**Minutes of the Meeting of Broughton Moor Parish, held in Broughton Moor Community Centre on Thursday 16th May 2024 at 7.25pm.**

**Present**: Cllrs Denise Scott, Claire Howsen, Helen Little, Allion Pearson, Jemma Dakers, and Judith Morgan, Parish Clerk

**Apologies for absence** were received from Lesley Dakers (work commitment) and Cumberland Councillor Bill Pegram (annual holiday).

**4/24 Requests for Dispensations – none.**

**5/24 Declaration of Interest**

The clerk declared an interest in the agenda item ‘Annual Review of Clerk’s salary, for which she would absent herself from the meeting.

**6/24 Public Section** – no members of the public were present.

**7/24 Minutes**

On the proposal of Cllr D Scott, seconded by Cllr C Howsen, the minutes of the meeting held on 18th April 2024 were approved and signed as a correct record.

**8/24 Matters arising from the minutes**

i. Confirmation was received from CC that the weeds and grass opposite the Primary School had been removed. Cllr A Pearson had been approached by a member of the public to ask when the grass in the churchyard would be cut and it was explained that this is a matter for the Vicar, via Maryport St Mary’s, and not a parish council issue. Concern was also expressed for the overgrown verges through the village and it was expected that CC would commence cutting once the wildflowers had gone to seed.

**9/24 Welfare Field**

i. Tivoli’s play area report was circulated and received.

ii. Cllrs D Scott and C Howsen had met with representatives of Novus and Home Group and asked whether they might be able to remove/repurpose the log equipment for us. They in turn had referred us to Tivoli whom they thought had a social values clause which might enable them to do this for free. The clerk had contacted Tivoli who weren’t able to help under the term of that clause. It was agreed that Cllr C Howsen would contact Malcolm Laverty to see if he might be able to remove the equipment.

It was noted that the bushes near the entrance to the field would need to be cut back before the Village fun Day and Cllrs D Scott and C Howsen agreed to speak to the owner together.

It was agreed that the bark beneath the swings needed to be augmented with fresh chippings and Cllr D Scott would order bark chippings from Maryport Aggregates to be spread on top of the existing surfacing.

The Clerk reported on email correspondence with Mr Clinton Boyce of CC re the £21,500 promised by Gleeson Homes and supposedly lodged with ABC until Broughton Moor Parish Council could prove ownership of the Welfare Field.

It was agreed that £68 be paid to hire a bouncy castle for the Village Fun Day.

**10/24 St Columbas’ Church –** no update available.

**11/24 Planning Matters**

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The following applications had been received:

HOU/2024/0074 single storey rear extension and internal alterations at Rose Garth, Harker Marsh – no observations.

Reference No: HOU/2024/0061 Proposed Demolition of Masonry Garage & Rebuild Single Story Garage

Location: South Green, Broughton Moor, Maryport, CA15 7SS – no observations.

The following applications had been approved:

FUL/2023/0229 Detached dwelling, Plot 2, Wyndham Close, Broughton Moor CA15 7FD

VAR/2024/0007 Variation of conditions 2 & 5 (plans) and condition 9 (footpath) of application FUL/2019/0227) land off Wilson’s Terrace, Broughton Moor CA15 7SE

**12/24 D Day Celebrations planning**

Sale of tickets was slow and it was agreed these would be available on the door. Decorations to be sorted.

**13/24 Environmental Issues in the Village**

The clerk was instructed to ask the PCSO to increase visibility in the village.

**14/24 Community Centre**

i. There had been an issue with the Over 60s not returning the hall to the condition they had found it in but this had been resolved and they had agreed to return tables and chairs to their original position at the end of their bingo sessions.

ii. Richard Lindsay, architect, had asked that Howdens would plan the kitchen area – Cllrs D Scott and C Howsen to attend to this. Mr Linsday was hopeful that everything would be in place by the end of June with an estimated 10 to 12 weeks for the works to be completed. The Chairman had told him that we would need everything completed in time for the Christmas celebrations. It was agreed that Mark Houghton of North Lakes Decorating be asked to quote for redecoration to complete the renovations.

The clerk reported that she was meeting with Nigel from ADT to complete the works on the intruder and fire alarms on Thursday 24th May at 10am.

The clerk was instructed to apply for a PRS license for music in the Community Centre and a Filmbank Media account for the Village Fun Day, plus license to show Despicable Me 3 and The Greatest Showman.

It was agreed that the issue of the 6 laptops and 2 printers be placed on the Agenda for the next meeting – councillors were asked to consider what use these might be put to.

**15/24 Review of Policy Documents**

The following policies were reviewed:

1. Child Protection Policy
2. Equal Opportunities
3. Safeguarding Policy
4. Risk Assessment Policy
5. Complaints Policy
6. Child Safeguarding Policy
7. Code of Conduct
8. GDPR Privacy Notice
9. Data Protection Policy

On the proposal of Cllr D Scott, seconded by Cllr C Howsen, it was agreed that the policies be readopted.

**16/24 Jobs for the Handyman**

Nothing new this month.

**17/24 Correspondence**

Nothing new this month.

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**18/24 Finance**

i. Presentation of Annual Accounts

The clerk presented the accounts, which had been circulated prior to the meeting. The accounts had been given a clean bill of health by the internal auditor and the AGAR form was signed by the Chairman and Clerk.

ii. Risk Assessment Form – review

Already covered under Policy Reviews.

iii. Annual Review of Clerk’s Salary

The clerk left the meeting whilst this was discussed. The council agreed to pay the clerk at NALC Pay scale point 21 from 1st April 2024.

iv. Cheques to be issued

The following cheque were agreed and passed for payment:

101998 Various items for Village Fun Day £ 215.42

101999 Purchase of Marquee & PA system £1148.99

102000 Purchase of flags £ 125.70

102001 Ink and paper for newsletter £ 56.48

102002 Purchase of Banners £ 90.88

102003 ADT Fire & Security Plc £ 109.63

102004 Tivoli Group Ltd. £ 889.92

102005 HMRC PAYE £ 8.68

102006 Rev J Morgan salary and expenses £ 664.61

102007 G Rudd, internal audit fee £ 60.00

102008 J P Cleaners £ 30.00

102009 C Howsen reimbursement for plants,

Compost, bunting and glow sticks £ 122.44

102010 J Dakers reimbursement for rosettes £ 29.98

102011 EoN Next (Gas) £ 63.97

102012 Bran Tub prizes £ 29.83

**Date of next meetings**  Village Fun Day Planning meeting Thursday 30th May at 7.00pm

Parish Council, Thursday 20th June at 7.00pm

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The meeting closed at 8.52pm

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairman Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_