

NEWBURGH PARISH COUNCIL
Sandra Jones, Clerk to the Council
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20 April 2023

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting which will be held at Newburgh School, Back Lane on Wednesday 26 April 2023 commencing at 7pm.

Yours sincerely



Sandra Jones
Clerk of the Council

AGENDA

1. To receive apologies for absence
2. Councillors to declare an interest in subjects for discussion
3. To approve minutes of the Parish Council Meeting held on 15 March 2023.
4. Issues raised by members of the public (total time 15 minutes)
5. Planning:
 - a) Applications to be considered: None at this meeting.
 - b) To consider a further response to LCC/2022/0014 - County Matter - Amendment of Condition 6 of planning permission 8/10/0241 to allow approval of amended restoration contours together with the submission of a restoration and aftercare scheme to comply with conditions 29 and 31 of planning permission 8/10/0241 at Round O Quarry, Cobbs Brow Lane, Newburgh.
6. To consider the following work plan items:
 - a) To receive a verbal update regarding village road issues and agree any actions.
 - b) To receive an update on the village clean and maintenance plan, including entry into the Lancashire Best Kept Village competition and agree any actions.
 - c) To receive a verbal update on flooding issues in the village and agree any actions.
 - d) To consider review of the Newburgh Parish Council website and agree any actions.
7. To receive an update on Appleton Fields and agree any actions.
8. To receive feedback from the annual meeting held with West Lancashire Borough Council Clean and Green Service and agree any actions.
9. To approve transferring the budget set aside for a Civic Service to be used for Chairman's Allowance to enable a gift to be purchased in recognition of the longstanding service of village lollypop lady and agree any actions.
10. To receive a verbal update on the purchase of a tree to commemorate the King's Coronation and agree any actions.
11. Finance
 - a) To approve Accounts for Payment for April 2023, Schedule attached.
 - b) To note the report from the Internal Auditor in relation to financial year April 2022 – March 2023.
 - c) To approve the Annual Governance and Accountability Return for 2022/23 - Section 1 (Annual Governance Statement) will be approved before Section 2 (Accounting Statements). In addition, approve the Certificate of Exemption relating to Councils with income and expenditure less than £25,000 and note the period chosen for the Exercise of Public Rights (5 June 2023 to 14 July 2023).
 - d) To note income received for January - March 2023.
 - e) To note Budget/Expenditure Statement year ended 31 March 2023
 - f) To note the bank reconciliation statement for March 2023
 - g) To note the Asset Register as at 31 March 2023. In addition, to agree to the future disposal of the bench on Ash Brow, which is deemed to be beyond repair.
12. To note the Clerks Report (information only)

13. Exclusion of Press and Public

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Local Government Act 1972 ss 100A (2), it is proposed that, because of the confidential nature of the business to be transacted, the press and public are excluded from the forthcoming items of business.

Enclosures:

- 3. Minutes of Parish Council meeting on 15 March 2023
- 11a. Schedule of Accounts for Payment – April 2023
- 11d. Income received for January to March 2023
- 11e. Budget/Expenditure Statement year ended 31 March 2023
- 11f. Bank Reconciliation Statement for March 2023
- 11g. Asset Register as at 31 March 2023
- 12. Clerks Report

Schedule of Accounts for Payment – April 2023.

1&1 - website charges	£	11.99	Direct Debit
Nest Pension Scheme	£	55.54	Direct Debit
HMRC – NI payment	£	4.90	
Mrs S Jones – April salary and expenses	£	832.73	
Mrs J Smith – internal audit fee	£	60.00	
Mr P Halliwell – Clean & Green meeting expenses	£	7.00	
Newburgh School – hall hire – Feb and March 2023	£	15.75	
Lancashire Association of Local Councils – annual membership	£	208.11	
TOTAL	£	<u>1,196.02</u>	

Income Received January 2023 – March 2023

31/3/23	Bank Interest	£	12.30
06/3/23	HMRC re VAT return	£	<u>956.26</u>
TOTAL		£	<u>968.56</u>

Newburgh Parish Council					
Budget/Expenditure Statement		2022/23			
Detail	Budget	March	Underspend/		
	£	Expenditure	(Overspend)		
		£	£		
Clerk's Salary	8695	8894	-199		
Clerks Pension	635	714	-79		
Clerk's Expenses	200	149	51		
General Admin	500	153	347		
Postage	100	0	100		
Members travel costs	20	31	-11		
School Hire	150	126	24		
Training inc Quality Registration	330	415	-85		
Audit	60	50	10		
Website Management	250	130	120		
Uncontested Election Costs	500	176	324		
	11440	10839	601		
Village Maint & Repair	176	0	176		
Appleton Fields	1319	1150	169		
Play Area Maintenance	300	692	-392		
Insurance	540	525	15		
Associations					
Local council Review	21	0	21		
LAPTAC Subscription	226	204	22		
Hon Sec Honorarium	17	13	4		
Society Local Council Clerks	160	146	14		
CPRE	40	36	4		
WL Heritage Association	5	0	5		
	469	399	70		
Activities					
Newsletter	250	141	109		
Maintenance of SPID	1664	1968	-304		
Christmas Celebrations	800	151	649		
	2714	2259	455		
S137 Expenditure					
Best Kept Village Competition	30	25	5		
Civic Service	50	0	50		
Donations	200	198	2		
Maintenance of the Dell	75	75	0		
	355	298	57		
TOTAL	17313	16163	1150		
Concurrent Grant					
Village Cleaning & Maintenance	905	905	0		
	905	905	0		
Reserves					
Community Infrastructure Levy Grant	1522	0	1522		
Appleton Fields	1181	0	1181		
General Reserve	7911	1078	6833		
Footpath Reserve	895	0	895		

Bank Reconciliation Statement
Month ending 31 March 2023

[illegible]

NEWBURGH PARISH COUNCIL				
ASSETS REGISTER	Responsibility	Apr-22	Apr-23	Notes
ORIGINAL KNOWN PURCHASE COST.				
Ash Brow bus shelter, purchased January 2004.	Community	1,237	1,237	
Speed Indicator Device, purchased July 2007.	Community	3,059	3,059	
Play Equipment, Back Lane, purchased June 2009.	Community	17,705	17,705	
Computer equipment, purchased September 2010, July 2013 (printer), June 2019 (replacement printer)	Clerk	310	310	
Laptop, purchased December 2018	Clerk	490	490	
Play Area Fencing, gates and wet pour surface, Back Lane, purchased June 2009.	Community	10,083	10,083	
Notice Board, Course Lane, purchased July 2015	Community	2,113	2,113	
Christmas tree lights purchased November 2016 and November 2020, Star purchased December 2021	Contractor	1,162	1,162	
Heritage Board, Ash Brow. Purchased November 2019, some parts from previous sign	Community	500	500	
Appleton Fields, Cobbs Brow Lane, transferred ownership from Appleton Family May 2021	Community	1,720	1,720	
		38,379	38,379	
GIFTED ASSETS ESTIMATED CURRENT VALUE.				
Gavel and Block	Clerk	50	50	
Public seat, Play Area, Back Lane	Community	300	300	
Public seat, Ash Brow (Best Kept Village Competition).	Community	300	300	
Public seat, Ash Brow	Community	300	300	
Bus shelter, Cobbs Brow Lane	Community	300	300	
Notice Board, Course Lane	Community	-	-	
Chain of Office	Chairman	100	100	
Three Best Kept Garden Trophies.	Community	150	150	
Two Public seats, Woodrow Drive old peoples bungalows	Community	-	-	
		1,500	1,500	
ASSETS ESTIMATED CURRENT VALUE.				
Metal filing cabinet, two drawers.	Clerk	50	50	
Two bus shelters, Course Lane.	Community	4,000	4,000	
Heritage Board, Ash Brow.	Community	-	-	
Footpath Information Board.	Community	100	100	
Three public seats on The Green.	Community	600	600	
One public seat on Cobbs Brow Lane.	Community	300	300	
One public seat on Course Lane.	Community	300	300	
One public seat on Play Area, Back Lane.	Community	300	300	
		5,650	5,650	
GRAND TOTAL		45,529	45,529	

Notes