

**NEWBURGH PARISH COUNCIL**  
**Sandra Jones, Clerk to the Council**  
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1 September 2021

Dear Councillor

You are hereby summoned to attend an Extraordinary Parish Council Meeting using remote communication Zoom on Wednesday 8 September commencing at 7pm. The Extraordinary Parish Council Meeting is necessary to consider planning matters where a response is due before the next scheduled Parish Council Meeting on 22 September 2021. In addition, Councillors are requested to approve the August payments schedule.

Yours sincerely



Cllr Jacky Citarella  
Chair

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 7 September. The Remote Meeting Protocols are included below as part of the agenda. As this is an Extraordinary meeting, it would be helpful if members of the public wishing to comment on non agenda items would contact the Clerk with details outside of this meeting. Any comments made will be considered by Councillors at the next scheduled Parish Council meeting on 22 September 2021.

## 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 28 July 2021.
4. Meeting adjournment to receive comments from members of the public (total time 10 minutes)
5. Planning Issues
  - a) Applications to be considered:

2021/0845/FUL – Proposed overflow parking area and additional outdoor seating area at Apple Cast, Cobbs Brow Lane.

2021/0840/FUL – Garage conversion at Culvert Cottage, 60 Deans Lane, Newburgh.

### 6. Finance

- a) To approve August Payments Schedule, as attached

## 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

## Schedule of Accounts for Payment – August 2021

1&1 - website charges	£ 11.99 *Direct Debit
Nest - pension payment	£ 49.17 *Direct Debit
Mrs S Jones – August Salary, back pay and expenses	£ 977.86 *retrospective
HMRC – NI payment	£ 60.65 *retrospective
Playsafety – Annual play area inspection	£ 86.40 *retrospective
Working Woodlands – woodland maintenance	£2,610.00 *retrospective
Weightmans – fees	£ 210.00 *retrospective
Mr P Atty – ground maintenance materials for Appleton Fields memorial	£ 85.28 *retrospective
KC Computers Ltd – printer cartridges	<u>£ 33.59</u> *retrospective
TOTAL	<u>£4,124.94</u>