

NEWBURGH PARISH COUNCIL
Sandra Jones, Clerk to the Council
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22 April 2021

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting which will be held by Zoom on Wednesday 28 April 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 27 April 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 24 March 2021 and the Extra-ordinary Parish Council meeting held on 2 April 2021
4. Issues raised by members of the public (total time 15 minutes)
5. Planning:
 - a) Applications to be considered:

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, bin store provision, marking out of car parking spaces, not to install 1m & 2m high fencing to side and rear of grassed area, retention of 6 no air conditioning units and installation of external metal staircase to rear at Eden Tearoom and Galleries, Course Lane, Newburgh.

2021/0242/FUL - Retention of hardstanding to the side and rear of the existing building at Eden Tearoom and Galleries, Course Lane, Newburgh.

2021/0365/FUL - Retention of grass protection mesh - Land to the East of Eden Tearoom and Galleries, Course Lane, Newburgh.

2021/0276/FUL - New enclosed porch at Springside, Culvert Lane, Newburgh.

2021/0225/FUL - To build an outbuilding with internal dimensions of 6m x 5m and an adjoined external area of 3 m x 5 m in the left hand corner of the rear garden with dual pitched roof which will be up to 4 m at the highest point and 2.4 m at the eaves at 66 New Acres, Newburgh.

2021/0353/FUL & 2021/0354/LBC - Application and Listed Building Consent for Single storey rear and side/rear extension at The Cottage, Ash Brow, Newburgh.
6. To consider the following work plan items:
 - a) To consider the issue of circulating welcome packs to new arrivals in the village and agree any actions.
 - b) To consider the issue of dog fouling in the village and agree any actions.
 - c) To receive a verbal update on flooding issues in the village and agree any actions.
7. To consider nominating infrastructure projects for Community Infrastructure (CIL) funding and agree any actions.

8. Finance

- a) To approve Accounts for Payment for April 2021
- b) To note the report from the Internal Auditor in relation to financial year April 2020 – March 2021
- c) To approve the Annual Governance and Accountability Return for 2020/21 - Section 1 (Annual Governance Statement) will be approved before Section 2 (Accounting Statements). In addition, approve the Certificate of Exemption relating to Councils with income and expenditure less than £25,000.
- d) To note income received for January - March 2021
- e) To note Budget/Expenditure Statement year ended 31 March 2021
- f) To note the bank reconciliation statement for March 2021
- g) To note Reserves/Balances Statement year ended 31 March 2021
- h) To note the Asset Register as at 31 March 2021

Enclosures:

3. Minutes of Parish Council meeting on 24 March 2021 and Minutes of Extra-ordinary Parish Council meeting held on 2 April 2021
- 8a. Schedule of Accounts for Payment – April 2021
- 8b. Report from the Internal Auditor
- 8c. Annual Governance and Accountability Return for 2020/21
- 8d. Income received for January to March 2021
- 8e. Budget/Expenditure Statement year ended 31 March 2021
- 8f. Bank reconciliation statement for March 2021
- 8g. Reserves/Balances Statement year ended 31 March 2021
- 8h. Asset Register as at 31 March 2021

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 – April 2021

| | |
|--|----------------------|
| 1&1 - website charges | £ 5.98 Direct Debit |
| Nest Pension Scheme | £ 49.17 Direct Debit |
| Mrs S Jones – April salary and expenses | £ 703.52 |
| Michelle Mulcahy – internal audit fee | £ 50.00 |
| Lancashire Association of Local Councils – annual membership | £ 247.16 |
| TOTAL | <u>£ 1,055.83</u> |

Income Received January 2021 – March 2021

| | | |
|---------|--------------------|-----------------|
| 31/3/21 | Bank Interest | £ 14.44 |
| 22/3/21 | HMRC re VAT return | £ 816.59 |
| TOTAL | | <u>£ 831.03</u> |

| Newburgh Parish Council | | | | |
|---|---------------|--------------------------|--------------------------------|--|
| Budget/Expenditure Statement 2020/21 | | | | |
| Detail | Budget | March Expenditure | Underspend/ (Overspend) | |
| | £ | £ | £ | |
| Clerk's Salary | 7870 | 8079 | -209 | |
| Clerks Pension | 580 | 597 | -17 | |
| Clerk's Expenses | 300 | 124 | 176 | |
| General Admin | 250 | 271 | -21 | |
| Postage | 100 | 0 | 100 | |
| Members travel costs | 20 | 0 | 20 | |
| School Hire | 150 | 27 | 123 | |
| Training inc Quality Registration | 200 | 190 | 10 | |
| Audit | 60 | 50 | 10 | |
| Website Management | 250 | 141 | 109 | |
| Uncontested Election Costs | 0 | 0 | 0 | |
| | 9780 | 9479 | 301 | |
| General Maint & Repair | 850 | 0 | 850 | |
| Bluebell Wood and field | 2000 | 2235 | -235 | |
| Play Area Maintenance | 300 | 47 | 253 | |
| 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 | 144 | -4 | |
| CPRE | 40 | 36 | 4 | |
| WL Heritage Association | 5 | 0 | 5 | |
| | 449 | 428 | 21 | |
| Activities | | | | |
| Newsletter | 250 | 56 | 194 | |
| Maintenance of SPID | 1664 | 1664 | 0 | |
| Christmas Celebrations | 800 | 732 | 68 | |
| | 2714 | 2452 | 262 | |
| S137 Expenditure | | | | |
| Best Kept Village Competition | 30 | 0 | 30 | |
| Civic Service | 50 | 0 | 50 | |
| Donations | 200 | 325 | -125 | |
| Maintenance of the Dell | 75 | 75 | 0 | |
| | 355 | 400 | -45 | |
| TOTAL | 17148 | 15547 | 1601 | |
| Concurrent Grant | | | | |
| Village Cleaning & Maintenance | 905 | 905 | 0 | |
| | 905 | 905 | 0 | |
| Reserves | | | | |
| Bluebell Wood | 4150 | 1320 | 2830 | |
| General Reserve | 6003 | 127 | 5876 | |
| Footpath Reserve | 1145 | 250 | 895 | |

Newburgh Parish Council

Bank Reconciliation Statement
Month ending 31 March 2021

Bank Statement Balances

| | | | £ | £ | |
|--|--------------------------|------------|---|------------------|-----------|
| | Club & Societies Account | 31/03/2021 | | 4,039.91 | |
| | Savings Account | 31/03/2021 | | 13,024.54 | |
| | | | | 17,064.45 | |
| | Less unrepresented chqs | | | - | see below |
| | | | | 17,064.45 | |

Cash Book

| | | | | | |
|------|--------------|------|------------|-----------|------------------|
| | Bfwd Balance | 2020 | | 14,600.33 | |
| | Receipts | to | 31/03/2021 | 21,409.60 | |
| | | | | 36,009.93 | |
| Less | Payments | to | 31/03/2021 | 18,945.48 | |
| | Balance | | | | 17,064.45 |

Unpresented Chqs

0.00

Prepared by: Sandra Jones
Clerk to the Council /RFO

Date: 01-Apr-21

| NEWBURGH PARISH COUNCIL | | | | |
|--|------------------|------------------|------------------|-------|
| Reserves and Balances as at 31 March 2021 | | | | |
| | At 31 March 2019 | At 31 March 2020 | To be confirmed | Notes |
| | £ | £ | At 31 March 2021 | |
| | | | £ | |
| 1 Election | 200 | 200 | 200 | 1 |
| 2 Twinning | 90 | 90 | 90 | |
| 3 I.T. | 100 | 100 | 100 | |
| 4 Footpath Delegation Scheme | 1110 | 1145 | 895 | 2 |
| 5 External Audit | 200 | 200 | 200 | 3 |
| 6 Village Maintenance | 2512 | 2512 | 2512 | 4 |
| 7 Demographer costs for WLBC Local Plan consultation | 200 | 200 | 200 | 5 |
| 8 Bluebell Wood Transfer | 500 | 4150 | 5000 | 6 |
| 9 General | 8353 | 6003 | 6345 | |
| 10 Community Infrastructure Levy | 0 | 0 | 1522 | 7 |
| TOTAL | 13265 | 14600 | 17064 | |

| Notes | | | | |
|-------|---|--|--|--|
| 1 | Election reserve reduced from full election cost of £1650 to basic admin cost of £200 as per Finance Committee meeting on 18 January 2016 The decision was taken to reduce the reserve as a full election had never been necessary in the history of the Parish Council It was decided to add the difference of £1,450 to the general reserve | | | |
| 2 | Footpath Delegation Scheme from LCC joined in 2014. Grant received from 2013/14 to 2018/19= £200+£200+£200+£250 +£250+£250+£250= £1,600 Less Expenditure from 2015/16 and then years 2018/19 - 2020/21= £60+£65 +£115+£215+£250=£705 | | | |
| 3 | A reserve to cover the cost of an external audit was set up at the end of 2016/17 due to future changes to year end procedures under the Transparency Code - agreed at the April 2017 meeting | | | |
| 4 | It was agreed at the Finance Committee meeting on 16 January 2018 that any underspend for the year should be ringfenced into a new Village Maintenance reserve | | | |
| 5 | During 2018/19, the Parish Council approved a maximum reserve of £500 towards the cost of demographer fees for a survey carried out for CPRE Lancashire in relation to WLBC Local Plan consultation. A final figure of £300 was paid leaving a reserve balance of £200 to be considered for similar work into the SHELMA during 2019. | | | |
| 6 | The Parish Council meeting on 27 March 2019 resolved to set aside initial budget of £500 to investigate the potential transfer of Bluebell Wood and the adjoining field to the village During 2019/20 a final reserve of £3,000 plus the amount required for legal fees £1,150 was agreed Balance still to be agreed as at March 2021 - this will take place at the April Parish Council meeting. | | | |
| 7 | During October 2020, a sum of £1,522 received in Community Infrastructure Levy (CIL) monies in respect of former farmshop on Course Lane This money is ringfenced for projects fitting the criteria of CIL. | | | |

| NEWBURGH PARISH COUNCIL | | | | |
|--|-----------------------|---------------|---------------|---------------|
| | | | | |
| ASSETS REGISTER | Responsibility | Apr-20 | Apr-21 | |
| | | | | |
| ORIGINAL KNOWN PURCHASE COST. | | | | |
| Ash Brow bus shelter, purchased January 2004. | Community | 1,237 | | 1,237 |
| Speed Indicator Device, purchased July 2007. | Community | 3,059 | | 3,059 |
| Play Equipment, Back Lane, purchased June 2009. | Community | 17,705 | | 17,705 |
| Computer equipment, purchased September 2010, July 2013 (printer), June 2019 (replacement printer) | Clerk | 310 | | 310 |
| Laptop, purchased December 2018 | Clerk | 490 | | 490 |
| Play Area Fencing, gates and wet pour surface, Back Lane, purchased June 2009. | Community | 10,083 | | 10,083 |
| Notice Board, Course Lane, purchased July 2015 | Community | 2,113 | | 2,113 |
| Christmas tree lights purchased November 2016 and November 2020 | Contractor | 535 | | 967 |
| Heritage Board, Ash Brow. Purchased November 2019, some parts from previous sign | Community | 500 | | 500 |
| Bluebell Wood and field, transferred ownership from Appleton Family May 2020 | Community | - | | 1,720 |
| | | 36,032 | | 38,184 |
| GIFTED ASSETS ESTIMATED CURRENT VALUE. | | | | |
| Gavel and Block (F.G. Jarvis) | Clerk | 50 | | 50 |
| Public seat, Play Area, Back Lane (Mr & Mrs Richardson) | Community | 300 | | 300 |
| Public seat, Ash Brow (Best Kept Village Competition). | Community | 300 | | 300 |
| Public seat, Ash Brow (Late J.H.L. Swift). | Community | 300 | | 300 |
| Bus shelter, Cobbs Brow Lane (late Mr J.R. Hesketh). | Community | 300 | | 300 |
| Notice Board, Course Lane (late Bill Thompson). | Community | - | | - |
| Chain of Office (A. Coleclough & E. Slevin). | Chairman | 100 | | 100 |
| Three Best Kept Garden Trophies. | Community | 150 | | 150 |
| Two Public seats, Woodrow Drive old peoples bungalows | Community | - | | - |
| | | 1,500 | | 1,500 |
| ASSETS ESTIMATED CURRENT VALUE. | | | | |
| Metal filing cabinet, two drawers. | Clerk | 50 | | 50 |
| Two bus shelters, Course Lane. | Community | 4,000 | | 4,000 |
| Heritage Board, Ash Brow. | Community | - | | - |
| Footpath Information Board. | Community | 100 | | 100 |
| Three public seats on The Green. | Community | 600 | | 600 |
| One public seat on Cobbs Brow Lane. | Community | 300 | | 300 |
| One public seat on Course Lane. | Community | 300 | | 300 |
| One public seat on Play Area, Back Lane. | Community | 300 | | 300 |
| | | 5,650 | | 5,650 |
| GRAND TOTAL | | 43,182 | | 45,334 |