Broughton Parish Council

Minutes of the meeting of Broughton Parish Council held on Monday 6th July 2026 at the Village Hall, School Road, Broughton, PE28 3AT commencing at 7.00pm

Present: Cllr Mark Ray (Chairman), Cllr Roger Clark, Cllr Liz Cobb, Cllr Kay Coope, Cllr Nick Moulton and Ann Nixon (Parish Clerk)

In Attendance: District Councillor Douglas McIlwain and three members of the public

2026/27-25. Receive apologies for absence: Cllr Cobby, Cllr Marsden**.**

2026/27-26. To accept declarations of interest for matters on the agenda. Cllr Cobb declared her interest as the Treasurer of Broughton Entertainments Committee (BEC) (Item 2026/27-30.ii); Cllrs Coope and Moulton declared their interest in relation to the Broughton Village Hall (Item 2026/27-36) and Chairman declared his interest as a client of the firm quoting for the laptop (Item 2026/27-35).

2026/27-27. Comments from members of the public and District Councillor. A member of the public asked why they had to speak at only the beginning of the meeting and asked if it would be possible to speak when specific agenda items were discussed. It was agreed that ideally members of the public give their comments at the start of the meeting but they would also be able to speak for a limited time period on specific agenda items at the Chairman's discretion. Cllr McIlwain passed on Cllr Lowe's apologies and explained he was on Development Management Committee (DMC) at HDC so would not be able to attend BPC meetings to discuss planning applications and was also on the Local Plan Group which he explained was confidential until its publication. He offered assistance in contacting the officials at Huntingdonshire District Council (HDC) and Cambridgeshire County Council (CCC).

2026/27-28.Correspondence

i. **Hogweed along the Bury Brook:** The Chairman said this had been reported to both the Environment Agency and to CCC and was waiting to hear back. He also offered to undertake the necessary action on BPC land, as he had the necessary qualifications and said BPC could write to the other landowners. He then explained that whoever undertook the work permission must be sought from the Environment Agency in order to undertake the work. He confirmed that a notice had been issued to the village advising people not to touch them.

ii. **Request for hire of football pitch:** There was a discussion about the implications and precedent this would set, and because it was a public area provided for the community, it was concluded it should not be hired out but that this did not prevent the football pitch being used.

iii. **Bury Brook – water extraction:** The Chairman explained that BPC had no powers to stop this, but acknowledged the noise, the debris which could be left on the road and the potential for damage to the brook's environment, particularly during drought. The Chairman proposed contacting the Environment Agency to determine the criteria for extraction and particularly during a drought.

iv. **Letter from Ben Obese-Jecty re Local Plan:** The Chairman noted the letter circulated to Councillors.

2026/27-29. Review and approval of minutes of Annual Parish Council Meeting of 11th May 2026: It was **proposed** by Cllr Cobb, **seconded** by Cllr Moulton and **resolved** by unanimous vote to approve the minutes of the Annual Parish Council Meeting of 11th May 2026.

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

i. **Pound Green mowing**: The Chairman reported he had sent an email of thanks to villager for mowing Pound Green and had spoken to The Crown's landlord who agreed to include Pound Green's mowing with their ground maintenance.

ii. **Village sign**: The Chairman relayed BEC's offer to fund the sign's repair which would be undertaken towards the end of 2026. Cllr Coope offered to report back the outcome of the meeting to the designer (item 2026/27-7.b).

iii. **Play Park RoSPA report:** The Chairman reported the only outstanding issue was the signage for which quotes would be sought for the September meeting (item 2026/27-9.b).

iv. **Cemetery - memorial tree**: The Clerk reported she had emailed family to say ground is too dry to plant the tree and would liaise them when there had been sufficient rain (item 2026/27-9.e.).

v. **Annual review of policies:** The Clerk reported she had made the amendments requested at the last meeting to the Planning Procedure and Model Publication Scheme documents and they had been uploaded to website (item 2026/27-20).

vi. **Cemetery approach wall:** The Chairman reported the contractor was sourcing capping bricks.

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).

There was a discussion about an email received from the North Cambridgeshire and St Ives Cumulative Impact Group in relation to the HDC Draft Local Plan to 2046 about working collaboratively and attending their meetings. Cllrs Moulton and Coope offered to attend the July meeting.

The Chairman reported there had been no change to the Farm Office Manor Farm application so the BPC response to the consultation remained the same and noted there had been no request to hold a meeting.

It was **proposed** by Cllr Ray, **seconded** by Cllr Moulton and **resolved** by unanimous vote to retrospectively formally approve the BPC responses to both consultations.

2026/27-32. Road safety and traffic survey (2026/27-18.): The Chairman said the results had been analysed by Cllr Cobby and circulated. A summary of the results will be circulated on the village email list and posted as a news item on the BPC website. There was a discussion about the value of a 20mph speed limit and its enforceability. Given the result of the survey was to have a 20mph, it was proposed work was started on an application for this in advance of the next funding window. The old BPC laptop was to be used to download the speed data from the SIDs. There were other issues raised in the survey (including the lack of pavements and the blind bend in front of Bridge Farm) which the Chairman suggested could be explored with the authorities.

2026/27-33. BPC 2026/27 insurance: The Chairman outlined the proposal previously circulated to renew the policy with Clear Councils which, although above the budgeted amount, significantly increased the coverage. There was a discussion about the costs of the repair of the churchyard and cemetery walls.

It **proposed** by Cllr Moulton, **seconded** by Cllr Clark and **resolved** by unanimous vote to retrospectively formally approve the 2026/27 insurance (item 2026/27-15).

2026/27-34. Banking mandate changes update: The Chairman reported both Cllrs Cobb and Cobby had gone through the clearance process successfully and were awaiting their cards and card readers. It had not yet been possible to amend the mandate for Cllrs Marsden and Moulton to give them internet access, or to remove Cllr Coope but that this would be tried again to complete the process (item 2026/27-14).

2026/27-35. BPC laptop, Microsoft 365 license, antivirus software (existing contract end 23/7/2026) and backup: The Chairman started by declaring his interest as a client of the firm which provided the quote. There was a discussion about the options in the quote received and the following purchases were agreed: HP250 G10 £496.80 inc VAT (laptop); ESET £35 inc VAT (antivirus software); Livedrive £22.20 inc VAT (backup); installation and setup £75 inc VAT; and Microsoft 365 (the one-off payment) for Office Home & Business 2024, Word, Excel, PowerPoint, Outlook is £250 inc VAT (item 2025/26-56). It was suggested by Cllr Cobb that an amount was set aside in the budget annually to spread any future cost of replacement over a number of years. It was confirmed the old BPC laptop would be used for SIDs data, having been cleared of data, so it would be GDPR complaint.

It was **proposed** by Cllr Moulton, **seconded** by Cllr Clark and **resolved** to approve the purchase of the IT equipment and peripherals outlined above, with Cllr Ray declaring his interest in the supplying firm.

2026/27-36. Clerk's Report: The clerk set out the details in the clerk's report, Appendix A. It was **proposed** by Cllr Cobb, **seconded** by Cllr Clark and **resolved** to approve the clerk's report, with Cllrs Coope and Moulton declaring their interests in the Village Hall.

2026/27-37. Annual Governance and Accountability Return (AGAR) and Internal Audit Report: The Chairman had circulated a paper on the Internal Audit with the proposed BPC response. Cllr Moulton suggested an amendment to the BPC regarding the risk register.

It was **proposed** by Cllr Cobb, **seconded** by Cllr Moulton and **resolved** by unanimous vote to approve the draft response to the internal audit, with the amendment proposed by Cllr Moulton.

2026/27-38. Risk Assessment: There was a discussion about how the risks should be considered by the Council and was concluded that whilst the risk register and any new risks would remain as a standing agenda item for each meeting, the whole Risk Register would be considered at the January meeting on an annual basis going forward as a key agenda item. There was a discussion about ACRE's Emergency Planning online webinar and the

Local Resilience Forum which coordinates different organisations including at district and county councils and emergency services.
It was **proposed** by Cllr Cobb, **seconded** by Cllr Moulton and **resolved** by unanimous vote to approve the annual consideration of the Risk Register at the January meeting.
2026/27-39. Cemetery and play park trees: Cllrs Ray, Moulton, Clark and Coope volunteered to be on the working group proposed by the Chairman to review these trees, including identifying potentially dangerous branches, and to report back to the September meeting.
2026/27-40. BPC Biodiversity Policy: The Chairman proposed a working party of BPC members and other interested villagers to undertake an initial parish-wide base-line biodiversity record, undertaken during each of the forthcoming seasons. This would record the locations of county wildlife sites, protected verges, the greens, cemetery and churchyard and cover the trees and plants in these locations. It was suggested that once a year's worth of data had been collected ways to improve the biodiversity could be considered. It was proposed that notices should be issued, via the BPC website and noticeboard and the Broughton email circulation list, to request BPC and villager volunteers.
It was **proposed** by Cllr Cobb, **seconded** by Cllr Moulton and **resolved** by unanimous vote to approve the setting up of a working party to undertake a biodiversity audit for the parish.
2026/27-41. Correspondence handling: There was a discussion about the most effective way to distribute correspondence to Councillors, with the outcome being that emails received by BPC would be reviewed by the clerk and / or chairman and if appropriate, circulated to the whole council so all councillors were kept aware of any emerging issues
2026/27-42. Reporting chain for local issues: The Chairman outlined the proposal to provide contact details which could be useful to Councillors and villagers about issues arising for which action was required. It was noted that it was a working document so other contact points for signposting should be sent to the clerk.
2026/27-43. Matters for information only (decisions cannot be made under this item)

i. Tree works on boundary between churchyard and Brookside: The Chairman commented that tree work was to be undertaken on boundary between churchyard and Brookside and that he would attend a meeting with the contractor to discuss the work, and any potential impact on the churchyard.
ii. Parish Council meeting times: The timing of the meetings was raised with a proposal that they should be later. The Chairman suggested that Councillors thought about the timing so it could be considered at the next meeting.

2026/27-44. Close of meeting – date of next meeting: Monday 7th September 2026. It was **proposed** by Cllr Cobb, **seconded** by Cllr Clark and **resolved** by unanimous vote to approve the closure of the meeting at 8.37pm.

Actions from meeting:

Item	Description	Action by	Completion date
2026/27-22.	Draft BPC Biodiversity Policy Action Plan on agenda for September meeting.	AN	25/8/26
2026/27-28.i.	To deal with the hogweed if no response from agencies, including contacting Environment Agency, if necessary.	MR	7/9/26
2026/27-28.ii.	Respond to football pitch hire request.	MR	7/8/26
2026/27-28.iii.	Contact Environment Agency about criteria for extraction.	MR	7/9/26
2026/27-30.ii.	Update the village sign designer about its repair (item 2026/27-9.b).	KC	7/8/26
2026/27-30.iii.	Play Park – replacement signage (item 2026/27-9.b.)	MR / AN	31/8/26
2026/27-30.iv.	Contact family about memorial tree planting, once ground soft enough to plant tree (item 2026/27-9.e.).	AN	31/8/26
2026/27-32.	Download data from SIDs using BPC laptop. Start work on 20mph application. Circulate summary of survey and post on BPC website	NM/DC MR,DC,AN	Autumn 2026

Initials:

2026/27-34.	Make changes to the bank mandate and transfer debit card to clerk (item 2026/27-14.).	AN	7/9/26
2026/27-35.	Order laptop and peripherals.	MR	10/07/26
2026/27-37.	Submit internal audit recommendation responses 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. Scan 2020/21 AGAR on to website. Accessibility Statement updated. IT and Email and data protection Policy reviewed. Draft BPC Health and Safety Policy	AN MR, AN NM, DC, AN MR AN AN AN NM, LC, AN AN, NM,DC	7/9/26 21/12/26 21/12/26 9/11/26 24/8/26 24/8/26 24/8/26 21/12/26 21/12/26
2026/27-38.	Risk Register to be discussed at January meeting. Cllr Moulton to circulate ACRE slides on Emergency Planning.	AN NM	21/12/26
2026/27-39.	Working group to inspect cemetery and play park trees to report back to September meeting.	MR, NM, RC, KC	25/8/26
2026/27-40.	Issue a notice requesting volunteers for biodiversity audit. Volunteers to undertake an initial biodiversity audit.	AN BPC	31/7/26 30/09/26
2026/27-42.	Reporting chain – additional contact suggestions to clerk.	AN	25/8/26 and ongoing
2026/27-43.ii.	Consider timing of parish council meetings on September agenda.	AN	25/8/26

Approved on: 7/09/2026
Signed by: Mark Ray
A signed copy of these minutes is available from the Clerk

Initials:

Broughton Parish Council - Clerk's Report 6th July 2026 **Appendix A**

Receipts and payments between 1st May 2026 to 24th June 2026

Current account receipts

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

Current account payments

Invoice date	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
18/05/2026	Lloyds	Service charge*	£	4.25
05/06/2026	Clear Councils	Insurance	£	1,166.49
16/06/2026	Lloyds	Service charge*	£	4.25
		Total	**£**	**2,560.24**

Deposit account receipts

Date	Received From	Details		Amount
11/05/2026	Lloyds	Interest	£	4.62
14/05/2026	UK Power Networks	Wayleave fees	£	14.64
09/06/2026	Lloyds	Interest	£	6.13
15/06/2026	W Macpherson	Memorial Macphersons	£	50.00
		Total	**£**	**75.39**

Payments for approval at this meeting

Date	To be 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
Total for approval			**£**	**1,296.33**

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

Bank reconciliation

Balance in accounts on		24/06/2026	
Current account statement	£	426.06	Also the book balance - no uncleared transactions
Deposit account statement	£	13,834.83	Also the book balance - no uncleared transactions
Total money	£	14,260.89	
Less to be approved	-£	1,296.33	at this meeting
Balance after payments	£	12,964.56	

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

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