

Broughton Parish Council

Minutes of the Annual Council meeting held on Monday 13th May 2024 at the Village Hall, School Road, Broughton, PE28 3AT commencing at 7.30pm

Present: Cllr Michael O'Donovan (MO'D) (Chairman), Cllr Roger Clark (RC), Cllr Dave Cobby (DC), Cllr Kay Coope, Cllr Nick Moulton (NM) and Cllr Mark Ray (MR). Ann Nixon (Parish Clerk)

In Attendance: One member of the public

The Chairman moved to open the meeting. It was **proposed** by Cllr Clark, **seconded** by Cllr Moulton and **resolved** by unanimous vote to approve the Annual Council meeting was opened.

2024/25-1. Election of Chairman and signing of the Declaration of Acceptance of Office: It was **proposed** by Cllr Clark, **seconded** by Cllr Cobby and **resolved** by unanimous vote to approve that Cllr O'Donovan was elected as Chairman.

2024/25-2. Election of Vice Chairman and signing of the Declaration of Acceptance of Office: It was **proposed** by Cllr Coope, **seconded** by Cllr Cobby and **resolved** by unanimous vote to approve that Cllr Moulton was elected as Vice-Chairman.

2024/25-3. To receive apologies for absence: Apologies were received from Cllr Marsden.

2024/25-4. To receive Disclosable Interests Declarations

Members of the Council are subject to the Relevant Authorities (Disclosable Pecuniary Interest) Regulations 2012. All dispensation requests must be made to the Clerk prior to the meeting.

Cllr Moulton and Cllr Coope declared their interest as trustees of the Broughton Village Hall in relation to relevant specific references in item 2024/25-10. Cllr Ray declared his interest, as a director of AAC Accounts Ltd, to those specific references in Items 2024/25-10 and to 2024/25-11. Cllr Moulton also requested a dispensation in relation to item 24/25-15.

2024/25-5. Comments from members of the public and County and / District Councillors: The Chairman reported that County Councillor Criswell had provided Broughton Parish Council with an annual report (Appendix 1). The Chairman asked his thanks to be recorded to Cllr Criswell. It was pointed out by Cllr Cobby and Cllr Ray, that the proposed timing of School Road's closure to repair the drain would cause the local farmers great difficulties at the height of harvest. The Chairman offered to liaise with Cllr Criswell about the proposed timing of the repair.

2024/25-6. Review and approval of minutes: It was proposed that the Annual Parish meeting of 15th May 2023 and the Annual Council meetings of 15th May 2023; the Parish Council meeting of 4th March 2024, the Extraordinary Parish Council meeting of 29th April 2024 be approved. It was **proposed** by Cllr Moulton, **seconded** by Cllr Ray and **resolved** by unanimous vote to approve the four sets of minutes.

2024/25-7. Matters arising from minutes of 4th March: Risk Register (item 2024/25-12); Broughton Cemetery (item 2024/25-13); Mowing contracts – both contracts awarded in March 2024.

2024/25-8. Planning Application: None

2024/25-9. Annual Governance and Accountability Return:

- a. To receive Annual Internal Audit Report 2023/24
- b. To approve and sign Certificate of Exemption – AGAR 2023/24 Form 2
- c. To approve and sign Section 1 - Annual Governance Statement 2023/24
- d. To approve and sign Section 2 - Accounting Statements 2023/24
- e. To note the dates for the Notice of the period for the exercise of public rights (3rd June to 12th July 2024)

The Chairman noted the significance of these documents and confirmed with all Councillors that they had read them. It was **proposed** by Cllr Ray, **seconded** by Cllr Moulton and **resolved** by unanimous vote to approve all the AGAR motions and note the period for the exercise of public rights.

2024/25-10. Revised Clerk's Report and accounting process: To consider and approve the Clerk's Report.

- Receipts since the last meeting **£6867.87**
- Payments made since the last meeting **£1,146.39**
- Payments to be approved:
 - Village Hall cleaner's wages for March and April
 - M O'Donovan – B&M fence posts for play park
 - CAPALC Affiliation + Data Protection Scheme fees
 - AAC Accountants Ltd Payroll Service fee 2023/24
 - CAPALC AGAR training M Ray (fee donation)
 - ROSPA annual inspection
 - Clerk's wages for March and April (plus 24, 26, 27,29 Feb)

Total £1,186.78

- Balance of combined current and deposit accounts after payments **£13,811.44**

The Chairman noted the revised and expanded Clerk's Report, which he invited Cllr Ray to introduce. Cllr Ray explained the Clerk's Report was similar, but there were two additional pages. The first reporting actual income and expenditure against the budget and the second setting out the BPC's reserve funds, indicating their amounts and whether or not designated. There was a query about an outstanding wayleave payment which the Clerk was to investigate. **Action: Parish Clerk 1/7/2024.**

It was **proposed** by Cllr Cobby, **seconded** by Cllr Clark and **resolved** to approve the Clerk's report (Cllrs Coope, Moulton and Ray having declared an interest in specific payments in the report).

2024/25-11. Payroll Services: To consider and approve the use of AAC Accountants Ltd for 2024/25.

It was **proposed** by Cllr Moulton, **seconded** by Cllr Coope and **resolved** to approve the use of AAC Accountants Ltd for 2024/25 (Cllr Ray having declared his interest).

2024/25-12. Risk Register: Annual review of risk register and review of actions flagged on the Risk Register.

The Chairman invited Cllr Moulton to outline the review of the Risk Register that he and Cllr Cobby had undertaken, and its findings. Cllr Moulton explained a number of risks had been removed, as they overlapped other risks, and three new risks were identified: succession and potential loss of knowledge / capability; reputation and ensuring procedures followed; and data loss of either electronic or paper records. He reported that as part of the review they had highlighted ten risks for which mitigations were required as part of an ongoing process. The Council noted the review's findings and the revised Risk Register.

2024/25-13. Broughton Cemetery: To review available plots in the cemetery and its use by Rose Cottage residents.

There was a discussion about the legal powers available to a parish council in relation to allowing burials in a cemetery and it was proposed that advice should be sought from CAPALC and other professional bodies. This was deferred until further information could be sought. **Action: Parish Clerk**

2024/25-14. Speed controls: To consider the implementation of controls in Broughton.

The Chairman proposed that this should be deferred to allow consultation with District Councillor Lowe, before the funding requests needed to be submitted later in the year. Cllr Cobby suggested the views of the villagers should be sought before any action was taken by BPC.

2024/25-15. Matters for information only (decisions cannot be made under this item)

- Approaches regarding Broughton VHMC matters: Concerns were raised about the liaison between BPC and VHMC.
- HDC green garden waste bins: The Chairman thanked Cllr Cobby for his work in establishing the scheme for Broughton.
- Leaf litter buildup on road by Church: Cllr Ray reported that he had weed-killed the area to reduce the build-up of debris by the church.

2024/25-16. Close of meeting – date of next meeting: Monday 1st July 2024.

It was proposed by Cllr Clark and, seconded by Cllr Moulton and resolved by unanimous vote to approve the closing of the meeting at 20.20.

Actions from meeting:

Item	Description	Action by	Completion date
2024/25-10.	Outstanding wayleave fee payment investigation.	Parish Clerk	1/7/2024
2024/25-13.	Advice from CAPALC and other professional bodies about legal powers.	Parish Clerk	2/9/2024

Approved on: DD/MM/2024
Signed by: Name

Approved on: DD/MM/2024
Signed by: Name
A signed copy of these minutes is available from the Clerk

DRAFT