

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE MANAGEMENT COMMITTEE
HELD ON TUESDAY 28TH JULY AT 6.30PM AT CLAYTON GREEN LIBRARY

PRESENT: Councillor A Cullens (Chairman)
Councillor J Cronshaw
Councillor S Fenn

IN ATTENDANCE: Mrs TD Morris (Clerk)

| | | ACTION |
|--------------|---|------------------|
| 15.01 | APOLOGIES There were no apologies for absence. | |
| 15.02 | DECLARATION OF INTEREST There was no declaration of interest. | |
| 15.03 | APPOINTMENT OF CHAIRMAN Councillor A Cullens was appointed as Chairman for a period of one year. | |
| 15.04 | TERMS OF REFERENCE The Terms of Reference was scrutinised by the members and approved subject to minor amendments. It was RESOLVED that the Terms of Reference (TOR) be adopted at the full parish council and that the TOR would be reviewed by the Management Committee on an annual basis. | Clerk |
| 15.05 | MISSION STATEMENT The committee reviewed a number of sample Mission Statements from other parish councils. The committee requested that the clerk make the necessary amendments and table the draft mission statement for discussion at the full parish council meeting. | Clerk/FPC |

15.06 OVERALL REVIEW OF PARISH POLICIES AND CODE OF CONDUCT

The committee identified a number of policies and procedures which needed updating and putting in place due of legislative changes.

It was proposed that the clerk draw up a matrix of the policies which the parish need to have in place and have the relevant committee work through reviewing the policies in a timely manner.

clerk

15.07 CALNEDAR OF ORDINARY PARISH MEETINGS 2016

The committee discussed the challenges of having up to a six week break between meetings during the summer months especially regarding the prompt payment of invoices to small contractors and scrutinising planning applications.

It was proposed that a calendar be drawn up where there would be a meeting late in July, no meeting in August and a meeting early in September in order to lessen the possibility of holding an extraordinary meeting to consider the payment of invoices and look at planning matters.

It was requested that the clerk draw up a provisional calendar for 2016 for consideration at the next full parish council meeting.

clerk

15.08 COMMITTEE UPDATE

Each of the members reported on the general position of each of the newly formed committees. The general response had been a positive one.

The clerk reported that she had been able to have a range of new ideas and skills to tap into which had been very positive.

It was hoped that councillors would be more informed about the daily working of the parish and have a say in any future projects/developments.

15.09 COUNCIL TRAINING REQUIREMENTS

The clerk had noted that alongside the new method of working it would be a positive step to have some training sessions on such areas as:

- The function and workings of Committees
- Financial management and Budgetary Control
- Succession Training (Chairman/ Vice Chair Committee Chair)
- Tree Warden/Pond Warden Training

The committee discussed the issue and requested that the clerk contact Marion Gelder at LALC for advice and report back.

Clerk

15.10 MEDIATION REQUEST (CONFIDENTIAL ITEM)

This was deemed a confidential item.

15.11 PLANNING APPLICATIONS

After due consideration it was **RESOLVED** to make no comment on the following applications:-

15/00642/TPO. Removal of oak tree in rear garden. 5 Ivy Close PR25 5SG. Sent to Tree Warden for comment.

15/00446/FUL. Retrospective application for erection of single storey office. Bonney and Greenhalgh Swansea Lane.

15/00662/FUL. Erection of single storey side extension incorporating living accommodation at the first floor and insertion of roof lights. Erection of rear dormer extension including insertion of patio doors and erection of Juliet balcony. Erection of front porch. 217 Higher Meadow

15/00646/FUL. Demolition of bungalow and erection of replacement dwelling. 27 Watkin Road.

15/00567/FUL. Erection of two storey front extension following demolition of existing single storey extension. Carvers Farm Back Lane.

15/00572/FUL. Erection of two storey extension. 77 Cunnery Meadow.

15/00586/FUL. Erection of single storey rear extension following demolition of existing conservatory. 127 Watkin Road.

It was **RESOLVED** to lodge an objection to the following planning application:-

LCC/2015/0069. Revised working scheme including amended levels and extension of the mineral extraction and landfill areas. Clayton Hall Landfill Site.

1. Object to the Length of the extension
2. Object to Extending the Site
3. Company has already breached of a number of planning regulations
4. In the view of the number of breaches that have been reported to the Environment Agency the proposals are not appropriate

The Chairman will update the all the members regarding this planning application at the next full council meeting.

Chairman

15.12 JOB EVALUATION OF CLERKS POST

The clerk advised the committee that she had received the information from the Society of Local Council Clerks regarding the job evaluation process. The recommended fee was £200 for a parish with a turnover over £100,000.

The councillors agreed to recommend that the parish go ahead with the evaluation and pay the appropriate fee.

The chairman also requested that the clerk investigate the appraisal programme for the clerk which could be conducted in October 2015 by the Management Committee.

Clerk

15.13 CONFIDENTIAL ITEM

Item **15.10 MEDIATION REQUEST** was deemed a confidential item.

15.14 DATE OF NEXT MEETING

The next scheduled meeting of the Management Committee has been scheduled to be held on be held on Wednesday 7th October 2015 at 6.30pm

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CONFIDENTIAL ITEM

15.10 MEDIATION REQUEST

The Chairman advised the councillors that the clerk had expressed concern regarding her relationship with one particular councillor which, in clerk's opinion had impinged on the smooth running of the parish council.

In an effort to alleviate the situation the clerk requested that mediation could be offered to resolve any outstanding misunderstandings.

It was requested that the chairman approach the particular parish councillor and inform the individual that mediation was available via Chorley Council.

ACTION

Chairman