

CLAYTON-LE-WOODS PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 18th APRIL 2016 AT CLAYTON GREEN LIBRARY AT 7.00 PM

PRESENT: Councillor Mr A Cullens (Chairman)
Councillor Mrs R Boyd
Councillor Mrs C Billouin
Councillor Ms C Bromilow
Councillor Mrs G Charlesworth
Councillor Mr M Clifford
Councillor Ms J Cronshaw
Councillor Mr S Cross
Councillor Mrs M Cullens
Councillor Mr S Fenn
Councillor Mrs G Ormston
Councillor Mr D Rogerson
Councillor Mrs E Whiteford

IN ATTENDANCE: Mrs TD Morris (Clerk)

MEMBERS OF THE PUBLIC: 7

7555 APOLOGIES

No apologies were received.

7556 DECLARATION OF INTEREST

Declaration of Interest was declared by:
Councillor Mrs G Ormston on item **7557**

7557 APPOINTMENT OF TWO PARISH COUNCILLORS WEST WARD

The Chairman informed the members that due to ongoing work commitments, he was resigning as a parish councillor. This meant that there were two vacancies in the West Ward instead of one.

After taking appropriate advice from the Monitoring Officer at Chorley Council it was sanctioned that two councillors would

ACTION

be co-opted to the parish council.

Both candidates gave a presentation to the members and were subject to a number of questions. After due deliberation it was **RESOLVED** that Mr Ray Ormston and Mrs Alison Whitham be co-opted as Councillors onto Clayton-le-Woods Parish Council once their declarations had been completed and scrutinised.

It was requested that the clerk write to the new councillors and pass on all the relevant information.

Councillor S Fenn wished to record a note of thanks to Councillor Mr A Cullens for his commitment and dedication as a parish councillor; especially over the last year as Chairman of the Council and the whole council joined to wish him all the best in the future.

7558 PUBLIC PARTICIPATION

Clayton Hall Landfill Site

The Chairman gave dispensation for Mr Gent and County Councillor Devaney to speak about the ongoing concerns regarding the Clayton Hall landfill site.

There followed a lengthy and in depth discussion regarding the current and historic planning applications and the enforcement of regulations on the owners of the land fill site.

Mr Gent was thanked for his insight and that the Borough and County Councillors would continue to represent the residents' interests at the upcoming LCC Planning Committee meeting.

7559 REPORT FROM POLICE AND PACT MEETING

All the members received the PACT meeting report which is available on 'In the Know' website www.stayintheknow.co.uk

The next set of meetings would be held during the first week in May 2016.

7560 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 21st March 2016.

It was **RESOLVED** to accept the minutes of the ordinary parish meeting held on 21st March 2016 and was duly signed by the Chairman on behalf of the council.

7561 MATTERS ARISING

There were no matters arising not already addressed in the agenda.

7562 MEETING REPORTS

- Report on Parish Council Training Session on 23rd March 2016
- Clayton Brook Development Meeting attended by the Clerk on Friday 1st April 2016.
- SLCC Meeting on 14th April 2016 attended by the Clerk (did not attend due to work commitments)
- LCC Bus Conference attended by Councillors C Bromilow and J Cronshaw (Defer as agenda item for next meeting)
- Chorley Historical Society Report (Viewed on Request)

FPC

The members and clerk were thanked for their reports.

7563 COMMITTEE REPORTS

1. Management and General Purposes meeting held on 13th April 2016
2. Communications Committee meeting held on Monday 4th April 2016
3. FSB Committee Meeting held on 18th April 2016

Each Chairman gave a verbal summary of the last committee meetings.

Clayton and Whittle War Memorial Committee Appeal

Councillor S Fenn informed the members that the FSB Committee had scrutinised the appeal by the War Memorial Committee regarding a £500 donation to assist with repairs to Factory Lane. The resolution of the committee was to uphold the original decision to decline the request on this occasion.

1. Ratification of Quarterly Budget (4th Quarter)

The FSB committee had scrutinised and agreed with the report regarding the 4th quarter of 2015/16.

It was RESOLVED that the parish council ratify the report on the 4th quarter of the financial year 2015/16.

The members accepted the reports with thanks.

7564 ADOPTION OF REVISED STANDING ORDERS

It was proposed that the revised Standing Orders be adopted subject to ongoing review/revision.

It was RESOLVED that the revised standing orders for Clayton-le-Wood Parish Council be adopted and be reviewed at least on an annual basis.

7565 RATIFICATION OF PAPERWORK FOR EXTERNAL AUDIT

1. Annual Return of Corporate Governance 2015/16
2. Financial Risk Assessment Document 2015/16
3. Internal Financial Regulations (Annual Review)

Each of the documents had been scrutinised and revised by the FSB Committee.

The Parish council RESOLVED to ratify the above mentioned documents in line with the requirements of the external audit.

7566 ACCOUNTS FOR PAYMENT

The parish council were informed that the Chairman and the Clerk checked and countersigned all the receipts/invoices, salaries and HMRC payments prior to the full parish council meeting.

It was **RESOLVED** to approve the following accounts for payment: -

<u>Cheque No.</u>	<u>April 2016 Accounts: -</u>	<u>£</u>
N/A	Lengthsman (6no.) Salary (April 2016) Paid by Standing Order (Increase of Pay wef 1 st April 2016)	691.20
N/A	Employee (1) Salary (April 2016) Paid by Standing Order (Increased Hours wef 1 st April 2016)	1,447.77
N/A	O2 Council Phone Charge April 2016	49.62
004856	HMRC (NI and Tax) for March 2016	323.78
004857	Ace Workwear 1 x Boots for Lengthsman	14.95
004858	Chorley Council Hire of Clayton Brook Village Hall	12.76
004859	GW Joinery (NW) Limited. New Gates for CLW Bowling Green	1,560.00

004860	LCC Room Hire x 5 for March 2016	50.00
004861	JCB Design and Print Spring Edition Parish Newsletter	1,315.00
004862	SCAN International. Ipad Air2, Optima Projector and VGA Connector	815.17
004863	Mrs Tracy Morris Reimbursed for purchase of projector screen	33.65
004864	Atlas Business Finance. Mr A Platt one off payment for Internal Audit work 2014/15	120.00
004865	LCC Annual Grant of Easement Charge CLW CEP School	5.00
004866	Blindzarus. Delivery of 7000 Parish Newsletters	315.00
004867	Reimbursement Mrs Kathryn Swift BOC Replacement 1x Shovel and 2x Brushes	27.97
004868	Whittle and Clayton War Memorial Committee. Annual Grant 2016	3,500.00
Total Expenditure April 2016		£10,281.87

7567 PLANNING APPLICATIONS

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

1. 16/00260/FULHH. Erection of single storey front, rear and side extensions. 20 bay Tree Road PR6 7JW.
2. 16/00289/TPO. Works to trees covered by TPO 8 (Clayton-le-Woods) 1996. Sycamore (T62) – Crown reduction by 20% and crown raise by 4m, Sycamore (T64) – Removal. 6 Petunia Close PR25 5RE. (Forwarded to Tree Warden for Comment)
3. 16/00263/FUL. Change of use from public amenity space to residential garden curtilage. 66 Cedar Field. PR6 7RW
4. 16/00302/FULHH. Erection of oak framed store and Garden room to rear garden. 473 Preston Road PR6 7JD.
5. 16/00319/FULHH. Erection of side and rear single storey extension. 40 Seven Acres Bamber Bridge PR5 8HA.
6. 16/00285/TEL. Replacement of 15m phase 3 monopole and

installation of 1no. additional equipment cabinet. Leyland Way PR25 5RY.

7. 16/00186/ADV. Proposed illuminated sign of shop frontage (former Liquorsave unit) and window unit. Pendle Road PR25 5TU.

7568 CORRESPONDENCE

The Chairman indicated that all correspondence had been actioned and could be seen on request.

7569 CONFIDENTIAL ITEMS

There were no items deemed confidential.

7570 DATE OF NEXT ORDINARY PARISH MEETING

It was **RESOLVED** that the next ordinary parish council meeting is to be held on **Monday 16th May 2016** at Clayton Green Library at 7.30pm following on from the Annual Parish Council Meeting at 7.00pm.

7571 DIARY DATES

- Parish Councillor Training on Wednesday 20th April 2016 at Clayton Green Library at 7.00pm - Committees 'How they work and why', Review of Standing Orders and Open Question Session
- Annual Parish Meeting on Monday 25th April 2016 at 7.00pm at Clayton Brook Village Hall
- Clayton Brook Village Walk 28th April 2016 at 1.00pm. Parish representatives required.