Broughton Parish Council

Minutes of the meeting of Broughton Parish Council held on Monday 7th September 2026 at the Village Hall, School Road, Broughton, PE28 3AT commencing at 7.00pm

Present: Cllr Mark Ray (Chairman), Cllr Liz Cobb, Cllr Dave Cobby, Cllr Kay Coope, Cllr Rob Marsden, Cllr Nick Moulton and Ann Nixon (Parish Clerk)

In Attendance: District Councillors Charlotte Lowe, District Councillor Douglas McIlwain and three members of the public.

2026/27-45. Receive apologies for absence: Cllr Clark

2026/27-46. To accept declarations of interest for matters on the agenda. Cllrs Moulton and Coope declared their interest in relation to the Broughton Village Hall (Item 2026/27-52). The Chairman declared his interest in relation to the payment for the churchyard mowing contractor (Item 2026/27-52) and in relation to one of the contractors providing a quote (Item 2026/27-54), as they were his clients.

2026/27-47. Reports from County and District Councillors (if applicable). District Cllr McIlwain reported that the Secretary of State had paused the Local Government Review, meaning it was unlikely there would be local elections in May next year. He also commented that were there to be a change to being a unitary authority, there would be a year's handover.

He said that the Local Plan would be voted on, if it is sent by Cabinet, on Wednesday 9th September, but noted it would not greatly affect the village. He also mentioned the A141 improvements, most of which were around the St Ives area, including the potential for new developments around Hartford.

District Cllr Lowe said there was a rights of way consultation which had been issued and encouraged the Council to response to this. She also recommended that if there were problems, this should be added to the Report-It tool on the website and suggested providing as much information as possible when inputting details. District Cllr Lowe requested that if anyone is affected by school transport or SEND problems, they should contact her about this so she could provide support.

Comments from the members of the public. There were no comments from members of the public.

26/27-48.Correspondence

a. Donation for defibrillator use or removal on precautionary basis. Cllr Moulton felt that as the defibrillator and the pads were provided free from the British Heart Foundation (BHF) and there had been a donation, it felt wrong to request a donation. Other Councillors agreed. Cllr Cobb proposed raising awareness about the defibrillator, which could include an invitation to providing a donation. Cllr Cobby raised the MAGPAS training which could be circulated to raise awareness and where voluntary donations could be mentioned.
b. 26/01455/TRCA – Brooklands, Causeway Road – hedges and tree removal. The Chairman reported the response from Huntingdonshire District Council (HDC) which set out the process for such actions in a conservation area, which stated it was not a matter requiring BPC consideration / approval or HDC approval, unless it involved a tree with a TPO.
c. Tractors travelling through Broughton: The Chairman said following the end of harvest no other incidents had occurred, but that if it happens in the future BPC would contact the relevant farmer or contractor about this to request they are mindful of the village environment as there were few pavements. District Cllr Lowe suggested providing details to the local police.
d. Debris on the road. The Chairman said following harvest there was debris on the road, which had been swept into the drains during the heavy rain. The Chairman thanked Cllr Clark, in his absence, and another parishioner for clearing the drains at the time. District Cllr Lowe suggested contacting the Report-It portal and also the Waste Minimisation Team (HDC) which carries out road sweeping. Cllr Cobby also mentioned that the Environment Agency (EA) undertook clearing work. It was proposed to contact all agency to request this work and it was suggested the drain maps were attached to these requested.

2026/27-49. Approval of minutes of the Parish Council Meeting on 6th July 2026. It was **proposed** by Cllr Coope, **seconded** by Cllr Moulton and **resolved** to approve by unanimous vote the minutes of the meeting held on the 6th July 2026.

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2026/27-50. Matters arising (not elsewhere on the agenda):

a. Hogweed: The Chairman reported his correspondence with Cambridgeshire County Council (CCC) and the EA. CCC responded to confirm that if on highway they would deal with it, but if on bank of the brook they will not deal with it. The EA responded that it was not their responsibility and that landowners are only required to control them if they are going to spread onto a neighbouring property. If this did happen it would be the local police wildlife liaison officer who deal with the issue. The Chairman confirmed that he had applied for a three-year license to spray any of BPC land and that adjacent to the highway, which he would monitor and control it. Elsewhere it would be possible to write to other landowners to destroy them, emphasising the request that they do not allow them to spread onto BPC land.
b. Water extraction (item 2026/27-28.iii): The Chairman reported on his correspondence with the EA which confirmed that 20,000 litres could be abstracted per day by multiple organisations without requiring a license and this would still be possible under drought conditions. In relation to the Highways, it was confirmed permission had to be sought from the relevant landowner, which in this case would be CCC. The Chairman offered to follow up with the CCC about permission and to contact the landowner about finding another location for the abstraction. There was a discussion about the volume of vegetation growing in the brook. Cllr Cobby offered to contact the EA about weed clearance.
c. Play park RoSPA report (item 2026/27-30.iii).: The Chairman said quotes for updated signage would be arranged for consideration at the next meeting
d. Bank mandate changes (item 2026/27-34): The Chairman reported that Cllrs Cobb and Cobby were now full users, Cllr Coope had been removed, the previous Chairman would be removed from the mandate and that requests for Cllrs Moulton and Marsden to be full users allowing them internet banking would again be submitted to the Lloyds.
e. Internal audit (item 2026/27-37): The Chairman reported that the BPC response had been submitted. He also reported that the Disposable Pecuniary Interest form had been updated after signing these in May, so the clerk would be circulating for signature a revised version of the form, these would then be posted onto the HDC website, with links to this on the BPC website. He also confirmed the clerk would liaise with the service provider about the accessibility statement. The Chairman set out the dates for the outstanding internal points, set out in the "Actions from meeting" table.
f. Tree work on boundary of churchyard and Brookside. The Chairman reported he had met with the contractor to request the tree work was undertaken sensitively to protect the view from the churchyard and confirmed this had happened.
g. North Cambridgeshire and St Ives Cumulative Impact Group: Cllrs Moulton and Coope attended a meeting about the HDC Draft Local Plan and that the group was looking at the collective impacts of proposed development. District Cllr Lowe offered to take the notes for use at the meeting and also reminded Councillors that proposals under the Local Plan would still go through the normal planning process.
h. Parish Council meeting timings (item 2026/27-40): There was a discussion about the timing of the parish council meeting time, including a suggestion from District Cllr Lowe that the meeting could move to the second or third Monday of the month, because of the number of meetings on the one day. The Chairman suggested this was carried over to the next meeting so Councillors could consider the options.
i. Public participation at Parish Council meetings (item 2026/27-40): Following comments made at the previous meeting the Chairman proposed to ensure an important point could be raised during the meeting outside of the designated 15 minutes at the start of the meeting; "if a member of the public wished to make an additional point on an agenda item, they raised their hand and asked permission to speak and the Council would allow an interjection on a significant item".
   It was **proposed** by the Chairman, **seconded** by Cllr Cobb and **resolved** by unanimous vote to approve allowing an interjection from a member of the public on a significant issue.
j. Update on cemetery wall repairs: This would be followed up by the clerk.

2026/27-51. Planning Application: None

2026/27-52. Clerk's Report: The clerk set out the full details in the clerk's report (Appendix A).

The Chairman also updated the Council on the budget outturn because of proposed cemetery tree work and need to buy another printer or purchase a new set of laser printer ink cartridges (about £300). A Councillor has also suggested that the BPC laptop cost could be taken from the AgriReserve funds rather than the general fund. The Chairman took the views of Councillors on the latter and there was general agreement to taking the laptop from

the AgriReserve fund, but that this would be considered fully and approved at the next meeting as part of the budget considerations.
It was **proposed** by Cllr Cobb, **seconded** by Cllr Cobby and **resolved** to approve the clerk's report, with abstentions from Cllrs Ray, Moulton and Coope due to them having declared an interest.
2026/27-53. Traffic calming (item 2026/27-32): The Chairman reported the survey results had been circulated, another villager had reported a near miss and work would begin on the preparation for the funding for the 20mph zone, with a leading 40mph coming into the village. Cllr Moulton reported SID data had been retrieved and presented the data to the meeting, which it was acknowledged would be very useful for the application.
2026/27-54. Cemetery and Play park trees (item 2026/27-39)**:** The Chairman, with the clerk, Cllrs Moulton, Coope and Clark met at the cemetery for a tree inspection. It was concluded the two cedars at the back of the cemetery required professional tree work to remove the dead branches, and thinning was discussed. There were other trees in the cemetery which it was felt could be dealt with as part of a BPC working party. There was a discussion about the quotes received and it was proposed that the cedars should be thinned (£550) and the crown removal from the play park tree (£240).
It was **proposed** by Cllr Moulton, **seconded** by Cllr Cobb and **resolved** to approve the quote from Fenland for thinning the two cedars and reducing the crown of the declining tree in the play park, with the Chairman abstaining having declared an interest.
2026/27-55. Update on BPC Biodiversity Policy Action Plan and audit (item 2026/27-22): The Chairman reported there were volunteers for the BPC Biodiversity Policy Action Plan and was working on the next steps for the biodiversity audit.
2026/27-56. Risk Assessment: Review and consideration of new issues: None
2026/27-57. Emergency planning and Resilience: Cllr Moulton attended a webinar about emergency planning, which was specifically about wildfires. He proposed that work was started on Community Emergency Plan, which he offered to take forward and bring initial work to the next meeting. This would look at the list of risks which could affect the village, such as vulnerable groups, assets (e.g. village hall, flood group equipment), communication within village, if were no phone lines.
2026/27-58. Matters for information only (decisions cannot be made under this item)
The Chairman reminded Councillors of the Reporting Issues – contact details, and had suggested the CCC Report-It website should be added to the list.
The Chairman thanked Cllr Moulton for cutting the wildflower beds and the clerk in helping to remove the vegetation.
2026/27-59. Close of meeting – date of next meeting: Monday 23rd November 2026. It was **proposed** by Cllr Marsden, **seconded** by Cllr Cobby and **resolved** by unanimous vote to approve the closure of the meeting at 20.31pm.

Actions from meeting:

Item	Description	Action by	Completion date
2026/27-30.iv.	Contact family about memorial tree planting, once ground soft enough to plant tree (item 2026/27-9.e.).	AN	9/11/26
2026/27-32.	Download data from SIDs using BPC laptop. Start work on 20mph application.	NM/DC MR, DC, AN	Ongoing Autumn 2026
2026/27-37.	BPC Financial Regulations reviewed following internal audit comments. Review Risk policies following internal audit comments. Review of clerk's job description. Link from HDC website to Councillors' Reg of Interests. Accessibility Statement updated. IT and Email and data protection Policy reviewed. Draft BPC Health and Safety Policy	MR, AN NM, DC, AN MR AN AN NM, LC, AN AN, NM, DC	21/12/26 21/12/26 9/11/26 9/11/26 9/11/26 21/12/26 21/12/26
2026/27-38.	Risk Register to be discussed at January meeting.	AN	21/12/26

Initials:

2026/27-42.	Reporting chain – additional contact suggestions to clerk.	AN	ongoing
2026/27-47.	Clerk to check for Rights of way consultation email and circulate if received or contact District Cllr Lowe if not received.	AN	10/9/26
26/27-48.a	Investigate the MAGPAS training for circulation and donation suggestion to raise awareness for defibrillator.	AN	30/9/26
26/27-48.c	To request farmer / contactor to be mindful of the village when travelling through because few pavements.	MR	As necessary
26/27-48.d	Report via Report-It (CCC), the Waste Management Team (HDC) and the EA the debris on the road	AN DC	30/9/26 30/9/26
2026/27-50.a	Spraying of hogweed, once license from EA obtained, monitor its spread, and contact landowners, if necessary	MR	30/9/26 & ongoing
2026/27-50.b	Follow up with CCC regarding permission to abstract water Contact landowner about another location for abstraction Contact the EA about weed clearance in brook	MR MP DC	9/11/26 9/11/26 9/11/26
2026/27-50.c.	Quotes for play park signage	AN	9/11/26
2026/27-50.d.	Make changes to the bank mandate and transfer debit card to clerk (item 2026/27-14.).	AN	9/11/26
2026/27-50.h.	Request update on cemetery approach wall repair	AN	9/11/26
2026/27-54.	Liaise with Fenland Services regarding cemetery tree work Arrange cemetery working party for Autumn 2026	MR MR	30/9/26 30/9/26
2026/27-55.	Next steps for the biodiversity audit	MR	9/11/26
2026/27-57.	Initial work on Community Emergency Plan to November meeting	NM	9/11/26

Approved on: 23/11/2026

Signed by:

Approved on: 23/11/2026
Signed by: M Ray
A signed copy of these minutes is available from the Clerk

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Initials:

Broughton Parish Council - Clerk's Report 7th Septmber 2026 **Appendix A**

Receipts and payments between 24th June 2026 to 23rd August 2026

Current account receipts

Date	Received From	Details		Amount
25/06/2026	BVHMC	Village Hall cleaning (Mar-Jun)	£	70.98
		Total	**£**	**70.98**

Current account payments

Invoice date	Paid to	Details		Amount
06/05/2026	Barlow, D	Village Hall clearning (May)	£	14.31
15/02/2026	O'Donovan, M	Spark Plugs Ltd - play park mower servicing	£	6.36
21/03/2026	O'Donovan, M	Power Spares - play park mower servicing	£	6.98
21/03/2026	O'Donovan, M	Power Spares - play park mower servicing	£	9.98
03/06/2026	Barlow, D	Village Hall clearning (Jun)	£	28.62
12/05/2026	CAPALC	Internal audit plus balance of DPO annual fee	£	283.25
25/05/2026	Parish Council Websites	Website service provider 2026-27	£	288.00
29/06/2026	Nixon, A	Clerk's wages (May)	£	396.21
29/06/2026	Nixon, A	Clerk's wages (Jun)	£	247.90
29/06/2026	HMRC	PAYE	£	14.72
20/07/2026	Lloyds	Service charge*	£	4.25
18/08/2026	Lloyds	Service charge*	£	4.25
15/07/2026	Ask It	Laptop & peripherals plus installation**	£	879.00
		Total	**£**	**2,183.83**

Deposit account receipts

Date	Received From	Details	Amount
24-Jul-26	UK Power Networks	Wayleave fees	23.84
29-Jun-26	Andria Wilkinson	Donation - Wildflower bed	10.00
09-Jul-26	Lloyds	Interest	5.68
10-Aug-26	Lloyds	Interest	5.54
		Total £	**45.06**

Payments for approval at this meeting

Date	To be paid to	Details	Amount
01/07/2026	Barlow, D	Village Hall clearning (Jul)	£14.31
30/06/2026	Badcock, M	Churchyard mowing to June 2026	£420.00
29/06/2026	Nixon, A	Clerk's wages (Jul)	£320.40
29/06/2026	Nixon, A	Clerk's wages (AUG)	£256.75
Total for approval		**£**	**1,011.46**

Confirmation of authorised payments - Chair to initial box.

Bank reconciliation

Balance in accounts on		23/08/2026	
Current account statement	£	488.21	Also the book balance - no uncleared transactions
Deposit account statement	£	11,704.89	Also the book balance - no uncleared transactions
Total money	£	12,193.10	
Less to be approved	-£	1,011.46	at this meeting
Balance after payments	**£**	**11,181.64**	

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

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

** Approved at July meeting, for formal approval at September meeting.