**CHURCH BROUGHTON PARISH COUNCIL**

**ANNUAL PARISH COUNCIL MEETING HELD ON THURSDAY 5TH MAY 2022**

Those present: In attendance:

Councillor Pedley-Chairman Helena Steeples-Clerk

Councillor Redfern

Councillor Thorpe

DCC Councillor Patten

SDDC Councillors Smith & Lemmon

**16.0 APOLOGIES**

Apologies were received and accepted from Councillor Speake and Councillor

Woodhall.

**17.0 UPDATE ON VACANCY**

The notice of the casual vacancy for a Parish Councillor had been advertised by SDDC. If by 4th May a request for an election to fill the vacancy is made in writing to the Returning Officer at SDDC, an election will be held. Clerk asked to contact the Election’s Officer for an update. Councillor Pedley advised that parishioner had expressed an interest in the vacancy. ACTION: CLERK

**18.0 ELECTION OF CHAIRMAN**

Councillor Pedley explained that he had spoken with Councillors enquiring if anyone wished to become Chair. No one had expressed an interest and Councillor Pedley advised that he would be willing to become Chair. It was proposed by Councillor Thorpe and seconded by Councillor Redfern to elect Councillor Pedley as Chair. Councillor Pedley completed the Declaration of Acceptance of Office of Chair.

**19.0 ELECTION OF VICE CHAIR**

It was proposed by Councillor Redfern and seconded by Councillor Pedley to elect Councillor Thorpe as Vice Chair.

**20.0 PUBLIC PARTICIPATION**

None.

**21.0 OUTSIDE BODIES PARTICIPATION**

Representatives from Avon Estates, Mr Nicholas Allen and Ms Sarah Vance were welcomed to the meeting. Mr Allen advised that Avon Estates had purchased Lees Hall Farm, outbuildings and 100 acres and were proposing to develop the site. This would be the farmhouse, barns and caravan park. The farming land has been rented out to a local farmer. Discussions are taking place with residents regarding their proposals. The farmhouse and outbuildings will be developed into residential homes. The caravan park may be developed into residential park homes with an age profile of over 55 years of age. Children would be able to visit but not be able to live there permanently. Another suggestion is for there to be static and touring caravans. Mr Allen advised that planning applications would be submitted to SDDC. Mr Allen & Ms Vance were thanked for attending and updating the Parish Council on their proposals.

**22.0 REPORTS FROM DISTRICT & COUNTY COUNCILLORS & POLICE**

DCC Councillor Patten apologised for the delay in responding to enquiries due to her laptop not working. Repairs to roads have been reported to Highways but DCC Councillor Patten explained roads cannot be widened and drivers need to be more courteous, and slow down. DCC Patten advised some villages, have asked children to design posters “Please slow down” and these have been quite successful and could be erected as a temporary measure. Councillor Pedley to speak with Mr Rudge, Head of Church Broughton School. ACTION: COUNCILLOR PEDLEY

Councillor Redfern queried a new building at Brookfield Farm, which appears not to have planning. DDC Councillor Patten to inform planning.

SDDC Councillor Smith advised on seasonal grass cutting which commences on 21st March. There will be 2 cuts per season for the edge of highways; 4 cuts per season at junctions; and 16 cuts for Public Open Spaces.

SDDC Councillor Lemmon reported that Church Broughton Paddle Tennis court has been officially opened; cases of fly tipping have reduced; and SDDC has purchased several dual powered refuse vehicles. A Police & Crime Commissioners meeting to be held next week. Councillor Thorpe advised that he will be attending.

**23.0 TO RECEIVE & APPROVE REQUESTS FOR DISPENSATIONS FROM MEMBERS ON MATTERS IN WHICH THEY HAVE A DISCLOSURABLE PECUNIARY INTEREST.**

None declared.

**24.0 MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Thursday 7th April 2022 were read, approved and signed.

**25.0 MATTERS ARISING**

**25.1 COMMUNITY PLAN UPDATE**

Councillor Pedley advised that Mrs Lydon and her team are proceeding with preparations for the Queen’s Platinum Jubilee.

**25.2 METHODIST CHAPEL UPDATE**

Councillor Pedley advised that despite the local Methodist Circuit representatives Andrew Hawkins and Cliff Lewer lobbying the Methodist Circuit Head Office in Manchester, no formal response has been received to our bid. It appears the Methodist Circuit may be considering inviting competitive bids on the open market, which means that it could potentially go to auction or sealed bids could be invited by a certain date. The Parish Council could make an improvement to its bid by offering to share a proportion of any future uplift in value if the Parish Council were to sell the building in the future. Councillor Thorpe suggested that the Parish Council could write to the Methodist Circuit to highlight the historical investment in the building by local benefactors.

**25.3 RISK MANAGEMENT**

No amendments.

**25.4 MISSING BOLLARD**

Not yet replaced.

**25.5 AUDEN CLOSE**

No update received. Clerk asked to contact for update. ACTION: CLERK

**25.6 BADWAY LANE**

Councillor Thorpe advised that STWA are applying to close the lane when they install a hydrant and to undertake repairs. No date given.

**26.0 CORRESPONDENCE**

**26.1 ADVERTISEMENT OF VACANCY**

See item 17.0

**26.2 THANK YOU FOR £500 FROM DCC PATTEN**

A thank you email had been received on behalf of the Queens Jubilee Working Group for the donation of £500.

**27.0 PLANNING APPLICATIONS**

**27.1 REG NO 9/2022/1249 – VARIATION OF CONDITION 3 OF PLANNING PERMISSION REF 9/2018/1249 FOR THE CONTINUED OCCUPATION OF THE AGRICULTURAL DWELLING (MOBILE HOME) FOR A FURTHER THREE YEARS AT BLACKBERRY FARM, SUTTON RD, CHURCH BROUGHTON**

No objections.

**27.2 REG NO 9/2022/0294 – RETENTION OF WIDENED & MODFIED ACCESS TO SERVE NEW DWELLING & RIGHT OF WAY TO REAR AT LAND OFF BENT LANE, CHURCH BROUGHTON**

 No objections

**28.0 FINANCE**

**28.1 FINANCE REPORT**

A finance report as at 1st May 2022 and the end of year accounts were circulated. Councillor Pedley explained how the spreadsheet worked.

**28.2 CLERKS SALARY £224.00 LESS TAX = £179.20**

It was proposed by Councillor Pedley and seconded by Councillor Redfern to pay the Clerk’s salary. Cheque serial number 001385 issued.

**28.3 D WALLIS LENGSTHMAN £72.00**

It was proposed by Councillor Redfern and seconded by Councillor Pedley to pay Mr Wallis. Cheque serial number 001386 issued.

**28.4 B RUDGE LENGTHSMAN £20.00**

It was proposed by Councillor Redfern and seconded by Councillor Pedley to pay the Mr Rudge salary. Cheque serial number 001387 issued.

**28.5 HMRC £62.80**

It was proposed by Councillor Pedley and seconded by Councillor Redfern to pay HMRC. Cheque serial number 001388 issued.

**28.6 BRADLEY ACCOUNTING £60.00**

It was proposed by Councillor Redfern and seconded by Councillor Pedley to pay Bradley Accounting. Cheque serial number 001389 issued.

**28.7 BRIAN WOOD INTERNAL AUDITOR £63.00**

It was proposed by Councillor Pedley and seconded by Councillor Redfern to pay Mr Wood. Cheque serial number 001390 issued.

**28.8 COMMUNITY HEARTBEAT £151.20**

It was proposed by Councillor Redfern and seconded by Councillor Pedley to pay Community Heartbeat. Cheque serial number 001391 issued.

**28.9 INTERNAL AUDIT CHECKLIST**

The internal audit checklist prepared by the Internal Auditor was circulated and proposed by all present.

**28.10 ADOPTION & SIGNING OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN**

Clerk presented the Annual Governance & Accountability Return 2021/22 which had been prepared and completed during audit. Councillors approved all documents, and these were signed by the Chair and the Clerk. Clerk to submit document to PKF Littlejohn and place notification for the exercise of public rights by 13th June 2022. ACTION: CLERK AND CHAIR

**29.0 REPORTS**

**29.1 ROADS**

To the request for a mirror to be installed at Sutton Crossroads, Highways have responded stating that there has not been many accidents at the junction to warrant installation. Also, the Department of Transport has issued a directive for highways authorities to reduce the level of street clutter, plus installation of a mirror would only be allowed in exceptional circumstances.

A parishioner had contacted the Parish Council about the ongoing deterioration of Tippers Lane. This has again been reported to DCC Councillor Patten and Highways.

**29.2 FOOTPATHS/MINOR MAINTENANCE**

No further items to report.

**30.0 POLICIES**

It was agreed to review all policies at the next meeting. ACTION: CLERK

**31.0 ITEMS FOR THE CALENDAR**

None.

**32.0 CHAIRMANS NOTICES**

None.

**33.0 DATE OF NEXT MEETING**

Thursday 2nd June 2022.

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