

MINUTES of the Parish Council Meeting held on Wednesday 24 July 2024 at Newburgh School, Back Lane commencing at 7pm.

PRESENT: Cllrs Roughneen (chair), Halliwell, Atty, O'Keefe, Turner and Clerk Sandra Jones.
Two members of the public also attended.

066/24

TO RECEIVE APOLOGIES

Apologies were received and accepted from Cllr Lea, Cllr Pennington and Borough Cllr Whittington.

067/24

COUNCILLORS TO DECLARE AN INTEREST IN ISSUES FOR DISCUSSION

Cllr Atty declared an interest in Appleton Fields and the Brynkerry planning application.

068/24

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 26 JUNE 2024

It was resolved that the minutes of the Parish Council meeting held on 26 June 2024 should be approved and signed by the Chair.

069/24

ISSUES RAISED BY MEMBERS OF THE PUBLIC

The meeting was adjourned for public discussion.

A member of the public raised the issue of the ongoing Round O Quarry planning application, which is currently being considered by the Development Control Committee (Dev Con Committee) at Lancashire County Council. It was confirmed that a site visit had been undertaken by members of the Committee on 15 July and the application was considered at the Dev Con Committee meeting on 17 July. However, the member of the public had been present at the site inspection and felt that there were parts of the site which should have been visited, but were not included as part of the tour. This resulted in the drainage issues and the conditions of the bunds not being highlighted. The Parish Council had a representative at the Dev Con Committee meeting on 17 July but did not speak on this occasion. The members of the Committee voiced their concerns about retrospective applications. A drainage report has been requested, but no specific criteria was detailed. The member of the public requested that the Parish Council should propose that the drainage report should be carried out by an organisation totally independent to the site owners and the agent. In addition, it would be useful for the Parish Council to outline the main drainage concerns, namely that the ditch on the western side is only half the length of that side leaving water with nowhere to go. Unrealistic contours for the landscape are currently being shown and the land along the bunds is not stable, creating the risk of land slippage.

The other member of the public raised the issue of flooding on Back Lane and asked how many emails had been sent to the relevant officers at Lancashire County Council, as no progress seemed to have been achieved. He asked if it would be possible to receive a copy of any of the emails in order to take up the issue with Newburgh County Councillor Rob Bailey at one of his future advice surgeries at Parbold Library. The Clerk informed the meeting that emails had been sent to the officers, including one that month from the Chair, highlighting the Parish Council's concern over the apparent lack of progress on what was an important issue for the village. The Clerk confirmed that Lancashire County Council was still to respond to the last email.

The meeting was reconvened and both members of the public left the meeting.

070/24

PLANNING

a) Applications to be considered:

2024/0571/FUL - Single storey rear extension, Front Porch Extension and new window openings to front elevation at 12 Clovelly Drive, Newburgh – No comment.

Cllr Atty left the meeting at this point.

2024/0569/FUL - Variation of condition 3 on planning permission 2024/0166/FUL relating to materials at Brynkerry, Back Lane, Newburgh – No comment.

Cllr Atty returned to the meeting at this point.

2024/0572/PNC - Application for determination as to whether prior approval of details is required - Change of use from agricultural to flexible commercial use at Hicbib Nurseries, Back Lane, Newburgh.

Although this application was to determine whether a full planning application was required, Parish Councillors felt that it was important to highlight concerns over the potential impact on traffic along Back Lane. While there is some traffic using Back Lane in connection with the current agricultural business, the consensus was that a new storage business could lead to more vehicles, and possibly larger vehicles, using Back Lane in the future. The Clerk was asked to submit a response detailing those concerns to the West Lancashire Borough Council Planning department.

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.

The matter of the Round O Quarry planning application had previously been discussed during the public discussion section. It was resolved that the Parish Council would hold an informal meeting to discuss the next steps including the best ways to continue to highlight the Parish Council's ongoing concerns.

c) To consider a response to the West Lancashire Borough Council Review of the Community Infrastructure Levy (CIL) programme and agree any actions.

It was resolved that the Clerk would complete the survey relating to the CIL programme to raise the point that any projects had to be fully costed before being considered as part of the programme. While it was acknowledged that this was important, it could cause issues for smaller Parishes such as Newburgh who would like to propose an appropriate scheme (such as improving the path along the Leeds Liverpool Canal from Parbold to Newburgh) but were unable to get the scheme costed in the first place due to a lack of resources.

071/24

WORKPLAN

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

It was confirmed that a speed device had recently monitored the traffic on Cobbs Brow Lane, but the data and invoice had not yet been received. The Clerk will update the spread sheet once the details are known and circulate to Councillors. It was suggested that an informal discussion could then be held to review the details and consider if enough information was available at that stage to send to Lancashire County Council and the Police.

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

The area around Back Lane remains the main concern regarding flooding and this issue had been raised earlier in the meeting during the public discussion section. A response is still awaited from County Council officers to the issues raised by the Chair in his email at the beginning of July. It was suggested that this issue should be chased up with County Councillor Bailey.

c) To receive a verbal update on play area issues, including the quotes for two new picnic tables and agree any actions.

The Clerk confirmed that there were three options to consider. Quotes for the work had been received from Yates Playgrounds and Playsound Playgrounds. The Clerk had also gone online to research the cost of having two picnic tables delivered and arranging for a local contractor to undertake the installation. The total cost of the quote from Playsound Playgrounds needed to be clarified as the quote was not clear. It was resolved that the Clerk would clarify the total cost of the quote with Playsound Playgrounds to ensure that the quote contained the same details and specifications as the quote from Yates Playgrounds. However, it was likely that the cost for either company would be approximately £3,000. This figure would be affordable as the Parish Council had been successful in obtaining a grant towards the cost from the Borough Council. Following discussion, it was resolved that if purchasing the picnic tables directly was still the cheapest option following feedback from the two play area companies, the Parish Council would go ahead and order the two picnic tables online and arrange installation following delivery.

It was also confirmed that a message had been received from a resident on the village Facebook page regarding the park in the village. It was resolved that the Chair would respond to the message to find out further information and clarify which area was being referred to.

d) To receive a verbal update regarding Christmas arrangements including progress regarding additional Christmas lighting and agree any actions.

The clerk confirmed that the cost to put motifs on the lamp posts around the village green would be too expensive due to the cost in obtaining permits, the motifs themselves and arranging for commando sockets to be installed on each lamp post. The Clerk and Vice Chair had met that afternoon with P & R Electrical (the contractor for decorating the Christmas tree) to ask if he had any affordable suggestions.

It was suggested that the Parish Council could consider having LED lights wrapped around the trunks of the trees on the village green or maybe get some stand-alone figures to be displayed close to the Christmas tree. Following discussion, it was resolved that a maximum budget of £1,000 would be allocated to the project. The Clerk is in contact with two companies – Festive Lighting and Blachere Illuminations and will request quotes from both companies. In addition, P & R Electrical will also be asked to quote for the cost of providing LED lights for the trees as this was likely to be the best option. It was also resolved to consult with the village Tree Warden to confirm whether there were likely to be any issues with lights being wrapped around the trees.

072/24

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

Cllr Atty did not leave the room at this point as there were no decisions to be made,

073/24

TO RECEIVE A VERBAL UPDATE ON THE NEWBURGH COMMUNITY COFFEE MORNING HELD WEEKLY AT THE RED LION AND AGREE ANY ACTIONS

The weekly coffee morning had started during May at the Red Lion, where free tea, coffee and biscuits were provided. It was confirmed that the Red Lion had provided the tea and coffee and the Parish Council had provided the biscuits for the first few weeks. A leaflet advertising the Community Coffee morning had been circulated to every home in the Parish to encourage attendance. The Clerk confirmed that an application for a grant from the County Council Parish Champion had been successful. Councillors were also asked to consider applying to the Peter Lathom Charity for a grant. Following discussion, it was resolved to apply for a grant of £300 from the Peter Lathom Charity, which would help the Parish Council to contribute towards the cost for the Red Lion to provide free tea and coffee for future events. The Community Coffee morning will continue over the summer and Councillors were asked to consider any other ideas which would help the project to progress and improve attendance. One of the ideas suggested was to hold a subsidised meal event once a month. However, plans would have to be drawn up regarding how the event would be administered – eg how to ensure that all attendees live within the Parish.

074/24

TO CONSIDER WHETHER TO OPT IN TO THE LANCASHIRE COUNTY COUNCIL LOCAL DELIVERY SCHEME TO RECEIVE £500 AND/OR OPT IN TO THE BIODIVERSITY SCHEME TO RECEIVE £300 AND AGREE ANY ACTIONS. IN ADDITION, TO RECEIVE AN UPDATE ON THE CONDITION OF PARISH FOOTPATHS AND AGREE ANY NECESSARY ACTIONS.

It was resolved to opt into both schemes for 2024/25 and the Clerk was asked to make the necessary arrangements with Lancashire County Council. A verbal update was also given regarding the condition of the Parish footpaths. Some footpath maintenance had already been undertaken along the canal footpath and it was thought that some basic maintenance would be required for some of the other footpaths, which could be done in house if the appropriate equipment was available. It was suggested that the Parish Council could offer to share the cost of a strimmer with Appleton Fields Association, which could be beneficial to both organisations. It was resolved that Appleton Fields Association would be contacted to see if they would be interested in sharing the cost of a strimmer and an update will be provided at a future Parish Council meeting.

075/24

FINANCE

a) To agree Accounts for Payment for July 2024, schedule attached.

It was resolved to approve the Accounts for payment for July 2024, payments will be electronic wherever possible.

b) To consider amending the Parish Council Financial Regulations and Standing Orders to take into account changes made to the newly published national template and agree any actions.

The clerk had circulated the proposed new Financial Regulations and Standing Orders to Councillors prior to the meeting and explained that a new national template had been issued this year relating to the Financial Regulations. These changes had also resulted in amendments to the Standing Orders. It was resolved to approve and adopt both documents.

c) To note income received for April 2024 – June 2024.

The income received from April 2024 – June 2024 was noted.

d) To note Budget/Expenditure Statement as at 30 June 2024

The Budget/Expenditure Statement as at 30 June 2024 was noted.

e) To note the Bank Reconciliation Statement for June 2024

The Bank Reconciliation statement for June 2024 was noted.

076/24

TO NOTE THE CLERK'S REPORT (INFORMATION ONLY)

The Clerk's report was noted.

077/24

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

Cllr Roughneen informed the meeting that Newburgh has made it through to the second round of judging for the Best Kept Village competition, which will take place during August.

A resident had contacted the Parish Council to ask if the new website would contain links to current Parish Council planning applications, similar to the old website. The Clerk confirmed that she had replied to say that the planning application links were not on the new website at present due to a lack of resources. It was also confirmed that the company administering the new website were working on the design of a new planning application tracker which will be added to the Parish Council website free of charge in the near future.

078/24

DATE AND TIME OF NEXT MEETING

The next Parish Council meeting will be held on 25 September 2024 at 7pm.

The meeting ended at 9.30pm.

Schedule of Accounts for Payment – July 2024.

Ref	Payee	Amount
n/a	1&1 - website charges	£ 6.00 Direct Debit
n/a	Nest Pension Scheme	£ 60.67 Direct Debit
250724	Mrs S Jones – July salary (£840) and expenses	£ 905.03
250724	HMRC – NI payment	£ 15.02
250724	AMK Signs Ltd – changes to sign next to Red Lion	£ 78.00
250724	Mr J Horrobin – play area and footpath maintenance	£ 30.00
	TOTAL	£ 1,094.72

Income Received April 2024 – June 2024.

03/04/24	Public Sector Deposit Fund interest	£ 57.79
01/05/24	1st part of Precept payment - WLBC	£11,426.00
24/05/24	1st part of Concurrent Grant – WLBC	£ 465.00
02/05/24	Public Sector Deposit Fund interest	£ 55.74
04/06/24	Public Sector Deposit Fund interest	£ 57.54
30/06/24	Savings account interest	£ 0.15
	TOTAL	£12,062.22

Newburgh Parish Council					
Budget/Expenditure Statement		2024/25			
Detail	Budget	July	Underspen		
	£	Expenditure	d/(Overspe		
		£	nd)		
			£		
Clerk's Salary	11410	3389	8021		
Clerks Pension	810	243	567		
Clerk Cover	3000	0	3000		
Clerk's Expenses	200	66	134		
General Admin	250	70	180		
Postage	50	0	50		
Members travel costs	20	0	20		
School Hire	360	75	285		
Training inc Quality Registration	400	35	365		
Audit	120	120	0		
Website Management	350	40	310		
Chair Allowance	200	0	200		
	17170	4038	13132		
Village Maint & Repair	200	54	146		
Appleton Fields	0	0	0		
Play Area Maintenance	300	0	300		
Insurance	600	605	-5		
Associations					
Local council Review	0	0	0		
LAPTAC Subscription	225	213	12		
Hon Sec Honorarium	17	13	4		
Society Local Council Clerks	200	0	200		
CPRE	40	0	40		
WL Heritage Association	5	0	5		
	487	226	261		
Activities					
Newsletter	250	0	250		
Maintenance of SPID	2400	462	1938		
Christmas Celebrations	800	0	800		
	3450	462	2988		
S137 Expenditure					
Best Kept Village Competition	30	25	5		
Civic Service/Chair Allowance	50	0	50		
Donations	200	0	200		
Maintenance of the Dell	75	0	75		
	355	25	255		
TOTAL	22562	5410	17152		
Concurrent Grant					
Village Cleaning & Maintenance	930	410	520		
	930	410	520		
Reserves					
Community Infrastructure Levy Grant	1522	0	1522		
General Reserve	9676	0	9676		
Footpath Reserve	645	0	645		

Bank Reconciliation Statement
Month ending 30 June 2024

Cash Book

	Bfwd Balance	2024		15,445.61	
	Receipts	to	30/06/2024	12,062.22	
				<u>27,507.83</u>	
Less	Payments	to	30/06/2024	4,720.18	
	Balance				<u>22,787.65</u>

Unpresented Payments

Date:	03-Jul-24
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