

MINUTES of the Parish Council Meeting held on Wednesday 17 May 2023 at Newburgh School, Back Lane commencing at 7.15pm.

PRESENT: Cllrs Roughneen (chair), Turner, O'Keefe, Atty, Halliwell, Pennington and Clerk Sandra Jones. No members of the public were present.

048/22

ELECTION OF CHAIR FOR 2023/24

Cllr Roughneen was elected Chair for 2023/24 and signed the Declaration of Acceptance of Office form.

049/22

TO RECEIVE APOLOGIES

Apologies were received from Borough Cllr Pope.

050/22

ELECTION OF VICE CHAIR 2023/24

Cllr Halliwell was elected as Vice Chair for 2023/24.

051/22

COUNCILLORS TO DECLARE AN INTEREST IN ISSUES FOR DISCUSSION

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

052/22

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 26 APRIL 2023

It was resolved that the minutes of the Parish Council meeting held on 26 April 2023 should be approved and signed by the Chair.

053/22

ISSUES RAISED BY MEMBERS OF THE PUBLIC

The meeting was adjourned for public discussion.

It was confirmed that a resident had contacted the Parish Council regarding the overgrown hedge on Sandy Lane and asked if the Parish Council could do anything to resolve the problem. The Clerk has obtained the contact details for the owner of the land and plans are in place to request that the necessary work is carried out.

The meeting was reconvened.

054/22

TO AGREE REPRESENTATIVES FOR THE VARIOUS GROUPS/COMMITTEES AND REVIEW CURRENT TERMS OF REFERENCE AS REQUIRED

It was agreed that the Working Groups/Committees should consist of the following members:

Finance Committee - Cllrs Roughneen, Halliwell, O'Keefe and Atty.

Planning Working Group – Cllrs Turner, O'Keefe, Roughneen (Halliwell and Pennington as reserves)

Employment Working Group - Cllrs Roughneen, Halliwell and O'Keefe.

Flooding Working Group – Cllrs Roughneen, Atty and O'Keefe.

Footpath and Village Appearance Working Group - Cllrs Turner, Atty, Pennington, Halliwell and O'Keefe

Village Carols liaison - Cllr Turner

Play Area Committee representative– Cllr Atty

West Lancashire Area Committee (LALC) representatives- Cllr O'Keefe and Clerk

Police Liaison - Cllr O'Keefe

It was resolved that the following working groups will be assigned members as and when required:

Communications Working Group

Local Plan Consultation working Group

With regards to terms of reference for the Committee and Working Groups, it was resolved that no changes were required to any of the committee/working groups assigned members. A quorum of three exists for the Finance Committee and working groups and other Councillors will act as reserves as and when required.

055/22

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 last Parish Council meeting and agree any actions.

It was confirmed that the Parish Council had been able to review the information contained within the latest response from the Environment Agency following an FOI request. The Environment Agency had acknowledged that more monitoring should be undertaken at the site after rainfall to assess the possible impact on local flooding and try to gain samples of coloured water found close to the site. Councillors had received the proposed draft email to be sent to the relevant officer at Lancashire County Council and a suggested response to the Environment Agency. Following discussion, it was resolved that the Clerk would send the proposed email to Lancashire County Council and the suggested response to the Environment Agency.

056/22

WORKPLAN

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

It was confirmed that the quotes requested regarding a replacement speed device were still awaited and the Clerk was requested to send a follow up email to chase up the information. An informal meeting will be arranged once the information is available to review each option and propose the best course of action to be formally approved at a future Parish Council meeting.

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.

Councillors were informed that there had been a poor response from residents in relation to volunteering on two days in May to help tidy up the village for the Lancashire Best Kept Village competition. The days will be posted on the Parish Council Facebook page and local village Facebook page to try to encourage support. However, plans were still in place for various tasks to be carried out on those days such as cleaning road signs, play area equipment and the posts on the village green. The hedge on Back Lane has been cut after checks to ensure no birds were nesting. As well as improving its appearance for the competition, it has also made the area safer to access for children and residents.

It was also confirmed that a letter had been received from West Lancashire Borough Council in relation to proposed Community Skip Days. The Parish Council had been invited to contact the department to request a skip to be placed in Newburgh for a day which residents would be able to use. Due to the arrangements involved, the department had confirmed that a skip would not be available in time to be used for the volunteer tidy up days in May. The cost of a skip day would vary depending on the size and type of skip, but the lowest price would be £360 and the higher price would be £600. Following discussion, it was resolved not to plan a Community Skip Day at this time due to the cost and unknown demand from residents.

057/22

TO RECEIVE A VERBAL UPDATE ON APPLETON FIELDS AND AGREE ANY ACTIONS.

Cllr Atty left the room at this point.

Councillors were informed that following the latest email sent by the Parish Council to the Trustees of Appleton Fields Association, it was felt that the best way forward was to hold another meeting to discuss the outstanding issues. As the Clerk was unavailable for the proposed meeting date, it was resolved that the Chair and Vice Chair would attend the meeting on behalf of the Parish Council. An update will be provided at the next Parish Council meeting.

Cllr Atty returned to the room at this point.

058/22

FINANCE

a) To agree Accounts for Payment for May 2023, schedule attached.

It was resolved to approve the Accounts for payment for May 2023, payments will be electronic wherever possible.

b) To note the reserves and balances as at 31 March 2023.

The reserves and balances statement as at 31 March 2023 was noted.

059/22

TO NOTE THE CLERK'S REPORT (INFORMATION ONLY)

The Clerk's report was noted.

060/22

DATE AND TIME OF NEXT MEETING

The next Parish Council meeting will be held on 28 June 2023 at 7pm.

The meeting ended at 8.30pm.

Schedule of Accounts for Payment – May 2023

Ref No	Payee	Amount
n/a	1&1 - website charges	£ 35.98 *Direct Debit
n/a	Nest Pension Scheme	£ 55.54 *Direct Debit
180523	HMRC _ NI payment	£ 4.90
180523	Mrs S Jones – May salary and expenses	£ 986.64
180523	HMRC – NI payment	£ 33.40
180523	Mr P Atty – subscription for play area bins	£ 50.00
180523	Mr P Atty – expenses re oak Tree King's Coronation	£ 270.41
180523	Mr M Roughneen – village maintenance material expenses	£ 39.99
180523	RM Services – grounds maintenance	£ 132.00
180523	Mr J Horrobin – play area and hedge maintenance	£ 306.00
180523	Zurich Insurance – Insurance policy	£ 579.51
TOTAL		<u>£ 2,489.47</u>

