

CLAYTON-LE-WOODS PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 24th AUGUST 2015 AT CLAYTON GREEN LIBRARY AT 7.30 PM

PRESENT: Councillor Mr A Cullens (Chairman)
Councillor Mrs C Billouin
Councillor Mrs R Boyd
Councillor Ms C Bromilow
Councillor Mrs G Charlesworth
Councillor Ms J Cronshaw
Councillor Mr S Cross
Councillor Mrs M Cullens
Councillor Mr S Fenn
Councillor Ms M Mayson
Councillor Mr D Rogerson
Councillor Mrs E Whiteford

IN ATTENDANCE: Mrs TD Morris (Clerk)

MEMBERS OF THE PUBLIC: 1

7436 APOLOGIES

Apologies were received and accepted from Councillors Mr M Clifford and Mrs G Ormston.

7437 DECLARATION OF INTEREST

Councillor A Cullens declared an interest in agenda **item 7454** planning application for Back Lane Primary School.

Councillor R Boyd declared an interest in **item 7444** regarding the erection of a handrail for Heritage Garden site.

7438 MINUTES OF ORDINARY PARISH COUNCIL MEETINGS HELD ON MONDAY 15th JUNE 2015 AND MONDAY 20TH JULY 2015

It was **RESOLVED** to accept the minutes of the meetings held on 15th June 2015 and 20th July 2015 as a correct record and the Chairman signed the minutes on behalf of the council.

ACTION

7439 MATTERS ARISING

It was noted that there had been no progress made regarding the play area inspection reported by Chorley Council.

It was requested that the clerk take advice from Euxton parish council who have a similar contract with Chorley Council

Clerk

7440 ACTIONS UNDER HEALTH AND SAFETY

The chairman informed the council that a waste bin in front of Clayton Green library had been replaced as it was no longer fit for purpose and was attracting vermin.

A bench at the same location had to be cemented back in as it had become loose and was deemed dangerous.

It was reported that Chorley Council had undertaken both jobs and would invoice the council accordingly.

It was noted that the seats opposite the skate park were in need of repair/replacement. It was requested that the clerk contact Chorley Council to enquire about the programme of replacement in the area.

**Clerk /
Cllr C
Bromilow**

7441 DRAFT MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE HELD ON 24TH JUNE 2015

Councillor Fenn stated that the draft minutes of the previous meeting had been approved.

7442 JOB EVALUATION OF CLERKS POST BY SOCIETY OF LOCAL COUNCIL CLERKS (SLCC)

The meeting were advised that both the Finance and Management Committee had recommended that there should be a job evaluation of the Clerk's post.

It was **RESOLVED** that the job evaluation be undertaken under the SLCC format at a cost of £200. It was requested that the clerk make the necessary arrangements.

**Clerk /
FSB /
MGT**

The chairman informed the council that an annual performance review of the clerk was scheduled to take place in October, however this would be deferred until after the job evaluation process had been completed.

7443 GRANT POLICY(DONATIONS)

The meeting had been provided with a copy of the draft Grant Policy for their approval.

There were a number of queries regarding the future advertisement of the grants and the amount any organisation could request at any one time.

It was explained that any organisation could apply for a grant(s) at any time during the financial year (no financial limit would be imposed) and that each application would be considered on its merit by the Finance Committee; which would make its recommendations to the full council in the normal way.

Also it was stressed that grants were to be used for a specific project and/or equipment and not for running costs. This information would be added to the existing grant letter sent to each organisation which applied for a grant.

It was **RESOLVED** that the Grant Policy be adopted by the council and would be subject to a review on an annual basis by the Finance Committee.

Clerk

FSB

7444 PROVISION OF A HANDRAIL FOR HERITAGE GARDEN

The Heritage Society had requested that a handrail be placed on the steps of the Heritage Garden so that it would be more accessible to elderly/disabled residents. This had also been recommended by Chorley Council.

It was noted that Councillor Boyd had made every attempt to acquire the 3 relevant quotations, however only one contractor submitted a quote.

It was **RESOLVED** that the handrail be erected according to current Health and Safety Regulations at a cost of £329.00 including VAT. This item would be drawn from the grant/donation budget.

It was requested that the clerk contact the contractor directly to have this work undertaken as soon as was practicable.

Clerk

7445 DRAFT MINUTES OF THE COMMUNICATIONS COMMITTEE HELD ON 29TH JUNE 2015

Website Development

Councillor Rogerson reported that a consultant had agreed to assist the parish to develop its own distinct web page.

Newsletter Development

It was proposed that the newsletter was scheduled to be published in the Autumn and Spring/Summer next year.

There was a debate regarding the relevance of producing a newsletter once the revamped website was up and running.

It was agreed that in the short term the newsletter would continue to be produced. However once the website was up and running the newsletter its level of distribution would be reviewed.

CC

7446 DRAFT MINUTES OF THE ENVIRONMENT COMMITTEE HELD ON 6TH JULY 2015

7446.1 Spring Meadow Pond Project

The chairman reported that the contractor had submitted an interim invoice and contract document for scrutiny. The Finance Committee had inspected the paperwork and had raised a number of queries.

It was proposed that the parish council liaise with Chorley Council to ensure that everything was in order before proceeding.

It was **RESOLVED** that the parish council seek advice from Chorley Council regarding the contract document and invoice and defer the item for consideration until the next full parish council meeting in September.

It was requested that the clerk draft a letter to be sent to Jamie Carson Director of Street Scene (Chorley Council) after prior approval by the Management Committee. The contractor would be kept fully informed of the developments.

Clerk /
MGT /
FSB

7446.2 Update on Pines Hotel Development

- It was noted that the Pines would probably not be developed for around 18 months due to its wedding commitments.
- The main building was not a listed, therefore the site was open to full redevelopment.

7446.3 Update on Extension of Clayton Brook Village Hall

Councillor Cronshaw reported that the extension was ongoing however there had been some unforeseen delays. She would keep the council informed of any further developments.

7446.4 North West in Bloom Competition (NWIB)

Councillor Whiteford reported on the judging of the NWIB competition, and was pleased to announce that the parish had

7446.5	received an award which she would receive on behalf of the parish in due course.	
	Proposals for Future Development of Parish Floral Displays	
	There was a debate regarding: <ul style="list-style-type: none"> • Controlling Costs • Validity of entering the NWiB competition • Spreading the displays more evenly throughout the parish • Involving/supporting community groups 	
	It was agreed not to enter the parish in the 'Town Category' of the NWiB competition next year, but to consider supporting smaller individual entrants.	Cllr Ormston
	It was noted that Councillor Whiteford was stepping down as NWiB co-ordinator, however the clerk informed the meeting Councillor Ormston had volunteered to take up the role.	
	It was agreed that Councillor G Ormston be appointed as co-ordinator of the parish floral displays.	
	Councillor Bromilow proposed that the council approach Karen Martyniuk regarding group involvement in Clayton Brook.	
	The council requested that the clerk email Karen in the first instance with a view to co-opting her onto the Environment Committee.	Cllr Bromilow / Clerk
7446.6	Annual Review of Parish Assets and Amenities The chairman had suggested a 'walk around the parish' not only to check all the assets in the parish, but to get to know the parish better.	
	It was RESOLVED to conduct the tour in early October and start at the Clayton-le-Woods Bowling Club.	All Members
7447	DRAFT MINUTES THE PLAY LEISURE AND WELFARE COMMITTEE HELD ON 20TH JULY 2015	
7447.1	Parish Council Play Areas Councillor Cross informed the meeting that the committee had agreed to undertake an independent review of the parish play areas.	
7447.2	OAP Christmas Lunch 2015 As stated in the draft minutes of the PLW committee the recommendation was that there would be no OAP Christmas lunch held in December 2015.	
	There was a lengthy discussion regarding the continuation of	

the lunch until an alternative arrangement could be made.

The majority of the council voted that the OAP Christmas lunch be cancelled for this year with a view to reviewing the provision in 2016.

The news of the decision made by the council would be publicised in the next parish newsletter.

It was **RESOLVED** that a letter of thanks be sent to the Pines Hotel to thank them for their kind hospitality over a number of years. Also St Bede's RC Primary would be advised regarding the cancellation as the school provided carol singers for the event.

Clerk

7448 DRAFT MINUTES OF THE MANAGEMENT AND GENERAL PURPOSES COMMITTEE HELD ON 28TH JULY 2015

7448.1 Draft Mission Statement

It was noted that the Draft Mission Statement had been drawn up and would be emailed to the councillors for their feedback at the next parish council meeting.

Email
FPC

7448.2 Ordinary Council Meeting Dates 2016

The councillors were provided with a copy of the proposed full parish council meeting dates for 2016.

The chairman highlighted that there would be meetings late in July and early in September with no meeting during August.

It was **RESOLVED** to accept the meeting dates for 2016 and that all the dates would be published on the parish noticeboards and on the website in due course.

Clerk

7448.3 Update on Clayton Hall Landfill Site Planning Application

The meeting was advised that the objections minuted by the Management Committee had been submitted to Lancashire County Council.

However, the chairman reported that on a recent site visit the company had complied with providing a grass barrier and had erected the methane extractor at legal levels. It was also noted that there had been no reports of swarms of flies, birds and smells as in previous years.

It was noted that the planning application would be considered by LCC during September/October 2015.

7448.4

Update on Internal Financial Regulations

It was confirmed that the Management Committee had delegated powers to pay contractors up to £500 if necessary and hopefully along with the meeting calendar changes there may not be a call in the future for extraordinary meetings in order to pay small contractors.

7448.5

Full Parish Council Training Programme

There was positive feedback from the councillors that had undertaken the recent induction/refresher training and it was proposed that due to the revised committee structure that the whole council undertake training which had been tailored to the council's needs.

It was **RESOLVED** that the clerk approach the Local Association of Local Councils (LALC) to request that tailored training session(s) be drawn up and report back in due course.

**LALC /
Clerk**

7448.6

Parish Phone Contact

It was reported at the Finance and Management Committee that the temporary phone that had been allocated to the clerk had stopped working.

It was proposed that the Chairman and the Clerk investigate the best way to replace the phone and report back in due course.

**Clerk /
Chairman**

7449 PARISH COUNCILLOR VACANCY (WEST WARD)

After due consideration it was **RESOLVED** to advertise the vacancy with a view to co-opt a new councillor and place the advertisement on all noticeboards throughout the parish.

Clerk

The completed applications will be scrutinised by the Management Committee in the first instance.

MGT

7450 ACCOUNTS FOR PAYMENT

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

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

<u>Cheque No.</u>	<u>Accounts August 2015:-</u>	<u>£</u>
N/A	Lengthsmen (6no.) Salary (August 2015) Paid by Standing Order	624.00
N/A	Employee (1) Salary (August 2015) Paid by Standing Order	1168.05
004786	HMRC (NI and Tax) for July 2015	281.96
004787	Lancashire County Council – Room Hire (July 2015) 3 Sessions at £10.00 per session	30.00
004788	DWG (NW) Ltd. Routine Mowing July (invoice No. 2153)	215.40
004789	DWG (NW) Ltd. Routine Mowing August (invoice No. 2194)	215.40
004790	Chorley Council. Uncontested Election Fee 7 May 2015 (North and West Ward)	538.00
004791	Chorley Council. Parish Election Fee 7 May 2015 (East Ward)	5202.00
004792	GW Joinery (Northwest) Ltd. Part 2 of 3 Invoices for new pavilion at Clayton-le-Woods Community Bowling Club (plus extra cost of extension of canopy due to unforeseen position of underground electric cables.)	3900.00
004793	Clayton Library Summer Play scheme (MA Fenton) Poetry Session	40.00

004794 Clayton Library Summer Play 19.95
Scheme Materials (Mrs J Chambers)

Total Expenditure August 2015 **£12,234.76**

**7451 BUDGET RECONCILIATION
(1ST QUARTER 1ST APRIL TO 30TH JUNE 2015)**

The Councillors were provided with a copy of the budget statement for the first quarter of the year 2015/16

The council was advised that the Finance Committee had been provided with a snap shot of the cashbook and Budget reconciliation regarding the first quarter of 2015/16 for their information.

The clerk had then explained to the committee the budgetary system and the variances that had occurred. The Finance Committee then discussed each variance in detail and concluded that their recommendation would be for the parish council accept the document.

It was **RESOLVED** to accept the budget reconciliation document for the first quarter of 2015/16.

A copy of the budget reconciliation document will be an addendum to the minutes.

**Clerk
FSB**

7452 ALLOCATION OF PARISH RESERVES

It was noted that the Finance Committee were in the process of drawing up a Reserves Policy document which would be tabled for approval by the full council meeting in October 2015.

FSB

7453 CASH BOOK

The clerk informed the meeting that a computerised copy of the cash book was now available, which now reflected the twenty budget headings as stated in the 2015 Precept Document.

All councillors were reminded that this was a confidential document due to the commercial nature of the contents.

**Green
Paper**

7454 PLANNING APPLICATIONS

It was **RESOLVED** that 'no comment' be made on the following planning applications:-

- **15/00716/FUL.** Demolition of the former tank store and erection of a bin store. Clayton-le-Woods CE Primary School, Back Lane.
- **15/00671/FUL.** Erection of single storey side and rear extension following demolition of existing conservatories. 63 Higher Meadow.
- **15/00730/FUL.** Demolition of existing double garage and construction of new double garage and garden tool and screen planting. Cuerden Cottage, Shady Lane.
- **15/00746/FUL.** Erection of two storey extension. 16 Watkin Road.
- **15/00783/FUL.** Erection of detached garage and garden store (retrospective) 654 Preston Road.

7455 CORRESPONDENCE

7455.1 Road Conditions within the Parish

It was reported that there were several places within the parish where the road conditions were considered in need of repair Great Green Lane, Town Brow and overgrown tree conditions on Sheep Hill Lane.

It was **RESOLVED** to request that these areas be notified to appropriate authorities as soon as was practicable.

**Clerk/
Borough
Councillors**

7455.2 Resident Request to View Parish Accounts 2014/15

It was noted that there had been a request by a resident to view the parish accounts for year ending 31 March 2015 outside of the statutory dates which were publicised during May 2015.

After due consideration it was **RESOLVED** to allow the resident to view the parish accounts for 2014/15. It was requested that the clerk arrange a suitable appointment to be held at the public library.

Clerk

7455.3 Resident Request to Prune Trees Stonehouse Green

The clerk reported that she had received a query from a resident regarding trees adjacent to Stonehouse Green.

It was noted that the trees in Stonehouse Green had been pruned around a year ago, however it was **RESOLVED** that the clerk contact the Tree Warden and arrange for him to visit the resident and examine the trees in question and report back with his recommendations.

**Tree
Warden /
Clerk**

7456 CONFIDENTIAL ITEMS

There were no items deemed confidential.

7457 DATE OF NEXT ORDINARY PARISH MEETING

It was **RESOLVED** that the next ordinary parish council meeting is to be held on **Monday 21st September 2015 at 7.30pm** at Clayton Green Library.

The Chairman requested that Councillor Cronshaw (Vice Chairman) lead the next full meeting as he would be away until just prior to the next meeting.

Councillor Cronshaw and the full council agreed to this arrangement.

**Clerk /
Vice
Chairman**

7458 DATES FOR NEXT COMMITTEE MEETINGS

FSB Committee to be arranged (Review Spring Meadow Pond Project Contract and Invoice)

PLW Committee Monday 28th September 2015

Environment Committee Monday 5th October 2015

Communications Committee Monday 14th September 2015

**All
Members
for
Diaries**