

MINUTES of the Parish Council Meeting held on Wednesday 27 March 2024 at Newburgh School, Back Lane commencing at 7pm.

PRESENT: Cllrs Roughneen (chair), O'Keefe, Halliwell, Atty, Turner and Lea. Cllr Pennington acted as the Clerk on this occasion.

One member of the public was present.

025/24

TO RECEIVE APOLOGIES

Apologies were received and accepted from the Parish Clerk, Sandra Jones, and Borough Councillor Whittington.

026/24

COUNCILLORS TO DECLARE AN INTEREST IN ISSUES FOR DISCUSSION

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

027/24

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 28 FEBRUARY 2024

It was resolved that the minutes of the Parish Council meeting held on 28 February 2024 should be approved and signed by the Chair.

028/24

ISSUES RAISED BY MEMBERS OF THE PUBLIC

The meeting was adjourned for public discussion.

The member of the public raised the ongoing issue of flooding on Back Lane and asked if any progress had been made to resolve the problem. It was confirmed that the Parish Council continues to lobby the relevant officers at Lancashire County Council for a solution and the last response received confirmed that a landowner had been requested to clean a ditch on their land. In addition, further investigations are continuing to try to locate where the blockages are and the exact nature of the work required.

The member of the public left the meeting at this point.

029/24

PLANNING

a) Applications to be considered:

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.

2024/0144/FUL & 2024/0145/LBC - Application and Listed Building Consent- Erection of single storey rear extension at Wayside, Ash Brow, Newburgh – No comment.

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

It was confirmed that the agent representing the owners of Round O Quarry had been in contact with the Parish Council. The agent was not aware of the last submission made by the Parish Council regarding this application and asked for a copy of the correspondence, as the information was not available on the relevant section of the Lancashire County Council website. The last submission from the Parish Council was sent to the agent but no response has been received to date, with regards to addressing the concerns voiced by the Parish Council regarding the samples of orange liquid found close to the quarry and the exact nature of waste which has been left in the quarry. It is not known if the application will be considered at the next Development Control Committee meeting which is scheduled for 24 April.

030/24

WORKPLAN

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

It was confirmed that a speed device had been put up at the beginning of March, but had turned out to be faulty and a replacement had recently been provided. Councillors felt that only both lots of mileage and one device charge should be paid. The data from this speed device will be circulated to Councillors as soon as it is received.

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

The main flooding issue relating to Back Lane had already been covered during the public discussion section, although there was a suggestion that it might be worth contacting the local MP to see if that would help to resolution. It was noted that Tabby's Nook is still flood free following the creation of a new ditch.

c) To consider the process and timetable required regarding entry into the Lancashire Best Kept Village competition and agree any actions.

The entry form for the Lancashire Best Kept Village competition has been completed but Councillors had been requested to check with their village contacts and businesses to check that they were happy to take part this year. All assets will be reviewed to consider whether any repairs will be necessary. The issues pointed out in the judges' report will be checked and any recommendations will be undertaken. It was suggested that contact could be made with Apple Cast to see if they would be happy to get involved in the village clean up. It was also noted that the roots of a fallen tree near the village green were due to be removed by the Borough Council and it was resolved that the Clerk would be asked to follow this up with the relevant department.

d) To receive a verbal update on the latest position regarding a replacement school crossing person and agree any actions.

It was confirmed that the two week trial has commenced the week before and would carry on until the school broke up for Easter on 29 March. The Lancashire County Council officer had also been to visit to check on the numbers of children who were using the crossing to get to Newburgh School and it was likely that he would return after Easter to undertake the official count. It is hoped that a decision regarding whether a permanent school crossing person for the village will be confirmed in the next few weeks.

e) To receive a verbal update regarding the installation of two picnic tables in the play area and agree any actions

Councillors were informed that the Clerk had been in the process of obtaining quotes for the two picnic tables and the installation. One of the contractors who had been asked to quote for the installation of the benches had confirmed that he was unable to undertake this type of work. Another contractor had not yet responded. However, a quote had been received from a local contractor for the installation of the benches and the Clerk had previously confirmed that the price of the picnic benches online was approximately £600 each, depending on the type chosen. It was resolved that further efforts would be made to obtain more quotes for the benches and installation. An update will be provided at a future Parish Council meeting including confirmation of whether the capital grant bid has been successful.

f) To discuss possible themes and dates regarding the Annual Parish Council meeting and the May Parish Council meeting (AGM) and agree any further actions.

Discussions were held regarding themes for the Annual Parish Council Meeting. It was suggested that Newburgh Fair Committee might like to promote this year's event at the meeting and contact could be made with the youth groups, such as the Scouts to see if they would like to do a presentation. Another idea was that there could be a pre meeting tea/coffee event to publicise Parish Council achievements and to give residents the chance to come along and meet the Councillors. Another option was also proposed with regards to meeting the Parish Councillors the week before the AGM at the Post Office café. It was resolved that the Clerk would be asked to contact the local organisations to see if they were interested in taking part. Depending on the level of interest regarding the proposals, it was resolved that the Annual Parish Meeting would be held just before the Parish Council meeting on the same day in May. If local groups are not interested in taking part in the Annual Parish Meeting, the agenda will follow the same as in previous years, with the Chair's report of the year and a section for the public to raise any issues.

031/24

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 a new access gate and an accessible path around the field. The Association had been unsuccessful in applying for a grant to fund the cost of the accessible path but planned to try other grant funding sources. A new campfire site had been created and the wildflowers were starting to bloom.

032/24

TO CONSIDER ARRANGEMENTS FOR THE ANNUAL MEETING WITH MEMBERS OF THE WEST LANCASHIRE BOROUGH COUNCIL CLEAN AND GREEN TEAM AND AGREE ANY ACTIONS.

The Clerk had emailed Councillors to check their availability for a meeting in the next few weeks. As the Clerk was unable to attend the meeting, it was resolved that Councillors would email the Clerk with their availability so that she is able to contact the West Lancashire Clean and Green team with some suggested dates.

033/24

TO REVIEW THE FOLLOWING PARISH COUNCIL POLICIES AND PROCEDURES: FINANCIAL REGULATIONS, STANDING ORDERS, DELEGATED DECISIONS, RISK ASSESSMENTS, TRAINING POLICY. AGREE ANY ACTIONS.

It was resolved to agree to the Clerk's proposal that all the relevant policies and procedures need to be amended to take into account the new arrangements regarding the new Parish Council website and email accounts. The Standing Orders and Financial Regulations will be considered at a later date following confirmation that notable changes are currently being made to the national templates.

034/24

TO CONSIDER A RESPONSE TO THE LANCASHIRE COUNTY COUNCIL LOCAL NATURE RECOVERY STRATEGY CONSULTATION AND AGREE ANY ACTIONS.

Councillors were asked to take part in the consultation and reminded that the deadline for responses was fast approaching. Some Councillors had already taken part in the consultation.

035/24

FINANCE

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

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

b) To review the appointment of the internal auditor for 2023/24 and agree any actions.

Councillors had been informed that Jackie Smith was now unable to carry out the internal audit for 2023/24. It was resolved to appoint Tess Reddington as the internal auditor at a cost of £120.

c) To note Budget/Expenditure Statement as at 29 February 2024.

The Budget/Expenditure Statement as at 29 February 2024 was noted.

d) To note Bank Reconciliation Statement as at 29 February 2024.

The Bank Reconciliation Statement as at 29 February 2024 was noted.

036/24

TO NOTE THE CLERK'S REPORT (INFORMATION ONLY)

The Clerk's report was noted.

037/24

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

Cllr Roughneen informed the meeting that there had been mobile homes on the Forest View site but there had been no issues so far. Cllr Turner questioned whether the nursery at Forest View had closed.

Cllr Roughneen and Cllr Halliwell confirmed that they had held an initial meeting with the Red Lion to determine an unrealistic estimate if the pub was to host residents one day a week with a subsidised meal and bingo session provided at a cost of £5. Based on 35 people attending each week, the cost would be in the region of £9,000 which was not affordable within the current Parish Council budget. However, contact had been made with Community Futures to enquire if there were any suitable grants which the Parish Council could apply for and a meeting is due to be held in the near future. The important issue of how residents would prove that they are living in the Parish was also raised. The issue will be added to a future Parish Council agenda once more details and costs are known.

038/24

DATE AND TIME OF NEXT MEETING

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

The meeting ended at 8.15pm.

Schedule of Accounts for Payment – March 2024

Ref No	Payee	Amount
n/a	1&1 - website charges	£ 7.55 Direct Debit
n/a	Nest Pension Scheme	£ 60.67 Direct Debit
280324	HMRC – NI payment	£ 15.02
280324	Mrs S Jones – March Salary (£840) and expenses	£ 864.42
280324	Newburgh School – hall hire February 2024	£ 25.00
280324	KC Computers – ink cartridges	£ 83.95
280324	RM Services – grounds maintenance	<u>£ 132.00</u>
	TOTAL	<u>£ 1,188.61</u>

Newburgh Parish Council				
Budget/Expenditure Statement		2023/24		
Detail	Budget	Feb	Underspend/	
	£	Expenditure	(Overspend)	
		£	£	
Clerk's Salary	9773	9353	420	
Clerk Cover	700	0	700	
Clerks Pension	705	645	60	
Clerk's Expenses	200	181	19	
General Admin	250	168	82	
Postage	50	45	5	
Members travel costs	20	0	20	
School Hire	150	126	24	
Training inc Quality Registration	400	426	-26	
Audit	60	60	0	
Website Management	250	380	-130	
Uncontested Election Costs	0	0	0	
	12558	11383	1175	
Village Maint & Repair	200	0	200	
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	16208	1120	
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 28 February 2024

	Club & Societies Account	28/02/2024				2,693.73		
	Savings Account	28/02/2024				124.33		
	Public Sector Deposit Fund	28/02/2024				13,000.00		
						15,818.06		
	Less unrepresented chqs					-		see below
						15,818.06		

	Bfwd Balance	2023		16,240.14		
	Receipts	to	28/02/2024	19,637.92		
				35,878.06		
Less	Payments	to	28/02/2024	20,060.00		
	Balance					15,818.06

0.00

Date:	06-Mar-24
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