

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE ORDINARY PARISH MEETING
HELD ON MONDAY 20th MARCH 2023 7.30PM
AT THE PARISH COUNCIL COMMUNITY MEETING ROOMS/OFFICE**

PRESENT: Councillor Mr P Gabbott (Chairman)
Councillor Mr M Clifford
Councillor Mr D Clough
Councillor Mrs S Edwards-Williams
Councillor Ms J Cronshaw
Councillor Mr S Lowe
Councillor Mr S Maddock
Councillor Mrs G Ormston (8)

In Attendance: Mrs TD Morris (Clerk)
Mrs L Gallagher (Administrative Assistant)

		ACTION
8623	WELCOME All the participants were welcomed to the meeting.	
8624	APOLOGIES Apologies were received and accepted for Councillors G Charlesworth, J Cronshaw, D Dowrick, L Farnworth, D Rogerson and N. Whitham.(6) Councillor C Billouin was marked as absent. (1) Councillor M Clifford had informed the Clerk that they would be arriving late due to having to attend a meeting at Chorley Town Hall.	
8625	DECLARATION OF INTEREST Councillor M Clifford as Lancashire County Councillor	
8626	MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 20th FEBRUARY 2023 It was RESOLVED that the minutes of the Ordinary Parish Meeting held on Monday 20 TH February 2023 were deemed correct and were duly signed by the Chairman.	
8627	MATTERS ARISING (CLERKS AND ADMIN ASSISTANT REPORT) Both reports were received with thanks.	

Chairman's Signature.....



8628 REPORTS

1 Finance Committee Meeting Held on Tuesday 7th March 2023

1.1 War Memorial Committee Report and Grant £3,500

There was a discussion regarding the ongoing staffing arrangements and partnership of the two parish Councils going forward.

It was RESOLVED to pay the grant in the amount of £3,500

It was requested that the Clerk make the necessary arrangements and enter into a partnership with Whittle Parish Council.

Clerk

1.2 Lengthsman Annual Pay Award (National Minimum Wage £10.42 Per Hour versus Living Wage £10.90 Per Hour) Increased cost of some £600 per year on the budget.

After due discussion it was RESOLVED to pay the Lengthsmen the Living Wage £10.90 per hour for 2023/24.

It was requested that the Clerk make the necessary changes.

Clerk

1.3 Conclusion of Audit 2021/22 (Internal and External Audit Reports)

The Members were informed of the reports of the Internal and External Auditors report. The Members would be supporting the Clerk in order to comply with the legal requirements going forward.

1.4 Audit Report 2022/23 (Asset Register Financial Risk Report)

The Asset register and Financial risk Assessment had been reviewed and amended in readiness for the annual audit 2022/23.

1.5 Recommendation Regarding Grant Request from CLW Bowling Team

It was agreed to refuse the request as previously grant applications were not granted for running costs but for projects and/or equipment.

It was requested that a letter be sent to the CLW Bowling Team informing them of the decision.

Chairman's Signature.....



2. Environment Committee Meeting held on Tuesday 14th March 2023

2.1 SPID Devices Update and Action

The Members were informed that the 2 of the 3 devices were not working properly. It was agreed that the contractor be given a deadline of the end of the financial year to undertake the remedial work required to ensure that the SPIDs were working properly.

It was requested that the Clerk inform the contractor of the situation and power was delegated to the Management Committee to undertake correspondence in the interim.

Clerk/MGT

2.2 Proposal to confirm the Hanging Basket Contract with Plantscape £4092.80+VAT

It was RESOLVED to confirm the hanging baskets at a cost of £4092.80+VAT.

2.3 Proposal to confirm the grass cutting contract with Envirocare £5939.01 +VAT

It was RESOLVED to confirm the contract at a cost of £5939.01+VAT

2.4 Requirement to provide Marked Bin Bags for the Lengthsmen to avoid detection as 'fly tipping'

The Clerk informed the Members that the Environmental Crime Unit at Chorley Council had mistakenly identified the bin bags left by the Lengthsmen as fly tipping.

It was requested that the Clerk investigate the costs of having marked bin bags versus having white Chorley Council bags being supplied.

Clerk

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

8629 ACCOUNTS FOR PAYMENT

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

1. Payments February/March 2023

Voucher	Bank	Description	Supplier	VAT Type	Net	VAT	Total
385	Natwest Bank	Website/Email Managerr	Easy Websites	S	81.00	16.20	97.20
386	Natwest Bank	Salary	Lengthsmen JI	E	114.00		114.00
387	Natwest Bank	Salary	Lengthsmen DH	E	190.00		190.00
388	Natwest Bank	Salary	Lengthsmen DM	E	228.00		228.00
389	Virgin Money	Salary	Employee 01	E	1,722.67		1,722.67
390	Natwest Bank	Pension	LCC Pension Employee	E	587.46		587.46
391	Natwest Bank	Phones/Broadband	O2	S	6.07	1.21	7.28
392	Virgin Money	Salary	Lengthsmen ME	E	304.00		304.00
393	Virgin Money	Rent/Room Hire	Chorley Self Storage Lt	S	73.33	14.67	88.00
394	Virgin Money	Salary	Employee 02	E	1,036.08		1,036.08
395	Virgin Money	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
396	Virgin Money	Phones/Broadband	BT	S	49.59	9.92	59.51
397	Virgin Money	Salary	Lengthsmen CD	X	76.00		76.00
398	Virgin Money	CLWBG Monthly Rent	MRE Belbroughton Ltd	X	49.00		49.00
399	Virgin Money	Office Cleaning	Diamond Domestic	S	32.00	6.40	38.40
400	Virgin Money	Utility Bill	NPower	L	174.09	8.70	182.79
401	Virgin Money	CLW Bowling Green Mair	Stringfellow Building Co	S	1,448.33	289.67	1,738.00
402	Virgin Money	Counselling Service	Sarah Tinsley (Contra	Z	300.00		300.00
403	Virgin Money	External Auditor Fee	PKF Littlejohn LLP	S	400.00	80.00	480.00
404	Virgin Money	Internal Auditor Fee	Alan Platt	Z	150.00		150.00
405	Virgin Money	Utility Bill	Water Plus	Z	15.65		15.65
405	Virgin Money	Utility Bill	Water Plus	S	4.87	0.97	5.84
406	Virgin Money	defibrillator equipment (i	E-Tec Electrical Limited	S	248.77	49.75	298.52
407	Virgin Money	Fire Risk Assessment	AW Fire Safety	S	98.00	19.60	117.60
408	Virgin Money	CLW Bowling Green Mair	Pitchcare	S	178.00	35.60	213.60
409	Virgin Money	Gas Safety Inspection	Fixitplumbers	Z	55.00		55.00
410	Virgin Money	Lengthsmen Workwear	Workwear Express Ltd	Z	32.89		32.89
410	Virgin Money	Lengthsmen Workwear	Workwear Express Ltd	S	84.12	16.84	100.96
411	Virgin Money	Defib Equipment	X2 Connect Limited	S	19.40	3.88	23.28
413	Virgin Money	CLW Bowling Green Mair	Bethels Property Servic	Z	345.00		345.00
414	Virgin Money	War Memorial Committee	WLW &CLW War Mem	Z	3,500.00		3,500.00
Total					11,610.82	554.91	12,165.73

Chairman's Signature.....



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The following receipts were noted:

2. Receipts February 2023

Voucher	Code	Bank	Description	Supplier	VAT Type	Net	VAT	Total
80	Sundries	Virgin Money	Rebate	David Lees	Z	10.00		10.00
81	Bank Interest	Virgin Money	Bank Interest	Virgin Money	Z	0.07		0.07
82	Utility Bills	Virgin Money	Utility Bill	Eon	Z	3,342.61		3,342.61
83	Insurance Cunnery M	Virgin Money	Insurance Claim Paymer	Zurich Municipal	Z	6,712.32		6,712.32
84	Bank Interest	Natwest Bank	Bank Interest	Natwest Bank	Z	15.77		15.77
Total						10,080.77		10,080.77

8630 PLANNING APPLICATIONS

It was RESOLVED to make no comment unless stated under the individual planning application.

1. Application no: 23/00166/NOT Case Officer: Chris Smith - 01257 515223 Ward: Clayton East, Brindle And Hoghton Proposal: Notification of intention to install 1no. 10m high wooden pole for the provision of fixed line broadband electronic communications apparatus Location: Verge Opposite, Woodfield, Bamber Bridge, PR5 8EH.
2. Application no: 23/00181/ADV Case Officer: Simon Lems Ward: Clayton West And Cuerden Proposal: Application for advertisement consent for the display of 2no. non illuminated fascia sign Location: Gourmet Takeaway Chorley, 327 Preston Road, Clayton-Le-Woods, Chorley, PR6 7PY.
3. Application no: 23/00212/NOT Case Officer: Chris Smith - 01257 515223 Ward: Clayton West And Cuerden Proposal: Notification of intention to install 1no. 9m and 1no. 13m high wooden pole for the provision of fixed line broadband electronic communications apparatus Location: Outside Whittle GP Surgery, 239 Preston Road, Clayton-Le-Woods, Chorley, PR6 7PY.
4. Application no. [23/00216/CLPUD](#) Case Officer Simon Lems Ward Clayton East, Brindle And Hoghton Proposal: Application for a certificate of lawfulness for the use of a (Use Class C3a) dwelling as a young persons home for a maximum of two young persons, with carers as required, but no more than two carers resident overnight, working on a rota basis (Use Class C2) Location: 55 Carr Meadow Bamber Bridge Preston PR5 8HR

Chairman’s Signature.....



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- 5. Application no. 23/00211/NOT Case Officer Chris Smith - 01257 515223. Ward Clayton East, Brindle And Hoghton. Proposal Notification of intention to install 1no. 10m high wooden pole for the provision of fixed line broadband electronic communications apparatus Location: Verge Opposite Woodfield Bamber Bridge PR5 8EH_

The Clerk would investigate why there were two numbers for the same planning application.

Clerk

Councillor M Clifford enters the meeting.

8631 CORRESPONDENCE

1. Planning Notice of Appeal regarding land opposite Hampton Grove Wigan Road. (Attached)

The letter was noted by the Members.

2.Mr D Lees Request for Gates to be Re-instated at CLW Bowling Green (Attached)

The letter was discussed by the Members. It was noted that the decision was taken by the Parish Council under the Complaints Procedure not to reinstate the gates.

It was requested that the staff write to Mr Lees to inform him of the decision.

3.Email Request from the Charity Commission regarding Spring Meadow Community Centre (Attached)

There was a discussion regarding the history of the interaction between the Parish Council and the Community Centre. Councillor M Clifford had already responded to the Charity Commission as heled the complaint at the that time.

It was agreed that the Clerk along with the Management Committee would draw up the necessary response and send it on to the Charity Commission.

4. Request from Talking Tables Group

The Council were informed that the community group wished to invite Members of the Parish Council to attend the group session which meet on the first Monday of each month at Clayton Green library between 1.30pm – 3.00pm.

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

8632 DATE OF NEXT MEETING

The next full parish council meeting is proposed to be held on Monday 17TH April 2023 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

The Annual Parish Meeting is scheduled for Monday 17th April 2023 at 7.00pm at the Parish Council Community Meeting Rooms.

- Summer Fair Working Group Wednesday 22nd March 2023 at 7.00pm at the Lord Nelson
- Communications Committee Meeting Weds 5th April 2023 at 7pm
- Finance Committee Meeting Tuesday 6th June 2023 at 7.00pm
- Environment Committee to be arranged

Chairman's Signature.....