

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING
HELD ON MONDAY 15TH NOVEMBER 2021 AT 7.30PM
AT CLAYTON BOOK VILLAGE HALL**

PRESENT: Councillor Mr P Gabbott (Chairman)
Councillor Mrs C Billouin
Councillor Mrs G Charlesworth
Councillor Mr M Clifford
Councillor Ms J Cronshaw
Councillor Mrs D Dowrick
Councillor Mrs S Edwards-Williams
Councillor Mrs L Farnworth
Councillor Mr S Lowe
Councillor Mr S Maddock
Councillor Mrs G Ormston
Councillor Mr D Rogerson (12)

In Attendance: Councillor Mr N Whitham (Cuerden Parish Council)
Mrs TD Morris (Clerk)

Councillor Mr N Whitham was welcomed to the meeting.

ACTION

8372 APOLOGIES

Apologies were received and accepted for Councillor Ms C Bromilow and D Clough.(2)

8373 DECLARATION OF INTEREST

Councillor P Gabbott declared an interest as a sitting Executive Member for Housing at Chorley Councillor and on the Planning Committee. Councillor M Clifford declared an interest as a Governor of Cuerden Valley Trust and the Chorley Council Champion of the Environment and Green Spaces. Councillor G Charlesworth declared an interest as a neighbour on planning applications (21/01197/FULHH and 21/01254/FULHH).

8374 PUBLIC PARTICIPATION

There was no public participation at this meeting.

8375 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 18th OCTOBER 2021

It was RESOLVED that the minutes of the ordinary parish meeting held

Chairman's Signature.....



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on Monday 18th October 2021 were deemed correct and were duly signed by the Chairman.

8376 MATTERS ARISING (CLERKS REPORT)

The Clerks report was circulated to the Members prior to the meeting. The progress as regards the Administrative Assistant was outlined. The report was received with thanks.

8377 CO-OPTION OF COUNCILLOR FOR VACANCY IN EAST WARD

It was RESOLVED that Councillor Mr Neville Whitham be co-opted to the Clayton-le-Woods Parish Council vacancy in East Ward.

It was requested that the Clerk make the necessary arrangements and summon Councillor Whitham to his first meeting in January 2022 and provide him with the required paperwork.

Clerk

8378 UPDATE ON SPID LOCATIONS CONSULTATION

The Members had been provided with an email detailing concerns of a residents regarding the location of one of the permanent Speed Indicator Devices (SPID) devices.

The proposal from the resident was to move the SPID a few metres down the road toward the traffic lights on Lancaster Lane where it would be obscured by a hedge.

After due discussion it was agreed to go forward with the revised location. It was requested that the Clerk contact the resident and inform them of the decision. If this did not resolve the issue a meeting on site with the resident would be arranged.

Clerk

8379 EVENTS UPDATE

1.Remembrance Service at the Clayton and Whittle War Memorial attended by the Chairman

The Chairman raised the following points:-

- It was noted that is well attended despite the planned cap on numbers.
- Before the event criticism was raised regarding the staging of the Service on social media and in person.

Chairman’s Signature.....



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- The Parish wished to see what decisions were made who proposed it and the votes taken. (A copy of the relevant minutes)
- The proposal was that the War Memorial Committee have a rotating Chairman from each Parish Council.

There was a discussion where Members expressed the disappointment, anger and frustration over the haphazard planning and execution of the Remembrance Service.

The Chairman proposed that a Working Group be set up to investigate the framework of the War Memorial Committee and report back with recommendations on how to proceed.

A vote was taken with 11 in favour and 1 abstention.

It was RESOLVED that a Working Group be set up to investigate the framework of the War Memorial Committee and make recommendations which would be tabled at the next FPC meeting.

The Members on the Working Group:- Councillors P Gabbott, S Maddock and S Lowe.

Cllr P Gabbott

The Chairman would arrange the meeting and contact the Members involved.

2.Update on Christmas Tree Installation/Flood Lights (Cllr M Clifford)

Councillor M Clifford reported that the Christmas tree was due to be delivered and installed by the end of the week. The lights would be installed no later than Wednesday 24th November 2021. The programmable floodlights had been installed along with the required power supply. All the lights would be tested prior to the Switch On Event on 27th November 2021.

3.Update Christmas Light Switch On Saturday 27th November 2021 at 6.30pm Opposite the Lidl Store (Clerk/Cllr S Edwards-Williams)

Councillor S Edwards-Williams reported that the band, uniformed organisations and ‘Santa’s Little Helpers’ are all going to attend.

The Chairman would be speaking to the residents and undertaking the count down and the Vice Chairman would be operating the switches. Volunteer marshals would be required to hand out vouchers and carol sheets around the tree and to serve the mulled wine, blackcurrant, mince pies and pizza slices at the Lord Nelson.

Chairman’s Signature.....



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The Lord Nelson would be subsidised up to £500.00 dependant on the residents who attend the pub. 'Santa's Little Helpers' will be distributing selection boxes to the children on the night from a gazebo will be installed in the grotto.

All support would be welcome. Every volunteer will be provided with a Hi-Viz jacket.

4.Update on OAP Christmas Meal at the Ley Inn on Monday 6th and Tuesday 7th December 2021 (Clerk)

The Clerk reported that over a 100 places had been filled for the event and that Manor Road and Back Lane Primary Schools would be singing carols for the event. A free raffle would also be organised. A waiting list will be started and spare places will be offered if anyone drops out.

It was reported that the residents seemed really exited to be meeting together once more. Considering the Covid risk, the Pensioner Meal was being held over two days and masks wipes and hand gel will be available for use at the venue.

Councillor P Gabbott would be hosting on Monday 6th December 20201 and Councillor M Clifford would be hosting on Tuesday 7th December 2021.

8380 CHAIRMAN'S ALLOWANCE 6 MONTHS IN AREARS (£250.00)

It was RESOLVED to pay the agreed sum of £250.00 would be paid to Councillor P Gabbott as his Chairman's Allowance.

It was requested that the Clerk arrange for payment as soon as possible.

Clerk

Chairman's Signature.....



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8381 ACCOUNTS FOR PAYMENT

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

1. Payments November 2021

Table with 9 columns: Voucher, Bank, Cheque No, Description, Supplier, VAT Type, Net, VAT, Total. Rows 211-246. Total: 7,709.44 Net, 131.97 VAT, 7,841.41 Total.

2. Payments December 2021

PAYMENTS LIST

Table with 9 columns: Voucher, Bank, Cheque No, Description, Supplier, VAT Type, Net, VAT, Total. Rows 214-227. Total: 3,617.66 Net, 109.30 VAT, 3,726.96 Total.

Chairman's Signature.....



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The following Receipts were noted:

3.Receipts for October /November 2021

Voucher	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
21	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	0.49		0.49
22	Yorkshire Bank	B/T	Advert	Dave's Cycle Repairs	X	25.00		25.00
24	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	0.49		0.49
25	Yorkshire Bank	B/T	Rebate	Yorkshire Bank	Z	1.05		1.05
26	Yorkshire Bank	B/T	Rebate	Yorkshire Bank	Z	0.16		0.16
27	Yorkshire Bank	B/T	Rebate	Yorkshire Bank	Z	0.90		0.90
28	Yorkshire Bank	B/T	CIL	Chorley Council	Z	10,864.99		10,864.99
Total						10,893.08		10,893.08

4.Bank Reconciliation as of 30th October 2021

The Bank Reconciliation Report was received and noted by the Members and signed off by Councillor C Bromilow.

8382 PLANNING APPLICATIONS

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

1.Application no: 21/01204/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton East, Brindle And Hoghton Proposal: First floor side extension over existing garage Location: 1 Fern Meadow, Clayton-le-Woods, Chorley, PR6 7RN

2.Application no: 21/01197/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton West And Cuerden Proposal: Single storey rear extension Location: 94 Watkin Road, Clayton-le-Woods, Chorley, PR6 7PX

3.Application no: 21/01253/FULHH Case Officer: Mike Halsall - 01257 515226 Ward: Clayton West And Cuerden Proposal: Retention of existing single storey rear extension and detached garage Location: 467 Preston Road, Clayton-le-Woods, Chorley, PR6 7JD

4.Application no: 21/01254/FULHH Case Officer: Mike Halsall - 01257 515226 Ward: Clayton West And Cuerden Proposal: Retention of existing single storey rear extension Location: 469 Preston Road, Clayton-le-Woods, Chorley, PR6 7JD

5.Application no. 21/01307/DIS Case Officer Mike Halsall - 01257 515226 Ward Clayton East, Brindle And Hoghton. Proposal: Application to discharge conditions 7 (tree planting) and 15 (SAP assessment) attached to planning permission 16/00886/FUL - Redevelopment of site to create 4 two bedroom houses together with additions of residents parking, private drives and boundary treatment on Land South West Of 7 Three Nooks Bamber Bridge. Location: Land South West Of 7 Three Nooks Bamber Bridge

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6.Application no. 21/01305/DIS Case Officer Mike Halsall - 01257 515226
Ward Clayton East, Brindle And Hoghton. Proposal: Application to discharge conditions 7 (replacement tree planting) and 15 (SAP assessment) attached to planning permission 16/00884/FUL - Redevelopment of site to create 6 two bedroom houses to create 6 two bedroom houses together with additions of residents parking, private drives and boundary treatment. Location: Land North Of 73 Daisy Meadow Bamber Bridge

7.Application no. 21/01306/DIS Case Officer Mike Halsall - 01257 515226
Ward Clayton East, Brindle And Hoghton. Proposal: Application to discharge conditions numbered 7 (tree planting) and 15 (SAP assessment) attached to planning permission 16/00885/FUL which was for the redevelopment of site to create 4 two bedroom houses together with addition of residents parking, private drives and boundary treatment on Land between 63 Homestead and 86 Homestead. Location: Land North West Of 65 Homestead Bamber Bridge

8.Application no. 21/01304/DIS Case Officer Mike Halsall - 01257 515226
Ward Clayton East, Brindle And Hoghton. Proposal: Application to discharge conditions 8 (lighting design strategy for biodiversity) and 16 (SAP assessment) attached to planning permission 16/01134/FUL - Redevelopment of site to create 4 two bedroom houses together with addition of parking, private drives and boundary treatment. Location Land North Of 21 Woodfield Bamber Bridge

9.Application no. 21/01279/FULHH Case Officer Chris Smith - 01257 515223
Ward Clayton West And Cuerden. Proposal First floor side extension and single storey rear extension (following demolition of conservatory) Location 2 Glenmore Clayton-le-Woods Chorley PR6 7TA

10.Application no. 21/01287/PDE Case Officer Eleanor McCleary - 01257 515176
Ward Clayton West And Cuerden Proposal Notification of a proposed single storey rear extension measuring 3.6m in depth, with eaves height of 2.45m and a maximum height of 2.87m (following demolition of existing conservatory) Location 5 Hampson Avenue Clayton-le-Woods Leyland PR25 5TH

11.Application no. 21/01288/FULHH Case Officer Eleanor McCleary - 01257 515176
Ward Clayton West And Cuerden Proposal Single storey rear extension (following the demolition of existing conservatory) Location 2 Juniper Croft Clayton-le-Woods Chorley PR6 7UF

It was noted that papers for this application were missing and the Clerk would investigate the matter and report back to the Members.

Clerk

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12. Application no. 21/01262/FUL Case Officer Mike Halsall - 01257 515226
Ward Clayton West And Cuerden Proposal Extension to existing care home
Location Veedale Care Home Back Lane Clayton-le-Woods Chorley PR6 7EU

Councillor G Charlesworth was thanked for all her hard work in looking through the planning applications in detail.

8383 REPORTS

1. Update on Part-Time Administrative Assistant Appointment (In Clerks Report)

The Chairman detailed the shortlisting and interview arrangements. The Parish had received over 30 applications for the post. It was planned that an appointment would be made ready for the new person to start work in the New Year.

2. Back Lane Woods Update Report (Attached)

It was noted that there were a number of issues including the extent and scope of the planned felling and trimming of trees around the perimeter of the woodland.

After due discussion it was requested that an Environment Committee meeting be scheduled as soon as possible to discuss the ongoing renovation and management issues regarding Back Lane Woods.

Cllr M Clifford

3. Community Meeting Room/Office Update (Possible Completion Date/Notice Period)

The Chairman reported that he and the Clerk had visited the site a couple of weeks ago and the community meeting room and office was almost complete. It was hoped that the GP Surgery and the community meeting room/office will be completed by mid to end of January 2022. So its planned to occupy the new building in February 2022. The lease agreement has not yet been passed over to the Clerk. The FPC will be kept fully informed.

Clerk

4. Office Closure dates Christmas 2021 (Proposed 4 days 24th December 2021 to Monday 3rd January 2022) Office re-opens on Tuesday 4th January 2022

The Members agreed to the official closure dates for the Parish Office. It was requested that the Clerk publish the closure dates on line and by email at the appropriate time.

Clerk

8384 CORRESPONDENCE

1. Request for a Bench on Spring Meadow Estate (Cllr L Farnworth)

Councillor Farnworth informed the Members that she had been approached by a resident about providing a bench on the Spring Meadow estate. After due discussion it was agreed that it would not be in the public interest to add a bench in the location described at the present time.

Chairman's Signature.....



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The Clerk would liaise with Councillor Farnworth to formulate an appropriate response to the resident.

Cllr L Farnworth/
Clerk

2.Email Regarding “Custodian Trustee” Status of Clayton-le-Woods Parish Council at Spring Meadow Community Centre

The Members had been provided with an email from a ‘User’ Trustee at the Spring Meadow Community Centre raising concerns regarding the Trustee status of the Parish Council.

After due discussion it was proposed to respond to the resident that as “Custodian Trustee “ our only duty was to hold the deeds to the building. We can be invited to Trustee meetings however the Parish does not have any voting rights.

For a number of years however, the Parish Council had not received any invitation to the Community Centre Trustee meetings. If there were any seemingly improper or illegal actions taking place the advice would be to the ‘User Trustee’ to report any issues to the Charity Commission and/or the Police.

A vote took place and 11 in favour and 1 abstention.

It was requested that the Clerk respond to the ‘User Trustee’ and clarify the position of the Parish Council as per the proposal.

Clerk

3.Email Regarding Grass Verges and Wilding Project

The Parish council had received a detailed complaint regarding the grass verges and wilding project that had been undertaken by Chorley Council.

A vote took place and 11 in favour and 1 abstention.

After due consideration it was requested that the Clerk forward the email to Councillor Mr Adrian Lowe the Executive Member in charge of Street Scene at Chorley Council.

Clerk

8385 ARRANGEMENTS FOR COUNCILLORS CHRISTMAS MEAL

The Members were made aware of the choices and payment options prior to the meeting. The Clerk said to contact her that if anyone wanted any further information.

The date agreed was Monday 13th December 2021 at 7.00pm at The Woodsman Pub Clayton-le-Woods.

Chairman’s Signature.....



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8386 DATE OF NEXT ORDINARY PARISH MEETING

It was RESOLVED that the next ordinary Parish Council meeting is to be held on Monday 17TH January 2022 at 7.30pm at Clayton Brook Village Hall.

It was RESOLVED that the revised date be publicised in the normal way. The date in April 2022 to be revised.

FPC Calendar Dates:

No FPC Meeting Scheduled in December 2021

Monday 17th January 2022

Monday 21st February 2022

Monday 21st March 2022

Monday 25th April 2022 (FPC/Annual Parish Meeting)

Monday 16th May 2022 (FPC/ Annual General Meeting)

Chairman's Signature.....