

**CLAYTON-LE-WOODS PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING**  
**HELD ON MONDAY 15<sup>th</sup> MARCH 2021 AT 7.30PM**  
**VIA ZOOM**

**PRESENT:** Councillor Mr M Clifford (Chairman)  
 Councillor Mrs C Billouin  
 Councillor Mrs G Charlesworth  
 Councillor Mr D Clough  
 Councillor Mrs S Edwards-Williams  
 Councillor Ms L Farnworth  
 Councillor Mr R Francis  
 Councillor Mr P Gabbott  
 Councillor Mr S Maddock  
 Councillor Mrs G Ormston  
 Councillor Mr D Rogerson (11)

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

**8290 INTERVIEW FOR PARISH COUNCILLOR**

The Members interviewed a resident for the position of Parish Councillor by co-option.

After due consideration a secret ballot was held and the vote was 7 against and 3 abstentions for co-option.

It was RESOLVED not to co-opt the resident on this occasion.

It was requested that the Clerk inform the resident of the decision.

**8291 APOLOGIES**

Councillor D Rogerson entered the meeting.

An apology was received from Councillor Mrs D Dowrick (via email). Councillors Ms C Bromilow and Ms J Cronshaw were noted as being absent from the meeting. (3)

**8292 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.

**ACTION**

Clerk

**Chairman's Signature**.....



**8293 PUBLIC PARTICIPATION**

There was no public participation at this meeting.

**8294 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 15<sup>TH</sup> FEBRUARY 2021**

It was RESOLVED that the minutes of the ordinary parish meeting held on Monday 15<sup>TH</sup> February 2021 were deemed correct and were duly signed by the Chairman.

**8295 MATTERS ARISING**

**8275 Co-option of Cllrs L Farnworth and S Maddock**

The Clerk confirmed that the appropriate authorities had been contacted.

**8275 Co-option Interview**

The interview had been conducted.

**8280 Back Lane Woods Welcome Signs**

It was noted that the signs were chosen and were in production.

**8280 Back Lane Woods Noticeboards**

This issue was to be discussed at the conclusion of the FPC meeting by the Environment Committee.

**8280 Hanging Baskets**

The Clerk reported that the hanging baskets extension was being negotiated with Lancashire County Council and hopefully would be resolved before the Spring deadline.

**8281 Play Area Future Proof Replacement Fund**

This item will be added to the budgetary consideration by the Finance Committee for 2022/23.

**8281 Clayton Cup**

The Clerk confirmed that she had tabled the suggestion to the Headteachers who would respond after their next cluster meeting.

**8281 Letter Regarding the CLWPC Bowling Green**

It was noted that the draft letter that had been approved had been sent out to the resident.

**8282 Asset Register**

FPC

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

The Clerk informed the Members that she had informed the Monitoring Officer of the missing iPad and he indicated that this would be noted on file.

**8282 War Memorial Committee Levy**

It was confirmed that the levy had been paid.

**8283 SPID Camera Locations**

Councillor M Clifford informed the Members that 4 locations would be put forward for consideration by Lancashire County Council. Once the locations had been approved by LCC they will be tabled for consideration by the Parish Council.

FPC

**8296 REPORTS**

**1. Back Lane Woods Update**

The Members were invited to an informal meeting of the Environment Committee to discuss the provision of 2 notice boards in Back Lane woods

FPC

**2. Holiday Hunger/Food Parcels Update**

The Clerk reported that there had been a meeting with Chorley Together where it was indicated that there may be a need for food parcels during the Easter break. It was noted that there was still some £1400 underspend on the food parcel provision for 2020/21.

It was RESOLVED that the underspend be carried forward into 2021/22 financial year subject to review.

Clerk

**3. Summer Fair Update**

The Members had been provided with a copy of a report outlining the possible courses of action which could be adopted going forward.

After due discussion it was RESOLVED to cancel the Summer Fair for 2021 and plan for a Summer Fair in 2022.

It was requested that all the interested parties be informed of the decision so that they can make alternative arrangements.

PO/MC

**4. Newsletter Summer 2021**

It was noted that a decision had to be made regarding the Parish newsletter that would normally have been issued to promote the Summer Fair.

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

After due consideration it was RESOLVED to have a Parish Council newsletter twice a year as usual.

It was requested that the staff begin preparations and contact the contractor. All Members were encouraged to submit articles for possible inclusion as soon as was practicable.

PO

**5. Scarecrow Festival Update**

The Councillors had received the initial report regarding the initial planning of the Scarecrow Festival.

An opinion poll had been launched in the community to gauge the support for the event. The results had been very positive for an event to be held during the Summer months.

It was noted that Whittle Parish Council had declined the offer to be in partnership with Clayton Parish this year but they wished us well in our endeavours and applicants from Whittle would be included.

The results of the opinion poll would be discussed at the next working group meeting.

FPC

**6. Proposed Dog Bag Dispenser Location**

The Council were informed of the proposed locations for the 4 new doggy bag dispensers which were chosen in part as a result of an opinion poll.

The locations were as follows:

- Back Lane Woods
- Mendip Road/Pendle Road
- Clayton Green Road/Cam Lane
- By Pond on Higher Meadow

It was RESOLVED that the dog bag dispensers be installed in the locations that had been proposed.

**7. Waste Bin Provision (2no. £500)**

Councillor M Clifford informed the Members that as discussed permission had been granted by Chorley Council to locate a bin on the corner of Pendle Road and Mendip Road. A second location had been tabled but was deemed unnecessary as there was a bin already in close proximity to the proposed site.

The Members were encouraged to propose a second site that may be suitable.

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

**8297 APPROVAL OF DISCIPLINARY AND GRIEVANCE POLICIES**

It was RESOLVED to adopt the Grievance and Disciplinary Polices which would be reviewed by the Management Committee when deemed appropriate.

Councillor Peter Gabbott wished to thank the staff for all their hard work to compile the policies.

**8298 ACCOUNTS FOR PAYMENT**

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

**Payments March 2021**

Code	Bank	Cheque No	Description	Supplier	VAT	Net	VAT	Total
Food Parcel	Yorkshire Bank	B/T	Food Parcel	Morrisons	X	30.00	0.00	30.00
Bowling Green Utility	Yorkshire Bank	B/T	CLW Bowling Green Mair	Chorley Council	X	120.00	0.00	120.00
Lengthsmen	Natwest Bank	S/O	Salary	Lengthsmen JI	E	106.92	0.00	106.92
Lengthsmen	Natwest Bank	S/O	Salary	Lengthsmen DH	E	178.20	0.00	178.20
Lengthsmen	Natwest Bank	S/O	Salary	Lengthsmen DM	E	213.84	0.00	213.84
Employee 1	Yorkshire Bank	S/O	Salary	Employee 01	E	1,556.15	0.00	1,556.15
Pension Costs	Natwest Bank	D/D	Pension	LCC Pension Employee	E	577.36	0.00	577.36
Employee 2	Yorkshire Bank	S/O	Salary	Employee 02	E	737.55	0.00	737.55
Room Hire/Rental	Yorkshire Bank	D/D	Rent/Room Hire	Chorley Business and T	S	337.00	67.40	404.40
Website Developmen	Natwest Bank	D/D	Website/Email Managem	Easy Websites	S	73.00	14.60	87.60
Phone	Natwest Bank	D/D	Phones/Broadband	O2	S	6.07	1.21	7.28
Room Hire/Rental	Yorkshire Bank	S/O	Rent/Room Hire	Chorley Self Storage Lt	S	73.33	14.67	88.00
Phone	Yorkshire Bank	D/D	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
Phone	Yorkshire Bank	D/D	Phones/Broadband	BT	S	49.39	9.88	59.27
CIL Grant	Yorkshire Bank	B/T	Installation of 2 noticebo	The Parish Notice Boar	S	1,069.90	213.98	1,283.88
Lengthsmen	Yorkshire Bank	S/O	Salary	Lengthsmen ME	E	279.04	0.00	279.04
Summer Fair	Yorkshire Bank	B/T	Summer Fair	SMJ Falconry and Craft	L	102.00	5.10	107.10
CIL Grant	Yorkshire Bank	B/T	Play Area Retention Mor	Wicksteed	S	1,372.79	274.56	1,647.35
Lengthsmen	Yorkshire Bank	S/O	Salary	Lengthsmen CD	X	69.76	0.00	69.76
<b>Total</b>						<b>6,959.80</b>	<b>602.90</b>	<b>7,562.70</b>

The following Receipts were noted:

**Receipts at March 2021**

Description	Supplier	Net	VAT	Total
VAT Credit	HMRC	0.00	24,299.90	24,299.90
Bank Interest	Natwest Bank	0.50	0.00	0.50
<b>Total</b>		<b>0.50</b>	<b>24,299.90</b>	<b>24,300.40</b>

Chairman's Signature.....



## 8299 PLANNING APPLICATIONS

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

1. Application no: 21/00165/FULHH

Proposal: Part two storey, part single storey side extension including non-habitable room accommodation in the roof

Location: 19 Forsythia Drive, Clayton-le-Woods, Chorley, PR6 7DF

2. Application no: 21/00203/PDE

Proposal: Notification of a proposed single storey rear extension measuring 6m in depth, with eaves height of 3m, and a maximum height of 3.8m

Location: Windward Moss Lane Clayton-le-Woods Leyland PR25 4SE

3. Application no: 21/00216/FULHH

Proposal: Conversion of integral garage to habitable room accommodation

Location: 2 Bernwood Crescent Clayton-le-Woods Leyland PR25 5PN

4. Application no: 21/00219/FULHH

Proposal: Single storey rear extension

Location: 27 Kellet Avenue Clayton-le-Woods Leyland PR25 5TE

5. Application no: 21/00265/DIS

Proposal: Application to discharge condition 3 (materials) attached to planning permission ref: 17/00468/FUL (Erection of free-standing building to increase child places from 55 to 71) (granted by appeal APP/D2320/W/17/3187932)

Location: The Little Acorns Nursery 34 Sheep Hill Lane Clayton-le-Woods

It was RESOLVED that the Clerk contact the Tree Officer at Chorley Council to confirm the receipt of the tree report which was a requirement of the planning application listed below.

6. Application no: 21/00268/TPO

Proposal: Application for works to protected trees - Chorley BC TPO 6 (Clayton-le-Woods) 2005: Oaks T1 and T2 - crown lift to a maximum of 4 metres and crown reduce to a maximum of 10%.

Location: 194 Spring Meadow Clayton-le-Woods Leyland PR25 5PQ

## 8300 CORRESPONDENCE

### 1. Consultation on Chorley Open Space, Sport and Recreation Strategy (OSSR) Action Plan 2020-2036 (Closing Date 29<sup>th</sup> March 2021)

<https://chorley.gov.uk/article/1737/Planning-policy-consultations-and-news>

The Members were advised to send in their comments via the link before the prescribed deadline.

Chairman's Signature.....



**2. Resident Issue over Parking Whinfell Close, Clayton-le-Woods, PR25 5AL (Taylor Wimpey Home)**

After due consideration the Parish Council agreed to take no further action regarding this issue. The resident had been advised to contact the developer directly.

**3. Resident Issue - Pot Holes on Clayton Brook Road**

The Clerk informed the Members that County Councillor Andrew Snowden had responded to the complaint and had advised that the repairs had now been added to work to completed in this financial year.

**4. Resident Issue - Drop Kerbs on Clayton Brook Parade**

Councillor Peter Gabbott commented that there was a drop kerb on the parade. The Clerk and Councillor P Gabbott would liaise to look into the situation.

PG/Clerk

**5. Bowland Pennine Mountain Rescue Donation Request**

It was noted that this was a blanket appeal throughout the local area after a local rescue had taken place. It was agreed to delegate the request to the Finance Committee.

**6. Nature in Lockdown Email Distribution Request**

A number of Councillors had received an email regarding "Nature in Lockdown". It was agreed that the organisation would be scrutinised by the Management Committee in the first instance.

MGT

**8301 ANNUAL PARISH MEETING MONDAY 19<sup>TH</sup> APRIL 2021**

It was RESOLVED to hold the Annual meeting on Monday 19<sup>th</sup> April 2021 at 7.00pm via Zoom.

The Members would hold a question and answer session with the residents. If there was time there would be a review of the "improvement in technology" by the office staff.

**8302 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 19<sup>th</sup> April 2021 at 7.30pm via virtual meeting unless notified otherwise.

Clerk

Chairman's Signature.....



**8303 MOTION TO EXCLUDE PRESS AND PUBLIC**

Motion passed to exclude press and public to discuss staffing matters. The Clerk was asked to leave the meeting at this point.

**8304 SALARY REVIEW FOR STAFF WEF 1<sup>ST</sup> APRIL 2021**

The Management Committee provided an annual appraisal report for their consideration. The Lengthsmen annual increase was also discussed. After due deliberation the Council came to a decision regarding the recommendations.

The Clerk was asked to return to the meeting at this point. The chairman informed the Clerk of the decisions which were to be implemented with effect from the 1<sup>st</sup> April 2021.

It was noted that the national minimum wage has increased from £8.72 to £8.91. The annual increase for the 5 Lengthsmen will be implemented on 1<sup>st</sup> April 2021 at an increased cost of £237.12 (not £9.21 as previously stated).

It was RESOLVED to implement the increase in national minimum wage for the Lengthsmen with effect from 1<sup>st</sup> April 2021.

It was RESOLVED to award a point increase from pt. 13 to 14 on NJC scale pro rata for the Project officer with effect from 1<sup>st</sup> April 2021.

It was RESOLVED to award a point increase from pt. 26 to 27 on NJC scale pro rata for the Clerk with effect from 1<sup>st</sup> April 2021.

It was requested that the Clerk implement the agreed changes in a timely manner.

Clerk

Chairman's Signature.....