Broughton Parish Council

NOTICE OF MEETING: Annual Council Meeting of Broughton Parish Council
TIME & DATE: After the conclusion of the Annual Parish Meeting, Monday 12th May 2025
VENUE: Village Hall, School Road, Broughton PE28 3AT

All members of the Council are hereby summonsed to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Members of the public and press are welcome to attend the meeting.

Ann Nixon

Ann Nixon, Clerk to the Council
6th May 2025

Public Participation
This section (at the Chairman's discretion may last up to 15 minutes) is to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting.

AGENDA

2025/26-1. Election of Chairman and signing of the Declaration of Acceptance of Office
2025/26-2. Election of Vice Chairman and signing of the Declaration of Acceptance of Office
2025/26-3. To receive and approve apologies for absence
2025/26-4. 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.
2024/25-5. Comments from members of the public and County and / District Councillors
2024/25-6. Review and approval of minutes: Parish Council meeting of 3rd March 2025 and Extraordinary meeting of 17th March 2025.
2025/26-7. Matters arising:

i. Clerk's Procedures circulated to Councillors for consideration and approval
ii. Defibrillator: Consider approval of current cost estimate and proceeding to Listed Building Consent
iii. Cemetery: Floral and other tributes on graves to be monitored. (Cllr Coope & Cllr Moulton)
iv. Village roads: HDC to be contacted by District Cllr Lowe about the cost of road sweeping
v. Update report on Flood Group posted on the BPC website.

2025/26-8. Planning Application [if necessary]: None
2025/26-9. Annual Governance and Accountability Return: To consider and;

a. To receive Annual Internal Audit Report 2024/25
b. To approve and sign Certificate of Exemption – AGAR 2024/25 Form 2
c. To approve Section 1 - Annual Governance Statement 2024/25
d. To approve Section 2 - Accounting Statements 2024/25
e. To note the dates for the Notice of the period for the exercise of public rights (from Tuesday 3rd June to Monday 14th July 2025)

2025/26-10. Clerk's Report: To consider and approve the clerk's report.

- Receipts since the last meeting
- Payments made since the last meeting
- Payments to be approved:
    - CAPALC Affiliation fees for 2025/26
    - Village Hall cleaner's wages for April
    - M Fisher Petrol for playpark
    - AAC Accounts Ltd for payroll services for 2024/25
    - M Badcock Churchyard mowing March

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- Clerk's wages for March and April
- HMRC Clerk's PAYE for March and April

- Balance after payments

2025/26-11. Bank charges: To consider and pre-approve for the 2025-26 financial year the bank charges, unless there is a discrepancy in the predicted amount, in which case the Clerk must provide a full explanation at the next meeting.

2025/26-12. Payroll Services Provider for 2025/26: To consider and approve the payroll services provider for 2025/26.

2025/26-13. Insurance for Broughton Parish Council for 2025/26: To consider the quotes for 2025/26 and approve provider.

2025/26-14.Village Hall:

i. To consider and approve the signing of HM Land Registry's Transfer of whole of registered title(s) (TR1 form), on behalf of Broughton Parish Council by two Councillors, to transfer custody of the Village Hall title(s) from the Parish Council (as Custodian Trustee) to named Holding Trustees.

ii. To consider and approve the Broughton Parish Council representative on the Village Hall Management Committee.

2025/26-15. Matters for information only (decisions cannot be made under this item)

i. Speeding in the village – email from parishioner

ii. Attenuation ponds - update

2025/26-16. Close of meeting – date of next meeting: Monday 7th July 2025.