

NEWBURGH PARISH COUNCIL
Sandra Jones, Clerk to the Council
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11 May 2023

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting which will be held in the School, Back Lane, Newburgh on Wednesday 17 May 2023, commencing at approximately 7.15 pm or later, following the Annual Parish Meeting.

Yours sincerely



Sandra Jones
Clerk of the Council

AGENDA

1. Election of Chairman 2023/24 and signing of Declaration of Acceptance of Office.
2. To receive Apologies.
3. Election of Vice Chairman 2023/24.
4. Councillors to declare an interest in subjects for discussion.
5. Approve minutes of the Council Meeting held on 27 April 2022.
6. Adjourn meeting for Issues raised by members of the public (15 minutes total time).
7. To agree representatives for the various Groups/Committees and review current terms of reference as required
 - Finance Committee (4)
 - Planning Working Group (3)
 - Employment Working Group (3)
 - Communications Working Group (4)
 - Flooding Working Group (3)
 - Footpath Working Group (2)
 - Village Appearance Working Group (3)
 - Representative on village Play Area Committee (2)
 - Representative at West Lancashire Area Committee (LALC) (2)
 - Attendance at PACT meetings and Police liaison (1)
8. Planning.
 - a) Applications to be considered: None at this meeting,
 - b) To consider a response to planning application LCC/2022/0014 Round O Quarry, following information received from the Environment Agency since the last Parish Council meeting and agree any actions.
9. To consider the following work plan items:
 - a) To receive a verbal update regarding the village roads and agree any actions.
 - b) To receive a verbal update regarding progress on any tasks required with regard to the village entering the Lancashire Best Kept Village competition and agree any actions. In addition, to consider the recent letter from West Lancashire Borough Council in relation to Community Skip days.
10. To receive a verbal update on Appleton Fields and agree any actions.
11. Finance
 - a) To approve Accounts for Payment, Schedule attached.
 - b) To approve the Reserves Statement as at 31 March 2023.
12. To note Clerks report (information only)
13. To note date and time of next meeting

Enclosures:

- 5 Minutes of 27 April 2023 meeting
- 11a Schedule of Accounts for Payment, May 2023
- 11b Reserves Statement as at 31 March 2023

Schedule of Accounts for Payment – May 2023

1&1 - website charges	£ 35.98	Direct Debit
Nest Pension Scheme	£ 55.54	Direct Debit
Mrs S Jones – May salary and expenses	£ 986.64	
HMRC – Ni payment	£ 33.40	
Mr P Atty – green waste bin subscription for play area bins	£ 50.00	
Mr P Atty - expenses re oak tree for King's Coronation	£ 270.41	
Mr M Roughneen – village maintenance material expenses	£ 39.99	
RM Services Ltd - Grounds maintenance	£ 132.00	
Mr J Horrobin – play area and village hedge maintenance	£ 306.00	
Zurich Insurance – Annual policy	<u>£ 579.51</u>	
TOTAL	<u>£ 2,489.47</u>	

Reserves and Balances as at 31 March 2023

Reserves and Balances as at 31 March 2023				At 31 March 2021 £	At 31 March 2022 £	At 31 March 2023 £	Notes
1	Election			200	500	500	1
2	Twinning			90	90	90	
3	I.T.			100	100	100	
4	Footpath Delegation Scheme			895	895	895	2
5	External Audit			200	200	200	3
6	Village Maintenance			2512	2512	2512	4
7	Demographer costs for WLBC Local Plan consultation			200	200	200	5
8	Bluebell Wood/Appleton Fields			5000	1181	1350	6
9	General			6345	7911	8871	
10	Community Infrastructure Levy			1522	1522	1522	7
	TOTAL			17064	15111	16240	
Notes							
1	Election reserve increased from £200 to £500 based on estimates received from Tom Lynan (WLBC Elections) Dec 2021. If full election ever required would have to be met from General reserve (potentially £5,000 as per Dec 21 estimate)						
2	Footpath Delegation Scheme from LCC joined in 2014. Grant received from 2013/14 to 2018/19= £200+£200+£200+£250 +£250+£250+£250= £1,600 Less Expenditure from 2015/16 and then years 2018/19 - 2020/21= £60+£65 +£115+£215+£250=£705 No spend from reserve during 2021/22 and 2022/23 - concurrent grant monies used.						
3	A reserve to cover the cost of an external audit was set up at the end of 2016/17 due to future changes to year end procedures under the Transparency Code - agreed at the April 2017 meeting						
4	It was agreed at the Finance Committee meeting on 16 January 2018 that any underspend for the year should be ringfenced into a new Village Maintenance reserve						
5	During 2018/19, the Parish Council approved a maximum reserve of £500 towards the cost of demographer fees for a survey carried out for CPRE Lancashire in relation to WLBC Local Plan consultation. A final figure of £300 was paid leaving a reserve balance of £200 to be considered for similar work into the SHELMA during 2019.						
6	During Finance Committee meeting in January 2022 and January 2022 Parish Council meeting it was agreed that a total budget of £2,500 be approved for Appleton Fields - £1,319 is included as part of precept and the remainder £1,181 as a reserve Total Budget including reserves for Appleton Fields for 2022/23 was £2,500. £1,150 had been spent as at 31 March 2023, however legal fees still outstanding March 2023 Parish Council meeting approved that any balance remaining at year end would be put into ringfenced reserve to be handed to Appleton Fields Association once lease agreement is signed.						
7	During October 2020, a sum of £1,522 received in Community Infrastructure Levy (CIL) monies in respect of former farmshop on Course Lane This money is ringfenced for projects fitting the criteria of CIL. No spend during 2021/22						