

NEWBURGH PARISH COUNCIL
Sandra Jones, Clerk to the Council
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17 July 2026

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 July 2026, commencing 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 1 July 2026.
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) Appeals
2025/0883/PIP – Permission in Principle for up to nine dwellings on land at Back Lane/Sandy Lane.
To confirm the decision of the Planning Inspectorate to allow the appeal in favour of the applicant.
 - c) Newburgh Planning Applications – To note summary of status of outstanding planning applications.
6. To consider the following work plan items:
 - a) To receive a verbal update regarding the village roads and Spencer's Bridge and agree any actions.
 - b) To receive a verbal update regarding flooding issues in the village and agree any actions.
 - c) To receive a verbal update regarding the play area including the condition of the boundary wall and agree any actions.
 - d) To note the proposed increase for school hall hire from 1 September 2026 and agree any actions. The cost will rise from £20 per hour to £25 per hour.
7. To receive a verbal update on Appleton Fields and agree any actions.
8. To receive a verbal update on the latest developments regarding the future of Moorcroft House and agree any actions.
9. To consider the adoption of the BT phone kiosk on the village green for community use and agree any actions.
10. To receive a verbal update on Newburgh Community events and consider any possible areas of expenditure for such events. Agree any other actions required.
11. Finance
 - a) To approve Accounts for Payment, Schedule for July 2026
 - b) To note income received April 2026 – June 2026.
 - c) To note Budget/Expenditure Statement as at 30 June 2026.
 - d) To note the Bank Reconciliation Statement for 30 June 2026.
12. To note Clerks report (information only)
13. Councillors to raise issues for discussion only (10 minutes total time).
14. To note date and time of next meeting

Enclosures:

3 Minutes of 1 July 2026

11a Schedule of Accounts for Payment, July 2026

11b Income Received April 2026 – June 2026

11c Budget/Expenditure Statement as at 30 June 2026.

11d Bank Reconciliation Statement for 30 June 2026.

Schedule of Accounts for Payment – July 2026.

Nest Pension Scheme - June pension contribution	£ 68.81 Direct Debit
ICO – Annual Registration Charge	£ 47.00 Direct Debit
Unity Trust – monthly service charge	£ 7.00
Mrs S Jones – July salary and expenses	£ 953.98
HMRC – NI and Income Tax payment for July 2026	£ 89.88
Altham Parish Council – Speed device hire May – June	£ 228.40
Newburgh School – hall hire March 2026- June 2026	<u>£ 215.00</u>
TOTAL	<u>£ 1,610.07</u>

Income Received April 2026 – June 2026

3/4/26	Interest Public Sector Deposit Fund	£ 41.34
29/4/26	Parish Precept Payment 1 st payment	£11,643.50
2/5/26	Interest Public Sector Deposit Fund	£ 40.17
4/6//26	Interest Public Sector Deposit Fund	£ 41.91
30/6/26	Bank Interest	£ 0.35
30/6/26	Unity Savings Interest	<u>£ 38.91</u>
TOTAL		<u>£11,806.18</u>

NEWBURGH PARISH COUNCIL			
Budget/Expenditure Statement 2026-27			
Detail	Budget £	June Expenditure £	Underspend/ (Overspend) £
Clerk's Salary	11735	1877	9858
HMRC - Ni and Tax payments	1300	180	1120
Clerks Pension	870	138	732
Clerk Cover	1823	0	1823
Clerk's Expenses	200	43	157
General Admin	250	59	191
Postage	50	0	50
Members travel costs	20	0	20
School Hire	360	0	360
Training inc Quality Registration	400	204	196
Audit	370	150	220
Website Management	350	24	326
Chair Allowance	200	16	184
Election costs (uncontested)	500		
	18428	2691	15237
Village Maint & Repair	592	0	592
Appleton Fields	0	0	0
Play Area Maintenance	300	0	300
Insurance	680	702	-22
Associations			
Local council Review	0	0	0
LAPTAC Subscription	225	214	11
Hon Sec Honorarium	17	10	7
Society Local Council Clerks	200	0	200
CPRE	40	0	40
WL Heritage Association	0	0	0
	482	224	258
Activities			
Newsletter	250	100	150
Maintenance of SPID	1400	231	1169
Christmas Celebrations	800	8	792
	2450	339	2111
S137 Expenditure			
Best Kept Village Competition	30	0	30
Civic Service/Community Events	50	0	50
Donations	200	0	200
Maintenance of the Dell	75	0	75
	355	0	280
TOTAL	23287	3956	19331
Concurrent Grant			
Village Cleaning & Maintenance	930	713	217
	930	713	217

Bank Reconciliation Statement
Month ending 30 June 2026

[illegible]

MINUTES of the Parish Council Meeting held on Wednesday 1 July 2026 at Newburgh School, Back Lane commencing at 7pm.

PRESENT: Cllrs Roughneen (Chair), Halliwell, Atty, Lea, Baker and Clerk Sandra Jones.
Borough Cllr Juckes and County Cllr Owens were also present.

075/26

TO RECEIVE APOLOGIES

Apologies were received and accepted from Borough Cllr Whittington.

076/26

COUNCILLORS TO DECLARE AN INTEREST IN ISSUES FOR DISCUSSION

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

077/26

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 20 MAY 2026 AND THE ANNUAL PARISH MEETING HELD ON 20 MAY 2026

It was resolved that the minutes of the Parish Council meeting held on 20 May 2026 and the Annual Parish Meeting held on 20 May 2026 should be approved and signed by the Chair.

078/26

ISSUES RAISED BY MEMBERS OF THE PUBLIC

The meeting was adjourned for public discussion.

County Cllr Owens provided an update regarding the County Council planning application for Round O Quarry. He confirmed that he had met with officers who had recently visited the site and liaised with the Environment Agency and the Drainage Officer. Both parties had confirmed that they had no concerns about pollution and were happy that there was likely to be no increased flood risk. As such and due to the passage of time, the officers were of the opinion that enforcement action would not be successful. County Cllr Owens has asked that the officers contact the Parish Council to arrange a meeting so that the Parish Council can raise any concerns regarding this decision.

County Cllr Owens also provided an update from West Lancashire Borough Council in relation to litter bins. It is planned to increase the number of litter bins in the Borough by 50, which is more than the total removed last year (40 bins). In addition, it has also been agreed that there will be a capital fund for Parish Councils in the next financial year from April 2027. In previous years, the total of the capital fund was £30,000, but the capital fund for 2027-28 will be doubled to £60,000, in what is likely to be the final year of West Lancashire Borough Council due to Local Government Reorganisation in Lancashire.

Borough Cllr Juckes confirmed that she had recently visited Newburgh and noted Highways issues, which have been reported to Lancashire County Council.

The meeting was reconvened.

079/26

PLANNING

a) Applications to be considered:

2026/0442/FUL - Erection of new 2m high weldmesh fencing (measured from ground level) to the Back Lane boundary of the school playground. Removal of existing low-level railings and replacement with new 2m high mesh fence and single pedestrian gate at Newburgh C Of E Primary School, Back Lane, Newburgh.

Following Discussion, it was resolved to submit the following comment:

Newburgh Parish Council was contacted by Newburgh C of E Primary School, prior to this application being submitted, to explain the need for new higher boundary fencing for safeguarding reasons identified in a recent audit. Although the school is situated in a conservation area and the new fencing will certainly affect the visual aspect, Newburgh Parish Council views the safety of the children to be paramount and therefore supports this application.

080/26

WORKPLAN

a) To receive a verbal update regarding village roads and the issue of traffic using Spencer's Bridge and agree any actions.

The speed device continues to provide valuable information for the Parish Council to submit evidence to Lancashire County Council Highways department. Cllr Baker gave an update regarding the Spencer's Bridge issues confirming the police had visited the area around Spencer's Bridge a few weeks previously following reports of speeding traffic and large vehicles over the weight limit trying to access the route. He confirmed that a meeting would be held on 7 July with Mike Smith from the Police Motor Crime Unit to discuss the concerns of the Parish Council further. Cllr Baker and Cllr Halliwell will attend the meeting and an update will be provided at the July Parish Council meeting.

Two meetings of local Parish and Town Councils had been attended by the Chair and Vice Chair recently to discuss road issues in the Borough, with a view to collating all the data available in order to co-ordinate a response to the Lancashire County Council Highways department. County Cllr Owens and Borough Cllr Juckes also attended. Lots of information is being collated and efforts are being made to find a way to capture reliable information on the different types of vehicles using the A5209. It had been noted that two traffic strips had recently been laid across Course Lane and the Clerk was asked to contact the Highways department to enquire who was responsible and whether the data obtained would be shared with the Parish Council.

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

It was confirmed that there had been no flooding incidents in the centre of the village in recent weeks.

c) To receive a verbal update on the Play Area, including the condition of the boundary wall and agree any actions.

It was confirmed that only two quotes had been received for work to repair the wall, despite efforts to obtain three quotes, in line with the Parish Council Financial Regulation FRs 5.8 and 5.9. Councillors expressed concern that time had passed and there was no guarantee that another quote could be obtained from a tradesman with the appropriate specialist experience required for dry walls. It was felt that the wall should be repaired as soon as possible in the interests of health and safety. The Clerk was asked to contact the Lancashire Association of Local Councils (LALC) to check whether a decision could be made with only two quotes received, due to the specialist nature of the work and also the health and safety risk to residents if the work was not completed. It was resolved that pending agreement from LALC, the quote of £2,845 nett from Dynamic Landscapes should be approved in line with Financial Regulation FR18.2, which allows the Parish Council to suspend Regulations FR 5.8 and 5.9 due to the health and safety risk and inability to obtain a third quotation. It was confirmed that the tradesman chosen to carry out the work had the appropriate experience having carried out similar work in the village and also held public liability insurance cover up to £10 million. It is hoped that the work will be completed as soon as possible.

Due to delays in getting repairs done to the play area, it was resolved to contact other local play area companies to enquire whether they have capacity to carry out the work any sooner. A quote of £5,000 had been received from one local company to replace all the current wet pour surface, which is not affordable at this time. It was resolved to consider other options as much of the wet pour surface is in good condition. The issue of bird droppings on the swings was also discussed. The Clerk had checked and found that plastic spikes were a legal deterrent to keep the birds away. The Chair confirmed that he had some plastic spikes and it was resolved that the spikes would be placed on the swing frame.

081/26

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

It was confirmed that some enquiries had been made by residents following the decision of a landowner to put up a fence on his land to stop members of the public using the land to let their dogs off the lead and causing harm to his sheep. Cllr Atty was asked to liaise with the Trustees of Appleton Fields to discuss the idea of placing a sign by the gate warning that access to private land was not allowed and also potentially locking the gate.

082/26

TO RECEIVE A VERBAL UPDATE ON THE POTENTIAL CLOSURE OF MOORCROFT HOUSE AND AGREE ANY ACTIONS

There was nothing to report on this occasion as no updates had been received from the Trustees.

083/26

TO CONSIDER POSSIBLE PARISH COUNCIL COMMUNITY EVENTS AND AGREE ANY ACTIONS REQUIRED

It was resolved to use the remaining balance from the Duchy of Lancaster Fund on community volunteer days for litter picking and other tasks to keep the village looking its best. Previous days had been poorly attended, so it was proposed that a list of dates would be publicised via the noticeboard and social media, providing details of dates and times and the specific area and tasks to be carried out.

084/26

TO CONSIDER WHETHER TO RESPOND TO THE LANCASHIRE COUNTY COUNCIL CONSULTATION REGARDING THE DRAFT LOCAL TRANSPORT IMPLEMENTATION PLAN (LTP) AND AGREE ANY ACTIONS.

Councillors agreed that road issues continue to be one of the priorities for the Parish Council. Due to the June Parish Council meeting having to be held a week later than scheduled, the date for consultation responses had passed. However, it had been noted that rural villages continued to be classed as sustainable, which is not the case in relation to Newburgh. It was resolved to include this issue as part of the information being collected with other Parishes, with the aim of meeting with the County Council Highways department to lobby for road improvements in the Borough.

085/26

FINANCE

a) To agree Accounts for Payment for June 2026 (Schedule attached).

Cllr Roughneen left the meeting at this point and Cllr Halliwell took the Chair.

It was resolved to approve the June 2026 accounts for payment. Electronic payments will be made wherever possible.

Cllr Roughneen returned to the meeting at this point and resumed as Chair.

b) To review the current signatories for the Parish Council current and savings accounts and agree any necessary actions. In addition, to approve the closure of the Virgin Money accounts and transfer the balance to Unity Trust.

Councillors were informed that Celia Pennington needed to be taken off the signatory list for all Parish Council accounts now that she was no longer a Councillor. It was confirmed that this action would still leave four signatories (Cllrs Roughneen, Halliwell, Atty and Lea) to approve electronic payments and sign cheques. The Clerk also explained that all the direct debits had now been transferred to the Unity Trust account and proposed that the Virgin Money accounts should be closed and the balances transferred to Unity Trust. It was resolved that Celia Pennington should be taken off the signatory list for all the Parish Council accounts and that the Virgin Money accounts should be closed with the balance transferred to the Unity Trust savings account.

086/26

TO NOTE THE CLERK'S REPORT (INFORMATION ONLY)

The Clerk's report was noted.

087/26

DATE AND TIME OF NEXT MEETING

The next Parish Council meeting will be held on 22 July 2026 at 7pm.

The meeting ended at 9pm.

Schedule of Accounts for Payment – June 2026

Ref No	Payee	Amount
N/A	1&1 domain charge - .org.uk address	£ 11.99* Direct Debit
N/A	Nest Pension Scheme	£ 68.81* Direct Debit
020726	Mrs S Jones June salary and expenses	£ 949.38
N/A	Unity Trust – monthly service charge	£ 7.00
020726	HMRC NI and Income Tax payment June 2026	£ 90.08
020726	Mr M Roughneen – printing and clean up day expenses	£ 42.74
020726	LALC – Canva course fees	£ 70.00
020726	Mr J Horrobin – play area maintenance	£ 70.00
TOTAL		£ 1,310.00

Decision for appeal 6005103

Decision issued

Appeal decision

Allowed

Decision issued on 10 July 2026.

[Appeal Decision 6005103 .pdf](#)

Appeal reference

6005103

Appeal type

Planning

Appeal procedure

Written

Appeal site

Land at junction of Sandy Lane and Back Lane, Newburgh, WN8 7TT

Local planning authority

West Lancashire District Council

Application number

2025/0883/PIP

Item 6d

Newburgh CE Primary School
Back Lane
Newburgh
N Wigan
WN8 7XB

14th July 2026

Dear Group Leader/Treasurer

I am writing to you with regard to your regular room hire of the school hall. At a recent Governors Meeting we reviewed our Lettings Policy and I include a copy for your information. I also include a Lettings Agreement to be completed and signed for our records.

Our charges for the hire of premises have now been held for over 2 years and we have maintained at least a 50% discount for this time for the benefit of the community groups who use the school. Unfortunately, budget constraints mean that Governors have had to review our charges. Lancashire County Council's recommended room hire charge has increased to £33 per hour to cover the costs of energy and lighting, wear and tear etc. As a school we are unable to continue to absorb these additional costs and so with regret we will be implementing a price increase from 1st September 2026. The charge from this date will be £20 per hour for children's groups and £25 per hour for adult's groups

In an attempt to support the work that you do we are still offering a significant discount on the recommended charges.

As stated in the Lettings Policy & Agreement please make sure the room is left tidy with all furniture put away as found. School equipment may be borrowed with permission as long as it is returned in the same condition.

Kind regards

Rebecca Fowler

Item 9

Possible Costs to Adopt the BT K6 Phone Box on Village Green

History/Overview

The K6 telephone box on Newburgh village green in Lancashire is classed as a Grade II listed building. It was officially granted Grade II status by Historic England on February 15, 1988 (List Entry Number: 1220954). Designed by Sir Giles Gilbert Scott and constructed from cast iron, it sits alongside the restored market cross as one of the key heritage features within the village.

Adoption Process

Adopting a Grade II listed (often colloquially referred to as Grade 11) BT K6 phone box involves specific planning and legal procedures. While the core adoption process from BT remains the same, you must apply to your Local Planning Authority (LPA) for Listed Building Consent before making any structural changes or altering its external appearance. Requests for adoption can be made via the [BT Adopt a Kiosk](#) portal.

- **Eligibility:** You must be a recognised local authority (like a parish or town council), a registered charity, or a private landowner where the box is situated.
- **Cost:** The kiosk can be adopted from BT for just £1, after which BT disconnects the telephone equipment and transfers ownership and responsibility for upkeep to you.

Listed Asset Procedures

- **External Changes:** Because the K6 is a heritage asset, the exterior must be retained and maintained. You must secure Listed Building Consent from your local council for any painting (must be the correct shade of red), glazing replacement, or structural adaptation.

Internal Changes: Historic England generally allows internal repurposing (such as installing a library or defibrillator cabinet) without requiring formal Listed Building Consent, provided the works do not damage the special historic interest. The non-original internal telephony equipment can be freely removed. Detailed application forms and rules for each specific area, can be found at [Historic England Consent for Adapting K6 Kiosks](#) guide.

Possible Costs

Adopting a BT K6 kiosk for a community library costs **£1** to purchase, but ongoing upkeep ranges from **£500 to £1,000+** per year, depending on the box's condition. While BT supplies the kiosk and provides **free electricity** for the light, the adopting community bears full responsibility for the structural integrity and library operations.

Breakdown of Ongoing Maintenance Costs

- **Insurance (£100 - £300/year):** Essential public liability and structure insurance (often covered under a Parish Council's existing policy or specialized community group insurance).
- **Cleaning & Consumables (£50 - £150/year):** Cleaning supplies, anti-bacterial wipes, and basic replacement signage.
- **Refurbishment/Repairs (£50 - £900+):** Cast-iron K6 kiosks require periodic maintenance. A full external repaint using specialized paint (e.g., coach enamel) and glass pane replacements can run into the hundreds if restoration is needed.

Hidden & Start-up Costs

- **Shelving (£50 - £200):** Custom-fitted or repurposed marine plywood shelves.
- **Planning Permission:** If the kiosk is a Grade II listed structure (many are), you may need to consult the local borough or district council regarding heritage planning constraints.
- **Lock Replacement (£30 - £80):** Upgrading or changing the standard BT lock so volunteers can easily open the door to rotate books.

BT's Adoption Package Includes

- **Transfer of Ownership:** Costs exactly £1.
- **Free Electricity:** BT continues to provide unmetered electricity for the internal 8W light bulb free of charge.
- **Removal of Equipment:** BT fully disconnects the phone line and removes the internal payphone apparatus prior to handover.

**Newburgh Parish Council
Clerks Report
July 2026**

1. Services, Amenities and Environmental issues.

Environmental issues are now reported mainly via the Lancashire County Council Love Clean Streets app. Issues reported recently include poor condition of road surface under the cobbled canal underpass on Culvert Lane and Deans Lane.

2. Planning Updates

There are no planning applications to be considered, however, confirmation of the decision by the Planning Inspectorate to allow the appeal for permission in principle for up to 9 dwellings on Sandy Lane/Back Lane will be provided. In addition, Cllr Lea will provide a summary of the current status of Newburgh planning applications.

Round O Quarry – County Cllr Owens provided an update at the last Parish Council meeting to confirm that officers at Lancashire County Council had come to the decision that enforcement measures were not likely to be successful. A Teams meeting will take place during July between Parish Councillors and LCC officers to discuss the issue.

3. Finance

All Parish Council bank accounts have been reconciled to the end of June 2026 and the bank balance at that time was £32,086.

Newburgh School has recently confirmed that the cost to hire the school hall will increase from £20 per hour to £25 per hour from September 2026.

4. Meetings Feedback

The Clerk has not attended any meetings recently.

5. Training

An updated list of training courses provided by the Lancashire Association of Local Councils has been circulated to Councillors.

6. LCC Footpath Delegation Scheme/Biodiversity Scheme

It would appear that there will be no Footpath Delegation (PROW) or Biodiversity Grants for Parish and Town Councils for 2026/27.

The Planning Inspectorate are currently reviewing the documentation provided by all parties in relation to the long- standing footpath claim near Bluebell Wood, following the decision not to hold a public inquiry. It is not known when the decision is likely to be made.

7. Best Kept Village Competition 2026

Confirmation has been received that the Lancashire Best Kept Village Competition will not go ahead in 2026 due to changes in personnel. It is hoped that the competition will go ahead in future years.

8. Flooding Update

There have been no flooding incidents in recent months.

Emails Circulated to Councillors

25/6 LCC Crowdfund Lancashire Autumn 2026 Round

29/6 LCC Temporary Road Closure Dans Lane and Back Lane from 29 June to 3 July

01/7 WLBC – confirmation to changes to legislation regarding publication to members' addresses.

Post Received

Clerks & Councils Direct July 2026

NBB Product magazine

Sandra Jones - Clerk to the Parish Council

16 July 2026