

**CLAYTON-LE-WOODS PARISH COUNCIL**

**MINUTES OF THE ORDINARY MEETING  
HELD ON MONDAY 13<sup>th</sup> JULY 2020 AT 7.30PM  
VIA ZOOM**

**PRESENT:** Councillor Mr M Clifford (Chairman)  
Councillor Mrs C Billouin  
Councillor Ms C Bromilow  
Councillor Mrs G Charlesworth  
Councillor Mr D Clough  
Councillor Ms J Cronshaw  
Councillor Mrs S Edwards-Williams  
Councillor Ms L Fishleigh  
Councillor Mr R Francis  
Councillor Mr P Gabbott  
Councillor Mrs G Ormston (11)

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

**8206 APOLOGIES**

Apologies were received and accepted from Councillor Mrs D Dowrick. Councillor D Rogerson was absent from the meeting.

**8207 DECLARATION OF INTEREST**

Councillor P Gabbott as a Chorley Councillor and Governor at Lancaster Lane Primary School.

**8208 PUBLIC PARTICIPATION**

There was no public participation at this meeting.

**8209 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY**

It was RESOLVED that the minutes of the ordinary parish meeting held on Monday 16<sup>th</sup> March 2020, 23<sup>rd</sup> March 2020 2<sup>nd</sup> July 2020 were deemed correct and were duly signed by the Chairman.

**8210 MATTERS ARISING**

It was requested to table the allocation of the VE Coins at the FPC in September 2020.

**ACTION**

**FPC**

## 8211 REPORTS

**Reports and Minutes were received and accepted from the following Committee:**

### **Finance Committee Meeting held on Tuesday 7<sup>th</sup> July 2020**

The Members were provided with a copy of the Finance Committee minutes, the Internal Auditors Report and the AGAR (Annual Governance and Accountability Return) form for the year 2019/20 prior to the meeting.

Chairman of Finance Councillor P Gabbott provided a verbal report to cover the key points.

#### **8211.1 • To note the Internal Auditor's Report 2019/20 and action the recommendations**

It was noted that the Internal Auditor recommended that the banding and actual total amount of the precept should be minuted plus a copy of the budget. This will be actioned in 2021/22

FSB

#### **8211.2 • Recommendation to approve the AGAR 2019/20 to be signed off by the Clerk and Chairman**

It was explained that this form was to be submitted to the External Auditor and the questions within the report were answered after due deliberation by the Finance Committee.

It was noted that the Internal/External Auditor had highlighted that the Parish was late in the execution of public rights during 2019/20 however there were new procedures in place to alleviate this issue ready for the AGAR 2020/21. The recommendation of the Finance Committee was for the Parish Council to sign off the Annual Governance Statement and the Accounting Statement in the AGAR 2019/20.

It was RESOLVED to approve the Annual Governance Statement and the Accounting Statement in AGAR 2019/20 and to have it signed off by the Chairman and Clerk.

#### **8211.3 • Recommendation for covid-19 fund £5,000**

It was recommended that due to the pandemic it has been calculated that there could be up to £16,000 worth of savings on the 2019/20. The recommendation of the Finance Committee that the Parish Council ring fence some £5,000 to put towards community activities which may arise from the pandemic.

FSB

It was RESOLVED that the Parish Council would ringfence £5,000 to put towards community activities that may arise due to the pandemic for the financial year 2020/21.

#### **8211.4 • Report on Food Parcel Project £2,500 and to match fund £2,500 from covid-19 fund**

A report was circulated which explained the Chorley led project to assist vulnerable families during the school holidays by delivering a one off food

parcel. To that end the Parish have received a £2,500 grant to assist with the project with the overall project would potentially cost some £5,000. Even though the Government has covered the free school meal vouchers during the Summer break it was still deemed worthwhile making a one off donation to vulnerable families and those in receipt of free school meals within Clayton-le-Woods.

It was proposed that the Parish Council provide matched funding for the Food Parcel Project in the amount of £2,500.

Vote 10 For and 1 against

It was RESOLVED to match fund the Food Parcel Project funding with £2,500 funding from the ring fenced covid-19 fund.

Clerk/  
FSB

**8211.5 • To approve the automatic pay increment for the Project Officer**

It was RESOLVED to award the automatic increment to the Project Officer with effect from 1<sup>st</sup> April 2020

Clerk

**8211.6 • Membership of the Finance Committee**

It was noted that due to resignations the Finance Committee had been on 6 members with a quorum of 5 which mad holding meeting quite challenging.

It was proposed that Councillor R Francis be added to the Committee with full voting rights.

It was RESOLVED that Councillor R Francis be added to the Finance Committee with immediate effect.

Clerk

**8212 CHORLEY COUNCIL EMERGENCY TREE PLAN CONSULTATION DOCUMENT**

Councillor M Clifford explained that Chorley Council were consulting with agencies and Parishes across the Borough to help in their goal of planting trees. Chorley needed to identify land to be earmarked where trees can be planted. It was proposed that the Parish Council with Chorley Council to identify suitable land in the ownership of the Parish.

It was requested that the Clerk contact Chorley Council to indicate that the Parish were willing to work with the Borough to identify sites within the Parish.

Clerk

## 8213 ACCOUNTS FOR PAYMENT

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

<b>Payment Method/ Cheque Number</b>	<b>July 2020 Accounts</b>	<b>£</b>
S/O	Lengthsmen (5 no.) Salary Paid by Standing Order	837.12
S/O	Employee (1) Salary Paid by Standing Order	1,482.53
D/D	Employee (1) / Employer Pension Contribution	545.86
S/O	Employee (2) Salary Paid by Standing Order	690.58
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	35.77
B/T	BT Business Bill Office Phone and Broadband	59.27
D/D	Three Telephone Monthly Fee Parish Phone (2)	9.00
S/O	Chorley Self Storage Monthly Rental	88.00
B/T	Envirocare Ltd Maintenance of Parish Sites	700.01
B//T	Envirocare Ltd Maintenance of parish flowerbed	50.00
B/T	Envirocare Ltd Maintenance of Annual Clearance/Tidy of Flowerbeds	384.00
B/T	Chorley Council Annual Bin Collection CLW Bowling Green	120.00
B/T	Zoom Video Communications Inc. Annual fee for Zoom Access	143.88
B/T	Allan Fielden Reimbursement of Cost of Multi-tool Purchase CLW Bowling Green	149.00
B/T	Avast Computer Security Two Year Renewal Fee	59.99
B/T	Conservation Contracts North West Ltd Hedge Planting Bankside Footpath Project (CIL)	563.23
B/T	McColl's Stationery	9.03
B/T	Defib Store Replacement Defibrillator Pads	98.40
	<b>Total without late Accounts</b>	<b>£6,510.47</b>

## 8214 PLANNING APPLICATIONS

It was RESOLVED to make the following comments:

**1.Application no:** 20/00539/CLPUD

**Proposal:** Application for a Certificate of Lawfulness for 2no. proposed rear dormers

**Location:** Wyndom, Wigan Road, Clayton-Le-Woods, Leyland, PR25 5SD

*No objection. This is a permitted development application*

**2.Application no.** 20/00583/TPO

**Proposal:** Application for work to a protected tree - Chorley BC TPO 1 (Clayton-le-Woods) 1984 Oak (T17) - Reduce by 30%.

**Location:** 92 Greenwood Bamber Bridge Preston PR5 8JX

*No objections. Liaise with the Tree Officer at Chorley Council*

**3.Application no.** 20/00619/TPO

**Proposal:** Application for work to a protected tree - Chorley BC TPO 6 (Clayton-le-Woods) 2007 Silver Birch T1 - Crown reduce by 20%. Thin crown by removing deadwood, duplicating branches and crossing branches. Crown lift to 3 Metres above ground level.

**Location:** 82 Lancaster Lane Clayton-Le-Woods Leyland PR25 5SP

*No objections. Liaise with the Tree Officer at Chorley Council*

**4.Application no.** 20/00584/PDE

**Proposal:** Notification of a proposed single storey rear extension measuring 6m in depth, with eaves height of 3m, and a maximum height of 3.8m (following demolition of existing conservatory)

**Location:** Windward Moss Lane Clayton-Le-Woods Leyland PR25 4SE

*No objections*

**5.Application no.** 20/00625/FULHH

**Proposal:** Detached double garage; external alterations, including render, associated with conversion of the existing attached garage to habitable accommodation

**Location:** 11 Fern Meadow Clayton-Le-Woods Chorley PR6 7RN

*No objections*

**6.Application no.** 20/00626/FULHH

**Proposal:** Two storey rear extension

**Location:** 6 The Heathers Bamber Bridge Preston PR5 8LJ

*No objections*

**7.Application no.** 20/00599/FULHH

**Proposal:** Part conversion of integral double garage to habitable room accommodation

**Location:** 8 Grange Close Clayton-Le-Woods Leyland PR25 5SJ

*No objections*

**8. Application no. 20/00647/TPO**

**Proposal:** Application for works to protected trees - Chorley BC TPO 6 (Clayton-le-Woods) 2007 T1 Beech - Reduce canopy by 2 metres. T2 Lime - Reduce canopy by 3 metres, 10% crown thin.

**Location:** 11 Grange Close Clayton-Le-Woods Leyland PR25 5SJ

*No objections. Liaise with the Tree Officer at Chorley Council*

**9. Application no. 20/00644/FULHH**

**Proposal:** Part two storey, part single storey rear extension (part-retrospective)

**Location:** 3 Thetford Drive Clayton-Le-Woods Leyland PR25 5PG

*No objections*

**10. Application no. 20/00692/FULHH**

**Proposal:** Single storey side/rear (following demolition of existing garage)

**Location:** Heron's House 30 Back Lane Clayton-Le-Woods Chorley PR6 7QE

*No objections*

**11. Application no. 20/00675/CB3**

**Proposal:** Erection of single story building to provide Parish Council offices and meeting facilities.

**Location:** Whittle-Le-Woods and Clayton-Le-Woods Parish Club 239 Preston Road Clayton-Le-Woods Chorley PR6 7PY

*No Comment on Parish Council Development*

The members wished to thank Councillor G Charlesworth for all her hard work in reviewing each application in detail.

**8215 CORRESPONDENCE**

**Request for a Memorial Plaque to be Installed on a Parish Owned Bench at Meadowbank Pond.**

This issue was discussed at length and the following proposals were put forward:

The issue was raised as to what would happen to the plaque once the bench came to the end of its natural life. Also this could set a precedent which could lead to many such requests. It was agreed that in line with the local authority policy no individual memorial plaques can be placed on Parish Council property.

Councillor M Clifford proposed that planting a native tree would be an alternative memorial for the resident.

Councillor C Bromilow proposed that as the residents had raised funds they may be eligible to receive a grant towards purchasing their own bench. It was explained that the donation fund can only be accessed by a fully established accredited group. However the group could raise funds for their own memorial bench.

It was requested that the Clerk inform the resident that the two options were to have a tree planted and/or have a bench purchased and sited in the appropriate spot. The caveat being that the land at Meadow Bank was owned by Chorley Council and that permission would have to be sought to undertake either project.

**Clerk**

Councillor P Gabbott requested that the Donation Policy would be reviewed and amended to reflect the issue regarding placing plaques on Parish property.

**Clerk/  
Mgt  
Comm**

**8216 DATE OF NEXT ORDINARY PARISH MEETING AND FUTURE DATES**

Members were reminded that there was no scheduled FPC meeting during August 2020.

It was RESOLVED that the next ordinary Parish Council meeting is to be held on Monday 21<sup>st</sup> September 2020 at 7.30pm via virtual meeting unless otherwise notified.