Minutes of the meeting of Broughton Moor Parish Council held in the Community Centre on Thursday 22nd September 2022 at 7.00pm.

**Present: Parish Councillors** Stuart Henderson, Denise Scott, Claire Howsen and Lesley Dakers.

**Also Present:**  County Councillor Keith Little, Borough Councillor Bill Pegram, and Rev’d Judith Morgan, Parish Clerk.

**Apologies for absence** were received from Cllrs Justine Dicks and Sandra Davies.

**54/22 Requests for Dispensation.** There were none.

**55/22 Declarations of Interest.** There were none.

**56/22 Public Section.** No members of the public were present

**57/22 Election of Chairman until May 2023**

Cllr Denise Scott was proposed by Cllr Stuart Henderson, seconded by Cllr Claire Howsen and elected nem. con.

**58/22 Election of Vice-Chairman until May 2023**

Cllr Stuart Henderson was proposed by Cllr Denise Scott, seconded by Cllr Lesley Dakers and elected nem. con.

**59/22 Minutes**

1. On the proposal of Cllr L Dakers, seconded by Cllr S Henderson, the minutes of the meeting held on 21st July 2022 were approved and signed as a correct record.
2. On the proposal of Cllr D Scott, seconded by Cllr C Howsen, the minutes of the extraordinary meeting held on 17th August 2022 were approved and signed as a correct record.

**60/22 Matters arising from the Minutes**

1. Further to Minute 42/22 iii Cllr L Dakers was looking into the tendering process for grass cutting next season.
2. Further to Minute 50/22 iv a number of emails received from Mr Connell since the last meeting were read. As Mr Connell had involved the Monitoring Officer at Allerdale of his complaint, it was agreed that the Chairman should write to her asking what action she intended taking and explaining the Parish Council’s position that there was no case to answer. No further action to be taken pending the Monitoring Officer’s reply.
3. Further to Minute 52/22, the new Bank Mandate had now been signed and submitted to HMRC

**61/22 Welfare Field**

1. The enhanced RoSPA Annual Report was received. The document, which runs to 54 pages, had been circulated to all councillors via email and the clerk had printed a copy to keep on file.
2. Play Equipment: It was noted that the rubber mulching had now been completed but the two pedestrian gates had yet to be replaced with the type originally ordered. The RoSPA Report had highlighted a number of snags with the new equipment and the Clerk was instructed to share the relevant sections of the report with Playdale and ask them to rectify the snags at no additional cost to the Council.
3. The Clerk was instructed to liaise with Allerdale over the additional litter bins requested in July.
4. The Clerk was asked to order 3 x A4 size signs (one for each gate) with the wording ‘No Dogs, except assistance dogs’.
5. The Clerk was instructed to ask Tivoli when the grass would next be cut as it was looking long again.
6. Cllr S Henderson agreed to take a look at the basketball nets with a view to taking them down.
7. Tivoli Play Inspection Reports were circulated and received.
8. The Clerk was asked to make further enquiries of ABC re the Railway Embankment.
9. An email from Mr Peter Marrs of Milburns’ was read to the meeting. The statement for land registry is almost ready for signature; Clerk to liaise with Mr Marrs.
10. The tree planting had to be postponed because of the death of Her Majesty Queen Elizabeth II. A new date is required, Cllr C Howsen to sort this out with the school.

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**62/22 St Columba’s Church –** nothing new from the Diocese.

**63/22 Planning Matters**

The following applications had been received during the summer recess:

1. VAR/2022/0017 Jonathan Harper, Proposed variation to approved application 2/2017/0219 to amend house type on Plot 19, land at former RNAD, Derwent Forest.

Parish Council to offer the observations that the plans are not in accordance with the original vision for the houses to be constructed of green materials and the site to be self-sufficient in terms of energy production and waste management. Applications currently under consideration fall a long way short of the originally stated aims of the Derwent Forest Development as a whole.

1. VAR/2022/0019 Mr and Mrs D Byrne, Proposed variation on approved house type on planning approval 2/2017/0019 for plot 22(resubmission of VAR/2021/0024), Plot 22, Derwent Forest.

Parish Council to offer the observations that the plans are not in accordance with the original vision for the houses to be constructed of green materials and the site to be self-sufficient in terms of energy production and waste management. Applications currently under consideration fall a long way short of the originally stated aims of the Derwent Forest Development as a whole.

1. VAR/2022/0020 Mr A Puthran and Mrs S Bernard, proposed variation to approved application 2/2017/0019 to amend house type on Plot 3, Derwent Forest.

Parish Council to offer the observations that the plans are not in accordance with the original vision for the houses to be constructed of green materials and the site to be self-sufficient in terms of energy production and waste management. Applications currently under consideration fall a long way short of the originally stated aims of the Derwent Forest Development as a whole.

1. HOU/2022/0161 Mark Houghton, Two storey side extension, 14 Moorfields, Broughton Moor. – No observations or objections.

Notification was received of the following permissions being granted:

1. VAR/2022/0011 Stamper, Variation of condition 2 (approved plans) on approved application FUL/2019/0196 to move the siting of the dwelling further away from the tree at Shephard Hall, Broughton Moor.
2. VAR/2022/2017 Jonathan Harper, Proposed variation to approved application 2/2017/0219 to amend house type on Plot 19, land at former RNAD, Derwent Forest.

**64/22 Discussion on two Meet and Greet Sessions held in August 2022**

The results of the votes cast at both meetings were circulated. It was agreed that the meetings gave an insight into what people want for the village, were both very positive and that people were enthusiastic about the ideas put forward. As a result, the following had already been agreed:

1. MacMillan Coffee morning, Saturday 1st October, 10am until noon. Cllr L Dakers organising raffle etc. Advertised via Facebook, noticeboard, and website.
2. Halloween Party for Primary School aged children on Friday 28th October from 5.30pm until 7pm. Cllr C Howsen to decorate the hall for this. Admission by tickets, £1 each, limited to 50 for Health and Safety reasons.
3. Christmas Craft Fayre, 12th November, tables £9, entry £1 to include light refreshments.
4. Carols by Candlelight, 23rd December – an opportunity for the village to come together for a Christmas celebration.

Further events in the planning stage include:

* Toy sale/Bike exchange October/November – date to be decided.
* Tree lighting and Santa Craft Party, Monday 5th December, - planning underway.
* Coronation of King Charles III – Summer 2023 to include (probably) village outdoor festival and scarecrow competition.

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Already established following the Meet and Greet

* Library in the Community Centre – stamp needed for inside of books and book for signing in and out also required.
* Book of Condolences following the death of Queen Elizabeth II, councillors had taken turns to sit in the Community Centre so that this was available for people to sign.

From the votes cast, the next priority for development would be the Tennis Court Area where people had voted for the development of a woodland trail and a community garden area. The boundary fence would need to be reinstalled with a stile through it, for which costings would be required so that grants can be sought. It was envisaged that an application would be made to Allerdale GDF Partnership for this work.

Cllr C Howsen asked if she might open the Community Centre twice a week for an After School/Homework Club, with the library open. This idea was warmly received, and it was thought that, once the Wi-Fi is up and running, the laptops and printers could be made available for this project. Cllr L Dakers offered to help on Tuesdays and Thursdays. It was agreed that all Parish Councillors should be DBS Checked, especially as the range of activities is increasing and more likely to bring councillors into contact with children, young people, and vulnerable adults.

*County Cllr K Little left the meeting at this point, 8.10pm*

**65/22 Environmental Issues in the Village**

1. Cllr L Dakers reported that villagers had asked her what was being done about the weeds in the village. Of particular concern were the area around the bus shelter on Church Road (opposite Heatherfields), the corners of Heatherfields and the pavements and kerbstones on both Heatherfields and Moorfields estates. The Clerk was instructed to report these issues to Allerdale Borough Council’s Environmental Health Dept for attention.
2. It was agreed that the flower tubs adjacent to the bus shelter on Church Road, which had been subject to vandalism, would be moved to beside the bus stop opposite Heatherfields on the road to Dearham; the single wooden tub by the black and white road sign would be moved to the seat at the bottom of Heatherfields and the slate planter which had been moved to School Close would be returned to its original position opposite the school, with two new half barrel wooden planters purchased for School Close. Cllr C Howsen to organise.
3. It was agreed that plants for next year would be grown from seed where appropriate, with other plants purchased to make up the shortfall. The School’s gardening club would be asked if they would like to be part of this and to then help in putting their flowers in the planters opposite the school, Cllr C Howsen to liaise with school.

**66/22 Community Centre**

Since the July meeting, the Cumbria Community Foundation had donated a brand-new cooker, hob and extractor hood for the kitchen. Since then, a further offer of various pieces of kitchen units, splashbacks and worktop had also been offered, together with a small under counter fridge, two filing cabinets and a number of empty hanging files. Cllr S Henderson had collected the cooker and was in communication with CCF over the other items. It was recognised that this is an excellent offer.

Clerk to order a First Aid Kit for the Hall.

Cllr S Henderson agreed to investigate the damp patch on the ceiling.

It was noted that a small section of the toilet floor was softening. Agreed to monitor it for now.

As the central heating panel is now located in the hall, it was agreed that the office should be kept locked. Clerk to obtain extra keys so that all Parish Councillors can have access when needed. Clerk to also look at costings for a key safe.

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**67/22 Jobs for the Handyman**

Mr Small to be asked to treat the wooden log play equipment with preservative and to fill in cracks as appropriate.

**68/22 Correspondence**

The following were received:

1. Leaflets on where to find help in Allerdale – to be left in the Community Centre, information also to be posted on the website and Facebook page. Cllr L Dakers offered a small leaflet holder for the library area.
2. Messages via the website had been received from Mr D Malcolm complaining of long grass left uncut on the small site on Church Road where once a bakery stood. Mr Malcolm was afraid of fire starting there and spreading to the nearby properties. The Clerk had forwarded Mr Malcolm’s message to County Cllr K Little and to Borough Cllr C McCarron-Holmes. Cllr Little had spoken to the landowner who had promised to cut the grass and Cllr McCarron-Holmes had referred the matter to officers at Allerdale.
3. External Auditor’s Report and Certificate were received following the in-depth analysis of the Council’s accounts as a random 5% sample of councils selected each year. There was only one minor ‘except for’ matter to report, which was due to the clerk adding 50% of the play equipment to the Parish Council’s assets list after payment for the same and before installation. It was noted that this would rectify itself in the current financial year when 100% would be added to the list, following installation and payment.
4. A letter from GNAAS requesting financial assistance and asking for help with community hubs for clothing donations was received. On the motion of Cllr D Scott, seconded by Cllr S Henderson, it was resolved that a donation of £200 be sent, together with a request for more information about the community hubs and a request for GNAAS to attend a summer event next year.
5. A letter from the Broughton Moor Over 60s requesting a donation towards their raffle prizes, was received. It was noted that the Over 60s had recently made a successful bid to the Wind Farm Fund and 100% of their request had been approved. On the motion of Cllr L Dakers, seconded by Cllr D Scott, it was resolved that a donation of £100 be made.

**69/22 Accounts for payment**

The following accounts were approved for payment

101817 Steve Skelton Electricals 694.55

101818 S Small, Handyman 160.00

101819 RoSPA Play Safety 288.00

101820 ADT Fire and Security PLc 89.96

101821 PKF Littlejohn LLP 360.00

101822 Tivoli Group Ltd 2694.46

101823 e-on Next 97.13

101824 e-on Next 453.91

101825 Playdale Playgrounds Ltd 25000.00 (on account)

101826 HMRC 34.20

101827 Rev J Morgan 561.19

101828 ADT Fire and Security Plc 75.02

101829 ADT Fire and Security Plc 36.00

101830 Claire Howsen (reimbursement) 6.08

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101831 GNAAS 200.00

101832 Broughton Moor Over 60s 100.00

Date of next meeting – Thursday 27th October 2022 at 7pm

The meeting closed at 9.20pm

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairman**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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