

CLAYTON-LE-WOODS PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 19th OCTOBER 2015 AT CLAYTON GREEN LIBRARY AT 7.30 PM

PRESENT: Councillor Mr A Cullens (Chairman)
Councillor Mrs C Billouin
Councillor Mrs R Boyd
Councillor C Bromilow
Councillor Mrs G Charlesworth
Councillor M Clifford
Councillor Ms J Cronshaw
Councillor Mr S Cross
Councillor Mrs M Cullens
Councillor Mr S Fenn
Councillor Ms M Mayson
Councillor G Ormston
Councillor Mr D Rogerson
Councillor Mrs E Whiteford

IN ATTENDANCE: Mrs TD Morris (Clerk)

MEMBERS OF THE PUBLIC: 3

ACTION

7459 APOLOGIES

There were no apologies.

7460 DECLARATION OF INTEREST

Councillor E Whiteford declared an interest in item 7468 regarding the CLW Community Centre nomination and item 7469 the renewal of the tenancy agreement with CLW Bowling Club.

Councillor R Boyd declared an interest in item 7471 the Handrail at the memorial garden site.

7461 QUESTION AND ANSWER SESSION WITH POLICE

There was a discussion regarding the ongoing staffing challenges of the local police force. It was noted that there was no PACT meeting last month hence

It was requested that a copy of the Police Newsletter be made available at the next meeting.

7462 PUBLIC PARTICIPATION

Tress Adjacent to 11 Stonehouse Green Clayton-le-Woods

The Chairman welcomed Mr and Mrs F Turner to the meeting.

The Chairman read out the report from Chorley Council regarding the trees adjacent to the Turner's property.

After due consideration it was **RESOLVED** to abide by the recommendations of Chorley Council, which was the removal of one dead branch and to enquire about the cost of reducing the crown of the trees where required.

It was requested that the parish insurance broker be kept informed of any developments.

Clerk

7463 REPORT REGARDING TREES BACK LANE WOODS

It was reported that in the opinion of Chorley Council there was need of remedial work to one sycamore tree behind 56 Watkin Road.

It was **RESOLVED** that the Clerk gain the relevant quotations for the work and report back to the Finance Staffing and Buildings Committee in due course.

**Clerk/
FSB**

Mr and Mrs Turner left the meeting at this point

7464 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 21st SEPTEMBER 2015

It was **RESOLVED** to accept the minutes of the ordinary parish meeting held on 21st September 2015 as a correct record and was duly signed by the Chairman on behalf of the council.

7465 MATTERS ARISING

7465.1 Casual Councillor Vacancy West Ward

It was noted that the closing date for the vacancy in the West Ward was on Friday 2nd October 2015. It was reported that no applications had been received.

	<p>It was RESOLVED to hold the vacancy in abeyance at the present time subject to review at the Annual General Meeting in May 2016. Due consideration would be given to anyone applying for the vacancy in the meantime.</p>	Clerk
7465.2	<p>Spring Meadow Pond Project (Invoice) The council were informed that a letter of response had been sent out to the Contractor Environments for People regarding the concerns raised by the Chorley Council and the FSB Committee. As yet there had been no response from the contractor. The Clerk would keep the council fully informed of any developments.</p>	Clerk
7465.3	<p>Public Footpath Back Lane Woods It was confirmed that the legal public notice had been posted in Clayton Green library. After the notice period had expired the council could then apply for a public footpath sign.</p>	
7465.4	<p>Lengthsmen's Pension Provision It was noted that the parish council were obligated to provide a pension for the Lengthsmen by July 2016.</p>	
	<p>It was reported that the Clerk had contacted the Personnel Management at Lisieux Hall to enquire as to the best way to proceed and had not yet received a response.</p> <p>The council requested that the Clerk chase up the information and report back to the FSB Committee in due course.</p>	Clerk
7466	<p>REPORT FROM PACT MEETINGS</p> <p>It was reported that there was a misunderstanding at one of the last PACT meetings regarding police attendance. There was nothing new to report at this time.</p>	
7467	<p>REPORT FROM COMMITTEES</p> <p>The council received verbal reports from the Chairs of each of the committee.</p> <p>The draft minutes of the committee meetings would be made available at the next ordinary parish council meeting.</p>	FPC
7468	<p>CLW COMMUNITY CENTRE MANAGEMENT COMMITTEE – PARISH COUNCIL REPRESENTATIVE</p> <p>After due consideration it was RESOLVED to nominate Councillor E Whiteford as the parish council representative to sit on the CLW Community Management Committee for a period of one year.</p>	

It was noted that Councillor Dave Rogerson was the Chorley Borough Representative and that the Annual General Meeting was scheduled to take place on **Wednesday 18th November 2015 at the Community Centre.**

7469 RENEWAL OF TENANCY AGREEMENT BETWEEN CLW COMMUNITY BOWLING CLUB MARSTON'S BREWERIES AND THE PARISH COUNCIL

Councillor A Cullens explained that the sub tenancy agreement between Marsden's Brewery the Community Bowling Club and the Parish Council was due for renewal by July 2016.

It was requested that the Clerk make initial contact with the parish solicitors and inform them of the situation so that a new draft agreement could be drawn up for consideration by all parties.

**Clerk /
FSB**

7470 PARISH COUNCIL PHONE CONTRACT

Councillor Cullens stated that he had explored the various options with the phone companies and subject to confirmation of the direct debit authorisation by the bank the purchase of a parish council phone contract would be made in the near future.

Concerns were raised regarding the cost of residents phoning a mobile number It was agreed that all residents would be given the option to have the Clerk ring them back if the mobile costs were deemed prohibitive.

**Clerk/
Chairman**

7471 EXTERNAL AUDIT REPORT 2014/15

A copy of the external audit had been circulated prior to the meeting by email for consideration and a hard copy was tabled at the meeting.

After a discussion it was **RESOLVED** to allocate more time for scrutiny of the documents and that this item would be deferred to the next meeting.

FPC

7471.1 2nd Quarterly Budget Report

The Clerk informed the meeting that the 2nd Quarterly Report had been completed and after scrutiny the FSB Committee recommended for approval by the full council.

It was **RESOLVED** that the parish council approve the 2nd Quarterly Accounts and this would be addendum to the minutes.

Clerk

7472 MANAGEMENT COMMITTEE FINANCIAL ARRANGEMENTS

7472.1 CLW Community Bowling Club (Buildings Insurance)

The council were informed that there was a grey area regarding the buildings and bowling green surface of CLW Community Bowling Club.

The Management Committee approved to extend the parish council policy until this situation could be resolved at a cost of £115.72.

**Clerk /
FSB**

It was **RESOLVED** to approve the interim payment to Zurich Insurance of £115.72 subject to review in May 2016.

7472.2 Parish External Christmas Tree and Opening Ceremony

Councillor M Clifford reported that he had been nominated along with Councillor R Boyd to organise the erection of an external tree based on the Preston Road opposite the Pines Hotel.

It was requested that he keep the council fully informed of his progress.

**FSB /
FPC**

7473 ACCOUNTS FOR PAYMENT

The parish council were informed that the Chairman and the Clerk checked and countersigned all the receipts/invoices, salaries and HMRC payments prior to the full parish council meeting.

It was **RESOLVED** to approve the following accounts for payment:-

<u>Cheque No.</u>	<u>Accounts October 2015:-</u>	<u>£</u>
N/A	Lengthsmen (6no.) Salary (October 2015) Paid by Standing Order (Pay increase wef 1 st October 2015)	643.20
N/A	Employee (1) Salary (October 2015) Paid by Standing Order	1168.05
004807	HMRC (NI and Tax) for September	281.96

2015		
004808	LCC Room Hire (September 2015 x 3)	30.00
004809	Zurich Insurance Interim Insurance of CLW Bowling Green Buildings and Bowling Green	115.72
004810	DWG (NW) Ltd September Routine Mowing	215.40
004811	Rytetype Business Supplies Plain and Coloured Copying Paper	38.38
004812	Reimbursement to Clerk for Wreath (Former Councillor Mrs Anne Smith)	25.00
004813	Donation to Charity (Former Councillor Mrs Anne Smith)	25.00
004814	Play Safety Ltd. Annual Inspection of Meadow Lane Play Area	261.60
004815	DWG Landscapes Ltd Flowerbed maintenance, Strimming S/O St John's Club	146.40
004816	Wreath for Remembrance Sunday British Legion	£20.00
004817	Campaign to Protect Rural England (CPRE) Annual Subscription	36.00
Total Expenditure September 2015		£3,006.71

7474 PLANNING APPLICATIONS

It was **RESOLVED** that 'no comment' be made on the following planning applications:-

- **15/00926/FUL.** Change of use of vacant shop (Class A1) to a beauty salon (sui generis), Unit 1 Kwik Save centre, 28 Pendle Road
- **15/00964/TPO.** T2 Oak tree Chorley BC TPO 6 (Clayton-le-Woods) 2005: prune back overhanging branches overhanging fence line in rear garden. 202 Spring Meadow. Forwarded to Tree Warden for

Comment

- **15/00884/TPO.** Removal of oak tree and replanting with plum tree.26 Maypark. Forwarded to Tree Warden for Comment
- **15/00990/TPO.** Removal of one oak tree covered by TPO1 (Clayton-le-Woods) 1984. 99 Maypark. Forwarded to tree Warden for Comment
- **15/00936/LATEN.** Temporary Events Notice. Cuerden Valley Park 29/10/15 – 01/11/15 18:00 - 23:30
- **15/00771/OUTMAJ** Section73 Application to vary conditions 2, 27, 28 (all relating to Code for sustainable homes) and condition 29 (carbon reduction statement) in respect of plots 41 to 52 (12 plots) plots 28 to 87, 90 to 109 and 125 to 161 (118 plots in total) attached to planning approval reference 14/00025/OUTMAJ. Wigan Road and Shady Lane.

7475 CORRESPONDENCE

The following letters were read out by the Chairman:

- Letter from WLW and CLW War Memorial Committee regarding Remembrance Sunday.
- Letter from Resident regarding post office on Spring Meadow.
- Letter from Library Staff re award ceremony for Summer Project.
- Letter from Historical Society re Handrail.

All the letters were noted by the parish council. It was agreed to put the issue of the erection of a handrail on hold at the present time.

Clerk

7476 CONFIDENTIAL ITEMS

There were no items deemed confidential.

7477 DATE OF NEXT ORDINARY PARISH MEETING

It was **RESOLVED** that the next ordinary parish council meeting is to be held on **Monday 16th November 2015 at 7.30pm** at Clayton Green Library.

7478 DATES FOR NEXT COMMITTEE MEETINGS

- **FSB Committee** Monday 9th November 2015
- **PLW Committee** Wednesday 13th January 2016
- **Environment Committee** Monday 4th January 2016
- **Communications Committee** Monday 11th January 2016

All
Members
for

- **Management Committee** Wednesday 6th January 2016 | **Diaries**