

## CLAYTON-LE-WOODS PARISH COUNCIL

### MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 15<sup>th</sup> JANUARY 2018 AT 7.30PM AT CHORLEY BUSINESS AND TECHNOLOGY CENTRE, EUXTON

**PRESENT:** Councillor Mr R Ormston (Chairman)  
Councillor Mrs C Billouin  
Councillor Ms C Bromilow  
Councillor Mrs G Charlesworth  
Councillor Mr M Clifford  
Councillor Ms J Cronshaw  
Councillor S Fenn  
Councillor Mr P Gabbott  
Councillor Ms M Mayson  
Councillor Mrs J Norris  
Councillor Mrs G Ormston  
Councillor Mr D Rogerson  
Councillor Mrs A Whitham

**In Attendance:** 5 members of the public  
Mrs TD Morris (Clerk)

#### **PRESENTATION FROM THE LANCASHIRE WILDLIFE TRUST**

Prior to the meeting there was a presentation from Mr Lamb who was representing the Lancashire Wild Life Trust. The presentation covered the wide range of activities and services that could be offered to the parish council if it proceeded with professional Management of Back Lane woods. The contents of the presentation were available on request.

**ACTION**

**Clerk**

#### **7846 APOLOGIES**

It was reported that Councillor Mrs E Whiteford had resigned from the parish council with immediate effect. It was requested that the Clerk inform the appropriate authorities.

**Clerk**

#### **DECLARATION OF INTEREST**

Councillor M Clifford declared an interest as an employee of the Wildlife Trust.

#### **7847 PUBLIC PARTICIPATION**

It was noted that Ms D Hussain and Y Hargreaves had tabled their apologies for being unable to attend the meeting. This would be rescheduled in due course.

**7848 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON 20<sup>TH</sup> NOVEMBER 2017**

It was **RESOLVED** that the minutes of the ordinary parish meeting held on the 20<sup>TH</sup> November 2017 should be signed by the Chairman as a correct record subject to the amendment that Councillor M Clifford was employed by the Wildlife Trust.

**7849 MATTERS ARISING**

It was noted that items 7838 and 7840 would be actioned as soon as was practicable.

Clerk/Chair

**7850 CLAYTON HALL LANDFILL SITE**

Councillor M Clifford informed the parish council of the concerns raised by residents regarding the gas emissions and the work being conducted on the site by the Licence holder (Quercia Ltd). Councillor M Clifford had extensive discussions with all the relevant parties to try to alleviate the problems and believed that further action should be taken to move the issue forward. It was noted that residents had been sign posted to raise their concerns to the Environment Agency and to Public Health England, so that the regulatory bodies would be kept aware of the ongoing issues.

It was proposed that the parish council raise their concerns to the Environment Agency and the local councils.

It was **RESOLVED** that the parish clerk write to the Environment Agency to raise the concerns of the residents with copies going to Lancashire County Council and Chorley Council.

Clerk

The second proposal was to assist the resident action group with the funding for information leaflets which would be distributed throughout the parish.

After due consideration it was agreed that this option would be investigated to see if this was viable. It was requested that the parish council issue a press release and put all the relevant information on the website and on the noticeboards.

RO/MC/  
Clerk

Councillor M Clifford proposed that a meeting should be arranged with Quercia Ltd and representatives from all interested parties as soon as was practicable.

It was requested that Councillor M Clifford contact all the relevant parties with a view to arranging a meeting as soon as possible to clarify what was happening and to open a line of communication with the residents through the action group. It was also requested that a representative from the Environment Agency be invited to attend the meeting.

MC

**7851 PROPOSAL TO APPOINT AN INVESTIGATOR TO UNDERTAKE A FORENSIC EXAMINATION OF HISTORIC PARISH COUNCIL ACCOUNTS**

The Chairman and Vice Chairman informed the council that after having raised concerns regarding the previous actions of the parish council with the Monitoring Officer it was advised that for the sake of transparency that an investigation be undertaken regarding historic accounts.

There was a discussion regarding the possible repercussions of the action to be taken and it was noted that the external auditor had highlighted several issues in previous years which had been actioned by the parish council. The overriding concern was to safeguard the accounts and that the parish council was being transparent regarding any actions that were taken in the past.

The proposal was that the parish council approach the Lancashire Association of Local Councils (LALC) with a brief to find out what costs would be involved.

There was a vote regarding the proposal and there were 12 in favour and one against the proposal.

It was RESOLVED that the Chairman approach LALC with a brief of requirements to be costed and report back to the members in due course.

RO

**REPORTS**

**7852 Events Working Party**

**Summer Fair 2018 Update**

Councillor M Clifford reported that plans were being laid down and that leaflets had been printed and were in the process of being distributed to the relevant parties. Several bookings requests had been received.

**Christmas Tree Switch on Event 2017**

It was reported that the event had been well attended and Councillor M Clifford wished to thank all the members who volunteered at the event. It was noted that there were a few issues that were raised on the night and this would be taken into consideration when planning the event for next year.

There was a proposal to investigate the possible purchase of a sound system that can be used at future events. It was agreed that the chairman investigate possible purchases and report back to the Finance Committee in due course.

RO

**7853 Play and Leisure Committee Gough Lane Play Area Update**

Councillor C Bromilow reported that she was due to have a meeting with the contractor on 19<sup>th</sup> January 2018 to finalise the start date and schedule for the replacement of the Gough Lane Play Area. She also informed the

members that she was scheduled to meet with Rev. P Venables regarding the siting of two containers (equipment and materials for installation for the play area) on the church car park adjacent to the play area. There would also be a discussion regarding compensation for wear and tear and the inconvenience caused by the siting of the two containers which had been approved at the Finance and Staffing meeting.

It was agreed that posters would be put up in the area outlining the work to be completed at Gough Lane.

**GO/RO  
Clerk**

#### **Time Credit Scheme**

It was proposed that the parish council join the Time Credit Scheme to reward volunteers who undertake work within the parish.

It was RESOLVED that the parish clerk make the necessary arrangements to join the Time Credit Scheme supported by Chorley Council.

**Clerk**

#### **Report on OAP Christmas Lunch**

It was noted that overall the lunch went well with a letter of thanks being received from a group of residents who were attending the lunch for the first time.

However, it was agreed that the venue would be reviewed going forward as the numbers being invited was to be increased next year.

#### **7854 Communications Committee**

Considering the recent interactions on social media a draft social media policy was tabled for approval. This policy had been scrutinised by the Communications Committee in December 2017.

It was RESOLVED to adopt the Social Media Policy subject to nominated members names being inserted and for all Councillors to sign their acceptance for the record.

**Communications  
/members**

#### **7855 Finance and Staffing Committee meeting held on 8<sup>th</sup> January 2018**

##### **Project Officer Appointment**

The members were advised that an advertisement had been submitted externally with a closing date 31<sup>st</sup> January 2018.

It was proposed that the appointment panel for the post be selected from the members.

It was RESOLVED that Councillors M Clifford, Mrs G Ormston and R Ormston be the appointment panel and they would report back to the full parish council in due course.

**GO/RO/MC**

#### **7856 Management Committee meeting held on 8<sup>th</sup> January 2018**

##### **Clayton-le-Woods Community Centre Update**

It was reported that the Chairman was in the process of drafting the submission to the Charity Commission outlining the concerns of the parish council regarding Clayton-le-Woods Community Centre.

It was requested that the clerk contact the parish solicitor to have a certified copy of the Deed of Trust to be sent on to Chorley Council for their information.

Clerk

## 7857 SETTING OF THE PRECEPT 2018/19

The parish council were informed that the Finance Committee scrutinised the budget proposals for 2018/19 and the agreed budget had been circulated to each of the councillors. The proposal was to keep the precept at £22.00 which was the same amount as last year to move forward with several projects within the parish.

The calculation is as follows:

Parish Council Tax Base on Band D property

4832.09 x £22.00 = £106,305.98

Deprivation Top Up Grant = £11,458.00

Proposed Total Precept Amount - £106,305.98 + £11,458.00 =  
£117,763.98

It was RESOLVED that the precept request for 2018/19 will be £22 calculated on a Band D Property.

It was requested that the clerk inform Chorley Council of the decision as soon as is practicable.

Clerk

## 7858 ACCOUNTS FOR PAYMENT

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

<u>Paym't</u>		£
<u>Method/</u>	<u>December 2017/January 2018 Accounts: -</u>	
<u>Chq No.</u>		
N/A	Lengthsmen (5no.) Salary (January 2018) Paid by Standing Order	630.00
N/A	Employee (1) Salary (January 2018) Paid by Standing Order	1335.46
D/D	Employee (1) / Employer Pension Contribution (December 2017)	418.68
D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support. January 2018	78.00

D/D	O2 Telefonica Monthly Fee for Parish Phone December /Jan	71.15
B/T	Chorley Business Centre Monthly Rental	390.00
B/T	HMRC Late Filing Penalty	100.23
B/T	Ebuyer UK Ltd. Laptop / Hard Drive	693.31
B/T	Asda. Office Sundries	54.00
B/T	Asda. Office Sundries	160.84
B/T	Asda. Office Sundries	6.70
B/T	Asda. Sundries	49.19
B/T	Poundstretcher Ltd. Christmas Sundries	19.90
B/T	B & M Bargains. Christmas Sundries	106.80
B/T	Wizard Computers. Computer Update	36.00
B/T	Three.CO.UK	44.99
B/T	Ebay. Purchase of Spring Bulbs	34.98
B/T	Fish for Jobs. Advertisement of Project Officer Post	118.80
B/T	R Urwin. Cllr R Boyd Memorial Bench	429.00
0027	Sprint Print. Promotional Leaflets Summer Fair	42.00
0028	Void Cheque	0.00
0029	HMRC Tax and NI Contributions October	446.79
0030	HMRC Tax and NI Contributions November	446.79
0031	HMRC Tax and NI Contributions December	446.79
0032	Westfield Tree Services. Felling of Tree for H&S	690.00
0033	Chorley Council. Watering Contract Charge	3312.54
0034	Chorley Council. Annual Charge for Emptying Dog Waste Bins	172.30
0035	Chorley Council. Annual Charge for Play Area Inspections	3609.00
0036	SLCC Annual Subscription	185.00
0037	John Harrison Sports Ltd. Plaque for Christmas Tree and Council Pin Badges	66.00
0038	Weldbank Plastics. Bin Bags for Clean up	13.91

0039	Mrs Tracy Morris Reimbursement Stamps/Postage	13.45
0040	Councillor M Clifford Reimbursement Christmas Sundries	6.10
0041	Chorley Business Centre Stamps	7.80
0042	JM Services (NW) Ltd. Christmas Tree Lighting Hire	1470.00
0043	Mrs Tracy Morris Reimbursement Office Supplies	78.95

**Total Expenditure with late Accounts £15,785.45**

### **7859 WHITTLE-LE-WOODS AND CLAYTON-LE-WOODS WAR MEMORIAL COMMITTEE ANNUAL GRANT REQUEST**

It was noted that the annual grant request had been received. The members indicated that the accounts were not for a full year.

It was requested that the clerk ask the War Memorial Committee clerk to provide accounts for a period of one year. Once the revised accounts have been received the grant will be considered at the next full parish council meeting.

### **7860 UPDATE ON PLANNING APPLICATION FOR THE PROPOSED PINES DEVELOPMENT**

It was reported that the parish council had applied for listed building status to Historic England which would be considered at the planning committee meeting at Chorley Council on 16<sup>th</sup> January 2018. It was confirmed that Chairman would be in attendance to voice the concerns of the residents.

### **7861 PLANNING APPLICATIONS**

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

**Application no: 17/01177/FULHH.**

Proposal: First floor extension above garage and two storey rear extension, including raising the eaves height (following demolition of existing conservatory)

Location: 16 Camellia Drive Clayton-Le-Woods Leyland PR25 5RW

**Application no: 17/01212/DIS**

Proposal: Application to discharge conditions numbered 4 (material samples), 10 (invasive non-native species protocol), 12 (ground levels), 13 (construction method statement), 15 (dwelling emission rates) and 18 (programme of archaeological work) attached to planning permission 16/01134/FUL which was for the redevelopment of site to create 4 two-bedroom houses together with addition of parking, private drives and boundary treatment.

Location: Land North Of 21 Woodfield Bamber Bridge

**Application no: 17/01213/DIS**

Proposal: Application to discharge conditions numbered 4 (material samples), 11 (ground levels), 12 (construction method statement) and 14 (dwelling emission rates) attached to planning permission 16/00885/FUL which was for the redevelopment of site to create 4 two-bedroom houses together with addition of residents parking, private drives and boundary treatment on Land between 63 Homestead and 86 Homestead.

Location: Land North West Of 65 Homestead Bamber Bridge

**Application no: 17/01214/DIS**

Proposal: Application to discharge conditions numbered 4 (material samples), 11 (ground levels), 12 (construction method statement) and 14 (dwelling emission rates) attached to planning permission 16/00884/FUL which was for the redevelopment of site to create 6 two-bedroom houses together with additions of residents parking, private drives and boundary treatment on Land north of 73 Daisy Meadow.

Location: Land North Of 21 Woodfield Bamber Bridge

**Application no: 17/01215/DIS**

Proposal: Application to discharge conditions numbered 4 (material samples), 11 (ground levels), 12 (construction method statement) and 14 (dwelling emission rates) attached to planning permission 16/00886/FUL which was for the redevelopment of site to create 4 two-bedroom houses together with additions of residents parking, private drives and boundary treatment on Land South West Of 7 Three Nooks Bamber Bridge.

Location: Land South West Of 7 Three Nooks Bamber Bridge

**Application no: 17/01196/FUL**

Proposal: Retrospective application for erection of canopy

Location: A6 Car Wash 472 Preston Road Clayton-Le-Woods Chorley PR6 7JB

**Application no: 17/01177/FULHH**

Proposal: First floor extension above garage and two storey rear extension, including raising the eaves height (following demolition of existing conservatory)

Location: 16 Camellia Drive Clayton-Le-Woods Leyland PR25 5RW

**Application no: 17/01152/FULHH**

Proposal: Single storey side extension.

Location: 1 Mortimer Place Clayton-Le-Woods Leyland PR25 5AJ

**Application no: 18/00015/FUL**

Proposal: New entrance and canopy to west elevation.

Location: Block A Clayton Green Business Park Library Road Clayton-Le-Woods Chorley PR6 7EN

**Application no: 18/00005/FULHH**

Proposal: Two storey rear extension.

Location: 21 Kirkby Avenue Clayton-Le-Woods Leyland PR25 5SQ

It was RESOLVED to make the following comments regarding the following application:

**Application no: LCC/2017/0095**

Proposal: Importation of soil to meet stability requirements for approved residential development and cutting back of rock outcrop to provide stable land form.

Location: Land at Little Quarry Hill Top Lane Whittle-le-Woods

That there are concerns regarding the routes of the lorries passing local schools (which raises road safety issues) and that Radburn Brow has a weight restriction which has not been adhered to in the past.

## **7862 CORRESPONDENCE**

1. The members were informed of the invitation to Annual Lancashire County Council Carol Service at Blackburn Cathedral 4<sup>th</sup> February 2018.
2. It was noted that residents had raised concerns regarding the support of vulnerable housed in the Martindales estate.



It was requested that the clerk contact the local housing association to lodge the concerns of the residents.

Clerk

3. Councillor J Cronshaw invited members to the annual Holocaust Memorial Day. The main event will be in the form of a service which would take place on Saturday 27th January 2018 commencing at 10.45am at the cenotaph in Astley Park Chorley followed by refreshments at Chorley Town Hall.

### **7863 DATE OF NEXT ORDINARY PARISH MEETING**

It was RESOLVED that the next ordinary Parish Council meeting is to be held on Monday 19<sup>th</sup> February 2018 at 7.30pm at Chorley Business Centre.