

MINUTES of the Parish Council Meeting held on Wednesday 28 February 2024 at Newburgh School, Back Lane commencing at 7pm.

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

012/24

TO RECEIVE APOLOGIES

Apologies were received and accepted from Borough Councillor Whittington.

013/24

COUNCILLORS TO DECLARE AN INTEREST IN ISSUES FOR DISCUSSION

Cllr Roughneen declared an interest in the payments item, Cllr O’Keefe and Cllr Pennington declared an interest in the Eden planning application. Cllr Atty declared an interest in the Brynkerry planning application and the Appleton Fields item.

014/24

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24 JANUARY 2024

It was resolved that the minutes of the Parish Council meeting held on 24 January 2024 should be approved and signed by the Chair.

015/24

ISSUES RAISED BY MEMBERS OF THE PUBLIC

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

016/24

PLANNING

a) Applications to be considered:

Cllrs O’Keefe and Pennington left the meeting at this point.

2024/0020/FUL - Use of building as a location for artisan retail stalls, retrospective change of use of land and laying of hardstanding to the east and south side of the barn and removal of hardstanding to the west of the building at Eden Tearoom and Galleries, Course Lane, Newburgh.

This planning application was an update from one submitted in recent years and all Councillors had reviewed the information available on the West Lancashire Borough Council website. Following discussion, it was resolved to submit the following comment:

Newburgh Parish Council has read the application form and supporting documentation and it seems to be a bit vague on detail in some areas. We have contacted the Council Planning Department with some questions about quantity of stalls, type of use class, parking spaces and actual positions of hardstanding. Until we have answers to these questions, the Parish Council cannot make an informed decision on this application. We note the objections from nearby residents. The Parish Council also has grave concerns about the quantity of vehicles and their possible parking on Course Lane and nearby streets, namely Sandy Lane and Tears Lane (as happened in the past because the car park was full). Newburgh Parish Council recognises the potential contribution of this plan to the rural economy, however, more information is required on how the volume of traffic will be controlled by the site operators to ensure safety on site for vehicles and pedestrians and to minimise the potential adverse impact on neighbour amenity.

Cllrs O’Keefe and Pennington returned to the meeting at this point. Cllr Atty left the meeting at this point.

2023/1174/FUL - Existing hardwood window frames to be replaced with upvc frames. These will be hinged to open fully, which will obviate the need for the small top opening windows at Brynkerry, Back Lane – No comment.

Cllr Atty returned to the meeting at this point.

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

It was confirmed that the application would not be considered at the March Lancashire Development Control Committee meeting. The next Development Control Committee meeting is scheduled for 24 April and the Parish Council will consider sending a representative to speak at the relevant Development Control Committee meeting once the date is known.

017/24

WORKPLAN

a) To consider the co-option of Linda Lea as a Parish Councillor and agree any actions.

Following discussion, it was resolved to co-opt Linda Lea as a Parish Councillor. The Clerk was asked to contact Linda and make the necessary arrangements.

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

It was confirmed that the next speed device was due to be delivered on 1 March. Our contact for ordering the speed devices is currently unavailable, so it was agreed that the Chair would meet the new contact when the speed device was due for delivery to point out all the locations and ensure that the speed device was put up in the right place. The Parish Council was also informed that a speed device contract would need to be completed for each delivery, which at present, is the beginning of every month.

c) To receive a verbal update on flooding issues in the village including the possibility of getting flood advice from a former Borough Council engineer and agree any necessary actions.

The Clerk informed the meeting that a response had been received from the relevant officers at Lancashire County Council in relation to the concerns over flooding incidents on Back Lane. The issue would appear to be complex, as it is thought that the flooding could be due to a blockage which could be in a number of places. As a result, the problem could take some time as the County Council has to formally write to each landowner concerned and request that they carry out works to ensure that the drains are kept clear. In the meantime, it was resolved that all flooding incidents would be reported with photographs where possible via the Love Clean Streets app. Any residents who are being affected by the flooding will also be encouraged to report the issue to Lancashire County Council.

It was confirmed that the Chair had met with the former Borough Council engineer and had shown him the area flooding on Back Lane. He advised that it would be useful to obtain the map of any drains, culverts or gullies in that area to get a better picture of where the blockages could be. On the same day, it was noted that a drainage company was in the area testing the drains and the engineer was only able to get the probe as far as 12-18 inches into the drain. Following discussion, it was resolved to look into ways to obtain the map of drains, culverts and gullies, which could include contacting Parish Online and the drainage officer at West Lancashire Borough Council.

d) To receive a verbal update on the latest position regarding possible entry for the 2024 Best Kept Village competition and agree any actions.

Following the decision to take part in the Lancashire Best Kept Village competition this year, it was resolved that the entry form will be completed and checked for any differences to the form submitted last year. All assets will be checked to consider whether any repairs will be necessary and any businesses who took part last year will be contacted to see if they are happy for their businesses to be included in the village entry this year. The issues pointed out in the judges' report will be checked and any recommendations will be undertaken. Councillors noted that the War Memorial was looking very nice following a visit from the West Lancashire Borough Council Clean and Green team. The Clerk was asked to contact the team to pass on the thanks of the Parish Council.

e) To consider the arrangements for this year's Christmas celebrations including the village carol event, the plaque for the Christmas tree and possible additional Christmas lighting in the village and agree any necessary actions.

The Clerk confirmed that the plaque noting the kind annual donation of Glltrees in relation to the Christmas tree on the green had been delivered, following the approval of the quote (Brunel Engraving Company) by all Councillors.

It was resolved that the Parish Council would partner with the Red Lion to host the village carol sing a long, which was judged to be a success last year and well attended. Discussions still need to take place with the Red Lion regarding the date and other arrangements, however, it was resolved that the Parish Council would pay for the cost of the band, similar to last year. An update will be provided at a future Parish Council meeting.

Following confirmation from Giltrees, that they would be happy to donate a Christmas tree to the village each year in exchange for a plaque to be displayed with the tree, Councillors considered whether the spare money in the Christmas budget could be used for some additional Christmas lighting. The Clerk informed Councillors that she had been in touch with other Councils to see what their arrangements were and also to get recommendations for companies who would be able to supply the lighting. There may be an issue due to the only power source being used to power the lights on the Christmas tree, so solar lighting options would also be considered. The Clerk was asked to contact P&R Electrical who have access to the power source to enquire whether any additional lighting on the green could also be powered from the same source. The Clerk also informed Councillors that any lamp posts used for the lights would have to be assessed by Lancashire County Council at a cost of £70 each. Any lamp posts deemed acceptable would then be able to be used for the following three years before a new assessment would have to be arranged. An update on progress will be provided at a future Parish Council meeting.

018/24

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

Cllr Atty did not leave the meeting as no decisions would need to be taken regarding Appleton Fields on this occasion. Cllr Atty gave an update on progress made with regards to the planting of bluebells and quotes being obtained for a new access gate and an accessible path around the field. Volunteer days are still taking place every month and it was confirmed that the Parish Council were happy to publicise these on the new Parish Council website. A very impressive pamphlet had recently been distributed to residents by Parish Councillors and Appleton Field trustees and the former owner of the site had also been sent an update on progress by the Appleton Fields Association Secretary.

019/24

TO RECEIVE AN UPDATE ON THE NEW PARISH COUNCIL WEBSITE AND EMAIL ADDRESSES AND AGREE ANY ACTIONS, INCLUDING THE APPROVAL OF THE PRIVACY POLICY, ACCESSIBILITY STATEMENT AND RETENTION POLICY.

The Clerk confirmed that the new Parish Council website supplied by Parish Online was up and running and ready to be publicised to residents in the March newsletter. It was noted that Parish Online had done a great job by including much of the information required on the website from the start, as well as providing detailed notes on how to operate the website. Parish Online will be available to provide any support required by the Parish Council should issues occur. As part of the package, the Parish Council now has a new gov.uk domain address and individual Councillor emails linked to the new gov.uk domain. A couple of informal meetings had taken place to go through the information currently on the website and also to ensure that all Councillors were able to access their new email accounts. A further informal meeting will take place with the Clerk and the Councillors, who will also administrate the website, to ensure everyone is happy with the training documents and able to undertake any changes required in future.

The Privacy Policy and Accessibility Statement currently on the website were reviewed and approved. In addition, the Clerk had circulated a copy of the proposed Retention Policy, which was based on the template provided by the Society of Local Council Clerks (SLCC). It was resolved to approve the Retention Policy which will also be displayed on the website.

020/24

TO CONSIDER THE CURRENT INFORMATION SUPPLIED IN THE NEW RESIDENT WELCOME PACKS AND AGREE ANY NECESSARY ACTIONS.

It was confirmed that a welcome letter from the Chair as well as information relating to public services and local groups and organisations is supplied in the welcome pack. Following discussion, it was resolved that the welcome pack would just contain the welcome letter from the Chair, which directs residents to the Parish Council website, along with contact details for all the Parish Councillors. It was felt that it was no longer necessary to include the public services and local groups information as all those details are easily found on the Parish Council website. The content of the welcome pack will continue to be reviewed.

021/24

FINANCE

Cllr Roughneen left the meeting at this point.

a) To agree Accounts for Payment for February 2024, (Schedule attached).

It was resolved to approve the Accounts for payment for February 2024. Payments will be electronic wherever possible.

Cllr Roughneen returned to the meeting at this point.

b) To approve the appointment of Jackie Smith as the internal auditor for 2023/24 at a cost of £120 and agree any actions, including the approval of the proposed internal audit schedule.

It was resolved to appoint Jackie Smith as the internal auditor at a cost of £120. Councillors approved the proposed internal audit schedule and the Clerk informed the meeting that she would also pass on the latest Joint Practitioners Guide section on Internal Audit.

022/24

TO NOTE THE CLERK'S REPORT (INFORMATION ONLY)

The Clerk's report was noted.

023/24

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

Cllr Roughneen and Cllr Halliwell confirmed that they planned to have a meeting with the Red Lion to find out if there was likely to be a firework display this year. In addition, they also planned to discuss the idea of the Parish Council working in partnership with the Red Lion to host residents one day a week similar to the Warm Spaces scheme.

Cllr Atty explained that he had been in touch with Yates Playgrounds for an update on a quote for two picnic benches, as he is a member of the village Play Area Committee. The Clerk confirmed that no quote had been received to date.

Cllr Atty confirmed that the latest round of grants from the Peter Lathom Charity are now available for individuals or groups who meet the criteria.

024/24

DATE AND TIME OF NEXT MEETING

The next Parish Council meeting will be held on 27 March 2024 at 7pm.

The meeting ended at 8.15pm.

Schedule of Accounts for Payment – February 2024

Ref No	Payee	Amount
n/a	1&1 - website charges	£ 11.99 Direct Debit
n/a	Nest Pension Scheme	£ 67.66 Direct Debit
290224	HMRC – NI payment	£ 15.02
290224	Mrs S Jones – Feb salary, SLCC membership and expenses	£ 1,040.27
290224	Newburgh School – hall hire January 2024	£ 20.00
290224	Newburgh School – printing cost for Christmas carol event	£ 1.77
290224	LALC - Training course for Cllr Halliwell	£ 30.00
290224	Mr M Roughneen – Chair printing costs	£ 48.08
290224	Local Authority Technology CIC – website, domain and email charges	£ 300.00
290224	Brunel Engraving Company Ltd – Christmas tree plaque	£ 269.42
290224	Newburgh Fair Association – donation agreed on 24 Jan 2024	£ 100.00 S137 exp
	TOTAL	<u>£ 1,904.21</u>