

# CLAYTON-LE-WOODS PARISH COUNCIL

## MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 16<sup>TH</sup> JANUARY 2017 AT CLAYTON GREEN LIBRARY AT 7.30PM

**PRESENT:** Councillor Mr M Clifford (Vice Chair)  
Councillor Mrs R Boyd  
Councillor Ms C Bromilow  
Councillor Mrs G Charlesworth  
Councillor Ms J Cronshaw  
Councillor Mr S Cross  
Councillor Mr S Fenn  
Councillor Ms M Mayson  
Councillor Mr D Rogerson  
Councillor Mrs E Whiteford  
Councillor A Whitham

**IN ATTENDANCE:** Mrs TD Morris (Clerk)

**MEMBERS OF THE PUBLIC:** 1

### **7663 APOLOGIES RECEIVED AND ACCEPTED**

Apologies were received and accepted from Councillors Mrs C Billouin, Mrs G Ormston, and Mr R Ormston

In the absence of Councillor R Ormston, Councillor M Clifford (Vice Chair) Chaired the meeting.

### **7664 DECLARATION OF INTEREST**

There was no declaration of interest.

### **7665 PUBLIC PARTICIPATION**

There were no requests for public participation at the meeting.

### **ACTION**

**7666 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 21<sup>st</sup> NOVEMBER 2016.**

It was **RESOLVED** to accept the minutes of the ordinary parish meeting held on 21<sup>st</sup> November 2016 and was duly signed by the Vice Chair on behalf of the council.

**7667 MATTERS ARISING**

- Setting Timetable/Criteria to fill Parish Councillor Vacancy closing date for applications 31<sup>st</sup> January 2017
- Provision of Defibrillators within the parish (Grant available)
- NALC confirmed that the government have put on hold the review on capping parish council precepts.
- 3 x picnic benches have been ordered for the Community Bowling Green had been delivered

**7668 GENERAL REPORTS**

The parish council received the following reports:

- CLW Community Centre Annual General Meeting held on 30th November 2016 attended by E Whiteford
- CLW Bowling Club Annual Meeting attended by Councillor E Whiteford
- Whittle and Clayton War Memorial Committee Report by Councillor E Whiteford  
The parish council were advised that a compensation claim had been lodged by a resident who had fallen on a footpath within the war memorial grounds. The case was in the hands of the insurance company.
- Parish Council Precept Information Session held at Chorley Council on 5th December 2016 (Email Report)
- OAP lunch held at the Beaumont Public House on 5th December 2016 Attended by the Chair of the Council and the Clerk (Cllrs M Clifford and D Rogerson monitored event)
- Parish Council Switch-on Event 7th December 2016 led by Chair of the Council
- Subsidised Bus Service – Transport Seminar attended by Councillor C Bromilow on 10th December 2016
- All the members were thanked for their reports.

**7669 REQUEST FOR REPRESENTATION ON CLAYTON BROOK ACTION PLAN GROUP (CAPG)**

It was requested that a member be nominated to represent the parish council on the Action Group in the absence of the Chair and Vice Chair.

It was RESOLVED that Councillor Michelle Mayson be the nominated representative at CAPG in the absence of the Chair and Vice Chair of the Council.

**7670 COMMITTEE REPORTS**

**Management Committee**

- **Decisions made under delegated powers (Planning and H& S)**

The Vice Chair informed the meeting that the Management Committee had raised objections regarding the proposed development on Clayton Brook Road (loss of amenity land and highway issues) and had approved the removal of three trees in Back Lane woods as they were deemed dangerous by Chorley Council.

- **Invitation of Cuerden Site Development Consultant**

The members were advised that the consultants had proposed a date of Tuesday 7<sup>th</sup> February 2017 to lead a presentation regarding the proposed development of the site.

It was agreed that the council were happy with the proposal and requested that the clerk confirm the meeting arrangements with the consultants and invite Cuerden Parish Council to attend a closed meeting.

- **Negotiations regarding the purchase of Land (Orchard) opposite the Pines Hotel Preston Road**

The Vice Chair informed the members that he had been involved in initial discussions to purchase the land behind the Memorial Garden and parish Christmas Tree site on Preston Road. This was to ensure that the amenity land would be secure from any future development.

It was proposed that any further negotiations be delegated to the Management Committee in the first instance.

There was a discussion regarding purchase and possible drainage and developments costs. The Vice Chair responded that Chorley Council were offering a licensing agreement. However, the timescale and purchase price were yet to be finalised. The cost of developing the site would be

investigated if the licence agreement was advantageous to the parish.

After due consideration, it was RESOLVED to delegate the initial negotiations to the Management Committee who would report back to the full parish council before any final decision was made.

- **Email Addresses and usage protocols**

The members were advised that each councillor had the use of an official parish email address. Private and public emails were to be kept separate in case of any security concerns.

If any councillor had any issues with logging on to their parish email address would they please contact the clerk.

**Finance Staffing and Buildings Committee**

- **Report from meeting held on Monday 9<sup>th</sup> January 2017**

Councillor M Clifford reported that most of the meeting was focused on the provisional budget and the setting of the precept 2017/18

- (Quarterly Update)

It was reported that the figures for the 3<sup>rd</sup> quarter 2016/17 had been tabled and scrutinised and that the budget was on track and underspent in most areas.

- (Bank Reconciliation)

It was confirmed that the bank reconciliation up to 21<sup>st</sup> December 2016 had been carried out and signed off by the clerk and Councillor C Bromilow. All outstanding anomalies would be chased up by the clerk.

## **7671 SETTING OF PRECEPT 2017/18**

Each of the members had received prior to the meeting the outline budget for 2017/18 and the precept recommendation for 2017/18, the income and expenditure statement and comparative precept information from neighbouring parishes.

The Vice Chair the Council outlined budget requirements for 2017/18 and proposed precept figure for 2017/18.

Proposal 1

The proposal from the FSB Committee considering the proposed budget for 2017/18 was to increase the precept by £6.00 from £16.00 to £22.00 based on a Band D Property.

On Band D Property calculation 4708 - Precept 2017/18 £22 x 4708  
= £103,576

### Proposal 2

There was a second proposal to increase the precept by £2.00 from £16.00 to £18.00 (no budget modification was tabled)

On Band D Property calculation 4708 - Precept 2017/18 £18 x 4708 = £84,774

The parish council voted on the Proposal 2 and this was defeated by a majority of the members (3 for to 8 against).

The members voted on the Proposal 1 and this was carried by a majority of the members (8 for to 3 against).

It was **RESOLVED** that the budget proposal for 2017/18 be accepted and the precept for Clayton-le-Woods Parish for 2017/18 would be set a £22.00 based on a band D property.

As required by regulation the residents would be informed of the precept figure for 2017/18 in the next parish magazine and online.

It was requested that the clerk inform Chorley Council of the decision.

## **7672 ACCOUNTS FOR PAYMENT**

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

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

<u>Paym't Method</u>	<u>January 2017 Accounts</u>	<u>£</u>
<u>Chq No.</u>		
S/O	Lengthsmen (6no.) Salary (January 2016)	691.20
S/O	Employee (1) Salary (January 2017)	1334.40
D/D	Employee (1) / Employer Pension Contribution (December 2016)	536.77
D/D	O2 Telefonica Jan - Feb 2017 parish phone bill	36.47
D/D	Easy Web Sites Ltd Monthly Hosting and Support	24.00

4922	HMRC (NI and Tax) for December 2016	448.30
4923	Re-issue CPRE Annual Subscription 2017 (4905)	36.00
4924	Chorley Council Annual Charge of emptying Waste Bins	172.30
4925	Weldbank Plastics Bin Bags for Lengthsmen	111.52
4926	Easy Web Sites Ltd Initial set up and design services Fee	600.00
4927	Westfield tree Services Ltd Felling and removal of 2no. trees 56 Watkin Road	570.00
4928	LCC Clayton Green Library Room Hire Fees Oct -Nov 2016 (5x £10)	50.00
4929	Watering Costs for Floral displays 2016	4522.38
4930	Annual Charge for Play Area Inspections 2016	3573.00
4931	Clerks Expenses Oct – Dec 2016	48.00
4932	WH Darby Ltd 2 x Replacement Neck Ribbons	60.77
4933	JM Services (NW) Ltd Installation and Removal of Christmas Tree Lights and Star	1080.00
4934	Westfield Tree Services Installation and Removal of Christmas Tree (Discount £575.00)	710.24
4935	Marmax Recycled Products 3 x Picnic Benches (Clayton-le-Woods Community Bowling Green)	1138.80
4936	Chorley Council Annual Charge for Grass Cutting of Parish Sites	2988.20
<b>Total Expenditure <i>with</i> late Accounts</b>		<b>£18,732.35</b>

## **7673 PLANNING APPLICATIONS**

The following planning applications were tabled for scrutiny by the parish council.

After due deliberation it was **RESOLVED** to make no comments on the following Planning Applications:

1. 16/01161/FUL. Dalesview Partnership. Back Lane. Erection of Garden Room.
2. 16/01180/FUL. Bethmond, Wigan Road Demolition of existing bungalow and erection of two storey dwelling with garage to the rear.

## **7677 CONFIDENTIAL ITEMS**

There were no items deemed confidential.

## **7678 DATE OF NEXT ORDINARY PARISH MEETING**

It was **RESOLVED** that the next ordinary parish council meeting is to be held on **Monday 20<sup>th</sup> February 2017** at Clayton Green Library at 7.00pm.

## **7679 DIARY DATES**

### **Proposals for Cuerden Strategic Site, South Ribble-Consultation Meeting**

Tuesday 7<sup>th</sup> February 2017 at 7.00pm at Clayton Green Library

### **Committee Meetings**

- Environment Committee meeting Monday 23<sup>rd</sup> January 2017 at 7.00pm at Clayton Green library
- Play and Leisure Committee Thursday 9<sup>th</sup> February 2017 at 7.00pm at Clayton green Library
- FSB Committee meeting Tuesday 14<sup>th</sup> February 2017 at 7.00pm at Clayton Green Library
- Communications Committee meeting on Tuesday 14<sup>th</sup> February 2017 at 8.00pm at Clayton Green Library