view to requesting permission to install the gate on Station Rd.
  - ii) Drains: Members were informed that the drains had been cleaned but unfortunately, those on Melton Rd were already full of debris again. The Clerk was asked to notify Via East Midlands of the issue and also report the blocked drain opposite the former butcher's shop.

iii) Concern relating to speeding vehicles: Correspondence had been received from a concerned parishioner relating to the speed that vehicles from Carriers were passing through the village. Members agreed that this was an issue and asked that the Clerk, as part of the Speed Awareness focus, write to Carriers to make them aware that the Council are currently working on a number of speed reduction methods and their co-operation with reducing the speed of vehicles passing through the village would be greatly appreciated.

**Action: Clerk to contact NCC & Carriers.**

**13. Cross Green:**

Bench replacement. A new bench had been purchased and the Council was awaiting delivery.

**14. Grant Aid.** A new form had been drawn up for community groups in the parish to apply to the Parish Council for funding for specific projects and initiatives; this would be uploaded to the website so that parishioners could easily access the information.

**15. Purchase of computer equipment including printer.**

The Clerk reported that the computer had been purchased and the council agreed that the Clerk should purchase an A3 Epson printer and MS Office software with the remaining funds. Any expenditure over the level of the grant would be reimbursed by the Village Hall Committee.

**Action: Clerk to purchase printer and software.**

**16. Insurance renewal:** Members voted to enter into a five-year long term agreement with Zurich Municipal at a cost of £672.58.

**Action: Clerk to notify Zurich and forward payment.**

**17. Finance: 28<sup>th</sup> February 2017**

a) Annual Return:

- i) Annual Governance Statement: Members agreed with the statements read out by the Clerk and Cllr. Bailey proposed that the Governance Statement be signed; this was seconded by Cllr. Barry and passed. The Chair signed the document on behalf of the council.
- ii) Annual Accounts: Cllr. Watson proposed that the Annual Accounts be approved by the council; this was seconded by Cllr. Hill and passed.
- iii) Internal Audit Report: The Clerk noted that the accounts had been signed off by the Internal Auditor who had not made any recommendations.
- iv) Review of Internal Controls: The Clerk read out a report on the completion of a review of the Internal Controls to members.

b) Payments due:

Cheque No.	Payee	Description	Amount
*529	Leisure Bench	New bench – Cross Green	£312.00
531	D.A Dixon	Internal Audit	£ 45.00
532	Zurich Municipal	Insurance	£672.58
533	NALC	Subscriptions	£ 17.00
534	J. Cartmell	Laptop reimbursement	£400.00

\*Payments made since the last meeting.

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

**Action: Clerk to forward payments.**

**18. Items from members for the next agenda:** None.

**19. Late items and Chairman's matters:** None.

**20. Date of next meeting:** 11<sup>th</sup> Jul.

No further business: meeting closed 9.05pm