Broughton Parish Council

NOTICE OF MEETING: Parish Council Meeting
TIME & DATE: 7:00pm, Monday 23rd November 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
16th November 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

2026/27-60. To receive apologies for absence
2025/26-61. 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.
2026/27-62. Comments from members of the public and County and / District Councillors
2026/27-63.Correspondence
a. Fence post damage, Causeway Road footpath outside the Chapel
b. Cemetery gates not closing properly
c. Bury Brook measuring station at Kings Ripton offline due to "equipment failure"
2026/27-64. Review and approval of minutes of Parish Council Meeting of 7th September 2026
2026/27-65. Matters arising (not elsewhere on the agenda):
a. Update on memorial tree planting (item 2026/27-9.e).
b. Update on data retrieval from SIDs and initial work on 20mph application (item 2026/27-37).
c. Update on completion of Councillors' Register of Interests and their link to HDC's website (item 2026/27-37).
d. Update on Accessibility Statement (item 2026/27-37).
e. Options for publicising MAGPAS training for circulation and donation suggestion to raise awareness for defibrillator (item 26/27-48.a).
f. Road was swept to remove debris around the junction by The Crown (item 26/27-48.d).
g. Update on hogweed spraying licence (item 2026/27-50.a).
h. Update on weed clearance along banks and bed of brook (item 2026/27-50.b).
i. Report on changes to the bank mandate and debit card (item 2026/27-14.).
j. Parish council meeting timings
k. Report on cemetery working party (item 2026/27-54) and update on cemetery and playpark trees.
l. Update on water extraction from brook (item 2026/27-50.b)
2026/27-66. Planning Application - Brooklands, Causeway Road, Broughton, Huntingdon PE28 3AS (ref. 26/01848/HHFUL): To consider and agree the BPC response to the planning consultation.
2026/27-67. Planning Application - Mill Barn Farm Bridge Road Broughton (ref 2601631FUL): To retrospectively formally approve the BPC response to the consultation.
2026/27-68. 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 September (2 hours), October and November
    - Lloyds Bank's monthly charges for September, October & November*
    - Clerk's wages for September
    - Clerk's wages for October

- M Ray – HDC election fees paid by M Ray on behalf of BPC
- M Fisher – Power Spares – Playpark mower parts
- Fenland Countryside Services – cemetery tree work (formal approval)**

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

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

- Balance after payments

2026/27-69.Budget 26/27: To review the forecast outturn for 26/27 taking into account the next four agenda items.

2026/27-70. Update on cemetery approach wall repair (item 2026/27-50.h): To consider and approve revised proposal and quote, to be paid for from the CILS fund.

2026/27-71.Printer/Scanner: To consider and approve quotes for new printer, to be paid for from the Ag Reserves fund.

2026/27-72. Playpark and cemetery signage: To consider and approve quotes for the new signs.

2026/27-73.Flood Group: To consider and approve purchases from the Flood Group fund (5 x Floorshield Mega Thirsty sheets (packs of 5) @ £21.72 = £108.60 & 20 x Gladiator Aluminium tape @£6.15 = £123.00. Total £231.60).

2026/27-74 Budget: To consider and approve of the draft 2027/28 budget.

2026/27-75. Precept: To consider and approve of the precept request figure for 2027/28.

2026/27-76. Internal Audit 2025-26: Consider remainder actions from internal audit and review January meeting deadline:

a. Review financial regulations – AN / MR
b. Review Risk policies – AN / NM / DC
c. Review IT and email and data protection policy – AN / NM / LC
d. Draft H&S policy – AN / NM/ DC
e. Annual risk register review – NM/ DC

2026/27-77. Internal Audit 2026-27: To consider and approve the contracting of CAPALC to undertake the audit for 2026-27 and for future years unless the Parish Council no longer wishes CAPALC to carry out the internal audit.

2026/27-78. **Community Emergency Plan:** Update on initial work on Plan (item 2026/27-57).

2026/27-79. Risk Assessment: Review and consideration of new issues:

2026/27-80.Parish Clerk – review of job description: To consider and approve the addendum to the "Specific Responsibilities" section of the contract (item 2026/27-37).

2026/27-81. **Biodiversity audit:** Update on the Broughton biodiversity audit (item 2026/27-55).

2026/27-82. Matters for information only (decisions cannot be made under this item)

a. Causeway Road: non return valves into Bury Brook
b. Updated national Planning Policy Framework
c. Wildflower bed: front bed cut back and reseeded.
d. Broken fence alongside Bury Brook opposite wild flower beds
e. Causeway Road resurfacing
f. Reporting issues database / information – any more points to add

2026/27-83. Close of meeting: Date of next meeting: Monday 4th January 2027.