

NEWBURGH PARISH COUNCIL
Sandra Jones, Clerk to the Council
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20 May 2021

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting which will be held by virtual communication Zoom on Wednesday 26 May 2021, commencing at approximately 7.15 pm or later, following the Annual Parish Meeting, which is due to start 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 25 May 2021. The Remote Meeting Protocols are included below as part of the agenda.

AGENDA

1. Election of Chair 2021/22 (The signing of the Declaration of Acceptance of Office form to take place after the meeting in line with Standing Orders).
2. To receive Apologies for absence.
3. Election of Vice Chair 2021/22
4. Councillors to declare an interest in subjects for discussion.
5. Approve minutes of the Parish Council Meeting held on 28 April 2021.
6. To agree representatives for the various Groups/Committees and review current terms of reference as required:
 - Finance Committee (4)
 - Planning Working Group (3)
 - Employment Working Group (3)
 - Footpath Working Group (3)
 - Village asset maintenance/village appearance Working Group (4)
 - Village Carols liaison (2)
 - Play Area Committee (2)
 - West Lancashire Area Committee (Lancashire Association of Local Councils) (2)
 - Police Liaison (1)
 - Supporting Needs Working Group (4)
 - Communications Working Group (3)
 - Local Plan Consultation working Group (4)
 - Roads Investigation Working Group (3)
 - Wood and Field Working Group (5)
 - Flooding Working Group (3)
7. Adjourn meeting for Issues raised by members of the public (total time 15 minutes).
8. Planning
 - a) Applications to be considered:

Application Number:
2021/0567/PNC - Application for determination as to whether prior approval of details is required - Change of use of part of existing barn to retail use at Ivy Cottage Farm, Back Lane, Newburgh.
 - b) To receive an update on the planning applications relating to the Eden Tea Room and Galleries site and agree any actions
9. To receive feedback from the annual meeting held on 25 May with West Lancashire Borough Council Clean and Green Service and agree any actions.
10. To consider the following work plan items:
 - a) To receive a verbal update from the Road Investigation Working Group and agree any actions.

- b) To receive a verbal update on the village clean and maintenance plan including grass/hedge cutting and agree any actions.
- c) To receive a verbal update on flooding issues in the village and agree any actions.
- d) To consider arrangements for future Parish Council meetings (including location) and agree any actions.

11. Finance

- a) Approve Accounts for Payment, Schedule attached

Enclosures:

5 Minutes of 28 April meeting

11a Schedule of Accounts for Payment

Schedule of Accounts for Payment May 2021

1&1 IONOS – website charges	£ 23.98 * Direct Debit
Nest Pension Scheme	£ 49.17 * Direct Debit
Newburgh School – donation towards dog waste campaign	£ 50.00 * S137 exp
Mrs S Jones - May salary and expenses	£ 681.92
Mr J Horrobin – play area maintenance	£ 22.00
Weightmans – fees	£ 720.00
Mr P Atty – play area garden waste subscription	£ 50.00
Zurich Municipal – insurance fee	<u>£ 516.53</u>
TOTAL	<u>£2,113.60</u>

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 two 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