

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING
HELD ON MONDAY 21st OCTOBER 2019 AT 7.30PM AT
CHORLEY BUSINESS AND TECHNOLOGY CENTRE EUXTON**

PRESENT: Councillor Mr M Clifford (Chairman)
Councillor Mrs C Billouin
Councillor Ms C Bromilow
Councillor Mrs G Charlesworth
Councillor Mr D Clough
Councillor Ms J Cronshaw
Councillor Mrs D Dowrick
Councillor Mrs S Edwards Williams
Councillor Mr P Gabbott
Councillor Mrs G Ormston
Councillor Mr D Rogerson

In Attendance: One member of the public
Mrs TD Morris (Clerk)

8131 APOLOGIES

There were no apologies.

8132 DECLARATION OF INTEREST

Councillor M Clifford declared an interest as an associate of the Wildlife Trust and Champion of the Environment and Open Space. Councillor D Dowrick as an employee at LCC. Councillor C Bromilow as a Trustee of the Cuerden Valley Trust. Councillor J Cronshaw as a member of the Planning Committee at Chorley Council and as a member of St Johns/Clayton Brook CE Churches.

8133 PUBLIC PARTICIPATION

Mr M Muncaster requested the follow up action for item 7874 from FPC minutes dated 18 February 2018.

It was requested that the Clerk investigate the matter and report back to the relevant parties in due course.

8134 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 16th SEPTEMBER 2019

It was RESOLVED that the minutes of the ordinary parish meeting held on Monday 16TH September 2019 were deemed correct and were signed by the Chairman.

ACTION

Clerk/
Mgt
Comm

8135 MATTERS ARISING

8119 Resignation of Councillors

The Clerk informed the Members that the elections office had been notified and that legal dispensation had been given to co-opt two more Councillors (East Ward and West ward).

8122 and 8123 SPID Camera and Traffic Issues

The Chairman stated that he had been in contact with LCC Highways to set up a meeting on the various sites to discuss the various issues. LCC had wanted further clarification which had been provided and it was hoped that a meeting would be finalised shortly.

8124 Neighbourhood Planning Information Session

It was noted that the Parish had paid 50% of the fee for the speaker. All member were invited on Wednesday 13th November 2019 at 7.00pm at Cuerden Valley Café.

8125 Request for Additional Funding Wicksteed Ltd

It was reported that the letter had been sent to Wicksteed informing them of the decision of the Parish Council. The Clerk informed the members that there had been no response from Wicksteed at the present time.

8125 Parish Newsletter Contract

The Clerk stated that she had engaged B & D Prints Ltd. The Communications Committee would be meeting this week to look through the first set of proofs.

8136 CO-OPTION OF PARISH COUNCILLOR NORTH WARD

It was noted that the applicant had decided not to go ahead with his application due to personal reasons. The Clerk had acknowledged his withdrawal and stated that he was free to apply again in the future.

8137 APPROVAL OF CO-OPTION OF PARISH COUNCILLORS 1 EAST WARD 1 WEST WARD

The members were advised that the Elections Office had given permission for the two recent vacancies to be filled by co-option.

It was agreed that the 4 current parish councillor vacancies would be advertised in the Parish newsletter to be issued during November 2019.

8138 VACANCY ON BOWLING GREEN COMMITTEE

It was noted that due to the resignation of J Norris there was a vacancy on the Bowling Green Committee.

It was RESOLVED that Councillor D Rogerson be appointed onto the Bowling Green Committee which would be reviewed in May 2020.

Clerk

8139 MANOR ROAD PLAY AREA DEVELOPMENT

It was reported by the clerk that the Parish Council had received a proposal from Chorley Council for a jointly funded venture regarding the re-development of the play area at Manor Road.

Following discussions it was requested that the Clerk respond to Chorley council to indicate that the Parish Council would consider the request for joint funding under the CIL provision with the following provisos:

- The CCTV installation to be fully costed.
- That Chorley Council lead the project and the Parish provide up to 50% funding.
- That on completion the play area would be handed over to Chorley Council in perpetuity for maintenance and subsequent replacement.

It was requested that the Clerk would respond to Chorley Council and report back any progress in due course.

Clerk

8140 REPORTS

Reports/Minutes were received and accepted from the following Committees:

1.Environment Committee held on 23rd September 2019

The minutes and the report from the Chairman of Environment was duly noted.

1.1 SPID Deployment

It was noted that the SPID had been repaired and had been deployed. It had been proposed to have a fixed SPID on the eastbound side of Lancaster Lane due to the density/speed of the traffic ran the battery operated SPID down very quickly.

1.2 Terms of Reference

It was noted that the number of Committee members was at least six which was requested to be down to 5 members. It was requested that the Tree Officer and Pond Warden roles be removed as any work would be done in house.

It was RESOLVED that the TOR be amended accordingly.

1.3 Back Lane Woods Project

It was proposed that a Working Group be put together to evaluate and make recommendations regarding the back lane Woods Project.

It was agreed that Councillors D Clough, J Cronshaw, P Gabbott would form the Working Group to report to the Environment Committee.

1.4 Wildflower Meadow Provision 2020

Due to the success of the wildflower meadows this year it was proposed that the Parish fund the planting of 6 sites instead of the 4 sites.

There was a request that the Clerk write to Lidl Stores to request if they wished to donate to the funding of a wildflower meadow sited opposite their store

especially in the light that contractors had inadvertently disrupted the site during the associated construction work of the store.

It was RESOLVED to that there be a provision of 6 wildflower meadows in 2020.

1.5 Clayton in Bloom Entry 2020 Annual Review

There was a discussion regarding entering the North West in Bloom competition 2020. It was agreed that the Parish Council would not enter the competition next year but would keep the situation under review.

2. Finance Staffing and Buildings held on 9th October 2019

The minutes and the report from the Chairman of Finance was duly noted.

2.1 External Auditors Report

Councillor P Gabbott reported the External Audit Report for 2018/19 had been received (sent to all Councillors) and all action points would be addressed by the Finance Committee in due course.

2.2 Quarterly Bank Reconciliation

It was reported that this had been completed but was yet to be finalised as the Clerk was awaiting a copy statement.

2.3 CIL Applications

It was noted that there had been a couple of external applications which would be processed in due course.

2.4 St Johns CE Church Donation request

Councillors were provided with a donation application from St Johns CE Church for their Christmas Fair.

It was RESOLVED that the Parish Council would donate £100.00 towards the Christmas Fair.

It was requested that the Clerk make the necessary arrangements.

3. Whittle-le-Woods and Clayton-le-Woods War Memorial Committee Meeting

The report from Councillor C Billouin was noted

3.1 Silent Soldier Donation

It was noted that the War Memorial Committee had decided not to accept the Silent Soldier donation.

3.2 Remembrance Sunday 10th November 2019

It was noted that all the members were invited to attend the Service at the War memorial.

8141 ARRANGEMENTS FOR THE OAP CHRISTMAS LUNCH 2019

It was noted that the venue would be the Halfway House. The cost would be £1600 which would be more than the budgeted amount.

It was stated that there would be a donation for £250 from a local pub towards the meal.

It was agreed that the meal would go ahead and the shortfall of £150.00 would be vired from another cost centre.

8142 ACCOUNTS FOR PAYMENT

The Parish Council RESOLVED to approve the following accounts for payment:

<u>Paym't Method/ Chq No.</u>	<u>October 2019 Accounts</u>	<u>£</u>
S/O	Lengthsmen (5no.) Salary Paid by Standing Order	788.16
S/O	Employee (1) Salary Paid by Standing Order	1473.77
D/D	Employee (1) / Employer Pension Contribution	452.95
B/T	Employee (2) Salary	688.10
B/T	HMRC Quarterly Tax / NI	2404.74
B/T	Chorley Business and Technology Centre Monthly Office Rental	404.40
D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support.	84.00
D/D	O2 Telefonica Monthly Fee for Parish Phone	34.94
B/T	BT Business Bill Office Phone and Broadband	70.13
D/D	Three Telephone Monthly Fee Parish Phone (2)	9.00
B/T	Envirocare Monthly Fee for Grass Cutting of parish Sites	700.01
S/O	Chorley Self Storage Monthly Rental of Storage Site	88.00
B/T	Poppy Signs 2 x Play Area Signs Cunnery Meadow	241.58
B/T	Ebuyer Monitor and Lead Office	94.73
B/T	Asda Stationery	12.20

B/T	Custom Stamps on Line Audit Reference Stamp	66.56
B/T	Traffic Technology Ltd SPID Repair	462.00
B/T	Stately Lighting Purchase Installation and Removal of Christmas Tree Lights	3926.93
B/T	Post office Stamps and Recorded Delivery Letter (The Ley Inn)	10.30
00151	Chorley Council Uncontested Elections Fee	741.75
00152	Chorley Council Fee for Purchase and Installation of Defibrillator (Clayton Brook Village Hall)	1809.50
00153	PK Littlejohn Annual External Auditors Fee	720.00
00154	Reimbursement Mrs T Morris Asda 2 x iPad Cables	24.00
00155	Stringfellow Ltd Installation of Security Bracket Lengthsmen's Trolley	100.53
00156	St Johns CE Church Donation towards Christmas Fair 2019	100.00
00157	Weldbank Plastics Bin Bags for Lengthsmen	73.01
Total with late Accounts		£15,581.29

8143 SALE OF LAND ADJACENT TO 29 CUNNERY MEADOW

Request for response prior to FPC meeting by Chorley Council. The response is minuted for information only.

The Management Committee under delegated powers stated on behalf of the Parish Council that it objected to any sale of land which set a precedent for loss of amenity within the parish.

8144 PLANNING APPLICATIONS

It was RESOLVED to make no comment on the following Planning Applications:

1. Application no. [19/00896/FULHH](#)

Proposal: First floor extension with front dormer

Location: [2 Beech Gardens Clayton-Le-Woods Chorley PR6 7UN](#)

2. Application no. [19/00913/FUL](#)

Proposal: Removal of existing garden room and erection of new garden room for multi-purpose activities for young adults with learning disability

Location: [Hollydale Care Home Back Lane Clayton-Le-Woods Chorley PR6 7EU](#)

3. Application no. [19/00931/CLPUD](#)

Proposal: Application for a Certificate of Lawfulness for a proposed single storey side extension

Location: [18 Carr Road Clayton-Le-Woods Chorley PR6 7QD](#)

4. Application no. [19/00893/FULHH](#)

Proposal: Single storey side extension

Location: [Norab Preston Road Clayton-Le-Woods Chorley PR6 7EH](#)

5. Application no. [19/00918/FULHH](#)

Proposal: Single storey outbuilding

Location: [Cedar House Wigan Road Clayton-Le-Woods Leyland PR25 5SD](#)

6. Application no. [19/00947/FULHH](#)

Proposal: Two storey side extension (following demolition of existing garage)

Location: [157 Higher Meadow Clayton-Le-Woods Leyland PR25 5RP](#)

7. Application no. [19/00959/PDE](#)

Proposal: Notification of a proposed single storey rear extension (conservatory) measuring 5m in depth, with eaves height of 2.45m, and a maximum height of 3.5m

Location: [11 Bone Croft Clayton-Le-Woods Chorley PR6 7UR](#)

8. Application no. [19/00973/FULHH](#)

Proposal: Rear and side extension incorporating garage conversion

Location: [34 Spring Meadow Clayton-le-Woods PR25 5UR](#)

The members wished to thank Councillor G Charlesworth for her hard work in reviewing each application in detail.

8145 CORRESPONDENCE

It was noted that the Mayor of Chorley Council had invited the members to the Remembrance procession, Service and reception on 10th November 2019.

8146 ARRANGEMENTS FOR MEMBERS AND STAFF CHRISTMAS MEAL 2019

After due discussion it was agreed to hold the staff and members meal at the Woodsman Pub on Monday 16th December 2019 at 7.00pm

It was requested that the Clerk make the necessary arrangement.

8147 DATE OF NEXT ORDINARY PARISH MEETING AND FUTURE DATES

It was RESOLVED that the next ordinary Parish Council meeting is to be held on Monday 18th November 2019 at 7.30pm at the Chorley Business Centre.

Committee Meetings

- Communications Committee 24th October 2019
- Finance Committee to be arranged
- Environment Committee Meeting
- Management Committee Meeting to be confirmed
- Play and Leisure Committee: 11th November 2019