

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING
HELD ON MONDAY 20th NOVEMBER 2017
AT MANOR ROAD SCHOOL ANNEXE AT 7.30PM.**

PRESENT: Councillor Mr R Ormston (Chairman)
Councillor Mrs C Billouin
Councillor Ms C Bromilow
Councillor Mrs G Charlesworth
Councillor Mr M Clifford
Councillor Ms J Cronshaw
Councillor Mr P Gabbott
Councillor Ms M Mayson
Councillor Mrs J Norris
Councillor Mrs G Ormston
Councillor Mr D Rogerson
Councillor Mrs A Whitham

In Attendance: 5 members of the public
Mrs TD Morris (Clerk)

ACTION

7829 APOLOGIES

An apology was received and accepted from Councillor Mr S Fenn. It was noted that Councillor Mrs E Whiteford was absent from the meeting.

7830 DECLARATION OF INTEREST

Councillor M Clifford declared an interest in item 7836 as a member of the Wildlife Trust.

7831 PUBLIC PARTICIPATION

The Chairman welcomed the members of the public and gave them dispensation to speak to the parish council regarding the planning application which had been submitted by the parish council for tree works at Back Lane woods.

The residents put forward concerns regarding the consultation period and the location of the work to be undertaken. There also was an issue with previous interaction with the parish council which has not been positive in their opinion.

Councillor Mrs G Ormston responded to the queries as follows:
An independent arboriculturalist had undertaken a tree condition survey of Back lane woods which had been submitted to Chorley Council as part of a planning application. All the plans were in the public domain on the

Chorley website. Chorley Council had processed the application and the timing of the consultation period was under the control of the Borough Council.

It was confirmed that the proposed work had been prioritised by the consultant and that the trees to be felled were deemed priority 1.

It was noted what had happened historically was under a previous administration who were no longer members of the parish council. The Chairman emphasised that the current administration was committed to managing the woods going forward.

It was hoped that the residents and the parish council could work together for the one goal which was to have woods which could be enjoyed by all the community.

7832 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON 16th OCTOBER 2017

It was **RESOLVED** that the minutes of the ordinary parish meeting held on the 16th October 2017 should be signed by the Chairman as a correct record.

7833 MATTERS ARISING

There were no matters arising not already on the agenda.

COMMITTEE REPORTS

7834 Finance & Staffing Committee meeting held on 2nd November 2017 DMX Lighting for Christmas tree 2018

The Chairman reported that the Committee had scrutinised the proposal for the purchase of programmable lighting for the Christmas tree 2018 at a maximum cost of £5,500. It was tabled that the purchase be approved by the full council.

After due consideration it was **RESOLVED** that the DMX lights be purchased and installed for 2018 at a maximum cost of £5,500.

Budget Review 2nd Quarter

The parish council noted that the bank reconciliation was to be finalised and that the committee had received the budget report for the 2nd quarter.

7835 Management Committee meeting held on 2nd November 2017

Clayton-le-Woods Community Centre Update

The Chairman outlined the proposal to draw up an official complaint to the Charity Commission regarding the conduct of certain trustees.

It was **RESOLVED** that the parish council would draw up an official complaint regarding the activities and actions of the Trust of Clayton-le-

Woods Community Centre. The draft would be drawn up by the Management Committee.

Mgt
Comm.

Staffing Appointment

The Chairman outlined that a job description had been drawn up and the salary was yet to be finalised. The proposal was to advertise the post in the New Year once the salary and hours had been finalised.

7836 Environment Committee Meeting held on 20th November 2017

Councillor Mrs G Ormston reported on the progress made with Back Lane woods and that quotations had been sought for the ongoing work.

It was requested that Councillor M Clifford approach the Wild Life Trust to give a presentation regarding managing the woods at Back Lane.

Cllr M
Clifford

7837 Play and Leisure Committee

Gough Lane Play Area Update

It was confirmed that after the evaluation of the tenders the contract had been awarded to Wicksteed and that there was going to be an initial site meeting on 22 November 2017. It was planned that the work would start at the beginning of the New Year.

Members Donation to a Food Bank

Councillor J Norris proposed that the members could donate a non-perishable food item which could be donated to the local food bank.

It was agreed that any member that wished to donate would liaise with Councillor J Norris.

Cllr J
Norris

7838 Communications Committee

Review of Newsletter Distribution

The Members noted that the Autumn/Winter newsletter had been distributed and that there had been a positive response.

Business Cards for Members

The Chairman proposed that each member could have a business card to use for parish business.

It was RESOLVED that there would be a generic business card drawn up for members with specialist cards for the Chairman, Vice Chairman and the Clerk.

Chairman

7839 RESIGNATION OF LENGTHSMAN

It was reported that Mr Jamie Hatch had resigned his post as a Lengthsman with effect of 30th November 2017 to undertake fresh endeavours.

The Brothers of Charity had proposed that an existing Lengthsman Michael Eccles take up the 3 extra hours per week subject to finalising the days of working.

It was RESOLVED that the proposal to increase Michael's hours from 5 hours per week to 8 hours per week be approved subject to the days of working being finalised.

It was requested that the Clerk write a letter if thanks to Jamie Hatch.

7840 ANNUAL EXTERNAL FINANCIAL REPORT FROM WHITTLE-LE-WOODS AND CLAYTON-LE-WOODS MEMORIAL COMMITTEE

The Clerk reported that she had received the annual external audit return form the War Memorial Committee.

It was requested that the document would be scanned and circulated to the members in due course.

7841 ACCOUNTS FOR PAYMENT

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

<u>Chq</u>	<u>November 2017 Accounts: -</u>	<u>£</u>
<u>No.</u>		
N/A	Lengthsmen (6no.) Salary (November 2017) Paid by Standing Order	720.00
N/A	Employee (1) Salary (November 2017) Paid by Standing Order	1334.40
D/D	Employee (1) / Employer Pension Contribution (October 2017)	418.68
D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support. November 2017	78.00
D/D	O2 Telefonica Monthly Fee for Parish Phone	40.55
B/T	J Payler Counselling Services 1 x Session	40.00
B/T	Roland Chain Saw Carver. Councillor R Boyd Memorial Bench Deposit	96.00
B/T	Chorley Business Centre Monthly Rental (16 Nov) Partial	195.00
B/T	RCD Leaflet Distribution. Newsletter Distribution	1134.00

clerk

clerk

0016	Chorley Business Centre Deposit and Licence Fee	450.00
0017	Fenton's. Office Furniture	900.00
0018	Envirocare Grass Cutting of Parish Sites October	606.60
0019	BHA Tree Services Tree Survey and Report Back Lane Woods	690.00
0020	Weldbank Plastics. Bin Bags for Lengthsmen and Parish Tidy Up	83.45
0021	Clerk's Expenses (Microsoft and Avast Security Annual Renewal)	109.98
0022	Councillor R Ormston Reimbursement for A4 Trimmer	34.99
0023	JCB Newsletter Printing 7000 copies	1395.00

<u>Chg</u>	<u>December 2017 Accounts: -</u>	£
<u>No.</u>		

N/A	Lengthsmen (6no.) Salary (December 2017) Paid by Standing Order	720.00
N/A	Employee (1) Salary (December 2017) Paid by Standing Order	1334.40
N/A	Employee (1) / Employer Pension Contribution November 2017)	418.68
D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support. December 2017	78.00
D/D	O2 Telefonica Monthly Fee for Parish Phone	40.55
B/T	Chorley Business Centre Monthly Rental (December)	390.00
B/T	Marston's Brewery. The Beaumont OAP Christmas Meal	839.30
0024	GT & GR Gilbert T/a Woods Farm Christmas Trees. Purchase and Delivery of 40ft Norwegian Spruce	1500.00

7842 UPDATE ON PLANNING APPLICATION FOR THE PROPOSED PINES DEVELOPMENT

It was reported that the objections raised by the parish council had been tabled at the Planning Committee meeting at Chorley Council. The Planning Committee had decided to defer making a decision subject to a site visit.

7843 PLANNING APPLICATIONS

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

- 17/01002/FUL. First Floor side extension and front porch. 42A Lancaster Lane.
- 17/01024/TPO. Oak Tree (T7): Remove storm damaged, dead and decaying branches. 20 Maypark.
- 17/01039/DIS. Application to discharge conditions 4 (facing materials), 5 (boundary treatment), 6 (levels), 8 (estate phasing plan), 10 (highway management), 11 (highway construction details), 13 (site access details), 15 (surface water drainage details), 20 (invasive species protocol), 23 (landscaping scheme), 26 construction method statement), and 28 (ground investigation details) attached to planning permission 17/00016/FULMAJ for the erection of 13no. houses and garages including associated infrastructure. St Bede's Parish Hall Brownley Street.
- 17/01092/FULHH. Two storey side extension and detached garage. 78 Watkin Road.

7844 CORRESPONDENCE

Letter form Resident Regarding Back Lane Car Park

The letter raised objections regarding proposed car parking charging arrangement between residents, Back Lane Primary School and the Cuerden Valley Trust.

It was requested that the Clerk sign post the resident to the Cuerden Valley Trust.

clerk

7845 DATE OF NEXT ORDINARY PARISH MEETING

Proposals for next FPC meetings 5 months and change of venue to be agreed. (All 3rd Mondays) 15th January 2018, 19th February 2018, 19th March 2018, 16th April 2018, 21st May 2018.

It was **RESOLVED** that the 5 months of meetings will be held on the dates proposed. The details will be published on the parish noticeboards and parish website.

The New Office Venue

Chorley Business Centre East Centre East Terrace Euxton Lane Chorley PR7 6TE.

It was **RESOLVED** that the next ordinary Parish Council meeting is to be held on Monday 15th January 2018 at 7.30pm at Chorley Business Centre.

Play Leisure Committee Meeting Tuesday 5th December 2017 at 7.00pm
Communications Committee Meeting Tuesday 5th December 2017 at 8.00pm