

MINUTES of the Parish Council Meeting held on Wednesday 26 May 2021 commencing at 7pm.
The meeting was held by Zoom.

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

041/21

ELECTION OF CHAIR FOR 2020/21 (SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE FORM TO TAKE PLACE AFTER THE MEETING IN LINE WITH STANDING ORDERS)

Cllr Citarella was elected Chair for 2020/21 and it was resolved that the signing of the Declaration of Acceptance of Office form would take place after the meeting.

042/21

TO RECEIVE APOLOGIES

Apologies were received from Cllr Baker.

043/21

ELECTION OF VICE CHAIR 2020/21

Cllr Moore was elected as Vice Chair for 2020/21.

044/21

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.

045/21

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 28 APRIL 2021

It was resolved that the minutes of the Parish Council meeting held on 28 April 2021 should be approved and signed by the Chair.

046/21

TO AGREE REPRESENTATIVES FOR THE VARIOUS GROUPS/COMMITTEES AND REVIEW CURRENT TERMS OF REFERENCE AS REQUIRED

It was agreed that no changes were required to the current terms of reference and that the Working Groups/Committees should consist of the following members:

Finance Committee - Cllrs Citarella, O'Keefe, Baker, Moore (quorum of three)

Planning Working Group – Cllrs Citarella, Turner, O'Keefe, (Moore and Atty as reserves)

Employment Working Group - Cllrs Citarella, Moore, Baker

Footpath and Village Appearance Working Group - Cllrs Turner, Atty, Roughneen, Casey, O'Keefe

Village Carols liaison - Cllrs Turner, Casey

Play Area Committee - Cllrs Moore, Atty

West Lancashire Area Committee (LALC) - Cllr O'Keefe and Clerk

Police Liaison - Cllr O'Keefe

Communications Working Group - Cllrs Moore, Atty, Casey

Local Plan Consultation working Group - Cllrs Moore, Citarella, Atty, Baker

Roads Investigation Working Group – Cllrs Moore, Roughneen, Casey

Flooding Working Group – Cllrs Moore, Roughneen, Casey and O'Keefe

Wood and Field Working Group - Cllrs Moore, Atty, Baker, Citarella, Casey (quorum of three)

Supporting Needs Working Group - Cllrs Turner, O'Keefe, Citarella, Casey

047/21

ISSUES RAISED BY MEMBERS OF THE PUBLIC

County Cllr Rob Bailey was attending his first Parish Council meeting since his election in May and introduced himself to the meeting. He confirmed that he has been given responsibility for Roads and Transport following Andrew Snowden's election as the new Lancashire Police and Crime Commissioner and offered his support. Borough Cllr Pope confirmed that the May election at the Borough Council had resulted in the local area being well represented on various Committees and that he will work together with County Cllr Bailey to press forward with the plan for a bypass which should take traffic away from the centre of Newburgh. The Chair congratulated County Cllr Bailey on his election and thanked him for the offer of support, particularly on the issue of local roads.

Borough Cllr Pope left the meeting at this point.

048/21

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.

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.

Due to the technical nature of the application for determination, it was resolved to leave the decision to the planning officer in charge of the case.

b) To receive an update on the planning applications relating to the Eden Tea Room and Galleries site and agree any actions

It was confirmed that the following had occurred since the last Parish Council meeting:

2020/0785/FUL – application to retain metal gates/fencing etc – approved

2021/0365/FUL – application to retain grass mesh in field – approved

2021/0242/FUL – application to retain hardstanding – refused

2020/0439/FUL – Appeal relating to the 12 month trial period regarding extended opening hours – Dismissed

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

049/21

TO RECEIVE FEEDBACK FROM THE ANNUAL MEETING HELD ON 25 MAY WITH WEST LANCASHIRE BOROUGH COUNCIL CLEAN AND GREEN SERVICE AND AGREE ANY ACTIONS

It was confirmed that a virtual meeting had taken place with Michelle Williams, Kathryn Sephton and Stephen Bissette from the Clean and Green Service with representatives from the Parish Council and minutes of the meeting had been circulated to the Parish Councillors prior to the meeting. Stephen Bissette is the new Area Manager, who will be responsible for Newburgh, replacing Paul Clements and Kathryn Sephton is his manager (Clean and Green Operations Manager). Michelle Williams is leaving her post in the Summer. The meeting went well and it was agreed that both Kathryn and Stephen would visit Newburgh to meet with members of the Parish Council in person once it is deemed safe.

050/21

WORKPLAN

a) To receive a verbal update from the Road Investigation Working Group and agree any actions.

The Road Investigation Working Group had prepared a report addressing two questions:

Can the volume of traffic particularly HGVs be controlled/reduced on the A5209?

Can the road be made safer for pedestrians?

In March 2020, the Parish Council agreed to defer consideration of the report at the outset of the pandemic. The Road Investigation Working Group was now recommending that the Parish Council reviews the report and makes any necessary updates at an informal meeting, prior to making the formal decision at a future Parish Council meeting on how to take it forward with Lancashire County Council and other appropriate authorities. It was resolved to accept the recommendations of the Road Investigation Working Group.

b) To receive a verbal update on the village clean and maintenance plan including grass/hedge cutting and agree any actions.

Cllrs Atty and Roughneen are hoping to paint benches and bus shelters in the next few weeks if the good weather continues. The Councillors were thanked for their efforts in monitoring and maintaining the village assets. The meeting with the West Lancashire Borough Council Clean and Green service had confirmed that the grass verges and village green would be cut every four weeks and the first session of weed control had taken place with a further session due around September. It was resolved that the hedge alongside Newburgh School on Back Lane would be checked and a quote be obtained if work was needed to cut it back before September, bearing in mind bird nesting season.

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, despite a letter being sent in April asking for progress. However, contact has been made with the local Lancashire County Council Highways engineer following intervention by Borough Cllr Pope. Reports previously sent by the Parish Council have now been sent to him and further work has been commissioned to investigate the inflow to the culvert from Ash Brow. In addition, the Lancashire County Council Highways engineer has confirmed that more work will be done on the school surface drainage assessment based on the frequency of incidents and impact and the Head at Newburgh School has been notified of this course of action. In addition, two Lancashire County Council tankers have visited Newburgh during May to work on the blockages near Timbers. The meeting with members of Apple Cast NW to discuss the flooding issues is still to take place.

The meeting was adjourned to allow County Cllr Bailey to speak. He offered his support on the issue of flooding and asked for a copy of the information which has been sent to Lancashire County Council officers. The meeting was reconvened.

d) To consider arrangements for future Parish Council meetings (including location) and agree any actions.

It was confirmed that Newburgh School had agreed that outside organisations could use the school hall in future months, in line with national Covid 19 restrictions and conditions relating to the maximum number of attendees (20). Due to the next update on possible lifting of Covid 19 restrictions not due to take place until 21 June, it was resolved that the Parish Council meeting on 23 June would take place by Zoom. It is hoped that face to face meetings will start to commence from the date of the Parish Council meeting scheduled for 28 July, if restrictions are lifted and it is deemed safe. If this is not the case, Parish Council meetings will continue to be held by Zoom.

051/21

FINANCE

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

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

The meeting ended at 7.45pm.

Schedule of Accounts for Payment – May 2021

Ref No	Payee	Amount
n/a	1&1 website charges	£ 23.98* Direct Debit
n/a	NEST Pension Scheme	£ 49.17* Direct Debit
270521	Newburgh School – donation towards dog waste campaign	£ 50.00*(S137 exp)
270521	Mrs S Jones – May salary and expenses	£ 681.92
270521	Mr J Horrobin – play area maintenance	£ 22.00
270521	Weightmans – fees	£ 720.00
270521	Mr P Atty – play area garden waste subscription	£ 50.00
270521	Zurich Municipal – insurance fee	<u>£ 516.53</u>
TOTAL		<u>£ 2,133.60</u>