

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

PRESENT Cllr J Citarella, Chair.

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

124/19

TO RECEIVE APOLOGIES

Apologies were received from Cllr Atty and Borough Cllr Pope.

125/19

DECLARATIONS OF INTEREST

There were no declarations of interest.

126/19

TO APPROVE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 30 OCTOBER 2019

It was resolved that the minutes of the Parish Council meeting held on 30 October 2019 should be approved and signed by the Chair.

127/19

ADJOURNMENT OF MEETING FOR PUBLIC DISCUSSION

The meeting was adjourned for public discussion.

Cllr Moore informed the meeting that he had been contacted by a resident highlighting concern over the number of tankers going up and down Back Lane to the water treatment works. The problem is worse around school opening and closing times as there are many cars parked on the pavement on both sides of the road, meaning that sometimes the tankers can't get through and the road is blocked. The resident asked if the Parish Council could contact the relevant companies to highlight the issue and request that the tankers use the correct route to the treatment works which avoids that section of Back Lane.

The meeting was reconvened.

128/19

PLANNING

a) Applications to be considered:

There were no applications to be considered at this meeting.

b) To receive an update regarding the West Lancashire Borough Council Local Plan Review and agree any necessary actions

There was no progress to report on the West Lancashire Borough Council Local Plan Review.

129/19

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 the Parish Council solicitors had finally received the legal documents, including the transfer deed, from the solicitors representing the Appleton Family. Councillors acknowledged that the contents of the legal documents would need to be checked thoroughly, especially in regard to boundary responsibilities. A copy of the latest budget for Bluebell Wood and the adjoining field was circulated to Councillors, who were asked to check the details and inform the Clerk of any other costs which may need to be included. It was agreed that an informal meeting should be arranged to discuss these issues, hopefully before Christmas depending on Councillor availability.

130/19

WORKPLAN

a) To agree terms of reference for the Flooding Working Group, receive an update regarding flooding problems in the village and agree any necessary actions

The Terms of Reference for the Flooding Working Group were approved. The Clerk confirmed that she had received information from local groups and individuals and had also held a meeting with the drainage officer at West Lancashire Borough Council. The Clerk was asked to pass on all the details to the Flooding Working Group. As agreed at the last meeting, a copy of the Lancashire County Council flooding leaflet had been printed and would be distributed to all homes in the Parish.

b) To receive an update from the Work Plan Priming Group and agree any actions required regarding the Parish Work Plan for 2020

The proposed Work Plan for 2020 was circulated to Councillors and following discussion was approved without amendment. The Work Plan priorities for 2020 are Bluebell Wood, flooding, roads/traffic issues, communications and management of the village environment, with the possible addition of West Lancashire Borough Council Local Plan review if there are any developments. Each working group will be asked to report back on progress every three months or more frequently if required.

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

A Road Investigation Report had recently been circulated to Councillors detailing all road traffic concerns in the village along with any evidence obtained to strengthen the case for increased safety measures. It was agreed that an informal meeting would be arranged to go through the report in finer detail prior to being presented at a future Parish Council meeting.

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

There was nothing to report regarding the village clean and maintenance plan at this meeting.

It was confirmed that the new village sign was ready and would be installed in the next few days. Photos will be taken and put on the Parish Council Facebook page. It was agreed that thanks should be passed on to everyone who took part in the production.

e) To review Christmas 2019 arrangements and agree any actions

It was confirmed that all the arrangements had been finalised for the village carol service on 11 December. The Clerk was asked to contact Skelmersdale Prize Band to confirm the list of carols. It was noted that the Christmas tree had been delivered to the village green.

131/19

TO AGREE ARRANGEMENTS FOR THE DISTRIBUTION OF DECEMBER NEWSLETTERS AND FLYERS

Arrangements were agreed for the distribution of the December newsletter and various leaflets regarding the Christmas carol service and Newburgh Fair.

132/19

TO CONSIDER THE LATEST REPORT FROM THE WEST LANCASHIRE BOROUGH COUNCIL INDEPENDENT PARISH REMUNERATION PANEL REGARDING PARISH COUNCIL EXPENSES AND AGREE ANY ACTIONS

Councillors were informed that the report from the Independent Parish Remuneration Panel contained recommendations regarding conditions and rates for various Councillor expenses and had not changed since 2012. It was recommended that Parish Councils may include £200 for a Chairman expense budget if required. The Clerk stated that Newburgh Parish Council does not have a Chairman's expenditure budget and that it was very rare for Newburgh Parish Councillors to claim any mileage expenses. It was resolved to formally note the latest report from the Independent Remuneration Panel and that the Clerk would write to the relevant officer at West Lancashire Borough Council to confirm that Newburgh Parish Council would adopt the recommendations in the report as and when necessary.

133/19

TO CONSIDER AND AGREE ANY ACTIONS NEWBURGH PARISH COUNCIL MAY TAKE IN RELATION TO ENVIRONMENTAL ISSUES SUCH AS CLIMATE CHANGE

It was confirmed that West Lancashire Borough Council had passed a resolution confirming a climate change emergency and the Parish Council had been asked for its support in helping to raise the issue and publicise any schemes aimed at improving the environment. Bickerstaffe Parish Council had been in contact to propose a scheme aimed at protecting hedgehogs. Following discussion, Newburgh Parish Council resolved to acknowledge a climate change emergency and support all measures aimed at improving the environment, where it was practical and affordable to do so. The Clerk was asked to respond to Bickerstaffe Parish Council to express an interest in the hedgehog scheme.

134/19

FINANCE

a) To agree Accounts for Payment for November 2019, Schedule attached

The Accounts Schedule for November 2019 was approved for payment.

b) To receive an update on the results of the internal check of the Parish Council accounts and agree any actions

It was confirmed that the Clerk and Cllr Turner had carried out an Internal Check of the Parish Council accounts as per the agreed policy. Cllr Turner confirmed that all the records checked were found to be in order and no issues were found. The relevant paperwork had been signed by both the Clerk and Cllr Turner and would be kept on file for the internal audit.

c) To receive an update regarding the Parish Council bank account and agree any necessary actions

The Clerk informed the meeting that the process to switch the Parish Council bank account from RBS to Clydesdale and Yorkshire Bank had completed on 18 November. A bank account reconciliation has since taken place and all monies are accounted for. The Clerk was thanked for her efforts on the project which had taken four months to complete.

135/19

TO NOTE THE CLERKS REPORT (INFORMATION ONLY)

The Clerks report was noted.

136/19

TO NOTE THE DATE AND TIME OF NEXT MEETING

The next meeting will be held on 11 December at 7.30pm.

The meeting finished at 8.30pm

Schedule of Accounts for Payment November 2019

Chq No	Payee	Amount
n/a	1&1 - website charges	£ 5.99 *Direct Debit
n/a	1&1 – website charges	£ 86.33 *Direct Debit
2069	Mr J Horrobin – play area maintenance	£ 20.00 *retrospective
0001	Mrs S Jones – November salary and expenses	£ 751.48
0002	Lancashire County Council – school hire July, August, Sep & Oct	£ 38.25
TOTAL		£ 902.05

***Note**

The cheque numbers start from 0001 due to the Parish Council bank account switch taking place during the month as per item 134/19 c