

CLAYTON-LE-WOODS PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 21st MARCH 2016 AT CLAYTON GREEN LIBRARY AT 7.00 PM

PRESENT: Councillor Mr A Cullens (Chairman)
Councillor R Boyd
Councillor Mrs C Billouin
Councillor Ms C Bromilow
Councillor Mrs G Charlesworth
Councillor Mr M Clifford
Councillor Ms J Cronshaw
Councillor S Cross
Councillor Mrs M Cullens
Councillor Mr S Fenn
Councillor G Ormston
Councillor Mr D Rogerson
Councillor Mrs E Whiteford

IN ATTENDANCE: Mrs TD Morris (Clerk)

MEMBERS OF THE PUBLIC: 2

ACTION

PRESENTATION REGARDING FUTURE OF SUBSIDISED LOCAL BUS SERVICES 112, 114 AND 118

The Chairman introduced County Councillor John Fillis to the meeting.

County Councillor J Fillis spoke at length regarding the recent history of the funding stream for the subsidised local bus services. He confirmed that the 118 service would be withdrawn with effect from 4th April 2016 and the 112 and 114 services would be combined into one more efficient service from the same date. However, the funding for the revised bus services would be reviewed year on year in light of the need for possible further cuts in the future.

Lancashire County Council have proposed that in the future there would be the opportunity for parish councils to work in partnership with private contractors and the local authorities in order to keep subsidised bus services available to all sections of the community.

The members asked a number of questions regarding the day to day management of a bus, drivers and subsidies if the routes were in control of the parish council/community.

Councillor Fillis cited a number of partnership examples in which the bus contractors provided the expertise and the parish/district councils had provided the legal framework for the prescribed routes to work within and apply for any available subsidies.

It was noted that a Bus Partnership Conference would be held before the end of March 2016 and that the clerk would provide the councillors with the details in due course. Reports on the proposals would also be forwarded to the members via email.

Clerk

The Chairman wished to thank Councillor Fillis for a very enlightening report.

7533 APOLOGIES

No apologies were received.

7534 DECLARATION OF INTEREST

Declarations of Interest were declared by:
Councillor Mrs C Billouin on item **7544**
Councillor Mr M Clifford on **item 7544.2**
Councillor Mrs G Ormston on item **7539**
Councillor Mrs E Whiteford on **items 7543.1 and 7544**

7535 PUBLIC PARTICIPATION

There was no public participation at this particular meeting.

7536 REPORT FROM POLICE AND PACT MEETING

All the members had received the PACT meeting report which is available on 'In the Know' website www.stayintheknow.co.uk

The next set of meetings would be held during the first week in April 2016.

7537 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 15TH FEBRUARY 2016.

It was **RESOLVED** to accept the minutes of the ordinary parish meeting held on 15th February 2016 and was duly signed by the Chairman on behalf of the council.

7538 MATTERS ARISING

7522 SLCC Union Split

There were due to be no further developments until the annual meeting later in the year. The members requested that they be kept fully informed of all developments.

7539 UPDATE ON PARISH COUNCILLOR VACANCY WEST WARD

It was reported that there were two potential candidates for the vacancy which were Mr Ray Ormston and Ms Alison Whitham.

The chairman explained that he had consulted with the Elections Officer and the parish council could go forward without an election and co-opt one of the applicants.

It was agreed that both candidates be invited to the next parish council meeting and that each person would be given 5 minutes to put forward their reason for applying and what expertise they would bring to the council if appointed.

The successful candidate would be selected by secret ballot.

Clerk

7540 CLAYTON HALL LANDFILL SITE

The meeting was advised that Lancashire County Council had deferred their planning decision until April 2016.

The council had received a letter from Mr J Gent wishing to speak to the meeting regarding the continuing issues with the environmental challenges on the Spring Meadow estate.

It was agreed that Mr Gent and County Councillor M Devaney be invited to the next parish council meeting so that any queries could be discussed further.

The council requested that Councillor D Rogerson along with the clerk draw up a letter to the Environment Agency outlining the valid concerns of the local residents.

Clerk/ Cllr
D
Rogerson

7541 CLAYTON GREEN LIBRARY - COMMUNITY ASSET PROPOSAL

It was noted that at the recent Chorley Council Liaison meeting parishes were encouraged to contact the local authority if there were any public assets that were under threat of closure as the borough council could record the building as a community asset.

It was requested that that the clerk investigate the possible options available to the parish, so that the community could be kept well informed of any future developments in light of Clayton Green library being on the proposed closure list.

Comment [C1]:

Comment [C2]:

Comment [C3]:

Comment [C4]:

7542 REPORTS

- Clayton Brook Development Meeting attended by Councillor A Cullens and the Clerk on Monday 29th February 2016.
- Meeting with Mr and Mrs Lee attended by Councillor A Cullens and the Clerk on Monday 29th February 2016.
- Meeting with Marsden Rawsthorn Solicitors on Friday 4th March 2016 attended by Councillor M Clifford, Councillor A Cullens and the Clerk
- Fracking Information Meeting held at Wheelton Village Hall attended by Councillors R Boyd and C Bromilow on Monday 7th March 2016.
- Continuous Professional Development Training attended by the Clerk on Thursday 10th March 2016.
- Chorley Liaison Meeting attended by Councillors C Bromilow, J Cronshaw and the Clerk on Wednesday 16th March 2016.

All the items listed above were reported on verbally by their participants. The council thanked the participating members for their input.

7543 COMMITTEE REPORTS

1. Management and General Purposes meeting held on 9th March 2016
2. Communications Committee meeting held on Monday 14th March 2016.
3. Environment Committee meeting held on Wednesday 16th March 2016.

The Chairman of each committee provided a verbal report on each of the meetings:

Councillor D Rogerson (Chairman of the Environment Committee) Verbal report as no clerk was in attendance at Meeting

7543.1 Grass Cutting Contract

The committee proposed that the grass cutting contract be tendered as one whole and not in separate parts as in previous years.

A schedule would be drawn up once the full extent of parish owned sites had been agreed with Chorley Council. It was recommended that the existing contractors plus a number of others would be invited to tender for the work.

It was noted that Clayton-le-Woods Community Centre were self-financing and would make their own arrangements to have the grass cut and for grounds maintenance.

This would be formalised in writing in due course and that element of the parish contract would be amended accordingly.

Clerk/
Cllr E
Whiteford

It was **RESOLVED** that the existing contractors be informed of the current situation and that an instruction be issued to them to cut as usual during March and April 2016 to a maximum of 3 cuts before requiring further permission to continue.

Clerk

7543.2 Watering Contract

The Watering Contract for 2015 had been reviewed and the committee agreed that Chorley Council were value for money and the displays were well maintained. It was agreed to invite Chorley Council to continue on a contract whose term would be agreed shortly.

Clerk /
Environ
Comm.

Minutes of all the meetings would be made available to the members in due course.

Councillor J Cronshaw (Chairman of the Communications Committee)

7543.3 Newsletter

It was announced that the parish newsletter was being distributed and delivery would be completed over a period of some 4-5 weeks due to the size of the parish.

The distribution cost had to renegotiated because of the size of the newsletter being A4 instead of A5; however, this only added some £35.00 to the delivery total.

7544 REPORTS ON FSB COMMITTEE MEETINGS HELD ON 9 MARCH 2016 AND 21ST MARCH 2016

7544.1 War Memorial Committee Annual Grant Request 2015/16

Councillor S Fenn reported that after due consideration the recommendation of the committee was that the annual grant request be granted.

However, it was proposed that in the future there should be evidence that the grass cutting and maintenance contract was selected on 'best value' under local authority regulations.

It was **RESOLVED** that the donation of some £3,500 to the War Memorial Committee with the proviso that there was evidence that the grass cutting and maintenance contract was selected on 'best value' under local authority regulations in the future.

7544.2

War Memorial Committee One off Grant Request

The committee scrutinised the request for a grant of some £500 towards remedial repairs to a portion of Factory Lane. The recommendation from the committee was to decline this request on the following basis:

- Hold historic position regarding unadopted roads within the parish. (Do not wish to set a precedent)
- Ongoing Public Liability Issues
- Future Maintenance Issues

It was **RESOLVED** to decline the one-off donation request from the War Memorial Committee on this occasion.

It was requested that the Clerk write to inform the committee of the decision.

Clerk

7545 REVIEW OF CLERKS HOURS

It was explained to the council that as part of the job evaluation process there had been a review of the clerk's current workload. It was recommended that the hours of the post be increased from 20 hours to 29 hours per week. A weekly timesheet would be completed to monitor the situation and a review would take place after 6 months.

It was **RESOLVED** to increase the clerk's hours to 29 hours per week with effect from 1st April 2016 and this would be monitored and reviewed after 6 months.

7546 LENGTHSMEN'S PAY INCREASE

The council were advised that from 1st April 2016 the national minimum wage for the Lengthsmen would be increased from £6.70 per hour to £7.20 per hour.

It was requested that the clerk advise the Bank Jobspec and HMRC of the changes in due course.

Clerk

7547 RATIFICATION OF PARISH BUDGET 2016/17

After due deliberation, scrutiny and consultation the finalised budget was tabled for ratification.

It was **RESOLVED** that the budget for 2016/17 be approved and the finalised document would be located in the library file for public information.

Clerk

7548 APPOINTMENT OF THE INTERNAL AUDITOR FOR 2015/16 AUDIT

It was **RESOLVED** to appoint Mr Alan Platt as the Internal Auditor for the fee of £150.00 under the same terms as agreed last year. A further payment of £100.00 would be paid for the extra work that was conducted in connection with the 2014/15 Audit.

It was requested that the clerk inform Mr Platt of the arrangements in due course.

Clerk

7549 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>Cheque No.</u>	<u>March 2016 Accounts: -</u>	<u>£</u>
N/A	Lengthsmen (6no.) Salary (February 2016) Paid by Standing Order	643.20

N/A	Employee (1) Salary (February 2016) Paid by Standing Order	1168.05
N/A	Telefonica O2 months mobile phone charge (February 2016) Paid by Direct Debit	£37.50
004849	HMRC (NI and Tax) for January 2016	281.96
004850	Eon Electricity Charge Christmas Tree Lights	31.25
004851	SRi Water Engineering Ltd Annual Sprinkler Service CLW Bowling Club	216.00
004852	Rytetype Business Supplies A4 Copier Paper and Toner	49.55
004853	Lancashire Association of Local Councils and Magazine Annual Subscription	1292.23
004854	Lancashire Playing Fields Association Annual Subscription	20.00
004855	Clerks Expenses Jan – March 2016	36.59
Total Expenditure with late Accounts		£3,776.33
RECEIPTS		
N/A	DUTY/VAT Repayment (paid Direct into Bank Account) Until 29 February 2016	£6,305.07

7550 PLANNING APPLICATIONS

It was **RESOLVED** to make 'no comment' on the following Planning Applications:

1. 16/00130/FULHH. Erection of a single storey rear extension. 26 Carlton Avenue.
2. 16/00086/FULHH. Conversion of garage to form habitable accommodation 4 Whinfell Close CLW Leyland.

7551 CORRESPONDENCE

The following letter was read out by the Chairman:

Queen Elizabeth II 90th Birthday Commemorative Medal for Schools.

It was proposed that the parish council donate a medal to each of the school children in the local area (approx. 1,500 pupils @ £2.00 = £3,000 + VAT). The funds would be drawn from Section 137 monies for 2015/16 and from 2016/17 allocation if necessary.

It was **RESOLVED** to donate a commemorative medal to each of the local school children to be funded by Section 137 monies.

It was requested that if any individual members wished to order any medals that they can make appropriate arrangements with the clerk.

Members

7552 CONFIDENTIAL ITEMS

There were no items deemed confidential.

7553 DATE OF NEXT ORDINARY PARISH MEETING

It was **RESOLVED** that the next ordinary parish council meeting is to be held on **Monday 18th April 2016** at Clayton Green Library at 7.00pm

7554 DIARY DATES

FSB Committee Communications Committee 18th April 2016 at Clayton Green Library at 6.30pm
Management Committee (Monthly Basis) 13th April at Clayton Green Library at 7.00pm

Full Parish Council Training Sessions

Wednesday 23 March 2016 7.00 - 9.00pm
Wednesday 20 April 2016 7.00 - 9.00pm

Annual Parish Meeting on Monday 25th April 2016 at 7.00pm at **Clayton Brook Village Hall.**

**All
Members
for Diaries**

