

Clayton-le-Woods Parish Council

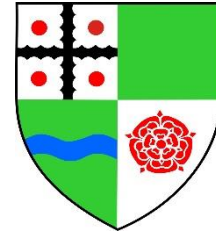
Clerk to the Council: Mrs Tracy Morris
Chorley Business and Technology Centre, Reception Block,
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14th September 2020

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 21st September 2020 at 7.30pm via Zoom.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mrs Tracy Morris', written over a horizontal line.

Mrs Tracy Morris
Clerk to the Council

Agenda

1. **To receive and accept apologies**
2. **Declaration of Interest**
3. **Public Participation (None Indicated)**
4. **To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 13th July 2020 (Attached)**
5. **Clerk's Report (Matters Arising)**
6. **Reports**
 - 6.1 Report on Back Lane Woods Development Project
 - 6.2 Latest Report on Food Parcel Project £2,500 (Plus £2,500 CLW PC Contribution) (Spent £1037.88 40 households)
 - 6.3 Website Development - To comply with Accessibility Regulations
 - 6.4 Annual Parish Newsletter 2020 (Budget £6,000) (Cost £2,685)
 - 6.5 Play Area Annual Maintenance and Cunnery Meadow Release of 2.5% Retention Monies (£1,647.35)

7. Lengthsmen/Staff Risk Assessments and Return to Work

Proposal to progress/approve for Lengthsmen/staff to return to work

8. Wildflower Meadow Project 2021 £3,000 Quotation for minimum 6 Sites (Delegated Powers Management Committee)

To Approve the installation of wildflower meadows for 2021 (Budget £3,000)

9. Proposed Repair Works at Fiddlers Lane Footpath adjacent to Manor Road School

Quotation Received for £3,084.75

10. Update on Commemorative VE Coins (Cost £1,267.20)

To consider placing the order or putting project on hold

11. Accounts for Payment.

Each account has been checked and countersigned by the nominated Councillor. All accounts include VAT where applicable. Late Accounts List (To be tabled at Meeting)

Paym't Method/ Chg No.	August 2020 Accounts	£
S/O	Lengthsmen (5 no.) Salary Paid by Standing Order	837.12
S/O	Employee (1) Salary Paid by Standing Order	1,482.53
D/D	Employee (1) / Employer Pension Contribution	545.86
S/O	Employee (2) Salary Paid by Standing Order	690.58
B/T	Chorley Business and Technology Centre Monthly Office Rental	404.40
D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support.	80.40
D/D	O2 Telefonica Monthly Fee for Parish Phone	37.21
B/T	BT Business Bill Office Phone and Broadband	59.27
D/D	Three Telephone Monthly Fee Parish Phone (2)	8.86
S/O	Chorley Self Storage Monthly Rental	88.00
B/T	Envirocare Ltd Maintenance of Parish Sites	700.01
B//T	Envirocare Ltd Maintenance of parish flowerbed	50.00
B/T	Mr A Fielden Maintenance CLW Bowling Green	255.50
B/T	Various Food Parcel Orders (40)	1,037.88
	Total	£6,277.62

Paym't Method/ Chg No.	September 2020 Accounts	£
S/O	Lengthsmen (5 no.) Salary Paid by Standing Order	837.12
S/O	Employee (1) Salary Paid by Standing Order	1,482.53
D/D	Employee (1) / Employer Pension Contribution	545.86
S/O	Employee (2) Salary Paid by Standing Order	690.58
B/T	HMRC Tax and NI Contribution	1,635.08
B/T	Chorley Business and Technology Centre Monthly Office Rental	404.40
D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support.	80.40
D/D	O2 Telefonica Monthly Fee for Parish Phone	36.85
B/T	BT Business Bill Office Phone and Broadband	59.27
D/D	Three Telephone Monthly Fee Parish Phone (2)	9.00
S/O	Chorley Self Storage Monthly Rental	88.00
B/T	Envirocare Ltd Maintenance of Parish Sites	753.12
B//T	Envirocare Ltd Maintenance of parish flowerbed	50.00
B/T	Envirocare Ltd Groundwork at CLW Bowling Green	192.00
B/T	Wicksteed Ltd Cunnery Meadow 6-month Retention Monies	1,647.35
B/T	Stringfellow Ltd Annual Repairs to Play Areas	3,732.00
B/T	Office Supplies (Hard Drive Cover and HDMI to VGA Cable)	39.97
	Total without late Accounts	£12,283.53

13. To discuss and make decisions on Planning Applications

Applications can be viewed on the Chorley Council website via the following link:

<https://planning.chorley.gov.uk/online-applications/search.do?action=weeklyList>

1.Application no:**20/00698**/FULHH Proposal: Single storey rear extension
Location: 14 Hunters Road, Clayton-Le-Woods, Leyland, PR25 5TT

2.Application no:**20/00830**/FULHH Ward: Proposal: Single storey side/rear extension; front porch
Location: 114 Cloughton Avenue, Clayton-Le-Woods, Leyland, PR25 5TP

3.Application no:**20/00841**/FUL Proposal: Excavation of a trench and the installation of separate surface and foul water drains between Shady Lane and the River Lostock to serve a residential development on land off Nell Lane (Resubmission of application reference 20/00023/FUL) Location: Cuerden Valley Park, Shady Lane, Cuerden, Bamber Bridge

Please note that the Parish Council has lodged an objected on environmental grounds on 2nd September 2020.

4.Application no:**20/00859**/TPO Proposal: Application for works to protected trees - Chorley BC TPO 6 (Clayton-le-Woods) 2007 T1 Beech - 2 Metre crown reduction and 10% Crown thin. T2 Lime - Reduce away from neighbouring property by 2 Metres, 2 Metre crown reduction, 30% Crown thin. Location: 8 Grange Close, Clayton-Le-Woods, Leyland, PR25 5SJ

5.Application no:**20/00879**/PDE Proposal: Notification of a proposed single storey extension measuring 4.5m in depth, with eaves height of 2.2m, and a maximum height of 3.5m Location: 4 Camellia Drive, Clayton-Le-Woods, Leyland, PR25 5RW

6.Application no: **20/00886**/TPO Proposal: Application for work to a protected tree - Chorley BC TPO 8 (Clayton-le-Woods) 1996 T1 - Oak - Crown reduction to a maximum of 2 Metres. Remove lowest branch encroaching on rear of neighbours house. Location: 2 Snowdrop Close, Clayton-Le-Woods, Leyland, PR25 5TG

7.Application no:**20/00889**/FULHH Proposal: Part first floor and part two storey front extension and elevational alterations (resubmission of application ref: 19/01137/FULHH). Location: 16 Camellia Drive, Clayton-Le-Woods, Leyland, PR25 5RW

8.Application no:**20/00890**/FUL Proposal: Demolition of existing garage and erection of one bedroom bungalow Location: 7 Lydiate Lane, Cuerden, Leyland, PR25 5SA

9.Application no:**20/00892**/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton-le-Woods West And Cuerden Proposal: Conversion of part of integral double garage to habitable room accommodation Location: 12 Grange Close, Clayton-Le-Woods, Leyland, PR25 5SJ

10.Application no:**20/00897**/FULHH Proposal: Conversion of integral garage to habitable room accommodation Location: 5 Parkhurst Avenue, Clayton-Le-Woods, Leyland, PR25 5PF

11.Application no:**20/00916**/CLPUD Proposal: Application for a certificate of lawfulness for a proposed rear dormer Location: 2 Brookfield Lane, Clayton-Le-Woods, Chorley, PR6 7FG

12.Application no:**20/00929**/FULHH
Proposal: Single storey rear extension joining to new raised flat roof to rear elevation, elevational alterations including lowering of existing chimney (following demolition of existing conservatory) Location: 15 Watkin Road, Clayton-Le-Woods, Chorley, PR6 7PU

12. Motion to Exclude Press and Public due to Confidentiality of Staff Pay (Item 13 only)

13. NJC Annual Cost of Living Pay Award 2020/21

To approve annual cost of living increase for Office Staff (£1,087.65 per annum total within allocated budget)

14. Correspondence

Request for tree to be pruned back at 77 Mendip Road (Envirocare to investigate)

Complaint regarding Anti-social behaviour a Manor Road Play Area (CCTV)

15. Dates for Next Meetings

Proposal to set dates for the meetings from October 2020 to May 2021 on the third Monday of each month.

19th October 2020

16th November 2020

No planned meeting During December

18th January 2021

15th February 2021

15th March 2021

19th April 2021

17th May 2021

The next full parish council meeting is proposed to be held on Monday 19th October 2020.

Please Note: If any member of the public wishes to attend the Zoom meeting please contact the Clerk for further details.