

BROUGHAM PARISH COUNCIL

Parish Clerk: Naomi Callaghan Email: clerk@broughamparishcouncil.co.uk

There was an Ordinary Meeting of Brougham Parish Council held on the 10<sup>th</sup> October 2025 at 09:30am in Brougham Hall Café.

**Meeting Minutes**

30/25	<b>Apologies</b> None.																																								
31/25	<b>Previous Meeting Minutes</b> RS signed the Minutes of the meeting held on 31 <sup>st</sup> July as a true record; seconded by PB. Agreed.																																								
32/25	<b>Declaration of Interests</b> <b>32/25/1.</b> None. <b>33/25/2.</b> PB and RS completed and signed Declaration of Interests forms as requested by W&F Monitoring Officer.																																								
33/25	<b>Financial Matters</b> <b>Current balance of BPC Bank Account: £423.90</b> <b>Current balance of BPC Savings Account: £7,047.13</b> <b>33/25/1.</b> PB proposed to transfer £500.00 from the Savings Account to the Current Account to cover expenses; seconded by CR. Agreed. <b>33/25/2.</b> Noted and reviewed by PB. <b>34/25/3.</b> PB proposed to ratify payments made since the last meeting and authorise necessary payments noted below; seconded by CR. Agreed. <table border="1"><thead><tr><th>Date</th><th>Payee</th><th>Budget Head</th><th>Amount</th></tr></thead><tbody><tr><td>15/08/2025</td><td>NW Ambulance Trust</td><td>Training Donation</td><td>£100.00</td></tr><tr><td>22/08/2025</td><td>ICO renewal</td><td>Website Expenses</td><td>£47.00</td></tr><tr><td>28/08/2025</td><td>N. Callaghan</td><td>Clerk Salary</td><td>£139.42</td></tr><tr><td>28/08/2025</td><td>HMRC PAYE</td><td>Clerk Salary</td><td>£35.00</td></tr><tr><td>31/08/2025</td><td>Unity Bank</td><td>Banking Fee</td><td>£6.00</td></tr><tr><td>29/09/2025</td><td>N. Callaghan</td><td>Clerk Salary</td><td>£139.42</td></tr><tr><td>30/09/2025</td><td>Unity Bank</td><td>Banking Fee</td><td>£6.00</td></tr><tr><td>10/10/2025</td><td>N. Callaghan</td><td>Clerk Expenses (July – Oct)</td><td>£49.38</td></tr><tr><td>10/10/2025</td><td>HMRC PAYE</td><td>Clerk Salary</td><td>£34.80</td></tr></tbody></table>	Date	Payee	Budget Head	Amount	15/08/2025	NW Ambulance Trust	Training Donation	£100.00	22/08/2025	ICO renewal	Website Expenses	£47.00	28/08/2025	N. Callaghan	Clerk Salary	£139.42	28/08/2025	HMRC PAYE	Clerk Salary	£35.00	31/08/2025	Unity Bank	Banking Fee	£6.00	29/09/2025	N. Callaghan	Clerk Salary	£139.42	30/09/2025	Unity Bank	Banking Fee	£6.00	10/10/2025	N. Callaghan	Clerk Expenses (July – Oct)	£49.38	10/10/2025	HMRC PAYE	Clerk Salary	£34.80
Date	Payee	Budget Head	Amount																																						
15/08/2025	NW Ambulance Trust	Training Donation	£100.00																																						
22/08/2025	ICO renewal	Website Expenses	£47.00																																						
28/08/2025	N. Callaghan	Clerk Salary	£139.42																																						
28/08/2025	HMRC PAYE	Clerk Salary	£35.00																																						
31/08/2025	Unity Bank	Banking Fee	£6.00																																						
29/09/2025	N. Callaghan	Clerk Salary	£139.42																																						
30/09/2025	Unity Bank	Banking Fee	£6.00																																						
10/10/2025	N. Callaghan	Clerk Expenses (July – Oct)	£49.38																																						
10/10/2025	HMRC PAYE	Clerk Salary	£34.80																																						
34/25	<b>Clerk Salary Update</b> <b>34/25/1.</b> Cllrs noted and accepted the NJC annual pay increment increase for NC's salary; at point 19 on the scale, hourly pay rises from £16.10 to £16.62. <b>34/25/2.</b> PB noted issue re: contracted hours and payroll for NC and proposed to amend NC's contract to 2.5hrs weekly; seconded by SH. Agreed.																																								
35/25	<b>Planning Matters</b> No new applications to discuss. TPO's for trees were discussed by the Cllrs. Cllr Baker noted that W&F are no longer sending notifications to Parish Council's for tree work. PB requested LB to feedback to W&F that tree work should be more drastic when it's undertaken to avoid problems reoccurring.																																								
36/25	<b>M6 Bridge Repairs</b> <b>36/25/1.</b> Cllrs discussed the repairs happening on the M6 and the diversions planned.																																								

BROUGHAM PARISH COUNCIL

Parish Clerk: Naomi Callaghan

Email: clerk@broughamparishcouncil.co.uk

	<p><b>36/25/2.</b> Cllrs discussed the upcoming Clifton Bridge Replacement in January '26 and the impact on residents. Concerns raised over where residential traffic is going to be re-routed. LG suggested that the PC find a way of warning residents so that people are aware and can plan ahead accordingly. NC to contact Steve Mason with Nation Highways for more detailed information.</p>
<b>37/25</b>	<p><b>Highways &amp; Footpaths</b></p> <p><b>37/25/1:</b> LB noted that there should be Parish liaison meetings coming up for the A66 upgrade project including works to Kemplay roundabout but that there are no dates yet. W&amp;F are expecting an update from central government in March '26. Cllrs discussed how best to manage the local expectations of what will take place; potentially adding a page to the BPC website to note the upcoming roadworks plans.</p> <p><b>37/25/2.</b> Cllrs discussed the Speed Indicating Device for Clifton Dykes; Cllr J. Davies from Clifton Community Council was not present at the meeting. Cllrs agreed in principle to support the installation of the device but would like to see much more detail in terms of costs. A site visit was proposed to review the locations for the device. NC to contact Clifton Community Council for more information.</p> <p><b>37/25/3.</b> Cllrs noted the footpath sign in Clifton Dykes in need of updating but the footpath is in Clifton so it is not a BPC matter.</p>
<b>38/25</b>	<p><b>Parish Issues</b></p> <p><b>38/25/1.</b> RS has completed the monthly checks for the Defibrillator; no issues noted. Batteries need to be checked for their expiry date; RS to action.</p> <p><b>38/25/2.</b> Cllrs noted and discussed the parking of campervans lay-by on the left-hand side of the Clifton Dykes to Penrith road; litter often left behind. NC to contact Highways to review.</p> <p><b>38/25/3.</b> Cllrs noted fly tipping happening within the Parish and discussed if any action can be taken to deter this behaviour. RS litter picks around the Parish on occasion and suggested organising a Parish Litter Pick in the Spring; seconded by SH. Agreed.</p>
<b>39/25</b>	<p><b>Local Councillor Report</b></p> <p>Cllr L. Baker noted again the event coming up in July '27; 1100 years since the meeting of the Kings at Eamont Bridge and the forming of England. Talks are in progress with various interested parties to form legacy items for tourist. Ideas have included commissioning a tapestry to hang at St. Wilfred's, heritage walk/footpath from Brougham to Eamont Bridge, as well as a the placement of a monument. Cllrs agreed that BPC would like to be involved in any memorial celebrations. LB to keep the PC informed of further developments.</p>
<b>40/25</b>	<p><b>Correspondence</b></p> <p>None.</p>
<b>41/25</b>	<p><b>Next Meeting Date</b></p> <p>Cllrs agreed the next meeting date:</p> <p>5<sup>th</sup> December 2025 at 09:30 at Brougham Café.</p> <p>NC to contact the café to arrange the date and to request banking details to donate £20 to the café for use of the space.</p>

*Sarah V. Hadden  
5<sup>th</sup> Dec 2025*