

MINUTES of the Parish Council Meeting held on Wednesday 22 February 2023 at Newburgh School, Back Lane commencing at 7pm.

PRESENT: Cllrs Roughneen (Chair), O'Keefe, Atty, Halliwell and Pennington and Clerk Sandra Jones.
One member of the public also attended for part of the meeting.

011/23

TO RECEIVE APOLOGIES

Apologies were received from Cllr Moore and Cllr Turner.

012/23

COUNCILLORS TO DECLARE AN INTEREST IN ISSUES FOR DISCUSSION

Cllr Atty declared an interest in the Appleton Fields item.

013/23

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 25 JANUARY 2023

It was resolved that the minutes of the Parish Council meeting held on 25 January 2023 should be approved and signed by the Chair.

014/23

ISSUES RAISED BY MEMBERS OF THE PUBLIC

The meeting was not adjourned for public discussion as no members of the public were present.

015/23

PLANNING

a) Applications to be considered:

2023/0027/FUL - Proposed two storey rear and side extension with alterations at 21 New Acres, Newburgh – No comment.

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 was still awaited from the Environment Agency to our latest freedom of information request. The Parish Council has been advised that the planning application is likely to be considered by Lancashire County Council at a meeting in April.

016/23

WORKPLAN

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

An application has been submitted to the West Lancashire Borough Council Capital Scheme for 2023/24 for funding towards the cost of a replacement speed device. Confirmation of whether the application has been successful should be received around May 2023. It was confirmed that an application made to the Lancashire County Council Parish Champion for funding towards a new speed device had been successful.

The condition of the cobbled canal underpasses on Deans Lane and Culvert Lane have been reported to the Canal & River Trust and Lancashire County Council who have confirmed that they will investigate.

A member of the public arrived at this point.

b) 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.

c) To receive an update on the latest position regarding possible entry for the Best Kept Village competition and agree any actions.

It was confirmed that the details regarding entry for the Lancashire Best Kept Village competition had been received and circulated to Councillors. Following discussion, it was resolved that Newburgh would be entered into the competition. An informal meeting will be arranged before the next Parish Council meeting on 15 March to consider the process and the best way to ensure that the village will look its best when the competition judges visit.

d) To receive a verbal update on the village play area and agree any actions.

Cllr Atty confirmed that there had been a recent meeting of the village Play Area Committee. Weekly visual inspections continue to be carried out by the Parish Council with any issues identified passed onto the Clerk and Cllr Atty to be resolved. In addition, an annual inspection of the Play Area is carried out by ROSPA in August and any recommendations received regarding maintenance of equipment are carried out. Recent weather had left some of the Play Area equipment dirty and slippery and it was agreed that the equipment would be cleaned.

e) To consider plans for Christmas 2023, including consultation on a carol service and agree any further actions.

Councillors considered the issue of the annual carol service, which had not been well attended last year. This could be due to the fact that it was the first one since the pandemic or maybe due to other reasons. It was resolved that contact would be made with the School and the Church to consider the issue and look at possible options including keeping the arrangements the same for this year, changing the location of the service and holding no service at all. An update will be provided at a future Parish Council meeting.

With regards to the Christmas tree on the green, it was resolved to go ahead with the arrangements as in previous years. The Clerk will obtain quotes for the provision of the tree in the Summer and the contractor responsible for putting up the tree had confirmed that there would be no increase to the charge for this year. It was resolved to approve the contractor's quote, which had already been accounted for in the budget for 2023/24.

017/23

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

The lease process had been held up pending a response from Solicitor, however, a draft of the lease agreement had now been received and had been considered by both the Parish Council and Trustees of Appleton Fields Association. Volunteers are still meeting on the last Saturday of the month to carry out various works on site.

Cllr Atty left the meeting at this point.

Councillors considered the next step with regard to the lease agreement process. Following discussion, it was resolved that outstanding issues regarding the lease would be communicated to the Solicitor who would be asked to expedite a response with what should hopefully be the final version of the lease agreement. Once the Parish Council has received a lease agreement that Councillors are happy with, a copy of the lease agreement will then be sent to the Trustees of Appleton Fields Association for their consideration.

Cllr Atty returned to the meeting at this point.

018/23

TO CONSIDER PLANS TO COMMEMORATE THE KING'S CORONATION IN MAY AND AGREE ANY ACTIONS

Councillors considered the best way to commemorate the King's Coronation in May and it was resolved to consult the Trustees of Appleton Fields Association about the possibility of planting a tree on Appleton Fields. At this stage it was not known if any local village organisations had any events planned to commemorate the event. It was agreed that Councillors would contact the representatives of local organisations to find out if anything was planned and whether the Parish Council could maybe assist where resources allowed.

019/23

TO CONSIDER PROGRESS REGARDING WEBSITE ACCESSIBILITY AND AGREE ANY NECESSARY ACTIONS

The Clerk informed the meeting that the Parish Council website had been assessed as being 92% compliant with website accessibility legislation. There were some issues around mobile compatibility and the large number of picture gallery photographs. The work required would need to be carried out by an organisation or individual with experience of websites and accessibility and the Clerk had received advice that the work required would take several hours, which was not currently affordable within the Parish Council budget. An individual with knowledge of websites had recently been approached by a member of the Parish Council for feedback and further advice and an update will be provided at a future Parish Council meeting.

020/23

FINANCE

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

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

b) To confirm the appointment of the Internal Auditor for 2022/23 and agree any actions.

It was resolved to appoint Jackie Smith as the Newburgh Parish Council Internal Auditor for 2022/23 for a fee of £60. A copy of the current Parish Council Internal Audit Testing Schedule and the latest guidance from the Joint Panel on Accountability and Governance Practitioners Guide (JPAG) will be sent to Jackie Smith with confirmation of her appointment.

c) To consider a donation request from Newburgh Fair Association (S137 expenditure) and agree any actions.

A request for a donation towards the cost of Newburgh Fair had been received from the Fair Association. Councillors voiced their support for the Association and the annual Newburgh Fair and it was resolved to approve a donation of £150, which is classed as S137 expenditure.

d) To consider request from Newburgh Christ Church for a contribution towards the Spring Festival in May, plus the annual donation of £75 towards the Dell maintenance (S137 expenditure).

Councillors were asked to approve the annual donation of £75 towards maintenance of the Dell, which was already accounted for in the budget. It was resolved to approve the £75 donation and the Clerk was asked to make the necessary arrangements. In addition, it was confirmed that the Church planned to hold its annual Spring Festival in May and the Parish Council had been asked if it would supply a floral display as in previous years. It was resolved that the Parish Council would contribute a floral display with a maximum cost of £25.

Prior to the meeting being closed, the member of the public was asked if he would like to raise any issues as he had arrived after the public discussion item. The meeting was adjourned for public discussion.

The member of the public confirmed that he had dropped off a written enquiry at the home of the Chair relating to Parish Council accounts. The Clerk informed the member of the public that the Chair was on holiday which explained why he had not received a response to date. The Clerk confirmed that she would provide the response to his queries once the letter had been passed on by the Chair.

The meeting was reconvened.

021/23

DATE AND TIME OF NEXT MEETING

The next Parish Council meeting will be held on 15 March 2023 at 7pm.

The meeting ended at 7.45pm.

Schedule of Accounts for Payment – February 2023.

Ref No	Payee	Amount
N/A	1&1 - website charges	£ 11.99 Direct Debit
N/A	Nest Pension Scheme	£ 55.54 Direct Debit
230223	HMRC – NI payment	£ 4.90
230223	Mrs S Jones – February salary and expenses	£ 924.73
230223	Newburgh Christ Church – donation for Dell maintenance	£ 75.00 (S137 exp)
		£ 1,072.16
	Plus Donation agreed minute ref 020/23c	
230223	Newburgh Fair Association – donation for Newburgh Fair	£ 150.00 (S137 exp)
	TOTAL	£ 1,222.16