

Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris
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14th March 2016

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 21st March 2016 at Clayton Green Library at 7.00pm.

Yours sincerely,

Mrs Tracy Morris
Clerk to the Council

AGENDA

Presentation by County Councillor John Fillis regarding proposals for the future of local subsidised bus services

- 1. To receive apologies.**
- 2. Declaration of Interest.**
- 3. Public Participation – Chairman.**
- 4. Reports from Police and PACT meetings.**
Reports emailed to Councillors prior to meeting - paper copies available at the meeting.
- 5. To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 15th February 2016 (copy attached).**
- 6. Clerk's Report for Information Only. (Matters Arising)**

7. Update on Parish Councillor Vacancy West Ward

8. Clayton Hall Landfill Site Update (Chairman)

9. Clayton Green Library (Chairman) (Proposal to Register as a Community Asset)

10. Meeting 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 Councillor 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.
- Clerks Liaison Meeting on Thursday 17th March 2016 attended by the Clerk.

11. 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.

12. Finance Staffing and Buildings meeting held on 9th March 2016 and 21st March 2016.

All the following items have been scrutinised and approved by the Finance Committee. **Please direct any queries to the Chairman Councillor S Fenn no later than 24 hours prior to the parish council meeting.**

- War Memorial Committee Annual Maintenance Grant (£3,500.00)
- War Memorial Committee One-off Grant Application (£500.00)
- Proposal to Defer Asset Register Review to the next Meeting
- Annual Appointment of Internal Auditor and Fee
- Ratification of the Annual Return of Corporate Governance 2015/16
- Ratification of the Financial Risk Assessment Document 2015/16
- Ratification of Internal Financial Regulations
- Ratification of Quarterly Budget (4th Quarter)
- Ratification of the Parish Budget 2016/17 (Papers to Follow)

13. Accounts for Payment.

Each account has been checked and countersigned by the Clerk and the Chairman prior to the meeting.

Any Late Accounts (To be tabled at Meeting)

<u>Cheque No.</u>	<u>Accounts for March 2016</u>	<u>£</u>
N/A	Lengthsmen (6no.) Salary (March 2016) Paid by Standing Order	643.20
N/A	Employee (1) Salary (March 2016) Paid by Standing Order	1168.05
N/A	O2 Telefonica March to April 2016 parish phone charge Paid by Direct Debit	37.50
004849	HMRC (NI and Tax) for February 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	1292.50
Total Expenditure <i>without</i> late Accounts		£3,720.01

RECEIPTS

N/A	DUTY/VAT Repayment 3 rd March 2016 (Paid in Direct to Bank) Amount claimed from 1 Dec 2014 to 29 February 2016	£6,305.07
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14. To discuss and make decisions on Planning Applications

Applications can be viewed on the Chorley Council website via the following link <http://planning.chorley.gov.uk/online-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.

15. Correspondence.

Queen Elizabeth II 90th Birthday Commemorative Medal for Schools
(Sample to be Shown)

16. Confidential Items

17. Meeting Evaluation

- AOB (*With Notification to Clerk at least 24 hours prior to the meeting*)

18. Proposed Committee Meeting / Training Dates: -

Parish Council Training Dates on Wednesday 23 March and Wednesday 20th April 2016 at Clayton Green Library.

- 1 session on general practices, roles and responsibilities of Council / Councillors
- 1 session on Committees 'How they work and why'

- Finance Staffing Buildings Committee Meeting TBA
(Internal / External Audit Preparation)
- Monthly Management Committee Meeting to follow on from FSB
- Annual Parish Meeting on **Monday 25th April 2016 at 7.00pm** at Clayton Brook Village Hall.

19. Date for Next Full Parish Council Meeting

The next full parish council meeting has been agreed to be held on **Monday 18th April 2016** at 7.30pm at Clayton Green Library.