

MINUTES of the Parish Council Meeting held on Wednesday 22 January 2025 at Newburgh School, Back Lane commencing at 7pm.

PRESENT: Cllrs Roughneen (Chair), O'Keefe, Atty, Turner, Pennington, Lea and Clerk Sandra Jones.
One member of the public was present.

001/25

TO RECEIVE APOLOGIES

Apologies were received and accepted from Cllr Halliwell and Borough Cllr Whittington.

002/25

COUNCILLORS TO DECLARE AN INTEREST IN ISSUES FOR DISCUSSION

Cllr Atty declared an interest in the Appleton Fields and payments items. Cllr Roughneen declared an interest in the payments item.

003/25

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11 DECEMBER 2024 AND THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 14 JANUARY 2025

It was resolved that the minutes of the Parish Council meeting held on 11 December 2024 and the Finance Committee meeting held on 14 January 2025 should be approved and signed by the Chair.

004/25

ISSUES RAISED BY MEMBERS OF THE PUBLIC

The meeting was adjourned for public discussion.

The member of the public raised the issue of a property on Back Lane which appeared to have undergone substantial development in recent years, including a water main which had recently been installed. The member of the public asked the Parish Council if it was aware of who the landowner was and whether planning permission had been sought for the various stages of development on the site. It was confirmed that the Parish Council did not have any information at this stage.

The meeting was reconvened and the member of the public left at this point.

005/25

PLANNING

a) Applications to be considered:

No applications were considered at this meeting.

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

It was confirmed that the Chair had attended the recent Lancashire Development Control (DevCon) Committee meeting at County Hall in Preston to speak regarding the additional information which had been provided by the applicant. The Chair highlighted the Parish Council's concern over the apparent contradictions contained within the additional information and also increased signs of flooding on the site following recent rainfall. Photos showing the impact had been sent to the members of the Dev Con Committee prior to the meeting. Borough Cllr Katie Jukes and a resident also spoke at the meeting. It was confirmed that the matter had been deferred until a future Dev Con Committee meeting to allow for additional information to be submitted regarding the detail in the management plan including the possibility of a bond for future maintenance and information regarding the drainage and ditches. It was resolved that the Parish Council will review the additional information when it has been submitted and consider whether to attend and speak at the next Dev Con Committee meeting when the application is on the agenda.

006/25

WORKPLAN

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

It was confirmed that the Police had been in the village recently to monitor the speed of vehicles on Course Lane. Based on the information provided, it appeared that 145 vehicles had been noted in the hour, but none were speeding. The PCSO for Newburgh will be attending the Community Coffee Morning at the Red Lion on 23 January and it is hoped that he will provide feedback regarding the speed monitoring test and whether any more are planned for the near future.

Newburgh Parish Council had been contacted by Parbold Parish Council to consider whether the Parish Councils could work in partnership to provide the Lancashire Road Safety Partnership with data collected by speed devices in both Parishes. It was resolved that Newburgh Parish Council would be happy to work with all neighbouring Parishes to provide speed data in the hope that this will result in safer roads for residents.

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

Work had recently been undertaken on Back Lane to clear some drains, but further rain will be required to show whether the work had been successful. The Chair had met with Borough Cllr Kaite Jukes and an officer from Lancashire County Council to view some of the sites regularly flooding in Parbold and Newburgh. Flooding had occurred over the new year at the Post Office, New Acres and the Church graveyard. The officer from Lancashire County Council felt that the issues occurring in those areas were not a County Council matter. A resident had appointed CJ Lyons drainage company to check the drains on his property and was awaiting the report to decide on the next course of action. The resident promised to send a copy of the drainage report to the Parish Council. It was resolved that the Parish Council will monitor the situation regarding flooding in the village and will consider the best course of action at a future Parish Council meeting.

c) To receive a verbal update on the latest position regarding possible entry for the 2025 Best Kept Village competition and agree any actions.

It was resolved that Newburgh would be entered into the Lancashire Best Kept Village competition again this year. It is hoped that the village can go one better and win the competition in 2025, following a close runner up position in 2024. The issues noted in the judges' report will be fed back to all organisations and businesses who took part, with the vast majority of issues found to be minor and easy to resolve. Councillors felt that it was beneficial to enter the competition as it can help to improve community spirit and engagement with many residents and organisations taking part to ensure that the village looked its best.

The village assets have already been reviewed as part of the budget planning process and it was estimated that minimal repairs will be required this year. It is planned that there will be a litter picking spring clean event in the coming months. It was suggested that the purchase of a litter picking trolley would be helpful for parts of the litter picking route as heavy items such as bottles are sometimes found. Research had revealed that the cost of the trolley could be as high as £150 each, so it was resolved that the issue would be considered at a future Parish Council meeting once a selection of quotes had been obtained. Hanging baskets may also be put up on the village bus shelters, but it was agreed that the Clerk would contact the relevant officers at Lancashire County Council first to determine whether any permissions are required. Dog poo in the village continues to be an issue, so it was resolved that more signs would be put up and the issue would be highlighted in the March newsletter. A plan and timetable will be drafted and any volunteer days will be publicised on the village community Facebook page and the Parish Council website.

d) To receive an update from the Work Plan Priming Group and agree any actions required regarding the Parish Work Plan for 2025.

It was resolved to approve the Work Plan for 2025, which had already been circulated to Councillors.

e) To review the content of the Parish Council website and welcome packs and agree any actions.

The level of detail on the Parish Council website was discussed and it was felt that some detail was not necessary and would make the twice-yearly review of the website easier, if amendments were made. At present, the welcome packs consist of a letter from the Chair introducing the Parish Council and its members, along with useful information which is contained on the Parish Council website. A new plan needs to be drawn up, assigning Parish Councillors responsibility for areas of the website in addition to being a liaison point for organisations and businesses to contact for newsletter updates. A proposal to design a booklet containing useful telephone numbers for Newburgh residents, which would then be printed and circulated to every home in the Parish was approved. The Clerk was asked to obtain quotes for the cost, once the information for the booklet had been collated. It was resolved that the Chair, Vice Chair and Clerk would meet informally to discuss areas of responsibility for each Councillor and feedback will be provided at the next Parish Council meeting.

007/25

TO RECEIVE A VERBAL UPDATE ON APPLETON FIELDS AND AGREE ANY ACTIONS.

Cllr Atty gave an update prior to leaving the meeting.

It was confirmed that the Association still had a shortfall of approximately £3,000 to find in order for the accessible path around the meadow to be completed. The Trustees are considering other options such as crowdfunding in order to raise the necessary funds. Volunteer days are still taking place on the fourth Saturday of the month. Cllr Atty left the meeting at this point.

Councillors discussed the possibility of applying for a West Lancashire Borough Council capital grant to fill the funding shortfall for the accessible path. As no other projects were proposed, it was resolved that the Clerk would make enquiries with West Lancashire Borough Council finance department to find out if the accessible path would meet the criteria. If the project is found to meet the criteria, the Clerk was asked to liaise with the Trustees to gather the relevant financial information required to complete the application.

Cllr Atty returned to the meeting at this point.

008/25

TO RECEIVE A VERBAL UPDATE ON COMMUNITY EVENTS INCLUDING THE WEEKLY COFFEE MORNING AND NEIGHBOURHOOD WATCH SCHEME AND AGREE ANY ACTIONS.

It was confirmed that the weekly community coffee morning was still not well attended. Councillors considered whether to rotate the location of the coffee morning to other places in the village, such as the Sports Club or Post Office, in case residents did not want to go to the Red Lion. Other organisations meet at the Sports Club and it had recently been confirmed that the Sports Club had been awarded another warm space grant this year. Following discussion, it was resolved to use the remaining grant monies to fund another one or two community lunches by the end of March. It was also resolved that the Parish Council would liaise with other village organisations and businesses to see if the coffee morning could be held elsewhere, with the Parish Council providing a contribution towards the cost.

It was confirmed that 70 residents have now joined the Neighbourhood Watch Scheme.

009/25

FINANCE

Cllr Atty and Cllr Roughneen left the meeting at this point.

a) To agree Accounts for Payment for January 2025, (Schedule attached).

It was resolved to approve the Accounts for payment for January 2025. Payments will be electronic wherever possible.

Cllr Atty and Cllr Roughneen returned to the meeting at this point.

b) To note Income received from October 2024 – December 2024.

Income received from October 2024 to December 2024 was noted.

c) To note Budget/Expenditure Statement as at 31 December 2024.

The Budget/Expenditure Statement as at 31 December 2024 was noted.

d) To note the Bank Reconciliation Statement as at 31 December 2024.

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

e) To consider whether to submit a grant application to the West Lancashire Borough Council Capital Scheme 2025/26 and agree any actions.

As per the Appleton Fields item, it was resolved that an application would be made for £3,000 towards the cost of installing an accessible path around the meadow, if it was found that the project met the criteria.

f) To consider recommendations from the Finance Committee and set the Precept and Budget for 2025/26.

All Parish Councillors had attended the Finance Committee held on 14 January 2025 and were aware of the main issues, which centred around the continuing rising cost of inflation and the resulting pressure this was likely to have on important Parish Council functions such as the speed device, website, meeting hall charges, insurance and costs relating to the Clerk. However, it was forecast that there would be a significant underspend this year, mainly due the additional funding set aside to fund the Clerk's role, which had not been required. Following the large increase to the precept last year, Councillor expressed the wish to keep any increases for 2025/26 to a minimum, while also ensuring that the Parish Council had sufficient funds to meet its obligations. Following discussion, the Councillors resolved by a majority vote to increase the total budget for 2025/26, by £1,000 to £23,562. The total budget for 2025/26 will be split with £290 from the Council Tax Support grant and £23,272 as the precept collected from residents as part of the Council Tax. This will result in 2.33% increase for residents and the cost of a Band D property will rise from £47.65 to £48.76 per year. Residents will be informed of the increase in the March newsletter.

010/25

TO NOTE THE CLERK'S REPORT (INFORMATION ONLY)

The Clerk's report was noted.

011/25

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

The Parish Council had been contacted by a resident highlighting the issue of cars parking on Cobbs Brow Lane, which is resulting in pedestrians being forced out onto the road. This issue has been raised previously, so it was suggested that the issue could be added to a future Parish Council meeting agenda, if the problem persists.

012/25

DATE AND TIME OF NEXT MEETING

The next Parish Council meeting will be held on 26 February 2025 at 7pm.

The meeting ended at 8.30pm.

Schedule of Accounts for Payment – January 2025

Ref No	Payee	Amount
n/a	1&1 - website charges	£ 6.00 Direct Debit
n/a	Nest Pension Scheme	£ 86.86 Direct Debit
060125	Mr M Roughneen – community Christmas lunch, Christmas lights	£ 252.78* retrospective
230125	HMRC – NI and Income Tax payment	£ 30.86
230125	Mrs S Jones – January salary and expenses	£ 1,129.98
230125	Altham Parish Council – speed device Dec 2024	£ 231.20
230125	Newburgh Christ Church – maintenance of the Dell contribution	£ 75.00
230125	Mr M Roughneen – Christmas tree removal costs	£ 20.00
230125	Mr P Atty – strimmer and batteries – rights of way	£ 212.98
	TOTAL	<u>£ 2,045.66</u>

Income Received October 2024 – December 2024

02/10/2024	Public Sector Deposit Fund interest	£ 53.37
04/10/2024	WLBC Concurrent Grant part 2	£ 465.00
04/11/2024	Public Sector Deposit Fund interest	£ 54.55
03/12/2024	Public Sector Deposit Fund interest	£ 51.33
31/12/2024	Virgin Savings account interest	£ 0.43
	TOTAL	<u>£ 624.68</u>

Newburgh Parish Council					
Budget/Expenditure Statement		2024/25			
Detail	Budget	Dec	Underspend/		
	£	Expenditure	(Overspend)		
		£	£		
Clerk's Salary	11410	8222	3188		
Clerks Pension	810	677	133		
Clerk Cover	3000	0	3000		
Clerk's Expenses	200	142	58		
General Admin	250	232	18		
Postage	50	0	50		
Members travel costs	20	0	20		
School Hire	360	230	130		
Training inc Quality Registration	400	375	25		
Audit	120	120	0		
Website Management	350	65	285		
Chair Allowance	200	0	200		
	17170	10063	7107		
Village Maint & Repair	200	54	146		
Appleton Fields	0	0	0		
Play Area Maintenance	300	15	285		
Insurance	600	605	-5		
Associations					
Local council Review	0	0	0		
LAPTAC Subscription	225	213	12		
Hon Sec Honorarium	17	13	4		
Society Local Council Clerks	200	0	200		
CPRE	40	36	4		
WL Heritage Association	5	0	5		
	487	262	225		
Activities					
Newsletter	250	71	179		
Maintenance of SPID	2400	1384	1016		
Christmas Celebrations	800	587	213		
	3450	2043	1407		
S137 Expenditure					
Best Kept Village Competition	30	25	5		
Civic Service/Chair Allowance	50	57	-7		
Donations	200	350	-150		
Maintenance of the Dell	75	0	75		
	355	432	-77		
TOTAL	22562	13474	9088		
Concurrent Grant					
Village Cleaning & Maintenance	930	930	0		
	930	930	0		
Reserves					
Community Infrastructure Levy Grant	1522	1390	132		
General Reserve	9676	510	9166		
Footpath Reserve	645	0	645		

Bank Reconciliation Statement
Month ending 31 December 2024

Cash Book

	Bfwd Balance	2024		15,445.61					
	Receipts	to	31/12/2024	26,691.72					
				42,137.33					
Less	Payments	to	31/12/2024	16,854.97					
	Balance						25,282.36		

0.00

Date:	05-Jan-25
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