

MINUTES of the Parish Council Agenda Meeting held on Wednesday 22 April 2020 commencing at 7.30pm.

**PRESENT:** Due to the ongoing Corona virus situation, all public meetings have been cancelled until further notice. In order to make decisions regarding the items on the agenda, information was sent to Councillors by email for information and their views were represented when the Chair and Clerk carried out the meeting by phone. Residents were informed that the public meeting could not be held but the agenda was published on the Parish Council Facebook page, website and the village noticeboard and asked to make any views known to the Clerk.

040/20

**ADJOURNMENT OF MEETING FOR PUBLIC DISCUSSION**

A resident emailed the Parish Council to raise the issue of the blocked drain near the Post Office on Course Lane. He had already reported the issue to Lancashire County Council. The Clerk confirmed that she has also added to the report made by the resident and will chase up the issue before the next scheduled meeting.

The Parish Council has been informed that members of Applecast have kindly cut the grass in the Church graveyard. Their efforts are much appreciated.

041/20

**PLANNING**

**a) Applications to be considered:**

2020/00214/FUL- Proposed new 1.5 storey dwelling and detached garage. Alterations and extensions to existing dwelling and associated external works at Newlyn, Course Lane. Please note that this application has been referred to the West Lancashire Borough Council Planning Committee.

A resident had contacted the Parish Council regarding this application to query how the planning process worked. It was explained that the Planning Working Group investigate all applications relating to the Parish and then produce their recommendations regarding a response to the Parish Council for consideration. As this application has now been referred to the West Lancashire Borough Council Planning Committee, the Planning Working Group will defer their recommendations regarding a response until a future meeting once the timescale is known and in order to take into account any views or information available at that time.

042/20

**TO RECEIVE AN UPDATE REGARDING THE BLUEBELL WOOD AND FIELD TRANSFER FROM THE APPLETON FAMILY AND AGREE ANY ACTIONS REQUIRED**

It was confirmed that the Parish Council will officially take ownership of Bluebell Wood and the adjoining field on 1 May 2020. As there is uncertainty regarding the completion of any identified essential work on the land due to the ongoing Corona virus situation, the Parish Council had contacted its insurers for advice. As a result, two signs will be put up advising the public that the Parish Council now own the land and that the public enter at their own risk, pending the essential works being carried out. Efforts are being made to ensure the required works are carried out as soon as possible after 1 May in accordance with the budget previously approved. The invoice for legal expenses is still to be received but is expected in the next few days. In addition, an update detailing all the necessary actions to be taken when ownership takes place had been circulated to the Parish Councillors who were all in agreement with the proposals.

043/20

**WORKPLAN**

**a) To receive an update on support being provided to vulnerable residents in the village during the Corona virus crisis**

It was confirmed that over 40 people had volunteered to support residents in the village during the Corona virus crisis in tasks such as prescription delivery, food shopping and phone calls. The Newburgh Corona Virus Support Group is being co-ordinated by members of the Parish Council in partnership with representatives from the Douglas Valley Lions, Newburgh Women's Institute, Christ Church Newburgh, Newburgh Fair Association and the Over 60's Club. Three newsletters have already been circulated around the village giving important information regarding local suppliers and other services available. A fourth newsletter is due to be published shortly providing further up to date information. The newsletters are currently being printed by the Parish Council and delivered to every home in the Parish to try to ensure that every resident is able to access the information. The newsletters are also being publicised on the Parish Council Facebook page and the website.

In addition, a representative of the Parish Council is also taking part in regular remote conferences with representatives from West Lancashire Borough Council, West Lancashire Council for Voluntary Service and other local Parish Councils and organisations to ensure the village is keeping up to date with the latest advice and information available across the Borough. Unfortunately, due to the ongoing situation, the delivery of welcome packs to new residents in the village has been suspended until further notice.

044/20

**FINANCE**

**a) To agree Accounts for Payment for April 2020, Schedule attached**

The Accounts Schedule for April 2020 was approved for payment in accordance with the current delegated decisions in process. Payments will be made electronically wherever possible.

**b) To note income received from January to March 2020**

The income received from January to March 2020 was noted.

**c) To note Budget/Expenditure Statement for the year ended 31 March 2020**

The Budget/Expenditure Statement for the year ended 31 March 2020 was noted.

**d) To note Bank Reconciliation Statement for the year ended 31 March 2020**

The Bank Reconciliation Statement for the year ended 31 March 2020 was noted.

045/20

**TO NOTE THE DATE AND TIME OF NEXT MEETING**

The date of the next scheduled Parish Council meeting is 27 May. Due to the impact of the Corona virus it is uncertain whether a public meeting will be possible on this date. It is the intention of the Parish Council to still publish an agenda at the normal time and ask residents to contact the Clerk should they wish for their views on any issues to be considered should a public meeting not be possible

**Schedule of Accounts for Payment – April 2020**

| Chq No | Payee  | Amount                 |
|--------|--|------------------------|
| n/a    | 1&1 - website charges  | £ 5.99 *Direct Debit   |
| n/a    | NEST Pension Scheme  | £ 50.28* Direct Debit  |
| 310320 | AMK Signs – signs for wood and field                         | £ 90.00* retrospective |
| 030420 | Mr J Horrobin – play area maintenance                        | £ 21.00* retrospective |
| 230420 | Mrs S Jones – April salary and expenses                      | £ 801.76               |
| 230420 | KC Computers – printer ink                                   | £ 84.99                |
| 230420 | RM Services – grounds maintenance                            | £ 240.00*see below     |
| 230420 | Lancashire Association of Local Councils – annual membership | £ 247.52               |
| TOTAL  |  | <u>£ 1,541.54</u>      |

TOTAL

- RM Services total includes 2 invoices totalling £120 from previous year. Chg no 1969 refers. Chg no 1969 was never cashed and has now been destroyed.

**Income Received January 2020 – March 2020**

|         |                                     |                 |
|---------|-------------------------------------|-----------------|
| 3/1/20  | Yorkshire Bank payment re complaint | £ 200.00        |
| 12/3/20 | HMRC re VAT return                  | £ 568.75        |
| TOTAL   |                                     | <u>£ 768.75</u> |

| <b>Newburgh Parish Council</b>        |               |                          |                                |  |
|---------------------------------------|---------------|--------------------------|--------------------------------|--|
| <b>Budget/Expenditure Statement</b>   |               | <b>2019/20</b>           |                                |  |
| <b>Detail</b>                         | <b>Budget</b> | <b>March Expenditure</b> | <b>Underspend/ (Overspend)</b> |  |
|                                       | <b>£</b>      | <b>£</b>                 | <b>£</b>                       |  |
| Clerk's Salary                        | 7230          | 7685                     | -455                           |  |
| Clerk's Expenses                      | 300           | 269                      | 31                             |  |
| General Admin                         | 250           | 863                      | -613                           |  |
| Postage                               | 100           | 97                       | 3                              |  |
| Members travel costs                  | 20            | 0                        | 20                             |  |
| School Hire                           | 150           | 125                      | 25                             |  |
| Training inc Quality Registration     | 200           | 90                       | 110                            |  |
| Audit                                 | 60            | 50                       | 10                             |  |
| Website Management                    | 250           | 214                      | 36                             |  |
| Uncontested Election Costs            | 0             | 0                        | 0                              |  |
|                                       | <b>8560</b>   | <b>9393</b>              | <b>-833</b>                    |  |
| General Maint & Repair                | 1296          | 255                      | 1041                           |  |
| Play Area Maintenance                 | 300           | 21                       | 279                            |  |
| Insurance                             | 510           | 499                      | 11                             |  |
| Associations                          |               |                          |                                |  |
| Local council Review                  | 21            | 17                       | 4                              |  |
| LAPTAC Subscription                   | 200           | 222                      | -22                            |  |
| Hon Sec Honorarium                    | 17            | 13                       | 4                              |  |
| Society Local Council Clerks          | 130           | 126                      | 4                              |  |
| CPRE                                  | 40            | 36                       | 4                              |  |
| WL Heritage Association               | 5             | 5                        | 0                              |  |
|                                       | 413           | 419                      | -6                             |  |
| Activities                            |               |                          |                                |  |
| Newsletter                            | 250           | 175                      | 75                             |  |
| Maintenance of SPID                   | 1664          | 1664                     | 0                              |  |
| Christmas Celebrations                | 800           | 460                      | 340                            |  |
|                                       | 2714          | 2299                     | 415                            |  |
| S137 Expenditure                      |               |                          |                                |  |
| Best Kept Village Competition         | 30            | 0                        | 30                             |  |
| Civic Service                         | 50            | 40                       | 10                             |  |
| Donations                             | 200           | 249                      | -49                            |  |
| Maintenance of the Dell               | 75            | 75                       | 0                              |  |
|                                       | 355           | 364                      | -9                             |  |
| <b>TOTAL</b>                          | <b>14148</b>  | <b>13250</b>             | <b>898</b>                     |  |
| <b>Concurrent Grant</b>               |               |                          |                                |  |
| Village Cleaning & Maintenance        | 905           | 907                      | -2                             |  |
|                                       | <b>905</b>    | <b>907</b>               | <b>-2</b>                      |  |
| <b>LCC FOOTPATH DELEGATION SCHEME</b> | <b>250</b>    | <b>215</b>               | <b>35</b>                      |  |
| <b>Reserves</b>                       |               |                          |                                |  |
| General Reserve                       | <b>8353</b>   | <b>1325</b>              | <b>7028</b>                    |  |
| IT Reserve                            | <b>100</b>    | <b>100</b>               | <b>0</b>                       |  |

**Newburgh Parish Council**

**Bank Reconciliation Statement**  
**Month ending 31 March 2020**

|                                       |                          |            | £ | £                |           |
|---------------------------------------|--------------------------|------------|---|------------------|-----------|
| <b><u>Bank Statement Balances</u></b> |                          |            |   |                  |           |
|                                       | Club & Societies Account | 31/03/2020 |   | 14,741.33        |           |
|                                       | Savings Account          | 31/03/2020 |   | -                |           |
|                                       |                          |            |   | <b>14,741.33</b> |           |
|                                       | Less unrepresented chqs  |            |   | 141.00           | see below |
|                                       |                          |            |   | <b>14,600.33</b> |           |

**Cash Book**

|      |              |      |            |                         |  |
|------|--------------|------|------------|-------------------------|--|
|      | Bfwd Balance | 2019 |            | 13,264.84               |  |
|      | Receipts     | to   | 31/03/2020 | 17,722.49               |  |
|      |              |      |            | <u>30,987.33</u>        |  |
| Less | Payments     | to   | 31/03/2020 | 16,387.00               |  |
|      | Balance      |      |            | <b><u>14,600.33</u></b> |  |

**Unrepresented Chqs**

|       |  |  |  |        |  |
|-------|--|--|--|--------|--|
| 1969  |  |  |  | 120.00 |  |
| 30420 |  |  |  | 21.00  |  |

**141.00**

Prepared by: Sandra Jones  
Clerk to the Council /RFO

Date: 03-Apr-20