

MINUTES of the Parish Council Meeting held on Wednesday 27 January 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.

001/21

TO RECEIVE APOLOGIES

Apologies were received from Cllr Baker.

002/21

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.

003/21

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9 DECEMBER 2020 AND THE FINANCE COMMITTEE MEETING HELD ON 19 JANUARY 2021.

It was resolved that the minutes of the Parish Council meeting held on 9 December 2020 and the Finance Committee meeting held on 19 January 2021 should be approved and signed by the Chair.

004/21

ISSUES RAISED BY MEMBERS OF THE PUBLIC

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

005/21

PLANNING

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

**a) Applications to be considered:**

To review the current status of any planning applications in relation to Eden Tea Room and Galleries including: 2020/1242/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.

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. It was resolved that the Parish Council would send a representative to the Planning Committee to speak regarding the applications.

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. Following discussion, it was resolved to submit the following comment:

The planning application 2020/1242/CON proposes measures to meet the Conditions stipulated in planning permission 2020/0439/FUL. Newburgh Parish Council makes the following observations:

- The application which is wide-reaching has not been notified to any neighbours for comment. While this is not required for a Conditions application, its complexity suggests it would merit notification to neighbours.
- The proposed layout plans are more detailed than any previously submitted and would be more appropriately considered alongside other outstanding applications.
- Two sets of applications are still to be determined. Three (2020/0785/FUL; 2020/0786/FUL ;2020/0809/FUL are from Birleywood Ltd and one (2020/1242/CON) is from Paula Rose Ltd. Cass Associates and Architectural Design and Management are variously used as agents.
- The first three applications have been called in to the Planning Committee while the final one will be determined by Officers without any neighbour consultation.
- The application 2020/1242/CON raises questions about the scale of lighting, the treatment of drive surfaces, the extent of outdoor seating.

- There is confusion because applications which will be determined by different planning processes (Committee or Officers); apply different descriptions to the same feature; and because different applications refer to elements of the same area outside the building without any cross reference:  
eg 2020/0785/FUL illustrates car parking areas and access roads as “grey aggregate stone” whereas 2020/1242/CON labels the roads as “surfaced in road planings” in the “Proposed Site Layout Plan” and as “Lancashire pea gravel and loose stone finish” in the “Site Layout Plan”  
eg One area of seating in 2020/1242/CON is proposed alongside the western end of the building. However, application 2020/0786/FUL seeks permission for retention of hardstanding already in place in this area. Surely these two applications should be considered together as they both refer to the same area?
- The combination of multiple applications, submissions by different agents, decisions to be made by Committee or Officers, confusing elements of different applications, the lack of consultation and the intermittent submission of applications again reinforce the need for a coherent, comprehensive plan to be prepared embracing all the elements that Eden now have already identified or intend to submit for the site.

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

006/21

WORKPLAN

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

It was confirmed that both the Post Office and the School experienced serious flooding in recent weeks, along with other areas of the village. Due to the ongoing issues, discussions have been held with Borough Councillor Eddie Pope and officers from Lancashire County Council (Lead Flood Authority) and West Lancashire Borough Council. Details of flooding issues over the years along with photographic and video evidence have also been submitted to show the extent of the problem. It is hoped that a meeting with representatives from all parties will take place soon to discuss the issues and also possible solutions as part of a plan for the future.

007/21

TO AGREE WHO WILL SERVE AS TRUSTEE FOR NEWBURGH IN RELATION TO THE PETER LATHOM CHARITY AND AGREE ANY ACTIONS.

It was resolved that Cllr Citarella would serve as trustee for Newburgh in relation to the Peter Lathom Charity. The term will last for four years.

008/21

TO AGREE WHO WILL REPRESENT THE PARISH COUNCIL AT FUTURE WEST LANCASHIRE BRANCH MEETINGS OF LALC AND AGREE ANY ACTIONS.

Cllr O’Keefe confirmed that she was happy to continue representing the Parish Council at future meetings of the local branch of Lancashire Association of Local Councils (LALC). It was agreed that a decision to attend future meetings would be based on each agenda and whether any items were relevant to the village.

009/21

FINANCE

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

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

**b) To consider whether to submit a grant application to the West Lancashire Borough Council Capital Scheme 2021/2022 and agree any actions**

Following discussion, it was resolved not to submit an application for funding this year, as there is still a year to run for the current scheme towards the costs of Bluebell Wood and adjoining field.

**c) To consider recommendations from Finance Committee and set Precept and budget for 2021/22.**

All Councillors except Cllr Baker had attended the Finance Committee meeting and were aware of the main issues facing the Parish Council for the coming year. Following discussion, it was resolved to accept the recommendation from the Finance Committee to set the budget at a level which will result in no increase for local residents.

**d) To note income received from October 2020 – December 2020.**

Income received from October 2020 – December 2020 was noted.

**e) To note Bank Reconciliation Statement for December 2020.**

The Bank Reconciliation Statement for December 2020 was noted.

**f) To note Budget/Expenditure Statement year to December 2020.**

The Budget/Expenditure Statement for year to December 2020 was noted.

010/21

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

The date of the next scheduled Parish Council meeting is 24 February 2021.

The meeting finished at 7.30pm

**Schedule of Accounts for Payment – January 2021**

<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	£ 49.17* Direct Debit
221220	Arrow North West – donation	£ 100.00*agreed Dec
280121	Mrs S Jones – January salary and expenses	£ 681.92
280121	SLCC Enterprises Ltd – webinar and conference fees	£ 126.00
280121	Yates Playgrounds Ltd – SPID costs Oct 20 -Dec 20 (inc)	<u>£ 499.20</u>
TOTAL		<u>£ 1,462.28</u>

**Income Received – October 2020 – December 2020**

7/10/2020	WLBC Precept part 2	£ 8,432.00
14/10/2020	WLBC Community Infrastructure Levy	£ 1,522.17
21/10/2020	WLBC Concurrent Grant part 2	£ 452.50
25/11/2020	WLBC Capital Grant re Bluebell Wood	£ 993.30
31/12/2020	Bank Interest	<u>£ 10.10</u>
TOTAL		<u>£11,410.07</u>

**Newburgh Parish Council****Bank Reconciliation Statement  
Month ending 31 December 2020****Bank Statement Balances**

			£	£	
	Club & Societies Account	31/12/2020		6,970.30	
	Savings Account	31/12/2020		13,010.10	
				<b>19,980.40</b>	
	Less unrepresented chqs			-	see below
				<b>19,980.40</b>	

**Cash Book**

	Bfwd Balance	2020		14,600.33	
	Receipts	to	31/12/2020	20,578.57	
				35,178.90	
Less	Payments	to	31/12/2020	15,198.50	
	Balance				<b>19,980.40</b>

**Unrepresented Chqs****0.00**Prepared by: Sandra Jones  
Clerk to the Council /RFO

Date: 06-Jan-20

<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>	
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	