

MINUTES of the Parish Council Meeting held on Wednesday 26 April 2023 at Newburgh School, Back Lane commencing at 7.25pm.

PRESENT: Cllrs Roughneen (Chair), O'Keefe, Atty, Turner, Halliwell, Pennington and Clerk Sandra Jones.

Borough Cllr Pope and two members of the public were also in attendance.

034/23

TO RECEIVE APOLOGIES

Apologies were received from Cllr Moore.

035/23

COUNCILLORS TO DECLARE AN INTEREST IN ISSUES FOR DISCUSSION

Cllr Atty declared an interest in the Appleton Fields item. Cllr Halliwell declared an interest in the payments list.

036/23

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15 MARCH 2023

It was resolved that the minutes of the Parish Council meeting held on 15 March 2023 should be approved and signed by the Chair.

037/23

ISSUES RAISED BY MEMBERS OF THE PUBLIC

The meeting was adjourned for public discussion.

A member of the public raised the issue of flooding on Back Lane which had been reported four months ago, but there appeared to be a lack of progress from Lancashire County Council. Borough Cllr Pope offered to chase up the issue and confirmed that he had spoken to officers regarding the problem, but a high number of vacancies in the Highways department was not helping with making progress. It was proposed that the Parish Council contact Rob Bailey who is the Newburgh County Council representative to ask him to get involved in an effort to reach a resolution. The meeting was reconvened.

038/23

PLANNING

a) Applications to be considered: No applications were considered 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.

It was confirmed that a response had been received that day from the Environment Agency, so there had not been any time to assess the information provided. The next Development Control Committee meeting at Lancashire County Council is not until June. It was resolved to review the information from the Environment Agency and decide whether any further responses should be submitted with regard to the application. Councillors will be asked to approve any response prior to it being submitted.

039/23

WORKPLAN

a) To receive a verbal update regarding village road issues and agree any actions.

Prior to the Parish Council meeting, a short presentation had been provided to Councillors regarding the purchase of a replacement speed device. Councillors agreed that there had been a lot of useful information and it was agreed to request further details, which the Parish Council will consider when a final decision regarding the speed device is made. It was agreed that an informal meeting would be arranged to discuss all the options once the information has been received.

b) To receive an update on the village clean and maintenance plan including entry into the Best Kept Village competition and agree any actions.

It was confirmed that the entry fee had been paid to enter the Best Kept Village competition, but Councillors needed to approve the design of the two village maps and the entry forms. Following discussion, it was resolved to approve the two maps of the village and also the village entry forms. The Clerk was asked to make the necessary arrangements.

A leaflet has also been drafted which will be circulated to all residents to let them know that the village has been entered into the competition and to ask for volunteers to help tidy up the village on two designated days before the end of May. Judging will start at the beginning of June.

Councillors also discussed the tasks which would be required as part of the volunteer days and any that may require getting outside help. It was thought that volunteers would be able to manage cleaning road signs and play area equipment, but large areas of vegetation would require a contractor. Cllr Atty provided a quote from Jeff Horrobin with regard to cutting the hedge near the School on Back Lane which amounted to £280. It was resolved to approve the quote and request that the work be carried out before the judging is due to start. Members of Applecast had recently planted flowers in the village and Councillors voiced their thanks and appreciation for the kind gesture. The Clerk was requested to send a letter of thanks.

c) To receive an update on flooding issues in the village and agree any actions.

The Parish Council is still in the process of trying to set up a meeting with officers at Lancashire County Council to get an update on the work which has been completed and any other planned works in the near future.

d) To consider review of the Parish Council website and agree any actions.

Due to Cllr Moore retiring in May, Councillors were asked to consider the best way forward regarding the website and the different tasks required such as maintaining the website and keeping in touch with village contacts and organisations to ensure the information is up to date. Following discussion, it was agreed that an informal meeting would be arranged to go through the work required and assign tasks to the Clerk and Councillors.

040/23

TO RECEIVE AN UPDATE ON APPLETON FIELDS AND AGREE ANY ACTIONS.

It was confirmed that quotes had been provided for the purchase of an oak tree to commemorate the King's Coronation. The quotes included the cost for the tree and the plaque. It was resolved to approve the cost of £300 to purchase the oak tree and provide a plaque. Plans are being made for the tree to be planted by representatives of the Parish Council, Newburgh Christ Church, Newburgh School and Appleton Fields Association at Appleton Fields. The representatives of all those organisations will be asked to approve the wording for the plaque.

With regards to the lease, it was confirmed that the Vice Chair and Clerk had met with the Solicitor in order to speed up the process and the updated lease agreement and Addendum letter had been sent to the Trustees, who had recently responded with their views.

Cllr Atty left the meeting at this point.

It was confirmed that Councillors had been considering the response from the Trustees. Following discussion, it was resolved that the Clerk would draft an email to reply to the issues raised by the Trustees and send for approval by Councillors before emailing the response. The Councillors were concerned over the length of time the lease process had taken and felt it was important to put a deadline on completion of the lease agreement to allow the process to move forward.

Cllr Atty returned to the meeting at this point.

041/23

TO RECEIVE FEEDBACK FROM THE ANNUAL MEETING WITH MEMBERS OF THE WEST LANCASHIRE BOROUGH COUNCIL CLEAN & GREEN TEAM AND AGREE ANY ACTIONS.

It was confirmed that the meeting had taken place on 4 April with two officers from the Clean and Green team. The meeting had gone well and provided the chance for the Parish Council to let the team know about important forthcoming events in the village such as Newburgh Fair and our entry into the Best kept Village competition.

042/23

TO APPROVE TRANSFERRING THE BUDGET SET ASIDE FOR THE CIVIC SERVICE TO BE USED FOR A CHAIRMAN'S ALLOWANCE TO ENABLE A GIFT TO BE PURCHASED IN RECOGNITION OF THE LONG STANDING SERVICE OF VILLAGE LOLLY POP LADY AND AGREE ANY ACTIONS.

It was confirmed that a Civic Service was unlikely to happen this year, so this money could be used to purchase a gift for the lolly pop lady who was retiring after over 40 years of service. Advice had been sought from our Local Association in relation to the most appropriate way to do this and the Clerk was advised to use a Chairman's Allowance budget. It was resolved to transfer the budget as advised and Councillors approved the proposal of the Clerk to purchase a plaque and card which was given to the lollypop lady at a presentation at Newburgh School.

043/23

TO RECEIVE A VERBAL UPDATE ON THE PURCHASE OF A TREE TO COMMEMORATE THE KING'S CORONATION AND AGREE ANY ACTIONS.

It was confirmed that quotes had been provided for the purchase of an oak tree to commemorate the King's Coronation, which amounted to approximately £300. The quotes included the cost for the tree and the plaque. It was resolved to approve the cost of £300 to purchase the oak tree and provide a plaque. Plans are being made for the tree to be planted by representatives of the Parish Council, Newburgh Christ Church, Newburgh School and Appleton Fields Association at Appleton Fields. The representatives of all those organisations will be asked to approve the wording for the plaque.

Borough Cllr Pope and a member of the public left at this point.

044/23

FINANCE

Cllr Halliwell left the meeting at this point.

a) To agree Accounts for Payment for April 2023 (schedule attached).

It was resolved to approve the Accounts for payment for April 2023. Payments will be electronic wherever possible.

Cllr Halliwell **returned** to the meeting at this point.

b) To note the report from the Internal Auditor in relation to financial year April 2022 – March 2023.

The report from the Internal Auditor for the financial year April 2022 – March 2023 was noted. No issues or areas of concern were found.

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).

Following consideration of all the Annual Governance Statements in Section 1 of the Annual Governance and Accountability Return for 2022/23, it was resolved to formally approve all statements. Councillors then considered Section 2 and it was resolved to formally approve the Accounting Statements. In addition, Councillors also resolved to approve the Certificate of Exemption relating to Councils with income and expenditure less than £25,000. All sections of the Annual Governance and Accountability Return for 2022/23 will be signed by the Chair and Clerk/Financial Responsible Officer and published on the Parish Council website in accordance with the regulations. The period for the notice for the exercise of public rights of 5 June 2023 to 14 July 2023 was noted.

d) To note income received for January - March 2023.

The income received for January 2023 – March 2023 was noted.

e) To note Budget/Expenditure Statement year ended 31 March 2023.

The Budget/Expenditure Statement for the year ended 31 March 2023 was noted.

f) To note the bank reconciliation statement for March 2023.

The Bank Reconciliation Statement for March 2023 was noted.

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.

The Asset Register as at 31 March 2023 was noted. It was resolved to approve the future disposal of the bench situated on Ash Brow, which is deemed to be beyond repair. The family who had gifted the bench to the village were consulted and had no objections to the removal of the bench. At present due to lack of resources there are no plans to replace this bench.

045/23

TO NOTE THE CLERKS REPORT (INFORMATION ONLY)

The Clerk's Report was noted.

046/23

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.

A member of the public and the Clerk left the meeting at this point.

It was resolved to approve all the recommendations from the Employment Working Group in relation to the Clerk's salary.

The member of the public and the Clerk returned to the meeting at this point.

047/23

DATE AND TIME OF NEXT MEETING

The next Parish Council meeting will be held on 17 May 2023 at 7pm.

The meeting ended at 8.30pm.

Schedule of Accounts for Payment – April 2023.

Ref No	Payee	Amount
N/A	1&1 - website charges	£ 11.99 Direct Debit
N/A	Nest Pension Scheme	£ 55.54 Direct Debit
270423	HMRC – NI payment	£ 4.90
270423	Mrs S Jones – March salary and expenses	£ 832.73
270423	Mrs J Smith – Internal Audit fee	£ 60.00
270423	Mr P Halliwell – clean and green meeting expenses	£ 7.00
270423	Newburgh School – hall hire for February and March 2023	£ 15.75
270423	Lancashire Association of Local Council – annual membership	£ 208.11
		<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	£ 956.26
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	

<u>Newburgh Parish Council</u>									
<u>Bank Reconciliation Statement</u>									
<u>Month ending 31 March 2023</u>									

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 202	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	