

NEWBURGH PARISH COUNCIL
Sandra Jones, Clerk to the Council
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16 May 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 22 May 2024, commencing at approximately 7.15 pm or later, following the Annual Parish Meeting.

Yours sincerely



Sandra Jones
Clerk of the Council

AGENDA

1. Election of Chairman 2024/25 and signing of Declaration of Acceptance of Office.
2. To receive Apologies.
3. Election of Vice Chairman 2024/25.
4. Councillors to declare an interest in subjects for discussion.
5. Approve minutes of the Council Meeting held on 27 March 2024.
6. Adjourn meeting for Issues raised by members of the public (15 minutes total time).
7. To agree representatives for the various Groups/Committees and review current terms of reference as required
 - Finance Committee (4)
 - Planning Working Group (3)
 - Employment Working Group (3)
 - Communications Working Group (4)
 - Flooding Working Group (3)
 - Footpath Working Group (2)
 - Village Appearance Working Group (3)
 - Representative on village Play Area Committee (2)
 - Representative at West Lancashire Area Committee (LALC) (2)
 - Attendance at PACT meetings and Police liaison (1)
8. Planning.
 - a) Applications to be considered:

2024/0237/LBC - Replacement sliding sash - replace single glazing with double glazed panels - windows to front elevation to Sundew Cottage, Ash Brow, Newburgh.

2024/0144/FUL & 2024/145/LBC – Application and Listed Building Consent for the erection of a single storey rear extension to Wayside, Ash Brow, Newburgh.

2024/0390/FUL - Proposed garage conversion, new pitched roof to replace the existing flat roof and new porch to 21 New Acres, Newburgh,
 - b) To receive a verbal update regarding planning application LCC/2022/0014 Round O Quarry and agree any actions.
9. 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 any tasks required with regard to the village entering the Lancashire Best Kept Village competition and agree any actions.
 - c) To receive a verbal update regarding a replacement school crossing person and agree any actions.
 - d) To receive a verbal update regarding the recent annual meeting with the West Lancashire Borough Council Clean and Green team and agree any actions.

10. To receive a verbal update on Appleton Fields and agree any actions.
 11. To receive a verbal update on the Newburgh Community Coffee Morning which commenced on 16 May 2024. Newburgh Parish Council in partnership with the Red Lion are aiming to host a weekly Community Coffee Morning for residents to attend. Sources of funding and cost estimates to be considered and any necessary actions agreed.

12. Finance

- a) To approve Accounts for Payment, Schedules for April 2024 (retrospective) and May 2024 attached.
- b) To approve the Reserves Statement as at 31 March 2024.
- c) To approve the Certificate of Exemption 2023/24 and agree any actions.

13. To note Clerks report (information only)

14. To note date and time of next meeting

Enclosures:

5 Minutes of 27 March 2024 meeting

12a Schedule of Accounts for Payment, April 204 and May 2024

12b Reserves Statement as at 31 March 2024

12c Certificate of Exemption 2023/24

Schedule of Accounts for Payment – April 2024.

1&1 - website charges	£ 18.00 Direct Debit
Nest Pension Scheme	£ 60.67 Direct Debit
HMRC – NI payment	£ 15.02
Mrs S Jones – April salary (£840) and expenses	£ 846.17
Mr J Horrobin – play area maintenance	£ 30.00
Newburgh School – hire of hall (March)	£ 30.00
Altham Parish Council – speed device charge	£ 234.00
Lancashire Best Kept Village competition - 2024 entry fee	£ 25.00
Lancashire Association of Local Councils – annual membership	<u>£ 226.22</u>
TOTAL	<u>£ 1,485.08</u>

Schedule of Accounts for Payment – May 2024.

1&1 - website charges	£ 17.99 Direct Debit
Nest Pension Scheme	£ 60.67 Direct Debit
Mrs S Jones – May salary (£840) and expenses	£ 842.82
HMRC – NI payment	£ 15.02
Mr P Atty – green waste bin subscription for play area bins	£ 90.00
Mr J Horrobin – play area maintenance	£ 30.00
Zurich Insurance – Annual policy	<u>£ 605.01</u>
TOTAL	<u>£ 1,661.51</u>

Reserves and Balances as at 31 March 2024

				At 31 March 2022	At 31 March 2023	At 31 March 2024	Notes			
				£	£	£				
1	Election			500	500	500	1			
2	Twinning			90	90	90				
3	I.T.			100	100	100				
4	Footpath Delegation Scheme			895	895	645	2			
5	External Audit			200	200	200	3			
6	Village Maintenance			2512	2512	2512	4			
7	Demographer costs for WLBC Local Plan consultation			200	200	200	5			
8	Bluebell Wood/Appleton Fields			1181	1350	0	6			
9	General			7911	8871	9676	8			
10	Community Infrastructure Levy			1522	1522	1522	7			
	TOTAL			15111	16240	15445				

1	Election reserve increased from £200 to £500 based on estimates received from Tom Lyan (WLBC Elections) Dec 2021. If full election ever required would have to be met from General reserve (potentially £5,000 as per Dec 21 estimate)
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2	Footpath Delegation Scheme from LCC joined in 2014.
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Grant received from 2013/14 to 2018/19= £200+£200+£200+£250 +£250+£250+£250= £1.600

Less Expenditure from 2015/16 and then years 2018/19 - 2020/21 and 2023/24= £60+£65 +£115+£215+£250=£955

No spend from reserve during 2021/22 and 2022/23 - concurrent grant monies used.

3 A reserve to cover the cost of an external audit was set up at the end of 2016/17 due to future changes to year end procedures under the Transparency Code - agreed at the April 2017 meeting

4 It was agreed at the Finance Committee meeting on 16 January 2018 that any underspend for the year should be ringfenced into a new Village Maintenance reserve

5	During 2018/19, the Parish Council approved a maximum reserve of £500 towards the cost of demographer fees for a survey carried out for CPRE Lancashire in relation to WLBC Local Plan consultation. A final figure of £300 was paid leaving a reserve balance of £200 to be considered for similar work into the SHELMA during 2019.
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[illegible]

7 During October 2020, a sum of £1,522 received in Community Infrastructure Levy (CIL) monies in respect of former farmshop on Course Lane. This money is ringfenced for projects fitting the criteria of CIL. No spend during 2021/22.

8 General Reserve includes £500 from the Parish Champion towards a replacement speed device