Broughton Parish Council

NOTICE OF MEETING: Parish Council Meeting
TIME & DATE: 7:00pm, Monday 6th July 2026
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
30th June 2026

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

2026/27-25. To receive apologies for absence

2026/27-26. 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.

2026/27-27. Comments from members of the public and County and / District Councillors

2026/27-28.Correspondence

i. Hogweed along the Bury Brook
ii. Request for hire of football pitch
iii. Bury Brook – water extraction
iv. Letter from Ben Obese-Jecty re Local Plan

2026/27-29. Review and approval of minutes of Annual Parish Council Meeting of 11th May 2026.

2026/27-30. Matters arising: (not elsewhere on the agenda):

i. **Pound Green mowing**: The Chairman sent an email of thanks to villager for mowing Pound Green and spoke to The Crown's landlord who agreed to include Pound Green's mowing with their ground maintenance.
ii. **Village sign**: To consider and approve the Broughton Entertainment Committee (BEC) and BPC joint proposal for funding its repair. Clerk emailed the designer to confirm options to be discussed at July meeting (item 2026/7-7.b).
iii. **Play Park RoSPA report:** Update on remaining issues in the report (item 2026/27-9.b).
iv. **Cemetery - memorial tree**: Clerk emailed family to say ground is too dry to plant the tree (item 2026/27-9.e.).
v. **Annual review of policies:** Planning Procedure and Model Publication Scheme amended, following approval and uploaded to website (item 2026/27-20).
vi. **Cemetery approach wall:** Repair update.

2026/27-31. Planning Applications:

i. HDC Draft Local Plan to 2046 - amendments: To retrospectively formally approve the BPC response to the consultation.
ii. Farm Office Manor Farm Bull Lane (ref 2502351FUL) and (ref 2502352LBC). To retrospectively formally approve the BPC response to the consultation.

2026/27-32. Road safety and traffic survey (2026/27-18.): Update on survey results, data from SIDs and consider and approve the next steps.

2026/27-33. BPC 2026/27 insurance: To retrospectively formally approve the 2026/27 insurance (item 2026/27-15).

2026/27-34. Banking mandate changes update: Update on the process (item 2026/27-14).

2026/27-35. BPC laptop, Microsoft 365 license, antivirus software (existing contract end 23/7/2026) and backup: To consider and approve the proposed purchase of a new laptop and associated items from Ask It (item 2025/26-56).

2026/27-36. 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:
    - Village Hall cleaner's wages for May and June (2 hours)
    - Lloyds Bank's monthly charges *
    - M O'Donovan – Spark Plugs Ltd – mower servicing
    - M O'Donovan – Power Spares – mower servicing
    - M O'Donovan – Power Spares – mower servicing
    - CAPALC – Internal audit, plus balance of DPO annual fee
    - Parish Council Websites – website host and service provider
    - Laptop and related items (dependent on outcome of item 2026/27-35 above)
    - Clerk's wages for May
    - Clerk's wages for June
    - HMRC - PAYE

***** Bank charges pre-approved for 2026/27 on 11/05/2026, if for the expected amount.

- Balance after payments

2026/27-37. Annual Governance and Accountability Return (AGAR) and Internal Audit Report: Update on the AGAR and to consider and approve the formal response to the Internal Auditor (2026/27-12).

2026/27-38. Risk Assessment: Review and consideration of new issues and consider and approve an ongoing process for assessing risks.

2026/27-39. Cemetery and play park trees: To consider and approve any next steps.

2026/27-40. BPC Biodiversity Policy: To consider and approve the next steps for the BPC Biodiversity Audit**.**

2026/27-41. Correspondence handling: To consider and approve a handling strategy.

2026/27-42. Reporting chain for local issues: To consider and approve creation of a website page with relevant contact numbers / email addresses / portals.

2026/27-43. Matters for information only (decisions cannot be made under this item)

i. Tree work on boundary between churchyard and Brookside - Documents for reference 26/01080/TRCA: Public Access.

2026/27-44. Close of meeting – date of next meeting: Monday 7th September 2026.