**CHURCH BROUGHTON PARISH COUNCIL**

**PARISH COUNCIL MEETING HELD ON THURSDAY 3RD NOVEMBER 2022**

Those present: In attendance:

Councillor Pedley-Chairman Helena Steeples-Clerk

Councill Redfern

Councillor Speake

Councillor Thorpe

Councillor Woodhall

**80.0 APOLOGIES & WELCOME**

Apologies were received and accepted from Councillor Warriner, DCC Councillor Patten & SDDC Councillors Smith & Lemmon.

Councillor Pedley stated that the last meeting was too long, partly due to not being able to hold a meeting for several months. He asked all Councillors to help make the meetings more efficient by pre-reading and ideally commenting on planning applications, or other advance documents to allow more informed debate at meetings. He explained that the agenda format has been changed and a suggested timeline for discussions included. Councillor Pedley asked Councillors wherever possible to wait until being invited by the Chair, to give their thoughts on items being discussed, to provide better structure to the meeting. Additionally, future meetings will close after 2 hours even if the Council has not finished discussing all items, with any such items being deferred to subsequent meetings.

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

None received but asked to contact if the Parish Council had any issues.

**82.0 PUBLIC PARTICIPATION**

None.

**83.0 OUTSIDE BODIES PARTICIPATION**

None.

**84.0 TO RECEIVE & APPROVE REQUESTS FOR DISPENSATION FROM MEMBERS IN WHICH THEY HAVE A DISCLOSURABLE INTEREST**

Councillor Thorpe declared an interest in item 89.7

**85.0 MINUTES OF THE LAST MEETING HELD ON 3RD OCTOBER 2022**

The minutes read, approved and signed. Proposed by Councillor Pedley and seconded by Councillor Speake.

**86.0 MATTERS ARISING**

**86.1 COMMUNITY PLAN UPDATE**

No items to report.

**86.2 COMMUNITY HALL**

**86.2.1 AGREE TERMS OF REFERENCE FOR MANAGEMENT COMMITTEE**

Councillor Pedley had circulated issue 2 of the Terms of Reference for the Community Hall Management Committee prior to the meeting. He advised that Management Committee meetings had been held monthly so far but it is anticipated that these could eventually be held quarterly. Risk assessments are being carried out. The electric circuit inspection certificate which is required every five years is also currently being reviewed.

All Councillors approved issue 2 of the Terms of Reference.

**86.2.2 RESOLVE TO EARMARK CASH RESERVES FOR HALL REFURBISHMENT & USE PARISH COUNCIL SAVINGS ACCOUNT FOR THE RESERVES**

Councillor Pedley had issued a copy of the document prior to the meeting for ear-marking of cash reserves.

 It was agreed by all present to place £24,000.00 of the residual cash reserves into the savings bank account, earmarked for the refurbishment and upgrade of the Community Hall. This would leave approximately £12,000.00 in the current account as an emergency reserve, which is in line with the original business plan. At the end of each financial year the savings account would be adjusted up or down by transfers to or from the current account depending on how much surplus or loss the Community Hall Management Committee has delivered in the financial year. If there was an emergency the Parish Council could still decide to access the reserves in the savings account for additional funds. The Management Committee will be looking into fund raising ideas for the Community Hall.

 It was agreed that Councillor Pedley, Councillor Thorpe and Councillor Warriner would visit the bank to make the appropriate transfer to the savings account and to update the bank mandate to include Councillor Warriner.

 ACTION: COUNCILLORS

**86.2.3 AGREE KEY PRINCIPLES FOR COMMUNITY HUB “LICENSE TO OCCUPY” THE SPACE IN THE COMMUNITY HALL**

Councillor Pedley had issued the document to Councillors prior to the meeting. This was approved by all present. It was also agreed that the Key Principles would be incorporated into a formal License to Occupy agreement between the Parish Council and the Community Hub, and a draft template was available on the UK Gov website. ACTION: COUNCILLOR PEDLEY

 Councillor Pedley to issue all approved documents to The Management Committee.

ACTION: COUNCILLOR PEDLEY

Councillors were advised that the Land Registry have completed the application for registration and the official document to be kept by the Clerk.

**86.3 RISK MANAGEMENT**

Councillors reviewed the document.

It was agreed that joining the snow warden scheme was good for the village as we are given grit for pavements. Councillors were very grateful to Councillor Woodhall for applying the grit to the pavements and footpaths early in the morning prior to people arriving at school. Grit has also been used to fill grit boxes in the village and by Councillor Redfern on Sutton crossroads. Councillor Woodhall asked if anyone else would be prepared to take on this duty or if not, she would continue. Clerk to initially ask the lengthsmen then advertise. Councillors considered this may have to be a paid role. ACTION: CLERK

Councillors Pedley and Speake to review and propose changes to the Risk Management document. ACTION: COUNCILLORS

**86.4 MISSING BOLLARD**

The bollard has been replaced on Sapperton Lane after many years of chasing!

**86.5 AUDEN CLOSE**

Councillor Pedley had spoken with Elaine Clamp at Green Parks, SDDC, who advised that a resolution has been passed to negotiate with the Crown (who own the Land), to purchase the land. However, a budget will need to be found by SDDC to support the purchase and there is currently no clear plan for how long this will take. While this is being processed SDDC has advised that it will continue with the maintenance of the land and trees. Councillor Pedley was advised that as owners of the land, the Crown is liable for any issues until purchase is completed. Councillor Pedley will contact Mr Shirley to provide the above feedback and contact details at SDDC if anyone in Auden Close is concerned about any trees or other issues at the Open space; the email address to contact at SDDC is: parksandgreenspaces@southderbyshire.gov.uk

Clerk asked to take item off agenda. ACTION: CLERK

**86.6 READING ROOM LAND**

Councillor Warriner has issued a report with a proposed plan of actions for potential adverse procession of the land by the Parish Council. The Council agreed with the plan with the first step being to collate the necessary evidence of when the work on the land began. Councillor Woodhall advised that Ms Shemans has all the documented evidence of work undertaken and will be meeting with Councillor Warriner.

ACTION: COUNCILLOR WARRINER

**87.0 REPORTS**

**87.1 ROADS**

Councillor Speake advised that all issues reported have been completed and Sutton crossroads has been remarked with white lines. Road users now can see the junction.

Poor areas noted are road edges along Ashbourne Road near Barton Park.

Councillor Pedley had advised highways of a pothole outside his property.

A pothole at the junction of Ashbourne Road/Cotebottom Lane has also been reported.

A parishioner had contacted the Parish Council over the condition of Meadow Rise. This item has been forward onto DCC Councillor Patten & SDDC Councillors Smith & Lemon for advice and action. Clerk advised that she had heard that part of Meadow Rise might be an unadopted road.

At the last meeting Councillor Speake had asked DDC Councillor Patten to whom he should contact to arrange a meeting to view roads in the parish. Unfortunately, no response has yet been received.

Councillor Thorpe suggested we may need to contact our member of parliament for assistance with roads in the parish.

An email had been received from a resident regarding the state of the pavement outside his property. This has been forwarded onto DCC Patten & SDDC Councillor’s Smith and Lemon. The resident also asked for advice on the large tree on the park and this section has been passed onto Mrs Lydon for the Village Park Committee.

**87.2 FOOTPATHS/MINOR MAINTENANCE**

Councillor Woodhall advised that all damaged footpath signs, stiles and the footbridge which are damaged have all been reported.

It had been noted that some people are parking badly on the junctions of Main Street/Old Hall Lane & Boggy Lane/Main Street. Clerk to issue email to parish. ACTION: CLERK

Councillor Woodhall advised that she had temporarily removed one of the newly planted trees on Badway Lane. This has now been placed in a pot and will be nurtured until replanted.

**88.0 POLICIES**

**88.1 WEBSITE ACCESSABILITY**

Councillor Warriner had issued a document prior to the meeting. This was approved and permission given to place on the village website. ACTION: CLERK

**88.2 WEBSITE CONTENT**

Councillor Warriner had issued an email prior to the meeting, pointing to a password protected draft section on the website, which explains the area of focus of the Parish Council and had invited all Councillors to comment. Councillors had viewed and made suggested amendments. The website content was then approved. The password protection can now be removed to allow public access and raise awareness of the Parish Council’s activities. ACTION: COUNCILLOR WARRINER

**89.0 FINANCE**

**89.1 FINANCE REPORT**

A finance report as at 30th September was circulated

**89.2 CLERKS SALARY LESS TAX = £179.20**

It was proposed by Councillor Thorpe and seconded by Councillor Woodhall to pay the Clerks salary . Cheque serial number 001429 issued.

**89.3 D WALLIS LENGTHSMAN £76.00**

It was proposed by Councillor Woodhall and seconded by Councillor Thorpe to pay Mr Wallis. Cheque serial number 001430 issued.

**89.4 B RUDGE LENGTHSMAN £20.00**

It was proposed by Councillor Thorpe and seconded by Councillor Woodhall to pay the Mr Rudge . Cheque serial number 0011311 issued.

**89.5 HMRC £123.80**

It was proposed by Councillor Woodhall and seconded by Councillor Thorpe to pay HMRC. Cheque serial number 0011312 issued.

**89.6 ROYAL BRITISH LEGION £50**

It was proposed by Councillor Thorpe and seconded by Councillor Woodhall to give a donation of £50 for Remembrance Sunday, to the Royal British Legion. Cheque serial number 0011313 issued.

**89.7 WINE & ROSES £100 DONATION FOR VILLAGE TUBS**

It was proposed by Councillor Pedley and seconded by Councillor Woodhall to give a donation of £100 towards the maintenance of the village tubs . Cheque serial number 0011314 issued.

**89.7 D WALLIS RE-ISSUE OF CHEQUE £72.00**

It was proposed by Councillor Thorpe and seconded by Councillor Woodhall to re-issue a cheque for £72.00 to Mr Wallis. Cheque serial number 001315.

**89.7 EON £165.77**

It was proposed by Councillor Woodhall and seconded by Councillor Thorpe to pay Eon. Cheque serial number 0011316 issued.

**89.8 BANK MANDATE**

See item 86.2.2

**90.0 PLANNING APPLICATION**

**90.1 REG NO DMPA/2022/1249 – INSTALLATION OF SOLAR PANELS TO THE SOUTH FACING ROOL OF THE MAIN PROPERTY & SOUTH FACING ROOF OF THE GARDEN ROOM AT WHEATSHEAF BAR, LODGE HILL FARM, CHURCH BROUGHTON**

 No objections

**91.0 CORRESPONDENCE**

**91.1 REGISTER OF TITLE FOR CHURCH BROUGHTON METHODIST CHAPEL**

Councillors were advised that the Land Registry have completed the application for registration and the official document to be kept by the Clerk.

**91.2 PLAYING FIELD (FOOTBALL PITCH) EMAIL FROM SDDC RE TRANSFERRING THE MANAGEMENT TO THE PARISH COUNCIL**

Councillor Pedley advised that he spoken with Elaine Clamp at Green Parks, SDDC, regarding an email which she had issued to the Parish Council asking if the Parish Council would undertake the transfer of responsibilities for the playing field.

 Elaine Clamp advised that SDDC has just paid the lease fee of £520 per year for the three-year period up to May 2023, i.e., £1,560. The lease will run out again in 2025. SDDC would like to transfer the lease to the PC for it to be managed locally, especially given that the local football team is using the pitch. This would include the lease fees and probably being charged by SDDC for mowing it.

Councillor Pedley explained to Elaine that the Parish Council had no spare budget for this and that the football team is not currently paying any fees for the use of the pitch.  The costs would have to be covered by a combination of an increase in the precept and a charge to the football team.  He also advised that the Parish Council had recently purchased the Methodist Chapel which had required a substantial increase to the precept and the PC would need to decide whether it was appropriate to take on the additional responsibility and liability for the playing field. He also pointed out that when it was first “left for the village” in the Pratt estate, it was done so for a peppercorn rent and that the PC had not been allowed to participate in the lease renewal a few years ago. Councillor Pedley explained that we would need to see a copy of the lease agreement to understand the full context so an informed decision could be made.

Elaine Clamp took all of the above away and discussed it with her boss Chris Worman and then called back to advise that given our position, Chris was happy to leave the status quo and revisit in April / May next year when the next lease fee will become due again.

 Councillor Pedley then had spoken with Robert Prince updating him of the situation and made him aware there might be potential future hiring costs.

**92.0 CHAIRMAN’S NOTICES**

**92.1 HAMPERS**

Clerk has the hampers which were donated by the bank as a goodwill gesture. These will be needed for the Open Day at the Community Hall on 26th November.

**92.2 PLEDGE FROM VH&PFC (VILLAGE PARK COMMITTEE)**

Councillor Thorpe reminded Councillors that the VH&PFC had pledged funds towards the refurbishment of the Community Hall.

**92.3 XMAS DINNER**

To be held on Thursday 8th December at 8pm at the Holly Bush. Councillors to make choices and email Jannine. ACTION: COUNCILLORS

ACTION: CLERK to extend invitations to Councillors Patten, Lemmon and Smith.

**93.0 DATE & TIME OF NEXT MEETING**

Thursday 8th December at 7.15pm.

**94.0 MEETING CLOSED**

Meeting closed at 8.15pm.