

**Minutes of an Annual Parish Council Meeting**  
**Of Broughton Parish Council**  
**Held on Thursday 23<sup>rd</sup> May 2024 at 7.00pm**  
**At St Marys House, Broughton**

**Councillors Present**

Cllr Leech (Chairperson), Cllr Hilsdon and Cllr Howarth

Clerk to the Council, Mrs C Coles

**24/32. Elections**

*Election of Chairperson and Signing of Acceptance of Office form*

It was proposed by Cllr Hilsdon and seconded by Cllr Howarth that Cllr Leech be Chair. She signed the Acceptance of office form.

*Election of Vice-Chair*

This will be deferred until the next meeting.

**24/33. To receive apologies for absence**

Cllr Byrne (work) and Cllr Mills (unwell)

**24/34. To receive Declarations of Interest under the Council's Code of Conduct relating to business on the agenda**

No interests were declared.

**24/35. Public participation session**

No members of the public were present.

**24/36. To approve and sign the minutes of the meetings held on 15<sup>th</sup> April 2024**

The minutes were both approved and signed as a true record of the meeting.

**24/37. To note any matters arising from the minutes not included on this agenda**

- Update on Gigaclear BDUK Project. The build has been delayed and will not start until September.
- Letter re dog fouling. A letter was sent to the person concerned.

**24/38. Financial Report**

*Update on bank balances*

- a) The Clerk reported an account balance of £12,446.44.
- b) *The following payments were approved under statutory powers*
  - £267.70 to CDC (dog bin emptying)
  - £125.00 to Paul Lester (installation of waste bin)
  - £120.00 to R Fletcher (internal audit)

**24/39. AGAR for year ending 31<sup>st</sup> March 2024**

The internal audit has taken place and the documents circulated.

- a. To approve and sign the Certificate of Exemption  
The Certificate of Exemption was approved and signed.
- b. To approve and sign Section 1  
Section 1 was approved and signed.
- c. To approve and sign Section 2  
Section 2 was approved and signed.

*Action: The Parish Clerk to forward the Certificate of Exemption and Notice of Public Rights to the External Auditor by 30h June 2024 and place the documents on the website and notice board.*

**24/40. To receive the following correspondence**

- AGE UK, Digital Switchover. The email to be circulated to Councillors.
- Highways, Engagement Team Introduction. A new team have been formed. It was agreed to arrange a meeting to discuss the problems on Wykham Lane.

*Action: The Parish Clerk to arrange a meeting.*

**24/41. To receive Councillors Reports**

No reports were received.

**24/42. To note next meeting date and time**

Monday 8<sup>th</sup> July 2024 at 7.00pm

The meeting closed at 7.25pm.

DRAFT