

**Minutes of an Annual Council Meeting**  
**Of Broughton Parish Council**  
**Held on Tuesday 27<sup>th</sup> May 2025 at 7.00pm**  
**At St Marys House, Wykham Lane, Broughton**

**Councillors Present**

Cllr Leech (Chairperson), Cllr Byrne, Cllr Hilsdon and Cllr Howarth

Clerk to the Council, Mrs C Coles

**25/36. Elections**

*Election of Chair.*

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

*Election of Vice-Chair*

It was proposed by the Chair and seconded by Cllr Howarth that Cllr Byrne be Vice-Chair.

**25/37. To receive apologies for absence**

Cllr Crawley (personal)

**25/38. To receive Declarations of Interest under the Council's Code of Conduct relating to business on the agenda**

No interests were declared.

**25/39. Public participation session**

No members of the public were present.

**25/40. To approve and sign the minutes of the meetings held on 28<sup>th</sup> April 2025**

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

**25/41. To note any matters arising from the minutes not included on this agenda**

The tree work in the churchyard and hedge cutting on Wykham Lane has been done.

Bench in churchyard – An email was sent to the family confirming they could place a bench in the churchyard in memory of their parents who were very active in the church.

Weed killing – The first spray has been done. Councillors were really pleased with the car park.

**25/42. To receive an update on a .gov.uk email address for the Parish Clerk**

The Clerk noted that Parish Online were offering a free .gov.uk email address and domain for the Parish Clerk. She applied and is waiting to hear back. There will be an opportunity to get email addresses for all Councillors. The website was discussed as it is hard to use. A new one will be created with a .gov.uk address.

*Action: Cllr Byrne to make enquiries with a local website provider that he knows and get a price. The Parish Clerk to get a price.*

**25/43. Annual Governance and Accountability Return 2024/25**

The internal audit has taken place and been signed off.

a. *To approve and sign the Certificate of Exemption*

The Certificate of Exemption was approved and signed by the Chair and RFO.

b. *To approve and sign Section 1*

Section 1 was approved and signed by the Chair and RFO.

c. *To approve and sign Section 2*

Section 2 was approved and signed by the Chair and RFO.

d. *To note the date of the Exercise of Public Rights*

The date for the Exercise of Public Rights is 2<sup>nd</sup> June to 14<sup>th</sup> July.

*Action: The Parish Clerk to place the documents on the website and noticeboard and send the Certificate of Exemption and Notice of Public Rights to the External Auditor before 30<sup>th</sup> June 2025.*

**25/44. Financial Report**

*Update on bank balances*

a) The Clerk reported an account balance of £13,188.95.

b) *The following payments were approved under statutory powers*

- £228.00 to Prysebros Ltd (weed killing)
- £125.00 to R Fletcher (internal audit)
- £772.20 to Cotefield Treecare Ltd (work in churchyard and car park on Wykham Lane)
- £359.09 to Zurich Insurance
- £252.00 to Thomas Fox Landscaping (cutting of closed churchyard)

**25/45. To receive an update on planning**

No applications had been received.

**25/46. To receive Councillors Reports**

The laurel hedge by Toll Cottage has been cut back. The vegetation around the bottom noticeboard requires clearing back too.

*Action: The Chair to cut this back.*

The gate in the churchyard is difficult to open and requires attention but the stone wall is falling down at the side.

*Action: The Parish Clerk to ask Broughton Estate if they will get the wall fixed first before the gate is fixed. The Parish Clerk to send a photo and ask if they will make a contribution.*

The Chair has received a request to put a bench by the bus stop near the bottom noticeboard.

*Action: The Chair to measure the area.*

**25/47. To note next meeting date and time**

Monday 30<sup>th</sup> June 2025 at 7pm

The meeting closed at 7.55pm.