

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING
HELD ON MONDAY 17th JANUARY 2022 AT 7.30PM
AT CLAYTON BOOK VILLAGE HALL**

PRESENT: Councillor Mr P Gabbott (Chairman)
Councillor Mrs C Billouin
Councillor Ms C Bromilow
Councillor Mrs G Charlesworth
Councillor Mr M Clifford
Councillor Mr D Clough
Councillor Mrs S Edwards-Williams
Councillor Mr S Lowe
Councillor Mr S Maddock
Councillor Mrs G Ormston
Councillor Mr N Whitham (11)

In Attendance: Councillor Mr A Cullens (LCC County and Borough Councillor)
Councillor Mrs M Cullens (Chorley Borough Councillor)
Mrs L Gallagher (Admin Assistant)
Mrs TD Morris (Clerk)

ACTION

8387 WELCOME

The Chairman welcomed Councillor Neville Whitham to his first Parish Council meeting and Mrs Louisa Gallagher who has been appointed to the role of Administrative Assistant to the Parish Council. Cllr Gabbott also introduced County Councillor Mr Alan Cullens and Borough Councillor Mrs Magda Cullens to the meeting.

8388 APOLOGIES

Apologies were received and accepted for Councillors Ms J Cronshaw, Mrs D Dowrick and Mrs L Farnworth (3) Councillor Mr D Rogerson was noted as absent.

8388 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 sitting Chorley Borough Councillor and Champion of the environment and Green Spaces.

Chairman's Signature.....



8389 PUBLIC PARTICIPATION

There was no public participation at this meeting.

8390 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 15th NOVEMBER 2021

It was RESOLVED that the minutes of the ordinary parish meeting held on Monday 15th November 2021 were deemed correct and were duly signed by the Chairman.

8391 MATTERS ARISING (CLERKS REPORT)

The Clerks report was circulated to the Members prior to the meeting. It was stated that the new Parish building was nearing completion and that the lease agreement was being chased up for signing. The report was received with thanks.

8392 FINANCE COMMITTEE MEETING HELD ON THURSDAY 6TH JANUARY 2022

1. Recommendation to set Precept for 2022/23 at £25.00 based on a Band D Property

Prior to the FPC meeting the Members had received the minutes of the Finance Committee meeting where the budget and the resulting Precept had been scrutinised in detail. The members were also provided with a copy of the Budget for 2022/23 plus the Projected Income and Expenditure Statement for 2022/23 for their information.

A vote was taken and it was RESOLVED unanimously to set the precept at £25.00 for a Band D property for 2022/23.

Council Tax Band	Precept Amount 2022/23
Band A	£16.67
Band B	£19.44
Band C	£22.22
Band D	£25.00
Band E	£30.56
Band F	£36.11
Band G	£41.67

Chairman’s Signature.....



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Band H	£50.00
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It was requested that the Clerk make the necessary arrangements to inform Chorley Council and the residents of the budget and Precept amount once the Tax Base 2022/23 for the Parish had been published.

Clerk

8393 COMMUNICATIONS COMMITTEE MEETING HELD ON WEDNESDAY 8TH DECEMBER 2021

Revised Social Media Policy

The Members were provided with a copy of the revised Social Media Policy which had been scrutinised by the Communications Committee meeting.

There were two proposals:

Proposal 1 was to scrap the Social Media Policy entirely.

After due discussion a vote was taken 3 for and 8 against the proposal. Therefore the proposal 1 was defeated.

Proposal 2 was to adopt the revised Social Media Policy as recommended by the Communications Committee.

After due discussion a vote was taken 8 for and 3 against to adopt the revised policy.

It was RESOLVED to adopt the revised Social Media Policy with immediate effect.

It was requested that Cllr Mark Clifford pass over the administrative control of the Parish Council Facebook pages to the Clerk as soon as was practicable.

Clerk/MC

8394 COMMITTEE REVIEW – ADDITIONS AND CHANGES

It was RESOLVED that the following changes be made to the Committee structure:

The War Memorial Committee Cllr S Edwards-Williams stood down from the role and Cllr N Whitham was voted onto the Committee.

Cllr N Whitham was elected onto the Environment and Communications

Chairman’s Signature.....



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Committee.

It was requested that the Clerk inform the relevant parties and update the Committee list.

Clerk(2)

8395 ACCOUNTS FOR PAYMENT

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

1.Approved Extra Payments December 2021

PAYMENTS LIST

Table with 10 columns: Voucher, Date, Bank, Cheque No, Description, Supplier, VAT Type, Net, VAT, Total. Lists payments from 258 to 271 for December 2021, including items like A6 Preston Road Site Office, Christmas Tree Installation, and Office Supplies.

2. Payments January 2022

PAYMENTS LIST

Table with 9 columns: Voucher, Bank, Cheque No, Description, Supplier, VAT Type, Net, VAT, Total. Lists payments from 262 to 289 for January 2022, including items like Play Area Inspection, Summer Fair, Website/Email Management, and Salaries.

Chairman's Signature.....



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The following Receipts were noted:

3.Receipts for November/December 2021

RECEIPTS LIST

Voucher	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
23	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	0.35		0.35
24	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	0.37		0.37
29	Yorkshire Bank	B/T	Bank Interest	Yorkshire Bank	Z	0.11		0.11
30	Yorkshire Bank	B/T	Donation	The Dog Inn	Z	250.00		250.00
31	Yorkshire Bank		Advert	Sarah Tinsley Counsell	Z	40.00		40.00
32	Yorkshire Bank		Advert	Independent Living	Z	25.00		25.00
33	Yorkshire Bank		Advert	Dave's Cycle Repairs	Z	25.00		25.00
34	Yorkshire Bank	B/T	Rebate	Yorkshire Bank	Z	2.03		2.03
Total						342.86		342.86

4.Bank Reconciliation as of 31st December 2021

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

5. Budget Report 3rd Quarter 2021/22

The Budget Report for 3rd Quarter 2021/22 was received and noted.

8396 PLANNING APPLICATIONS

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

1. Application no: 21/01337/FULHH Case Officer: Chris Smith - 01257 515223 Ward: Clayton East, Brindle And Hoghton Proposal: Single storey side/rear extension
Location: 47 Clover Field, Clayton-Le-Woods, Chorley, PR6 7RU
2. Application no: 21/01357/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton West And Cuerden Proposal: Single storey rear extension
Location: 2 Kielder Gardens, Clayton-Le-Woods, Leyland, PR25 5AB
3. Application no: 21/01403/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton East, Brindle And Hoghton Proposal: Single storey rear/side extension (following demolition of existing conservatory)
Location: 4 Reedfield, Bamber Bridge, Preston, PR5 8HT
4. Application no: 21/01429/TPO Case Officer: Bill Whisker - 01257 515642 Ward: Clayton East, Brindle And Hoghton Proposal: Application for works to protected trees - Chorley BC TPO 1 (Clayton-le-Woods) 1984: T1 and T2 Oaks - Lateral reduction of branches overhanging 123 and 125 Maypark with

Chairman’s Signature.....



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all pruning cuts to be less than 200mm diameter.
Location: 125 Maypark, Bamber Bridge, Preston, PR5 8JE

5. Application no: 21/01419/FUL Case Officer: Chris Smith - 01257 515223
Ward: Clayton West And Cuerden Proposal: Section 73 application to vary condition no. 3 (approved plans) of planning permission ref: 21/00991/FULHH (Erection of a single storey front, side (following demolition of garage) and rear extension and alterations to fenestration) to increase the depth of the extension and addition of pitched roof over side element of extension
Location: 10 Bay Tree Road, Clayton-Le-Woods, Chorley, PR6 7JW

6. Application no: 21/01435/TPO Case Officer: Bill Whisker - 01257 515642
Ward: Clayton West And Cuerden Proposal: Application for works to a protected tree - Chorley BC TPO 6 (Clayton-le-Woods) 2007: T7 Willow - Prune back to old pollard points.
Location: 78 Lancaster Lane, Clayton-Le-Woods, Leyland, PR25 5SP

7. Application no. 21/01396/FULHH Case Officer Eleanor McCleary – 01257 515176 Ward Clayton West And Cuerden Proposal Rear dormer and single storey rear extension (following demolition of existing conservatory)
Location 1 Caton Drive Clayton-Le-Woods Leyland PR25 5SU

8. Application no. 21/01442/FULHH Case Officer Mrs Hannah Roper - 01257 515230 Ward Clayton East, Brindle And Hoghton Proposal Single storey rear and side extension
Location 506 Preston Road Clayton-Le-Woods Chorley PR6 7JB

9. Application no. 21/01455/FULHH_ Case Officer Mrs Hannah Roper - 01257 515230 Ward Clayton West And Cuerden
Proposal Single storey front extension
Location 1 Dahlia Close Clayton-Le-Woods Leyland PR25 5TF

10. Application no: 22/00001/FULHH Case Officer: Mrs Hannah Roper - 01257 515230 Ward: Clayton East, Brindle And Hoghton Proposal: Boundary treatment to side elevation of the property, 1.98m in height, consisting of concrete posts, concrete gravel boards, and wooden panel fence
Location: 29 Hunts Field, Clayton-Le-Woods, Chorley, PR6 7TT

8397 REPORTS

1. Publication and Distribution of the Newsletter 2021

The Clerk informed the meeting that the Winter Newsletter had been printed and distributed successfully to around 7000 households. It has been agreed that Social Media would be used to promote various events as there would be one issue of the newsletter per year.

Chairman's Signature.....



2. Report on Christmas Light Switch On Saturday 27th November 2021 (Clerk/Cllr S Edwards-Williams)

The Chairman wished to thank all the all the Councillors and the Clerk for all their hard work at the event. Councillor S Edwards-Williams then agave a detailed account of the Switch-On Event and requested a debrief be tabled at the next Paly and Leisure Committee.

3. Report on OAP Christmas Meal on 6th / 7th December 2021 (Chairman)

The Chairman and Vice Chairman gave reports regarding the successful OAP meal. The children from Manor Road and Back lane schools sang for the Pensioners and everyone thoroughly enjoyed themselves. It was planned that this would be the format for the next OAP lunch. The Clerk wished to thank Cllr S Edwards-Williams for assisting with the raffle and for helping on the first day.

4. Summer Fair 2022 – Update and Setting up of WG (Cllr M Clifford)

The Members were provided with a copy of the current budget and an ongoing report. The Admin Officer reported on the bookings that had been made so far. A working group was set up consisting of Cllrs M Clifford, C Bromilow, S Edwards-Williams, S Maddock and N Whitham. A meeting of the WG would be arranged as soon as was practicable.

MC/AA

5. Planning Report December 2021/January 2022

The members had received the planning report which was discussed on agenda item 8396.

8398 CORRESPONDENCE

1. Request for Funding Following Holiday Hunger Project (£900 in 2021/22 Budget)

After due discussion it was agreed to delegate the scrutiny of the distribution of the Holiday Hunger Funds to local groups to the Finance Committee who would report back in due course.

Fin

2. Platinum Jubilee Beacon Trail 2022 – Sign post War Memorial Committee

It was agreed that the Clerk enquire as to what plans the War Memorial Committee had for the upcoming celebrations and report back in due course.

Clerk

3. War Memorial Committee Annual Levy £3,500

The Members noted the receipt of the annual Precept request and requested that this be discussed at the next finance Committee meeting.

Fin

Chairman’s Signature.....



4. Solicitors Letter Regarding a Donation from the Dog Inn

The Members were advised that a solicitors letter had been received from Help for Heroes regarding a fund raiser that was held by the Dog Inn some 3 years ago and the subsequent distribution of the donations.

It was requested that the Clerk take appropriate advice from the Parish solicitors and respond to the letter in due course.

Clerk

8399 DATE OF NEXT ORDINARY PARISH MEETING

It was RESOLVED that the next ordinary Parish Council meeting is to be held on Monday 21st February 2022 at 7.30pm at Clayton Brook Village Hall.

Committee Meetings and WG Schedule

Play and Leisure Committee Tuesday 1st February 2022 at 7.00pm

Chairman's Signature.....