

MINUTES of the Parish Council Meeting held at Newburgh School, Back Lane, on Wednesday 23 January 2019 commencing at 7.30pm.

PRESENT Cllr C Moore, Chairman.

Cllrs Atty, Citarella, Turner, O'Keefe, Baker, Roughneen, Casey and the Clerk, S Jones.  
Two members of the public and Borough Cllr Pope were present for part of the meeting.

**001/19**

TO RECEIVE APOLOGIES

No apologies were received.

**002/19**

DECLARATIONS OF INTEREST

Cllr Casey declared an interest in item no 5c as she is a friend of one of the applicants (27 Doe Meadow)

Cllr O'Keefe declared an interest in item 5c as she lives close to the Mushroom farm site

Cllr Atty declared an interest in 9a as he is included in the payments list

**003/19**

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12 DECEMBER 2018

It was resolved that the minutes of the Parish Council meeting held on 12 December 2018 should be approved and signed by the Chairman.

**004/19**

ADJOURNMENT OF MEETING FOR PUBLIC DISCUSSION

The meeting was adjourned for public discussion

One of the residents asked Councillors if they had viewed the Doe Meadow planning application and Cllr Casey left the room at this point. The resident was concerned about Councillors' ability to comment on an application if they were not aware of the details. The Chair explained the process undertaken by the Parish Council in relation to planning applications. The Planning Working Group views all documents relating to all Newburgh Parish planning applications and in some cases also view the site for themselves. It was confirmed that the members of the Planning Working Group had viewed the site. The Clerk confirmed that she had received a couple of letters expressing concern about the Doe Meadow application, which had been previously circulated to Councillors, including one from the resident attending the meeting. At this point the letter received from the resident unable to attend the meeting was read out for the benefit of all attendees.

The other resident attending the meeting made a number of comments in response to the points and concerns which had been made. It was confirmed that the architects of the plan were currently reviewing the concerns raised by neighbours and had checked the details of the submission including the stated boundaries. The plans had been scaled back from what was originally planned and a section would be resubmitted due to the elevation being missed off the dormer. The applicants don't want to do anything controversial as they like living in the village and are unhappy to realise the upset caused by the plans. The house is in a bad state of repair and something has to be done.

Borough Cllr Pope arrived at this point.

The resident who had made the first comment asked the Councillors to note a section of the planning guide which relates to new developments having to conform to the scale, height and form of the current street scene.

Borough Cllr Pope informed the meeting that he had requested that the amended planning application for the Mushroom Farm site be called into West Lancashire Borough Council Planning Committee to allow more scrutiny to take place. He also confirmed that he had reported the road issues between the village and Tawd Vale Scout camp.

Cllr Citarella confirmed that another resident had been in touch with the Parish Council to raise concerns about the Mushroom Farm planning application, namely that the proposed new dormers on the properties appeared to be facing the houses on Course Lane and Tears Lane. The email had been circulated to all Councillors prior to the meeting.

The Chair reconvened the meeting and announced that as the members of the public were attending due to interest in the Doe Meadow planning application section, this would be brought forward in the agenda to the next item.

**005/19**

PLANNING

**a) Applications to be considered:**

2018/1340/FUL - Demolition of existing garage and conservatory. Erection of part two storey/part first floor extension including material changes from brick to render at 27 Doe Meadow

The Chair explained the planning procedure followed by the Planning Working Group and Cllr Citarella informed the meeting that following the review of the documentation a suggested response had been circulated to Councillors before the meeting for consideration. Concerns raised by neighbours had been noted and following discussion it was resolved to submit the following comment:

Recognising residents' concerns we request a detailed review of any impact the proposed extension may have on neighbour amenity, including light impact, and on the street scene. The route of a nearby culvert should also be investigated for any construction implications.

Cllr Casey returned to the meeting at this point. One member of the public and Cllr O'Keefe left the meeting at this point.

2018/1356/FUL - Variation of Condition No. 2 of planning permission 2018/0728/FUL to accommodate the inclusion of dormers to each dwelling at Mushroom Farm, Course Lane

Cllr Citarella provided details of the application and confirmed that there had been some confusion regarding the documentation on the website, which appeared to provide contradictory information regarding which way the new dormers would be facing. The planning officer had been contacted regarding the issue and had confirmed that the proposed new dormers would be facing inwards towards the courtyard of the new development and not towards the homes on Course Lane and Tears Lane. Following discussion, it was resolved to make no comment regarding this application following the clarification from the planning officer.

Cllr O'Keefe returned to the meeting at this point.

2018/1288/FUL - Erection of permanent timber cabin as school nursery classroom at Maharishi School, Cobbs Brow Lane, Newburgh – no comment

Cllr Citarella provided details of the application and explained that the application recognises that very special circumstances are required to justify building the cabin in the Green Belt and argues that the educational need is such a justification. This is outside the normal definition of very special circumstances and it was felt that it should be left to the planning officer to decide.

**b) To receive an update on the Parish Council response to the West Lancashire Borough Council Local Plan consultation and any necessary actions**

The Chairman confirmed that over 2,000 submissions were made to West Lancashire Borough Council in response to the Local Plan consultation. One of the submissions was made by CPRE (Campaign to Protect Rural England) Lancashire and included a report from a demographer, which was part funded by the Parish Council. The demographer found the housing totals in the consultation document to be excessive and challenged the assumptions involved in the calculations. The Parish Council is now waiting for a timetable publicising the next stage of the process.

The meeting was adjourned to allow Borough Cllr Pope to comment. He informed Councillors that the Local Plan Working Group was due to meet on 5 February and that all the information included in the submissions to the consultation was currently being analysed. Lancashire County Council and United Utilities had also responded to the consultation. The meeting was reconvened.

**006/19**

WORKPLAN

**a) To agree the priorities for the 2019 work plan and any actions as required**

The work plan for 2019 had previously been circulated to Parish Councillors and agreed at the December Parish Council meeting. There were a number of the usual annual items on the work plan which the Clerk was asked to timetable and send to Councillors. A further list of main tasks was also included on the work plan, which needed to be prioritised for the new year. Following discussion, it was agreed to prioritise the West Lancashire Borough Council Local Plan consultation (second stage due Spring/Summer 2019), continuation of the village clean and maintenance programme and to investigate the level of traffic (specifically HGVs) on A5209. With regard to the traffic on the A5209, the Parish Council aims to look into what can be done to either reduce the levels or at least urge the authorities responsible to implement additional measures to improve the safety and wellbeing of residents.

**b) To review the membership of working groups and committees and agree any actions**

The membership of working groups and committees were agreed as follows:

Finance Committee - Cllrs Citarella, O'Keefe, Baker, Moore

Planning Working Group – Cllrs Citarella, Moore, Turner, Atty, O'Keefe (reserve)

Employment Working Group - Cllrs Citarella (or Chairman), Baker

Footpath Working Group - Cllrs Turner, Atty, Roughneen

Village asset maintenance/village appearance Working Group - Cllrs Atty, Roughneen, Casey, O'Keefe

Village Carols liaison - Cllrs Turner, Casey

Play Area Committee - Cllrs Moore, Atty

West Lancashire Area Committee (LALC) - Cllr O'Keefe and Clerk

PACT (not currently active) and police liaison - Cllr O'Keefe

Supporting Needs Working Group - Cllrs Turner, O'Keefe, Citarella, Casey

Communications Working Group - Cllrs Moore, Atty, Casey

Local Plan Consultation working Group - Cllrs Moore, Citarella, Atty, **Baker**

Roads Investigation Working Group (new) – Cllrs Moore, Roughneen, Casey

As the Roads Investigation Working Group is new, terms of reference will have to be defined at a future Parish Council meeting.

**c) To receive an update on road repairs and agree any necessary actions**

As per the previous issues considered at the meeting, the issue of traffic (HGVs specifically) on the A5209 is an important issue for the Parish Council to address during 2019. Although the Parish Council has no enforcement powers, Councillors felt it was important to look into the issue to see what (if anything) can be done. Recent incidents including a child in the village being clipped by a HGV mounting the pavement highlighted the need for some action to be taken. It was resolved to consider the options available to the Parish Council including undertaking monitoring surveys to provide detailed evidence of the vehicles using the road and ensuring that all incidents such as those described were documented and reported to both Lancashire County Council and Lancashire Police.

The meeting was adjourned for Borough Cllr Pope to comment. He confirmed that Lancashire County Council can't stop traffic using the A5209 and although the issue of a bypass is still on the agenda, it would not provide a speedy solution to the problem. The fact that HGVs were currently banned from using Derby Street in Ormskirk had also added to the problem. He also agreed that obtaining evidence of the exact nature of the problem was key to getting Lancashire County Council to consider what safety measures could be implemented to reduce the risk to residents. The meeting was reconvened.

**d) To receive an update and agree actions required regarding a village clean and maintenance plan**

It was confirmed that a number of residents had attended the meeting on 17 December to volunteer to be involved with the village clean and maintenance plan. A session had been held on 19 January to help clear the school footpath of weeds/leaves and to cut back the hedge. Cllr Atty expressed his thanks to all the Councillors and volunteers who had attended the session and achieved so much in two hours. The session had been publicised on the Parish Council Facebook account and it was hoped that another session would take place the following weekend to finish the tasks outstanding in that area. Enquiries would be made to see if any residents currently hold a permit which would allow the vast amount of garden waste to be taken to the local waste recycling centre. It was confirmed that applying for the permit is free so it was resolved that a permit would be sought should no residents be found to already be in receipt of a permit.

**e) 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 actions**

Councillors were informed that a further meeting had taken place between representatives of the two Parish Councils regarding improvements to the canal footpath. There is a need to establish the line of the footpath which has been trodden down over the years and ended up further from the canal banking. The canal embankment has fallen away and will need to be repaired by the Canal and River Trust. A number of landowners are involved and all of them will need to give permission for the project to go ahead, which is not a formality. The survey, which could initially cost £2,000, would need to be split between Newburgh and Parbold Parish Councils. Parbold Parish Council have committed funds for this expenditure and Councillors expressed thanks to Parbold Parish Council for their commitment to the project. However, given the uncertainty of the project at this current time, it was resolved to not commit any money at this stage. It was also resolved to look into other possible options for the project and to also contact the Canal & River Trust to ask for help and advice.

**007/19**

**TO CONSIDER A VERBAL REQUEST FROM NEWBURGH CHRIST CHURCH FOR A FLORAL DONATION FOR THE SPRING FESTIVAL AND AGREE ANY ACTIONS (\$137 EXPENDITURE)**

As in previous years, Newburgh Christ Church had requested that the Parish Council provide a floral display for the Spring Festival. Following discussion, it was resolved that the Parish Council would provide a floral display up to a maximum cost of £25. Cllr Turner offered to arrange the display with assistance from Cllrs Citarella and O'Keefe. Borough Cllr Pope left the meeting at this point.

**008/19**

**TO CONSIDER THE OFFER FROM THE APPLETON FAMILY TO GIFT BLUEBELL WOOD AND THE ADJOINING FIELD TO THE VILLAGE AND AGREE ANY ACTIONS REQUIRED**

It was noted that a member of the Appleton family had recently been in touch with the Parish Council with the offer to gift Bluebell Wood and the adjoining field to the village in memory of family members who had a long history with Newburgh. The Clerk had been in touch to thank the family for their kind and generous offer but had asked for further details, such as the exact land offered as part of the gift and also the commitments required for the upkeep of both the wood and the field. As a response had not yet been received, it was resolved that the Parish Council would wait until the details were confirmed before considering the next stage. The uncertainty over the exact details of the offer also meant that it was resolved that the Parish Council were unable to commit any definite funds at this stage – an issue for the Precept for 2019/20, which was due to be discussed later in the meeting.

One member of the public and Cllr Atty left the meeting at this point.

**009/19**

**FINANCE**

**a) To agree the January Payments Schedule**

The Payments Schedule for January was approved.

Cllr Atty returned to the meeting at this point.

**b) To consider whether to submit a grant application to the West Lancashire Borough Council Capital Scheme 2019-2020 and agree any actions**

Following discussion, it was resolved not to submit an application for a grant from the West Lancashire Borough Council Capital Scheme.

Although some equipment was needed to help with the village clean and maintenance plan, Councillors felt that the equipment would be needed over the coming weeks and therefore it was resolved that the expenditure would be met from this year's budget where an underspend is currently forecast. It was unlikely that the Parish Council would find out before May whether the bid had been successful and it is not possible to apply for a grant for retrospective expenditure.

**c) To consider recommendations from the Finance Committee and set the Precept and budget for 2019/2020**

The Finance Committee meeting had taken place on 16 January and had been attended by seven of the Parish Councillors. There were a number of issues raised, namely, the uncertainty over two projects during the year – canal footpath improvements between Newburgh and Parbold and the possible gift of Bluebell Wood and adjoining field to the village. Both projects may result in a large amount of expenditure for the Parish Council, but there is no certainty at this stage that either will go ahead in the future. Any required initial expenditure would be funded from current reserves. Following discussion, it was resolved to set the budget for 2019/20 at £14,148 – the same level as 2018/19. Setting the budget at this level will result in a precept paid by residents for 2019/20 at £30.02 per household.

**010/19**

**TO NOTE THE CLERKS REPORT**

The Clerks report was noted.

**011/19**

**DATE AND TIME OF NEXT MEETING**

The next Council Meeting will be on 27 February 2019 at 7.30pm.

The meeting finished at 9pm.

## Schedule of Accounts for Payment – January 2019

<b>Chq No</b>	<b>Payee</b>	<b>Amount</b>
N/A	1&1 Internet Ltd – website charges January 2018	£ 5.99 Direct Debits
2012	Lancashire County Council – Village Carols printing expenses	£ 30.83* retrospective
2013	Mr J Horrobin – Play area maintenance	£ 20.00* retrospective
2014	Mrs J Reynolds – Village Carols refreshments	£ 76.85* retrospective
2015	CPRE Lancashire – contribution towards demographer Local Plan	£ 300.00* retrospective
2016	Mrs S Jones – January salary and expenses	£ 608.07
2017	Lancashire County Council – December hire	£ 10.63
2018	Parish and Town Training, Lancashire – New Cllr course fees	£ 126.00
2019	Newburgh Christ Church – donation for maintenance of the Dell	£ 75.00* S137 exp
2020	Mr P Atty – Village clean up meeting room expenses	<u>£ 10.00</u>
TOTAL		<u>£ 1,263.37</u>