

NEWBURGH PARISH COUNCIL
Sandra Jones, Clerk to the Council
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20 June 2024

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting which will be held in the School, Back Lane, Newburgh on Wednesday 26 June 2024 at 7pm.

Yours sincerely



Sandra Jones
Clerk of the Council

AGENDA

1. To receive Apologies.
2. Councillors to declare an interest in subjects for discussion.
3. Approve minutes of the Council Meeting held on 22 May 2024 and the Annual Parish Meeting held on 22 May 2024.
4. Adjourn meeting for Issues raised by members of the public (15 minutes total time).
5. Planning.
 - a) Applications to be considered:
None at this meeting.
 - b) To receive a verbal update regarding planning application LCC/2022/0014 Round O Quarry and agree any actions.
6. To consider the following work plan items:
 - a) To receive a verbal update regarding the village roads and agree any actions.
 - b) To receive a verbal update regarding progress on the village entry into the Lancashire Best Kept Village competition and agree any actions.
 - c) To receive an update regarding Christmas arrangements, including confirmation of the date for the Carol event, progress regarding additional Christmas lighting on the green and agree any actions.
7. To receive a verbal update on Appleton Fields and agree any actions.
8. To consider the issue of reducing vehicles parking inconsiderately outside the Red Lion and agree any actions.
9. To receive a verbal update on the Community Coffee Morning held weekly at the Red Lion and agree any actions.
10. Finance
 - a) To approve Accounts for Payment, Schedule attached
 - b) To note the report from the Internal Auditor in relation to financial year April 2023 – March 2024.
 - c) To approve the Annual Governance and Accountability Return for 2023/24 - Section 1 (Annual Governance Statement) will be approved before Section 2 (Accounting Statements). Agree any necessary actions.
 - d) To note income received for January - March 2024.
 - e) To note Budget/Expenditure Statement year ended 31 March 2024
 - f) To note the Bank Reconciliation statement for March 2024
 - g) To note the Asset Register as at 31 March 2024.
11. To note Clerks report (information only).
12. Councillors to raise issues for discussion only (10 minutes total time).
13. To note date and time of next meeting.

Enclosures:

3 Minutes of 22 May 2024 meeting and Annual Parish Meeting 2024
10a Schedule of Accounts for Payment
10d Income received for January – March 2024

10e Budget/Expenditure Statement year ended 31 March 2024
 10f Bank Reconciliation Statement for March 2024
 10g Asset Register as at 31 March 2024

Schedule of Accounts for Payment – June 2024

1&1 - website charges	£	6.00	Direct Debit
Nest Pension Scheme	£	60.67	Direct Debit
ICO – annual subscription	£	35.00	Direct Debit
Mrs S Jones – June salary (£840) and expenses	£	873.50	
HMRC – NI payment	£	15.02	
Mr P Halliwell – room hire expenses	£	25.00	
Mrs T Reddington – internal audit fee	£	120.00	
Newburgh School – May hall hire	£	45.00	
LALC – New Cllr training fee	£	35.00	
Altham Parish Council – speed device hire	£	228.40	
Mr J Horrobin – play area maintenance	£	165.00	
TOTAL	£	<u>1,608.59</u>	

Income Received January 2024 – March 2024

03/01/24	Public Sector Deposit Fund interest	£	58.20
02/02/24	Public Sector Deposit Fund interest	£	58.17
04/03/24	Public Sector Deposit Fund interest	£	54.19
13/3/24	HMRC re VAT return	£	761.85
31/3/24	Savings Interest	£	<u>0.12</u>
TOTAL		£	<u>932.53</u>

Newburgh Parish Council					
Budget/Expenditure Statement		2023/24			
Detail	Budget		March Expenditure		Underspend/ (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

Month ending 31 March 2024

[illegible]

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.
