

**NEWBURGH PARISH COUNCIL**  
**Sandra Jones, Clerk to the Council**  
**10 Priory Close, Burscough, Ormskirk, Lancashire, L40 7UY**  
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20 January 2021

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting which will be held by remote communication Zoom on Wednesday 27 January 2021 commencing at 7pm.

Yours sincerely



Sandra Jones  
Clerk of the Council

Members of the public are welcome to join the Zoom meeting and are requested to contact the Clerk for the joining details no later than 5pm on Tuesday 26 January 2021. The Remote Meeting Protocols are included below as part of the agenda.

## AGENDA

1. To receive apologies for absence.
2. Councillors to declare an interest in subjects for discussion.
3. To approve minutes of the Parish Council Meeting held on 9 December 2020 and the Finance Committee meeting held on 19 January 2021.
4. Issues raised by members of the public (Total time 15 minutes).
5. Planning:
  - a) Applications to be considered:  
To review the current status of any planning applications in relation to Eden Tea Room and Galleries including: 2020/0420/CON - Approval of Details Reserved by Condition Nos. 6, 7 and 12 of planning permission 2020/0439/FUL relating to details of outdoor seating and smoking areas; a scheme detailing the layout and surfacing at Eden Tea Room and Galleries, Course Lane. Agree any actions required.
6. To consider the following work plan items:
  - a) To receive an update regarding recent flooding incidents in the village and agree any actions
7. To agree who will serve as Trustee for Newburgh in relation to the Peter Lathom Charity and agree any actions.
8. To agree who will represent the Parish Council at future West Lancashire branch meetings of LALC (Lancashire Association of Local Councils) and agree any actions.
9. Finance
  - a) To approve Accounts for Payment for January 2021, Schedule attached.
  - b) To consider whether to submit a grant application to the West Lancashire Borough Council Capital Scheme 2021/2022 and agree any actions.
  - c) To consider recommendations from Finance Committee and set Precept and budget for 2021/2022.
  - d) To note income received from October 2020 – December 2020.
  - e) To note Bank Reconciliation Statement for December 2020.
  - f) To note Budget/Expenditure Statement year to December 2020.

### Enclosures:

3. Minutes of Parish Council meeting on 9 December 2020 and Finance Committee on 19 January 2021.
- 9a. Schedule of Accounts for Payment – January 2021.
- 9d. To note income received from October 2020 – December 2020.
- 9e. To note Bank Reconciliation Statement for December 2020.
- 9f. To note Budget/Expenditure Statement year to December 2020.

## Remote Meeting Protocols

Please note the following procedures to ensure the smooth running of the meeting:

- The meeting will be recorded
- Members of the public will be muted and will only be able to speak during the public discussion section of the meeting. If you wish to speak during this section please raise a hand, when the Chairman invites the member of the public to speak he/she will be unmuted. Before speaking, the member of the public should state their name. Each member of the public will be able to speak for a limit of three minutes.
- Members will be muted; to speak please raise a hand; when the Chairman invites him/her to speak they will be unmuted
- To vote, members should raise their hand as appropriate

## Schedule of Accounts for Payment – January 2021

1&1 - website charges	£ 5.99	*Direct Debit
Nest Pension Scheme	£ 49.17	* Direct Debit
Arrow North West – donation	£ 100.00	* agreed December
Mrs S Jones – January salary and expenses	£ 681.92	
SLCC Enterprises Ltd – Website webinar and Practitioners Conference	£ 126.00	
Yates Playgrounds – SPID costs Oct 20 – Dec 20 (inc)	<u>£ 499.20</u>	
<b>TOTAL</b>	<u>£ 1,462.28</u>	

## Income Received – October 2020 – December 2020

7/10/20	WLBC Precept part 2	£ 8,432.00
14/10/20	WLBC Community Infrastructure Levy	£ 1,522.17
21/10/20	WLBC Concurrent Grant part 2	£ 452.50
25/11/20	WLBC Capital Grant re Bluebell wood	£ 993.30
31/12/20	Bank Interest	<u>£ 10.10</u>
<b>TOTAL</b>		<u>£11,410.07</u>



<b>Newburgh Parish Council</b>				
<b>Budget/Expenditure Statement</b>		<b>2020/21</b>		
<b>Detail</b>	<b>Budget</b>	<b>Dec Expenditure</b>	<b>Underspend/ (Overspend)</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Clerk's Salary	7870	6038	1832	
Clerks Pension	580	400	180	
Clerk's Expenses	300	102	198	
General Admin	250	250	0	
Postage	100	0	100	
Members travel costs	20	0	20	
School Hire	150	27	123	
Training inc Quality Registration	200	55	145	
Audit	60	50	10	
Website Management	250	131	119	
Uncontested Election Costs	0	0	0	
	<b>9780</b>	<b>7053</b>	<b>2727</b>	
General Maint & Repair	850	0	850	
Bluebell Wood and field	2000	2235	-235	
Play Area Maintenance	300	22	278	
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	36	4	
WL Heritage Association	5		5	
	449	284	165	
Activities				
Newsletter	250	56	194	
Maintenance of SPID	1664	832	832	
Christmas Celebrations	800	732	68	
	2714	1620	1094	
S137 Expenditure				
Best Kept Village Competition	30	0	30	
Civic Service	50	0	50	
Donations	200	125	75	
Maintenance of the Dell	75	0	75	
	355	125	230	
<b>TOTAL</b>	<b>17148</b>	<b>11846</b>	<b>5302</b>	
<b>Concurrent Grant</b>				
Village Cleaning & Maintenance	905	905	0	
	<b>905</b>	<b>905</b>	<b>0</b>	
<b>Reserves</b>				
Bluebell Wood	<b>4150</b>	1320	2830	
General Reserve	<b>6003</b>	127	5876	
Footpath Reserve	<b>1145</b>	250	895	