

CLAYTON-LE-WOODS PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 25th JULY 2016 AT CLAYTON GREEN LIBRARY AT 7.30PM

PRESENT: Councillor Mr R Ormston (Chair)
Councillor Mrs R Boyd
Councillor Mrs C Billouin
Councillor Ms C Bromilow
Councillor Mrs G Charlesworth
Councillor Mr M Clifford
Councillor Mr S Cross
Councillor Mrs M Cullens
Councillor Mr S Fenn
Councillor Ms M Mayson
Councillor Mrs G Ormston
Councillor Mrs E Whiteford

IN ATTENDANCE: Mrs TD Morris (Clerk)

MEMBERS OF THE PUBLIC: 2

7603 APOLOGIES RECEIVED AND ACCEPTED

Apologies were received and accepted from Councillors J Cronshaw, D Rogerson and A Whitham.

7603 DECLARATION OF INTEREST

There was a declaration of interest in item **7608 (War Memorial Committee Membership)** by Councillor E Whiteford.

7604 PUBLIC PARTICIPATION

The members heard the concerns raised by residents regarding the run down state of the parish owned play area at Gough Lane.

Councillor S Cross (Chair of Play and Leisure Committee) responded that the Play and Leisure Committee were well aware of the state of the play area and were taking steps to initiate remedial action as soon as was practicable working

ACTION

alongside Chorley Council in the first instance.

7605 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 20TH JUNE 2016.

It was **RESOLVED** to accept the minutes of the ordinary parish meeting held on 20th June 2016 and was duly signed by the Chair on behalf of the council.

7606 REPORTS

Clayton North PACT Meeting on 6th July 2016 - Councillor S Fenn and the Clerk

Councillor S Fenn reported that the next North PACT meeting was due to take place on Wednesday 7th September 2016 at 7.00pm at Community House.

CLW Community Centre / CLW Community Bowling Club - Councillor Mrs E Whiteford

Councillor E Whiteford reported that the annual schools bowling competition had been conducted and it had been a great success. It was hoped that more schools would be able to participate in future years.

It was also noted that the annual sponsored play week held at the CLW Community Centre had been cancelled for this year and would be reinstated next year. The members were also informed that the Community Centre were investigating having a defibrillator installed outside the premises.

7607 SUBSIDISED BUS SERVICE COMMITTEE

Councillor M Clifford reported that initial negotiations had started between all the relevant parties and proposed that three members be nominated to represent Clayton-le-Woods Parish Council on the Subsidised Bus Service Committee.

It was **RESOLVED** that the following members be co-opted onto the Subsidised Bus Service Committee: Councillor M Clifford, Councillor C Bromilow and Councillor J Cronshaw.

It was requested that a progress report be submitted as soon as was practicable and that Cuerden Parish Council be invited to participate in the venture.

**Cllr M
Clifford/
FPC**

7608 REVIEW OF WAR MEMORIAL REPRESENTATIVES

It was noted that Councillor E Whiteford wished to stand down as the parish representative, but she would continue to be employed as the Clerk/Treasurer.

After due consideration it was **RESOLVED** that Councillor S Cross would be co-opted as a member of the Whittle and Clayton War Memorial Committee.

It was requested that the Clerk amend the records accordingly.

Clerk

7609 REVIEW OF MANAGEMENT COMMITTEE RESERVE MEMBERS

It was reported that with Councillor M Clifford being the Vice Chairman that there was a vacancy for a reserve member to enable the committee to remain quorate if certain members were unavailable.

It was **RESOLVED** that Councillor M Cullens would be co-opted as a reserve member alongside Councillor M Mayson.

It was requested that the Clerk amend the records accordingly.

Clerk

7610 ANNUAL REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

The parish council **RESOLVED** to adopt the following revised Terms of Reference that had been reviewed by each committee.

- FSB and Management
- Management Committee
- Environment Committee
- Play and Leisure Committee

Comms

The Communication Committee had yet to review their Terms of Reference so this would be tabled at as soon as was practicable.

7611 COMMITTEE REPORTS

The Following issues were raised from the Management Committee meeting held on 11th July 2016 (Chair Councillor R Ormston):

1. Revised Standing Orders and Code of Practice for Members

The Chair of the Council stated that after several revisions and checks the documents had been placed in folders for each member to take away.

Each member was asked to sign-off to acknowledge that they had received the documents and would abide by their

principles.

There was a discussion regarding the revised contents and some councillors wished to have more time to read through the documentation.

It was **RESOLVED** that the **Standing Orders and Code of Practice for Members** would be adopted by the parish council and that any further amendments would be scrutinised in due course.

It was requested that those who wished to read the documents more closely should pass on their signed declaration back to the clerk as soon as possible.

Members

2. 2016-2018 NJC Pay Award to Clerk

It was noted that the 2016 - 2018 pay award had been published by the National Joint Council (NJC) and that the Clerk was due a cost of living pay increase of 1% per year with the first rise effective from 1st April 2016.

It was noted that the budget would not be unduly affected as this amounted to some £219.00 on the annual pay bill.

It was **RESOLVED** to agree the pay award of 1% to the Clerk backdated to 1st April 2016.

It was requested that the clerk make the necessary calculations and present the figures at the next Finance Committee in September 2016.

FSB

3. Proposal of Quarterly Committee Meeting Dates

It was noted that there was some confusion over the summer months regarding the meeting dates of various committees.

It was proposed to set a raft of quarterly dates for each committee with the clear understanding that if there was no business to discuss that the meeting would not be held.

It was agreed that the clerk would issue a number of diary dates which then could be tailored to suit each committee accordingly.

Clerk

Proposal of a Separate Planning Committee

The Chair stated that there had been a proposal raised at the Management Committee to have a separate Planning Committee which could more closely scrutinise the planning applications within the parish.

After due consideration this proposal was not upheld by the

majority of members within the council.

It was noted that outside of normal meetings the power to scrutinise planning applications had been devolved to the Management Committee.

The Following issues were raised from the Finance Staffing and Buildings Committee meeting held on 11th July 2016 (Chair Councillor S Fenn):

1. Quarterly Review of the Budget

Councillor S Fenn stated that the committee had fully scrutinised the budget for the first quarter of 2016/17. It was **RESOLVED** to accept the quarterly review and it was requested that this be an addendum to the minutes.

Clerk

2. VAT Return

It was reported that some £1,747.76 had accumulated so a VAT return would be submitted as soon as was practicable.

3. Cash Book Changes

The members were made aware that the clerk was in the process of further revising the cash book so that it would be in line with common accountancy practices and would have a direct correlation to overall spending as recommended by the Internal Auditor.

It was **RESOLVED that** the appropriate changes be made to the parish cash book and this would be scrutinised by the FSB Committee in due course.

4. Grow to Share Donation

Under delegated powers the FSB Committee had agreed to grant a donation request for £750.00 to the Grow to Share Project.

The Committee were particularly impressed by the overall professional presentation given by the Grow to Share Group.

5. Proposal to Provide iPads to each Member of the Council

There was a lengthy discussion regarding the provision of iPads to those members who wished to have one. After due deliberation the majority agreed not to go forward with the proposal at the present time.

A second proposal was tabled that the Chair be provided with an iPad for his use as part of being able to undertake his official duties.

It was **RESOLVED** that an iPad be acquired for the Chair of the Council and it to remain the property of the parish council.

The Following issues were raised from the Environment Committee meeting held on 4th July 2016 (Chair Councillor Mrs G Ormston):

1. Back lane Woods Working Party

Councillor Mrs G Ormston gave an initial update on the meeting she and Councillor A Whitham had regarding planning a full management and conservation programme for the parish woods.

2. Christmas Tree Working Party

It was reported that Councillor M Clifford would be leading the working group and that the Christmas tree would be larger than last year which would be sponsored by a local contractor and hopefully there would be a lighting ceremony in early December 2016.

P&L

The Following issues were raised from the Play and Leisure Committee meeting held on 21st July 2016 (Chair Councillor S Cross):

Councillor Cross reported that the committee had a very productive meeting. The issues of the play areas and the planning of the community Christmas lunch was discussed. A progress report would be reviewed at the next meeting which had been scheduled in September 2016.

The Following issues were raised from the Communications Committee meeting held on 21st July 2016 (Chair Councillor D Rogerson):

In the absence of the Chair it was reported that the committee had discussed the development of the new website and had reviewed the feedback from the revised parish newsletter, which had been overwhelmingly positive.

It was planned that the next newsletter would be published during November/December 2016 and any ideas or articles submitted for publication would be considered by the Working Party in due course.

Members

7612 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>CHQ No.</u>	<u>Accounts for July 2016</u>	<u>£</u>
N/A	Lengthsmen (6no.) Salary (July 2016) Paid by Standing Order	691.20
N/A	Employee (1) Salary (July 2016) Paid by Standing Order	1,447.77
N/A	O2 Telefonica. Jul to Aug 2016 parish phone charge Paid by Direct Debit	36.47
4887	HMRC Tax/NI June 2016	472.13
4888	Grow to Share - Donation for ongoing community projects	750.00
4889	Mrs Tracy Morris (Clerk) – Reimbursement for 1. Commemorative Battle of the Somme Wreath £35.30 2. Annual Renewal of Microsoft Office Licence £59.99 3. Purchase of AVAST Antivirus Software Licence £19.99	115.28
4890	Chorley Council. Flowerbed Installations	240.00
4891	LCC. Room Hire for June 2016	10.00
4892	Marston's Brewery Annual Rental Payment for Bowling Club	660.61
	Total Expenditure <i>without</i> late Accounts	£4,423.46

<u>CHQ No.</u>	<u>Accounts for August 2016</u>	<u>£</u>
N/A	Lengthsmen (6no.) Salary (August 2016) Paid by Standing Order	691.20
N/A	Employee (1) Salary (August 2016) Paid by Standing Order	1,447.77
N/A	O2 Telefonica. (August to September 2016) parish phone charge Paid by Direct Debit	36.47
4893	HMRC Tax/NI July 2016	472.13
	August 2016 Accounts	£2,647.57
	July 2016 Accounts	<u>£4,423.46</u>
	Total Expenditure	£7,071.03
	<u>Receipts for July 2016</u>	<u>£</u>
N/A	Councillor M Clifford 10 x Commemorative Medals	19.90
	Total	£ 19.90

7613 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. 16/00627/FUL. Retrospective application for an agricultural storage building. Cuerden Farm. Wigan Road.
2. 16/00719/LATEN. Temporary Event Notice 30/07/2016 12noon to 11pm. The Dog Inn, Chorley Old Road.
3. 16/000549/FULHH. Conversion of integrated garage into

a playroom/gamesroom. 9 County Close.
After due deliberation it was **RESOLVED** to make comments on the following Planning Applications:

1. 16/00566/FUL. Change of use of land at rear of 17 and 18 Cedar Field from public open space to domestic garden. 18 Cedar Field.

Comment: To object to this application as this is public amenity land and would restrict its use for the residents of the parish and set a precedence for other applications.

2. 16/00551/FUL. Alteration and extension. Single story shop, ATM room and associated parking. Shell Clayton Green Filling Station. Preston Road.

Comment: To ensure that the parking and the access has been planned to cause minimal disruption on a busy 40 mile an hour main road.

7614 CONFIDENTIAL ITEMS

There were no items deemed confidential.

7615 DATE OF NEXT ORDINARY PARISH MEETING

It was **RESOLVED** that the next ordinary parish council meeting is to be held on **Monday 5th September 2016** at Clayton Green Library at 7.30pm.

7616 DIARY DATES

- FSB Committee meeting Thursday 1st September 2016 at 7.00pm
- Management Committee Thursday 1st September 2016 to follow FSB
- Environment Committee Monday 5th September 2016 at 6.30pm
- Play and Leisure Committee Thursday 22nd September 2016 at 7.00pm
- Communications Committee Date to be arranged