

# Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris

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9<sup>th</sup> October 2017

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 16<sup>th</sup> October 2017 at Manor Road School Annexe at 7.30pm.

Please can all Councillors return their completed Register of Interests Form to me at the meeting if you have not already done so.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tracy Morris', is written over a faint, light-colored background.

Mrs Tracy Morris  
Clerk to the Council

## Agenda

- 1. To receive and accept apologies.**
- 2. Declaration of Interest.**
- 3. Public Participation – Chair.**
- 4. Resignation of Councillor Mr S Cross**
- 5. Appointment of Councillor Mrs J Norris**
- 6. To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 18<sup>th</sup> September 2017 (copy attached).**
- 7. Clerk's Report for information only. (Matters Arising)**

## 8. Reports

### 1. Finance & Staffing Committee meeting held on 10th October 2017

- Approval of External Audit 2016/17
- Proposal to approve the Christmas Light Switch on Budget £1800 above budget
- Temporary Premises Update

### 2. Proposal to approve Budget for Summer Fair 2018

Promotional Flyers costing up to £200.00

### 3. Management Committee meeting held on 10<sup>th</sup> October 2017

Staffing Review

### 4. Play and Leisure Committee meeting held on 12<sup>th</sup> October 2017

Gough Lane Play Area £50,000.00

## 9. Autumn Winter Parish Newsletter

Publication and Distribution Cost £1395 Publication and £945 distribution (Cost unchanged)

## 10. Grant Request from Community House Clayton Brook

Christmas Event -Tree, Decorations £150.00 and Gifts £100.00 (total £250.00)

## 11. OAP Christmas Lunch 2017

Increased numbers 50 to 70 - £850

## 12. Arrangements for Parish Councillors Christmas Meal 2017

## 13. Proposal for Police Checks (DBS) for Councillor Volunteering for weekly litter Picks

Basic Check £25.00 - £44.00 per person.

## 14. Purchase of Laptop for Parish Use £900.00

## 15. Accounts for Payment.

*Each account has been checked and countersigned by the Chairman prior to the meeting. All accounts include VAT where applicable.*

*Late Accounts List (To be tabled at Meeting)*

<b>Chq No.</b>	<b><u>October 2017 Accounts: -</u></b>	<b>£</b>
N/A	Lengthsmen (6no.) Salary (October 2017) Paid by Standing Order	720.00
N/A	Employee (1) Salary (October 2017) Paid by Standing Order	1168.05
N/A	Employee (1) / Employer Pension Contribution (September 2017)	418.68

D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support. September 2017	74.40
001	HMRC (NI and Tax) for September 2017	446.79
D/D	O2 Parish Phone Rental August/September 2017	39.67
B/T	JP Counselling Services	120.00
002	Envirocare Cutting of Parish Council Sites September 2017	606.60
003	Mr A Platt Internal Audit Fee	150.00
004	BDO External Audit Fee	360.00
005	Councillor R Ormston Chairman's Allowance (6 months)	250.00
006	Councillor Mrs G Ormston Reimbursement for Scarecrow Festival	59.46
007	Spot on Entertainment Ltd. Christmas Entertainer	570.00
008	Temporary Clerk's Salary 3 <sup>rd</sup> Instalment	62.10
<b>Total Expenditure <i>without</i> late Accounts</b>		<b>£5,189.23</b>

## 16. To discuss and make decisions on Planning Applications

Applications can be viewed on the Chorley Council website via the following link <http://planning.chorley.gov.uk/online-applications/>.

- 17/00919/FUL. Garage. 64 Birch Avenue Cuerden Residential Park.
- 17/00869/OUT. Outline application (all matters reserved, save access) for the demolition of existing structures and erection of 2no. detached dwellings. 715 Preston Road.
- 17/0092/FUL. Proposed agricultural building and access track. Cuerden Lodge Shady Lane.
- 17/00961/FULMAJ. Construction of polytunnel building measuring 96m by 85.4m and irrigation pond measuring 50 x 50m. Armlee Nurseries Alpine View. Wigan Road.
- 17/00954/FULMAJ. Erection of part three storey, part two storey, part single storey GP surgery pharmacy and community café with associated car parking, access and landscaping following demolition of existing building. Nature Trail Nursery Whittle-le-Woods and Clayton-le-Woods Parish Club. 239 Preston Road.
- 17/00968/TPO. Works to a tree protected by a TPO. Crown reduction and crown thin. 31 Magnolia Drive.

## 17. Remembrance Sunday

Letter of invitation from Whittle-le-Woods and Clayton-le-Woods Memorial Committee regarding Remembrance Sunday  
 Letter of Invitation from Chorley Council regarding Remembrance Sunday

## 18. Dates for Next Meetings

The next ordinary parish meeting has been agreed to be held on **Monday 20<sup>th</sup> November 2017** at 7.30pm at Manor Road School Annexe.

Dates for Committee Meetings to be arranged.