

MINUTES of the Parish Council Meeting held on Wednesday 24 February 2021 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.

011/21

TO RECEIVE APOLOGIES

Apologies were received from Cllr Baker and Borough Cllr Pope.

012/21

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.
Cllr O'Keefe declared a pecuniary interest in the item relating to the former Mushroom Farm on Course Lane.
Cllr Casey confirmed that she lived close to the applicant of a planning application under consideration.

013/21

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27 JANUARY 2021.

It was resolved that the minutes of the Parish Council meeting held on 27 January 2021 should be approved and signed by the Chair.

014/21

ISSUES RAISED BY MEMBERS OF THE PUBLIC

The meeting was not adjourned for public discussion as no members of the public attended the meeting.

015/21

PLANNING

a) Applications to be considered:

2021/0099/FUL – Replacement of former dormer, enlargement of rear dormer; along with the demolition of rear conservatory and the erection of rear veranda at 21 Clovelly Drive, Newburgh – No comment.

Cllr O'Keefe was put into the waiting room at this point.

2021/0106/FUL – Variation of Condition Nos 2 and 3 imposed on planning permission 2019/0670/FUL to vary the approved plans to refer to drawing number 17.1039P (00) 304 entrance gates as built at Hughes Mushroom Farm, Course Lane, Newburgh – No comment.

Cllrs Citarella was put into the waiting room at this point. Cllr Moore took the Chair.

b) To review the current status of any planning applications in relation to the Eden Tea Room and Galleries including the Appeal made to the Planning Inspectorate in relation to planning permission 2020/0439/FUL relating to the extended opening hours and the 12 month trial period (Appeal reference App/P2365W/20/3265936). Any comments to be made to the Planning Inspectorate by 10 March 2021. Agree any actions required.

It was confirmed that there are three outstanding planning applications which are due to be considered by the West Lancashire Borough Council Planning Committee in the coming months. One of the planning applications, 2020/0786/FUL was due to be considered by the February Planning Committee meeting but the applicant withdrew the application. Planning Application 2020/1242/CON is in addition to these and due to its status as a review of the conditions set in a previous planning application, can not be referred to Planning Committee. A comment for this application was submitted by the Parish Council following the January Parish Council meeting.

An appeal has been submitted to the Planning Inspectorate in relation to the decision of the Planning Committee to impose a 12 month trial period when approving the extended opening hours in relation to planning application 2020/0439/FUL. Following discussion, it was resolved not to provide any further comment to those previously submitted to West Lancashire Borough Council. All comments received by West Lancashire Borough Council will be provided to the Planning Inspectorate as part of the Appeal.

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

016/21

WORKPLAN

a) To receive an update regarding recent flooding incidents in the village and agree any actions.

It was confirmed that discussions have been held with Borough Councillor Eddie Pope and officers from Lancashire County Council (Lead Flood Authority) and West Lancashire Borough Council with a view to holding a meeting in the near future to develop a plan to reduce the number of flooding incidents in the village. In the meantime, a Diocesan Surveyor had been out to the village to look into the flooding at Newburgh School and a meeting was later agreed between the Diocese and the relevant land owner to produce an action plan to try to resolve the problem.

b) To consider the issue of dog fouling in the village and agree any actions.

It was confirmed that the Parish Council had been contacted by residents, including a pupil at Newburgh School, in recent weeks to highlight the issue of dog fouling. As well as highlighting her concerns, the pupil at Newburgh School had suggested some ways to try to resolve the problem including putting up posters and supplying doggy bags at various points around the village to encourage people to pick up after their dog. Following discussion, it was resolved that the Parish Council would fund the cost of producing a poster to be displayed in the village, publish a newsletter highlighting the issue and would also consult with Newburgh School and its Eco Council to consider the other options available.

c) To consider whether to enter the Best Kept Village Competition for 2021 if it takes place in some format and agree any actions.

It was confirmed that the organisers of the Lancashire Best Kept Village Competition were keen to hold a competition of some description this year, depending on the restrictions still in place over the Summer. At present, it was proposed that if the normal format where judges visited each village was not possible, a virtual competition could take place where all the villages entered in the competition could submit a video instead. Following discussion, it was resolved not to enter the competition this year due to the current heavy workload in other areas such as flooding, Bluebell Wood and field and planning matters.

017/21

TO REVIEW THE ACCESSIBILITY STATEMENT IN RELATION TO IMAGES ON THE WEBSITE AND AGREE ANY ACTIONS.

Councillors were informed that the Accessibility Statement on the Parish Council website was a legal requirement and had been approved in September 2020. At the time there had been an issue identified with the images on the website and over the past few months a webinar training session had been undertaken and enquiries had been made with a view to solving the problem. It was now clear that the work required was outside of the expertise of the Clerk and the work would need to be carried out by a website developer. The Clerk was asked to make further enquiries and draft a list of options for the Parish Council to consider over the next few months as part of the work plan. It was resolved that an updated Accessibility Statement would be published on the website confirming that there was still an issue with the images on the website and efforts were being made to find an affordable resolution as soon as possible.

018/21

FINANCE

a) To agree Accounts for Payment for February 2021, Schedule attached.

The Accounts Schedule for February 2021 was approved for payment. Payments will be made electronically wherever possible.

b) To consider upgrading the Parish Council email account and agree any actions.

The Clerk informed Councillors that the Parish Council email account had a mailbox limit of 2GB and it would only take a couple of months for the mailbox to be full. The mailbox is provided by the website host (1&1 Ionos) and a quote had received confirming the cost of £1 per month for the first three months and £5 per month afterwards for a mailbox of 50GB. It was resolved to accept the quote from 1&1 Ionos and the Clerk was asked to make the necessary arrangements.

c) To approve the appointment of Michelle Mulcahy as the Internal Auditor for 2020/21 for a fee of £50 and any actions.

It was resolved to appoint Michelle Mulcahy as the Internal Auditor for 2020/21 at a cost of £50. Councillors asked the Clerk to make the necessary arrangements.

The meeting finished at 7.40pm

Schedule of Accounts for Payment – February 2021

| Ref No | Payee | Amount |
|---------------|---|---------------------------|
| n/a | 1&1 - website charges | £ 5.99* Direct Debit |
| n/a | NEST Pension Scheme | £ 49.17* Direct Debit |
| 250221 | Mrs S Jones – February salary and expenses | £ 846.92 |
| 250221 | Christ Church Newburgh – donation for maintenance of the Dell | <u>£ 75.00 (S137 exp)</u> |
| TOTAL | | <u>£ 977.08</u> |