

CLAYTON-LE-WOODS PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 16th MARCH 2020 AT 7.30PM AT CHORLEY BUSINESS AND TECHNOLOGY CENTRE EUXTON

PRESENT: Councillor Mr D Rogerson (Acting Chairman)
Councillor Ms C Bromilow
Councillor Mr D Clough
Councillor Ms J Cronshaw
Councillor Mrs D Dowrick
Councillor Ms L Fishleigh
Councillor Mr R Francis
Councillor Mr P Gabbott
Councillor Mrs G Ormston (9)

In Attendance: Mrs G Egan (Project Officer)
Mrs TD Morris (Clerk)

INFORMATION

Councillor D Rogerson informed the meeting that Councillor M Clifford was unable to attend due to family health issues and that he would be Chairing the meeting in his absence.

Coronavirus Update

It was noted that further action was required regarding the Coronavirus and the ability of the Parish Council to function normally going forward. A number of proposals were discussed such as having some sort of skype or virtual meeting and to put in place some sort of delegated powers.

It was requested that the Clerk investigate the matter with the appropriate authorities and recommend the possible courses of action to the Members.

8186 APOLOGIES

Apologies were received and accepted from Councillor Mrs C Billouin, Mrs G Charlesworth, Councillor Mr M Clifford and Councillor Mrs S Edwards-Williams.

8187 DECLARATION OF INTEREST

Councillor P Gabbott as a Chorley Councillor and Governor at Lancaster Lane Primary School. Councillor D Dowrick as an employee of Lancashire County Council and a Governor at Lancaster Lane Primary School. Councillor C Bromilow as a Trustee of the Cuerden Valley Trust.

8188 PUBLIC PARTICIPATION

There was no public participation at this meeting.

ACTION

Clerk

8189 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 17th FEBRUARY 2020

It was RESOLVED that the minutes of the ordinary parish meeting held on Monday 17th February 2020 were deemed correct and were duly signed by the Chairman.

8190 MATTERS ARISING

Welcome

The Clerk thanked Councillor D Rogerson for taking the minutes at the last meeting.

8180 CIL Spending Proposals

It was confirmed that the CIL Policy/Application form had been revised as agreed.

8180 Whittle and Clayton Cricket Club CIL Bid

The Clerk confirmed that she had contacted the Cricket Club and informed them of the decision of the Parish Council and that they would be considered for S137 Grant Funding in the new financial year.

8180 Cuerden Valley Trust CIL Bid

It was noted that Cuerden Valley Trust had been informed of the decision of the Parish Council on the proviso that no funding would be spent on the proposed disabled parking provision. It was also stated that the funding would be released when the financing became available.

8181.1 Cunnery Meadow Play Area

The Clerk stated that she had made the necessary arrangements to pay Wicksteed the outstanding invoice less the 5% retention. It was noted that the grant of £30,000.00 had been received from the Lancashire Environmental Fund (LEF).

It was noted that a commemorative plaque from the LEF would be installed at the play area in due course.

8181 Scarecrow Festival 2020

No further progress had been made at the present time. A meeting was scheduled to happen shortly with Cuerden Valley Trust.

8191 CIL Spending Proposals (Mar 2020)

- 1. Update on the Provision of a Parish Office/Community Meeting Hall at the new GP Development on Preston Road (Up to £116,000.00 CIL investment) plus up to £6,000 per year rental/shared ownership plus utility bills**

The members discussed this issue and it was RESOLVED to hold up to £116,000 from the CIL allocation to be ring fenced as part of the negotiations for the new office and community meeting room.

PO/PG

2. Manor Road Play Area CCTV Quotation from Chorley Council (Cost £8,028.95)

There was a discussion regarding the increased anti-social behaviour at Manor Road Play Area. Councillor D Rogerson stated that the police had committed to ongoing monitoring of the CCTV. It was noted that the Parish Council currently have no CCTV at its newly installed play areas.

The first proposal was to allocate £8,028.95 from the CIL allocation once the funds became available.

Votes 3 for and 6 against

The second proposal was to inform Chorley Council that if the CCTV provision was deemed necessary this amount could be taken out of the existing £25,000 allocation.

Votes 6 for and 3 against

It was RESOLVED to inform Chorley Council that the CCTV provision if required should be deducted from the existing allocation.

It was requested that the Clerk inform Chorley Council regarding the decision.

Clerk

8192 REPORTS

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

1. Communications Committee Meeting held on 4th March 2020

Councillor D Rogerson reported on the meeting.

1.1 Summer Newsletter Update

The committee scrutinised a number of tenders and recommended that Green Man Marketing be selected to undertake the design, printing and solus delivery of the newsletter at a cost of £3,000.00.

After due consideration it was RESOLVED to award the Newsletter design, print and solus delivery contract to Green Man Marketing at a cost of £3,000.00.

It was requested that the Clerk inform Green Man Marketing of the decision of the parish council.

Clerk

1.2 Allocation of Articles

The members were provided with a table of possible articles for insertion in the Summer newsletter. Everyone was encouraged to make a contribution by the deadline at the end of April 2020. Any articles were to be sent in to the Project Officer or Councillor D Rogerson in the first instance.

PO/DR

1.3 Annual Parish Meeting 20th April 2020

The Clerk indicated that Clayton Green library would be the venue for the Annual Parish meeting. It was noted that Chorley Historical Society had accepted a provisional invitation to provide a speaker for the meeting.

There was a discussion regarding the Coronavirus and its possible effect on a public gathering. It was requested that the Clerk enquire from LALC regarding the legalities of postponing/cancelling the Annual Parish meeting and report back in due course.

Clerk

2. Management Committee Meeting held on 5th March 2020

2.1 Staff Review

1. Lengthsman 2020/21 Living Wage increase

The Clerk informed the Members that the Living Wage Increase would be £8.21 to £8.72 with effect from 1st April 2020.

It was RESOLVED that the Lengthsman be paid £8.72 per hour with effect from 1st April 2020.

It was requested that the Clerk make the necessary arrangements to implement the new rate.

Clerk

2. Clerk and Project Officer Annual Appraisal

The review of the Clerk and the Project Officer would be deferred to the next meeting.

FPC

2.2 4 Year Financial Plan Update

Councillor P Gabbott stated that he had drawn up a provisional 4 Year Financial Plan which he was finalising. It was noted that once the draft 4 Year Plan was completed it would be tabled at the Finance Committee for further scrutiny.

FSB

2.3 Terms of Reference (TOR) Revision

The Clerk distributed the TOR to the Members. The following recommendations were tabled

- The need for Councillor reserves was not deemed necessary
- To add - To draw up and revise the 4 Year Financial Plan
- To draw up the Mission Statement on a 4 Year Cycle

It was RESOLVED to accept the revisions to the Management Committee Terms of Reference.

Clerk

3. Finance Committee Meeting Held on 5th March 2020

Councillor P Gabbott reported on the meeting.

3.1 Annual Review of Asset Register

All the Members had received a copy of the updated Asset Register for 2019/20.

The members were informed that an iPad was missing from the inventory. It was requested that the Clerk write to a previous serving Councillor asking for the equipment to be returned.

Clerk

It was noted that a Councillor had some gardening equipment in their possession. It was requested that the Clerk arrange for the equipment to be returned to the storage unit in due course.

PO

It was RESOLVED to accept the Asset Register 2019/20 as reviewed by the Finance Committee

3.2 Annual Risk Assessment Report

All the Members received a copy of the Annual Risk Assessment Report for 219/20.

The members were informed that the Finance Committee had discussed each item and had made recommendations for improvement where deemed necessary. It was noted that the late submission of the audit forms over that last couple of years had been registered as high risk and a number of actions had been put in place to ensure that the submission would be on time this year.

It was RESOLVED that the Parish Council accept the Risk Assessment Report for 2019/20.

3.3 Recommendation of Whittle and Clayton War Memorial Committee Grant 2020 (£3,500)

Councillor P Gabbott reported that the Committee had recommended that the War memorial grant be awarded for 2020.

It was RESOLVED that the annual War Memorial Committee grant be awarded in the amount of £3,500

It was requested that the Clerk make the necessary arrangements to make the payment.

Clerk

3.4 Precept Banding 2020/21 Report (Band A to H)

It was noted that the Internal Auditor had recommended that the Parish Council publish the full Precept banding in the interests of transparency. The Precept Banding for 2020/21 year is as follows:

Band A £14.73
Band B £17.18
Band C £19.64
Band D £22.09
Band E £27.00
Band F £31.91
Band G £36.82
Band H £44.18

It was noted that the Chorley Council Tax Support Scheme put the Band D of £22.00 up 0.09p overall.

8193 VICTORY in EUROPE (VE) 75 DAY COMMEMORATION

The Clerk reported that historically the Parish Council had commemorated national historic events with mugs and medals etc. For VE Day there were coins available that could be donated to schools and at the OAP lunch. The cost would be some £1,267.20.

The members were given a sheet which had illustrations of the coins available.

After due consideration it was RESOLVED that the Parish Council would purchase VE commemorative coins for the local school children and for the OAPs that attend the Christmas lunch at a cost of £1,267.20.

It was requested that the Clerk make the necessary arrangements.

Clerk

8194 ACCOUNTS FOR PAYMENT

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

<u>Paym't Method/ Chq No.</u>	<u>March 2020 Accounts</u>	<u>£</u>
S/O	Lengthsmen (5 no.) 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	Chorley Business and Technology Centre Monthly Office Rental	404.40
D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support.	80.40
D/D	O2 Telefonica Monthly Fee for Parish Phone	76.32
B/T	BT Business Bill Office Phone and Broadband	72.78
D/D	Three Telephone Monthly Fee Parish Phone (2)	9.00
S/O	Chorley Self Storage Monthly Rental	88.00
B/T	Poppy Signs Dog Dispenser Signs	30.00
B/T	Zurich Municipal Insurance Cunnery Meadow Play Area	56.15
B/T	Envirocare 1m Clearance of Fence Line Cunnery Meadow	504.00
B/T	Amazon Stationery	30.48
B/T	Safe Choice Packaging 5000 Doggy Bags	165.00
B/T	Dell Products Office Laptop	773.71
0174	T& JM Stafford and Sons Installation and Removal of Christmas Tree	600.00
0175	Euxton Parish Council Fee for Councillor/Staff Training	246.40
0176	Chorley Business and Technology Centre Stamps	9.46
0177	Eon Electric Bill for Christmas Tree	14.42
0178	Whittle and Clayton War Memorial Committee Annual Grant	3,500.00
0179	NALC/LALC Annual Subscription	1,515.41
0180	Sri Water Engineering Ltd Annual Service Contract	222.00
0181	LCC Room Hire	15.00
5048	Wicksteed Leisure Ltd Delivery and Installation Cunnery Meadow Play Area	75,119.16

		Total Accounts	£86,155.74
		Income	£
000010	Lancashire Environmental Fund Grant Cunnery Meadow Play Area		30,000.00
000011	Reimbursement of Telephone Costs		85.66
		Total	£30,085.66

8195 PLANNING APPLICATIONS

It was RESOLVED to make no comment on the following applications:

1. Application no. [20/00124/CB3MAJ](#) (*Information Only*)

Proposal: Section 73 application to vary conditions 3 (approved plans), 4 (materials) and 5 (parking layout) attached to planning permission 17/00954/FULMAJ (Erection of part three storey, part two storey, part single storey GP surgery, pharmacy and community cafe with associated car parking, access and landscaping following demolition of existing building) to alter the design and scale of the building and car park layout.

Location: [Whittle-Le-Woods And Clayton-Le-Woods Parish Club 239 Preston Road Clayton-Le-Woods Chorley PR6 7PY](#)

2. Application no. [20/00021/AGR](#)

Proposal: Agricultural determination for the erection of a lean-to building for the storage of agricultural implements, machinery & tractors

Location: [Woodcocks Farm Wigan Road Clayton-Le-Woods Leyland PR25 5SB](#)

3. Application no. [20/00122/CLPUD](#)

Proposal: Application for a Certificate of Lawfulness for a proposed single storey rear extension (following demolition of existing conservatory)

Location: [3 Glenmore Clayton-Le-Woods Chorley PR6 7TA](#)

4. Application no. [20/00101/CLPUD](#)

Proposal: Proposal of new hard standing to the front of our property

Location: [29 Lords Croft Clayton-Le-Woods Chorley PR6 7TP](#)

5. Application no. [20/00023/FUL](#)

Proposal: Proposed excavation of a trench to enable the installation of separate surface and foul water drains between Shady Lane and the River Lostock to serve a residential development on land off Neil Lane.

Location: [Cuerden Valley Park Shady Lane Cuerden Bamber Bridge](#)

6. Application no. [20/00142/CLPUD](#)

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

Location: [17 Higher Meadow Clayton-Le-Woods Leyland PR25 5RJ](#)

7. Application no. [20/00156/PDE](#)

Proposal: Notification of a proposed single storey rear extension measuring 4m in depth, with eaves height of 2.68m, and, a maximum height of 3.69m (following demolition of existing conservatory)

Location: [25 Hampson Avenue Clayton-Le-Woods Leyland PR25 5TH](#)

8.Application no. [20/00100/FUL](#)

Proposal: Two storey side and single storey rear extension

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

10.Application no. [20/00151/MNMA](#)

Proposal: Minor non-material amendment to planning permission 19/00417/FULMAJ (Erection of 115 dwellings on land at Nell Lane, Clayton-le-Woods with access taken from Parkhurst Avenue) to change the house type at plot 210 and the handing of plots 192 and 212.

Location: [Land Adjoining Cuerden Residential Park Nell Lane Cuerden](#)

11. Application no. [20/00213/FULHH](#)

Proposal: First floor rear extension

Location: 31 Hampson Avenue Clayton-le-Woods Leyland PR25 5TH

It was RESOLVED to lodge an objection regarding the following planning application with Chorley Council due to the vagueness of the application to fell 3 mature oak trees. It was requested that Councillor D Clough table the reasons for the objection to the Clerk in due course.

Clerk/DC

9.Application no. [20/00184/TPO](#)

Proposal: Application for works to protected trees - Lancashire County Council TPO 14 1950 T1 - Fell. T2 - Fell. T3 - Fell.

Location: [Green Bank House Wigan Road Clayton-Le-Woods Leyland PR25 5SB](#)

The members wished to thank the Planning Group for their hard work in reviewing each application in detail.

8196 CORRESPONDENCE

- **Royal Air Force Letter Regarding the 80th Anniversary of the Battle of Britain.**
The members requested that the War Memorial Committee be advised of the RAF request to commemorate the 80th Anniversary of the Battle of Britain.

Clerk

8197 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 20th April 2020 at 7.30pm at Clayton Green Library.

It was noted that the Annual Parish Meeting is scheduled to be held on Monday 20th April 2020 at 6.30pm prior to the ordinary parish council meeting at Clayton Green Library.

Committee Meetings

- Communications Committee 26th May 2020
- Management Committee: To be arranged
- Finance Committee: To be arranged
- Play and Leisure Committee: To be arranged
- Environment Committee: To be Arranged