

# CLAYTON-LE-WOODS PARISH COUNCIL

## MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 18<sup>th</sup> JANUARY 2016 AT CLAYTON GREEN LIBRARY AT 7.30 PM

**PRESENT:** Councillor Mr A Cullens (Chairman)  
Councillor Mrs R Boyd  
Councillor Mrs G Charlesworth  
Councillor Mr M Clifford  
Councillor Mr S Cross  
Councillor Mrs M Cullens  
Councillor Mr S Fenn  
Councillor Ms M Mayson  
Councillor Mrs G Ormston  
Councillor Mr D Rogerson  
Councillor Mrs E Whiteford

**IN ATTENDANCE:** Mrs TD Morris (Clerk)

**MEMBERS OF THE PUBLIC:** 2

### 7501 APOLOGIES

Apologies were received and accepted from Councillors Mrs C Billouin, Ms C Bromilow and Ms J Cronshaw.

### 7502 DECLARATION OF INTEREST

There was no declaration of interest.

### 7503 PUBLIC PARTICIPATION

#### **Voluntary Work in the Community**

The Chairman welcomed Mr Mark Prater and Mrs Michelle Prater who were the organisers for the Clayton Green Cub and Scout Group.

Mr Prater thanked the parish for inviting them and then proceeded to inform the meeting that the group wanted to 'give back to the community through the 'Million Hands' programme and have an opportunity to earn merits towards their badges especially during the Queens 90<sup>th</sup> birthday celebrations.

### ACTION

Councillor M Clifford advised the meeting that there were a number of community clean up opportunities within the parish as well as the prospect of the parish providing clean up gear to the cubs and scouts.

It was agreed that this project would be pursued and contact details were exchanged.

Cllr M  
Clifford /  
Clerk

The cub and scout organisers left at this point.

**7504 REPORT FROM POLICE AND PACT MEETING**

The Clerk circulated an email that she had received from PCSO Ian Smith and the last PACT meeting report.

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

**7505 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 18<sup>th</sup> NOVEMBER 2015 AND THE EXTRA-ORDINARY MEETING ON MONDAY 30<sup>TH</sup> NOVEMBER 2015**

It was **RESOLVED** to accept the minutes of the ordinary parish meeting held on 18<sup>th</sup> November 2015 and the extra-ordinary meeting on 30<sup>th</sup> November 2015 as a correct record and was duly signed by the Chairman on behalf of the council.

**7506 DRAFT COMMITTEE MINUTES**

The Chairman informed the council that the minutes for the last tranche of committee meetings were available for information purposes. The minutes would be duly ratified at the next set of scheduled meetings.

**7507 MATTERS ARISING**

**7485.1 Spring Meadow Pond Project**

It was reported that a reminder letter had been sent to the contractor by recorded delivery and that advice had been taken from the Chorley Borough Solicitor Mr Chris Moister. Any further developments would be reported back to the parish council.

Clerk  
/Chairman

**7485.2 Staff Pensions**

The Clerk stated that she was investigating the procedures and would report back on any developments in due course.

**7485.3 Remedial Tree Work**

The councillors were informed that the two households had

Clerk

been updated on the current situation, and the work would begin prior to the nesting season.

**7487.0 Chorley Liaison Meeting**

It was noted that the next Chorley Liaison Meeting will be on Wednesday 20<sup>th</sup> January 2016 a 6.30pm at Chorley Town Hall. All the Parish Councillors were encouraged to attend.

Members

**7489.0 Parish Walk**

It was noted that a number of councillors wished to undertake the parish walk. The Chairman and the Clerk would arrange a date as soon as the nights become lighter.

Clerk/  
Chairman

**7490.1 Bank Transfer**

The clerk advised the meeting that she had been advised by Natwest Bank that any cheque transfer of funds would not be liable for any fees.

It was **RESOLVED** that the funds be transferred in a timely manner and that five councillors would be selected as signatories for each account.

Clerk/Cllr  
M Cullens

**7508 COMMITTEE MEETINGS UPDATE**

**1. FSB Committee**

Councillor S Fenn reported on the meetings held on 4<sup>th</sup> January 2016 and 18<sup>th</sup> January 2016. The main focus of the discussion was the deliberation regarding the setting of the Precept and the provisional budget for 2016/17.

It was noted that any queries should be directed to Councillor Fenn in the first instance.

Cllr S  
Fenn

**2. Environment Committee**

Councillor A Cullens reported on the meeting held on 4<sup>th</sup> January 2016. It was noted that the committee agreed to the merger with the Play and Leisure Committee and that there had been a thorough review of the first outdoor Christmas Tree and plans for the coming year.

**3. Play and Leisure and Welfare Committee**

Councillor S Cross reported on the meeting on 13<sup>th</sup> January 2016. There was agreement with the concept of merging the PLW Committee with the Environment Committee. It was noted that all the parish play areas were 'tired' and in need of maintenance, replacement and/or repair. A 'master plan' would be drawn up once the budget had been finalised.

It was **RESOLVED** that the Play and Leisure and Environment Committee be merged. This would be considered at the Annual General Meeting on 16<sup>th</sup> May

AGM

2016.

#### 4. Communications Committee

Councillor G Ormston reported on the meeting held on 11<sup>th</sup> January 2016. She had been spearheading the Spring edition of the Parish Newsletter. It was planned that the next issue would be published during February 2016.

There was a discussion regarding the Annual Parish Meeting on 25<sup>th</sup> April 2016. It was agreed to investigate hiring of Clayton Village Hall and to approach voluntary groups to attend alongside Mr Longbotham a Manager at Cuerden Valley.

Clerk/  
Communications  
Committee

#### 5. Management Committee

Councillor A Cullens reported on the meeting held on Wednesday 6<sup>th</sup> January 2016. It was proposed that a substitute member be added to the committee in cases where the committee had to meet but could not be quorate.

It was **RESOLVED** that Councillor M Clifford and Councillor M Mayson be co-opted as substitutes as and when the Management Committee was not quorate. This arrangement would be reviewed at the Annual General meeting on 16<sup>th</sup> May 2016.

Clerk/ Cllrs  
M Clifford  
and M  
Mayson

### 7509 SETTING OF PRECEPT 2016/17

The councillors had received email copies of the Parish 5 Year Plan, the proposed Parish Budget 2016/17.

The Chairman explained that after lengthy consideration by the FSB Committee it was agreed that the precept for 2016/17 be increased from £15 to £16 on a band D property; which was an increase of some 6.6%. This was in the light of the major development plans which had been outlined in the 5 Year Plan and the budgetary requirements for the coming year.

It was voted unanimously to go ahead with the increase which would be reviewed on an annual basis.

It was **RESOLVED** that the precept for Clayton-le-Woods Parish for 2016/17 would be set a £16.00 based on a band D property.

Chairman

As required by regulation the residents would be informed of the precept figure for 2016/17 in the next parish magazine.

Clerk

It was requested that the clerk inform Chorley Council of the decision in the normal way.

## 7510 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>December 2015 / January 2016 Accounts: -</u>	<u>£</u>
N/A	Lengthsmen (6no.) Salary (December 2015) Paid by Standing Order	643.20
N/A	Employee (1) Salary (December 2015) Paid by Standing Order	1168.05
004831	Telefonica O2 months mobile phone charge (December/January)	£70.97
004832	HMRC (NI and Tax) for November 2015	281.96
N/A	Lengthsmen (6no.) Salary (January 2016) Paid by Standing Order	643.20
N/A	Employee (1) Salary (January 2016) Paid by Standing Order	1168.05
004833	HMRC (NI and Tax) for December 2015	281.96
004834	Carvers Trees (1 x Christmas Tree for Library)	55.00
004835	DWG Landscapes Ltd. Tidy of 3 Tier Planer at Asda Roundabout	24.00
004836	Chorley Borough Council. Annual Charge for Emptying Dog Waste Bins	430.74
004837	LCC Room Hire. November 2015	30.00
004838	John Harrison Sports Ltd. CLW Badges and Wall Plaque for Parish Christmas Tree	50.00
004839	LCC Foundation and Cable Installation	1,200.00

for Christmas tree

004840 Clerks Expenses (Oct - Dec 2015) 44.01

004841 Adam Keppel Garner Annual Charge 45.00  
Webhosting/Domain

<b>Total Expenditure with late Accounts</b>	<b>£6,136.14</b>
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## 7511 PLANNING APPLICATIONS

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

1. **16/00010/FULHH.** Single storey side extension. 94 Clover Field
2. **16/00026/FULHH.** Erection of single storey side extension incorporating living accommodation in the roof space. 5 Stack Croft.

## 7512 CORRESPONDENCE

The following letters was read out by the Chairman:

- **Letter from Resident regarding the Memorial Garden**  
It was noted that a resident had raised concerns regarding the integration of the memorial garden into the local landscape.

It was requested that the clerk respond to the resident advising her of a number of plans which were being proposed to develop the area and inviting the resident to forward any ideas onto the parish council for consideration.

Clerk

- **LALC - Chairman's Nomination to Queen's Garden Party**  
It was noted that the Chairman's name had been put forward for consideration.
- **Concerns raised regarding Clayton Hall Landfill Site**  
The Chairman and Councillor D Rogerson had received complaints regarding the recent flooding of the landfill site due to the heavy rain.

It was reported that all the concerns of the residents had been passed on to the owners of the landfill site,

Lancashire County Council and the Environment Agency.

It was requested that the clerk write to the contractor Querica Limited to gain assurances that all remedial action has been taken regarding the flooding due to heavy rainfall and that all safety measures are in place for any future occurrence.

- **Letter from Whittle-le-Woods and Clayton-le-Woods War Memorial Committee Accounts / Grant request 2016**

The Chairman acknowledged the receipt of the annual accounts and the grant application for 2016.

FSB

It was requested that the grant application from the War Memorial Committee be reviewed at the next FSB Committee meeting on 10th February 2016.

**7513 CONFIDENTIAL ITEMS**

There were no items deemed confidential.

**7514 DATE OF NEXT ORDINARY PARISH MEETING**

It was **RESOLVED** that the next ordinary parish council meeting is to be held on **Monday 15<sup>th</sup> February 2016 at 7.30pm** at Clayton Green Library.

**7515 DATES FOR NEXT COMMITTEE MEETINGS**

**FSB Committee** Wednesday 10<sup>th</sup> February 2016

**PLW Committee** Wednesday 16<sup>th</sup> March 2016

**Environment Committee** Wednesday 16<sup>th</sup> March 2016 to follow PLW Committee

**Communications Committee** Monday 14<sup>th</sup> March 2016

**Management Committee** (Monthly Basis) Wednesday 10<sup>th</sup> February 2016 to follow FSB meeting

All  
Members  
for Diaries