

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING
HELD ON MONDAY 17 JULY 2017
AT MANOR ROAD SCHOOL ANNEX AT 7.00PM.

PRESENT: Councillor Mr R Ormston (Chairman)
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 Mr S. Fenn
Councillor Mr P Gabbott
Councillor Mrs M Mayson
Councillor Mrs G Ormston
Councillor Mr D Rogerson
Councillor Mrs E Whiteford
Councillor Mrs A Whitham

In Attendance: Mr B Heggarty (Chorley Borough Council)
Mrs J Carr (Acting Clerk)

Before the start of the meeting Mr Heggarty gave an overview of Chorley Borough Council's Neighbourhood Priorities for the area and advised that he had been tasked with the Priority of adoption/conversion of heritage telephone boxes in Whittle-le-Woods and Clayton-le-Woods. Funding of £2000 had been allocated for the project with a minimum of £1000 available to Clayton-le-Woods Parish Council for the project. The Chairman advised that the paperwork to adopt the telephone box was currently with the solicitor to check that it was all legal and Mr Heggarty suggested who to contact to progress this and advised that Chorley Council would support the Parish Council. Councillors confirmed that they wanted to install a defibrillator in the decommissioned box and discussed funding, costs and work required.

Councillors AGREED that the Clerk would progress the project and Mr Heggarty agreed to provide costings for refurbishment of the heritage telephone box.

Mr Heggarty left the meeting.

APOLOGIES

7759 There were no apologies received.

ACTION

Clerk / CBC

DECLARATION OF INTEREST

7760 There were no declarations of interest.

PUBLIC PARTICIPATION

7761 There were no comments from the Public.

MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON 19 JUNE 2017

7762 It was **RESOLVED** that the minutes of the ordinary parish meeting held on the 19 June 2017 should be signed by the Chairman as a correct record.

MATTERS ARISING

7763 Councillor Whiteford advised that she had not resigned as the Parish Council representative on the War Memorial committee as she was not a committee member. The Parish Council noted the vacancy on the committee.

COMMITTEE REPORTS

Events Working Party.

The Chairman circulated a copy of the Accounts for the Summer Fair. Councillor M Clifford reported that the event had been a very long day but had gone very well. The majority of the stall holders and the residents had been happy with the event.

Councillors discussed the event and felt that:

- the talent show had been a little flat.
- The rides were expensive and took focus away from other events such as the talent show. Councillor Clifford felt that the rides brought in funding to the event and reported that the Fair Ground would bring the type of rides that the Council requested.
- The clean-up had gone particularly well with a litter pick half way through and a complete litter pick at the end of the day.
- The Food was reported as expensive – Councillors felt that the cost of the food was similar to any other event and had been good quality.
- The entertainments went well; particularly faggot flinging, Dog Show and Active Nation. The Faggot Flinging could not use real faggots due to Health and Safety and Hill Crest had advised that they wanted to be involved again next year.

The Committee were recommending that the event continue next year and that a change of venue to move the event around the Parish would be a good idea to involve different areas of the Parish. The Headteacher at Manor Road School had agreed in principle to hold the Fair on the school grounds next year. The Leyland Festival

looked like being held on the 23 June 2018 so the committee were suggesting holding the Summer Fair the following Saturday, 30 June 2018. The Committee were investigating having Artisan Gins/Craft Beers but not a beer tent. Councillors questioned whether the school would have an issue with selling licenced alcohol on the premises and it was agreed not to have the stalls if the school did not allow alcohol on site.

- 7764** The Parish Council RESOLVED to hold a Summer Fair on 30 June 2018 in the Manor Road School grounds if it is available.

The Chairman reported that there had been a number of complaints around a Clayton-le-Woods Summer Fair which had been held at the Spring Meadow Community Centre. The event turned out to be an unlicensed event which would mean that there had been no insurance if anything had gone wrong. It was noted that this was a Parish Council owned amenity with which was provided for hire for the good of the community and not for profit making entities.

- 7765** It was agreed that the Chairman should draft a letter to be sent to the Chairman and Secretary of the Spring Meadow Community Centre Committee and that a set of keys should be kept by the Parish Council Clerk.

Christmas Tree

- 7766** The Parish Council delegated a decision on the 2017 Christmas Tree to the Events working Party.

Finance & Staffing Committee

Councillor Mrs G Ormston reported that:

- investigations were still ongoing regarding the Leonora Carrington Memorial.
- The Scarecrow Festival ran last week. Councillor Ormston and the Clerk delivered rosettes and photographs would be emailed to Councillor Clifford to add to the Website. There had been 14 scarecrows displayed across all three wards and all were of a good standard. Of the £100 budget £96.00 had been spent.

Management Committee.

Solicitors

The Chairman reported that following the dissatisfaction with the solicitor an alternative Solicitor had been found. The Chairman had requested that all records held, be returned to the Parish Council but this had not happened yet. It had been found that the solicitors had been using a trainee to do the Parish Council work but that they had been charging full rates for the work.

**Events
Working
Party**

**Chairman /
Clerk**

**Events
Working
Party**

**Councillor
Mrs G
Ormston**

Premises

The Management Committee had looked at alternative accommodation but vacant premises were few and far between. Storage for equipment was required, along with office space and room for meetings.

The Committee had investigated buying a property but Charles Arnold Baker's Local Council Administration guidance stated that a Parish Council should use premises owned by the Council. This would mean the Clayton-le-Woods Community Centre. It was noted that there was not enough space in the current building but that a good mobile building could be installed on the unused grass area at the back of the Community Centre at an approximate cost of £20,000. Security Fencing would protect both the cabin and the Community Centre.

Councillors questioned what the size would be and whether this would encroach on the neighbouring properties and were advised that the building would be approximately 400 square feet and that there were trees around so would not be visible to the local housing.

- 7767** It was RESOLVED that the Management Committee should progress installing a base, fencing and mobile building on the green space at the back of the Clayton-le-Woods Community Centre.

**Management
Committee**

Environment Committee

Councillor G Ormston reported that she was conscious that the £1000 to have a chainsaw artist create a memorial to Councillor R Boyd was too expensive so was investigating further options which would be reported to the Finance & Staffing Committee.

**Councillor
Mrs G
Ormston**

Councillors noted that the Parish Council were advised of the stopping up traffic orders relating to the Elms after the fact and that there was nothing that the Parish Council could do.

War Memorial Committee

- 7768** It was RESOLVED that Councillor P Gabbott would be the Parish Council representative on the War Memorial Committee. Councillor Mrs E Whiteford agreed to inform the Committee.

**Councillor
Mrs E
Whiteford**

ACCOUNTS FOR PAYMENT

- 7769** The Parish Council **RESOLVED** to approve the following accounts for payment:

S/O	Lengthsmen (6no.) Salary July 2017	£624.00
S/O	Employee (1) Salary (July 2017)	£1168.05
D/D	Employee (1) / Employer Pension Contribution July 2017)	£536.77
S/O	Lengthsmen (6no.) Salary August 2017	£624.00
S/O	Employee (1) Salary (August 2017)	£1168.05

D/D	Employee (1) / Employer Pension Contribution August 2017)	£536.77
D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support – (July 2017)	£74.40
D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support – (August 2017)	£74.40
4972	Churchill Security – Summer Fair	£950.40
4973	FTAV – Stage Hire – Summer Fair	£840.00
4974	Cancelled Cheque	
4975	Helping Hands – Litter pickers	£358.20
4976	Councillor M Clifford – Summer Fair Items	£91.69
4977	Cancelled Cheque	
4978	Clayton Brook Primary School – Car Park – Summer Fair	£50.00
4979	D-Zone Workwear – Embroidery/Screen-printing Hi-Viz vests	£189.00
4980	Opus Pro-Audio - Hire of PA System – Summer Fair	£192.00
4981	Smartprint Ltd – Summer Fair Programme	£199.00
4982	NW Portables – Toilet Hire – Summer Fair	£516.00
4983	Brian Magic – Summer Fair	£65.00
4984	Karen Grundy – Face Painting Summer Fair	£100.00
4985	John Harrison – Trophies – Summer Fair	£318.25
4986	Councillor R Ormston – Reimbursement Summer Fair	£163.97
4987	LCC – Room Hire, Clayton Library 15 May	£10.00
4988	B&D Print Services Ltd – Lengthsman's Clothing	£55.17
4989	Plantscape – Hanging Baskets and planters	£2940.00
4990	Johnston Publishing – Summer Fair Adverts	£384.46
4991	Cancelled Cheque	0.00
4992	Chorley Council – Supply of Barriers and Bins – Summer Fair	£547.20
4993	Envirocare Grounds Maintenance May/June 2017	£1213.20
4994	Envirocare Grounds Maintenance July 2017	£606.60
4995	Mrs J Carr – Temporary Clerks Salary Instalment	£400.00
4996	HMRC (NI and Tax) for June 2017	281.96
4997	HMRC (NI and Tax) for July 2017	281.96
4998	HMRC (NI and Tax) for August 2017	281.96
4999	Manor Road School – Hire of Annexe	140.00
5000	Cancelled Cheque	0.00
5001	JP Counselling	240.00
5002	Anson's Solicitors – Legal Expenses - Bowling Green	240.00
5003	Training Partnership – P Gabbott – Pt 2 New Councillor Training	30.00

Councillors discussed the invoice for work to the Bowling Green and felt that the invoice should not be paid as the expenditure had not been approved by the Parish Council prior to the work being carried out and that as this was not the first time, the Parish Council should not pay the invoice. The Invoice from Docklands was therefore returned to Councillor Mrs E Whiteford.

PLANNING APPLICATIONS

17/00615/FULHH 6 Cypress Close, Clayton-le-Woods
Front and Rear dormer extension.

7770 It was RESOLVED to make no objection to this application.

17/00619/FUL 63 Camwood Fold, Clayton-le-Woods
Change of use of land to domestic garden and erection of boundary fence.

7771 It was RESOLVED to objection to this application. The Parish Council thought that the land in question does not belong to the property and questioned the ownership. The cut off from the land has been fly tipped opposite and there is a maintained public footpath bordering the land which suggests that the owner of the footpath also owns the land.

Temporary Event notice. The dog Inn, Chorley Old Road, Clayton-le-Woods.
29/07/17 12:00 to 23:00

7772 It was RESOLVED to make no objection to this application.

17/00687/FULHH 45 Manor Road, Clayton-le-Woods
Conservatory to rear and side of property.

7773 It was RESOLVED to make no objection to this application.

17/00652/NOT T Mobile, Clayton--le-Woods Location: T-Mobile UK
At National Grid, National Grid Pylon Zp330, Clayton Brook Road,
Bamber Bridge
Notice of intention to install no3 antennas at 34.25m

7774 It was RESOLVED to make no objection to this application.

CUERDEN STRATEGIC SITE DEVELOPMENT

Councillor Whitham reported that she had investigated the Cuerden Strategic Site development and advised that there were more objections than support for the development. There would be two entrances to the site on Wigan Road with the large Ikea building

opposite the Cuerden Site. Concerns were raised regarding additional traffic, drainage of the area, flooding, size of development and destruction of trees.

7775 The Parish Council RESOLVED to delegate a response to Councillor A Whitham.

PARISH COUNCIL VACANCY

The Clerk reported that Chorley Borough Council had advised that no request for an election had been received regarding the Vacancy left by Councillor Mrs R Boyd and that the Parish Council were now able to advertise the vacancy for Co-option.

7776 It was RESOLVED that the vacancy should be advertised with a closing date of 4 September 2017. Interviews would take place before the Parish Council Meeting on the 18 September 2017. The previous candidate would not be required to be interviewed again. **Clerk
Parish Council**

CHANGE OF BANK AND SOLICITORS

The Parish Council discussed the agreement to change Solicitors and Banks.

7777 It was RESOLVED to change the Solicitors as previously discussed.

7778 It was further RESOLVED that the National Westminster Bank account should be used until there was £85,000 left in it and then to use the Yorkshire Bank as the Parish Council's main bank.

PARISH COUNCIL ACCOMODATION AND STORAGE

This item had been discussed under resolution 7767.

PARISH COUNCIL STAFFING REQUIREMENTS

7779 The Parish Council RESOLVED to defer this item to the September 2017 meeting. **Clerk**

ANNUAL PARISH COUNCIL AUDIT

The Chairman circulated copies of the Internal Audit report and the Accounting Statement for 2016/17.

7780 The Parish Council RESOLVED to note the Internal Auditors report and to approve the submission of the 2016/17 Annual Audit to the External Auditors. **Clerk**

REPLACEMENT OF PARISH COUNCIL'S PRINTER

7781 The Chairman reported that the Parish Council's printer had broken and was beyond repair.

The Parish Council **RESOLVED** to approve the purchase of a replacement A3 printer at a cost of approximately £180.00.

Clerk

CORRESPONDANCE

There was no correspondence to report.

DATE OF NEXT ORDINARY PARISH MEETING

7782 It was **RESOLVED** that the next ordinary Parish Council meeting is to be held on Monday 18 September 2017 at Manor Road School Annexe at 7.30pm.