

CLAYTON-LE-WOODS PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 21st FEBRUARY 2016 AT CLAYTON GREEN LIBRARY AT 7.30 PM

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

IN ATTENDANCE: Mrs TD Morris (Clerk)

MEMBERS OF THE PUBLIC: None

	ACTION
<p>7516 APOLOGIES</p> <p>Apologies were received and accepted from Councillors Mrs R Boyd, Mr S Cross and Mrs G Ormston.</p>	
<p>7517 DECLARATION OF INTEREST</p> <p>Declaration of Interest was declared by Councillors Mrs C Billouin, Mr M Clifford and Mrs E Whiteford on item 7528.1</p>	
<p>7518 PUBLIC PARTICIPATION</p> <p>Proposed Withdrawal of Subsidies for Local Bus Services The Parish Council were aware that several residents were concerned regarding the proposals from Lancashire County Council to withdrawal the subsidies from a number of local bus services in the area.</p> <p>The Chairman proposed that due to the level of public interest in the future of local subsidised bus services i.e. 112,114 and 118 that County Councillor John Fillis be invited to discuss the</p>	

issue at the next full parish meeting.

The council requested that the clerk contact Councillor Fillis and invite him to the next meeting if he was available.

Clerk /
Cllr J
Cronshaw

Review of Local Library Provision

It was noted that up to 30 libraries in Lancashire were under threat of closure and that the situation would be kept under review for now as to how it might affect Clayton Green Library in the future.

7519 REPORT FROM POLICE AND PACT MEETING

All the members had 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 March 2016.

7520 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 18th JANUARY 2016.

It was **RESOLVED** to accept the minutes of the ordinary parish meeting held on 18th January 2016 subject to the amendment of the scout leader being **Martin** Prater and was duly signed by the Chairman on behalf of the council.

7521 MATTERS ARISING

7485.3 Remedial Tree Work

It was reported that the work was in hand.

7503 Cubs and Scouts Voluntary Work

Councillor Clifford reported that Chorley were due to have a clean-up morning and in recognition of the 'Clean for the Queen' Day the Cubs and Scouts were due to assist with the clean-up. Chorley Council would be providing the uniformed organisation with high visibility jackets, gloves and grabbers.

It was hoped that there could be another occasion where the parish can work with the Cubs and Scouts to help enhance the environment.

7507 Spring Meadow Pond Project

The clerk advised the council that there had been no response from the contractor and after taking advice from Chorley Council it was agreed by the Finance Committee to hold the amount of £12,000 in reserve for 2016/17 in case the contractor takes further action in the future.

7508.4 Annual Parish Council Meeting

It was noted that Clayton Brook Village Hall had been booked at a fee of £12.00 for the Annual Parish Council meeting which is to be held on 25th April 2016.

7512 Correspondence

It was noted that all the correspondence requests had been actioned.

7522 REPORTS

- **Chorley Liaison Meeting attended by Councillors C Bromilow, J Cronshaw and A Cullens on Wednesday 20th January 2016.**

As discussed at the Management Committee Report item **7523**. All Parish Councillors were encouraged to attend.

- **SLCC Quarterly Meeting attended by the Clerk on Thursday 11th February 2016.**

The clerk informed the meeting that there was a new play inspection service endorsed by SLCC. It was hoped that this body could be approached along with ROSPA to undertake the maintenance survey.

It was noted that SLCC were due to split into two distinct bodies one of which would be the professional arm and the other a trade union arm. All the parish councils needed to be informed that the annual membership fee included a union element at the present time.

It was requested that the clerk would keep the council fully informed of any developments.

- **Report from the Clayton and Whittle Neighbourhood Committee attended by Councillors A Cullens J Cronshaw and C Bromilow on 2nd February 2016.**

The Factory Lane issue was discussed under item **7528**.

clerk

7523 COMMITTEE REPORTS

FSB Committee Report on meeting held on Wednesday 10th February 2016

Councillor S Fenn(Chairman) gave an overview of the meeting stating that a working party had been formulated to work on the finalising the parish budget for 2016/17.

Management Committee held on Wednesday 10th February 2016

Councillor A Cullens reported that the committee were working on reviewing the Parish Standing Orders and Developing the 5-Year Plan. It was noted that Councillor M Mayson had stood in for Councillor J Cronshaw who was unable to attend.

There would be a meeting with interested parties regarding the five-year plan at the end of February and any progress made would be reported back to the full parish council in due course.

**A Cullens/
Clerk**

7524 ANNUAL APPOINTMENT OF INTERNAL AUDITOR

It was proposed that Mr Alan Platt be appointed as the Internal Auditor for Year Ending 2015/16.

It was requested that the clerk approach Mr Platt and offer him the position of Internal Auditor with the fee remaining as last year at £100.00

Clerk

7525 QUARTERLY BUDGET RECONCILIATION (3RD QUARTER) 2105/16

The meeting was reminded that the paperwork had been recommended for approval by the FSB Committee.

It was **RESOLVED** that the figures and the variance report for the 3rd Quarter of 2015/16 be approved by the full parish council.

Clerk

The figures would be as an addendum to the minutes.

7526 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>February 2016 Accounts: -</u>	<u>£</u>
N/A	Lengthsmen (6no.) Salary (February 2016) Paid by Standing Order	643.20
N/A	Employee (1) Salary (February 2016) Paid by Standing Order	1168.05

N/A	Telefonica O2 months mobile phone charge (February 2016) Paid by Direct Debit	£39.10
004842	HMRC (NI and Tax) for January 2016	281.96
004843	The Hub Events – Management Training for Clerk	588.00
004844	JM Services (North West) Ltd installation/Maintenance and Removal of Christmas tree lights (1000 lights paid for 1800 installed)	600.00
004845	Westfield Tree Services Ltd 1 no. Christmas Tree and Safety Barrier / Installation and Removal	696.00
004846	Chorley Council – Relocation of Log Roll Flowerbed Pines Roundabout	609.07
004847	Chorley Council – Grass Cutting Annual Fee	581.76
004848	LCC Room Hire – 5 x £10 Sessions in January 2016	50.00
Total Expenditure with late Accounts		£5,257.14

7527 PLANNING APPLICATIONS

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

1. **16/00032/FULHH.** Erection of two storey side extension and single storey rear extension, including the conversion of existing garage to habitable accommodation. 1 Croft Meadow.
2. **16/00035/FUL.** Change of use of integral garage to provide additional office and meeting space. 32 Whitethorn Close.
3. **16/00048/FUL.** Retrospective application for refurbishment of rear beer garden including installation of 2 no. 4.2m by 4.2m parasols. Dante’s, Halfway House 470 Preston Road.
4. **16/00049/FULHH.** Erection of single storey side extension. 16 Watkin Road.
 5. **16/00063/FULHH.** Proposed new Driveway access to property. 364 Preston Road.
6. **Lydiate Lane/Wigan Road** - Notification of Road Works. Reduction in Speed Limit.

7528 CORRESPONDENCE

The following letters was read out by the Chairman:

- 7528.1 • **Letter from Chairman of Whittle-le-Woods and Clayton-le-Woods War Memorial Committee**
It was noted that there was an application for a donation of some £500.00 to assist with road repairs on Factory Lane.

After due discussion it was requested that the application be scrutinised by the FSB Committee and their recommendation be tabled at the next full parish council meeting.

FSB

- 7528.2 • **Minutes of LALC Chorley Area Meeting Held on 4th February 2016**
This letter was noted for information purposes.

- 7528.3 • **CPRE Free Training Opportunity on Tuesday 15th March 2016**
Anyone interested in attending were asked to liaise with the clerk after the meeting.

- 7528.4 • **NALC/SLCC Job Evaluation Decision**
The Chairman advised the council that the decision had been made regarding the clerk's pay grade and it was in line with the contracted rate offered by the parish council.

The hours worked would be evaluated at the next Management Committee meeting.

MGT/FSB

7529 MEETING EVALUATION

The revised seating arrangements were discussed and it was agreed that overall it was a positive change and the meeting set up would remain in the 'open horse shoe' formation for the time being.

Clerk

7530 CONFIDENTIAL ITEMS

There were no items deemed confidential.

7531 DATE OF NEXT ORDINARY PARISH MEETING

It was **RESOLVED** that the next ordinary parish council meeting is to be held on **Monday 21st March 2016** at Clayton Green Library to follow on from a Presentation by County Councillor Mr J Fillis starting **at 7.00pm**.

7532 DATES FOR NEXT COMMITTEE MEETINGS

FSB Committee Wednesday 10th February 2016

PLW Committee Wednesday 16th March 2016

Environment Committee Wednesday 16th March 2016 to follow PLW Committee

Communications Committee Monday 14th March 2016

Management Committee (Monthly Basis) Wednesday 10th February 2016 to follow FSB meeting

Full Parish Council Training Sessions

Wednesday 23 March 2016 7.00 - 9.00pm

Wednesday 20 April 2016 7.00 - 9.00pm

All the meetings to be held at Clayton Green Library.

**All
Members
for Diaries**