

MINUTES of the Parish Council Meeting held at Newburgh School, Back Lane, on Wednesday 24 April 2019 commencing at 7.30pm.

PRESENT Cllr C Moore, Chairman.

Cllrs Atty, Turner, O'Keefe, Baker, Roughneen, Citarella and the Clerk, S Jones.
Borough Cllr Pope also attended the meeting.

038/19

TO RECEIVE APOLOGIES

Apologies were received from Cllr Casey.

039/19

DECLARATIONS OF INTEREST

No matters of interest were declared.

040/19

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27 MARCH 2019

It was resolved that the minutes of the Parish Council meeting held on 27 March 2019 should be approved and signed by the Chairman.

041/19

ADJOURNMENT OF MEETING FOR PUBLIC DISCUSSION

The meeting was adjourned for public discussion.

Borough Cllr Pope confirmed that the planning application for CAST NW on Cobbs Brow Lane (2018/0213/FUL) was due to be considered at the West Lancashire Borough Council Planning Committee meeting on 25 April.

The meeting was reconvened.

042/19

PLANNING

a) Applications to be considered:

No applications were considered at this meeting.

043/19

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 confirmed that much work had been carried out since the Parish Council had spoken to a member of the Appleton family in order to fully understand the implications of the potential gift of Bluebell Wood and the adjoining field. The timescale for a decision was short as the Appleton family had confirmed that it was also considering alternative options for the land. Meetings had taken place with officers from West Lancashire Borough Council and a representative from the Lancashire Wildlife Trust. In addition, informal legal advice had also been sought regarding the issue. Following consideration of all the information gathered and the positive response from officers and representatives consulted, it was resolved to formally contact the Appleton family to confirm that the Parish Council accepted the offer of Bluebell Wood and the adjoining field in principle, subject to enquiries and searches. It was also resolved to formally appoint Cook & Talbot Solicitors to represent the Parish Council on the matter. Estimates indicated a cost of approximately £5,000 if the transfer goes ahead. It was resolved to use reserves to fund any initial costs, with a monthly review to ensure that only necessary expenditure was approved. Regular meetings of the Bluebell Wood Working Group will continue to be held to enable the Parish Council to respond quickly should the Parish Council be successful.

044/19

WORKPLAN

a) To receive an update from Roads Investigation Working Group and agree any actions

Councillors are continuing to monitor the condition of roads in the village and efforts are ongoing to collect photographic evidence to show instances where large vehicles including HGVs are mounting the pavement in order to pass by oncoming traffic. An update will be presented at a future Parish Council meeting.

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

No group sessions had taken place since the last meeting. Cllr Roughneen was thanked for his hard work in painting various litter bins and posts in the village – in particular the litter bin outside the Post Office. As there are no group sessions planned in the coming weeks, members of the volunteer group will be asked to monitor the village and report any issues which need to be addressed.

Concerns had been raised about the condition of some trees on the School field. It was resolved that contact would be made with the School to find out whether it was the responsibility of the School or Lancashire County Council.

It was confirmed that the annual meeting with the West Lancashire Clean and Green service (formerly the Street Scene department) will be held on 8 May. Feedback from the meeting will be provided at the May Parish Council meeting.

c) 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 possible opt in to the Lancashire County Council Local Delivery Scheme and agree any necessary actions

It was reported that a resident had raised concerns over the actions of people trespassing on private land while using village footpaths across farmers' fields. It was resolved to include the issue in the next newsletter and also to contact Parbold Parish Council to ask if the problem could also be publicised in their area.

Talks are still ongoing between the two Parish Councils to try to find a way forward with the canal footpath improvement project. No further contact has been received from the Canal & River Trust, whose support will be vital in order for any improvement works to go ahead. It was resolved to chase up the Canal & River Trust for a response and further updates will be provided at future Parish Council meetings.

In addition, it was resolved that Newburgh Parish Council would opt in to the Lancashire County Council Local Delivery Scheme for 2019/20. The Clerk was asked to confirm the decision to the appropriate officer at Lancashire County Council.

045/19

TO PROVIDE AN UPDATE ON PLANS FOR THE CIVIC SERVICE AND AGREE ANY NECESSARY ACTIONS

Councillors were informed that a meeting had been held with Rev Jane Morgan regarding a Civic Service. It was suggested that the format could be changed to be more inclusive to the village as a whole and that a Community Celebration could be held during Fair Week in June. Following discussion, it was resolved that a Community Celebration service would be held on Sunday 16 June in the Fair Marquee on the School field. It was also resolved that the Civic Service budget would be used to provide a variety of cakes and cold drinks for the attendees. Arrangements will be finalised and agreed with the Church and will be publicised to residents in the form of a leaflet to encourage attendance. In addition, other Parish Councils and local dignitaries who previously attended the Civic Service will also be invited.

046/19

TO CONSIDER ATTENDANCE AT THE WEST LANCASHIRE BOROUGH COUNCIL CODE OF TRAINING SESSION TO BE HELD IN ORMSKIRK ON TUESDAY 9 JULY AT 6PM

It was suggested that Councillors who had not attended a previous Code of Conduct Training Session should try to attend this year. The Clerk was asked to confirm the availability of Cllrs Casey and Roughneen to attend the session and book the required places on the session with the appropriate officer at West Lancashire Borough Council.

047/19

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.

The agenda for the conference had been previously circulated to Councillors for consideration. Following discussion, it was resolved that Newburgh Parish Council would not book any places for the conference on this occasion as nothing on the agenda merited the cost of sending an attendee.

048/19

FINANCE

a) To agree Accounts for Payment for April 2019, including the national pay award of 2% in relation to the Clerk's salary

The Payments Schedule for April was approved, including the national pay award of 2% in relation to the Clerk's 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)

Following consideration of all the Annual Governance Statements in Section 1 of the Annual Governance and Accountability Return for 2018/19, it was resolved to formally approve all statements. Councillors then considered Section 2 and it was resolved to formally approve the Accounting Statements. Both sections were duly signed by the Chairman and the Clerk (acting as the Responsible Financial Officer).

c) To note the report from the Internal Auditor

The report from the Internal Auditor was noted. There were no issues of concern with the accounts.

d) To note Budget/Expenditure Statement year ended 31 March 2019

The Budget/Expenditure Statement for the year ended 31 March 2019 was noted.

e) To note income received for February and March 2019

The income received for February and March 2019 was noted.

f) To note the bank reconciliation statement for March 2019

The bank reconciliation statement for March 2019 was noted.

g) To note Reserves/Balances Statement year ended 31 March 2019

The Reserves/Balances Statement for the year ended 31 March 2019 was noted.

h) To consider the options for moving the Parish Council bank account and agree any necessary actions

The Clerk informed Councillors that the Parish Council bank account with the Royal Bank of Scotland had been selected to take part in the Royal Bank of Scotland Business Switching Scheme. The Scheme had been set up by the Government to improve competition amongst the banking sector. Five offers to switch had been received by other banks, with three being shortlisted primarily due to location of branches. Councillors expressed concern at the timing of the Scheme (around year-end). The Clerk was asked to find out further information, including why the Parish Council had been selected for the Scheme and whether switching was compulsory. An update will be provided at a future Parish Council meeting.

049/19

TO NOTE THE CLERKS REPORT

The Clerks Report was noted, including the issue raised by a resident regarding the current restoration process at Round O Quarry. The issues raised were investigated by Jonathan Haine at Lancashire County Council who confirmed that the restoration process was being carried out within the criteria previously set, so no action was proposed at this stage.

050/19

DATE AND TIME OF NEXT MEETING

The next Council Meeting will be on 22 May 2019 at 7.30pm.

The meeting finished at 9pm

Schedule of Accounts for Payment – April 2019

Chq No	Payee	Amount
N/A	1&1 Internet Ltd – website charges April 2019	£ 5.99 Direct Debits
2030	Mr J Horrobin – play area maintenance	£ 20.00*retrospective
2031	Mrs S Jones – April salary and expenses	£ 731.33
2032	Michelle Mulcahy – internal audit fee	£ 50.00
2033	Lancashire Association of Local Councils – annual membership	£ 251.90
	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>

Newburgh Parish Council				
Budget/Expenditure Statement		2018/19		
Detail	Budget	March	Underspend/	
	£	Expenditure	(Overspend)	
		£	£	
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	
	8318	8620	-302	
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	
TOTAL	14148	13434	714	
Concurrent Grant				
Village Cleaning & Maintenance	905	905	0	
	905	905	0	
LCC FOOTPATH DELEGATION SCHEME	250	115	135	
Reserves				
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**

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

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			13,264.84	

Unrepresented Chqs

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

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

Date: 01-Apr-19

NEWBURGH PARISH COUNCIL					
Reserves and Balances as at 31 March 2019					
					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
9	Demographer costs for WLBC Local Plan consultation				200
10	Bluebell Wood Transfer				500
11	General				8353
	TOTAL				13265