

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING
HELD ON MONDAY 21st SEPTEMBER 2020 AT 7.30PM
VIA ZOOM

PRESENT: Councillor Mr M Clifford (Chairman)
 Councillor Mrs C Billouin
 Councillor Mrs G Charlesworth
 Councillor Mr D Clough
 Councillor Mrs S Edwards-Williams
 Councillor Mr P Gabbott
 Councillor Mrs G Ormston
 Councillor Mr D Rogerson (8)

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

		ACTION
8217	<p>APOLOGIES</p> <p>Apologies were received and accepted from Councillors Ms C Bromilow, Ms J Cronshaw, Mrs D Dowrick, Ms L Fishleigh and Mr R Francis. (5)</p> <p>It was noted that Ms L Fishleigh had tendered her resignation due to work commitments. This item will be tabled at the next FPC meeting.</p>	FPC
8218	<p>DECLARATION OF INTEREST</p> <p>Councillor M Clifford declared an interest as an associate of the Wildlife Trust.</p>	
8219	<p>PUBLIC PARTICIPATION</p> <p>There was no public participation at this meeting.</p>	
8220	<p>MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 13th JULY 2020</p> <p>It was RESOLVED that the minutes of the ordinary parish meeting held on Monday 13th July 2020 were deemed correct and were duly signed by the Chairman.</p>	
8221	<p>MATTERS ARISING</p> <p>8210 Allocation of VE Coins on the agenda. 8211.1 Internal Auditors Recommendations have been noted and delegated to the Finance Committee. 8211.3 Covid-19 Ringfenced Funds Delegated Action to the Finance Committee. 8211.4 Food Parcel Project on the agenda.</p>	

8211.5 Project Officer Increment. Actioned by the Clerk.

8211.6 Councillor R Francis has been added to the Finance Committee list.

8212 Chorley Council Emergency Tree Plan Consultation. The Project Officer and the Chairman have been in contact with Chorley Council offering the support of the Parish Council.

8215 Memorial Plaque at Meadowbank Pond. The residents have been informed of the decision of the Parish Council and declined both proposals. Donations Policy will be reviewed by the Management Committee.

8222 REPORTS

8222.1 Report on Back Lane Woods Development Project

Councillor M Clifford gave a detailed report on the ongoing development work at Back Lane woods.

It was noted that the programme of work was on schedule with broken steps being repaired and made more accessible. The restructured bridge had its new handrail installed and the forest school area had also been completed with seating logs to follow.

The Parish were in consultation with Lancashire County Council Highways Department regarding reinstating the right of way footpath at the Preston Road end of the site.

A kissing gate will be installed shortly at the beginning of the woods will delineate the boundary of the woodland.

The next site meeting was scheduled to take place on 23rd September 2020. Further reports will be made on a monthly basis.

FPC

8222.2 Latest Report on Food Parcel Project £2,500 (Plus £2,500 CLW PC Contribution) (Spent £1037.88 on 40 households)

The Project Officer provided an in depth report of the project noting that the response had been good despite the schools being notified quite late in the term. The Members were advised that 40 families had been supported with 91 children and 45 parcels had been delivered (families with 3 or more children receiving two parcels) It was noted that the parish had to switch provider several times due to high demand from the general public.

The Clerk informed the members that the grant of £2,500 had to be spent on community initiatives during covid-19. It was proposed that the Parish plan another food parcel delivery during the Autumn half term and think about a Christmas parcel with the matched funding from the Parish Council.

It was RESOLVED to make the offer of a food parcel to nominated families over the October half term break and review the funds after that time with a view to providing a provision during the Christmas break.

It was requested that the Clerk make the necessary arrangements with the local schools and Chorley Council.

Clerk/PO

8222.3 Website Development - To comply with Accessibility Regulations

The Councillors were given access to the test website prior to the meeting.

The Members were informed that the Parish Council website was in the process of being refurbished to comply with the government regulations which come into force at the end of September 2020.

The Project Officer explained that to improve functionality and accessibility i.e. several options have been streamlined (less tabs) and type faces and colours simplified.

A report will be issued once the website had been revised to certify the accessibility of the website. This issue will be an item to be discussed at the next FPC meeting.

FPC

8222.4 Annual Parish Newsletter 2020 (Budget £6,000) (Cost £2,685)

It was noted that the Parish Council have a legal obligation to report to all its residents at least once per year. To comply with the regulations the annual newsletter will be published and delivered to all 7,500+ households by the end of the year.

The Clerk indicated that a contract had been drawn up with Green Man Marketing prior to covid-19 and the Parish Council would be just executing this contract.

It was RESOLVED that the Parish Council would approve the contract to design, print and distribute the annual newsletter at a cost of some £2,685

It was requested that the Project Officer draw up the newsletter articles ready for the design, print and distribution of the newsletter. The deadline for outstanding articles from Members is 30th September 2020 and can be sent to the clerk and/or the Project Officer. The aim will be to have the newsletter distributed at the end of November 2020.

8222.5 Play Area Annual Maintenance and Cunnery Meadow Release of 2.5% Retention Monies (£1,647.35)

It was noted that an invoice had been received regarding retention monies for Cunnery Meadow Play area.

It was requested that the office staff arrange for an on site inspection and highlight any snagging issues and release the retention when deemed appropriate.

Clerk/PO

8223 LENGTHSMEN/STAFF RISK ASSESSMENTS AND RETURN TO WORK

The Clerk informed the Members that all the risk assessments were completed in line with the government health and safety guidelines.

As regards the office staff the Chairman had visited the office building and noted that the building and the office was following the specified risk assessments.

It was agreed that the staff could continue to work in the office unless otherwise specified by central government.

It was noted that the Lengthsmen were eager to return to work. After liaising with Lisieux Hall it was proposed that the Lengthsmen could return to work under the framework of the risk assessment.

It was agreed that the Parish Council would approve the return to work of the Lengthsmen in partnership with Lisieux Hall and in compliance with the agreed risk assessment.

The situation for all staff would be held under constant review and in line with the central government guidelines.

MGT

8223 WILDFLOWER MEADOW PROJECT 2021

The Chairman explained that Chorley Council were in looking for a commitment from all the parish councils regarding the wildflower meadow provision for 2021. The commitment would be made from this year budget; however, the bill would be paid in 2021/21.

FSB

All Councillors were invited to nominate suitable sites within the parish to the Management Committee and/or the Clerk; however, for practical purposes the final decision regarding sites would be made by Chorley Council. It was noted that dependent on the take up and sites there could be more than a maximum of 6 sites planted.

**MGT/
Clerk**

It was RESOLVED to agree to the wildflower provision for 2021 to a maximum of £3,000 under delegated powers to the Management Committee to suggest the suitable sites under the guidance of Chorley Council.

8224 PROPOSED REPAIR WORKS AT FIDDLERS LANE FOOTPATH ADJACENT TO MANOR ROAD SCHOOL

It was reported that an annual inspection had been carried out on the footpath at Fiddlers Lane and it had been noted that a noticeable part of the footpath was in need of repair as it was in danger of causing a trip hazard in the near future.

A quotation had been sought on health and safety grounds and it came in at some £3,084.75 inc VAT.

It was RESOLVED that the footpath be repaired as soon as was practicable at a cost of some £3,084.75.

It was requested that the Clerk make the necessary arrangements and liaise with Manor Road School regarding any disruption.

**Clerk/PL
Comm**

8225 UPDATE ON COMMEMORATIVE VE COINS (COST £1,267.20)

The Clerk indicated that the Headteachers at the local schools were interested in receiving the VE coins to incorporate them into the Remembrance Day commemoration in November 2020.

After due consideration the Members took a vote as to whether to purchase the coins or not

Votes for 7

Votes Against 1

it was RESOLVED that the coins would not be purchased this year, but the parish would investigate another similar scheme aimed for next year.

C Billouin/
Clerk

8226 ACCOUNTS FOR PAYMENT

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

Paym't Method/ Chq No.	August 2020 Accounts	£
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	37.21
B/T	BT Business Bill Office Phone and Broadband	59.27
D/D	Three Telephone Monthly Fee Parish Phone (2)	8.86
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	Mr A Fielden Maintenance CLW Bowling Green	255.50
B/T	Various Food Parcel Orders (40)	1,037.88
	Total	£6,277.62

Paym't Method/ Chq No.	September 2020 Accounts	£
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	HMRC Tax and NI Contribution	1,636.23
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	36.85
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	753.12
B//T	Envirocare Ltd Maintenance of parish flowerbed	50.00
B/T	Envirocare Ltd Groundwork at CLW Bowling Green	192.00
	Envirocare Ltd Maintenance Work to Flowerbeds	384.00
B/T	Wicksteed Ltd Cunnery Meadow 6-month Retention Monies	1,647.35
B/T	Stringfellow Ltd Annual Repairs to Play Areas	3,732.00
B/T	Office Supplies (Hard Drive Cover and HDMI to VGA Cable)	39.97
B/T	Ryman Office Supplies	34.97
Total with late Accounts		£12,703.65

8227 PLANNING APPLICATIONS

The following Planning Application Decisions were Noted: -

Application no. **20/00164/FUL**

Erection of 4no. dwelling houses

Land Adjoining Cuerden Residential Park Nell Lane Cuerden

Planning Permission Granted 8 September 2020

Application no. **20/00712/PDE** Proposal: Notification of a proposed single storey rear extension measuring 4m in depth, with eaves height of 2.25m, and a maximum height of 3.8m

Location: 31 Hunts Field Clayton-Le-Woods Chorley PR6 7TT

Planning Application Denied on 21 August 2020 - Exceeded 6 metres

Application no. **20/00725/CB3MAJ**

Proposal: Section 73 application to vary condition 18 (site access construction) attached to planning permission 20/00124/CB3MAJ (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 timing for the construction of the site access

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

Planning Permission Granted 10 September 2020

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

Erection of single storey 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

Planning Permission Granted 10 September 2020

Application no. **20/00704/MNMA**

Minor non-material amendment to planning application 19/01137/FULHH (Part first floor and part two storey front extension and elevational alterations) involving front roof alterations

16 Camellia Drive Clayton-Le-Woods Leyland PR25 5RW

Planning Permission Denied 5 Aug 2020 - Roof Ridge too High

Application no. **20/00690/TPO**

Application for works to protected trees - Chorley BC TPO 2 (Clayton-le-Woods) 2013: T1 Ash - Prune lowest branch overhanging rear garden back to the boundary; and T2 Oak - Prune lowest branch overhanging rear garden back to the boundary

33 Oaktree Avenue Cuerden Residential Park Clayton-Le-Woods Leyland PR25 5PJ

Planning Permission Granted 3 September 2020

Application no. **20/00736/FULHH**

Single storey side/rear extension, bay window to the front elevation, and associated external alterations (following demolition of existing garage)

18 Bay Tree Road Clayton-Le-Woods Chorley PR6 7JW

Planning Permission Granted 8 September 2020

Application no. **20/00729/FULHH**

Single storey rear extension and external alterations including render to property

25 Carr Meadow Bamber Bridge Preston PR5 8HR

Planning Permission Granted 7 September 2020

Application no. **20/00769/DIS**

Application to discharge conditions nos. 9 (biodiversity enhancement measures), 12 (boundary details), 13 (levels), 14 (landscaping), and 16 (site access and off-site works of highway improvement) attached to planning permission 20/00124/FULMAJ (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)

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

Planning Conditions Discharged by Applicant

Application no. **20/00554/FULHH**
Conversion of existing double detached garage to habitable accommodation
116 Dallington Avenue Clayton-Le-Woods Leyland PR25 5AG

Planning Permission Granted 14 September 2020

Application no. **20/00722/FULHH**
Single storey rear extension (conservatory)
4 Whinfell Close Clayton-Le-Woods Leyland PR25 5AL

Planning Permission Granted 4 September 2020

It was RESOLVED to make comments on the following planning applications:

Application no: **20/00698/FULHH**
Single storey rear extension
14 Hunters Road, Clayton-Le-Woods, Leyland, PR25 5TT

No comment

Application no. **20/00783/FULHH**
Single storey rear extension
34 Petunia Close Clayton-Le-Woods Leyland PR25 5RE

No comment

Application no. **20/00798/FULHH**
Single storey rear extension
385 Preston Road Clayton-Le-Woods Chorley PR6 7JA

No comment

Application no. **20/00805/DIS**
Application to discharge condition no.10 (surface water drainage scheme) attached to planning permission 20/00124/FULMAJ (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)
Whittle-Le-Woods and Clayton-Le-Woods Parish Club 239 Preston Road Clayton-Le-Woods Chorley PR6 7PY

No Comment. Parish Council has a Declared Interest

Application no: **20/00830/FULHH** Ward: Proposal: Single storey side/rear extension; front porch
Location: 114 Claughton Avenue, Clayton-Le-Woods, Leyland, PR25 5TP

No Comment

Application no:**20/00841**/FUL Proposal: Excavation of a trench and the installation of separate surface and foul water drains between Shady Lane and the River Lostock to serve a residential development on land off Nell Lane (Resubmission of application reference 20/00023/FUL)
Location: Cuerden Valley Park, Shady Lane, Cuerden, Bamber Bridge

Please note that the Parish Council has lodged an objection on environmental grounds on 2nd September 2020.

Application no:**20/00859**/TPO Proposal: Application for works to protected trees - Chorley BC TPO 6 (Clayton-le-Woods) 2007 T1 Beech - 2 Metre crown reduction and 10% Crown thin. T2 Lime - Reduce away from neighbouring property by 2 Metres, 2 Metre crown reduction, 30% Crown thin.

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

No Comment

Application no. **20/00875**/FULHH
Erection of brick pillars and gate and formation of hardstanding/new garden path.

28 Ambledene Bamber Bridge Preston PR5 8JR

No Comment

Application no:**20/00879**/PDE Proposal: Notification of a proposed single storey extension measuring 4.5m in depth, with eaves height of 2.2m, and a maximum height of 3.5m

Location: 4 Camellia Drive, Clayton-Le-Woods, Leyland, PR25 5RW

No Comment

Application no: **20/00886**/TPO Proposal: Application for work to a protected tree - Chorley BC TPO 8 (Clayton-le-Woods) 1996 T1 - Oak - Crown reduction to a maximum of 2 Metres. Remove lowest branch encroaching on rear of neighbours house.

Location: 2 Snowdrop Close, Clayton-Le-Woods, Leyland, PR25 5TG

No Comment

Application no:**20/00889**/FULHH Proposal: Part first floor and part two storey front extension and elevational alterations (resubmission of application ref: 19/01137/FULHH).

Location: 16 Camellia Drive, Clayton-Le-Woods, Leyland, PR25 5RW

No Comment

Application no:**20/00892**/FULHH Proposal: Conversion of part of integral double garage to habitable room accommodation

Location: 12 Grange Close, Clayton-Le-Woods, Leyland, PR25 5SJ

No Comment

Application no:**20/00897**/FULHH Proposal: Conversion of integral garage to habitable room accommodation Location:
5 Parkhurst Avenue, Clayton-Le-Woods, Leyland, PR25 5PF

No Comment

Application no:**20/00916**/CLPUD Proposal: Application for a certificate of lawfulness for a proposed rear dormer Location: 2 Brookfield Lane, Clayton-Le-Woods, Chorley, PR6 7FG

No Comment

Application no. **20/00928**/FUL
Erection of rear glass roof canopy.
Carr Brook House Chorley Old Road Clayton-Le-Woods Chorley PR6 7QZ

No Comment

Application no:**20/00929**/FULHH
Proposal: Single storey rear extension joining to new raised flat roof to rear elevation, elevational alterations including lowering of existing chimney (following demolition of existing conservatory)
Location: 15 Watkin Road, Clayton-Le-Woods, Chorley, PR6 7PU

No Comment

Application no. **20/00931**/DIS
Application to discharge conditions 18 (broadband strategy - phase 1) and 32 (construction plan) attached to planning permission 19/00417/FULMAJ - Erection of 115 dwellings on land at Nell Lane, Clayton-le-Woods with access taken from Parkhurst Avenue
Land Adjoining Cuerden Residential Park Nell Lane Cuerden

Applicant Discharged Conditions

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

At this point Cllr D Rogerson left the meeting.

8228 CORRESPONDENCE

1.Request for tree to be pruned back at 77 Pendle Road CLW

The Clerk stated that the resident was concerned about the roots that may encroach the patio and foundations of the property.

It was requested that the Clerk/Chairman arrange for an independent arboriculturist to inspect the site and make a determination. The resident will be informed of the decision.

Clerk/MC

2.Complaint regarding Anti-social behaviour a Manor Road Play Area (CCTV)

A complaint from a resident was read to the Members. A discussion took place regarding the anti-social behaviour and vandalism at a number of the play areas within the parish. It was noted that after a review of the CIL allocation a miscalculation had been corrected and there were now funds available to be distributed.

FPC

It was requested that the review of the CCTV provision for the whole parish be placed on the next FPC agenda.

Clerk

3.Planning White Paper Government Consultation

The Members were advised that they could comment individually on the government white paper regarding the future of planning. The clerk would provide the link for their information.

<https://www.gov.uk/government/consultations/planning-for-the-future>

8229 Motion to Exclude Press and Public due to Confidentiality of Staff Pay (Item 8230)

It was RESOLVED to exclude press and public for item 8230 due to confidentiality of Staff Pay.

8230 NJC ANNUAL COST OF LIVING PAY AWARD 2020/21

After due discussion it was RESOLVED to approve the NJC cost of living increase for the Clerk and Project Officer at a gross cost of £1,087.65.

Clerk

8231 DATE OF NEXT ORDINARY PARISH MEETING AND FUTURE DATES

It was proposed that the dates for the FPC meetings for the next 8 months be finalised.

It was RESOLVED that the dates until May 2021 be as follows:

19th October 2020
16th November 2020
No planned meeting During December
18th January 2021
15th February 2021
15th March 2021
19th April 2021
17th May 2021

Website

It was RESOLVED that the next ordinary Parish Council meeting is to be held on Monday 19th October 2020 at 7.30pm via virtual meeting unless otherwise notified.