

MINUTES of the Parish Council Meeting held on Wednesday 26 January 2022 at Newburgh School, Back Lane commencing at 7pm.

PRESENT: Cllrs Citarella (Chair), Atty, Moore, O'Keefe, Turner, Roughneen and Clerk Sandra Jones.
No members of the public attended the meeting.

001/22

TO RECEIVE APOLOGIES

Apologies were received from Cllr Baker and Borough Cllr Pope.

002/22

COUNCILLORS TO DECLARE AN INTEREST IN ISSUES FOR DISCUSSION

Cllr Citarella and Cllr O'Keefe declared a pecuniary interest in the item relating to Eden Tea Rooms.

Cllr Moore declared an interest in the planning application for Green Acre.

003/22

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24 NOVEMBER 2021 AND THE FINANCE COMMITTEE HELD ON 17 JANUARY 2022

It was resolved that the minutes of the Parish Council meeting held on 24 November 2021 and the minutes from the Finance Committee meeting held on 17 January 2022 should be approved and signed by the Chair.

004/22

ISSUES RAISED BY MEMBERS OF THE PUBLIC

The meeting was not adjourned for this item as no members of the public attended the meeting.

005/22

PLANNING

a) Applications to be considered:

Cllrs Citarella and O'Keefe left the meeting at this point and Cllr Moore took the Chair.

2021/1248/FUL - Use of vacant barn as a location for artisan retail stalls at Vacant Agricultural Building to The Rear of Eden Tearoom and Galleries, Course Lane.

The meeting was informed that discussions had taken place with the Planning officer regarding the date when the application was likely to go to the West Lancashire Borough Council Planning Committee for consideration. It was confirmed that it was not likely to go to the February meeting, therefore a request was submitted for a further extension for the Parish Council to submit a comment until after the publication of the Environment Officer's report which was still outstanding. The Planning officer agreed to a further extension until after the publication of the Environment Officer's report. Following discussion, it was resolved that a comment would be delayed until after the publication of the report from the Environment Officer. The members of the Planning Working Group will circulate a draft of any proposed comment at this stage to Councillors for approval prior to being submitted.

The other item relating to Eden Tearoom and Galleries was brought forward at this point.

b) To receive an update on the outstanding planning application relating to the Eden Tea Rooms and Galleries site and agree any actions.

It was confirmed that a further 12 month extension had been granted for the late opening hours for the site at the recent West Lancashire Borough Council Planning Committee meeting.

Cllrs Citarella and O'Keefe returned to the meeting at this point and Cllr Citarella resumed as Chair.

Cllr Moore left the meeting at this point.

2021/1470/FUL - Rear dormer extension above ground floor extension, front dormer enlargement, new chimneys and internal alterations at Green Acre, Back Lane – no comment.

Cllr Moore returned to the meeting at this point.

2021/1422/FUL - Variation of Condition No. 1 imposed on planning permission 2020/0122/FUL to vary the approved plans at 27 Doe Meadow, Newburgh – no comment.

006/22

WORKPLAN

a) To consider plans for Parish Councillor vacancy and agree any actions

It was confirmed that a leaflet publicising the current Parish Councillor vacancy had been printed and was ready for distribution around the village. However, as the Parish Council elections are due to take place this year in April/May, it was felt that it was not worth distributing the leaflets at this stage. Following discussion, it was resolved to wait until after the elections have been held and to consider distributing the leaflet, if there are any resulting vacancies on the Parish Council. Residents will be informed of the forthcoming election and what they need to do, if they wish to become a Parish Councillor.

b) To receive a verbal update from the Road Investigation Working Group and agree any actions.

Councillors were informed that a response is still being awaited from Lancashire County Council regarding the Road Investigation Working Group report which was circulated a few months ago to various officers. It was resolved that a letter would be drafted and sent to the relevant officers at Lancashire County Council and Andrew Snowden, Police and Crime Commissioner asking for a meeting in order to discuss the issues highlighted in the report.

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

It was confirmed that lots of work is currently being undertaken by Lancashire County Council Highways department, with a new drain installed around Smithy Brow. Discussions held with the Highways officer revealed that there are many problems in this area due to BT, water mains and other pipelines. A request will be submitted for a map of the pipelines once the work has been completed.

d) To receive an update from the Work Plan Priming Group and agree any actions required regarding the Parish work plan for 2022 (carried over from the cancelled December Parish Council meeting)

It was confirmed that a Work Plan Priming Group meeting had been held by Zoom prior to Christmas and the draft Work Plan for 2022 had been circulated to Councillors. Following discussion, it was resolved to approve the Work Plan for 2022.

007/22

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

Further meetings had taken place regarding the setting up of a new village association to manage the day-to-day activities of Appleton Fields and to put in place future plans and dates for the group and volunteers to work on the site. Further information needs to be investigated before a decision is made on the type of Association to be set up. There is still further work to be undertaken regarding trees on the site with plans to use some of the cuttings to improve the entrance access. In addition, a meeting had been held recently at Newburgh School to highlight the results of the recent resident survey. The survey had asked for residents' views regarding the future development of the site. Following discussion, it was resolved to circulate a newsletter regarding the Appleton Fields residents survey and future plans to residents.

008/22

FINANCE

a) To agree Accounts for Payment for December 2021 and January 2022, schedules attached.

The Accounts schedules for December 2021 and January 2022 were approved. The December payments schedule was approved at this meeting following the cancellation of the December Parish Council meeting, which was originally due to take place on 8 December 2021. Payments will be made electronically wherever possible.

b) To consider whether to submit a grant application to the West Lancashire Borough Council Capital Scheme 2022/2023 and agree any actions.

Councillors were informed that any grant applications for the West Lancashire Borough Council Capital Scheme 2022/23 had to be submitted by 11 February. Discussion about possible projects had taken place at the recent Finance Committee meeting and repairs to the noticeboard or possibly a replacement noticeboard had been suggested as an option. In addition, new surfacing on the play area on Back Lane was also suggested. It was resolved to check the condition of both assets and to submit an application before the deadline if it was felt necessary.

c) To consider possible items of expenditure relating to the West Lancashire Borough Council Concurrent Grant received for 2021/22 and agree any actions including contributing towards the cost of Newburgh Fair

The Clerk informed the meeting that there was approximately £150 of Concurrent Grant monies which needed to be spent before the end of March. Following discussion, it was resolved to check the condition of public hedges/footpaths and other areas which meet the criteria and arrange for the work to be carried out before the deadline.

d) To consider recommendations from Finance Committee and set Precept and budget for 2022/2023.

All but one Parish Councillor had attended the Finance Committee held on 17 January 2022 and were aware of the main issues, which centred around the request from the potential members of the Appleton Fields Association for funding for 2022/23. Due to other pressures on the budget such as election costs, granting even part of the total request would result in an increase to the precept for Newburgh residents. The members of the Parish Council were divided on whether it was fair to levy an increase on residents at a time when so many other costs are increasing, although it was acknowledged that Appleton Fields was an important project. The members of the Finance Committee had voted by 2:1 not to increase the precept this year. However, the majority of Parish Councillors felt that an increase roughly the rate of inflation was appropriate, especially as the precept had not been increased for the current year. Following discussion, it was resolved to increase the precept by just under 4%, which will result in a cost of £36.40 per year for a Band D household. The increase will enable the new Appleton Fields Association to be set up in order to take over the day to day running of the site (although the Parish Council will maintain ownership). Residents will be informed of the increase.

e) To note income received from October 2021 – December 2021.

The income received from October 2021-December 2021 was noted.

f) To note Bank Reconciliation Statement for December 2021.

The Bank Reconciliation Statement for December 2021 was noted.

g) To note Budget/Expenditure Statement for the year to December 2021.

The Budget/Expenditure Statement for year to December 2021 was noted.

009/22

DATE AND TIME OF NEXT MEETING

The next Parish Council meeting will be held on 23 February 2022 at 7pm.

The meeting ended at 7.50pm.

Schedule of Accounts for Payment – December 2021

Ref No	Payee	Amount
n/a	1&1 website charges	£ 11.99* Direct Debit
n/a	NEST Pension Scheme	£ 50.16* Direct Debit
091221	Flexipress – printing expenses for Appleton Fields survey	£ 9.00 *retrospective
091221	Mrs S Jones – December salary and expenses	£ 713.55 *retrospective
091221	P&R Electrical – Decoration of tree and star	£ 594.00 *retrospective
	TOTAL	£ 1,378.70

Schedule of Accounts for Payment – January 2022

Ref No	Payee	Amount
n/a	1&1 - website charges	£ 11.99 *Direct Debit
n/a	Nest Pension Scheme	£ 50.16* Direct Debit
091221	Mr J Horrobin- play area maintenance	£ 44.00*retrospective
270122	Mrs S Jones – January salary and expenses	£ 695.40
270122	P& R Electrical – additional Christmas star expenses	£ 114.00
270122	SLCC Enterprises Ltd – Practitioners Conference	£ 90.00
270122	Yates Playgrounds – SPID costs Oct 21 – Dec 21 (inc)	£ 499.20
	TOTAL	£ 1,504.75

Income Received – October 2021 – December 2021

15/10/21	WLBC Concurrent Grant part 2	£ 452.50
3/12/21	WLBC Capital Grant re Appleton Fields	£ 1,172.21
31/12/21	Bank Interest	<u>£ 4.94</u>
	TOTAL	<u>£ 1,629.65</u>

Newburgh Parish Council				
Budget/Expenditure Statement		2021/22		
Detail	Budget	Dec	Underspend/	
	£	Expenditure	(Overspend)	
		£	£	
Clerk's Salary	8240	6210	2030	
Clerks Pension	605	506	99	
Clerk's Expenses	200	131	69	
General Admin	250	1058	-808	
Postage	100	85	15	
Members travel costs	20	0	20	
School Hire	150	0	150	
Training inc Quality Registration	200	100	100	
Audit	60	50	10	
Website Management	250	95	155	
Uncontested Election Costs	0	0	0	
	10075	8235	1840	
Village Maint & Repair	627	205	422	
Appleton Fields (formerly Bluebell Wood)	1500	3281	-1781	
Play Area Maintenance	300	0	300	
Insurance	530	517	13	
Associations				
Local council Review	21	17	4	
LAPTAC Subscription	226	217	9	
Hon Sec Honorarium	17	13	4	
Society Local Council Clerks	150	0	150	
CPRE	40	36	4	
WL Heritage Association	5	0	5	
	459	283	176	
Activities				
Newsletter	250	0	250	
Maintenance of SPID	1664	832	832	
Christmas Celebrations	800	495	305	
	2714	1327	1387	
S137 Expenditure				
Best Kept Village Competition	30	0	30	
Civic Service	50	0	50	
Donations	200	75	125	
Maintenance of the Dell	75	0	75	
	355	75	280	
TOTAL	16560	13922	2638	
Concurrent Grant				
Village Cleaning & Maintenance	905	754	151	
	905	754	151	
Reserves				
Community Infrastructure Levy Grant	1522	0	1522	
Appleton Fields	5000	0	5000	
General Reserve	6345	833	5512	
Footpath Reserve	895	0	895	