

MINUTES of the Parish Council Meeting held on Wednesday 25 November 2020 commencing at 7pm.  
The meeting was held by Zoom.

PRESENT: Cllrs Citarella (Chair), Moore, Atty, Turner, O'Keefe, Roughneen, Casey and Clerk Sandra Jones.

No members of the public attended the meeting.

098/20

TO RECEIVE APOLOGIES

Apologies were received from Cllr Baker and Borough Cllr Pope.

099/20

COUNCILLORS TO DECLARE AN INTEREST IN ISSUES FOR DISCUSSION

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

100/20

TO APPROVE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 29 OCTOBER 2020

It was resolved that the minutes of the Parish Council meeting held on 29 October 2020 should be approved and signed by the Chair.

101/20

ISSUES RAISED BY MEMBERS OF THE PUBLIC

There was no adjournment as no members of the public were present.

102/20

PLANNING

**a) Applications to be considered:**

Cllrs Citarella and Cllr O'Keefe were put into the waiting room at this point. Cllr Moore took the Chair.

**2020/0786/FUL - Retention of hardstanding to side of existing building at Eden Tearoom and Galleries, Course Lane.**

It was confirmed that an amendment to the application had been submitted by the applicant for an increased area of hardstanding. Following discussion, it was resolved to submit a comment reiterating the Parish Council objection to hardstanding on Green Belt land:

The impact of hardstanding on the openness of the Green Belt land in a rural village without the justification of very special circumstances is not acceptable. Newburgh Parish Council objects to this application.

**b) To consider the latest position regarding the following outstanding planning applications relating to Eden Tea Rooms and agree any necessary actions:**

- Application Number: 2020/0785/FUL - Retrospective application for the retention of the changes from the approved plans of planning permission 2016/1151/FUL - retention of metal gates and fencing to the frontage of the site, aggregate to the car parking surface, relocation of cycle rack and bin store provision, marking out of car parking spaces and not to install 1m & 2m high fencing to side and rear of grassed area at Eden Tearoom and Galleries, Course Lane, Newburgh.
- 2020/0809/FUL - Use of the building for storage and staff facilities in association with adjacent cafe and gallery and occasional use for public events such as an artisan market (no more than 21 days each year) together with the retention of hard standing areas, the enlargement of fire doors and the use of the neighbouring field as an overspill car park (only to be used for days of the public event) at Eden Tearoom and Galleries, Course Lane.
- 2020/0808/ADV - Retention of V sign on the forecourt and retention of the internally and externally mounted

Confirmation had been received from the Planning Officer that all the outstanding Eden Tea Room planning applications (with the exception of the advertising application) had been referred to the West Lancashire Borough Council Planning Committee. It was unlikely that any applications would be considered by the Planning Committee before the end of the year as further amendments are expected to be submitted.

Following discussion, it was resolved to monitor any further amendments and consider a response to any, as and when they are submitted by the applicant.

Cllr Citarella and Cllr O'Keefe were admitted back into the meeting at this point. Cllr Citarella resumed the Chair.

103/20

#### WORKPLAN

##### **a) To agree proposed dates for Parish Council meetings in 2021 and agree any necessary actions**

The proposed dates for Parish Council meetings in 2021 were agreed. The dates are generally the fourth Wednesday of the month, except August (summer recess) and December (held earlier due to Christmas). The School has been consulted regarding the dates in preparation for the time when face to face meetings are permitted in the future.

##### **b) To discuss and agree a date for the next meeting of the Work Plan Priming Group with a view to drafting a list of suggestions for the Parish Work Plan for 2021.**

The Work Plan Priming Group will consist of Councillors Citarella, Moore, O'Keefe, Atty and Roughneen. The Clerk was asked to arrange a Zoom meeting for a date when all Councillors are available.

##### **c) To note the report from the recent Play Area Committee meeting and agree any actions**

The report from the recent Play Area Committee meeting was noted, including:

- The current 10 year lease runs until December 2028.
- The Play Area is managed by a village Committee which meets about four times a year. Its members consist of representatives from the School, Church, Parish Council and a parent.
- The Committee inspects the play area when it meets and informally between meetings.
- A weekly check is made and recorded by a Parish Councillor to meet insurance criteria. Any problems with equipment or any other aspect of the Play Area are reported to the Clerk and also reported to the Committee for action.
- An annual safety report is prepared by ROSPA with any proposals to be reviewed by the Committee for action.
- Grass cutting and leaf sweeping is undertaken regularly and paid for by the Parish Council.
- The equipment is cleaned annually by members of the Parish Council and volunteers.
- Yates Playgrounds, who built the Play Area, is used for the required occasional maintenance (particularly the slide grips, mushroom stability, climbing frame netting joints).
- The Play Area is currently open only at weekends during the Covid crisis.

##### **d) To review Christmas arrangements for 2020 and agree any actions**

It was confirmed that the decision has been taken with the School and the Church to cancel the annual Carol service in the School playground due to the uncertainty regarding pandemic restrictions in the area. The Clerk was requested to confirm the decision to Skelmersdale Prize Band. The Christmas tree had just been put up and decorated on the village green and positive comments had been received regarding the extra set of lights purchased by the Parish Council this year.

##### **e) To agree a timescale for a website content review and agree any actions**

Councillors and the Clerk to check their relevant sections of the website and confirm any required amendments before 9 December.

104/20

#### TO CONSIDER THE BEST PRACTICE RECOMMENDATION OF THE COMMITTEE OF STANDARDS IN PUBLIC LIFE REGARDING THE CONSULTATION ON STANDARDS COMPLAINTS SUBMITTED BY TOWN/PARISH CLERKS AND AGREE ANY ACTIONS.

Following discussion, it was resolved to support the best practice recommendation of the Committee of Standards in Public Life regarding the consultation on Standards complaints submitted by Town/Parish Clerks. The recommendation stated that a standards complaint submitted by a Town/Parish Clerk should be submitted in the name of the organisation or the Chair of that organisation, rather than the individual Clerk.

105/20

FINANCE

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

The Accounts Schedule for November 2020 was approved for payment. Payments will be made electronically wherever possible.

106/20

TO NOTE THE DATE AND TIME OF NEXT MEETING

The date of the next scheduled Parish Council meeting is 9 December 2020.

The meeting finished at 7.30pm

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

<b>Ref No</b>	<b>Payee</b>	<b>Amount</b>
n/a	1&1 - website charges	£ 5.99* Direct Debit
n/a	NEST Pension Scheme	£ 50.49* Direct Debit
261120	Mrs S Jones – October salary and expenses	<u>£ 690.81</u>
TOTAL		<u>£ 747.29</u>