

MINUTES of the Parish Council Meeting held on Wednesday 28 April 2021 commencing at 7pm.
The meeting was held by Zoom.

PRESENT: Cllrs Citarella (Chair), Moore, Atty, O'Keefe, Turner, Casey and Clerk Sandra Jones.
Borough Cllr Pope also attended.
No members of the public attended the meeting.

033/21

TO RECEIVE APOLOGIES

Apologies were received from Cllr Baker and Cllr Roughneen.

034/21

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 Atty declared a personal interest in the planning applications relating to the Cottage on Ash Brow as he is a friend of the architect.

035/21

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24 MARCH 2021 AND THE MINUTES OF EXTRA-ORDINARY PARISH COUNCIL MEETING HELD ON 2 APRIL 2021

It was resolved that the minutes of the Parish Council meeting held on 24 March 2021 and the minutes of the Extra-ordinary Parish Council meeting held on 2 April 2021 should be approved and signed by the Chair.

036/21

ISSUES RAISED BY MEMBERS OF THE PUBLIC

Borough Cllr Pope raised the issue of flooding and asked if any progress had been made in regards to the meeting which has been proposed. He offered to chase up the issue at Lancashire County Council if no progress is made in the next couple of weeks.

037/21

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.

2020/0785/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.

It was resolved to make the following comment:

Newburgh Parish Council continues to have reservations about the need for changes from the original permission. In view of the design rationale for the changes we defer to the planning officer for an evaluation of the criteria now submitted to justify the changes.

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

It was resolved to make the following comment:

Newburgh Parish Council continues to object to the retention of hardstanding as inappropriate development resulting in harm to the openness of the Green Belt particularly as this reason has been cited in refusals of two planning applications.

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

It was resolved to make the following comment:

As planning permission has been refused for the overspill car park it follows that this application is untenable.

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

2021/0276/FUL - New enclosed porch at Springside, Culvert Lane, Newburgh. – No comment.

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.

It was resolved to make the following comment:

While Newburgh Parish Council does not believe an objection should be registered, there are some concerns about the potential threat to neighbour amenity from the size and position of the outbuilding.

Cllr Atty was put into the waiting room at this point.

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 – No comment.

Cllr Atty returned to the meeting at this point.

038/21

WORKPLAN

a) To consider the issue of circulating welcome packs to new arrivals in the village and agree any actions.

It was confirmed that due to the pandemic the distribution of welcome packs to new arrivals had ceased, however, it was hoped that welcome packs could be circulated again in the near future as restrictions continue to be eased.

The Councillors discussed the content of the welcome packs which had not been reviewed for a long time. As a lot of information is now available on the website it was felt that it was appropriate in future for Councillors to call on new arrivals to introduce themselves and hand over a letter from the Chair giving details of the Parish Council website and contact details for the Parish Councillors should they have any queries.

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

The Parish Council had been contacted by a number of residents in recent months regarding the increasing problem of dog fouling in the village including inside the play area next to Newburgh School. The Eco Council at Newburgh School had contacted the Chair to let her know that the members of the Eco Council were keen to tackle the problem by putting up dog bag dispensers near bins in the village to encourage dog owners to be more responsible. Following discussion, it was agreed that the Parish Council would support the scheme by donating £50 towards the cost of purchasing dog bags to go in the dispensers and also towards the cost of producing posters to publicise the scheme.

c) To receive a verbal update on flooding issues in the village and agree any actions.

It was confirmed that no contact had been received from the relevant officer at Lancashire County Council regarding a meeting which had been proposed a number of months ago. Councillors were informed that a letter had been sent to the officer expressing disappointment at the lack of progress over recent months and requesting that a date be set for the meeting. In addition, it was noted that members of the Parish Council were due to meet soon with members of Apple Cast NW to discuss the flooding issues which occur around that part of the village.

039/21

TO CONSIDER NOMINATING INFRASTRUCTURE PROJECTS FOR COMMUNITY INFRASTRUCTURE (CIL) FUNDING AND AGREE ANY ACTIONS.

It was resolved not to put forward any schemes for Community Infrastructure Funding to West Lancashire Borough Council this time. Councillors were informed that the Parish Council had received £1,500 of Community Infrastructure Levy funding during the year which will be available to be spent on local projects which fit the criteria.

040/21

FINANCE

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

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

b) To note the report from the Internal Auditor in relation to financial year April 2020 – March 2021.

The report from the Internal Auditor in relation to financial year April 2020-March 2021 was discussed and it was noted that no issues of concern were found in the accounts.

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.

Following consideration of all the Annual Governance Statements in Section 1 of the Annual Governance and Accountability Return for 2020/21, it was resolved to formally approve all statements. Councillors then considered Section 2 and it was resolved to formally approve the Accounting Statements. In addition, Councillors also resolved to approve the Certificate of Exemption relating to Councils with income and expenditure less than £25,000. All sections of the Annual Governance and Accountability Return for 2020/21 will be signed by the Chair and Clerk/Financial Responsible Officer and published on the Parish Council website.

d) To note income received for January - March 2021.

The income received from January 2021 to March 2021 was noted.

e) To note Budget/Expenditure Statement year ended 31 March 2021.

The Budget/Expenditure Statement year ended 31 March 2021 was noted.

f) To note the Bank Reconciliation Statement for March 2021.

The Bank Reconciliation Statement for March 2021 was noted.

g) To note Reserves/Balances Statement year ended 31 March 2021.

The Reserves/Balances Statement year ended 31 March 2021 was noted.

h) To note the Asset Register as at 31 March 2021.

The Asset Register as at 31 March 2021 was noted.

The meeting ended at 7.35pm.

Schedule of Accounts for Payment – April 2021

Ref No	Payee	Amount
n/a	1&1 website charges	£ 5.98* Direct Debit
n/a	NEST Pension Scheme	£ 49.17* Direct Debit
290421	Mrs S Jones – April salary and expenses	£ 703.52
290421	Michelle Mulcahy – internal audit fee	£ 50.00
290421	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	<u>£ 816.59</u>
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				-
					17,064.45
					see below
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
Unrepresented Chqs					
					0.00
Prepared by: Sandra Jones			Date:	01-Apr-21	
Clerk to the Council /RFO					

NEWBURGH PARISH COUNCIL				
Reserves and Balances as at 31 March 2021				
	At 31 March 2019	At 31 March 2020	At 31 March 2021	Notes
	£	£	£	
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 2020/21 Balance agreed 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	