

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING
HELD ON MONDAY 15th FEBRUARY 2021 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 D Dowrick
 Councillor Mrs S Edwards-Williams
 Councillor Ms L Farnworth
 Councillor Mr R Francis
 Councillor Mr P Gabbott
 Councillor Mr S Maddock
 Councillor Mr D Rogerson (13)

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

		ACTION
8275	<p>APPROVE THE CO-OPTION OF CLLRS LYNDA FARNWORTH AND STEVEN MADDOCK</p> <p>The Chairman welcomed the two new Councillors to their first meeting.</p> <p>It was RESOLVED that Councillors Ms Lynda Farnworth and Mr Steven Maddock be co-opted as Parish Councillors for North Ward and West Ward respectively.</p> <p>It was requested that the Clerk inform the appropriate authorities.</p> <p>The Clerk informed the Members that there had been another letter of interest from a resident to consider for co-option as a Parish Councillor.</p> <p>It was agreed that the interview would take place at the beginning of the next FPC meeting.</p>	<p>Clerk</p> <p>Clerk</p>
8276	<p>APOLOGIES</p> <p>There were no apologies. Councillor G Ormston was noted as being absent from the meeting. (1)</p>	

Chairman's Signature.....



DECLARATION OF INTEREST

Councillor M Clifford declared an interest as an associate of the Wildlife Trust and as Chorley Councillor with responsibility for the environment and green spaces.

8277 PUBLIC PARTICIPATION

There was no public participation at this meeting.

8278 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 18th JANUARY 2021

It was RESOLVED that the minutes of the ordinary parish meeting held on Monday 18th January 2021 were deemed correct and were duly signed by the Chairman.

8279 MATTERS ARISING

8265.2 Photo of Flowerbeds

This had been circulated to Members as requested.

8265.3 Play Area Skate Park Repairs

The repairs had been requested and would be undertaken shortly (none of the repairs had a health and safety element)

8265.5 Holiday Hunger/Food Parcel (Photo of Parcel)

The photo of the contents of the food parcel had been circulated to Members as requested.

8266 Request for 4 Street Names

The Clerk indicated that she had submitted the four suggested street names to Chorley Council for consideration.

8268.2 Precept 2021/22

The Clerk confirmed that the Precept request letter had been sent into and acknowledged by Chorley Council.

8271 Planning Applications

Application no: 20/01360/FULMAJ – Brook House converting to flats

The Clerk as directed had contacted the Planning Department at Chorley Council to raise the concerns of the Parish Council.

Chairman's Signature.....



8280 REPORTS

Back Lane Woods Update

The Project Officer reported that she had visited the site recently and the pond dipping platforms had been completed along with the safety rails. New deep water signs had also been installed.

It was reported that the welcome signs had been sourced and designed. The quotation had come in at some £253.16. It was proposed that the two possible designs be circulated to the Members and the most popular design would go forward to production.

PO

It was proposed that two noticeboards be installed in the woods so that events and latest information could be displayed to the public. It was agreed that the various options be tabled at the next FPC meeting.

FPC

Holiday Hunger/Food Parcels Update

It was noted that the Parish had sent out a further 7 food parcels during the last month. All the local schools had been contacted to remind them of the scheme which would be running during the Spring Half Term.

Hanging Baskets Summer 2021

It was reported that the quotation from the current supplier was £1,168.56. This was well within the budgetary constraints for 2021/22.

It was RESOLVED that the Parish Council would extend the hanging basket scheme along Wigan Road at a cost of £1,168.56.

PO

8281 REPORT FROM PLAY AND LEISURE COMMITTEE MEETING HELD ON TUESDAY 9TH FEBRUARY 2021

The Members had been provided with the draft minutes of the Play and Leisure Committee for their information. Councillor C Bromilow gave a verbal report regarding the meeting.

• **Play Area/Skate Park Review**

It was noted that the Chorley Council BMX/Skate Park project in Clayton brook was on hold at the present time due to budget issues. The Parish Council agreed to review their skate park renewal project once there were sufficient funds available.

It was agreed that future proofing the redevelopment of the existing play facilities be incorporated to budget planning for future years.

FSB

• **Summer Fair 2021 Update**

The members noted that minimal preparations were underway and a

Chairman's Signature.....



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final decision regarding whether the summer Fair would go ahead would be reviewed shortly.

- **Scarecrow Festival 2021 Update**

Members were invited to volunteer for the Working Group and that Whittle Parish Council and local groups would be invited to collaborate as in previous years.

- **Clayton Cup 2021**

It was requested that the Clerk contact the Headteachers within the local cluster to find out whether they thought it would be feasible for this year.

Clerk

- **Letter regarding Parish Council Bowling Green**

The Members had been provided with a copy of a letter sent by a resident regarding the removal of the gates at the Parish Bowling Green. A draft letter had been sent to the Members for their opinion.

It was agreed that the letter be sent out to the resident in response to their concerns.

Clerk

8282 FINANCE COMMITTEE MEETING HELD ON WEDNESDAY 10TH FEBRUARY 2021

The Members had been provided with the draft minutes of the Finance Committee for their information. Councillor P Gabbott gave a verbal report regarding the meeting.

- **Annual Review of Asset Register**

The Members confirmed that the annual review of the asset register 2020/21 had been undertaken and signed off.

It was requested that the Clerk inform the Monitoring Officer of the missing iPad which had not been returned by an ex-Councillor.

Clerk

- **Annual Financial Risk Assessment Report**

The Members confirmed that that the annual Financial Risk Assessment 2020/21 had been scrutinised by the Finance Committee and any outstanding issues had been addressed.

- **Recommendation of Whittle and Clayton War Memorial Committee Annual Levy 2021/22 (£3,500)**

It was RESOLVED that the annual levy be paid to the War Memorial Committee in the amount of £3,500.

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

Clerk

- **Precept Banding 2021/22 Report (Band A to H)**

The amounts for each banding for 2021/22 will be as follows:

Chairman's Signature.....



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A	B	C	D
£14.67	£17.11	£19.56	£22.00
E	F	G	H
£26.89	£31.78	£36.67	£44.00

- **CIL Report on Current Financial Position (£36,066.97 surplus)**

The Members had received a copy of the latest CIL report. The Clerk informed the Members that the next tranche of funding was due in April 2021 in the amount of around £15,000 from phase 1 of the Nell Lane development.

8283 CIL APPLICATIONS FOR CONSIDERATION (£28,080.00)

It was reported that the CIL working group had met and made the following recommendations for approval. A summary report had been distributed to the Members prior to the meeting for their information.

1. Manor Road Primary School Chill Out Zone (£10,000.00)

It was RESOLVED to award £10,000.00 via CIL funding towards the provision of a chill out zone at Manor Road Primary School.

2. Doggy Bag Dispenser Installation 4 no. (£1500.00)

It was RESOLVED to award £1,500.00 via CIL funding towards the extension of the Parish Council doggy bag dispenser scheme.

MC

The locations would be finalised in due course.

3. Permanent SPID Camera Provision (£16,580.00)

It was RESOLVED to award £16,580.00 via CIL funding towards the provision of at least 3 SPID cameras which would be located throughout the Parish.

The locations to be finalised in due course.

MC/DC

8284 CIL PAYMENT

Brothers of Charity Lisieux Hall Outdoor Classroom £11,002.84

It was agreed to release £11,002.84 to the Brothers of Charity on verified completion of the outdoor classroom project.

It was requested that the Clerk make the necessary arrangements to release the funds.

Clerk

Chairman's Signature.....



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8285 APPROVAL OF COMPLAINTS PROCEDURE

It was RESOLVED to adopt the Complaints Procedure which will be reviewed on a regular basis.

It was requested that this document be published on the Parish website.

PO

8286 ACCOUNTS FOR PAYMENT

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

Paym't Method/ Chg No.	February 2021 Accounts	£
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	HMRC Quarterly Payment (Tax NI)	1747.64
B/T	Chorley Business and Technology Centre Monthly Office Rental	404.40
D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support.	87.60
D/D	O2 Telefonica Monthly Fee for Parish Phone	12.35
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	Food Parcels (7)	210.00
B/T	Doggy Bag Dispensers (50,000)	1197.00
B/T	SRI Watering Systems Annual Maintenance of Water Pump System Parish Bowling Green	244.80
005054	WLW & CLW War Memorial Committee Annual Levy	3500.00
005055	Chorley Council Annual Play Inspection Fees	2979.60
005056	NALC/LALC Annual Membership Fees	1562.87
005057	Lisieux Hall Outdoor Classroom Project (CIL)	11002.84
	Total without Late Accounts	£26,485.24

8287 PLANNING APPLICATIONS

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

- 1.Application No: 20/01383/FULHH Proposal: First floor side extension
Location: 23 Lords Croft, Clayton-Le-Woods, Chorley, PR6 7TP

Chairman's Signature.....



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2.Application No: 21/00057/PDE Proposal: Notification of a proposed single storey rear extension measuring 4m in depth, eaves height of 3m, and a maximum height of 4m Location: 106 Clover Field, Clayton-Le-Woods, Chorley, PR6 7RY

3.Application No: 21/00075/DIS Proposal: Application to discharge condition no. 13 (SAP assessment) attached to planning permission 14/00951/OUTMAJ which was for the erection of 220 dwellings with associated open space and landscaping, with all matters reserved except for access Location: Land North of Lancaster Lane and Bounded by Wigan Road and Shady Lane Lancaster Lane Clayton-Le-Woods

4.Application No: 21/00090/FULHH Proposal: Single storey side/rear extension and rear dormer (following demolition of existing conservatory) Location: 59 Lancaster Lane Clayton-Le-Woods Leyland PR25 5SP

8288 CORRESPONDENCE

Redrow Community Grant Offer Letter (£500.00)

The Members discussed the offer of a grant from the developer Redrow. It was agreed that the grant offer could be extended to the Chorley Together Scheme which sign posts local charitable groups that undertakes projects in the local area.

The Clerk would inform the Redrow PR firm of the decision of the Parish Council and sign post them on to Chorley Together.

Clerk

8289 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 15th March 2021 at 7.30pm via virtual meeting unless notified otherwise The co-option interview will be first item on the agenda.

Clerk

Chairman’s Signature.....