

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING
HELD ON MONDAY 17th MAY 2021 AT 7.30PM
AT CLAYTON BOOK VILLAGE HALL**

PRESENT: Councillor Mr P Gabbott (Chairman)
Councillor Mrs C Billouin
Councillor Ms C Bromilow
Councillor Mr M Clifford
Councillor Ms J Cronshaw
Councillor Mrs G Charlesworth
Councillor Mr D Clough
Councillor Mrs D Dowrick
Councillor Mrs S Edwards-Williams
Councillor Ms L Farnworth
Councillor Mr R Francis
Councillor Mr S Maddock
Councillor Mrs G Ormston (13)

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

ACTION

8318 APOLOGIES

It was noted that Councillor Mr D Rogerson has been hospitalised and will be unable to attend. The Members wished him a speedy recovery and will accept his apologies in the short term pending reports on his progress.

8319 DECLARATION OF INTEREST

Councillor P Gabbott declared an interest as a sitting Chorley Councillor on the Planning Committee. Councillors C Bromilow and M Clifford declared an interest as a Trustees of Cuerden Valley Trust.

8320 PUBLIC PARTICIPATION

There was no public participation at this meeting.

8321 CO-OPTION OF PARISH COUNCILLOR NORTH WARD

It was RESOLVED to co-opt Mr Sam Lowe as a Parish Councillor for North Ward.

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

The Members requested that Mr Lowe be informed of the decision and to make all other necessary arrangements.

Clerk

8322 MINUTES OF ANNUAL PARISH COUNCIL MEETING 2021

It was agreed to accept the minutes of the annual parish meeting held on 19th April 2021.

Councillor G Charlesworth entered the meeting at this point

8323 REVISED COMMUNICATIONS APPOINTMENTS

It was RESOLVED to add Councillor Peter Gabbott to the Communications Committee and to remove Councillor Dave Clough off the same committee.

8324 ANNUAL GENERAL MEETING COMMITTEE LIST 2021/22

It was RESOLVED to accept the decisions as noted on the Committee List 2021/22. The current list will be added to the website in due course.

8325 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 19th APRIL 2021

It was RESOLVED that the minutes of the ordinary parish meeting held on Monday 19th April 2021 were deemed correct and were duly signed by the Chairman.

8326 MATTERS ARISING

8311 Lengthsmen

Noted on the agenda.

8312.3 SPID Update

Noted on the agenda.

8314.8 Planning 21/00368/FULHH

The Clerk informed the Members that the concerns had been lodged and that the Planning Department and LCC highways were still considering the application.

8315.1 Co-option North Ward

Noted as completed.

Chairman's Signature.....



8315.2 Decommissioning BT Phone Box

The Clerk had informed the relevant authorities of the decision not to adopt the phone box or oppose its removal.

8315.3 Roadwork Clayton Brook Road

The Clerk stated that the resident had been informed of the current state of affairs.

8327 REPORTS

1. Back Lane Woods Update

The Project Officer informed the Members that the noticeboards were due to be delivered shortly. The Management Agreement was to be finalised with the Wildlife Trust shortly.

2. SPID Update

LCC had given outline permission for the sites that had been chosen with the caveat that Highway Engineers would have to check that there was appropriate cabling nearby. It was noted that the Parish Council could not use existing lamp posts due to strict load bearing restrictions.

3. Newsletter Summer 2021

The Members were informed that the newsletter had been proof read and the final draft would be ready this week. It was planned that the newsletter would be distributed week commencing 7th June 2021 ready for the Scarecrow Festival. All the Councillors who helped with the editing were thanked for their contribution.

4. Scarecrow Festival Update

The Members were provided with a copy of the latest Working Group notes for their information. Councillor C Bromilow gave a detailed report regarding the Scarecrow Festival including:

- Dates
- Finance
- Banners/Publicity
- Entry requirement including GDPR compliance
- WhatsApp Group set up

Councillor C Bromilow was thanked for her thorough report.

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

5. Lengthsmen Return to Work

The Clerk informed the Council that the Lengthsmen had returned to work with suitable PPE equipment and after having a risk assessment of the work and environment. Future management arrangement with Lisieux Hall will have to be put in place once the pandemic eases.

8328 SPRING SUMMER NEWSLETTER COSTS 2021

It was RESOLVED to pay £3195 for the design, print and delivery of the Summer newsletter 2021.

The Clerk would make the necessary arrangements for payment.

Councillor M Clifford entered the meeting at this point.

Clerk

8329 CHAIRMAN'S ALLOWANCE (DEC 2020 - MAY 2021)

It was RESOLVED to pay the Chairman's allowance in the amount of £250.00 to the outgoing Chairman Councillor M Clifford.

The Clerk would make the necessary arrangements for payment.

Clerk

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

8330 ACCOUNTS FOR PAYMENT

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

Payments May 2021

Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
17/05/2021	Yorkshire Bank	D/D	Rent/Room Hire	Chorley Business and Te	S	337.00	67.40	404.40
17/05/2021	Natwest Bank	D/D	Website/Email Managem	Easy Websites	S	73.00	14.60	87.60
17/05/2021	Natwest Bank	S/O	Salary	Lengthsmen JI	E	106.92	0.00	106.92
17/05/2021	Natwest Bank	S/O	Salary	Lengthsmen DH	E	178.20	0.00	178.20
17/05/2021	Natwest Bank	S/O	Salary	Lengthsmen DM	E	213.84	0.00	213.84
17/05/2021	Yorkshire Bank	S/O	Salary	Employee 01	E	1,556.15	0.00	1,556.15
17/05/2021	Natwest Bank	D/D	Pension	LCC Pension Employee 0	E	577.36	0.00	577.36
17/05/2021	Natwest Bank	D/D	Phones/Broadband	O2	S	6.07	1.21	7.28
17/05/2021	Yorkshire Bank	S/O	Salary	Lengthsmen ME	E	291.20	0.00	291.20
17/05/2021	Yorkshire Bank	S/O	Rent/Room Hire	Chorley Self Storage Ltd	S	73.33	14.67	88.00
17/05/2021	Yorkshire Bank	S/O	Salary	Employee 02	E	737.55	0.00	737.55
17/05/2021	Yorkshire Bank	D/D	Phones/Broadband	Three Business Services	S	7.50	1.50	9.00
17/05/2021	Yorkshire Bank	B/T	Grass Cutting/Open Spac	Envirocare Maintenance !	S	628.01	125.60	753.61
17/05/2021	Yorkshire Bank	D/D	Phones/Broadband	BT	S	49.39	9.88	59.27
17/05/2021	Yorkshire Bank	S/O	Salary	Lengthsmen CD	X	72.80	0.00	72.80
06/05/2021	Yorkshire Bank	B/T	Lengthsmen Equipment	Weldbank Plastic Co Lim	S	60.84	12.17	73.01
17/05/2021	Yorkshire Bank	B/T	Newsletter	Green Man Marketing	X	3,195.00	0.00	3,195.00
30/04/2021	Yorkshire Bank	B/T	Parish Insurance	Zurich Municipal	X	2,618.50	0.00	2,618.50
17/05/2021	Yorkshire Bank	B/T	CLW Bowling Green Mair	Growing Solutions Limit	S	40.00	8.00	48.00
17/05/2021	Yorkshire Bank	B/T	Chairman's Expenses	Cllr Mark Clifford	Z	250.00	0.00	250.00
17/05/2021	Yorkshire Bank	B/T	PPE Equipment	Amazon	S	31.78	6.36	38.14
17/05/2021	Yorkshire Bank	B/T	Printer	Amazon	S	383.31	76.66	459.97
17/05/2021	Yorkshire Bank	B/T	Office Supplies	Amazon	S	35.40	7.08	42.48
07/05/2021	Yorkshire Bank	B/T	Training	Lancashire Association o	X	50.00	0.00	50.00
17/05/2021	Yorkshire Bank	B/T	Rent/Room Hire	Chorley Council	S	44.00	8.80	52.80
17/05/2021	Yorkshire Bank	B/T	Arnold Baker Ref Books	Lexis Nexis	E	299.98	0.00	299.98
20/04/2021	Natwest Bank	B/T	Salary	Lengthsmen CD	X	69.76	0.00	69.76
Total						11,986.89	353.93	12,340.82

The following Receipts were noted:

Receipts as of 30 April 2021

Date	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
30/04/2021	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	0.42	0.00	0.42
13/04/2021	Yorkshire Bank	B/T	Precept	Chorley Council	E	110,592.00	0.00	110,592.00
13/04/2021	Yorkshire Bank	B/T	Food Parcel	Morrisons	X	7.00	0.00	7.00
14/04/2021	Yorkshire Bank	B/T	Grant	Chorley Council	X	11,458.00	0.00	11,458.00
23/04/2021	Yorkshire Bank	B/T	CIL	Chorley Council	X	12,207.86	0.00	12,207.86
Total						134,265.28	0.00	134,265.28

Chairman's Signature.....



8331 PLANNING APPLICATIONS

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

1.Application no: 21/00447/CLPUD

Proposal: Application for a certificate of lawfulness for a single storey rear extension and conversion of attached garage to habitable room accommodation (following demolition of existing conservatory)

Location: 51 Rowan Croft, Clayton-Le-Woods, Chorley, PR6 7UU

3.Application no: 21/00444/FULHH

Proposal: Two storey side extension

Location: 27 Back Lane, Clayton-Le-Woods, Chorley, PR6 7QE

4.Application no: 21/00480/FULHH

Proposal: Single storey rear extension

Location: 55 Watkin Road, Clayton-Le-Woods, Chorley, PR6 7PU

5.Application no: 21/00475/FUL

Proposal: Existing exterior fixed seating booths to front paved garden area received new timber roof structure with polycarbonate shelter. Trellis back boarding replaced with clear Perspex windows.

Location: The Woodsman Pub and Grill, Lancaster Lane, Clayton-Le-Woods, Leyland, PR25 5RY

6.Application no: 21/00338/FULHH

First floor side extension

Location: 1 Briery Hey Bamber Bridge Preston PR5 8HU

7.Application no: 21/00357/FULHH

Two storey side extension

67 Kirkby Avenue Clayton-Le-Woods Leyland PR25 5SQ

8.Application no: 21/00399/FULHH

Location: Single storey rear extension

25 Kellet Avenue Clayton-Le-Woods Leyland PR25 5TE

It was RESOLVED to investigate the following planning application as it may involve Back Lane woods:

2.Application no: 21/00508/TPO

Proposal: Application for works to protected trees - Chorley BC TPO 13 (Clayton-le-Woods) 1984: Prune branches that overhang rear garden; and prune Sycamore at the front of the property.

Location: 8 Woodside Avenue, Clayton-Le-Woods, Chorley, PR6 7QF

Councillor G Charlesworth was thanked for her monthly report.

Clerk

Chairman's Signature.....



8332 CORRESPONDENCE

1. Resident Requesting Commemorative Plaque on Clayton Brook Bench

After due discussion it was RESOLVED to donate of a tree within the Clayton Brook estate to commemorate the resident. The costs to be covered by the Parish Council.

It was requested that the Clerk inform the resident of the decision and work with them going forward.

Clerk

2. Resident query regarding the breakdown costs of Special Expenses on Council Tax bill

The Clerk indicated that Chorley Council had a Special Expenses category within the Parish element of the Council tax bill which a resident wished to have explained.

It was requested that the Clerk investigate the matter with Chorley Council and report back in due course.

Clerk

8333 DATES SET FOR FPC MEETINGS NEXT 12 MONTHS

The members had been provided with a list of meeting dates covering the next 12 months until 16th May 2022.

It was RESOLVED to approve the meeting dates and publish them on the website and noticeboards.

Clerk

8334 ANY OTHER BUSINESS

Covid-19 Commemoration Project

The Chairman thought it would be a good time to think about a commemoration project to remind the community of the lives lost and the coming together of the community during the pandemic. Any ideas were to be emailed to the Chairman.

Tree Planting

Councillor J Cronshaw informed the Members of the request sent out to all Councils from HRH Prince Charles regarding the Queen's 'Green Canopy Campaign' in celebration of her Platinum Jubilee in 2022.

This tree planting campaign would be considered in the ongoing management of Back Lane woods and any other suitable sites in the future.

Env
Comm

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

8335 DATE OF NEXT ORDINARY PARISH MEETING

It was RESOLVED that the next ordinary Parish Council meeting is to be held on Monday 21st June 2021 at 7.30pm at Clayton Brook Village Hall.

Chairman's Signature.....