

MINUTES of the Parish Council Agenda Meeting held on Wednesday 22 July 2020 commencing at 7pm.

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 decisions were made. 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.

059/20

COUNCILLORS TO DECLARE AN INTEREST IN ISSUES FOR DISCUSSION

Cllr Citarella and Cllr O'Keefe both declared a pecuniary interest in the planning applications relating to Eden Tea Rooms.

Councillors declaring an interest in any items on the agenda took no part in the consideration or agreement of the final response for that particular item.

060/20

ISSUES RAISED BY MEMBERS OF THE PUBLIC

The Parish Council had been contacted by 37 residents regarding the planning applications for Eden Tea Rooms. A number of concerns were raised regarding the possible extension of opening hours including:

- The additional noise and lights from the site will affect the amenity of residents living nearby if the extended opening hours until 11pm Sunday to Thursday and 1am Friday and Saturday are approved
- The additional traffic generated by the increased opening hours causing more problems on an already busy road, especially as the parking provision may be insufficient for pre booked events resulting in cars parking at the side of the road and in the lay by roads close to the site
- The impact on local wildlife
- Why do a Tea Room and Gallery require an alcohol licence
- The perceived lack of local consultation regarding the process to grant the alcohol licence
- The possible use of the site as a late night venue is unsuitable for the village location which is in the Green belt and close to a conservation area
- The lights in the glass fronted building have been left on at night since the site opened in July, which has impacted on residents living nearby and probably disturbed local wildlife
- Planning breaches have already happened on the site, such as tarmacking over an area of grass
- Although the applicant has supplied a further statement giving details of future plans for the site, if the licence and planning permission is granted, this will stay with the site and future tenants may have different plans

061/20

PLANNING

a) Applications to be considered:

2020/0515/NMA - Non-material amendment to planning permission 2016/1151/FUL - Relocate disabled parking bays at Eden Tea Rooms and Galleries, Course Lane, Newburgh - WITHDRAWN

2020/0546/FUL - Variation of Condition No 2 imposed on planning permission 2016/1151/FUL to substitute approved plan 04 for plan reference 1499-005 to incorporate an outdoor seating area and a pergola at Eden Tea Rooms and Galleries, Course Lane, Newburgh – WITHDRAWN

2020/0439/FUL - Variation of condition no. 7 imposed on planning permission 2016/1151/FUL to allow the premises to operate later opening hours and in order to cater for functions at weekends to diversify the business. To extend operating hours to 08:00 - 23:00 (01:00 on Friday and Saturday for pre-booked functions) at Eden Tearoom and Galleries, Course Lane, Newburgh, Wigan, Lancashire, WN8 7UB

Although the applicant had withdrawn the two subsequent planning applications for the Eden Tea Rooms site, a further supporting statement had been submitted to provide details on plans for the future and the need to extend the opening hours on the original planning application – 2020/0439/FUL. The Planning Working Group read all the emails and letters submitted by residents to the Parish Council regarding the applications and also read the large number of over 100 comments made on the relevant section of the West Lancashire Borough Council website.

Following discussion, it was agreed by all Councillors (except those declaring an interest) to submit the following comment to West Lancashire Borough Council:

Newburgh Parish Council has already responded to application 2020/0439/FUL submitting that the late opening hours should be reconsidered in view of the potential impact on neighbour amenity and objecting to the proposed 1am closing time on Friday and Saturday.

The supporting statement by Eden Tea Rooms exemplifies the events for which the opening hours extension is required. These do not require an extension of opening hours to 11pm and as recommended in our earlier submission should be brought forward to an earlier closing time that presents no threat to neighbour amenity. The requirement for a 1am extension on Friday and Saturday is similarly unnecessary for "occasional wedding anniversaries etc". Whatever internal noise controls are applied, the departure of guests at times up to 1am presents the risk of late-night external noise. The potential impact of the late hours on the character of a rural village is unacceptable. Once granted the potential exists for the late hours to affect neighbour amenity at any time in the future whatever present intentions may be.

Newburgh Parish Council is concerned about the haphazard nature of the planning process for this application.

The process for licensing the premises was not transparent, nor did the process include any notification to the village. Now the process for consultation has had to be repeated.

The original planning application on 3 June 2020 offered as the reason for the change in hours no more than "to assist with the viability of the business" (Cass Associates Planning Statement 3.4) and "to maintain and diversify a viable business" (idem 4.2). Only now, more than six weeks later is there any evidence of what this diversification may mean. Subsequently two further applications have been submitted and then withdrawn. There have also been breaches of the original planning application.

Newburgh Parish Council objects to this planning application and urges that a comprehensive and coherent plan for the enterprise should be submitted rather than this disjointed and piecemeal approach.

New Licence Consultation

In addition, it was agreed that the Parish Council would also submit a response regarding the new consultation process for the premises/alcohol licence once all the information relating to the application had been considered.

b) Proposal from resident regarding planning applications

A resident had contacted the Parish Council to enquire if it was possible for a database of resident email addresses to be held in order to publicise future planning applications affecting the village via a newsletter. Following discussion, it was confirmed that the Parish Council website already contained this information. The Parish Council has limited resources which are already under pressure and data protection rules are also an important factor regarding the administration of residents' personal data. Councillors therefore agreed that the Parish Council could not agree to this request. However, it was acknowledged that it was now time again to publicise the fact that residents are able to access village planning applications via the Parish Council website, all of which have a direct link to the relevant part of the West Lancashire Borough Council website. It is planned to publicise the information on the village noticeboard and also on the next newsletter due out in September.

062/20

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 has applied for a felling licence to carry out further works in the wood. A member of the Appleton family is due to visit in August to discuss the site of the memorial stone. The transfer of ownership has been notified to the Land Registry, but confirmation from the Land Registry that the transfer has been noted is still outstanding.

063/20

WORKPLAN

a) To agree a timescale to review the content of the Parish Council website and agree any actions

It was agreed that everyone would check the information on their respective parts of the website and let Cllr Moore know of any changes before the end of September.

064/20

TO CONSIDER RECOMMENDATIONS FROM THE EMPLOYMENT WORKING GROUP IN RELATION TO THE CLERK'S APPRAISAL AND AGREE ANY ACTIONS

Councillors had been informed that the Clerk's appraisal had recently taken place and asked to consider the recommendations of the Employment Group as all the objectives for the past year had been met. The Councillors unanimously agreed to the recommendations from the Employment Group and thanked the Clerk for her exceptional work over the past year.

065/20

FINANCE

a) To agree Accounts for Payment for July 2020, Schedule attached

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

b) To approve the Certificate of Exemption AGAR 2019/20 following the internal audit of the Parish Council accounts

It was agreed to approve the Certificate of Exemption AGAR 2019/20 following the internal audit of the accounts which found no issues. The Clerk will submit the Certificate of Exemption to the external auditors.

c) To note the Budget/Expenditure Statement as at 30 June 2020

The Budget/Expenditure Statement as at 30 June 2020 was noted.

d) To note the Bank Reconciliation Statement as at 30 June 2020

The Bank Reconciliation Statement as at 30 June 2020 was noted.

066/20

TO NOTE THE DATE AND TIME OF NEXT MEETING

The date of the next scheduled Parish Council meeting is 23 September 2020. 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 – July 2020

Ref No	Payee	Amount
n/a	1&1 – website charges	£ 34.79* Direct Debit
n/a	1&1 – website charges	£ 5.99* Direct Debit
n/a	1&1 – website charges	£ (28.80)* Credit
n/a	NEST Pension Scheme	£ 46.01* Direct Debit
n/a	IC) – annual registration fee	£ 35.00* Direct Debit
230720	Mrs S Jones – June salary and expenses	£ 647.34
230720	Mr J Horrobin – play area maintenance	£ 151.00
230720	Yates Playgrounds Ltd – speed device	£ 499.20
	TOTAL	£ 1,390.53

Newburgh Parish Council				
Budget/Expenditure Statement		2020/21		
Detail	Budget	June Expenditure	Underspend/ (Overspend)	
	£	£	£	
Clerk's Salary	7870	1888	5982	
Clerks Pension	580	147	433	
Clerk's Expenses	300	47	253	
General Admin	250	200	50	
Postage	100	0	100	
Members travel costs	20	0	20	
School Hire	150	0	150	
Training inc Quality Registration	200	0	200	
Audit	60	50	10	
Website Management	250	125	125	
Uncontested Election Costs	0	0	0	
	9780	2457	7323	
General Maint & Repair	850	0	850	
Bluebell Wood and field	2000	1455	545	
Play Area Maintenance	300	0	300	
Insurance	700	507	193	
Associations				
Local council Review	21	17	4	
LAPTAC Subscription	226	218	8	
Hon Sec Honorarium	17	13	4	
Society Local Council Clerks	140	0	140	
CPRE	40	0	40	
WL Heritage Association	5	0	5	
	449	248	201	
Activities				
Newsletter	250	0	250	
Maintenance of SPID	1664	0	1664	
Christmas Celebrations	800	0	800	
	2714	0	2714	
S137 Expenditure				
Best Kept Village Competition	30	0	30	
Civic Service	50	0	50	
Donations	200	100	100	
Maintenance of the Dell	75	0	75	
	355	100	180	
TOTAL	17148	4767	12381	
Concurrent Grant				
Village Cleaning & Maintenance	905	237	668	
	905	237	668	
LCC FOOTPATH DELEGATION SCHEME		0	0	
Reserves				
Bluebell Wood	4150	1320	2830	
General Reserve	6003	127	5876	

Newburgh Parish Council

Bank Reconciliation Statement
Month ending 30 June 2020

Bank Statement Balances

			£	£	
	Clubs & Societies Account	30/06/2020		17,078.51	
	Savings Account	30/06/2020		-	
				17,078.51	
	Less unrepresented chqs			-	see below
				17,078.51	

Cash Book

	Bfwd Balance	2020		14,600.33	
	Receipts	to	30/06/2020	9,168.50	
				23,768.83	
Less	Payments	to	30/06/2020	6,690.32	
	Balance				17,078.51

Unpresented Chqs

None

0.00

Prepared by: Sandra Jones
Clerk to the Council /RFO

Date: 06-Jul-20