

**CLAYTON-LE-WOODS PARISH COUNCIL**

**MINUTES OF THE ORDINARY MEETING  
HELD ON MONDAY 17<sup>th</sup> OCTOBER 2016  
AT CLAYTON GREEN LIBRARY AT 7.30PM**

**PRESENT:** Councillor Mr R Ormston (Chair)  
Councillor Mrs C Billouin  
Councillor Ms C Bromilow  
Councillor Mrs G Charlesworth  
Councillor Mr M Clifford  
Councillor Ms J Cronshaw  
Councillor Mr S Fenn  
Councillor Mrs G Ormston  
Councillor D Rogerson  
Councillor Mrs E Whiteford  
Councillor A Whitham

**IN ATTENDANCE:** Mrs TD Morris (Clerk)

**MEMBERS OF THE PUBLIC:** 1

**ACTION**

**7632 APOLOGIES RECEIVED AND ACCEPTED**

Apologies were received and accepted from Councillors S Cross and R Boyd and M Mayson.

**7633 RESIGNATION OF COUNCILLOR MRS M CULLENS**

The clerk informed the council that Councillor M Cullens had resigned due to an increase in her professional workload. The members accepted her resignation.

The council requested that the clerk write a letter of thanks for the service that Councillor Cullens had provided over may years and wished her well in the future.

It was requested that the Clerk follow the necessary procedures to appoint a replacement as soon as was practicable.

**7634 DECLARATION OF INTEREST**

There was a declaration of interest from Councillor E Whiteford regarding the Planning Application item **7643.2**

**7635 PUBLIC PARTICIPATION**

There had been no requests for public participation prior to the meeting.

**7636 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 5<sup>th</sup> SEPTEMBER 2016.**

It was **RESOLVED** to accept the minutes of the ordinary parish meeting held on 5<sup>th</sup> September 2016 and was duly signed by the Chair on behalf of the council.

**7637 REPORTS**

- **Subsidised Bus Service Committee Update - Councillor M Clifford**  
It was reported that there would be an exploratory meeting with the officers of Chorley and Lancashire County to clarify the costs and requirements of the service going forward.
- **Whittle and Clayton War Memorial Committee Update – Councillor E Whiteford**  
Councillor Whiteford formally invited the members of the council to the annual remembrance service on Sunday 13<sup>th</sup> November 2016.
- **Clayton Brook Action Plan Meeting 12<sup>th</sup> October 2016 attended by J Cronshaw, C Bromilow and Chair.**  
It was noted that the meeting had been cancelled and rearranged for the 1st November 2016.
- **PACT meeting 7<sup>th</sup> September 2016 Councillor S Fenn**  
Councillor S Fenn stated that the PACT meetings would be suspended for the time being due to lack of attendance.

**7638 CLW BOWLING GREEN COMMITTEE**

It was noted that the Chair, Councillor Whiteford and the clerk had attended a meeting with the parish solicitors and clarified the ongoing situation about the parish bowling green.

The Chair informed the members that the proposal would be to re-establish the Bowling Club Committee in the following format:

There would be three members of the Parish council and two co-opted members of the bowling club to advise on the daily running of the club.

It was proposed that Councillor E Whiteford would be chair of the committee.

It was **RESOLVED** that the Clayton-le-Woods Bowling Committee be re-established in the following format:

Commented [CP1]:

Three members of the parish council and two co-opted members of the bowling club to advise on the daily running of the club.

It was **RESOLVED** that the parish council members would be Councillor E Whiteford (Chair) Chair of the Parish Council and Councillor S Cross.

Th council requested that Councillor Whiteford arrange a meeting as soon as was practicable.

#### **7639 CLW COMMUNITY CENTRE REPRESENTATIVE**

It was **RESOLVED** that Councillor E Whiteford would be the parish council representative on the CLW Community Centre Management Committee.

It was noted that Councillor D Rogerson was the representative for Chorley Council.

#### **7640 PARISH NEWSLETTER UPDATE**

It was **RESOLVED** to approve the use of JCB Ltd to print the second edition of the newsletter at a cost of £1,315.00.

It was noted that due to several complaints regarding a multiple drop delivery enquiries had been made for solus delivery which increased the cost to around £490.00 from £350.00.

It was requested that the solus this option be investigated and reported to the Communications Committee in due course.

#### **7641 COMMITTEE MEETINGS**

**The Finance Staffing and Buildings Committee meeting held on 10<sup>TH</sup> October 2016:**

- **BDO External Audit Report 2015/16**

The BDO report had been distributed to all the parish council members.

The Finance committee had scrutinised the report and noted that all the recommendations had been complied with during 2015/16.

It was noted that the asset register had been restated in compliance with the external auditor's instruction.

It was **RESOLVED** to accept and comply with all recommendations of the BDO external audit report for 2015/16.

- **Quarterly Reports/Virements**

It was reported that there would be a requirement for some virements due to the pension payments and possible play area developments.

- **Employee Pension Costs Back payments**

Future arrangements (Employer Direct Debit set at £420.47 per month and employee contribution changed by standing order for November 2016)

- **Bank Signatories Update**

It was **RESOLVED** to add Cllrs R Ormston and M Clifford as signatories on deposit accounts.

**Play and Leisure Committee meeting held on 22<sup>nd</sup> September 2016.**

- **Site Visit Gough Lane Play area 29<sup>th</sup> September 2016**

The Chair outlined that the play area had come to the end of its natural life and most of the equipment needed to be replaced and the flooring renewed.

The parish had requested from Chorley that a specification be drawn up as soon as was practicable so that the parish council could formally go out to tender early in the new year.

- **Christmas Lunch 2016**

After due consideration, it was agreed that the date of the Christmas lunch would be moved from 6<sup>th</sup> December to 5<sup>th</sup> December 2016.

It was further agreed that the venue would be the Beaumont Public House as it would be a more conducive atmosphere for the pensioners. The overall cost was neutral at around £12.00 per head.

It was requested that the clerk inform the contractors and Chorley Council of the change in arrangements.

- **Tree Lighting Ceremony 2016**

The council were informed that the ceremony would take place on Wednesday 7<sup>th</sup> December 2016 at 5.30pm.

The Beaumont Public House had kindly offered to provide free mulled wine and a mince pie to those in receipt of a voucher of attendance.

## PARISH COUNCIL PENSION PROVISION DECLARATION

The clerk confirmed that employees entitled to a pension would have been offered the provision by 31<sup>st</sup> October 2016.

The members requested that the Lengthsmen have their rights informed to them in writing so that if they wish to contribute to a pension they can do so.

### 7642 ACCOUNTS FOR PAYMENT

The parish council were informed that the Chairman and the Clerk checked and countersigned all the receipts/invoices, salaries and HMRC payments prior to the full parish council meeting.

It was **RESOLVED** to approve the following accounts for payment: -

<u>METHOD</u>	<u>Accounts for October 2016</u>	<u>£</u>
S/O	Lengthsmen (6no.) Salary (October 2016)	691.20
S/O	Employee (1) Salary (October 2016)	1,462.58
D/D	Employee (1) Pension Set Up and Aears Costs	14,161.32
D/D	Employee (1) / Employer Pension Contribution October 2016	580.62
D/D	O2 Telefonica. Sep to October 2016 parish phone charge	37.04
4901	LCC 1 x June 2016 4 x July 2016 1 x August 2016 - Room Hire (Re-issue cheque 4899)	60.00
4902	HMRC Tax/NI September 2016	480.30
4903	LCC 6 x September 2016 – Room Hire (inc. 2 x Sub Bus Committee Meetings)	60.00

4904	BDO Annual External Audit Fee 2015/16	360.00
4905	Inprint Solutions – 250 Compliment Slips	18.00
4906	Campaign to Protect Rural England Annual Renewal Fee 2016/17	36.00
4907	Chorley Council Supply and Install 2 x Metal Benches Bankside and Cuerden Park Entrance	588.00
4908	Alan Platt Internal Audit Fee 2015/16	180.00
4910	Two Trees Community Project Grant for Tree Work	300.00
<b>Total Expenditure</b>		<b>£19,015.06</b>

#### 7643 PLANNING APPLICATIONS

The following planning applications were tabled for scrutiny by the parish council.

After due deliberation it was **RESOLVED** to make no comments on the following Planning Applications:

1. **16/00790/FULHH**. Conversion of existing garage with installation of bay window with a single storey side and rear extension to the side and rear of the converted garage. The Woodlands Moss Lane.
2. **16/00811/ADV**. LM Plumbing Services Business Sign measuring 1000mm in length by 650mm in height to be attached to the front wall of the property to include logo and contact details. 98 Lancaster Lane.
3. **16/00884/FUL**. Redevelopment of site to create 6 two bedroom houses together with additions of residents parking, private drives and boundary treatment on Land north of 73 Daisy Meadow.
4. **16/00817/TPO**. Fell ash tree included in TPO 10 (Clayton-le-Woods) 1989. Lfp Consultants Legacy House 407 Preston Road. (Sent on to the Tree Warden for comment)
5. **16/00933/TPO**. Felling of Silver Birch and replacement. 66 Lancaster Lane. (Sent on to the Tree Warden for comment)

After due deliberation it was **RESOLVED** to make the following comment on the Planning Applications listed below:

1. **16/00885/FUL**. 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.
2. **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.

That the Parish council noted that this was a planned housing estate with green areas designed for health and wellbeing therefore diminishing amenity space overall. Also there would be a detrimental effect on the trees and wildlife within the vicinity.

**7644 CONFIDENTIAL ITEMS**

It was noted that the full detail of the pension arrangements was a confidential item included in the Finance and Management committee minutes.

**7645 DATE OF NEXT ORDINARY PARISH MEETING**

It was **RESOLVED** that the next ordinary parish council meeting is to be held on **Monday 21<sup>st</sup> November 2016** at Clayton Green Library at 7.30pm.

**7646 DIARY DATES**

- Environment Committee Monday 7<sup>th</sup> November 2016 at 7.00pm