

MINUTES of the Parish Council Meeting held on Wednesday 22 May 2024 at Newburgh School, Back Lane commencing at 7.15pm.

PRESENT: Cllrs Roughneen (chair), Turner, O'Keefe, Atty, Halliwell, Pennington, Lea and Clerk Sandra Jones. Two members of the public were present for part of the meeting.

039/24

ELECTION OF CHAIR FOR 2024/25

Cllr Roughneen was elected Chair for 2024/25 and signed the Declaration of Acceptance of Office form.

040/24

TO RECEIVE APOLOGIES

Apologies were received and accepted from Borough Cllr Whittington.

041/24

ELECTION OF VICE CHAIR 2024/25

Cllr Halliwell was elected as Vice Chair for 2024/25.

042/24

COUNCILLORS TO DECLARE AN INTEREST IN ISSUES FOR DISCUSSION

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

043/24

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27 MARCH 2024

It was resolved that the minutes of the Parish Council meeting held on 27 March 2024 should be approved and signed by the Chair.

044/24

ISSUES RAISED BY MEMBERS OF THE PUBLIC

The meeting was adjourned for public discussion.

A member of the public raised the issue of the Round O Quarry application which is currently being considered by the Development Committee (DevCon Committee) at Lancashire County Council. The application had been reviewed by members of the Dev Con Committee at the end of April, where representatives of the Parish Council and Borough Council spoke in opposition of the plans. It was confirmed that a site visit for members would be arranged for the beginning of July to view the site for themselves, following some anomalies noted in the presentation. There appeared to be conflicting information where one slide appeared to show that the quarry was fairly flat, whereas an aerial view revealed that there were contours. It was also confirmed that members would be sent further information including the original 44 conditions which should have been adhered to, including the fact that all vehicle movement to and from the site should have gone via Skelmersdale and not through Newburgh.

The issue of vehicles inconsiderately parking in front of the bus stop at the Red Lion was raised. Residents were having to stand outside of the shelter and even on the road so that they could see when the bus was arriving. The issue had been a problem for a number of years but appeared to be getting worse, especially during specific events held at the Red Lion. In addition to causing concerns to the safety of residents, the problem had also resulted in buses going past the bus shelter as the drivers were unable to see if anyone was waiting at the bus stop. The member of the public asked if there was anything that the Parish Council could do to help resolve the problem.

It was also confirmed that the Parish Council had been contacted by a resident concerned that padlocked gates had been put up on Tears Lane which appeared to prevent access to a right of way. The Ordinance Survey map showed the route as a track and it was suggested that the route could also be classed as an Ancient Highway. Residents have been using the route for many years. The Parish Council was asked if there was anything which could be done.

The issue of a recent event held at Wilton House Farm was also raised. A vintage rally and scooter event had been held and concerns were raised over whether any necessary permits or permissions had been applied for. It was noted that a classic car and scooter meet had also been advertised for June.

The meeting was reconvened.

The two members of the public left the meeting at this point.

045/24

TO AGREE REPRESENTATIVES FOR THE VARIOUS GROUPS/COMMITTEES AND REVIEW CURRENT TERMS OF REFERENCE AS REQUIRED

It was agreed that the Working Groups/Committees should consist of the following members:

Finance Committee - Cllrs Roughneen, Halliwell, Atty and Lea.

Planning Working Group – Cllrs Turner, O’Keefe, Roughneen (Halliwell and Pennington as reserves)

Employment Working Group - Cllrs Roughneen, Halliwell and O’Keefe.

Flooding Working Group – Cllrs Roughneen, Atty and O’Keefe.

Footpath and Village Appearance Working Group - Cllrs Turner, Atty, Pennington, Halliwell, Lea and O’Keefe.

Village Carols liaison - Cllr Turner.

Play Area Committee representative– Cllrs Atty and Lea.

West Lancashire Area Committee (LALC) representatives- Cllr O’Keefe, Cllr Roughneen and Halliwell.

Police Liaison representatives- Cllrs O’Keefe and Lea.

With regards to terms of reference for the Committee and Working Groups, it was resolved that no changes were required to any of the committee/working groups at this time. A quorum of three exists for the Finance Committee and working groups and other Councillors will act as reserves as and when required.

046/24

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 - No comment.

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 – withdrawn,

2024/0390/FUL - Proposed garage conversion, new pitched roof to replace the existing flat roof and new porch to 21 New Acres, Newburgh – No comment.

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.

It was confirmed that Cllr Atty and Cllr Roughneen attended the Lancashire County Council Development Control Committee on 26 April, where the application was considered. Cllr Roughneen spoke to highlight the Parish Council concerns. Following discussion, it was confirmed that a site visit would be organised for members of the Development Control Committee to view the site for themselves and the planning application will then be considered at a future meeting.

047/24

WORKPLAN

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

It was confirmed that there was a problem with the process of speed device hire, as the latest speed device delivered would not fit on the current brackets on the lamp posts. As there are no suitable speed devices available at present, there will be a gap when the traffic going through the village will not be monitored. A meeting has been requested with the provider to determine the best way forward. The provider has confirmed that replacement brackets would cost £55 each if required. It was resolved that the Parish Council would get in touch with the relevant officer at Lancashire County Council with regards to the provision of brackets, should they be required, once the meeting with the provider has taken place. A review of the process will also be undertaken in future to determine if the rental of speed devices continues to meet the requirements of the Parish Council.

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. It was resolved to keep reporting the issue on the Love Clean Streets app and to send photos showing the extent of the problem.

It was also noted that traffic management including lights had been installed on the main road outside Eden the day of the meeting, which was causing delays. The Parish Council is usually notified of road works but on this occasion did not appear to have received confirmation. The Clerk was asked to check the details and contact the relevant department if notification had not been received.

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

Councillors were informed that planned maintenance and cleaning tasks were a bit behind due to time spent on issues such as the school crossing person, speed device hire and the Round O Quarry planning application. However, some volunteer days will be publicised on the village Facebook page to encourage residents to get involved in tidying the village in time for the start of judging in June. Various tasks will need to be carried out such as cleaning road signs, play area equipment and the posts on the village green and checking any flower beds and troughs to ensure they look their best.

It was resolved that the Parish Council would request a cut from its current play area maintenance contractor to cut back the hedge on Back Lane, bordering the footpath to school. As it is bird nesting season, the hedge will be examined to make sure there are no birds currently nesting prior to any work being carried out. As well as improving its appearance for the competition, the work will also make the area safer to access for children and residents. The issue of building waste being left near the barn on the corner of Course Lane was discussed and concerns were raised that this could result in barriers falling in a busy area for residents and vehicles. It was also noted that the site had overgrown weeds and vegetation which would need to be cut back. It was resolved that the issue would be reported to the Borough Council.

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 due to take place over the summer.

c) To receive a verbal update regarding a replacement school crossing person and agree any actions.

It was confirmed that the Parish Council had been successful in lobbying for a replacement school crossing person, following a trial period just before Easter. The vacancy will be advertised on the Lancashire County Council website and the village Facebook page. It was also agreed that the school would be contacted to ask if the vacancy could be advertised in the school newsletter. It is important to encourage children to use the crossing, as this vital role could be lost to the village if there is a lack of demand.

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.

A number of Parish Councillors and the Clerk met with members of the Clean and Green team to discuss village issues, such as grass cutting of public verges and the village green, garden waste bin subscriptions, dog mess and village litter picking days. It was agreed that dog mess signs and bags for litter picking would be delivered to the village and that an officer would visit the village to mark the pavements where dog mess is being left. Councillors were also informed that there is an online form on the Borough Council website where residents can report issues such as dog mess.

048/24

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, including the plans for new paths for the field and the wood. The cubs had put up 20 bird boxes, wildflowers had been sown and efforts are being made to tackle the ragwort. Bluebells and snowdrops had also been planted in the wood. A volunteer day is held on the last Saturday of every month.

049/24

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.

The weekly coffee morning had started on the 16 May at the Red Lion, where free team coffee and biscuits were provided. It was confirmed that the Red Lion would provide drinks and the Parish Council had provided the biscuits on this occasion. Four residents attended in addition to some Parish Councillors and some good ideas had been raised such as starting a book or game swap. It is hoped that the event will grow in the future to the point where a subsidised meal and an event such as a bingo session could be provided. A rough estimate based on 30 attendees every week would result in a cost of £9,000 which could not be afforded by the Parish Council with current reserves. It was resolved to look into funding options such as Awards for All and local grants from the County and Borough Councils. As a first step it was resolved to submit a grant request for £500 from the Lancashire County Council Parish Champion.

050/24
FINANCE

a) To agree Accounts for Payment for April 2024 (retrospective) and May 2024, schedules attached.

It was resolved to approve the Accounts for payment for April 2024 and May 2024, payments will be electronic wherever possible. It was noted that Councillors previously gave email consent for the April 2024 payments schedule as the April Parish Council meeting had to be cancelled.

b) To note the reserves and balances as at 31 March 2024.

The reserves and balances statement as at 31 March 2024 was noted. It was resolved to reallocate the Village Maintenance Reserve as the Play Area Equipment Replacement Reserve in order to have some funds available to contribute towards the cost of future play area equipment.

c) To Approve the Certificate of Exemption 2023/24 and agree any actions.

The Certificate of Exemption for 2023/24 was approved and signed by the Clerk and the Chair. A copy will be put on the Parish Council website and sent to the external auditors. In addition, it was confirmed that the dates for the provision of public rights would be Monday 3 June 2024 to Friday 12 July 2024. A copy of the notice will be put on the Parish Council website and noticeboard before the period commences.

051/24
TO NOTE THE CLERK'S REPORT (INFORMATION ONLY)
The Clerk's report was noted.

052/24
DATE AND TIME OF NEXT MEETING
The next Parish Council meeting will be held on 26 June 2024 at 7pm.

The meeting ended at 9.15pm.

Schedule of Accounts for Payment – April 2024.

Ref	Payee	Amount
n/a	1&1 - website charges	£ 18.00 Direct Debit
n/a	Nest Pension Scheme	£ 60.67Direct Debit
270424	HMRC – NI payment	£ 15.02
270424	Mrs S Jones – April salary (£840) and expenses	£ 846.17
270424	Mr J Horrobin – play area maintenance	£ 30.00
270424	Newburgh School – hire of hall (March)	£ 30.00
270424	Altham Parish Council – speed device charge	£ 234.00
270424	Lancashire Best Kept Village competition - 2024 entry fee	£ 25.00
270424	Lancashire Association of Local Councils – annual membership	£ 226.22
TOTAL		£ 1,485.08

Schedule of Accounts for Payment – May 2024

Ref No	Payee	Amount
n/a	1&1 - website charges	£ 17.99 *Direct Debit
n/a	Nest Pension Scheme	£ 60.67 *Direct Debit
230524	Mrs S Jones – May salary (£840) and expenses	£ 842.82
230524	HMRC – NI payment	£ 15.02
230524	Mr P Atty – subscription for play area bins	£ 90.00
230524	Mr J Horrobin – play area maintenance	£ 30.00
230524	Zurich Insurance – Insurance policy	£ 605.01
TOTAL		£ 1,661.51

NEWBURGH PARISH COUNCIL					
Reserves and Balances as at 31 March 2024					
				At 31 March 2023	At 31 March 2024
				£	£
1	Election			500	500
2	Twinning			90	90
3	I.T.			100	100
4	Footpath Delegation Scheme			895	645
5	External Audit			200	200
6	Village Maintenance/Play Area Equipment Reserve			2512	2512
7	Demographer costs for WLBC Local Plan consultation			200	200
8	Bluebell Wood/Appleton Fields			1350	0
9	General			8871	9676
10	Community Infrastructure Levy			1522	1522
	TOTAL			16240	15445