

**NEWBURGH PARISH COUNCIL**  
**Sandra Jones, Clerk to the Council**  
**10 Priory Close, Burscough, Ormskirk, Lancashire, L40 7UY**  
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20 February 2019

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting which will be held in the School, Back Lane, Newburgh on Wednesday 27 February 2019 commencing at 7.30pm.

Yours sincerely



Sandra Jones  
Clerk of the Council

## AGENDA

1. To receive apologies for absence
2. Councillors to declare an interest in subjects for discussion
3. To approve minutes of the Parish Council Meeting held on 23 January 2019 and the Finance Committee meeting held on 16 January 2019
4. Issues raised by members of the public
5. Planning:
  - a) To receive an update on the West Lancashire Borough Council Local Plan consultation process and agree any actions
  - b) Applications to be considered:  
2019/0090/FUL - Demolition of side porch and detached garage in conservation area. New rear and side extension to existing semi detached house. Alterations to existing house, including new windows and door, replacement windows at December Cottage, 5 Back Lane, Newburgh, Wigan, Lancashire, WN8 7XB
6. To consider the following work plan items:
  - a) To agree terms of reference for the Roads Investigation Working Group and any further actions
  - b) To receive an update on the village clean and maintenance plan and agree any actions
  - c) To consider response to West Lancashire Borough Council in relation to taking responsibility for dealing with wreaths and floral tributes on the War Memorial
  - d) To receive an update on the village footpaths including the joint venture with Parbold Parish Council regarding improvements to the canal footpath between the two villages and agree any necessary actions
  - e) To consider whether to enter the Best Kept Village Competition for 2019 and agree any further actions
  - f) To consider Christmas arrangements for 2019 and agree any actions
  - g) To discuss possible themes and dates regarding the Annual Parish Meeting and the May Parish Council meeting (AGM) and agree any further actions
  - h) To review the status of Round O Quarry and propose any further actions
7. To review the issue of the Parish Council Civic Service for 2019 and agree any necessary arrangements
8. To consider the offer from the Appleton family to gift Bluebell Wood and the adjoining field to the village and agree any actions required
9. To consider whether to respond to the following West Lancashire Borough Council Projects/Reviews and agree any actions:
  - Street Naming Project – proposal for Parishes to suggest names for future developments
  - Polling Review – proposal to change Newburgh from three districts to two districts, but polling stations at Newburgh School and the Scout Hut at Lathom to remain the same
  - Possible nomination for 2019 Design Awards relating to buildings (or landscaping schemes) completed over the last 2 years which show a high standard of design
10. Finance
  - a) To approve Accounts for Payment for February 2019, Schedule attached
  - b) To consider a donation towards the costs of Newburgh Fair 2019 (S137 expenditure) and submitting an application to the Lancashire County Council Parish Champion for additional funds and agree any actions
  - c) To approve the appointment of Michelle Mulcahy as the Internal Auditor for 2019/20 for a fee of £50 and agree any actions
  - d) To note income received from October 2018 – January 2019
  - e) To note the budget/expenditure statement for the year to January 2019
  - f) To note the bank reconciliation statement for January 2019

- 11. To note Clerks report (information only)
- 12. To note date and time of next meeting

Enclosures:

- 3. Minutes of Parish Council meeting on 23 January 2019 and Finance Committee meeting on 16 January 2019
- 6. Work plan for 2018
- 10a. Schedule of Accounts for Payment – February 2019
- 10d. To note income received from October 2018 – January 2019
- 10e. To note the budget/expenditure statement for the year to January 2019
- 10f. To note the bank reconciliation statement for January 2019
- 11. Clerks report

**Schedule of Accounts for Payment – February 2019**

1&1 internet – website charges	£ 5.99	Direct Debit
Yates Playgrounds – SPID costs Oct 18 – Dec 18 (inc)	£ 499.20	*retro
Mrs S Jones – February salary and expenses	£ 832.33	
Lancashire County Council – January school hire	£ 12.75	
Newburgh Fair Association - contribution towards Traffic Management	<u>£ 300.00</u>	(S137 expenditure)
<b>TOTAL</b>	<u>£ 1,650.27</u>	

Plus possible donation to Newburgh Fair (S137 expenditure)

**Income Received October 2018 – January 2019**

1/10/18	Bank Interest	£ 2.97
5/10/18	WLBC Concurrent Grant – 2 <sup>nd</sup> payment	£ 452.50
16/10/18	LCC Parish Champion – new computer	£ 300.00
1/11/18	Bank Interest	£ 3.37
3/12/18	Bank Interest	£ 3.30
27/12/18	WLBC Capital Grant – bus shelters	£ 417.50
2/1/19	Bank Interest	<u>£ 2.76</u>
<b>TOTAL</b>		<u>£ 1,182.40</u>

<b>Newburgh Parish Council</b>				
<b>Budget/Expenditure Statement</b>		<b>2018/19</b>		
<b>Detail</b>	<b>Budget</b>	<b>Jan</b>	<b>Underspend/</b>	
	<b>£</b>	<b>Expenditure</b>	<b>(Overspend)</b>	
		<b>£</b>	<b>£</b>	
Clerk's Salary	6855	5708	1147	
Clerk's Expenses	300	230	70	
General Admin	200	609	-409	
Postage	100	183	-83	
Members travel costs	20	0	20	
School Hire	150	99	51	
Training inc Quality Registration	200	219	-19	
Audit	60	45	15	
Website Management	233	184	49	
Uncontested Election Costs	200	92	109	
	<b>8318</b>	<b>7368</b>	<b>950</b>	
General Maint & Repair	1583	360	1223	
Play Area Maintenance	300	443	-143	
Insurance	500	492	8	
Associations				
Local council Review	21	17	4	
LAPTAC Subscription	220	155	65	
Hon Sec Honorarium	17	13	4	
Society Local Council Clerks	110	0	110	
CPRE	40	36	4	
WL Heritage Association	5	5	0	
	413	226	187	
Activities				
Newsletter	250	290	-40	
Maintenance of SPID	1664	832	832	
Christmas Celebrations	800	500	300	
	2714	1622	1092	
S137 Expenditure				
Best Kept Village Competition	30	0	30	
Civic Service	50	0	50	
Donations	165	416	-251	
Maintenance of the Dell	75	75	0	
	320	491	-171	
<b>TOTAL</b>	<b>14148</b>	<b>11002</b>	<b>3146</b>	
<b>Concurrent Grant</b>				
Village Cleaning & Maintenance	905	605	300	
	<b>905</b>	<b>605</b>	<b>300</b>	
<b>LCC FOOTPATH DELEGATION SCHEME</b>	<b>250</b>	<b>115</b>	<b>135</b>	
<b>Reserves</b>				
Bus Shelter Reserve	500	500	0	
General Reserve	7980	386	7594	
IT Reserve	363	263	100	

<b><u>Newburgh Parish Council</u></b>								
<b><u>Bank Reconciliation Statement</u></b>								
<b><u>Month ending 31 January 2019</u></b>								
					£	£		
<b><u>Bank Statement Balances</u></b>								
	Gold Deposit Account		31/01/2019			15,156.92		
	Current Account		31/01/2019			500.79		
						<b>15,657.71</b>		
	Less unrepresented chqs					256.63		see below
						<b>15,401.08</b>		
<b><u>Cash Book</u></b>								
	Bfwd Balance	2018			12,820.13			
	Receipts	to	31/01/2019		16,041.57			
					28,861.70			
Less	Payments	to	31/01/2019		13,460.62			
	Balance					<b>15,401.08</b>		
<b><u>Unpresented Chqs</u></b>								
	1969					120.00		
	2017					10.63		
	2018					126.00		
						<b>256.63</b>		