

# BROUGHAM PARISH COUNCIL

Minutes of the meeting held on 25<sup>th</sup> September 2024 at 5 Brougham Hall Gardens

Present: Cllr S V Harden (SVH) (Chair), Cllr Richard Stables (RS), Cllr Gordon Rigg (GR), (Clerk), Naomi Callaghan (NC) (New Clerk)

1. **Apologies:** Cllr Peter Ballingham – reasons noted.

2. **Declaration of Interests:** None

3. **Adjournment of the meeting:**  
No comments

## 4. Minutes

The minutes of the meeting held on 25<sup>th</sup> July 2024 were agreed as a true record and were signed by the Chair. Proposed RS, seconded SH, agreed.

## 5. Matters Arising:

GR raised the following:

- ⇒ Nick Ellery has given permission to close his PC email account.
- ⇒ Concerns with the website re: phishing advert, Rachel Rigg to try a solution.

## 6. Financial Matters

- 6.1: SH proposed sending supporting documents as required to Unity Bank, seconded by RS. Agreed.
- 6.2: Discussed PAYE and Sickness re: Clerk employment. NC to look into this and report back in November.
- 6.3: To note any receipts & authorise necessary payments:

### Cheques to Authorise:

Clerk Salary/Expenses (Aug -Spet)	£374.78
Caroline Fancott-Baynon (Handover)	£148.64

## 7. Planning Matters

7.1: No issues raised with either TPO questions; 'no objections' in response to both.

## 8. Highways, Footpaths & Parish Issues

8.1: Highways Issues – GR to attend highways meeting with CALC. GR to email Laura McClellan re: signage for Brougham.

8.2 A66 – awaiting gov. budget & result of legal challenge.

8.3 Defib – RS to keep checking it monthly; SH to arrange a second defib training session

## 9. Clerk Contract

GR proposed clerk contract signed, seconded SH. Agreed.

## 10. Correspondence

10.1. Contact W&F to update Clerk details for Brougham PC.

10.2. Resignation from Nick Ellery received and sent to Monitoring Officer. Cllrs thanked NE for his contributions.

Next meeting: Wednesday 20<sup>th</sup> November at 6 Brougham Avenue.  
Meeting closed at 10.43

*Sarah V. Harden*  
20/11/25