

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING
HELD ON MONDAY 16th NOVEMBER 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 Mrs D Dowrick
 Councillor Mrs S Edwards-Williams
 Councillor Mr P Gabbott
 Councillor Mrs G Ormston (9)

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

8247 APOLOGIES

Apologies were received and accepted from Councillors Ms J Cronshaw
 Mr R Francis, D Rogerson. (3)

8248 DECLARATION OF INTEREST

Councillor M Clifford declared an interest as an associate of the Wildlife
 Trust. Councillor C Bromilow as a trustee at Cuerden Valley Park Trust.
 Councillor D Dowrick as a Governor at Lancaster Lane School. Cllr M
 Clifford on Planning Item 8256 Asda Development 20/01172/FUL

8249 PUBLIC PARTICIPATION

There was no public participation at this meeting.

**8250 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON
 MONDAY 19th OCTOBER 2020**

It was RESOLVED that the minutes of the ordinary parish meeting held
 on Monday 19TH October 2020 were deemed correct and were duly
 signed by the Chairman.

8251 MATTERS ARISING

8237 Resignation of Councillor L Fishleigh

It was noted that Chorley Council have stated that the Parish Council
 were free to co-opt a new Member in North Ward.

ACTION

Newsletter

Chairman's Signature.....



8239.3 Future CIL Initiatives

Speed Indicators – The issue was now being investigated.
Electric Streetcar Chargers – It was noted that the new GP surgery would have electric charging points installed.
Play Area Development (Wigan Road) – It was noted that various proposals were being investigated at the present time.

8240 Grant Application Help the Homeless

The Clerk indicated that the grant had been paid and that the Parish Council had received a letter of thanks. It was requested that the Clerk issue the letter to all the Councillors.

Clerk

8241.1 Back Lane Woods Development

Management Agreement

The Management Agreement had been drawn from a proforma from another Local Authority. This document had been scrutinised by the Management Committee during the lockdown.

The Clerk indicated that the legal department at Chorley Council were willing to overview the agreement and point out any amendments.

It was requested that the Clerk move forward with this process and provide a copy to all the Members for their information.

Clerk

8242 Transfer Funds from Natwest To Yorkshire Bank

It was noted that on review of the balances and current CIL income the Clerk did not transfer any funds between the banks at the present time. It is planned to transfer the necessary funds owed to the Parish into the nominated bank account at the start of the new financial year.

8244 Planning Applications

All the comments had been reported to Planning Department at Chorley Council.

8245 Correspondence

Request to Restore Gates to the Community Bowling Green

The Chairman reported that he had undertaken an investigation into the issue and the green keeper confirmed that there had been no damage to the bowling green or the surrounds since the gates had been removed. It was agreed to continue to provide an open bowling green free at the point of use for the whole community.

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

It was requested that the Clerk inform the resident of the decision of the Parish Council and thank her for raising her concerns.

Clerk

8252 EVENTS

8252.1 Proposed Date of Summer Fair 2021

After due consideration it was RESOLVED that the Summer Fair 2021 would be held on Saturday 26th June 2021 subject to covid-19 restrictions being lifted.

It was requested that preparations be undertaken with minimal cost implications at this stage.

Chairman /Clerk/PO

8252.2 Remembrance Sunday Commemoration Arrangements

The Chairman reported that on Wednesday 4th November 2020 at 12 noon he attended a shortened Remembrance Service along with the local Vicar the Chair of Whittle-le-Woods Parish Council and the Chair of the War Memorial Committee. The shortened service was videoed and shown on Sunday 8th November 2020 and can be viewed online via social media or on the Parish Council website.

8252.3 Installation of Christmas Tree 2021

The Chairman stated that the Christmas tree had been ordered and it would be delivered and installed at the end of November 2020. A new lighting firm had been engaged and it was hoped that the display would brighten up the village at this challenging time.

The Chair informed the Members that he had a request from residents for a virtual switch on event. It was agreed that this was a good idea and that the office staff and the Chairman investigate how to record the switch on live and post it on social media for the residents to observe.

Chairman/ Staff

8253 REPORTS

8253.1 Back Lane Woods Update

It was reported that the second phase of the woodland development was due to start at the end of November 2020. There had been some complements on the new footpaths, and it was confirmed that the footpath would extend onto the Preston Road end now that permission had been granted from Lancashire and Chorley Council. A kissing gate would be installed at the edge of the woodland boundary to deter cyclists from skidding and making ruts in the footpaths.

Chairman's Signature.....



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Councillor G Ormston asked when the pond testing would take place and the Chairman indicated that this would take place in the second phase of the project.

FPC

The Chairman would report back to the FPC at the next meeting.

8253.2 Latest Report on Holiday Hunger/Food Parcel Project £2,500 (Plus up to £2,500 CLW PC Contribution)

The Project Officer reported that 17 boxes had been distributed during the October 2020 half term at a cost of £521.00. Some £900 of grant funding was left to spend at the present time. It was proposed to offer the food parcels again during the Christmas break on the same premise as before.

The Members agreed to this proposal and requested that the office staff continue to work on this going forward and report back at the next FPC meeting.

PO

8253.3 Website Development - To comply with Accessibility Regulations

The Members were informed that the Parish Council website was now live and functionally compliant with the accessibility regulations. The accessibility certification is embedded on the website

It was requested that if the Members have any news or photos to be uploaded onto the website to pass it through to the Clerk in the first instance (photos to be landscape not portrait and set at the highest resolution).

8253.4 External Audit Report 2019/20

All the Members were provided with the External Auditors Report on 2019/20 Accounts for their information.

The Clerk indicated that there were no outstanding issues raised by the External Auditor in their report. She reminded the Members that the Parish Council had failed to comply with exercising public rights for 2018/19 which had been published online to the public as requested by the External Auditor. As required the audited accounts and statement had been published on the website.

It was RESOLVED to accept the external auditors report for 2019/20.

8253.5 Cunnery Meadow Temporary Footpath Proposal

Councillor D Dowrick reported that she had investigated the issue with fellow parents and the Headteacher. It was noted that the Headteacher

Chairman's Signature.....



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had indicated that this was a temporary measure in response to the covid-19 pandemic and that the side gate would be closed once the restrictions were eased.

The Members were advised that the footpath contractor had quoted some £2,000.00 for the installation of a permanent footpath. It was seen as too challenging to put down a temporary footpath due to the incidents of vandalism and anti-social behaviour on Cunnery Meadow.

It was agreed that on this occasion nothing practicable could be done to install a footpath at the present time.

It was requested that the Clerk inform the resident of the decision.

Clerk

8253.6 Lancaster Lane Primary School Running Track

The Chairman stated that he was unable to gain access to the school grounds during the half term break. It was noted that one of the terms of the CIL funding for the track was that it would be accessible for the residents to use.

It was requested that the Clerk write to the Headteacher to ask what arrangements were in place for public access to the track out of school hours and report back in due course.

Clerk

8253.7 Pendle Road/Mendip Road Tree Report

There were a number of options tabled, however it was agreed that the non-native tree that was planted next to a property on Pendle Road be removed. It was requested that two native trees be planted as advised by the arborist to replace the tree that would be removed at a cost of some (£650).

8253.8 Cunnery Meadow Tree Report

It was agreed that branches be pruned and the top cut back under the direction of the approved arborist at a cost of some (£300).

It was requested that both residents be informed of the decisions and that the arborist be engaged to undertake the work.

Clerk

8254 Chairman's Allowance 6 Months in Arrears

It was RESOLVED to pay the allowance to the Chairman in the sum of £250.00.

It was requested that the Clerk proceed to pay the allowance.

Clerk

Chairman's Signature.....



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8255 ACCOUNTS FOR PAYMENT

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

Paym't Method/ Chq No.	November 2020 Accounts	£
S/O	Lengthsmen (5 no.) Salary Paid by Standing Order	837.12
B/T	Lengthsmen CD Back Pay	488.32
S/O	Employee (1) Salary Paid by Standing Order	1516.11
D/D	Employee (1) / Employer Pension Contribution	620.92
S/O	Employee (2) Salary Paid by Standing Order	717.78
B/T	HMRC Tax/NI Quarterly Payment	1872.22
B/T	Cllr M Clifford Chairman's Allowance (6 Months)	250.00
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	Easy Websites Ltd. Rebuild of Website to Comply with Accessibility Guidelines	360.00
D/D	O2 Telefonica Monthly Fee for Parish Phone	36.13
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	PKF Littlejohn LLP Annual External Audit Fee	720.00
B//T	Envirocare Ltd Maintenance of parish flowerbeds	50.00
B/T	Envirocare Ltd Monthly Fee Grass Cutting of Parish Sites	753.61
B//T	Envirocare Ltd Tree and Perimeter Work Cunnery Meadow	252.00
B/T	Conservation Contracts NW Ltd Fiddlers Lane Path Repair Work	3701.70
B/T	Poppy Signs Leonora Carrington Information Board and Signage (£36.00)	1074.68
B/T	Food Parcel Orders (17)	521.00
B/T	Green Man Marketing Design Print and Delivery of Parish Newsletter	3115.00
B/T	Stringfellow Ltd Repaint 2 no. Parish Repaint 2 no. Benches Clayton Brook	696.00
B/T	ACE Workwear Work wear for Lengthsmen (Mar 2020)	141.74
B/T	Safe Choice Packaging Doggy Bags x 8000	264.00
000185	Royal British Legion Donation towards Remembrance Wreath	20.00

Chairman's Signature.....



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	Total without Late Accounts	£18,649.40
	CIL Grant	£
B/T	CIL Receipt 1 st April – 30 th September 2020	35707.46
	Total	£35,707.46
Paym't Method/ Chq No.	<u>December 2020 Accounts</u>	£
S/O	Lengthsmen (5 no.) Salary Paid by Standing Order	837.12
S/O	Employee (1) Salary Paid by Standing Order	1516.11
D/D	Employee (1) / Employer Pension Contribution	560.86
S/O	Employee (2) Salary Paid by Standing Order	717.78
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	36.25
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	Lidl Christmas Tree Decorations	20.00
B/T	Office Sundries	3.75
000186	Chorley Business & Technology Centre Stamps	9.12
	Total without Late Accounts	£4,342.06

8256 PLANNING APPLICATIONS

It was RESOLVED to make no comment on application 1 and 4 on the current list:

1. Application no. [20/00881/FULHH](#) Creation of a driveway to the front of the property. Location [297 Preston Road Clayton-Le-Woods Chorley PR6 7PY](#)

4. Application no. 20/01147/FULHH Two storey side extension and erection of new side boundary wall (following demolition of garage). Location 207 Higher Meadow Clayton-Le-Woods Leyland PR25 5RR

It was RESOLVED to object on application 2 on the grounds that the exertion and boundary wall is not in keeping with the area on size and scale.

Clerk

Chairman's Signature.....



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2.Application no. [20/01135/FULHH](#) Part two storey / part single storey side extension linking dwelling to existing detached garage. Location [2 Ash Field Clayton-Le-Woods Chorley PR6 7QP](#)

It was RESOLVED to object to the removal of this condition on a permanent basis as it was seen as detrimental to the neighbouring residents. Some compromise during covid-19 pandemic would be more reasonable with the hours being a little less restrictive.

Clerk

5.Application no. [20/01172/FUL](#) S73 application to remove condition 7 of planning permission 12/00211/FUL (New stand alone, galvanised steel canopy to provide a sheltered loading area serving the existing home shopping unit and repositioning of service yard gate) to allow deliveries to and from the site 24 hours a day, seven days a week. Location [Asda Superstore Clayton Green Centre Drive Clayton-Le-Woods Chorley PR6 7JY](#)

It was agreed that the Clerk contact the Tree Officer at Chorley Council to confirm the plans regarding the following tree applications:

Clerk

3.Application no. [20/01146/TPO](#) Application for works to protected trees - Chorley BC TPO 6 (Clayton-le-Woods) 2007: T1 Oak - Prune branches overhanging road, driveway and garden; T2 Cherry - prune branches overhanging road, driveway and garden; and T3 Monkey Puzzle - Remove lower branches over lawn. Location [38 Lancaster Lane Clayton-Le-Woods Leyland PR25 5SN](#)

6.Application no. [20/01181/TPO](#) Application for works to protected trees - Chorley BC TPO 6 (Clayton-le-Woods) 2007: T1 Oak - Fell; and T4 Willow - Crown lift to 3 metres above ground level, crown reduce away from boundary trees by 1.5 metres. Location [28 Lancaster Lane Clayton-Le-Woods Leyland PR25 5SN](#)

7.Application no. [20/01183/TPO](#) Application for works to protected trees - Chorley BC TPO 6 (Clayton-le-Woods) 2007: T2 Oak - Remove lowest branch over neighbour's garden to clear 5 metres; T3 Oak - Remove lowest two branches over neighbour's garden to clear 5 metres; and Beech within G1 - Remove single tree. Location [30 Lancaster Lane Clayton-Le-Woods Leyland PR25 5SN](#)

8257 CORRESPONDENCE

8257.1 Donation Request from the Defibrillator Group

The Clerk informed the Members that the Parish had been approached by the non for profit group about the "Save a Life Campaign". In partnership with the North West Ambulance Service the plan was to install billboards within the local schools at a cost of £300 per billboard.

After due consideration it was requested that the Clerk verify the status of

FSB/

Chairman's Signature.....



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the organisation and that they comply with the grant policy requirements before being tabled for consideration.

FPC

8258 PROPOSED OFFICE CLOSURE CHRISTMAS 2020

The Members agreed the following office closure during the Christmas period:

Closure from Thursday 24th December 2020, Tuesday 29th – Thursday 31st Dec 2020

Re-open Monday 4th January 2021 (4 Days Total)

8259 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 18th January 2021 at 7.30pm via virtual meeting unless otherwise notified.

Chairman’s Signature.....