

Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris

10 Birch Field, Clayton-le-Woods,

Chorley PR6 7RE

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10th March 2017

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 20th March 2017 at Clayton Green Library at 7.30pm.

Please note that you are invited to attend the interviews for the appointment of a Parish Councillor at 6.50pm as the interviews will commence at 7.00pm prompt.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tracy Morris', is written over a faint, light-colored background.

Mrs Tracy Morris
Clerk to the Council

Agenda

1. To receive and accept apologies.
2. Declaration of Interest.
3. Public Participation – Chair.
4. To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 20th February 2017 (copy attached).
5. Matters Arising from previous Minutes

- 6. Appointment of Councillor West Ward (By Secret Ballot)** Witnessed by the clerk as Responsible Officer
- 7. Clayton le Woods Bowling Club Report Councillor E Whiteford**
- 8. Land opposite the Pines Hotel (Memorial Garden /Christmas Tree site) Councillor Mrs G Ormston**
- 9. Reports**
 - 1. Events Working Party Update** (Councillor M Clifford)
 - 2. Management Committee held on 2nd March 2017**
(Councillor R Ormston)
 - Proposal Planning Applications Working Party
 - 3. Finance Staffing and Buildings Committee held on 2nd March 2017**
(Councillor S Fenn)
 - Appointment of Internal Auditor £150.00 fee (Mr Alan Platt)
 - Approval of Whittle and Clayton War Memorial Committee Precept £3,500
- 10. Review of Asset Register and Financial Risk Assessment Document 2016/17** (Cllrs R Ormston and C Bromilow)
- 11. Proposal for a Temporary Appointment of Lengthsman to cover for Long Term Sickness Michael Robinson**
- 12. Annual Pay Increase for the Lengthsman and Clerk 1st April 2017**
Clerk 1% increase as per national agreement (2016 -18).
Lengthsman National Living Wage Increase £7.20 per hour to £7.50 per hour.
- 13. Parish Newsletter Spring/Summer 2017 costs to be approved**
£1395.00 for publishing cost and £1134.00 solus delivery less £100 advertising fee.

14. Approval of Grass Cutting/Maintenance Contract 2017 to Envirocare Grounds Maintenance at a cost of £3350.00 +VAT

15. Accounts for Payment.

Each account has been checked and countersigned by the Clerk and the Chairman prior to the meeting. All accounts include VAT where applicable. Late Accounts List (To be tabled at Meeting)

<u>Paym't Method Chg No.</u>	<u>March 2017 Accounts</u>	<u>£</u>
S/O	Lengthsmen (6no.) Salary (March 2017)	691.20
S/O	Employee (1) Salary (March 2017)	1334.40
D/D	Employee (1) / Employer Pension Contribution (February 2017)	536.77
D/D	O2 Telefonica Mar-Apr 2017 parish phone bill	36.61
D/D	Easy Web Sites Ltd. Monthly Hosting, parish email addresses, Support	72.40
4944	Whittle-le-Woods and Clayton-le-Woods War Memorial Committee Annual Precept	3,500.00
4945	HMRC (NI and Tax) for February 2017	448.30
4946	Lancashire County Council. Room Hire for February 2017 (3 x meetings)	30.00
4947	RCD Leaflet Distribution. Solus Distribution of Parish Newsletter	1134.00
4948	Gilkes Chartered Surveyors. Land Survey of Back Lane Woods	282.00
4949	Marsden Rawsthorn Solicitors. Professional Fees regarding CLW Bowling Club Agreement	510.00
Total Expenditure <i>without</i> late Accounts		£8,575.68
Receipts		
VAT Return to 1 st March 2016 – 31 st December 2016		2661.04
		£2,661.04

16. To discuss and make decisions on Planning Applications

Applications can be viewed on the Chorley Council website via the following link <http://planning.chorley.gov.uk/online-applications/>

1. 16/01134/FUL. Redevelopment of site to create 4 two bedroom houses together with addition of parking, private drives and boundary treatment (Amendment). Land north of 21 Woodfield.
2. 17/00202/FULHH. Rear Extension. 80 Daisy Meadow.
3. 17/00213/FULHH. Ground floor side extension. 1 Pines Close.

4. 17/00151/TPO. Ash T18 TPO1 Clayton-le-Woods 1984. Remove and reduce several low branches that are approaching the roof and guttering of the adjacent property, rebalance crown. Remove small diameter dead wood from throughout the crown. Preston Road. *Referred to Tree Warden to comment.*

17. Correspondence

18. Dates for Next Meetings

The next ordinary parish meeting has been agreed to be held on **Monday 10th April 2017** at 7.30pm at Clayton Green Library.

The Annual parish meeting is to be held on **Monday 24th April 2017** at 7.00pm at Manor Road Community Centre

Diary Date

Annual Clayton Cup Competition to be held on **Tuesday 25th April 2017** at Clayton Green Sports Centre