

# BROUGHAM PARISH COUNCIL

## DRAFT ONLY

Minutes of the Meeting held on Monday April 10<sup>th</sup> 2017  
at 6 Brougham Hall Gardens, starting at 7.30 pm

Present: Mrs S Harden, Mrs J Jennings, Mr R Stables, Mr A Williams (Chairman)

**1. Apologies:** None

**2. Declaration of Interests:** None

**3. Minutes of the Meeting on January 18<sup>th</sup> 2017:**

The previously circulated Minutes were agreed as a true record and signed and dated by the Chairman.

**4. Matters Arising:** None

**5. Annual Accounts & Audit 2016-2017:**

**5.1:** The Annual Governance Statement was approved by Councillors and the Financial Officer completed the relevant form which was signed and dated by the Chairman and the Clerk.

**5.2:** Councillors examined the Bank reconciliation paper. The Audit form was checked, approved, then signed by the Chairman and Financial Officer.

The Financial Officer would contact Ron Wood to conduct the internal audit and would display the official notice for the inspection of the Council's books. The relevant figures would be put on the website by Mr Stables.

**6. Annual Review of Financial Regulations:**

The Financial Officer proposed no changes to the Regulations. Councillors agreed.

Councillors also agreed with the proposal that there should be no change in the Insurance Risk.

**7. Financial Report:**

The Financial Officer reported that the three expenditure transactions totalling £170 approved at the last meeting were completed.

The year-end bank balance is £1380.10. The Cash Book and bank statement were checked by Council and the Clerk signed the Cash Book.

**8. Payment of Accounts:**

**8.1** Website domain fee: Councillors approved the payment of £15 for the annual fee for the website domain registration and mapping to Becx Carter who had paid the bill. Mr Stables was asked to find out from Becx if she had set up a Continuous Payment Authority (which will need stopping) and to notify the provider to invoice Brougham Parish Council at the Clerk's address in the future.

**8.2** Insurance Premium: The renewal forms have not yet been received but will require action before the next meeting. It was agreed that the Financial Officer could renew up to the budget figure of £90.

**9. Proposed Purchase of Computer:** The Financial Officer proposed deferring the purchase of a computer until after more information had been gained from the CALC training session on April 11<sup>th</sup> on the proposed electronic communication system. Councillors agreed.

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### 10. Planning Matters:

**10.3:** Mr Stables and Mrs Jennings would attend the CALC training and raise questions based on our agreed response to the questionnaire previously completed.

**10.1:** Planning Application 16/1102: Councillors agreed to stand by their original objection to this application. The Clerk would inform Mr Mat Wilson at EDC as soon as possible.

**10.2:** Planning Application 17/0132: the Clerk had already sent a "no comment" response.

**10.4:** EDC Local Plan consultation: this was noted; Brougham was not affected by changes to the latest draft of the Plan.

### 11. Highways & Footpaths:

Mrs Harden reported that there had been no update on the roads and bridge situation referred to in David Spence's email of March 17<sup>th</sup>. She would pursue the matter.

### 12. Correspondence:

**12.1:** Noted.

**12.2:** Mrs Harden would consider the inclusion of Plant Monitoring in the new North Westmorland Newsletter.

**12.3:** There were no suggestions forthcoming.

**12.4:** Councillors had no comments.

**12.5:** The Connecting Cumbria notice had been posted on the board.

**12.6:** The Election Notice had been displayed on the board.

### 13. Other Business:

There had been no further information on Pembroke Farm. The Clerk would pursue the issue.

### 14. Date of next meetings:

The AGM, followed by the next Meeting of the Council, would take place on May 16<sup>th</sup>, 7.30pm at Stable Cottage.

The meeting closed at 8.40 pm