

MINUTES of the Parish Council Meeting held at Newburgh School, Back Lane, on Wednesday 27 February 2019 commencing at 7.30pm.

PRESENT Cllr C Moore, Chairman.

Cllrs Atty, Citarella, Turner, O'Keefe, Baker, Roughneen, Casey and the Clerk, S Jones.

No members of the public attended the meeting.

#### **012/19**

##### TO RECEIVE APOLOGIES

Apologies were received from Borough Cllr Pope.

#### **013/19**

##### DECLARATIONS OF INTEREST

Cllr Moore and Cllr Atty declared an interest in item 5b as both are close neighbours of the resident submitting the planning application.

Cllr Casey declared an interest in item no 10 (finance) as she is co-chair of Newburgh Fair Association, which is included on the payments list and also under consideration for a donation from the Parish Council.

#### **014/19**

##### TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 23 JANUARY 2019 AND THE FINANCE COMMITTEE MEETING HELD ON 16 JANUARY 2019

It was resolved that the minutes of the Parish Council meeting held on 23 January 2019 and the minutes of the Finance Committee meeting held on 16 January 2019 should be approved and signed by the Chairman.

#### **015/19**

##### ADJOURNMENT OF MEETING FOR PUBLIC DISCUSSION

The meeting was not adjourned for public discussion as no members of the public were present.

#### **016/19**

##### PLANNING

##### **a) To receive an update on the West Lancashire Borough Council Local Plan consultation process and agree any actions**

It was confirmed that a recent article in the Champion newspaper had stated that there could be a possible reduction in the number of houses proposed in the Local Plan consultation. It was resolved that the Parish Council would continue to monitor any developments to the Local Plan consultation process and look to set up a working group around April in time for the next stage of the process.

##### **b) Applications to be considered:**

Cllrs Moore and Atty left the meeting at this point.

2019/0090FUL- 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.

Councillors were given an update from the Planning Working Group regarding this planning application and due to an existing similar development at a neighbouring property it was resolved to submit no comment.

Cllrs Moore and Atty returned to the meeting at this point.

#### **017/19**

##### WORKPLAN

##### **a) To agree the terms of reference and proposed actions for the Roads Investigation Working Group and any actions as required**

It was resolved to agree the suggested terms of reference and proposed actions for the Roads Investigation Working Group. The terms of reference look to address two questions, namely, can the volume of traffic especially HGVs be controlled/reduced on the A5209 and can the road be made safer for pedestrians and motorists. Future actions include numerous HGV vehicle counts on the A5209, gather photographic evidence where possible of HGVs mounting the pavement to pass each other and identify all the safety problem points along the A5209.

##### **b) To receive an update on the village clean and maintenance plan and agree any actions**

It was confirmed that recent sessions had resulted in work carried out on the path by the school, the bus shelters and many algae-covered road and street name signs. Volunteers from Applecast on Cobbs Brow Lane have planted the little garden by the Red Lion. Plans for future sessions included clearing gutters. Thanks was expressed to all the Parish Councillors and volunteers for their hard work.

An update on the hedge by Newburgh School revealed that Borough Cllr Pope was waiting for a date to be confirmed by LCC Highways for the remaining work on the hedge to be carried out. Concern was expressed about the delay and that the timing meant that it was nearly bird nesting season which would make the task more difficult due to restrictions during this period. It was resolved to wait until a date was confirmed and then to consider the most appropriate action.

The Chairman confirmed that the design for the new village welcome sign was now in the final stages and would contain several images of the village. Updates on the progress of the village clean and maintenance plan had been posted on the Parish Council Facebook page and had reached many people providing good publicity.

**c) To consider a response to West Lancashire Borough Council in relation to taking responsibility for dealing with wreaths and floral tributes on the War Memorial**

After discussion it was resolved that the Parish Council would continue to take responsibility for dealing with the wreaths and floral tributes on the War Memorial. The Clerk was asked to contact the appropriate officer at West Lancashire Borough Council to confirm the decision.

**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 actions**

Councillors were informed that further discussions 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. Local landowners have been contacted but some are not keen to support the proposals, which will be a barrier to the project going ahead. Contact will be made with the Canal and River Trust to ask for their support and advice regarding the proposal. Although the original proposal may not be possible it was suggested that there could be an option to improve a smaller part of the canal path which would not be affected by the landowners' decision. It was resolved to continue discussions with Parbold Parish Council and the Canal and River Trust and an update will be provided at a future Parish Council meeting.

**e) To consider whether to enter the Best Kept Village Competition for 2019 and agree any further actions**

Councillors resolved not to enter the Best Kept Village Competition for 2019 due to ongoing development works at the Post Office, Strawberry Farm and former Mushroom Farm site. However, it is hoped that Newburgh will be in a better position to consider entering the competition next year. The Clerk was asked to inform the organisers of the decision.

**f) To consider Christmas arrangements for 2019 and agree any actions**

The Clerk explained that a date needed to be agreed with both the Church and the School at this time of year to enable the Brass Band to be booked. Councillors confirmed that they were happy with Skelmersdale Prize Band who played at the Village Carols event in December and asked the Clerk to try to book them again for this year once a date had been agreed. It was resolved to propose the corresponding date of Thursday 12 December to the Church and the School.

**g) To discuss possible themes and dates regarding the Annual Parish Meeting and the May Parish Council meeting (AGM) and agree any actions**

Councillors considered inviting the businesses in the village currently undergoing development to attend a meeting to publicise the new services which would be on offer to residents. However, it was felt unlikely that the ongoing work would be finished before the Parish Council meeting on 22 May. It was therefore suggested that the businesses could be invited to a Parish Council meeting later on in the year to provide an update. It was resolved to hold the Annual Parish Meeting on the same evening as the May Parish Council meeting with the usual format of the presentation of the Chairman's report from the Annual Report and a section for residents' questions to follow.

**h) To review the status of Round O Quarry and propose any further actions**

The Clerk informed the meeting that a resident had been in contact to report issues with the current restoration works being undertaken at the site. The complaint had been sent to Lancashire County Council and the appropriate officer had responded to both the resident and the Parish Council to confirm that he was addressing the issues raised.

**018/19**

**TO REVIEW THE ISSUE OF THE PARISH COUNCIL CIVIC SERVICE FOR 2019 AND AGREE ANY NECESSARY ARRANGEMENTS**

It was confirmed that Newburgh did not hold a Civic Service in 2018 due to a shortage in personnel at both the Church and the Parish Council at the time. However, suggestions had previously been made that a change of format for the service should be considered for future years in order to make the event more inclusive for the village as a whole. It was resolved to contact the Church to arrange a meeting to discuss the issue with an update to be provided at a future Parish Council meeting.

**019/19**

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

The Clerk reported that a map had been provided by the Appleton family to confirm the boundaries of the land included in the offer. All the Parish Councillors had visited the site prior to the Parish Council meeting to get an idea of what might be involved. At this point due to a lack of detail regarding the commitments required for both the wood and the field, it was felt that the best course of action was to speak personally to the Appleton family to obtain further details. It was resolved to personally contact a member of the Appleton family with a view to reporting any progress made at the March Parish Council meeting. In addition, it was resolved to set up a working group consisting of Cllrs Atty, Moore, Baker, Citarella and Casey (quorum of three) with terms of reference to be agreed once more details are known.

**020/19**

**TO CONSIDER WHETHER TO RESPOND TO THE FOLLOWING WEST LANCASHIRE BOROUGH COUNCIL PROJECTS/REVIEWS AND AGREE ANY ACTIONS**

**Street Naming Project: Parish Councils had been asked to suggest possible names for roads relating to future development in their Parishes.** Following discussion, Indiana was suggested due to the village's links with our twin town, Newburgh in Indiana, USA and Tawd was suggested as another alternative due to the close proximity to the Tawd Vale Adventure Centre which is used by village scout groups. A final suggestion of Windy Ridge was also proposed for the only definite development underway in the village at the former Mushroom Farm on Course Lane, as a bungalow of that name had been demolished to make way for the access road. The Clerk was asked to pass on the information to the relevant officer at West Lancashire Borough Council.

**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.** The Clerk explained that the change was mainly administrative with Newburgh Parish staying the same and the two current districts for Lathom being combined into one district. It was resolved to make no comment to the Polling Review.

**Possible nomination for 2019 Design Awards relating to buildings (or landscaping schemes) completed over the last two years which show a high standard of design.** It was felt that there were no appropriate buildings in Newburgh to nominate this year, however, Councillors expressed the hope that a number of ongoing developments may fit the criteria for a possible nomination in 2020.

**021/19**

**FINANCE**

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

Cllr Casey left the meeting at this point

The Payments Schedule for February was approved.

**b) To consider a donation towards the cost of Newburgh Fair 2019 (£137 expenditure) and submitting an application to the Lancashire County Council Parish Champion for additional funds and agree any actions**

The Clerk confirmed that there were sufficient funds in the budget to donate £100 to Newburgh Fair to go towards the cost of providing baby changing and disabled toilet facilities. It was resolved to donate £100 to Newburgh Fair. In addition, it was resolved to submit an application for a grant from the Lancashire County Council Parish Champion for the remaining £200 required to fund the cost of providing baby changing and disabled toilet facilities at Newburgh Fair. Cllr Casey returned to the meeting at this point.

**c) To approve the appointment of Michelle Mulcahy as the Internal Auditor for 2018/19 for a fee of £50 and agree any actions**

The Clerk confirmed that Michelle Mulcahy had indicated that she was happy to audit the accounts again this year at a cost of £50. In addition, the internal audit testing schedule had been reviewed but the Clerk felt that no amendments were necessary this year. Following discussion, it was resolved to appoint Michelle Mulcahy as the Internal Auditor for 2018/19 and to approve the internal audit testing schedule without amendment. The Clerk was asked to make the necessary arrangements.

**d) To note income received from October 2018 – January 2019**

The income received from October 2018 – January 2019 was noted.

**e) To note the budget/expenditure statement for the year to January 2019**

The budget/expenditure statement for the year to January 2019 was noted.

**f) To note the bank reconciliation statement for January 2019**

The bank reconciliation statement for January 2019 was noted.

**022/19**

TO NOTE THE CLERKS REPORT

The Clerks report was noted.

**023/19**

DATE AND TIME OF NEXT MEETING

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

The meeting finished at 8.45pm.

**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
2021	Yates Playgrounds – SPID costs Oct 18 – Dec 18 (inc)	£ 499.20 *retrospective
2022	Mrs S Jones – February salary and expenses	£ 832.33
2023	Lancashire County Council – January school hire	£ 12.75
2024	Newburgh Fair Association - contribution for Traffic Management	£ 300.00 *(S137 exp)
<b>TOTAL</b>		<b><u>£ 1,650.27</u></b>

**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 Grant – 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	£ 2.76
<b>TOTAL</b>		<b><u>£ 1,182.40</u></b>

<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	

