

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

PRESENT: Cllrs Roughneen (chair), O'Keefe, Halliwell, Turner, Atty, Pennington and Clerk Sandra Jones. Borough Cllr Juckes and one member of the public also attended.

111/23

TO RECEIVE APOLOGIES

Apologies were received from Borough Cllr Pope and Borough Cllr Whittington.

112/23

COUNCILLORS TO DECLARE AN INTEREST IN ISSUES FOR DISCUSSION

No interests were declared.

113/23

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

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

114/23

ISSUES RAISED BY MEMBERS OF THE PUBLIC

The meeting was adjourned for public discussion.

The member of the public raised the issue of Round O Quarry and the current planning application which is due to be considered by Lancashire County Council. He was pleased to see that the Parish Council had raised objections to the application, including the possible flooding impact on the village due to the overfill. The Parish Council was requested to continue to object to the planning application when it is considered by the Development Control Committee at Lancashire County Council.

The member of the public also raised the issue of the felling of seven mature trees on Cobbs Brow Lane where road widening had taken place to install a footpath from the village to Apple Cast. The Parish Council was asked to monitor future planning applications for that area to ensure that any planning conditions are followed in future.

Borough Cllr Juckes also spoke about the Round O Quarry planning application and confirmed that she planned to submit her own comments regarding the site.

Borough Cllr Juckes confirmed that she would provide the contact details for the relevant officer at the Canal & River Trust and stated that she had let him know that the Parish Council were keen to discuss any possible options to improve the canal footpath between Parbold and Newburgh.

The meeting was reconvened.

115/23

PLANNING

a) Applications to be considered:

2023/0889/FUL – single storey rear extension at Walkdene, Ash Brow, Newburgh – No comment.

b) To receive a verbal update regarding LCC/222/0014 Round O Quarry and agree any actions.

It was confirmed that an email had been received from the consultants representing the landowner urging the Parish Council to withdraw their objections. The Parish Council had informed the planning officer at Lancashire County Council of the email and had highlighted outstanding concerns regarding the possible flooding impact from the overfill and the unknown nature of recent samples taken from close to the site, which the Parish Council was still trying to get inspected. It was resolved that an informal meeting would take place in December for Councillors to consider whether a further response was appropriate to address any of the points raised in the email from the consultants. It was thought that the planning application was unlikely to be considered by the Development Control Committee at Lancashire County Council before the end of the year.

c) To receive a verbal update regarding the planning exemption certificate relating to Forest View Nurseries and agree any actions.

It was confirmed that the Parish Council had contacted CAMpRA Rally Group to voice concerns about the planning exemption certificate. However, the organisation had granted the certificate to Forest View Nurseries for a period of one year. The Parish Council further responded to request that anyone booking to stay at Forest View Nurseries is advised not to arrive around school times to try to ensure minimum impact on the local community. CAMpRA Rally Group confirmed that they had contacted the landowner regarding our request and he had agreed that all bookings would be advised to avoid arriving around school times. It was resolved that the Parish Council would monitor the area and report any issues to CAMpRA Rally Group and West Lancashire Borough Council.

116/23

WORKPLAN

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

It was confirmed that the Clerk would set up a new spread sheet for the data provided by the speed device to allow Councillors to compare the information from different sites in the village. The first invoice for the speed device had been received and as the mileage costs were larger than expected, contact had been made with Rufford Parish Council to see if it would be possible to co-ordinate future deliveries of the speed device with the aim to split the mileage cost between the two Parishes. It is hoped that the data will help to strengthen the case for a new replacement school crossing person and road safety measures in the village.

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

The Parish Council had recently met with Lancashire County Council flooding officers to discuss flooding issues in the village. The officers provided an update on works carried out so far which included work on Ash Brow, Cobbs Brow Lane and Course Lane. The Parish Council highlighted concerns over the worsening situation on Back Lane and also resident concerns over the increased flooding on the field next to Course Lane on the way out of the village towards Burscough. The officers confirmed that works would be prioritised for Back Lane as it was hoped that there would be some funding available in the near future and promised to keep the Clerk informed of any future developments. It was also confirmed that there was a schedule in place for clearing gullies, but some gullies were only cleared following reports raised with the Highway department, either via the Love Clean Streets app or by phone. The Councillors noted the recent work on Tabby's Nook which appeared to improve the flooding in that area. The work had been carried out by Apple Cast personnel and the Clerk was asked to write to Apple Cast to pass on the thanks of the Parish Council. It was resolved that the Parish Council would monitor the condition of the village gullies and would report any that appeared to be blocked.

c) To receive an update on village footpaths and on the current state of areas and agree any actions.

A verbal update was given regarding the Parish footpaths and it was explained that all footpaths had a reference number used by Lancashire County Council to identify them. Although Newburgh decided not to join the Lancashire County Council Local Footpath Delegation Scheme this year, footpaths are checked on a regular basis by Councillors and any concerns are reported. Some footpaths are used more than others and the Parish Council has paid for the vegetation to be cut back on the footpath bordering the canal in the past. It was resolved to continue to monitor the footpaths when time allows and highlight any concerns to the Public Rights of Way team at Lancashire County Council.

d) To discuss and arrange a date for the next meeting of the Work Plan Priming Group with a view to drafting a list of suggestions for the Parish work plan for 2024.

All Councillors were asked to be present at the Work Plan Priming Group meeting to consider the priorities for next year and propose a list of suggestions for the Parish Work Plan for 2024. It was resolved that the meeting would take place on 19 December to start the process.

e) To agree proposed dates for Parish Council meetings in 2024 and agree any necessary actions.

The Clerk confirmed that she had sent the list of proposed meeting dates to the school and there did not appear to be any problems. The proposals were based on the usual schedule of the fourth Wednesday in every month apart from August (summer break) and December (due to Christmas). Following discussion, the Councillors agreed to hold the December Parish Council meeting on 11 December 2024. The Clerk was asked to contact the school to confirm the December date.

f) To receive an update on play area issues and agree any necessary actions.

It was confirmed that the remedial work highlighted in the annual ROSPA inspection had been carried out by Yates Playgrounds, but there was still some work not classed as urgent which was outstanding. It was resolved to chase up Yates Playgrounds to carry out the outstanding work and to get an estimate from them on how long the playground equipment was likely to last, which was important as the Parish Council need to start planning for the replacement of the equipment. The play area lease between the Church and the Parish Council is due to be reviewed in 2028.

117/23

TO CONSIDER THE COST OF A NEW PARISH COUNCIL WEBSITE, INCLUDING A NEW GOV.UK DOMAIN ADDRESS AND LINKED EMAIL ADDRESSES FOR COUNCILLORS AND AGREE ANY ACTIONS

The Clerk had provided Councillors with four different cost options following the decision at the last meeting to consider setting up a new Parish Council website. Following discussion, it was resolved to accept the quote of Parish Online, a not-for-profit organisation, who are approved providers for gov.uk domain addresses. The quote of £350 per year includes the cost of hosting the website, the provision of a gov.uk domain address, linked email addresses for the Clerk and Parish Councillors and ongoing support. The Clerk was asked to contact the organisation to start the process in the hope that the new Parish Council website will be up and running around the beginning of the new year.

118/23

TO RECEIVE A VERBAL UPDATE ON ANY DEVELOPMENTS RELATING TO A SCHOOL CROSSING PERSON IN NEWBURGH AND AGREE ANY ACTIONS.

Following enquiries made by the Parish Council regarding the decision of Lancashire County Council not to recruit a replacement school crossing person, the department had confirmed that it would hold a two-week trial period to reassess the situation. The date of the trial is not known at this stage as a suitable candidate needs to be found. It was confirmed that the Parish Council had passed on the news to Newburgh School and also to residents via the recent newsletter. Residents will be kept informed of any developments.

119/23

TO NOTE AND APPROVE THE LATEST REPORT RELATING TO THE WEST LANCASHIRE BOROUGH COUNCIL MEMBERS ALLOWANCE SCHEME

The latest report relating to West Lancashire Borough Council Members Allowance Scheme was noted. It was confirmed that the current mileage rate of 45p per mile and the Chairman Allowance of £200 was unchanged. It was resolved that Newburgh Parish Council would continue to adopt the West Lancashire Borough Council Members Allowance Scheme.

120/23

FINANCE

a) To agree Accounts for Payment for November 2023, including the national pay award in relation to the Clerk's employment (Schedule attached).

It was resolved to approve the Accounts for payment for November 2023 including the national pay award for the Clerk's salary. The national pay award is a set amount of £1,925 based on full time hours, to be pro rata for part time hours. Payments will be electronic wherever possible.

b) To receive an update on the results of the mid-year Internal Check of the Parish Council accounts and agree any actions as appropriate.

It was confirmed that Cllr Turner had undertaken a mid-year check of the Parish Council accounts documentation with the Clerk. One area of concern was found relating to the May 2023 minutes and the Payments List. The list contained an additional amount of £4.90 for HMRC which was included in error. It was resolved that the Clerk and Chair would note and sign the amendment on the May 2023 minutes and the revised minutes would be uploaded to the Parish Council website.

121/23

TO NOTE THE CLERK'S REPORT (INFORMATION ONLY)

The Clerk's report was noted.

122/23

COUNCILLORS TO RAISE ISSUES FOR DISCUSSION ONLY (10 MINUTES TOTAL TIME)

Cllr Atty asked if an item regarding the recruitment of new councillors could be put on a future agenda as the Parish Council still has two vacancies.

Cllr Halliwell raised the issue of local foodbanks and asked if there was any provision in the village for struggling residents. He offered to contact the school to see if they were aware of any struggling families as the Parish Council is keen to signpost people to charities such as the Peter Lathom Charity who can help.

Cllr Roughneen stated that he felt that the Parish Council had achieved some small successes in recent months, having finally met with Lancashire County Council flooding officers for a village update after a 12 month wait and also getting a promise from Lancashire County Council to have a two-week trial to reassess the need for a replacement school crossing person.

123/23

DATE AND TIME OF NEXT MEETING

The next Parish Council meeting will be held on 13 December 2023 at 7pm.

The meeting ended at 8.20pm.

Schedule of Accounts for Payment – November 2023

Ref No	Payee	Amount
n/a	1&1 - website charges	£ 11.99 Direct Debit
n/a	Nest Pension Scheme	£ 57.03 Direct Debit
231123	HMRC – NI payment	£ 33.40
231123	Mrs S Jones – November salary and expenses	£ 980.10
231123	Altham Parish Council – speed device fee October 2023	<u>£ 194.80</u>
	TOTAL	<u>£ 1,277.32</u>