

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING
HELD ON MONDAY 19th OCTOBER 2020 AT 7.30PM
VIA ZOOM**

PRESENT: Councillor Mr M Clifford (Chairman)
Councillor Mrs C Billouin
Councillor Mr D Clough
Councillor Ms J Cronshaw
Councillor Mrs D Dowrick
Councillor Mrs S Edwards-Williams
Councillor Mr R Francis
Councillor Mr P Gabbott
Councillor Mrs G Ormston
Councillor Mr D Rogerson (10)

In Attendance: Mrs G Egan (Project Officer)
Mrs TD Morris (Clerk)

ACTION

8232 APOLOGIES

Apologies were received and accepted from Councillor Mrs G Charlesworth. It was noted that Councillor Ms C Bromilow was absent.(2)

8233 DECLARATION OF INTEREST

Councillor M Clifford declared an interest as an associate of the Wildlife Trust. Councillor D Dowrick as an employee at Lancashire County Council and a Governor at Lancaster Lane Primary School. Councillor Peter Gabbott as a Governor at Lancaster Lane Primary School and a Chorley Borough Councillor. Councillor J Cronshaw as a Chorley Borough Councillor.

8234 PUBLIC PARTICIPATION

There was no public participation at this meeting.

8235 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 21ST SEPTEMBER 2020

It was RESOLVED that the minutes of the ordinary parish meeting held on Monday 21st September 2020 were deemed correct and were duly signed by the Chairman subject to the following change:

8225 Commemorative Coins

After due consideration the Members took a vote as to whether **not** to purchase the coins.

Votes for 7

Votes Against 1

8236 MATTERS ARISING

8222.5 Cunnery Meadow Play Area Retention Monies

The Members were advised that the Clerk and Project Officer met with the representative from Wicksteed and pointed out a few defects. These were promptly rectified by Wicksteed and 2.5% of the retention monies were released. The second inspection will be scheduled for March 2021 ready for the final sign off.

8223 Lengthsmen/Staff Risk Assessment

It was noted that the Project Officer had liaised with Brothers of Charity to work out a return to work. This has been delayed due to certain items of PPE equipment not being delivered. As Lancashire has moved into Tier 3 of Covid-19 restrictions the situation will be reviewed once the equipment has arrived.

8224 Footpath Repair Fiddlers Lane

The Clerk informed the Council that the repairs were scheduled to take place at October half term to minimise disruption. The school and residents have been informed and signage has been put in place to advise the public of possible disruption.

8228.1 Tree Inspection 77 Pendle Road

It was noted that an independent arborist had been contacted in order to undertake an inspection. The parish Council would be advised of the report in due course.

8230 NJC Annual Cost of Living Pay Award 2020/21

The Clerk confirmed that the payment increase had been implemented.

8231 FPC Meeting Dates

The Members were informed that the dates would appear on the revised website and the local noticeboards.

8237 RESIGNATION OF COUNCILLOR LESLEY FISHLEIGH

The Clerk confirmed that Councillor Ms L Fishleigh had resigned from the Parish Council due to work/personal commitments.

A letter of thanks was sent to Ms Fishleigh wishing her well in the future. It was requested that the Clerk contact the elections office at Chorley Council to advise them of the vacancy.

Clerk

8238 EVENTS

8238.1 OAP Christmas Lunch

The Chairman stated that in line with the current Covid-19 regulations the OAP Christmas lunch would have to be cancelled.

There was a discussion about an alternative Christmas provision. However, it was agreed that the situation would be reviewed once the

Covid-19 restrictions ease.

8238.2 Christmas Lights Switch On

It was noted that the Christmas Light switch on event would have to be cancelled. However, the Christmas tree would be installed at the end of November 2020 as normal.

8238.3 Remembrance Sunday Commemoration Arrangements

Councillor C Billouin reported that the Remembrance Service was to be restricted and that only the Chairs of the two local Parish Council's would be invited to attend on Wednesday 4th November 2020 at 12 noon along with the local Vicar and the Chair of the War Memorial Committee. A shortened service would be videoed and shown on Sunday 8th November at St Johns CE parish church as part of the Remembrance service.

Clerk/MC

8239 COMMUNITY INFRASTRUCTURE LEVY (CIL) REPORT

8239.1 Clerk's Update

The Members were provided with the latest CIL Report and statement form Chorley Council with indicated that the Parish Council would receive £49,283.03 over the next 6 months. The available funds at the present time was £30,305.06.

The Clerk reported on all the outstanding projects and their progress to date. Councillor S Edwards-Williams asked if any allowances been considered because of Covid-19. The Clerk responded that each applicant had been contacted in the last few weeks and as long as there was progress the date of completion would be revised to consider the current challenges.

8239.2 CIL Working Group Recommendations

The Chairman remarked that all the Members had received the evaluation sheet and the three recommendations.

8239.2.1 It was proposed that the CCTV installation at Manor Road Play Area go ahead with an allocation of £15,000. The vote was unanimous in favour.

It was RESOLVED that the CCTV installation at Manor Road Play Area go ahead with an allocation of £15,000.

8239.2.2 It was proposed that the CCTV installation at Cunnery Meadow Play Area go ahead with an allocation of £15,000. The vote was unanimous in favour.

It was RESOLVED that the CCTV installation at Cunnery Meadow Play Area go ahead with an allocation of £15,000.

8239.2.3

It was proposed that with the CCTV provision on Osborne Drive that there needed to be a record of logged evidence of the anti-social vandal

behaviour in order for Chorley Council to consider the provision.
It was agreed that this item would be deferred for 6 months in order to gather the necessary evidence for Chorley Council to consider taking further action.

FPC

8239.3 Future CIL Initiatives

The following projects were tabled:

- Permanent Speed Indicator Cameras
- Electric Car Street Chargers
- Play Area Development

It was agreed to make investigation of these possible projects so that they could be considered for CIL allocation in the New Year.

FPC

8240 GRANT APPLICATION CHORLEY HELP THE HOMELESS

The Clerk informed the Members that she had received a request from a local charity who were looking to run a fresh vegetable voucher scheme in the area.

It was noted that this would impact residents not solely living within the boundary of Clayton-le-Woods but would also support the traders in Chorley market which would benefit the residents in Clayton-le-Woods.

The proposal was to issue a grant in the sum of £500.00. It was approved unanimously.

It was RESOLVED to issue a grant of some £500 to Help the Homeless to assist with the fresh food voucher scheme.

It was requested that the Clerk make the necessary arrangements to issue the grant funds.

Clerk

8241 REPORTS

8241.1 Report on Back Lane Woods Development Project

Councillor M Clifford gave a report on the ongoing development work at Back Lane woods.

The first phase of work had been completed and the Wildlife Trust had submitted an invoice for payment. Chorley Council had approved the reinstatement of the footpath that would join Preston Road to the entrance of the woodland. A kissing gate would be added to discourage bike riders who would potentially damage the footpath. As part of the next phase two dipping platforms would be installed and to plan for any further remedial works.

The Chairman signposted the Members to the Wildlife Trust health and wellbeing charity which uses woodland and open spaces to help individuals who needed support. The Clerk would supply the link to the Members for their information.

	<p>https://www.lancswt.org.uk/our-work/projects/myplace</p> <p>Councillor P Gabbott queried about the progress of the management agreement. The Clerk responded that a template had been drawn up from a neighbouring authority; however, the document required legal scrutiny before the Parish could enter into a 10 year agreement.</p> <p>It was requested that the Clerk contact the legal department at Chorley Council and find out if they would provide some assistance or sign post the Parish Council to the relevant legal expert.</p>	Clerk
8241.2	<p>Latest Report on Food Parcel Project £2,500 (Plus £2,500 CLW PC Contribution)</p>	
	<p>The Project Officer reported that she had sent out a request to all the schools in the Parish and the local Support Worker to promote that there were still funds available which could be claimed during the October half term break. At present there had been no response, however a reminder will be sent out in the next few days.</p>	MC/Clerk
	<p>A report will be provided to the Members at the next FPC meeting.</p>	FPC
8241.3	<p>Website Development - To comply with Accessibility Regulations</p>	
	<p>The Members were informed that the Parish Council website was in the process of being refurbished to comply with the government regulations which come into force at the end of September 2020.</p>	
	<p>The Project Officer explained that to improve functionality and accessibility i.e. several options have been streamlined (less tabs) and type faces and colours simplified.</p>	
	<p>A report will be issued to certify the accessibility of the website once the revisions were completed. This issue will be an item to be discussed at the next FPC meeting.</p>	
	<p>It was planned that the website would go live by the end of October 2020. The Members will be informed of the switch on and any queries can be directed to the Clerk in the first instance.</p>	FPC
8242	<p>TRANSFER OF FUNDS FROM NATWEST TO YORKSHIRE BANK £60,000</p>	
	<p>It was RESOLVED to transfer £60,000.00 from the Natwest to the Yorkshire Bank to comply with Financial Services Compensation Scheme regulations (FSCS).</p>	

8243 ACCOUNTS FOR PAYMENT

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

Paym't Method/ Chq No.	October 2020 Accounts	£
S/O	Lengthsmen (5 no.) Salary Paid by Standing Order	837.12
S/O	Employee (1) Salary Paid by Standing Order (Plus Back Pay)	1770.15
D/D	Employee (1) / Employer Pension Contribution	545.86
S/O	Employee (2) Salary Paid by Standing Order (Plus Back Pay)	880.98
B/T	Chorley Business and Technology Centre Monthly Office Rental	404.40
D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support.	80.40
D/D	O2 Telefonica Monthly Fee for Parish Phone	35.77
B/T	BT Business Bill Office Phone and Broadband	58.33
D/D	Three Telephone Monthly Fee Parish Phone (2)	9.00
S/O	Chorley Self Storage Monthly Rental	88.00
B/T	Envirocare Ltd Maintenance of Parish Sites	700.01
B//T	Envirocare Ltd Maintenance of parish flowerbed	50.00
B/T	Stringfellow Ltd CLW BG Repair Work	24.00
B/T	Stringfellow Ltd CLW BG Repair Work	648.00
B/T	Poppy Signs CLW BG Signage	244.74
B/T	Amazon Office Supplies (Ink)	24.58
B/T	Amazon H&S Supplies for Lengthsmen	380.47
B/T	Food Parcel Order (2)	60.00
B/T	Scribe Accounts Annual Subscription	654.00
000185	Wildlife Trust Back Lane Woods Works (Interim Payment (CIL))	34,188.00
000186	Cuerden Valley Trust Interim Payment CIL Project	7,500.00
	Total	£49,183.81

Bank Transfers		
005051	Natwest to Yorkshire Bank Transfer	60,000.00

8244 PLANNING APPLICATIONS

It was RESOLVED not to comment on the following applications: -

1. Application no.20/00875/FULHH Proposal Erection of brick pillars and gate and formation of hardstanding/new garden path Location 28 Ambledene Bamber Bridge Preston PR5 8JR

2. Application no. 20/00928/FUL Proposal Erection of rear glass roof canopy
Location Carr Brook House Chorley Old Road Clayton-Le-Woods Chorley PR6 7QZ

3. Application no.20/01034/FULHH Proposal Single storey rear extension
Location 31 Hunts Field Clayton-Le-Woods Chorley PR6 7TT

4. Application no.20/01039/FULHH Proposal Single storey rear extension and two storey front/side existing linking existing property to detached garage. Location 36 Forsythia Drive Clayton-Le-Woods Chorley PR6 7DF

5. Application no: 20/01086/OUT Proposal: Outline application for the erection of 1no. dwelling with all matters reserved.
Location: Land Adjacent To 37, Back Lane, Clayton-Le-Woods

It was RESOLVED to comment on the following application that it was hoped that the application will provide the environmental and mitigation works would be completed in due course.

6. Application no: 20/01080/FUL Proposal: Erection of four detached dwellings and associated garages Location: Green Bank House, Wigan Road, Clayton-Le-Woods, Leyland, PR25 5SB.

Clerk

8245 CORRESPONDENCE

8245.1 Request to Restore Gates to Bowling Green

The letter from the resident had been distributed to the Members prior to the meeting. It was agreed that the Chairman would investigate the matter and report back to the Parish Council.

It was requested that the Clerk keep the resident updated.

Clerk/MC

8245.2 Request for an Additional Footpath at Cunnery Meadow

Councillor P Gabbott informed the meeting about the request he had received from a resident whose grand children attend Lancaster Lane School. The school had put in a new footpath to a gate which exits directly onto Cunnery Meadow field. The request was for some sort of footpath to be installed on the field to make the area more accessible.

After a discussion it was agreed that Councillor D Dowrick canvas the views of the parents and the school and report back to the Members in due course.

DD/Clerk

8246 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 16th November 2020 at 7.30pm via virtual meeting unless otherwise notified.