

## BROUGHAM PARISH COUNCIL

4 Chapel Lodge, Gaisgill, Penrith, CA10 3DN

Clerk: Naomi Callaghan

Email: clerk@broughamparishcouncil.co.uk

There was an Ordinary Meeting of the Parish Council held at 10am on Thursday 26<sup>th</sup> June at 5 Brougham Hall Gardens.

Present at the meeting:

Councillors: Sarah Harden (SH), Richard Stables (RS), Peter Ballingall (PB) and Chris Rogers (CR)

Clerk: Naomi Callaghan (NC)

W&F Councillor: Lorna Baker

No members of the public were present.

### Minutes

9/25	<b>Previous Meeting Minutes</b> PB proposed to sign the Minutes of the meeting held on 16 <sup>th</sup> May as a true record, seconded by CR. Agreed.																																		
10/25	<b>Declaration of Interests</b> None.																																		
11/25	<b>Financial Matters</b> <b>3.1.</b> Cllrs discussed an application for a Corporate MultiPay Card and decided to review at a later date. <b>3.2.</b> SH proposed to sign banking reconciliations for April and May; seconded by PB. Agreed. <b>3.3.</b> Cllrs noted payments noted below, PB proposed to authorise; seconded by CR. Agreed. <table><tr><th>Date</th><th>Payee</th><th>Budget Head</th><th>Amount</th></tr><tr><td>18/06/2025</td><td>Peter Ballingall (domain name refund)</td><td>IT Expenses</td><td>£33.36</td></tr><tr><td>18/06/2025</td><td>HMRC (Outstanding balance payment)</td><td>Clerk Salary</td><td>£134.47</td></tr><tr><td>20/06/2025</td><td>Peter Ballingall (SSL renewal refund)</td><td>IT Expenses</td><td>£25.91</td></tr><tr><td>26/06/2025</td><td>Gordon Rigg</td><td>IT Expenses</td><td>£7.15</td></tr><tr><td>26/06/2025</td><td>N. Callaghan</td><td>Clerk Expenses</td><td>£66.27</td></tr><tr><td>28/06/2025</td><td>N. Callaghan</td><td>Clerk Salary</td><td>£139.42</td></tr><tr><td>28/06/2025</td><td>HMRC</td><td>Clerk Salary</td><td>£35.00</td></tr></table> <p style="text-align: center;"><b>Current balance of BPC Bank Account: £1,018.06</b> <b>Current balance of BPC Savings Account: £7,500.00</b></p> <b>3.4.</b> Cllrs discussed the use of funds; and queried if the PC would be able to help fund a 'permissive footpath' from Brougham Hall to Lowther. NC to look into how the PC could help fund the footpath; potential Section 137 expense.			Date	Payee	Budget Head	Amount	18/06/2025	Peter Ballingall (domain name refund)	IT Expenses	£33.36	18/06/2025	HMRC (Outstanding balance payment)	Clerk Salary	£134.47	20/06/2025	Peter Ballingall (SSL renewal refund)	IT Expenses	£25.91	26/06/2025	Gordon Rigg	IT Expenses	£7.15	26/06/2025	N. Callaghan	Clerk Expenses	£66.27	28/06/2025	N. Callaghan	Clerk Salary	£139.42	28/06/2025	HMRC	Clerk Salary	£35.00
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12/25	<b>Planning Matters</b> <b>2025/1128/LBC (Low Woodside)</b> – Listed building consent for the replacement of windows from single glazed timber to double glazed timber. Cllrs have no objections to this application. SH proposed to submit; RS seconded. Agreed.																																		

<b>13/25</b>	<b>Highways, Footpaths &amp; Parish Issues</b> <b>5.1:</b> No new Highways Issues. <b>5.2.</b> Cllrs discussed the A66 project but there has been no update from the Government on the project yet.
<b>14/25</b>	<b>Parish Issues</b> <b>6.1.</b> Defib checks completed. Proposal by CR to purchase a set of spare pads; seconded by SH. Agreed. NC to look into the purchase of new pads for the defib. <b>6.2.</b> Cllrs note noted for CPR training to be held at Brougham Hall Café on the 9 <sup>th</sup> July at 5pm. PB to print a poster for the noticeboard and inside the café.
<b>15/25</b>	<b>Correspondence</b> <b>7.1.</b> Resident interested in joining the PC; SH to meet with them on 27 <sup>th</sup> June for an informal discussion about the role. <b>7.2.</b> CALC subscription payment due; proposed by SH to proceed with payment, seconded by PB. Agreed. NC to set up payment for authorisation. <b>7.3.</b> SH to attend 'Standard of Conduct Training'. <b>7.4.</b> Planning Outreach Programme – CR proposed to contact them for further information. Would an in-person session be possible? Seconded by SH, agreed. NC to contact for more information. <b>7.5.</b> Neighbourhood Area Designation – Cllrs discussed this and what would need to be done in order to be granted this designation. NC to look into and report back to the next meeting.
<b>16/25</b>	<b>Next Meeting Date</b> Date and venue for the next meetings: 31 <sup>st</sup> July at 10am – 17 Brougham Hall Gardens 10 <sup>th</sup> October at 10am – Brougham Hall Café (or Brougham Hall Farm if the café is unavailable).
<b>17/25</b>	<b>Cllr Lorna Baker</b> At the end of the agenda Cllr Baker presented to the PC the possibility of involvement in an event coming up on 12.07.27 – this date marks 1100 years since King Ethelstan meet with other leaders to create Great Britain. Cllrs expressed interest and asked to be kept informed of any events in development.
<b>Meeting ended at 11:16.</b>	

*R Stalla*  
31/7/2025