**CHURCH BROUGHTON PARISH COUNCIL**

**PARISH COUNCIL MEETING HELD ON THURSDAY 11TH JANUARY 2024 AT 7PM**

Those present: In attendance:

Councillor Pedley-Chairman Helena Steeples-Clerk

Councillor Speake

Councillor Thorpe

Councillor Warriner

Councillor Woodhall

SDDC Councillor Davies

DCC Councillor Patten

**103.0 APOLOGIES**

Apologies were received and accepted from Councillor Redfern & SDDC Councillors Meghani & Andrew.

**104.0 REPORTS FOR DISTRICT & COUNTY COUNCILLORS & POLICE INCLUDING UPDATE ON TRAVELLERS SITE SUTTON LANE**

DCC Patten’s report was unavailable.

 Councillors updated Councillor Patten on roads repairs required in the parish.

 A parishioner had written to Heather Wheeler MP re the damage to Woodyard Lane, flooding, & a request that the village have at least one road which is accessible when all roads leading to the village are flooded. DCC Councillor Patten requested a copy of the communication. ACTION: COUNCILLOR PEDLEY

Councillor Speake had reported potholes to DCC on Marjory Lane; Ashbourne Road; Sutton Lane; & Crowfoot Lane.

 Councillors advised that when the lanes flood the school has had to close to allow parents to collect their children safely. DCC Councillor Patten asked for dates of closure. ACTION: CLERK

 Also, she would try and get Richard Ward, Floods Officer, to attend a meeting with Councillors to view areas which are prone to flooding. ACTION: DCC COUNCILLOR PATTEN

 DCC Councillor Patten suggested the parish council ask local landowners to clear their ditches of rubbish etc to aid the flow of flood water.

 DCC Councillor Patten was made aware that the bridge on Longford Lane had been knocked down on 14th December 2023. Repairs have commenced but damage is now occurring to edge of the carriage and grass verge opposite by the entrance to Bartonfields Centre.

 Hedge cutting – DCC Councillor Patten suggested that the parish council speak or write to the owners of the over-hanging hedges and ask them to cut. If this is not successful to report to highways. ACTION: COUNCILLOR THORPE ADVISED THAT HE WOULD REPORT TO HIGHWAYS

 SDDC Councillor Davies reported that SDDC Councillor Andrew has been co-ordinating groups from SDDC, STWA, Environment Agency, Hilton & Hatton re flooding. This work is in its early stages and appears to be successful.

 Councillors Davies and Andrew have been attending training courses.

 Councillors enquired about how long should someone await a decision on a planning application and was told a decision needed to be made within 6 months. If not, the fees could be returned. The Parish Council’s planning application for refurbishment and extension of the Community Hall had been validated 6 months ago on 11th July. SDDC Councillor Davies to make enquiries with the planning team. ACTION: SDDC COUNCILLOR DAVIES

 SDDC Councillors Davies and Andrew will be holding a surgery at Don Amott’s monthly commencing on 25th January 2024.

 Councillors were notified that the planning application - DMPA/2022/1498 Change of use of agricultural land to a single pitch traveller site and construction of a new access on land west of Church Broughton caravan park, Sutton Lane - site had been approved.

**105.0 PUBLICE PARTICIPATION/**

None.

**106.0 OUTSIDE BODIES PARTICIPATION**

None.

**107.0 TO RECEIVE & APPROVE REQUESTS FOR DISPENSATION FROM MEMBERS ON WHICH THEY HAVE A DISCLOSURABLE PECUNIARY INTEREST & RECEIVE ANY OTHER DECLARATIONS OF INTEREST**

None declared.

**108.0 MINUTES OF THE LAST MEETINGS HELD ON:**

 **9TH NOVEMBER 2023**

Councillors had read and approved the minutes of the 9th November 2023. Proposed by Councillor Pedley and seconded by Councillor Thorpe

**7TH DECEMBER 2023**

Councillors had all received a copy of the minutes which had been amended after a request from Councillor Warriner. Discussion took place regarding the amended minutes and a request for another amendment by Councillor Warriner which led to a further amendment being made, to Councillor Speake’s action in item 95.6 as follows:

“A risk assessment for the role to be undertaken which would apply to both lengthsmen to ensure their safety”.

It was proposed by Councillor Pedley and seconded by Councillor Woodhall to approve the minutes of 7th December 2023.

**109.0 MATTERS ARISING**

**109.1 DOVE VALLEY PARK**

Councillor Pedley advised that he had attended a positive meeting on 14th December with MEG and residents of Heath Top. Mr Mark Henderson, local resident, is to lead the working group which will have regular meetings with MEG.

Lighting issues were discussed which will minimise the impact on the community e.g. general intensity of lighting, installation of blinds onto canteen and computer screen in canteen area and lights shining on the road.

MEG will look into site screening as well as re-planting the hedges that have died off.

MEG are investigating the humming noise which appeared to be coming from the compressor room when the site visited occurred. The doors were open on the site visit but this is a soundproof room.

A consultation with the Environment Agency to be held to prevent damage to the pond water supply.

Work will take place to make a path though the mound. This will be fully cleared in the spring when the weather and ground conditions are better.

Foaming issues has now been resolved with the specification of the anti-forming agent being changed.

MEG recognise the impact of the large, illuminated sign and agree this is not required. The current planning application will be amended to remove lighting for the large signage at the southern and eastern walls.

**109.2 COMMUNITY PLAN UPDATE**

No report

**109.3 COMMUNITY HALL UPDATE**

SDDC Councillor Davies to chase planning application. ACTION: SDDC COUNCILLOR DAVIES

Councillor Pedley advised that Dr Malcolm Partridge, who has been the chairman of the committee since it was established is stepping down. It was proposed and agreed by all to send a letter of thanks from the Parish Council. ACTION: CLERK

**109.4 RISK MANAGEMENT**

No amendments but see item 109.6 regarding the lengthsman risk assessment.

**109.5 READING ROOM LAND, HAS ANY WORK BEEN CARRIED OUT SINCE LAST MEETING**

Councillor Woodhall advised that 1 hours work -, taking down Christmas decorations had occurred on 5th January 2024.

**109.6 LENGTHSMAN VACANCY**

Clerk confirmed that Mr Roderick has accepted the offer of village lengthsman; completed the HMRC starter form, which has been returned to the accountants; & signed and returned his Duties & Remuneration form.

PPE clothing – waist jacket and gloves have been purchased and supplied to both lengthsmen.

Councillor Woodhall to obtain another brown bin to be used for leaves and site at the end of the path near the Holly Bush. ACTION: COUNCILLOR WOODHALL

A draft risk assessment had been completed for this role. Discarded illegal drug taking equipment – needles/cannisters; broken glass; & heavy items to be reported to waste.cleansing@southderbyshire.gov.uk . Councillors discussed the wording for heavy items and Councillors to review HSE guidance. Lengthsmen are only asked to collect litter and to report larger items to waste cleansing.

Councillor Warriner suggested that councillors look at [The Personal Protective Equipment at Work Regulations 1992 (legislation.gov.uk)](https://www.legislation.gov.uk/uksi/1992/2966/contents/made) to ensure HSE guidance on PPE is met, and Council should also consider whether to use the SDDC standard (Jacket and trousers)

It was agreed further discussion needs to be held re having a large bin for lengthsmen to place litter in and cancelling SDDC contract for emptying bins. Councillors were aware that paying SDDC is costly, but it prevents lengthsmen coming into contact with dog faeces. ACTION: FUTHER DISCUSSION AT A FUTURE MEETING.

SDDC Councillor Davies to ask SDDC Councillor Andrew for a copy of Hilton’s risk assessment. ACTION: SDDC COUNCILLOR DAVIES

**110.0 FINANCE**

**110.1 FINANCE REPORT**

A finance report as at 31st December 2023 had been circulated.

**110.2 CLERKS SALARY H STEEPLES £240.00 LESS TAX = £192.00**

It was proposed by Councillor Woodhall and seconded by Councillor Thorpe to pay the clerks salary. Cheque serial number 001473 issued.

**110.3 D WALLIS LENGTHSMAN £141.74**

It was proposed by Councillor Thorpe and seconded by Councillor Woodhall to pay Mr Wallis. Cheque serial number 0014174 issued.

**110.04 HMRC £83.40**

It was proposed by Councillor Woodhall and seconded by Councillor Thorpe to pay HMRC. Cheque serial number 001475 issued.

**110.05 H STEEPLES – LENGTHSMAN PPE £22.96**

It was proposed by Councillor Thorpe and seconded by Councillor Woodhall to pay the expenses for the Clerk. Cheque serial number 0014176 issued.

**110.06 Y LYDON VILLAGE EMAIL EXPENSES £125.20**

It was proposed by Councillor Woodhall and seconded by Councillor Thorpe to pay Mrs Lydon for the village email expenses. Cheque serial number 001477 issued.

**110.07 BRADLEY ACCOUNTING PLUS £60.00**

It was proposed by Councillor Thorpe and seconded by Councillor Woodhall to pay Bradley Accounting Plus. Cheque serial number 0014178 issued.

**110.08 PRECEPT 2024/2025**

|  |  |  |
| --- | --- | --- |
|  | **Precept 23/24** | **Proposed Precept 24/25** |
| Overheads and budget spend to benefit the community | £8,250 | £8,500 |
| Public Works Loan repayments (16 years from February 2023) | £5,000 | £5,000 |
| **Total:** | **£13,250** | **£13,500** |

**Summary and Rationale:**

1. Based on recent years’ expenditure, the precept is broadly set at the right level.
2. The proposal is to raise the precept by £250, as in 2023, which is only 1.9% increase in total precept, well below current levels of inflation.
3. This will allow for consideration of increasing overheads such as salaries and insurance premiums, whilst ensuring that budget for expenditure to benefit the community is not adversely affected.
4. Note for information, the 23/24 year end bank reserves are estimated as follows, after transfer of Community Hall income surplus (circa £1,200) over expenditure:
	1. Current Account: £16,500
	2. Savings Account £31,500 (allocated for Hall Refurbishment)

Councillor Pedley presented the budget to set the Precept and recommend to Councillors that the Precept for 2024/2025 is set at £13,500. This was approved by all present. Councillor Pedley signed Form to be returned to SDDC. ACTION:CLERK

**110.09 ALLOCATIONS FOR CONCURRENT FUNCTIONS – VH&PFC – UPKEEP TOWARDS THE PLAYING FIELDS & THE CHURCH – UPKEEP FOR THE GRAVEYARD IN FRONT OF THE CHURCH**

Councillor Pedley reminded Councillors that this financial year the VH&PFC & the Church had both received an increase in the funds received and were given £650.00 each. The Parish Council will be able to claim these funds back from SDDC under Concurrent Functions, Section 137. After discussion it was agreed to give both groups £650.00 each in the next financial year.

**110.10 CONSIDER MOVING TO ONLINE BANKING**

Councillor Pedley to make investigations. ACTION: COUNCILLOR PEDLEY

**111.0 PLANNING APPLICATION**

**111.1 DMPA/2022/1498 -CHANGE OF USE OF AGRICULTURAL LAND TO A SINGLE PTICH TRAVELLER SITE & CONSTRUCTION OF A NEW ACCESS ON LAND WEST OF CHURCH BROUGHTON CARAVAN PARK, SUTTON ROAD, CHURCH BROUGHTON**

The application was considered by the SDDC Planning Committee on 9th January 2024 and the Parish Council’s previous response was incorporated into the summary presented.

 The planning application was approved by the SDDC Planning Committee.

**112.0 REPORTS**

**112.1 ROADS**

See item 104.0

**112.2 MINOR MAINTENANCE**

Councillor Woodhall advised that she will be reporting a missing footpath sign at the junction of footpaths 15/16. ACTION: COUNCILLOR WOODHALL

**113.0 CORRESPONDENCE**

**113.1 ETWALL AREA FORUM**

To be held on 23rd January 2024 at Hilton Village Hall. Clerk to advertise again. ACTION: CLERK

**114.0 POLICIES**

**114.1 CODE OF CONDUCT**

The SDDC Members Code of Conduct 18th May 2023 was approved for adoption by all present, with no changes.

**114.2 STANDING ORDERS**

It was agreed more work needed to be undertaken prior to approval. Standing Orders to be discussed at the next meeting. ACTION: ALL

**115.0 CHAIRMANS NOTICES**

**115.1 FOOTBALL REQUEST ON LAND NEXT TO SCHOOL**

Councillor Pedley advised that he had spoken with Mr Rob Prince who confirmed that Church Broughton play summer league football. Mr Prince had also explained that the pitch can be very boggy in the autumn/winter. Councillor Pedley to contact football requestor to advise they would need to contact SDDC and make them aware of the condition of the pitch during the autumn/winter. ACTION: COUNCILLOR PEDLEY

**115.2 REQUEST FOR ANOTHER BENCH IN THE VILLAGE**

A parishioner had enquired if there were any funds left the DCC Councillor Patten’s community fund and if so, could another bench be bought for village. Councillors discussed the request and wondered where another bench could be sited. Councillor Pedley said he would speak to the parishioner and suggested that this could also be an item for the Annual Meeting of the Parish. ACTION: COUNCILLOR PEDLEY

**115.3 LITTER PICK**

A parishioner had completed a litter pick between Sutton Road/School Piece Lane to the Church Broughton sign and collected over 195 items of litter.

Councillor Thorpe advised that a parishioner and himself will be organising a litter pick this year. Clerk has litter sacks ready for the litter pick. ACTION: COUNCILLOR THORPE

**116.0 DATE & TIME OF NEXT MEETING**

It was agreed to hold the next meeting on Thursday 1st February 2024 at 7.00pm.

**117.0 MEETING CLOSED**

9.15pm