

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE ORDINARY PARISH MEETING
HELD ON MONDAY 18th MARCH 2024 7.30PM
AT THE PARISH COUNCIL COMMUNITY MEETING ROOM/OFFICE
AT 239A PRESTON ROAD, CLAYTON-LE-WOODS, CHORLEY**

PRESENT: Councillor Mr P Gabbott (Chairman)
Councillor Mr A Balderstone
Councillor Mr M Clifford
Councillor Mr D Clough
Councillor Mr A Halliday
Councillor Mr S Maddock
Councillor Mrs G Ormston
Councillor Mr E Shannon
Councillor Mrs K Wardle
Councillor Mr N Whitham
Councillor Mrs A Willis (11)

In Attendance: Mrs TD Morris (Clerk)

Members of the Public: None

ACTION

8765 WELCOME

The Chairman welcomed all participants to the meeting.

All Councillors were reminded that they were to adhere to the code of conduct as far as their actions in/at a Parish Council meeting. Any statements and/or actions deemed not in line with the code of conduct would not be tolerated and could be reported to the Monitoring Officer at Chorley Council for possible disciplinary action.

8766 APOLOGIES

Apologies were received and accepted from Councillor Mrs D Dowrick and Councillor Mrs B Ward-Smith.

8767 DECLARATION OF INTEREST

Councillor A Balderstone as a Member of Clayton-le-Woods Bowling Team/Club. Councillor M Clifford as County Councillor for Clayton and Whittle, Deputy Chair of Education, Chorley Councillor Champion of Open Spaces and Member of the Licensing Committee and Director of Cuerden Valley Trust. Councillor N Whitham Chorley Councillor Member of the Planning Committee.

Chairman's Signature.....



8768 RESIGNATION OF CLLR MRS S EDWARDS-WILLIAMS (VICE-CHAIR OF CLWPC)

The Clerk advised the Members that she had acknowledged the resignation letter and informed the relevant authorities of the change.

8769 PERMISSION TO CO-OPT 2 VACANCIES IN SOUTH EAST WARD

It was noted that there were now two vacancies in the South East Ward and permission had been given to the Parish Council to go forward with co-option.

Clerk

8770 ELECTION OF VICE CHAIR (NOMINATIONS AND VOTING)

A vacancy had arisen following the resignation of the Vice Chair. Nominations were proposed and seconded for Councillor Steven Maddock. There were no other nominations tabled.

A vote took place and it was RESOLVED unanimously that Councillor Steven Maddock be elected as Vice Chairman until the Annual General Meeting on 20th May 2024.

Clerk

8771 PUBLIC PARTICIPATION

There was no public participation.

8772 TO APPROVE THE MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 19th February 2024

It was RESOLVED to approve the minutes of the Ordinary Meeting held on Monday 19th February 2024 which was duly signed by the Chairman.

8773 MATTERS ARISING (CLERK'S REPORT)

The Clerks report which had been distributed prior to the meeting was received with thanks.

8774 REPORT ON MEETING WITH MEMBERS OF THE CLW BOWLING TEAM

The Members had received a set of notes which had been taken by the Clerk. Councillor Balderstone invited all the Members to the Bowls England Event which was being held at the CLW Bowling Green on the late May Bank Holiday weekend.

Members

Chairman's Signature.....



8775 REVIEW OF ASSET REGISTER AND ANNUAL RISK ASSESSMENT FOR AUDIT 2023/24

The Members had received a copy of the Asset Register and the Financial Risk Assessment Form to scrutinise prior to the meeting. The Chairman highlighted a number of points. The Clerk stated that she would be adding the childrens' bowls equipment which had recently been purchased to the asset register.

It was RESOLVED to accept both the Asset Register and the Financial Risk Assessment Forms.

It was requested that the Clerk take any necessary action.

Clerk

8776 APPOINTMENT OF INTERNAL AUDITOR

It was RESOLVED to appoint Mr Alan Platt as the Internal Auditor for 2023/24. It was requested that the Clerk make the necessary arrangements.

Clerk

8777 WHITTLE AND CLAYTON WAR MEMORIAL COMMITTEE

The Clerk informed the Members that Whittle Parish Council had voted to donate a D-Day Commemorative bench to be sited in the War Memorial grounds. It was proposed that Clayton Parish Council could also donate a bench as there was a need for new seating in the grounds at a cost of some £750.00 + VAT.

After due consideration it was RESOLVED to donate a bench to the War memorial site as a commemoration of the 80th anniversary of the D-Day landings.

It was requested that the Clerk liaise with the Clerk at Whittle Parish Council to purchase the benches and have them installed on site in a timely manner.

Clerk

8778 PROPOSAL TO REDIRECT FUNDING OF OAP CHRISTMAS LUNCH

It was proposed that in light of the present difficult economic times that in future the funds held for annual the OAP Christmas lunch be focused on those Clayton residents of pensionable age who may be having financial difficulties during the festive season.

Chairman's Signature.....



Councillor M Clifford proposed that the Parish Council contact the Chorley Council Community Team who would be able to sign post the elderly people most in need of support.

It was also noted that this was a sensitive issue and that the funds would be targeted specifically for the elderly if the Parish Council did decide not to run the OAP meal this Christmas.

It was requested that the Clerk investigate the matter and report back to the Members in due course.

Clerk

8779 SPID UPDATE

The Chairman reported that the negotiations had been concluded satisfactorily and that the contractor had given a refund and goods well in excess of the 50% that the Parish Council were looking for.

It was noted that hopefully within the next two months all the SPIDs would be wired into the LCC highway power grid and would be working as they were designed to do.

The Clerk would report back on the progress made in due course.

Clerk

8780 PROPOSAL FOR CLAYTON PARISH COUNCIL TO BECOME PC.GOV.UK COUNCIL

The Chairman explained that it had been the long term goal for the Parish Council to have a gov.uk domain and email address so that it clearly defined the Parish Council as a government organisation.

It was RESOLVED to go ahead with the domain and email change at an initial ongoing annual cost of some £60.00 per year on top of the normal fees with an additional one off £100 administration fee.

The Members discussed the current lengthy email and domain name. It was agreed to look into making the PC address shorter for daily use.

It was requested that the Clerk inform the contractor of the approval and inform the Members in due course of the timetable and process for the change.

Clerk

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

8781 ACCOUNTS FOR PAYMENT

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

1. Payments February/March 2024

PAYMENTS LIST

Table with 7 columns: Voucher, Bank, Cheque No, Description, Supplier, VAT Type, Net. Lists various payments from February and March 2024, including utility bills, signage, sundries, salaries, and training fees.

The following receipts were noted:

2. Receipts Feb 2024

RECEIPTS LIST

Table with 7 columns: Voucher, Code, Date, Receipt No, Description, Supplier, VAT Type, Net. Lists a single receipt for Bank Interest on 29/02/2024.

Chairman’s Signature.....



8782 PLANNING APPLICATIONS

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

1.Application no: 24/00133/MNMA Case Officer: Chris Smith - 01257 515223 Ward: Clayton West And Cuerden
Proposal: Minor non-material amendment to planning permission ref: 21/01029/FULHH (Part two storey/part first floor side/rear extension, single storey extension to eastern side elevation and single storey front extension) involving a reduction to the size of the two storey element of the extension, the insertion of a new first floor window within the side elevation and roof lights
Location: 24 Higher Meadow, Clayton-Le-Woods, Leyland, PR25 5RS

2.Application no: 24/00178/DIS Case Officer: Mike Halsall - 01257 515226 Ward: Clayton West And Cuerden
Proposal: Application to discharge condition 14 (bat licence) of planning permission 21/00530/FULMAJ (Change of use of vacant care home (Use Class C2) to residential dwelling (Use Class C3) with associated staff and guest accommodation; internal and external repair/refurbishment works and alterations; selective demolition; extension including orangery, staircase enclosure, creation of swimming pool with glazed enclosure, and two storey extension to service buildings in south west corner of stable yard; hard and soft landscaping works including associated structures and landscape features including reinstatement of dilapidated pond; construction of gate lodges and secondary gates to access road; removal of driveway bridge crown and repair of tunnel; provision of associated car parking; together with other associated development)
Location: Cuerden Hall, Shady Lane, Cuerden, Bamber Bridge, Preston, PR5 6AZ

3.Application no: 24/00182/TPO Case Officer: Bill Whisker - 01257 515642 Ward: Clayton West And Cuerden
Proposal: Application for works to protected trees - Lancashire County Council TPO 14 1950: Removal of No.2 Sycamores in poor condition.
Location: 2 Rose Cottages, Shady Lane, Cuerden, Bamber Bridge, Preston, PR5 6AU

Chairman's Signature.....



8783 CORRESPONDENCE

The Clerk indicated that she had received correspondence from the Tempo Time Credits team inviting a limited number of volunteers to an anniversary event on a strictly first come first served basis at Chorley Town Hall Lancastrian Suite on Monday 15th April 2024.

It was requested that the Clerk circulate the details to all the Members.

Clerk

8784 EXCLUSION OF PRESS AND PUBLIC AND STAFF

It was RESOLVED to exclude press and public due to confidential staffing matters.

8785 STAFFING REPORT

This item was deemed confidential.

8786 DATE OF NEXT MEETING(S)

1.The next full parish council meeting is scheduled to be held on Monday 15th April 2024 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

2.Prior to the full parish council meeting residents and Members are invited to the annual parish meeting will be held at 7.00pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY. (The Lancashire Wildlife Trust will be presenting their annual report)

3.Events Working Group ((Summer Fair and Academic Clayton Cup) on Thursday 4th April 2024 at 4.00pm at the Lord Nelson.

4.Communications Committee Meeting to be held on Thursday 11th April 2024 at 7.00pm at the Parish Office/Meeting Room

Clerk

Chairman’s Signature.....