

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING
HELD ON MONDAY 18TH JANUARY 2021 AT 7.30PM
VIA ZOOM**

PRESENT: Councillor Mr M Clifford (Chairman)
Councillor Mrs C Billouin
Councillor Ms C Bromilow
Councillor Mrs G Charlesworth
Councillor Mr D Clough
Councillor Mrs S Edwards-Williams
Councillor Mr R Francis
Councillor Mrs G Ormston (8)

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

ACTION

8260 APOLOGIES

Apologies were received and accepted from Councillor P Gabbott (1). The following Councillors were noted as absent Councillors Ms J Cronshaw, D Dowrick and D Rogerson. (3)

8261 DECLARATION OF INTEREST

Councillor M Clifford declared an interest as an associate of the Wildlife Trust and as Chorley Councillor with responsibility for the environment and green spaces.

8262 PUBLIC PARTICIPATION

There was no public participation at this meeting.

8263 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 16TH NOVEMBER 2020

It was RESOLVED that the minutes of the ordinary parish meeting held on Monday 16th November 2020 were deemed correct and were duly signed by the Chairman.

8264 MATTERS ARISING

8237 Parish Councillor Vacancies

The Clerk reported that the advertisement had been placed in the Winter Newsletter and there had been a number of responses. A number of candidates would be called for interview shortly.

Chairman's Signature.....



8240 Grant Application Help the Homeless

The Clerk confirmed that she had sent out the letter of thanks from the charity to the Members.

8241.1 Back Lane Management Plan

The Clerk stated that the Parish Council had been given a copy of the Management Plan for their information.

8245 Correspondence CLWPC Bowling Green

It was noted that the resident had been contacted and informed that no further action would be taken following the investigation of her concerns regarding CLWPC Bowling Green.

8252.1 Summer Fair Preparation

It was confirmed that preparations were ongoing but no major outlay had been made at this time.

8252.3 Video of Christmas Light Switch On

It was reported that the switch on was not recorded as the tree was lit during the 12 hours of installation.

8253.5 Cunnery Meadow Temporary Footpath Proposal

The Clerk indicated that she had contacted the resident and informed her of the decision of the Parish Council.

8253.6 Lancaster Lane Primary School Running Track

It was noted that the Headteacher had been in contact and she had stated that once the pandemic restrictions were lifted that a plaque would be sited in school to indicate that residents were invited to use the running track out of school hours.

8253.7/8 Pendle Road/Cunnery Meadow Tree Report

It was reported that the work had been commissioned and it was scheduled to be undertaken in the next few weeks.

8254 Chairman's Allowance

The Chairman confirmed that he had received his allowance.

8256 Planning Applications

The Clerk had contacted the Tree Officer at Chorley Council and he had confirmed that the tree works were necessary and would be done as per his instruction.

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

8257.1 Donation to the Defibrillator Group

No action would be taken until the Covid-19 restrictions has been eased.

8265

REPORTS

8265.1 Publication and Distribution of the Parish Newsletter

The Project Officer reported that the newsletter had been delivered in December with only a few issues which would be resolved for the next issue. It was hoped that the Summer 2021 issue would be out in preparation for the Summer Fair. It was noted that if any Members wished to contribute to the next issue they would be more than welcome to do so.

8265.2 Renovation of Flowerbeds Quotation for £2440.00

The Clerk informed the Members that the Management Committee under delegated powers had approved the remedial work and Winter planting to be undertaken at the parish owned planter and flowerbeds.

It was RESOLVED that the flowerbed renovation be undertaken at a cost of some £2440.00.

It was requested that the Clerk circulate pictures of the flowerbeds to the Members for their information.

Clerk

8265.3 Play Area/Skate Park Repairs (£1296.00)

The Clerk indicated that the repairs were necessary maintenance but it was not a H&S issue.

It was RESOLVED that the repairs to the play areas/skate park be undertaken at a cost of £1296.00.

Clerk

8265.4 Back Lane Woods Update

The Chairman reported that work had been completed on the footpaths and pond dipping platforms. The renovation part of the project was would be a tree survey which would be undertaken in the near future. The Clerk confirmed that she had received an interim invoice for payment from the Wildlife Trust for the work that had been undertaken.

FPC

8265.5 Holiday Hunger/Food Parcels Update

The Project Officer indicated that over the Christmas and New Year period the Parish had sent out 41 food parcels at a cost of £1476.00. It was noted that there had been an email from a resident showing a photo of the parcel and a note of thanks.

FPC

It was requested that an anonymised photo of the food parcel be sent

PO

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

out to Members to allay fears about the quality/quantity of the contents.

8265.6 CIL Applications Update (SPID/Doggy Bag Provision – Working Group)

It was reported that there were various options regarding both provisions. It was noted that Councillors M Clifford and D Clough were happy to move forward with investigating the SPID options around the Parish. A number of locations would be tabled for the second tranche of doggy bag dispensers to be approved by the Parish Council. Both the Doggy Bag and SPID projects will be assessed at the next CIL working group meeting.

CIL

8265.7 Receipt of Audited Accounts 2019/20 from Whittle and Clayton-le-Woods War Memorial Committee (Copy Attached)

The accounts were noted by the Parish Council. After due consideration it was agreed to accept the receipt of the audited accounts.

8266 CHORLEY COUNCIL STREET NAME REQUEST WIGAN ROAD ESTATE (4 STREETS)

The Members had been provided with 4 names for consideration.

It was agreed that the following names be tabled for consideration by Chorley Council:

- Haggerston Avenue
- Newton Close
- Ryder Close
- Banastre Close

It was RESOLVED that these street names be tabled to Chorley Council for consideration.

It was requested that the Clerk inform Chorley Council of the decision.

Clerk

8267 HANGING BASKETS 2021 ADDITIONAL LOCATION ON WIGAN ROAD

The Members were informed that the proposal was to extend the hanging baskets along Wigan Road as the population has increased substantially in this area of the Parish over the last few years.

It was requested that the Clerk investigate the matter further and report back to the FPC with the siting of the new baskets and an official quote

Clerk/PO

Chairman’s Signature.....



for the FPC to consider.

8268 FINANCE COMMITTEE MEETING HELD ON THURSDAY 19TH NOVEMBER 2020

8268.1 BUDGET SETTING

The Members were provided with the budget report for 2021/22 along with the minutes of the Finance Committee meeting.

In the absence of Cllr Peter Gabbott (Chair of Finance) the Clerk ran through the budget recommendations with the Members.

8268.2 PRECEPT 2021/22

The precept recommendation was tabled at £22.00 for a Band D property for 2021/22 to cover the budget forecast. This would be the same amount set as in the previous two years.

After due consideration it was RESOLVED that the precept would be set at £22.00 on a Band D property.

It was requested that the Clerk make the necessary arrangements to inform Chorley Council of the decision of the FPC. The full banding amounts will be tabled at the next FPC meeting.

Clerk

The Clerk was thanked for her hard work on this issue.

8269 QUARTERLY FINANCIAL REPORT

The Clerk had provided the Members with a copy of the financial report up to and including the 3rd quarter. It was noted that there was a significant underspend on the year which will be monitored during the 4th quarter.

8270 ACCOUNTS FOR PAYMENT

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

<u>Paym't Method/ Chg No.</u>	<u>January 2021 Accounts</u>	<u>£</u>
S/O	Lengthsmen (5 no.) Salary Paid by Standing Order	837.12
S/O	Employee (1) Salary Paid by Standing Order	1516.11

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

D/D	Employee (1) / Employer Pension Contribution	560.86
S/O	Employee (2) Salary Paid by Standing Order	717.78
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	36.25
B/T	BT Business Bill Office Phone and Broadband	59.27
D/D	Three Telephone Monthly Fee Parish Phone (2)	9.00
S/O	Chorley Self Storage Monthly Rental	88.00
B/T	SLCC Annual Subscription Fee 2021	208.00
B/T	Chorley Business and Technology Centre Stamps	9.12
B/T	GT & GR Gilbert Woods Farm Christmas Trees. Purchase and Delivery of Christmas Tree	2500.00
B/T	City Illuminations Installation and Removal of Christmas Tree Lights	2808.00
B/T	Stringfellow Ltd Play Area/ Skate Park Repairs	1296.00
B/T	MS Landscapes Flowerbed Renovation	2440.00
000187	Chorley Council Annual Dog Bin Emptying Charge	172.30
005053	Lancashire Wildlife Trust Interim Invoice Back Lane Woods Development	8898.00
B/T	Office Sundries Postage	2.28
000188	CPRE Annual Subscription	36.00
B/T	Food Parcels Donation (41)	1476.00
Total with Late Accounts		£24,154.89

8271 PLANNING APPLICATIONS

It was RESOLVED to make no comment on the following applications:

1.Application no. 20/01178/FULHH Proposal: Single storey side/rear extension to a dwelling house and a detached double garage Location: Hawksclough Farm Preston Road CLW

2.Application no. 20/01179/LBC Proposal: Application for listed building consent for a single storey side/rear extension to a dwelling house and a detached double garage Location: Hawksclough Farm Preston Road CLW

3.Application no: 20/01195/FULHH Proposal: Part two storey side, part single storey rear extension (following demolition of existing single storey rear extension and detached garage) Location: 496 Preston Road, Clayton-le-Woods, Chorley, PR6 7JB

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

4.Application no: 20/01218/FULHH Proposal: Two storey front extension and single storey rear extension Location: 29 Higher Meadow, Clayton-le-Woods, Leyland, PR25 5RJ

5.Application no: 20/01224/CLPUD Proposal: Application for a certificate of lawfulness for a proposed single storey rear extension Location: 29 Rowan Croft, Clayton-le-Woods, Chorley, PR6 7UU.

6.Application no: 20/01229/PDE Proposal: Notification of a proposed single storey rear extension measuring 3.5m in depth, with eaves height of 2.8m, and a maximum height of 3.15m Location: 11 Kirkby Avenue, Clayton-le-Woods, Leyland, PR25 5SQ

7.Application no: 20/01230/PDE Proposal: Notification of a proposed single story single extension measuring 4m in depth, with eaves height of 3.8m, and a maximum height of 3.9m Location: 106 Clover Field, Clayton-le-Woods, Chorley, PR6 7RY

8.Application no: 20/01235/MNMA Proposal: Minor non material amendment to planning permission 20/00725/CB3MAJ (Section 73 application to vary condition 18 (site access construction) attached to planning permission 20/00124/CB3MAJ) to relocate an external fire exit door from North elevation to East elevation main road frontage. Location: Whittle-le-Woods and Clayton-le-Woods Parish Club, 239 Preston Road, Clayton-le-Woods, Chorley, PR6 7PY

9.Application no: 20/01236/DIS Proposal: Application to discharge condition no.10 (surface water drainage scheme) attached to planning permission 20/00725/CB3MAJ (Section 73 application to vary condition 18 (site access construction) attached to planning permission 20/00124/CB3MAJ) Location: Whittle-le-Woods and Clayton-le-Woods Parish Club, 239 Preston Road, Clayton-le-Woods, Chorley, PR6 7PY

10.Application no: 20/01277/FUL Erection of extensions to existing building and change of use to 'neighbourhood retail' (Use Class E), with associated formation of delivery and parking areas Location: Glen Stafford Thorntrees Garage Wigan Road Clayton-le-Woods Leyland PR25 5SB

11.Application no: 20/01282/CLPUD Proposal: Application for a certificate of lawfulness for a proposed single storey rear extension (following demolition of existing conservatory) Location: 24 Spring Meadow, Clayton-le-Woods, Leyland, PR25 5UR

12.Application no: 20/01287/FULHH Proposal: Single storey side extension Location: 18 Clover Field Clayton-le-Woods Chorley PR6 7RP

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

15.Application no: 20/01375/FULHH Proposal: Erection of detached garage (following demolition of existing garage) Location:486 Preston Road Clayton-le-Woods Chorley PR6 7JB

16.Application no: 20/01383/FULHH Proposal: First floor side extension Location 23 Lords Croft Clayton-le-Woods Chorley PR6 7TP

The following Applications were discussed:

13.Application no: 20/01360/FULMAJ Proposal: Section 73 application to vary condition no.5 (approved plans) attached to planning permission 19/00075/FULMAJ (Change of use from hotel to 14 flats) involving the erection of two extensions and internal alterations Location: Brook House Hotel 662 Preston Road Clayton-le-Woods Chorley PR6 7EH

It was RESOLVED that the Clerk make the comment to comment to planning department that there were two additional flats and it was hoped that there were an additional two car parking spaces added to the development.

Clerk

14.Application no: 20/01373/CB3 Proposal: Creation of a natural flood management feature on open space off Clover Field in Carr Brook Linear Park Location: Land to The East and West of Clover Field Clayton-le-Woods

There was a query regarding pedestrian access. The Chairman informed the Members that there was pedestrian access and that the project was led by Chorley Council with professional input from appropriate external bodies in compliance with legal requirements.

8272 CORRESPONDENCE

Whittle-le-Woods and Clayton-le-Woods War Memorial Committee

The Clerk informed the Members that she had received the annual precept request letter from the Whittle and Clayton War memorial Committee.

It was agreed that the request be scrutinised by the Finance Committee prior to any payment being approved.

FSB

8273 INVITATION TO INTERVIEW MEETING FOR CO-OPTION OF COUNCILLORS

It was agreed that interviews would be conducted on Monday 25th January 2021.

Clerk

8274 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 15th February 2021 at 7.30pm via virtual meeting unless

Chairman's Signature.....

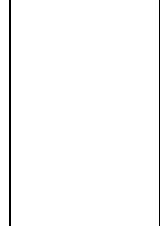


CLW PARISH COUNCIL MINUTES

otherwise notified.

It was requested that the following meetings be scheduled:

- Finance Committee
- CIL Working Group
- Play and Leisure Committee



Chairman's Signature.....