

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE ORDINARY PARISH MEETING
HELD ON MONDAY 17th JULY 2023 7.30PM
AT THE PARISH COUNCIL COMMUNITY MEETING ROOMS/OFFICE**

PRESENT: Councillor P Gabbott (Chairman)
Councillor G Charlesworth
Councillor Mr D Clough
Councillor Mrs S Edwards-Williams
Councillor Mr S Lowe
Councillor Mr S Maddock
Councillor Mrs G Ormston
Councillor N Whitham (8)

In Attendance: 2 Members of the Public
Mrs TD Morris (Clerk)
Mrs L Gallagher (Administrative Assistant)

ACTION

8670 WELCOME

All the participants were welcomed to the meeting.

8671 APOLOGIES

Apologies were received and accepted from Councillor M Clifford. It was noted that Councillor D Dowrick was absent.

8672 DECLARATION OF INTEREST

Councillor N Whitham as Chorley Councillor on the Planning Committee.
Councillor S Lowe on item 8678.3 as a conflict of interest with family business.

8673 PUBLIC PARTICIPATION

Mr A Balderstone reported on the proposal of the Bowling Green User Group collaboration with the Parish Council.

Mr Balderstone was thanked for a detailed and thorough report.

It was noted that Mr D Lees was stepping down as Chairman of the Community Bowling Team and he was thanked for his diligent service in that role by the Chairman.

The Council agreed to consider the proposal for a working group and bring any questions in the interim to the Clerk in readiness for a determination at the Ordinary meeting in September.

Clerk

It was requested that the proposal for a schools competition be investigated and that a report be made at the next FPC meeting.

AA

8674 TO APPROVE THE MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 19th JUNE 2023

It was RESOLVED to approve the minutes of the Ordinary Meeting held on Monday 19TH June 2023.

8675 MATTERS ARISING (CLERKS AND ADMIN ASSISTANT REPORT)

Both reports were received with thanks.

8676 PARISH COUNCIL ELECTIONS (CO-OPTIONS)

It was noted that there had been two expressions of interest and that the interviews would be scheduled for September 2023 prior to the next FPC meeting.

It was tabled that the publicity for co-option could be widened to include the social media.

It was agreed that this could go ahead and the scope of what was required from candidates be put on the social media posts to help advise the potential candidates.

Clerk/AA

8677 REVIEW OF FPC MEETING DATES/WEEKS FOR 2024

After due discussion it was agreed to revisit this issue at the end of the year when new Parish Councillors were in place.

Clerk

8678 REPORTS

1.Summer Fair Report

This was reported on during the meeting. It was planned that there would be a debriefing meeting in due course.

2.Scarecrow Festival budget approval £750

The competition entry was opened on line and there have already been a number of entries. Whittle-le-Woods Parish Council have consented to have entries from within their parish and will consider a partnership for next year.

It was RESOLVED to approve the budget of £750.00 for the Scarecrow Festival Competition for 2023.

3. Christmas Tree budget approval £4298

It was RESOLVED to approve the budget of £4298 for the purchase of a Christmas Tree for 2023.

4. Christmas Lights plus Extension £4702 (2nd Year of 3 Year Contract)

It was RESOLVED to approve the Christmas Light budget plus extension £4702 as part of a three year deal.

5.Speed Indicator Devices Installation Update

The Administrative Assistant detailed that there had been ongoing issues with 2 of the 4 SPID units.

It was agreed that the Parish Council wish to make LCC aware of the ongoing issues with the particular contractor and to make the contractor aware of the situation.

6.Lengthsmen Report (1 Resignation – 2 in total)

It was reported that there were two Lengthsmen that had unfortunately resigned from their post.

It was requested that a letter of thanks be sent out to the individuals on behalf of the Parish Council.

7.War Memorial Committee on Wednesday 28th June 2023 (Attended by Chairman, Cllrs S Maddock, Cllr N Whitham and Clerk)

The Chairman reported that he had attended and there had been a productive meeting in which the revised constitution had been accepted and a number of tasks had been identified.

It was requested that the Clerk liaise with her counterpart at Whittle to check about the road closure as the date for placing the application was close. However it was the decision of the Whittle Council as to what decision would finally be made.

Clerk

8679 PROPOSAL TO STREAMLINE COMMITTEE STRUCTURE

The Chairman explained in detail the proposed streamlined Committee structure which would put less pressure on Officer resources and would mean that there would be more Councillors available to attend meetings.

Also there would be more cohesion between events and the assets/materials relating to them.

It was noted that the two new committee chairs would have to be on the Finance Committee to table proposals for budget considerations.

It was hoped to agree to implement the new structure with effect from 2024.

It was requested that the Chairman would revise the Terms of Reference for review at the Parish Council meeting.

Chairman

8680 ACCOUNTS FOR PAYMENT

The Parish Council RESOLVED to approve the following accounts for payments:

1. Payments July 2023

PAYMENTS LIST								
Voucher	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
127	Virgin Money		Hanging Basket Contract	Plantscape Ltd	S	4,092.80	818.56	4,911.36
128	Virgin Money	B/T	Summer Fair	Chorley Van Rental	Z	340.00		340.00
129	Natwest Bank		Doggy Bin Bags/Dispens	Polybags Ltd	S	504.50	100.90	605.40
130	Virgin Money		Summer Fair	Screwfix	S	29.16	5.83	34.99
131	Virgin Money		Summer Fair	Morrisons	Z	6.50		6.50
133	Virgin Money		Summer Fair	Matt Phillips	Z	180.00		180.00
134	Virgin Money		Summer Fair	Karl Southworth	Z	100.00		100.00
135	Virgin Money	000227	Summer Fair	Rebecca Gibson	Z	250.00		250.00
136	Virgin Money		Summer Fair	Manor Road Primary Sc	Z	250.00		250.00
137	Virgin Money		Flowerbed Maintenance	Envirocare Maintenanc	S	245.00	49.00	294.00
138	Natwest Bank	D/D	Website/Email Managem	Easy Websites	S	81.00	16.20	97.20
139	Natwest Bank	S/O	Salary	Lengthsmen JI	E	130.80		130.80
140	Virgin Money	S/O	Salary	Employee 01	E	1,722.67		1,722.67
141	Natwest Bank	D/D	Pension	LCC Pension Employer/	E	899.66		899.66
142	Natwest Bank	D/D	Phones/Broadband	O2	S	6.07	1.21	7.28
143	Virgin Money	S/O	Salary	Lengthsmen ME	E	348.80		348.80
144	Virgin Money	S/O	Rent/Room Hire	Chorley Self Storage Lt	S	76.67	15.33	92.00
145	Virgin Money	S/O	Salary	Employee 02	E	1,036.08		1,036.08
146	Virgin Money	D/D	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
147	Virgin Money	B/T	Grass Cutting/Open Spa	Envirocare Maintenanc	S	848.43	169.69	1,018.12
148	Virgin Money	D/D	Phones/Broadband	BT	S	49.59	9.92	59.51
149	Virgin Money	S/O	Salary	Lengthsmen CD	X	87.20		87.20
150	Virgin Money	B/T	CLWBG Monthly Rent	MRE Bellbroughton Ltd	X	49.00		49.00
151	Virgin Money		Office Cleaning	Diamond Domestic	S	72.00	14.40	86.40
152	Virgin Money	B/T	Expenses	Employee 02	Z	53.28		53.28
Total						11,466.71	1,202.54	12,669.25

The following receipts were noted:

2. Receipts June 2023

RECEIPTS LIST

Voucher	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
36	Virgin Money		Summer Fair	Vincent's Solicitors	Z	10.00		10.00
44	Virgin Money		Summer Fair	Flying Pig Pizza Compai	Z	50.00		50.00
44	Virgin Money		Summer Fair	Flying Pig Pizza Compai	Z	50.00		50.00
46	Virgin Money		Summer Fair	Turkish Grill	Z	25.00		25.00
47	Virgin Money		Summer Fair	Little Knit	Z	-50.00		-50.00
48	Virgin Money		Summer Fair	Forbe's Estate Agent	Z	25.00		25.00
49	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	11.27		11.27
50	Virgin Money		Summer Fair	Peter Johnson	Z	25.00		25.00
51	Virgin Money		Summer Fair	Woof Lick Bakery	Z	25.00		25.00
52	Virgin Money		Summer Fair	Little Knit	Z	25.00		25.00
53	Virgin Money		Summer Fair	The Daily Grind Coffee	Z	25.00		25.00
54	Virgin Money		Summer Fair	Forbe's Estate Agent	Z	10.00		10.00
55	Petty Cash		Summer Fair	Scott Parkinson	Z	650.00		650.00
56	Virgin Money	B/T	Summer Fair	Sumup Ltd	Z	294.88		294.88
56	Virgin Money	B/T	Summer Fair	Sumup Ltd	Z	0.98		0.98
56	Virgin Money	B/T	Summer Fair	Sumup Ltd	Z	0.98		0.98
Total						1,178.11		1,178.11

8681 PLANNING APPLICATIONS

It was RESOLVED to make no comment on the following planning applications:

1.Application no: 23/00495/TPO Case Officer: Bill Whisker - 01257 515642
Ward: Clayton West And Cuerden Proposal: Application for works to a protected tree - Chorley BC TPO 8 (Clayton-le-Woods) 1996: T68 Oak - Up to 1 metre lateral reduction of branches overhanging 20 Lune Drive. Location: 20 Lune Drive, Clayton-Le-Woods, Leyland, PR25 5SX.

2.Application no: 23/00511/FULHH Proposal: Two storey side extension and front balcony Location: Thorntree House Wigan Road Clayton-Le-Woods Leyland PR25 5SB.

3.Application no: 23/00531/CLPUD Proposal: Application for a certificate of lawfulness for a proposed single storey side/rear extension Location: 3 Ashdown Drive Clayton-Le-Woods Chorley PR6 7SQ.

4.Application no: 23/00537/CTY Proposal: Consultation from Lancashire County Council on application ref. LCC/2023/0019 (Retention of the Waste Transfer Station, Leachate Plant, Gas Plant and Related Infrastructure until 2040) Location: Quercia Ltd Clayton Hall Sand Quarry Dawson Lane Whittle-Le-Woods Chorley PR6 7DT.

There was a discussion regarding the above application and it was agreed that no comment would be taken at this time.

5.Application no: 22/00888/FULMAJ Proposal: Extension to existing polytunnel building and erection of a new polytunnel building Location: Armlee Nurseries Alpine View Wigan Road Clayton-Le-Woods Leyland PR25 5SB.

6.Application no: 23/00564/FUL Proposal: Application for technical details consent for the erection of four dwellings pursuant to permission in principle 22/00765/PIP Location: Land Opposite Hampton Grove Wigan Road Clayton-Le-Woods.

7.Application no: [23/00413/CLPUD](#) Proposal: Application for a certificate of lawfulness for a proposed retractable patio awning. Location [22 Barleyfield Bamber Bridge Preston PR5 8JQ](#) .

8682 CORRESPONDENCE

It was noted that there had been an email from a resident who had pointed out some issues regarding the tidiness of the Parish flowerbeds and the weeds growing under flower baskets at a particular roundabout.

It was reported that all these issues had been resolved over the last few weeks and would be monitored in the future.

Clerk/AA

8683 PROPOSAL EXCLUSION OF PRESS AND PUBLIC

The Chairman proposed the exclusion of press and public due to the confidentiality of staff issues.

It was RESOLVED to approve the exclusion of press and public.

The officers and two members of the public left the meeting at this point.

8684 OFFICER ANNUAL APPRAISAL

This was deemed a confidential item.

The Members were informed of the Appraisal Report for the Administrative for 2022/23.

The Officer and Clerk would be informed of the decision. The revised payment would be implemented as soon as possible.

Clerk

8685 DATE OF NEXT MEETING

It was noted that there would be no meeting during August 2023 unless specified.

The next full parish council meeting is scheduled to be held on Monday 18th September 2023 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

Committee Meeting /WG Schedule

- Events Working Group Meeting date to be scheduled
- Communications Committee Meeting Weds 6th September 2023 at 7.00pm

