

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING
HELD ON MONDAY 21st JANUARY 2019 AT 7.30PM AT
CHORLEY BUSINESS AND TECHNOLOGY CENTRE EUXTON

PRESENT: Councillor Mr M Clifford (Chairman)
Councillor Mrs C Billouin
Councillor Ms C Bromilow
Councillor Mrs G Charlesworth
Councillor Ms J Cronshaw
Councillor Mrs S Edwards Williams
Councillor Mr S Fenn
Councillor Mr P Gabbott
Councillor Mrs J Norris
Councillor Mrs G Ormston
Councillor Mr D Rogerson

In Attendance: Mrs TD Morris (Clerk)

ACTION

8033 APOLOGIES

Apologies had been received and accepted from It was noted that Councillor Ms M Mayson was absent.

8034 DECLARATION OF INTEREST

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

8035 PUBLIC PARTICIPATION

There were no items recorded.

8036 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON 19th NOVEMBER 2018

It was **RESOLVED** that the minutes of the ordinary parish meeting held on the 19th November 2018 should be signed by the Chairman.

8037 MATTERS ARISING

8027 Donation Requests

The Clerk advised the meeting that she had informed each of the groups regarding their grant applications.

Notification of Resignation of Councillor M Gallagher

It was noted that Councillor M Gallagher had resigned from the council. The Chairman had written to Councillor Gallagher thanking her for her service and wishing her well in the future.

Co-option of up to 3 Councillors (Two West Ward One North Ward)

The members were advised that the clerk had liaised with the Elections Office and approval was given to co-opt up to three councillors on this occasion.

The parish council voted regarding the co-option of the 3 candidates.

It was **RESOLVED** that each of the candidates Mrs D Dowrick, Mr David Clough and Ms S Neill be co-opted as councillors.

It was requested that the clerk inform the candidates and provide them with the necessary paperwork.

Clerk

There was a discussion regarding the ongoing training requirements for the parish council.

It was requested that the Clerk investigate the provision of training to be booked after the May 2019 election.

Clerk

8038 REPORTS

Reports were received and accepted from the following Committees:

Play and Leisure Committee Meeting held on 6th December 2018

1. Cunnery Meadow Play Area Renewal Programme

It was **RESOLVED** to approve delegation to the Play and Leisure Committee go out to consultation to interested parties.

It was **RESOLVED** to approve delegation of the proposed budget £70,000.00 and to tender process to the Play and Leisure Committee.

Report on OAP lunch held on 10th December 2018 (Chairman)

It was reported the OAP lunch had been a great success with a number of positive comments. It was hoped that the format would be repeated next year.

Report on Christmas Light Switch on Event held on Saturday 1st December 2018 (Chairman)

It was reported that the event had been a success and well attended despite the wet weather and it was hoped that with a few modifications it would be even better next year.

Communications Committee Meeting held on 4th December 2018

1. Review of Autumn/Winter Newsletter 2018

Councillor D Rogerson stated that the newsletter had been very positively received by the community. There had been an issue with the delivery which

had been resolved at no cost to the council. Councillor D Rogerson informed the meeting that the committee were going to review the website at the next meeting.

2. Annual Parish and General Meetings

It was proposed that the two meeting be held on 20th May 2019 following the elections.

It was **RESOLVED** to set the Annual Parish Meeting and the Annual General Meeting on 20th May 2019.

Environment Committee held on 4th December 2018

1. Back Lane Woods

It was recommended that the woodland be managed by a professional outside agency.

There was a discussion regarding moving the project forward with an outside professional management of the woodland.

It was **RESOLVED** to have the woodland managed professionally subject to the costs being finalised.

Finance Staffing and Buildings Meeting held on 7th January 2019

1. Recommendation to reset general reserves from £25,000.00 to £40,000.00 for 2019/20. The members voted and the motion was carried 8 votes in favour and 3 abstentions.

It was **RESOLVED** to increase the reserves from £25,000.00 to £40,000.00 for 2019/20

2. Recommendation to set the precept at £22.00 for a Band D property for 2019/20 (Budgetary Documents attached)

It was **RESOLVED** to set the precept at £22.00 for a Band D property for 2019/20. It was requested that the clerk inform Chorley Council of the decision as soon as was practicable.

3. Recommendation to accept Lancashire Environmental Fund (LEF) Grant £30,000.00 with £3,300.00 administrative fee (£26,700 net gain)

The Clerk informed the council that the payment of the administrative fee was necessary to qualify for the grant.

It was **RESOLVED** that the parish council pay the administrative fee of £3,300 to the LEF to qualify for the net grant of £26,700.

It was requested that the Clerk and the Project Officer make the necessary arrangements.

Clerk

Clerk

4.CIL Report 2017/18 to sign off (Zero Spend)

The Clerk reported to the members that the CIL funding amounted to and no spending had been allocated for year ending 2017/18

Clerk

It was requested that the Clerk inform to Chorley Council and add the report to the website.

5.Bank Accounts

1. Natwest to apply for on-line Banking old signatories need to be removed by resolution.

It was **RESOLVED** that the following signatories be removed Mrs R Boyd, Mr S Charlesworth, Mr S Cross, Mr A Cullens, Mrs M Cullens, Mr M Muncaster and Mrs E Whiteford.

Clerk

2. Transfer of funds to Yorkshire Bank £43,000.00

It was **RESOLVED** to transfer £43,000.00 from the Natwest Bank to the Yorkshire Bank.

Clerk

8039 ACCOUNTS FOR PAYMENT

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

<u>Paym't Method/</u>	<u>December 2018/January 2019 Accounts: -</u>	<u>£</u>
<u>Chq No.</u>		
S/O	Lengthsmen (5no.) Salary Paid by Standing Order	751.68
S/O	Employee (1) Salary Paid by Standing Order	1,334.40
D/D	Employee (1) / Employer Pension Contribution	418.68
B/T	Employee (2) Salary	642.43
B/T	Chorley Business and Technology Centre Monthly Office Rental	390.00
D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support.	84.00
D/D	O2 Telefonica Monthly Fee for Parish Phone	22.76
B/T	BT Business Bill Office Phone and Broadband	69.98
D/D	Three Telephone Monthly Fee Parish Phone (2)	9.00
B/T	HMRC Tax and NI Contributions	537.42
S/O	Chorley Self Storage Ltd Storage of Property	88.00

B/T	The Warehouse.Com Ltd Office Shredder	89.34
B/T	Stately Lighting Ltd Installation and removal of Christmas Lights	1,962.00
B/T	GT & GR Gilbert Woods Farm Christmas Tree Purchas and delivery of Parish Christmas Tree	2,050.00
B/T	Sprint Print Summer Fair 2019 Leaflets and Christmas Banner	86.40
B/T	Paperstone 3 x Domestic Waste Bins (Christmas Lights Storage)	38.91
B/T	Asda Stamps and Storage Lock	13.04
B/T	Asda Selection Boxes OAP Lunch	24.00
B/T	C & W Berry (£49.78 + £12.63) Sundries Christmas Tree	62.42
B/T	The Ley Inn OAP Christmas Lunch	1,000.00
B/T	Poundstretcher Ltd Sundries Christmas tree	19.90
B/T	B&M Bargains Selection Boxes Christmas Light Switch On	128.16
B/T	SLCC Annual Membership Renewal	196.00
B/T	PKF Littlejohn LLP External Audit Fee	528.00
B/T	Amazon Toner Stationery	25.98
B/T	Amazon iPad Covers x 2	24.47
0105	Alan Platt Internal Audit Fee	180.00
0106	Ace Work Wear Work Wear Lengthsmen	33.98
0107	Councillor G Ormston Reimbursement of Expenses Clayton in Bloom	27.00
0108	Stringfellow Ltd Repairs to Toilet Area CLW Bowling Club	1,176.00
0109	Chorley Council Annual Fee Play Inspections	3,724.50
0110	Chorley Council Annual Charge Emptying Dog Waste Bins	172.30
0111	Mrs T Morris Reimbursement Sundries	24.00
0112	Lancashire Environmental Fund	3,300.00
0113	Sri Water Engineering Ltd Annual Sprinkler Service CLW Bowling Green	222.00
B/T	Amazon Stationery	33.95
Total		£19,489.70

External Income December 2018

Active Nation Advertising Fee Newsletter 25.00

Total 25.00

8040 PLANNING APPLICATIONS

It was RESOLVED to make no comment on applications number 1 to 8.

On Application number 9 after due discussion it was agreed to wait the highway report from Lancashire County Council before making a decision regarding the comment.

1. Application no: [18/01084/DIS](#)

Proposal: Application to discharge conditions 21 (off-site highway works) and 22 (timescale for implementation of off-site highway works) attached to planning permission 18/00420/FULMAJ - Section 73 application to vary conditions 3, 4, 14, 16, 19, 20, 25 and 26 attached to planning approval 17/00464/FULMAJ

Location: Lidl UK Preston Road Clayton-Le-Woods Chorley PR6 7EB

2. Application no: [18/00999/FUL](#)

Proposal: Detached garage

Location: 12 Beech Tree Close Cuerden Residential Park Clayton-Le-Woods Leyland PR25 5PA

3. Application no: [18/01114/CLPUD](#)

Proposal: Application for a Certificate of Lawfulness for a proposed single storey rear extension

Location: 3 Lostock Meadow Clayton-Le-Woods Chorley PR6 7UQ

4. Application no: [18/01175/FULHH](#)

Proposal: Front, side and rear extension.

Location: 7 Holly Close Clayton-Le-Woods Chorley PR6 7JN

5. Application no: [18/01160/ADV](#)

Proposal: Application for advertisement consent for the display of 1no. non illuminated billboard hoarding sign

Location: Lidl UK Preston Road Clayton-Le-Woods Chorley PR6 7EB

6. Application no: [18/01226/CLPUD](#)

Proposal: Application for a Certificate of Lawfulness for a proposed single storey rear extension and single storey rear/side extension

Location: 1 Osborne Drive Clayton-Le-Woods Chorley PR6 7SR

7. Application no: [18/01214/ADV](#)

Proposal: Application for advertisement consent for the installation of 1no. internally illuminated wall mounted sign

Location: Clayton Green Sports Centre Clayton Green Road PR6 7TL

8. Application no. [18/01172/FUL](#)

Proposal: Change of use of land to domestic garden

Location: Land to the rear of 26 and 27 Birch Field PR6 7RE

9. Application no: [18/00917/FULMAJ](#)

Proposal: Erection of 87 dwellings on land to south of Nell Lane

Location: Land adjoining Cuerden Residential Park Nell Lane Cuerden

The members wished to thank Councillors C Bromilow and D Rogerson for their hard work in reviewing each application in detail.

8041 CORRESPONDENCE

1. *Back Lane School Car Parking Provision - Cuerden Valley Trust Response to Correspondence*

It was agreed that the parish council would take no further action at the present time.

2. *Speeding Issues Reported by Residents on Preston Road and Cloverfield*

It was agreed report the concerns of the residents to the Highways Department at Lancashire County Council.

3. *SPID Location*

It was agreed to defer the issue to the Environment Committee for scrutiny.

4. *Bollards and Parking Issues at Bankside*

It was agreed to defer the issue to the Environment Committee for scrutiny.

5. *WLW and CLW War Memorial Annual Precept Request 2019/20 - £3,500*

It was agreed to defer the issue to the Finance Committee for scrutiny.

6. *Proposal to Review Parish Email Address*

It was agreed to defer the issue to the Communications Committee for scrutiny.

7. *Invitation to Mayor of Chorley's Charity Valentines Ball 15th February 2019*

All members noted the diary date.

Clerk/MC

ENV

ENV

FSB

COM

8042 DATE OF NEXT ORDINARY PARISH MEETING AND FUTURE DATES

It was RESOLVED that the next ordinary Parish Council meeting is to be held on Monday 18th February 2019 at 7.30pm at the Chorley Business Centre.

Dates for Committee Meetings

Communications Committee: Tuesday 29th January 2019 at 7.00pm

Finance Committee: Monday 4th February 2019 at 7.00pm

Environment Committee: Monday 28th January 2019 at 7.00pm

Management Committee: Meeting to be arranged

Play and Leisure Committee: Tuesday 5th February 2018 at 7.00pm