

MINUTES of the Parish Council Meeting held on Wednesday 13 December 2023 at Newburgh School, Back Lane commencing at 7pm.

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

124/23

TO RECEIVE APOLOGIES

Apologies were received from Cllr Turner, Cllr Pennington, Borough Cllr Juckes, Borough Cllr Pope and Borough Cllr Whittington.

125/23

COUNCILLORS TO DECLARE AN INTEREST IN ISSUES FOR DISCUSSION

Cllr Atty declared an issue in the Appleton Fields item.

126/23

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

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

127/23

ISSUES RAISED BY MEMBERS OF THE PUBLIC

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

128/23

PLANNING

a) Applications to be considered:

None at this meeting.

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

It was confirmed that the Parish Council were considering submitting a further comment to the planning officer at Lancashire County Council once the correspondence received from the consultants representing the landowner had been reviewed. It was resolved to hold an informal meeting to review the correspondence received and any further comment will be approved by all Councillors prior to being submitted to Lancashire County Council. It was also resolved that the Parish Council would consider sending a representative to speak at the relevant Development Control Committee meeting once the date is known.

129/23

WORKPLAN

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

It was confirmed that two speed devices had been delivered to the village in November, one was situated near to the village green and the other was situated on Cobbs Brow Lane on the way into the village from Skelmersdale. The data captured by the speed devices should be received soon and this will aid the Clerk to update the records which will allow comparisons to be made. The Clerk informed the meeting that Rufford Parish Council had agreed to try to co-ordinate the delivery of their speed device with Newburgh which would hopefully help to reduce the mileage costs going forward.

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

It was confirmed that recent rainfall had resulted in Sandy Lane being flooded around the location of the manhole cover in the road. It was also noted that Back Lane is also regularly flooded during heavy rainfall and the field on Course Lane near the entry into the village is also still waterlogged. It was resolved to monitor all locations and to report any further issues via the Love Clean Streets app. The Clerk was also asked to write to the appropriate officer at Lancashire County Council in the new year to ask for an update on any further works planned.

c) To consider the best way to use the Lancashire County Council Biodiversity Grant of £300 and agree any actions.

It was resolved to split the grant between Newburgh School and Appleton Fields Association.

d) To note the letter from Newburgh School concerning an increase to the cost to hire the hall in 2024 and agree any actions.

The Clerk informed the meeting that the increase in cost to hire the hall would rise from £9 per hour to £20 per hour. However, although this is a large increase, the current cost had remained in place for a number of years during which time there had been a large increase in the cost of utility bills. Consideration was given to meeting elsewhere in the village, but it was felt that no other locations were as accessible as the school. Following discussion, it was resolved to continue to meet at the school and the Clerk was asked to include the increased cost in the draft budget proposals for the next financial year.

130/23

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

Although Cllr Atty had declared an interest in this item, he did not leave the meeting as no decisions were due to be made. It was confirmed that a recent Trustee meeting had been held and the Parish Council had been sent a copy of the minutes. Councillors felt that everything seemed to be running well at present. It was resolved that a representative of the Parish Council would attend the next meeting which is due to take place on 6 February 2024.

131/23

TO CONSIDER A RESPONSE TO THE WEST LANCASHIRE BOROUGH COUNCIL WILDFLOWER MEADOW SURVEY AND AGREE ANY ACTIONS.

The details of the proposals for the new wildflower meadow policy were considered and it was noted that there were no locations in Newburgh. Consideration was given as to whether there might be any suitable locations which could be proposed, but apart from Appleton Fields (which has already got a wildflower meadow in progress) it was felt that there was nowhere suitable. It was resolved not to submit a comment to the wildflower meadow survey.

132/23

FINANCE

a) To agree Accounts for Payment for December 2023, (Schedule attached).

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

b) To consider whether to submit a grant application to the West Lancashire Borough Council Capital Scheme 2024/25 and agree any actions.

It was confirmed that the deadline for any submissions is the beginning of February 2024, so Councillors were asked to consider any options as part of the budget setting process, so that any potential costs can be included when budgets are being discussed.

c) To note Income received September 2023 – November 2023.

The Income Received statement for September 2023 – November 2023 was noted.

d) To note the Budget/Expenditure Statement as at 30 November 2023.

The Budget/Expenditure Statement as at 30 November 2023 was noted.

e) To note the Bank Reconciliation Statement as at 30 November 2023.

The Bank Reconciliation Statement as at 30 November 2023 was noted.

f) To agree the date of the Finance Committee meeting due to be held in January 2024.

It was resolved to hold the Finance Committee meeting on 17 January 2024.

133/23

TO NOTE THE CLERK'S REPORT (INFORMATION ONLY)

The Clerk's report was noted.

134/23

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

It was noted that Anne Menarry had taken over as Chair of the Newburgh Fair Association and had contacted the Parish Council to ask if it would consider making a donation.

135/23

DATE AND TIME OF NEXT MEETING

The next Parish Council meeting will be held on 24 January 2024 at 7pm.

The meeting ended at 8pm.

Schedule of Accounts for Payment – December 2023

Ref No	Payee	Amount
n/a	1&1 - website charges	£ 11.99 Direct Debit
n/a	Nest Pension Scheme	£ 70.00 Direct Debit
141223	HMRC – NI payment	£ 33.40
141223	Mrs S Jones – December salary and expenses	£ 997.30
141223	KC Computers – ink cartridges	£ 64.76
141223	Skelmersdale Prize Band – fee for Village Carol service	£ 150.00
141223	Newburgh School – hall hire Oct 2023 – Nov 2023	£ 29.25
141223	P&R Electrical – Decoration of tree	<u>£ 396.00</u>
	TOTAL	<u>£ 1,752.70</u>

Income Received – September 2023 – November 2023

04/09/23	Deposit Interest	£ 45.57
15/09/23	WLBC Precept part 2	£ 8,519.50
30/09/23	Bank Interest	£ 5.39
02/10/23	Deposit Interest	£ 53.20
20/10/23	WLBC Concurrent Grant part 2	£ 465.00
02/11/23	Deposit Interest	£ 59.44
13/11/23	LCC Parish Champion Grant – Christmas tree decoration	£ 330.00
20/11/23	Lancashire County Council Biodiversity Grant	<u>£ 300.00</u>
	TOTAL	<u>£ 9,778.10</u>

Newburgh Parish Council					
Budget/Expenditure Statement		2023/24			
Detail	Budget	Nov	Underspend/		
	£	Expenditure	(Overspend)		
		£	£		
Clerk's Salary	9773	6555	3218		
Clerk Cover	700	0	700		
Clerks Pension	705	380	325		
Clerk's Expenses	200	129	71		
General Admin	250	76	174		
Postage	50	90	-40		
Members travel costs	20	0	20		
School Hire	150	68	83		
Training inc Quality Registration	400	396	4		
Audit	60	60	0		
Website Management	250	100	150		
Uncontested Election Costs	0	0	0		
	12558	7854	4704		
Village Maint & Repair	200	0	200		
Appleton Fields	0	0	0		
Play Area Maintenance	300	46	254		
Insurance	540	580	-40		
Associations					
Local council Review	0	0	0		
LAPTAC Subscription	225	195	30		
Hon Sec Honorarium	17	13	4		
Society Local Council Clerks	170	0	170		
CPRE	40	36	4		
WL Heritage Association	5	0	5		
	457	244	213		
Activities					
Newsletter	250	80	170		
Maintenance of SPID	1868	1131	737		
Christmas Celebrations	800	0	800		
	2918	1211	1707		
S137 Expenditure					
Best Kept Village Competition	30	0	30		
Civic Service/Chair Allowance	50	44	6		
Donations	200	369	-169		
Maintenance of the Dell	75	0	75		
	355	413	-133		
TOTAL	17328	10347	6981		
Concurrent Grant					
Village Cleaning & Maintenance	930	930	0		
	930	930	0		
Reserves					
Community Infrastructure Levy Grant	1522	0	1522		
Appleton Fields	1350	1350	0		
General Reserve	8871	563	8308		
Footpath Reserve	895	250	645		

Bank Reconciliation Statement
Month ending 30 November 2023

Cash Book

Unpresented Chqs

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Date:	01-Dec-23
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