Broughton Parish Council

NOTICE OF MEETING: Parish Council Meeting
TIME & DATE: 7:00pm, Monday 1st September 2025
VENUE: Village Hall, School Road, Broughton PE28

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
26th August 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

2025/26-30. To receive apologies for absence
2025/26-31. 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.
2025/26-32. Comments from members of the public and County and / District Councillors
2025/26-33. Review and approval of minutes the Parish Council Meeting of 7th July 2025.
2025/26-34. Matters arising:

i. Clerk's Procedures: Consider and approve revised document.
ii. Defibrillator: Update and consideration and approval of required actions.
iii. Annual Governance and Accountability Return (AGAR): Internal audit comments:
- Review BPC debit card: Consider and approve of text for revised risk register.
- Additional risk management procedures: Consider and approve Cllrs Moulton and Cobby's revisions for the risk register.
- Transparency Code requirements for smaller authorities: Update - tables for 2024/25 were uploaded onto website.
- BPC's formal response to Internal Auditor's report: Consider and approve response.

iv. Remedial action following ROSPA report: Consider and approve of action to repair wooden ground boundary and the siting of the sheds on the playpark.

2025/26-35. Planning Application: (NONE)
2025/26-36. Clerk's Report: Consider and approve the clerk's report.
- Receipts since the last meeting
- Payments made since the last meeting
- Payments to be approved:
  - Village Hall cleaner's wages for July and August
  - Lloyds Bank's monthly charges for current and deposit accounts
  - M Ray – Wildflower beds – Woodbury – Teak repair kit
  - M Ray – Wildflower beds – Boston Seeds – additional seeds
  - M Ray – Wildflower beds – Ramshed – bench refurbishment
  - CAPALC – Internal audit
  - Clerk's wages for July
  - Clerk's wages for August
  - M Badcock – Churchyard mowing for May to August (invoice(s) not yet received)
- Balance after payments

2025/26-37. Risk Assessment: Review risks, consider new issues and approve actions:

2025/26-38. Cemetery Management: Consider and approve:

i. Hedges - regime for cemetery hedge's cutting.
ii. Verge outside cemetery - mowing.
iii. Request for a commemorative tree to be planted for a person buried in the cemetery.

2025/26-39. BPC Laptop: Consider and approve action following notification that Microsoft will cease providing free security updates for Windows 10 and Windows 11 cannot be installed because of hardware limitations.

2025/26-40. Village Sign: Consider and approve next steps.

2025/26-41. Village Signpost: Consider and approve next steps.

2025/26-42. Matters for information only (decisions cannot be made under this item)

i. Cemetery entrance wall: damaged

2025/26-43. Close of meeting – date of next meeting: Monday 3rd November 2025.