

BROXTON & DISTRICT PARISH COUNCIL

Minutes

MONDAY 21ST MAY 2021 at 7.30pm.
Held at Brown Knowl Methodist Chapel.

PRESENT

Cllr S Wild – Chairman

David Williams, Derek Bell, David Houghton, Ian Marshall, Nikki Robinson, Hayley Muddiman, Mark Booth, John Siddorn.

Tim Vaughan joined at 7.55pm.

PUBLIC -7

1. APOLOGIES

Tim Vaughan sent his apologies, likely to be late due to work commitments.

2. CHAIRMAN AND VICE CHAIRMAN

84. Resolved Cllr Wild continue as Chairman.

86. Resolved Cllr Williams continue as Vice Chairman.

3. DECLARATION OF INTERESTS

Cllr Wild declared an Interest in both Item 11 c) and Item 13 and confirmed he would not vote.

4. PUBLIC PARTICIPATION

Concern was expressed by residents regarding the continued problems regarding Pit Farm. It was felt that the problems have got worse over the years, for example problems of waste on the farm such as plastic, concrete and rubble, old vehicles and metal containers. Concerns were raised about animal welfare on the farm such as the lack of grazing areas, animals being fed late and sheep grazing on the village green. It was also felt that the grass verge surrounding the farm is being used as an extension to the farm. Another resident explained that it was costing them financially by having to pay each year to have silt removed from a drain near his home due to waste from the farm blocking it. It was expressed that the Section 215 LPA on item 13 on the agenda would be an important step towards resolving the issues if the PC would agree to request it.

Two members of the public introduced themselves as being from Bolesworth Estate regarding the Planning Application 21/01429/FUL on item.11. which they offered to answer any questions about.

Another resident explained their concerns about the issues of septic drainage overflowing down Broomhill Lane. It was explained this was to be discussed further in Item.9 but suggested should the problem continue if a video of the overflowing drain could be taken in future as evidence it would be helpful.

5. MINUTES

87. Resolved that the Council approve the minutes of the Parish Council meeting held on the 8th April as a true and proper record.

BROXTON & DISTRICT PARISH COUNCIL

6. ACCOUNTS

88. Resolved that the Council approve the accounts on page 118 of the minutes, including:

- a) Clerk office costs £28, mobile bundle charges £10, provisions for PC meeting £13.79
- b) Internal Auditor fee £20
- c) Chapel Room Hire for 5 evenings during 2019-2020- £125
- d) Proposed gift for previous Clerk £50
- e) Annual Insurance Premium £268.96
- f) Clerk Salary Jan Feb March £494
- g) PAYE/NI 4th Quarter £52

7. ANNUAL RETURN

- a) **89. Resolved** the Council agreed year end accounts 2020-2021 (p119)
- b) **90. Resolved** that the Council approved the audit summary as circulated including the Assets Register (pages 120-122). **91. Resolved** that the 2 printers be removed from the Asset Register)
- c) **92. Resolved** that the Council accept the Internal Audit comments (page 123)
- d) **93. Resolved** the Council agree Yes to all items of the Governance Statement (AGAR Section1) (page 124)
- e) **94. Resolved** To agree the Accounting Statement (AGAR Section 2) (page 125)
- f) **95. Resolved** To agree exemption & sign certificate (page 126)

8. MATTERS OF CONCERN

- a) It was explained that Animal Security was not a PC matter and should be reported to the Police and that Animal Welfare concerns could be reported to DEFRA or RSPCA. It was proposed that the new website have contact details for these organisations for residents to be directed to.
- b) Cllr Vaughan admitted to causing the damage to the railings next to the phone box in Brown Knowl. Clerk to contact CWaC to ask for them to be fixed.
- c) It was explained the Half Way House Milestone belongs to CWaC and suggested Clerk to contact CWaC to request the Milestone be re-angled.

9. DRAINAGE ISSUE SHERRINGTON LANE/ BROOMHILL LANE

It was confirmed that the issue of overflowing drains had been reported to CWaC who had emailed to say the issue has been investigated and now resolved. Two Cllrs had spoken with the workmen and also felt it had been sorted out. It was suggested that should it happen again that videos and photos should be taken as evidence to re-report it.

It was confirmed that QWEST are responsible for the Septic Tank on the junction.

10. BROADBAND AND MOBILE SIGNAL

Cllr Booth had been involved in trying to get a joint meeting with OpenReach to help establish a Community Fibre Partnership together. It was discussed that there is considerable frustration in Duckington regarding the lack of signal and unreasonable cost of installing fibre to properties there. It was agreed that responses to the survey completed last year should be used to complete a report to be sent Ed.Timpson MP which the Clerk is to liaise with Cllr Booth regarding. It was also agreed that on the new website the PC would share their actions so far with regards to this item.

BROXTON & DISTRICT PARISH COUNCIL

11. PLANNING

Councillors noted the May Planning Register as circulated on page 127.

a)21/01429/FUL Bolesworth Estate. Winter Lights Event.

96. Resolved that the following comments be submitted: No observations but ask that a temporary speed restriction of 30mph be introduced during the event.

b)21/01574/S73 Withy Bank. This proposal had in fact already approved on the CWaC website.

c) Updates to 20/03683/FUL

97. Resolution. The Council objects to the proposed development due to its harm to the landscape character of the village and detrimental impact on the amenity of local residents. If the local authority is minded to approve the application it is requested that conditions are imposed to minimise the visual and environmental impacts.

12. COUNCIL WEBSITE

Cllr Robinson requested that Cllrs provide a brief short bio about themselves to be able to use on the new website to help with the final stages of finishing the new website.

13. SECTION 215 LPA

96. Resolution. Following considerable discussion the majority of Cllrs agreed that the PC request a Section 215 be served by the LPA on Pit Farm by CWaC.

PART TWO

14. CLERK HOURS

97. Resolution. Clerk employment hours would be increased from 3.30 per week to 4 hours.

Meeting closed at 9.30pm.

Gill Nicol 28 05 2021

The next meeting of the Parish Council is scheduled for
Monday 26th 2021 at Brown Knowl Methodist Chapel.

BROXTON & DISTRICT PARISH COUNCIL

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Broxton & District Parish Council Receipts & Payments					STATEMENT OF ACCOUNTS 2021 - 2022						Apr-21		
RECEIPTS													
Date			From whom	Particulars	Precept	Grants	Interest	VAT	Misc	Total			
08 04 21			CW&C	Precept	5520.00					5520.00			
					5,520.00	0.00	0.00	£0.00	£0.00	£5,520.00	5520.00		
PAYMENTS													
Date	CHEQ	Page	To whom paid	Particulars	Staff Costs	Admin	Training	Grants	Projects	S137	VAT	Total	
06 04 21	BACs		G Nicol	Salary - Jan Feb March	494.00							494.00	
06 04 21	BACs		HMRC	PAYE/NI	52.00							52.00	
09 04 21	BACs	91	G Nicol Reimbursement	SLCC Membership			85.00					85.00	
09 04 21	BACs	109	G Nicol office & mobile costs	Feb March		50.00						50.00	
					546.00	50.00	85.00	0.00	0.00	0.00	0.00	681.00	
Outstanding Cheques			Current Account	£14,558.83	Year to date Balance			£4,839.00					
xxx	0.00		TOTAL	£14,558.83	Balance Brought forward			£9,719.83					
			Less uncleared cheq.		Balance			£14,558.83					
				£14,558.83									

BROXTON & DISTRICT PARISH COUNCIL

Broxton & District Parish Council Receipts & Payments				STATEMENT OF ACCOUNTS 2020-2021										03/05/2021	
RECEIPTS															
Date		From whom	Particulars	Precept	Grants	Interest	VAT	Misc	Total						
14/04/20		CVAC	Precept	5500.00					5500.00						
12/09/20		VAT Refund					88.64	240.00	88.64						
31/12/20		JDM Construction	Garage Rental					240.00	240.00						
				5,500.00	0.00	0.00	£88.64	£240.00	£5,828.64						
PAYMENTS															
Date	CHEQ	Page	To whom paid	Particulars	Staff Costs	Admin	Training	Grants	Projects	S137	VAT	Total (Excl VAT)			
01/04/20	532	26	A Wright	Salary - Feb-March	383.50							383.50			
01/04/20	533	26	HMRC	PAYMENT	95.80							95.80			
28/04/20	534	26	Morris & Fisher	Insurance		268.96						268.96			
28/05/20	Bacs	26	P. Sanders	Internal Audit 2019-20		34.00						34.00			
28/05/20	Bacs	26	A Wright	Expenses & Reimburse		71.85						71.85			
09/06/20	Bacs	62	Community Heatbeat Trust	Debt pads		87.00						104.40			
06/07/20	Bacs	26	A Wright	Salary - 1st Quarter	571.20							571.20			
06/07/20	Bacs	26	HMRC	NIP-ave	142.80							142.80			
20/07/20	Bacs	62	Shires P&I Services Ltd	1st Quarter Payroll -		60.50						72.60			
24/07/20	DD	62	ICO	Data protection fee		35.00						35.00			
28/07/20	Bacs	62	A Wright	Expenses & Reimburse		43.33						43.33			
02/09/20	Bacs	66	Shires P&I Services Ltd	2nd Quarter Payroll		10.50					2.10	12.60			
17/09/20	Bacs	66	A Wright	Microfoot Subscription		49.99					10.00	59.99			
29/09/20	Bacs	66	A Wright	Expenses & Reimburse		38.05						38.05			
05/10/20	Bacs	66	A Wright	Salary - 2nd Quarter	571.20							571.20			
05/10/20	Bacs	66	HMRC	NIP-ave	142.80							142.80			
20/10/20	Bacs	90	A Wright	Reimbursement - Survey		26.60						26.60			
28/10/20	Bacs	90	Community Heatbeat Trust	Annual Phoneline Rental		60.00					12.00	72.00			
08/12/20	Bacs	90	Shires P&I Services Ltd	3rd Quarter Payroll A Wright		10.50					2.10	12.60			
08/12/20	Bacs	90	A Wright	Reimbursement - Wreath						50.00		50.00			
09/12/20	Bacs	91	G Nicol	Reimbursement - Phone		121.67					24.33	146.00			
04/01/21	Bacs	101	A Wright	Salary 3rd Quarter	380.80							380.80			
04/01/21	Bacs	101	HMRC	Salary Nov/Dec	225.20							225.20			
04/01/21	Bacs	101	A Wright	NIP-ave	154.00							154.00			
02/02/21	Bacs	101	A Wright	Website domain fee		39.87					19.97	119.84			
02/02/21	Bacs	101	G Nicol	Expenses & Reimburse		38.05						38.05			
02/02/21	Bacs	101	Shire P&I Services Ltd	Expenses & Reimburse		60.00						60.00			
18/01/21	Bacs	101	Nikki Robinson	3rd Quarter Payroll G Nicol & new employee set up		15.50					3.10	18.60			
18/01/21	Bacs	101	Shire P&I Services Ltd	Reimbursement for Square Space		120.00					24.00	144.00			
04/03/21	Bacs	109	Shire P&I Services Ltd	4th Quarter Payroll G Nicol		10.50					2.10	12.60			
					2,677.30	1,251.87	0.00	0.00	0.00	0.00		50.00			
											129.20	4,108.37			
Outstanding Cheques															
Current Account 31/03/2021				£9,719.83					£1,720.27						
TOTAL				£9,719.83					£7,999.56						
Less unmade payments									£9,719.83						
TOTAL				0.00											

BROXTON & DISTRICT PARISH COUNCIL

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Clerk: Gill Nicol, 13 Smithy Green, Gatesheath, Tattenhall, CH3 9AL.

☎: 07765 743951 e mail: clerk@broxtonanddistrict-pc.co.uk

Information Included

- Bank Reconciliation (below)
- Significant Variances Explanation
 - Register of Assets

Chairman for Year 2018-2019, 2019-2020, 2020-2021

Steve Wild
Holly Bank Farm
Brown Knowl
CH3 9JU
stevewild65@outlook.com

Clerk for Year 2020-2021

September 2019 – November 2020 Acting Clerk Ann Wright
December 2020- Present- Clerk Gill Nicol

Bank Reconciliation 31st March 2021

CASH BOOK	Balance b/fwd	£7999.56
	PLUS: Receipts	£5828.64
	LESS: Payments	<u>£4108.37</u>
		£9719.83

BANK	Treasurers Account (Current Account)	£9719.83
	LESS: unpaid cheques	£ 0.00
		£9719.83

Council minutes can be found at <http://www.broxtonanddistrict-pc.co.uk/minutes>

Council Audit information can be found at <http://www.broxtonanddistrict-pc.co.uk/audit>

BROXTON & DISTRICT PARISH COUNCIL

BROXTON & DISTRICT PARISH COUNCIL

31 03 20 31 02 21 SIGNIFICANT VARIANCES

1	Balance Brought Forward	6333	7999		
2	Annual Precept (plus)	4181	5500	Increase of £1319 (31.55%) due to the following:- Significant increase in Precept to cover cost of Speed Limit project on A534	+1319
3	Total Other Receipts (plus)	3645	329	Decrease of £3316 (90.97%) due to the following: - LESS No CW&C Members Budget Grant awarded Decrease training income MORE Fire Engine House rental more VAT Rebate	-3125 -420 +140 +88.64
4	Staff Costs (subtract)	4434	2142	Decrease of £2292 (51.69%) due to the following: - Change in Clerk, former Clerk paid whilst acting Clerk took over for a period.	-2292
5	Loan Repayments (subtract)	NIL	NIL	No explanation required.	
6	Total Other Payments (subtract)	1726	1966	No explanation required.	
7	Balances Carried Forward (Total)	7999	9720	No explanation required.	
8	Total Cash	7999	9720	No explanation required.	
9	Fixed Assets	13,445	13,352	No explanation required.	
10	Borrowings	NIL	NIL	No explanation required.	

BROXTON & DISTRICT PARISH COUNCIL

BROXTON & DISTRICT PARISH COUNCIL

Register of Assets 2020/2021

Asset	Purchase Date	Cost	Insured	Register value 2020
(1) Fire Engine House Old Coach Road CH3 9HY			9445.00	7388.12
(1) Bus Shelter Sherrington Lane CH3 9JU			*	1540.80
(3) Noticeboards Sherrington Lane CH3 9JU Duckington SY14 8LQ Harthill Green CH3 9LF	29/06/2016	1141.17	*	1141.17
(2) Benches Sherrington Lane CH3 9JU Duckington SY14 8LQ	18/08/2016 01/01/2018	675.50 1.00	* *	675.50 1.00
(1) Defibrillator Sherrington Lane CH3 9JU	16/12/2017	2285.00	2285.00 (TBC)	2285.00
(1) Acer Laptop	14/01/2017	199.17	0	199.17
Samsung A20 Mobile phone	01/12/2020	121.67	TBC	121.67
			TOTAL	£13352.43

* Street Furniture incurred £3973.00

BROXTON & DISTRICT PARISH COUNCIL

Hi Gill,

The Internal Audit was completed on 8 May 2021.

Comments:

1. In the receipts section, the remittance advice from Cheshire West & Chester attached to the email of 8 April 2020 relates to the 2021/22 Precept. Move this document to the 2021/22 file.
2. Change the payments access to the Lloyds Bank account to the new Clerk.
3. The payment of £18.60 to Shires Pay Services on 2/2/21 includes £3.10 VAT which is not shown in the VAT column of the cash book. Adjust the cash book prior to making a VAT reclaim.
4. The payment of £119.84 to one.com on 4/1/21 includes £19.97 VAT which is not shown in the VAT column of the cash book. Adjust the cash book prior to making a VAT reclaim.

Regards

BROXTON & DISTRICT PARISH COUNCIL

Broxton and District Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		"Yes" means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

BROXTON & DISTRICT PARISH COUNCIL

Section 2 – Accounting Statements 2020/21 for

Broxton and District Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	6,333	7,999	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	4,181	5,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,645	329	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	4,434	2,142	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,726	1,966	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	7,999	9,720	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	7,999	9,720	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	13,455	13,352	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

BROXTON & DISTRICT PARISH COUNCIL

Certificate of Exemption – AGAR 2020/21 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2021, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

Broxton and District Parish Council

certifies that during the financial year 2020/21, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2020/21: £5,829 PER AMOUNT £00,000

Total annual gross expenditure for the authority 2020/21: £4,108 PER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2017
- In relation to the preceding financial year (2019/20), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2021.

By signing this certificate you are also confirming that you are aware of this requirement.

BROXTON & DISTRICT PARISH COUNCIL

Broxton & District Parish Council Planning Register 2020-2021

				Status
01 11 19	19/03618/OHL	Overhead lines from Duckington to Chowley Cheshire	Duckington-Chowley 11KV overhead electricity line and rebuild scheme	Unknown
20 11 20	20/03683/FUL	Pit Farm, Sherrington Lane, Broxton, CH3 9JU	Steel portal framed agricultural building – amendment to application 20/01634/FUL	Visual Assessment and details of levels submitted
14 12 20	20/04677/FUL	Ivy Cottage Hill Lane Broxton Chester Cheshire CH3 9HT	Demolition of rear single storey lean-to, roof light to front, part single and two storey side and rear extensions, alterations to windows/doors,	Awaiting decision
22 02 21	21/00347/FUL	Hillside Allmans Lane Duckington Malpas Cheshire SY14 8LH	Single storey rear extension	Approved
25 02 21	21/00187/FUL	Phillips Park Salters Lane Broxton Chester Cheshire CH3 9JH	Demolition of existing three bedroomed dwelling and erection of new 5 bedroomed dwelling	Awaiting decision
01 03 21	20/03625/FUL	Rock Cottage Barnhill Road Broxton Chester Cheshire CH3 9JH	Two storey side extension and siting of temporary residential caravan for use during construction work	Approved
30 3 21	21/00995/FUL	Broxton Hall Farm Old Coach Road Duckington Malpas Cheshire CH3 9HS	Conversion of former agricultural buildings to form two dwellings plus holiday accommodation.	Awaiting Decision
5 5 21	21/01429/FUL	Bolesworth Castle Bolesworth Hill Road Broxton Chester Cheshire CH3 9HQ	Temporary 3 year consent for the use of land to provide winter lights event including lights trail, ice skating, sleigh rides, Christmas village including Santa's grotto and Christmas themed food and beverage stalls	
12 05 21	21/01574/S73	Withy Bank Old Coach Road Broxton Chester Cheshire CH3 9JL	Outline application for erection of farm workers dwelling (removal of condition 3 of planning permission 6/22461)	

Ctrl & click on application number to access application on CW&C website.

Appeals

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Gill Nicol
BPC Planning Register 2021
18 05 21

BROXTON & DISTRICT PARISH COUNCIL

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