Broughton Parish Council

Minutes of the meeting of Broughton Parish Council held on Monday 11th May 2026 at the Village Hall, School Road, Broughton, PE28 3AT commencing at 7.16pm

Present: Cllr Mike O'Donovan (exiting Chairman), Cllr Roger Clark, Cllr Liz Cobb (co-opted) Cllr Dave Cobby, Cllr Kay Coope, Cllr Rob Marsden, Cllr Nick Moulton (Vice Chairman), Cllr Mark Ray (new Chairman)

Parish Clerk: Ann Nixon

In Attendance: Six members of the public

2026/27-1. Election of Officers: Chairman and signing of the Declaration of Acceptance of Office. Cllr Ray was **proposed** as Chairman by Cllr Moulton, **seconded** by Cllr Cobby and **resolved** by unanimous vote to approve his appointment as Chairman.

2026/27-2. Election of Vice Chair and signing of the Declaration of Acceptance of Office. Cllr Moulton was **proposed** as Vice Chairman by Cllr Ray, **seconded** by Cllr Coope and **resolved** by unanimous vote to approve his appointment as Vice Chairman.

Cllr Ray took over the Chairmanship and formally thanked Cllr O'Donovan (exiting Chairman) for his Chairmanship over the last four years.

2026/27-3. Co-option of new Parish Councillor: To consider and approve the co-option of Helen Elisabeth (Liz) Cobb to the Broughton Parish Council. It was **proposed** by Cllr Ray, **seconded** by Cllr Moulton and **resolved** by unanimous vote to approve the appointment of Cllr Cobb.

Councillors present signed their declarations of acceptance of office forms in the meeting, witnessed by the Clerk. Forms were retained by the Clerk.

2026/27-4. Receive apologies for absence. None

2026/27-5. To accept declarations of interest for matters on the agenda.

The Chairman declared his interest in relation to AAC Accountants Ltd at items 2026/27-17 and 2026/27-19. Cllr Moulton declared his interest in relation to the Broughton Village Hall and his reimbursement at Item 2026/27-17. Cllr Coope declared her interest in relation to the Broughton Village Hall at items 2026/27-17.

2026/27-6. Reports from County and District Councillors (if applicable). Comments from the members of the public. None

2026/27-7. Correspondence:

a) The Chairman said that an email had been received from the Broughton Entertainment Committee (BEC) about their funding of wildflower planting on the Ladies' Mile. This was welcomed, but it was noted the dry weather meant that this was not currently possible. He went on to say this would tie in with the BPC Biodiversity Policy and it was hoped that BPC and BEC would work together on this.

b) The Chairman said an email had been received from a villager about the mowing of the Pound Green and that after 40 years they wish to retire from this voluntary duty. Cllr Moulton asked if The Crown could be approached about this and the Chairman offered to speak to The Crown and to send a formal letter of thanks to the retiring volunteer.

c) The Chairman informed the meeting of further correspondence from the BEC, which arrived after the agenda had been issued, offering to fund some of the items included on the BPC budget's wish list, including the village sign. The Chairman offered to liaise with the BEC and suggested a joint proposal to come to the July meeting and respond to the sign's designer's email.

2026/27-8. Approval of minutes of the Parish Council meeting on 2nd March 2026.

It was **proposed** by Cllr Moulton, **seconded** by Cllr Coope and **resolved** to approve by unanimous vote the minutes of the Parish Council meeting held on the 2nd March 2026.

2026/27-9. Matters arising (not elsewhere on the agenda):

a. **BPC Laptop and printer:** The Chairman confirmed that a laser printer has been donated to BPC and that quotes for a new or refurbished laptop would be brought to the July meeting (item 2025/26-56).

b. **Playpark:** The Chairman reported that the working party had taken place on 21st March, for which no invoices had been submitted, and wished to record the Councillors thanks to these volunteers and

particularly to Mike Fisher who replaced the path; Pete Upshall who pressure-washed the equipment and to the householders of 18 and 19 who provided the electricity and the water (item 2025/26-80). The Chairman went on to report the RoSPA inspection had been carried out where no significant issues had been raised and that the few minor issues would be dealt with over the coming months.

c. **Defibrillator:** The Chairman reported that the paediatric pads had been purchased and placed in the defibrillator and the Circuit updated (item 2025/26-80). Cllr Cobby said he had approached the British Heart Foundation about replacement pads for the one which had been opened, and suggested additional replacement pads were purchased.
d. **Cemetery approach wall:** The Chairman confirmed the repair of the cemetery approach wall had been scheduled for June (item 2025/26-80).
e. **Memorial Tree:** The Chairman said the siting of the tree had been arranged, the tree had been purchased and that the clerk would liaise with the family about a planting date when the ground is soft enough (item 2025/26-80).

2026/27-10. Planning Application: Land South East of Lodge Farm Bridge Road Broughton (ref 2600531S73). It was **proposed** by Cllr Moulton, **seconded** by Cllr Coope and **resolved** by unanimous vote to formally retrospectively approve Broughton Parish Council's recommendation to approve the application.

2026/27-11. Councillors' roles: The Councillors' formal roles were agreed; Cemetery Overseer – Cllr Coope; Finance Lead – Cllr Ray; Footpath Co-Ordinator – Cllr Cobb; Flood Group Co-Ordinator – Cllr Cobby; Play Park Officer – Cllr Ray; Assets Officer – Cllr Marsden; Risk Assessment leads Cllrs Moulton and Cobby; and the retrospective approval of Cllr Coope as the BPC representative on the BVHMC. The informal roles were agreed; SID battery charging – Cllr Cobby; Ladies' Mile bin emptying – Cllr Marsden; Green Garden Waste Bin Coordinator – Cllr Cobby and Cemetery Mowing Coordinator – Cllr Moulton.

2026/27-12. Annual Governance and Accountability Return (AGAR): The Chairman reported that the AGAR and internal audit happened on 7th May 2026 and that no items of significance were raised with a few advisory recommendations made by the auditor. He went on to say that BPC's formal acknowledgement and response to the action plan would be brought to July's meeting. The Chairman went through the following including reading out each of the Accounting Statements under Section 1:

a. Annual Internal Audit Report 2025/26
b. Certificate of Exemption – AGAR 2025/26 Form 2
c. Section 1 - Annual Governance Statement 2025/26
d. Section 2 - Accounting Statements 2025/26
e. The Notice of the Period for the Exercise of Public Rights (3rd June to 14th July 2026)

It was **proposed** by Cllr Moulton, **seconded** by Cllr Marsden and **resolved** by unanimous vote to approve the AGAR and internal audit. The Chairman thanked the clerk for all the work she had done on the accounts and AGAR for 25/26 and for the audit going so smoothly.

2026/27-13. Change to July's meeting date: The Chairman said this was not required as the internal audit had been brought forward.

2026/27-14. Bank mandate: The Chairman set out the Financial Regulations requirements to have payments set up by the clerk with approval by two Councillors. To be able to do this the Chairman said there should be a minimum of three Councillors (ideally four) on the bank mandate as an internet banking approver. Cllrs Moulton, Marsden, Clark and Cobby volunteered to be on the bank mandate as internet banking approvers. The Chairman proposed that the debit card should be transferred to the clerk. The Chairman said he would not be a bank signatory due to his close involvement with the budgeting and financial reporting.

It was **proposed** by Cllr Ray, **seconded** by Cllr Coope and **resolved** by unanimous vote to approve to add Cllrs Moulton, Marsden, Clark and Cobby to the bank mandate and to transfer the debit card to the clerk.

2026/27-15. BPC insurance: The Chairman outlined the work undertaken to obtain quotes from a number of insurance companies for 2026/27. There was a discussion about the policy options for renewal on 1st June, including the preference for staying with Clear Councils and taking out a 3-year agreement. It was proposed that, once responses to enquiries had been received from Clear Councils, an email with all the details would be sent to Councillors for consideration and informal approval after which the policy would be taken out. The formal approval would then be brought to July's meeting. Cllr Moulton agreed to look at the policy's detail.

2026/27-16. Bank charges: The Chairman proposed, as with last year, that bank charges should be pre-approved for the 2026-27 financial year, unless there is a discrepancy in the predicted amount, in which case the clerk must provide a full explanation at the next meeting.

It was **proposed** by Cllr Moulton, **seconded** by Cllr Clark and **resolved** by unanimous vote to pre-approve the bank charges for the 2026-27 financial year, unless there is a discrepancy in the predicted amount, in which case the clerk would provide a full explanation at the next meeting.

2026/27-17. Clerk's Report: The clerk set out the details in the two clerk's reports, the first covering 24th February to 31st March 2026 (Appendix A) and second covering 1st April to 30th April (Appendix B). It was **proposed** by Cllr Clark, **seconded** by Cllr Marsden and **resolved** by four votes to approve the clerk's report, with Cllr Ray abstaining having declared an interest in one of the payments and Cllrs Coope and Moulton abstaining having declared interest in the Village Hall.

2026/27-18. Road safety and traffic survey (item 2025/26-84): The Chairman explained data would be required to support an application to have the speed reduced in the village.

a. Cllr Moulton reported that information had been received from a past councillor, a volunteer and the manufacturer on data retrieval from the two SIDs. This should be relatively straightforward for the newer, Bridge Road SID, however, attempts using 3 different browsers using a phone and iPad had failed. The School Road SID was reported to be slow and unreliable. It was eventually possible to communicate with the SID, but a Windows application is required for the download and the BPC laptop was proposed.
b. It was pointed out that the survey should be issued to all villagers, not one per household. Ideally, responses should be returned electronically though there would be drop off boxes in all the roads. It was suggested that three weeks should be allowed and the letters and surveys should be distributed shortly. The Chairman said he would amend the survey to go to all villagers and those outlaying houses at Mill Barn Farm and Lodge Farm. Cllr Cobby confirmed he would be able to undertake the analysis.

2026/27-19. Payroll Services: The Chairman declared his interest in AAC Accountants Ltd, the current payroll service provider. He said that the cost would be £60+VAT for 2026/27.

It was **proposed** by Cllr Moulton, **seconded** by Cllr Cobby and **resolved** by six votes to approve the use AAC Accountants Ltd for payroll services 2026/27, with Cllr Ray abstaining, having declared an interest.

2026/27-20. Annual review of policies (those policies due for review at this point): The Chairman put forward the drafts for the revised Planning Procedure and Model Publication Scheme. An amendment to the Planning Procedure and the retention of contact details on the noticeboard in the Model Publication Scheme were proposed.

It was **proposed** by Cllr Ray, **seconded** by Cllr Coope and **resolved** by unanimous vote to approve, with the amendments, the Planning Procedure and Model Publication Scheme.

2026/27-21. Risk Assessment: No new issues were raised.

2026/27-22. BPC Biodiversity Policy: The Chairman reported attending a Cambridgeshire County Council (CCC) and Cambridgeshire ACRE webinar, which included information about Parish Local Nature Recovery Plans which feed into the Council's Local Nature Recovery Strategy. He went on to explain the next steps for the BPC Biodiversity Policy was to undertake an audit to record any county wildlife sites, protected verges, document the trees, hedges, flowers and wildlife on the greens, the verges, the cemetery and the churchyard, to give a baseline of the diversity in the village on BPC and other public land. He noted the link with the BEC proposals but because of the road safety survey proposals, suggested this should be brought back to the July meeting, with a view to having an action plan for September's meeting. Cllr Cobby asked if there would be an issue verifying the information as amateurs. The Chairman said this would be made clear in any report and that those people taking part would have some amateur level of knowledge.

2026/27-23. Matters for information only (decisions cannot be made under this item)

a. HDC – parish council community compost. The Chairman reported the compost had been delivered and had all been taken by villagers.
b. BPC GDPR: The Chairman said that this was required coming out of the IT and Email Policy and that this would be brought forward to a future meeting.
c. Defibrillator: The Chairman suggested that Cllr Cobby's proposal about the purchase of a spare set of defibrillator pads should be approved via email.
d. BBC Repair Shop on the Road: Cllr Moulton had forwarded the Chairman an email from NALC about the BBC Repair Shop on the Road, which was canvassing for objects which could be restored as part of the show. The Chairman suggested the Bull Lane sign could be sent in as a potential item for restoration.

2026/27-24. Close of meeting – date of next meeting: Monday 6th July 2026. It was **proposed** by Cllr Marsden, **seconded** by Cllr Cobby and **resolved** by unanimous vote to approve the closure of the meeting at 8.32pm.

Initials:

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	19/6/26
2026/7-7.b.	Letter of thanks to villager for mowing Pound Green. Speak to The Crown about mowing Pound Green.	MR	31/5/26
2026/27-9.b.	Liaise with BEC to bring forward a joint proposal for July meeting. Response to the village sign designer about repair.	MR AN	26/6/26 31/5/26
2026/27-9.b.	Play Park – rectify minor issues in RoSPA report.	MR	31/8/26
2026/27-9.c. & 2026/27-23.	Purchase spare defibrillator pads.	AN	31/5/26
2026/27-9.e.	Contact family about memorial tree planting, once ground soft enough to plant tree.	AN	31/5/26
2026/27-12.	BPC's formal acknowledgement to internal auditor and response.	AN	21/7/26
2026/27-14.	Make changes to the bank mandate and transfer debit card to clerk	AN	6/7/26
2026/27-15.	Resolve queries with Clear Councils and circulate for consideration and approval.	AN	31/5/26
2026/27-18.	Down load data from SIDs using BPC laptop. Amend cover letters and issue letter and surveys.	NM MR	7/9/26 25/5/26
2026/27-20.	Amend Planning Procedure and Model Publication Scheme	AN	31/5/26
2026/27-22.	Biodiversity Policy on July meeting for discussion. Draft BPC Biodiversity Policy Action Plan on agenda for September meeting.	AN AN	6/7/026 25/8/26
2026/27-23.c.	Draft BPC Data Protection policy on September's agenda.	AN	25/8/26

Approved on: 6/07/2026
Signed by: Mark Ray
A signed copy of these minutes is available from the Clerk

Initials:

Broughton Parish Council - Clerks Report 11th May 2026 **Appendix A**

Receipts and payments between 24th February and 31st March 2026

Current account receipts

Date	Received From	Details		Amount
NONE				
		Total	**£**	**-**

Current account payments

Invoice date	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
17/03/2026	Lloyds	Service charges	£	4.25
		Total	**£**	**582.83**

Deposit account receipts

Date	Received From	Details		Amount
04/03/2026	Sweares	Interment - Maureen Moulds	£	200.00
09/03/2026	Lloyds	Interest	£	3.44
23/03/2026	Kingfishers	Interment - Marion Nixon	£	200.00
30/03/2026	Kay Cutting	Memorial tree - Jean Greenhalgh	£	160.00
		Total	**£**	**563.44**

Payments for approval at this meeting

Date	To be paid to	Details	Amount
NONE			
Total for approval			**£ -**

Confirmation of authorised payments - Chair to initial box.

Bank reconciliation

Balance in accounts on		31/03/2606	
Current account statement	£	424.06	Also the book balance - no uncleared transactions
Deposit account statement	£	8,905.10	Also the book balance - no uncleared transactions
Total money	£	9,329.16	
Less to be approved	£	-	at this meeting
Balance after payments	**£**	**9,329.16**	

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.

Initials:

Broughton Parish Council - Clerks Report 11th May 2026 - revised **Appendix B**

Receipts and payments between 1st April 2026 to 30th April 2026

Current account receipts

Date	Received From	Details		Amount
29/04/2026	HDC	Precept	£	7,417.00
		Total	**£**	**7,417.00**

Current account payments

Invoice date	Paid to	Details		Amount
20/04/2026	Lloyds	Service charges*	£	4.25
		Total	**£**	**4.25**

Deposit account receipts

Date	Received From	Details		Amount
03/04/2026	Lloyds	Interest	£	3.83
		Total	**£**	**3.83**

Payments for approval at this meeting

Date	To be paid to	Details		Amount
20/02/2026	Nixon, A	Defib fund - Medtree - Paediatric pad	£	109.14
22/01/2026	Moulton, N	Defib fund - Signomatic - asset tags for defib	£	16.06
05/03/2026	CAPALC	Annual affiliation fee + DPO fee	£	216.37
04/03/2026	Barlow, D	Village Hall clean (Mar)	£	14.31
31/03/2026	AAC Accountants Ltd	BPC Payroll Services 2025-26	£	112.14
01/04/2026	Barlow, D	Village Hall clean (Apr)	£	14.31
20/04/2026	Ray, M	Wildflower bed fund - tree & Mem.Tree fund - tree	£	135.00
29/04/2026	RoSPA	Annual Playpark inspection	£	109.20
04/05/2026	Nixon, A	Clerk's wages (Mar)	£	259.72
04/05/2026	Nixon, A	Clerk's wages (Apr)	£	386.80
04/05/2026	HMRC	PAYE	£	12.20
Total for approval			**£**	**1,385.25**

Confirmation of authorised payments - Chair to initial box. [ ]

Bank reconciliation

Balance in accounts on		30/04/2026	
Current account statement	£	7,836.81	Also the book balance - no uncleared transactions
Deposit account statement	£	8,908.93	Also the book balance - no uncleared transactions
Total money	£	16,745.74	
Less to be approved	-£	1,385.25	at this meeting
Balance after payments	**£**	**15,360.49**	

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.

Initials: