Broughton Parish Council

Minutes of the meeting of Broughton Parish Council held on Monday 2nd March 2026 at the Village Hall, School Road, Broughton, PE28 3AT commencing at 7.00pm

Present: Cllr Michael O'Donovan (Chairman), Cllr Roger Clark, Cllr Dave Cobby, Cllr Kay Coope, Cllr Rob Marsden, Cllr Nick Moulton, Cllr Mark Ray and Ann Nixon (Parish Clerk)

In Attendance: District Councillor Charlotte Lowe and three members of the public.

2025/26-76. Receive apologies for absence. None

2025/26-77. To accept declarations of interest for matters on the agenda.

Cllr Moulton and Cllr Coope declared their interest in relation to the Broughton Village Hall (Item 2025/26-82).

2025/26-78. Reports from County and District Councillors (if applicable). Comments from the members of the public. District Cllr Lowe noted the Local Government Reorganisation online consultation and pointed out it was possible to submit email responses. She also reminded the Councillors that the food caddies would come into use on 30th March; reported that Sawtry swimming pool had reopened; and the Community Chest grant scheme was open. She also alerted the Councillors to Apprentago, a website which assists match potential apprentices with opportunities. District Cllr Lowe said that volunteers were needed to sit on school place appeal panels and that anyone interested should contact Clare.cronk@cambridgeshire.gov.uk.

2025/26-79. Approval of minutes of the Parish Council Meeting on 5th January 2026.

It was **proposed** by Cllr Marsden, **seconded** by Cllr Clark and **resolved** to approve by unanimous vote the minutes of the Parish Council Meeting held on the 5th January 2026.

2025/26-80. Matters arising:

- Playpark maintenance working party: Cllr Ray confirmed the working party would be on either 21st or 28th March (item 2025/26-34.iii).
- Draft BPC Biodiversity Policy: Cllr Ray introduced the policy (2025/26-38.i).

It was **proposed** by Cllr Ray, **seconded** by Cllr Clark and **resolved** by unanimous vote to approve the Biodiversity Policy.

- Paediatric pad for the defibrillator: the clerk confirmed this had been purchased (item 2025/26-56).
- Cemetery approach wall repair (item 2025/26-56): Quote circulated to Councillors for consideration and informal approval, for formal approval (to be funded from the CIL fund) (item 2025/26-65).

It was **proposed** by Cllr Moulton, **seconded** by Cllr Coope and **resolved** by unanimous vote to approve the informal approval of the quote for the cemetery approach wall repair.

- Memorial Tree application: Cllr Ray proposed that following the informal approval of the application, Councillors should meet in the cemetery to agree the location for the tree (item 2025/26-65).

It was **proposed** by Cllr Ray, **seconded** by Cllr Moulton and **resolved** by unanimous vote to approve the memorial tree application.

- Ride-on lawn mower: It was confirmed the donor's family had agreed to its disposal, the mower had been sold for £50 which had been paid into the Broughton Parish Council bank account (item 2025/26-74).

2025/26-81. Planning Application: None

2025/26-82. Clerk's Report: The clerk set out the details in the clerk's report (Appendix A) and noted this included formal retrospective approval of the payment for the Flood Group water hose and hose repair connectors.

It was **proposed** by Cllr Clark, **seconded** by Cllr Marsden and **resolved** by unanimous vote to approve the clerk's report.

2025/26-83. IT and Email Policy: It was approved, queries having been resolved.

It was **proposed** by Cllr Cobby, **seconded** by Cllr Ray and **resolved** by unanimous vote to approve IT and Email Policy.

2025/26-84. Speed restrictions in Broughton: There was a discussion about the approach to be taken and it was suggested that a working party could take it to the next stage prior to issuing the survey. It was also proposed that data should be collected from the existing Speed Indicating Devices (SIDs), which could provide evidence, though a device might need to be purchased. Cllrs Moulton, Clark and Cobby offered to assist Cllr Ray with this.

2025/26-85. Village Green damage and repair: Cllr Clark confirmed that he had spoken to the builders and contractors which had caused much of the damage, and had offered to repair the damage, but had asked that this was delayed until the completion of the building work. It was also noted that the property owner was also willing to fund the repair to the grass.
2025/26-86. Risk Assessment: Cllr Moulton asked if there were any new issues to be considered at the meeting. None were identified.
2025/26-87. Review year end and audit process for 2025/26. The clerk reported that the 2025/26 internal audit would be undertaken by CAPALC.
2025/26-88. Matters for information only (decisions cannot be made under this item): Nothing raised.
2025/26-89. Close of meeting – date of next meeting: Monday 11th May 2026. It was **proposed** by Cllr Marsden, **seconded** by Cllr Moulton and **resolved** by unanimous vote to approve the closure of the meeting at 7.37pm.

Actions from meeting:

Item	Description	Action by	Completion date
2025/26-56	Get quotes for a new / refurbished laptop and printer for purchase in the new financial year.	AN	27/04/26
2025/26-80	Playpark material purchases to be circulated for informal approval.	MR	21/3/26
2025/26-80	Paediatric pad to be placed in the defibrillator and the Circuit to be updated.	AN	21/3/26
2025/26-80	Clerk to request the repair of the cemetery approach wall from the contractor.	AN	6/03/26
2025/26-80	Councillors to meet in cemetery to confirm siting of the tree	MR	End March
2025/26-84	Working party to be set up to progress this. Clerk to check records for details about the SIDs, to enable data retrieval.	MR AN	End April 6/3/26

Approved on: 11/05/2026
Signed by: M Ray
A signed copy of these minutes is available from the Clerk

Initials:

Broughton Parish Council - Clerks Report 2nd March 2026 **Appendix A**

Receipts and payments between 23nd December 2025 to 24th February 2026

Current account receipts

Date	Received From	Details		Amount
23/02/2026	BVHMC	Village Hall cleaning (Dec, Jan, Feb)	£	41.22
		Total	**£**	**41.22**

Current account payments

Invoice date	Paid to	Details		Amount
05/11/2025	Barlow, D	Village Hall cleaning (Nov)	£	13.74
04/12/2025	Barlow, D	Village Hall cleaning (Dec)	£	13.74
22/12/2025	P Brannigang Grd Works	Church path resurfacing	£	1,854.00
24/12/2025	Nixon, A	Clerk's wages (Nov)	£	361.46
24/12/2025	Nixon, A	Clerk's wages (Dec)	£	322.87
29/12/2025	BVHMC	Village Hall use fee	£	74.80
16/12/2025	Lloyds	Service charges*	£	4.25
19/01/2026	Lloyds	Service charges*	£	4.25
21/01/2026	Arco	Flood Group - Layflat hose (120m) **	£	272.03
30/01/2026	Arco	Flood Group - 12 x Hose Repair Connector **	£	70.34
		Total	**£**	**2,991.48**

Deposit account receipts

Date	Received From	Details		Amount
09/01/2026	County Broadband	Wayleaves fees	£	200.00
09/01/2026	Lloyds	Interest	£	5.84
22/01/2026	Swearers	Burial of Robin Macpherson	£	200.00
09/02/2026	N Shelton	Ride-on mower payment	£	50.00
09/02/2026	Lloyds	Interest	£	4.46
		Total	**£**	**460.30**

Payments for approval at this meeting

Date	To be paid to	Details		Amount
07/01/2026	Barlow, D	Village Hall cleaning (Jan)	£	13.74
04/02/2026	Barlow, D	Village Hall cleaning (Feb)	£	13.74
26/02/2026	Nixon, A	Clerk's wages (Jan)	£	412.25
26/02/2026	Nixon, A	Clerk's wages Feb)	£	138.85
Total for approval			**£**	**578.58**

Confirmation of authorised payments - Chair to initial box.

Bank reconciliation

Balance in accounts on		24/02/2026	
Current account statement	£	426.89	Also the book balance - no uncleared transactions
Deposit account statement	£	8,921.66	Also the book balance - no uncleared transactions
Total money	£	9,348.55	
Less to be approved	-£	578.58	at this meeting
Balance after payments	**£**	**8,769.97**	

Signed by Mark Ray to confirm the bank reconciliation is correct.

* Bank charges pre-approved for 2025/26 on 13/05/2025, if for the expected amount.

** Approved by email and purchased on debit card