

MINUTES of the Parish Council Meeting held on Wednesday 26 June 2024 at Newburgh School, Back Lane commencing at 7pm.

PRESENT: Cllrs Roughneen (chair), Halliwell, Atty, Lea and Clerk Sandra Jones.
Borough Cllr Pope and Graham Smith (Lib Dem candidate for West Lancashire) also attended.

053/24

TO RECEIVE APOLOGIES

Apologies were received and accepted from Cllr Turner, Cllr O'Keefe, Cllr Pennington and Borough Cllr Whittington.

054/24

COUNCILLORS TO DECLARE AN INTEREST IN ISSUES FOR DISCUSSION

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

055/24

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 22 MAY 2024

It was resolved that the minutes of the Parish Council meeting held on 22 May 2024 should be approved and signed by the Chair.

056/24

ISSUES RAISED BY MEMBERS OF THE PUBLIC

The meeting was adjourned for public discussion.

Borough Cllr Pope raised the issue of the Round O Quarry 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 would be undertaken by members of the Committee on 15 July and the application would be considered at the Dev Con Committee meeting on 17 July. A suggestion was made that a representative of the Parish Council may wish to visit the site before the site inspection takes place to see and understand the latest position. The Parish Council may also like to consider a compromise regarding the final outcome and what it would be happy to accept as a resolution.

Graham Smith confirmed that he was the Liberal Democrat candidate for West Lancashire and was hoping to visit all Parish and Town council meetings prior to the election.

The meeting was reconvened.

057/24

PLANNING

a) Applications to be considered:

No planning applications were considered 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.

The matter of the Round O Quarry planning application had previously been discussed during the public discussion section. It was confirmed that the members of the Development Control Committee would be undertaking a site visit to Round O Quarry on 15 July and it was resolved that the Parish Council would consider sending a representative to the Development Control Committee meeting on 17 July, depending on what was proposed in the officer's report.

058/24

WORKPLAN

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

It was confirmed that the problem had been resolved regarding the speed device rental and the devices provided fit on the brackets currently in place on the lamp posts. The spread sheet detailing the most important parts of data regarding the three locations has been updated, but it will be difficult to compare at present until there has been a few more rotations around the village.

An update was provided regarding the culvert at Deans Lane, where the pot holes had been patched up but the work had resulted in no verges being left and traffic having to go in the ditch. There also appeared to be a small chevron sign missing on the way into the village. It was resolved to keep reporting the issue on the Love Clean Streets app, including photos showing the extent of the problem and to consider asking Cllr Rob Bailey, Newburgh County Council representative, for help in resolving the issue.

Borough Cllr Pope left the meeting at this point.

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

A village clean up with local volunteers had been arranged about four weeks previously. Much good work was carried out on the day but attendance from residents was very disappointing. The first round of judging should have taken place in recent weeks, with the second round of judging due sometime in July. It was suggested that it may be better in future years to start the preparations earlier and to appeal for volunteers in the March newsletter or a separate flyer, so all residents are aware of what is happening and can make arrangements earlier to take part.

It was confirmed that temporary CCTV had kindly been put up on Course Lane by West Lancashire Borough Council in the hope of catching people who are regularly dumping large quantities of bottles of wine. However, it was noticed that the CCTV would benefit from being in a slightly different location and the relevant team at West Lancashire Borough Council had been notified and asked if it would be possible to move the CCTV. Councillors had also noted that bottles and other items had been found on the grass verge next to Spencer's Bridge on Back Lane, so it was resolved to monitor the situation before taking further action.

It was also resolved to chase up quotes for the picnic tables at the play area, as only one had been received to date. The timing of any installation will have to be reviewed, as the judging for the Best Kept Village competition is still underway.

c) To receive a verbal update regarding Christmas arrangements including confirmation of the date for the carol event, progress regarding additional Christmas lighting and agree any actions.

Councillors were informed that the date for the Carol event at the Red Lion is Sunday 22 December at 1pm and the Red Lion had already booked Skelmersdale Prize Band to play. It was resolved that the Parish Council would pay for the cost of the band similar to last year and the Clerk was asked to make the necessary arrangements.

The Clerk provided an update on progress regarding additional Christmas lighting. The proposal was originally for motifs to be displayed on the three lamp posts which surrounded the village green. Feedback from other Parish Councils had revealed that solar Christmas trees were unlikely to be successful due to the poor weather expected at that time of year. A lighting company had advised that the lamp posts were too far apart for an extension to link all the lamp posts. The advice was that a 16amp commando socket and timer would need to be fitted to each lamp post which would be another cost, in addition to the cost of obtaining permits from Lancashire County Council. The Clerk was asked to contact P&R Electrical, who decorate the Christmas tree, to see if they could suggest another option that the Parish Council was able to afford.

059/24

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, A verbal update was given regarding the latest developments for the site, which were going well. Cllr Roughneen will represent the Parish Council at the next Trustee meeting at the beginning of July. Appleton Fields Association plan to submit a new grant application to try to get funding for a new gate, bench, signage and an accessible path around the field.

060/24

TO CONSIDER THE ISSUE OF REDUCING VEHICLES PARKING INCONSIDERATELY OUTSIDE THE RED LION AND AGREE ANY ACTIONS

The issue of inconsiderate parking at the front of the Red Lion had been raised by a resident at the May Parish Council meeting. Members of the Parish Council had met with the Red Lion to discuss what could be done to try to improve the situation. Vehicles, especially larger ones, parked outside the front of the Red Lion were causing a health and safety risk to residents, including those waiting at the bus stop. Bus users were having to stand in the road to see when the bus was approaching and the bus had sometimes driven past the bus stop as the driver could not see anyone waiting. A proposal had been made that three flower planters could be placed in that area to deter vehicles from parking and also provide some colour and decoration for the village. The Red Lion were happy with the proposal and Apple Cast on Cobbs Brow Lane had kindly offered to supply the half barrels and plants free of charge. Following discussion, it was resolved to purchase three plaques to be placed on the half barrels noting the kind donation to the village by Apple Cast, working in partnership with the Parish Council. The Clerk was asked to contact Apple Cast to pass on the thanks of the Parish Council for the kind donation.

061/24

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 on the 16 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. Members of the Parish Council had attended all the events, but the attendance by residents was still too low to move on to the ultimate aim of providing a subsidised meal and along with a presentation or session of bingo. The event had been publicised on the village Facebook page, Parish Council website, noticeboard and on a board outside the Red Lion. Following discussion, it was resolved to produce a flyer publicising the event to be delivered to every home in the Parish. In addition, the event would be publicised directly to the local village organisations. It was also suggested that some residents might not want to attend on their own, especially the first time. It was resolved that members of the Parish Council would offer a lift or offer to attend with any residents who didn't feel confident turning up on their own.

062/24

FINANCE

Cllr Halliwell left the meeting at this point.

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

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

Cllr Halliwell returned to the meeting at this point.

b) To note the report from the Internal Auditor in relation to financial year April – March 2023/24.

The report from the Internal Auditor for the financial year April 2023 – March 2024 was noted. No issues or areas of concern were found.

c) To approve the Annual Governance and Accountability Return (AGAR) for 2023/24 – Section 1 Annual Governance Statement will be approved before Section 2 - Accounting Statements. Agree any necessary actions.

Following consideration of all the Annual Governance Statements in Section 1 of the Annual Governance and Accountability Return for 2023/24, it was resolved to formally approve all statements. Councillors then considered Section 2 and it was resolved to formally approve all the Accounting Statements. All sections of the Annual Governance and Accountability Return for 2023/24 will be signed by the Chair and Clerk/Financial Responsible Officer and published on the Parish Council website in accordance with the regulations.

d) To note Income Received January 2024 – March 2024.

Income received from January 2024 to March 2024 was noted.

e) To note Budget/Expenditure Statement year ended 31 March 2024.

The Budget/Expenditure Statement year ended 31 March 2024 was noted.

f) To note the Bank Reconciliation Statement as at 31 March 2024.

The Bank Reconciliation Statement as at 31 March 2024 was noted.

g) To note the Asset Register as at 31 March 2024.

The Asset Register as at 31 March 2024 was noted.

063/24

TO NOTE THE CLERK'S REPORT (INFORMATION ONLY)

The Clerk's report was noted.

064/24

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

Cllr Roughneen informed the meeting of the recent news that Newburgh School had been rated as outstanding at a recent Ofsted inspection. Councillors were delighted and felt that the Parish Council should congratulate the school and consider ways to publicise the wonderful achievement to the village. The school has asked for permission to display a banner in the village to let residents know and attract new pupils to the school.

The matter of a tree on the village green was raised. A lilac tree is currently held up with a stake but it needs to be cut down. The tree warden has contacted West Lancashire Borough Council regarding the issue.

065/24

DATE AND TIME OF NEXT MEETING

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

The meeting ended at 8.15pm.

Schedule of Accounts for Payment – June 2024.

Ref	Payee	Amount
n/a	1&1 - website charges	£ 6.00 Direct Debit
n/a	Nest Pension Scheme	£ 60.67 Direct Debit
n/a	ICO – annual subscription	£ 35.00 Direct Debit
270624	Mrs S Jones – June salary (£840) and expenses	£ 873.50
270624	HMRC – NI payment	£ 15.02
270624	Mr P Halliwell – Red Lion meeting expenses	£ 25.00
270624	Mrs T Reddington – internal audit fee	£ 120.00
270624	Newburgh School – May meeting hire	£ 45.00
270524	LALC – New Councillor training fee	£ 35.00
270624	Altham Parish Council – speed device hire	£ 228.40
270624	Mr J Horrobin – play area and footpath maintenance	£ 165.00
	TOTAL	£ 1,608.59

Income Received January 2024 – March 2024.

Date	Received from	Amount
03/01/2024	Public Sector Deposit fund interest	£ 58.20
02/02/2024	Public Sector Deposit fund interest	£ 58.17
04/03/2024	Public Sector Deposit fund interest	£ 54.19
13/03/2024	HMRC – VAT return	£ 761.85
31/03/2024	Savings Interest	£ 0.12
	TOTAL	£ 932.53

Newburgh Parish Council					
Budget/Expenditure Statement		2023/24			
Detail	Budget	March	Underspend/		
	£	Expenditure	(Overspend)		
		£	£		
Clerk's Salary	9773	10200	-427		
Clerk Cover	700	0	700		
Clerks Pension	705	705	0		
Clerk's Expenses	200	207	-7		
General Admin	250	242	8		
Postage	50	45	5		
Members travel costs	20	0	20		
School Hire	150	151	-1		
Training inc Quality Registration	400	426	-26		
Audit	60	60	0		
Website Management	250	386	-136		
Uncontested Election Costs	0	0	0		
	12558	12424	134		
Village Maint & Repair	200	110	90		
Appleton Fields	0	0	0		
Play Area Maintenance	300	576	-276		
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	183	-13		
CPRE	40	36	4		
WL Heritage Association	5	0	5		
	457	427	30		
Activities					
Newsletter	250	134	116		
Maintenance of SPID	1868	1476	392		
Christmas Celebrations	800	705	95		
	2918	2314	604		
S137 Expenditure					
Best Kept Village Competition	30	0	30		
Civic Service/Chair Allowance	50	84	-34		
Donations	200	769	-569		
Maintenance of the Dell	75	75	0		
	355	928	-573		
TOTAL	17328	17358	-30		
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		

<u>Newburgh Parish Council</u>										
<u>Bank Reconciliation Statement</u>										
<u>Month ending 31 March 2024</u>										
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NEWBURGH PARISH COUNCIL				
ASSETS REGISTER	Responsibility	Apr-23	Apr-24	Notes
ORIGINAL KNOWN PURCHASE COST.				
Ash Brow bus shelter, purchased January 2004.	Community	1,237	1,237	
Speed Indicator Device, purchased July 2007.	Community	3,059	3,059	
Play Equipment, Back Lane, purchased June 2009.	Community	17,705	17,705	
Computer equipment, purchased September 2010, July 2013 (printer), June 2019 (replacement printer)	Clerk	310	310	
Laptop, purchased December 2018	Clerk	490	490	
Play Area Fencing, gates and wet pour surface, Back Lane, purchased June 2009.	Community	10,083	10,083	
Notice Board, Course Lane, purchased July 2015	Community	2,113	2,113	
Christmas tree lights purchased November 2016 and November 2020, Star purchased December 2021	Contractor	1,162	1,162	
Heritage Board, Ash Brow. Purchased November 2019, some parts from previous sign	Community	500	500	
Appleton Fields, Cobbs Brow Lane, transferred ownership from Appleton Family May 2021	Community	1,720	1,720	
		38,379	38,379	
GIFTED ASSETS ESTIMATED CURRENT VALUE.				
Gavel and Block	Clerk	50	50	
Public seat, Play Area, Back Lane	Community	300	300	
Public seat, Ash Brow (Best Kept Village Competition).	Community	300	300	
Public seat, Ash Brow	Community	300	-	1
Bus shelter, Cobbs Brow Lane	Community	300	300	
Notice Board, Course Lane	Community	-	-	
Chain of Office	Chairman	100	100	
Three Best Kept Garden Trophies.	Community	150	150	
Two Public seats, Woodrow Drive old peoples bungalows	Community	-	-	
		1,500	1,200	
ASSETS ESTIMATED CURRENT VALUE.				
Metal filing cabinet, two drawers.	Clerk	50	50	
Two bus shelters, Course Lane.	Community	4,000	4,000	
Heritage Board, Ash Brow.	Community	-	-	
Footpath Information Board.	Community	100	100	
Three public seats on The Green.	Community	600	600	
One public seat on Cobbs Brow Lane.	Community	300	300	
One public seat on Course Lane.	Community	300	300	
One public seat on Play Area, Back Lane.	Community	300	300	
		5,650	5,650	
GRAND TOTAL		45,529	45,229	

Notes

1 Bench on Ash Brow was found to be beyond repair. Informed Zurich Insurance to take off our policy as it has not been replaced.
Agreed at the April 2023 Parish Council Meeting.