

MINUTES of the Parish Council Meeting held on Wednesday 15 March 2023 at Newburgh School, Back Lane commencing at 7pm.

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

022/23

TO RECEIVE APOLOGIES

Apologies were received from Cllr Halliwell and Borough Cllr Pope.

023/23

COUNCILLORS TO DECLARE AN INTEREST IN ISSUES FOR DISCUSSION

Cllr Atty and Cllr Moore declared an interest in the Appleton Fields item. Cllr Roughneen declared an interest in the payments list.

024/23

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 22 FEBRUARY 2023

It was resolved that the minutes of the Parish Council meeting held on 22 February 2023 should be approved and signed by the Chair.

025/23

ISSUES RAISED BY MEMBERS OF THE PUBLIC

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

026/23

PLANNING

a) Applications to be considered:

2023/0056/FUL - Single storey rear extension following the demolition of existing conservatory at High Bank, Ash Brow, 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.

027/23

WORKPLAN

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

Councillors were informed that there had been a couple of road incidents recently and a resident had sent a video of one of the incidents to Lancashire County Council to bring the matter to their attention. Cllr Roughneen is still trying to contact the relevant officer at Lancashire County Council in relation to the purchase of a new speed device.

It was also confirmed that the "report it" function for Highways issues on the Lancashire County Council website has now been decommissioned. The easiest way to report highways issues is to use the free app called Love Clean Streets, which enables the user to not only report the issue but also attach photos to show the extent of the problem.

A resident has also been in touch with the Parish Council to report an increase in lorries breaching planning permission by travelling to and from the local housing developments via Cobbs Brow Lane. The Parish Council has been in contact with our Borough Council representative and it was resolved that a letter would be sent to the Head of the Planning department at the Borough Council requesting appropriate enforcement action.

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 two Councillors had attended a presentation at Salmesbury Memorial Hall to hear details about this year's Best Kept Village competition and to find out what issues will be important in the judging process. The entry forms along with the entry fee of £25 have to be submitted before the end of April. Plans and timetables are being drafted for tasks and jobs that need to be completed in time for the first judging round in June. A leaflet will be delivered to every home in the village informing residents that we have entered the competition and to ask for their help in keeping the village looking tidy and well kept. Any tasks which can not be carried out by the Parish Council may have to be undertaken by a contractor. It was resolved to pay the entry fee of £25 before the end of March and Councillors also agreed to use the village maintenance reserve to meet the cost of any contractor work deemed to be necessary. It is also hoped that the Borough Council Clean and Green team will be able to assist with some areas and those details will be discussed at the annual meeting between the two organisations, which should take place in April.

d) 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. As discussed at a previous Parish Council meeting this could be due to the fact that it was the first one since the pandemic or maybe due to other reasons. Contact had been made with the School, who confirmed that Christmas is a very busy time. Further contact will be made with the Church and School to see if it might be possible to combine any events that are already scheduled to take place, which may reduce the workload for all organisations. An update will be provided at a future Parish Council meeting.

d) To discuss possible themes and dates regarding the Annual Parish Meeting and the May Parish Council meeting (AGM) and agree any further actions.

Due to the ongoing workload with projects such as Appleton Fields and entering the Best Kept Village competition, it was resolved that the Annual Parish Meeting would be held just before the Parish Council meeting on the same day in May. The agenda will follow the same as in previous years, with the Chair's report of the year and a section for the public to raise any issues.

028/23

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

It was confirmed that an updated version of the lease agreement had just been received and there had been no time for Councillors to review it prior to the Parish Council meeting. Volunteers are still meeting on the last Saturday of the month to carry out various works on site.

Cllr Moore and 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. Given the previous delay, it was resolved to consider proposing a meeting with the Solicitor in an attempt to speed up the process with any additional fee as a result of the meeting being met out of Parish Council funds and not the Appleton Fields reserve. 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 Moore and Cllr Atty returned to the meeting at this point.

029/22

TO CONSIDER ARRANGEMENTS FOR THE ANNUAL MEETING WITH MEMBERS OF THE WEST LANCASHIRE BOROUGH COUNCIL CLEAN & GREEN TEAM AND AGREE ANY ACTIONS.

It was confirmed that the Clerk had emailed the department to see if a meeting in April would be possible in order to aid planning for the Best Kept Village competition. A response had been received proposing a meeting at the Red Lion on 4 April. Following discussion, it was resolved that the Clerk would contact the department to confirm that this date is acceptable and an agenda will be sent nearer the time.

030/23

TO CONSIDER INVITATION FROM WEST LANCASHIRE BOROUGH COUNCIL TO SUBMIT PROPOSALS FOR AN APPROPRIATE SCHEME TO BE INCLUDED IN THE COMMUNITY INFRASTRUCTURE LEVY (CIL) PLANS FOR THE NEXT TWO YEARS AND AGREE AN ACTIONS.

Councillors discussed the issue and possible schemes to be nominated, but it was felt that there were no suitable schemes to be proposed at this time.

031/23

TO REVIEW THE FOLLOWING PARISH COUNCIL POLICIES AND PROCEDURES – FINANCIAL REGULATIONS, STANDING ORDERS, DELEGATED DECISIONS, RISK ASSESSMENTS AND TRAINING POLICY AND AGREE ANY ACTIONS REQUIRED.

Councillors had received drafts of all the procedures and policies being considered prior to the meeting. Following discussion, it was resolved to approve all the policies and procedures without amendment in accordance with the recommendations from the Clerk.

032/23

FINANCE

Cllr Roughneen left the meeting at this point.

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

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

Cllr Roughneen returned to the meeting at this point.

033/23

DATE AND TIME OF NEXT MEETING

The next Parish Council meeting will be held on 26 April 2023 at 7pm.

The meeting ended at 8pm.

Schedule of Accounts for Payment – March 2023.

Ref No	Payee	Amount
N/A	1&1 - website charges	£ 11.99 Direct Debit
N/A	Nest Pension Scheme	£ 55.54 Direct Debit
160323	HMRC – NI payment	£ 4.90
160323	Mrs S Jones – March salary and expenses	£ 781.73
160323	LALC – Planning training course for Councillors	£ 120.00
160323	Newburgh School – hall hire charges Jul 22 – Jan 23	£ 60.75
160323	Mr M Roughneen – mileage expenses for Best Kept Village meeting	£ 13.50
160323	Yates Playgrounds – SPID charges for January 23 – March 23	<u>£ 561.60</u>
		£ 1,610.01
	Plus item 027/23c	
290323	Lancashire Best Kept Village – competition entry	<u>£ 25.00</u>
	TOTAL	<u>£ 1,635.01</u>