

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

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting which will be held in Newburgh School, Back Lane, Newburgh on Wednesday 24 April 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 27 March 2019
4. Issues raised by members of the public
5. Planning:
  - a) Applications to be considered: None at this meeting
6. To consider the offer from the Appleton family to gift Bluebell Wood and the adjoining field to the village and agree any actions required
7. To consider the following work plan items:
  - a) To receive an update regarding from the Road Investigation Working Group and agree any actions
  - b) To receive an update on the village clean and maintenance plan and agree any actions
  - c) To receive an update on the village footpaths including the joint venture with Parbold Parish Council regarding the canal footpath between the two villages and possible opt-in to the Lancashire County Council Local Delivery Scheme and agree any necessary actions
8. To provide an update on plans for the Civic Service and agree any necessary actions
9. To consider attendance at the West Lancashire Borough Council Code of Conduct Training session to be held in Ormskirk on Tuesday 9 July at 6pm
10. To consider attendance at the Lancashire Association of Local Councils (LALC) spring conference on Saturday 15 June at the Hallmark Leyland Hotel for a fee of £35 per head
11. Finance
  - a) To approve Accounts for Payment for April 2019, including the national pay award of 2% in relation to the Clerks salary
  - b) To approve the Annual Governance and Accountability Return for 2018/19 - Section 1 (Annual Governance Statement) will be approved before Section 2 (Accounting Statements)
  - c) To note the report from the Internal Auditor
  - d) To note Budget/Expenditure Statement year ended 31 March 2019
  - e) To note income received for February and March 2019
  - f) To note the bank reconciliation statement for March 2019
  - g) To note Reserves/Balances Statement year ended 31 March 2019
  - h) To consider the options for moving the Parish Council bank account and agree any necessary actions
12. To note Clerks report (information only)
13. To note date and time of next meeting

Enclosures:

3. Minutes of Parish Council meeting on 27 March 2019
7. Work plan for 2019
- 11a. Schedule of Accounts for Payment – April 2019
- 11d. Budget/Expenditure Statement year ended 31 March 2019
- 11e. Income received for February and March 2019
- 11f. Bank reconciliation statement for March 2019
- 11g. Reserves/Balances Statement year ended 31 March 2019
12. Clerks report

### Schedule of Accounts for Payment – April 2019

1&1 - website charges	£	5.99	Direct Debit
Mr J Horrobin – play area maintenance	£	20.00	*retrospective
Mrs S Jones – April salary and expenses	£	731.33	
Michelle Mulcahy – internal audit fee	£	50.00	
Lancashire Association of Local Councils – annual membership	£	<u>251.90</u>	
TOTAL		<u>£ 1,059.22</u>	

### Income Received February 2019 – March 2019

1/2/19	Bank Interest	£	2.59
1/3/19	Bank Interest	£	2.28
5/3/19	LCC Parish Champion Grant re Newburgh Fair	£	200.00
22/3/19	HMRC re VAT return	£	<u>782.25</u>
TOTAL		£	<u>987.12</u>

<b>Newburgh Parish Council</b>				
<b>Budget/Expenditure Statement</b>		<b>2018/19</b>		
<b>Detail</b>	<b>Budget</b>	<b>March Expenditure</b>	<b>Underspend/ (Overspend)</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Clerk's Salary	6855	6853	2	
Clerk's Expenses	300	279	21	
General Admin	200	633	-433	
Postage	100	183	-83	
Members travel costs	20	0	20	
School Hire	150	123	27	
Training inc Quality Registration	200	219	-19	
Audit	60	45	15	
Website Management	233	194	39	
Uncontested Election Costs	200	92	109	
	<b>8318</b>	<b>8620</b>	<b>-302</b>	
General Maint & Repair	1583	451	1132	
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	122	-12	
CPRE	40	36	4	
WL Heritage Association	5	5	0	
	413	348	65	
Activities				
Newsletter	250	325	-75	
Maintenance of SPID	1664	1664	0	
Christmas Celebrations	800	500	300	
	2714	2489	225	
S137 Expenditure				
Best Kept Village Competition	30	0	30	
Civic Service	50	0	50	
Donations	165	516	-351	
Maintenance of the Dell	75	75	0	
	320	591	-271	
<b>TOTAL</b>	<b>14148</b>	<b>13434</b>	<b>714</b>	
<b>Concurrent Grant</b>				
Village Cleaning & Maintenance	905	905	0	
	<b>905</b>	<b>905</b>	<b>0</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	586	7394	
IT Reserve	363	263	100	

**Newburgh Parish Council****Bank Reconciliation Statement****Month ending 31 March 2019**

				£	£	
<b>Bank Statement Balances</b>						
	Gold Deposit Account	31/03/2019			14,651.79	
	Current Account	31/03/2019			500.15	
					<b>15,151.94</b>	
	Less unpresented chqs				1,887.10	see below
					<b>13,264.84</b>	

**Cash Book**

	Bfwd Balance	2018		12,820.13		
	Receipts	to	31/03/2019	17,028.69		
				29,848.82		
Less	Payments	to	31/03/2019	16,583.98		
	Balance				<b>13,264.84</b>	

**Unpresented Chqs**

1969					120.00	
2024					300.00	
2025					622.27	
2026					10.63	
2027					300.00	
2028					35.00	
2029					499.20	

**1887.10**Prepared by: Sandra Jones  
Clerk to the Council /RFO

Date: 01-Apr-19

<b>NEWBURGH PARISH COUNCIL</b>				
<b>Reserves and Balances as at 31 March 2019</b>				
				At 31 March 2019
				£
1	Election			200
2	Twinning			90
3	I.T.			100
4	Footpath Delegation Scheme			1110
5	Noticeboard			0
6	Bus Shelter (Course Lane/Sandy Lane)			0
7	External Audit			200
8	Village Maintenance			2512
8	Demographer costs for WLBC Local Plan consultation			200
9	Bluebell Wood Transfer			500
9	General			8353
	<b>TOTAL</b>			<b>13265</b>