

Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris

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8th September 2017

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 18th September 2017 at Manor Road School Annexe at 7.30pm.

Prior to the ordinary meeting interviews will be held from 7.00pm to fill the parish councillor vacancy in the East Ward

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tracy Morris', is written over a faint horizontal line.

Mrs Tracy Morris
Clerk to the Council

Agenda

- 1. To receive and accept apologies.**
- 2. Declaration of Interest.**
- 3. Public Participation – Chair.**
- 4. To vote on** the Vacancy on the Parish Council which can now be filled by Co-Option.
- 5. Confidentiality and Code of Conduct of Members**

6. **To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 17th July 2017 and Extraordinary Parish Council Meeting held on Thursday 10th August 2017 (copies attached).**
7. **Clerk's Report for information only. (Matters Arising)**
8. **Proposed Annual Review of Declaration of Interests**
Forms to be completed by all Councillors
9. **Reports**
 1. **Events Working Party Update**
 - Summer Fair 2018
 - Proposals for Christmas Switch on £600 additional cost
 - Accounts Procedures
 2. **Environment Committee meeting held on 27th July 2017**
Terms of Reference Reviewed and Agreed
 3. **Management Committee meeting held on 3rd August 2017**
 - Spring Meadow Pond Project Settlement Agreement £3,403.90 +VAT = £4048.68
 - Terms of Reference Reviewed and Agreed
 4. **Finance & Staffing Committee meeting held on 4th September 2017**
 - Agreement regarding solicitor's fees to update Title Deeds £750.00
 - Title of "Clayton-le-Woods Parish Council" to be confirmed and minuted
 - Terms of Reference Reviewed and Agreed
 5. **Clayton-le-Woods Community Centre Management Meeting held on 11th September 2017**
10. **To Approve** the financing of the BT Telephone Box Defibrillator Project £1,500 parish council contribution with £1,000 grant from Chorley Council
11. **To Approve** Submission to Chorley Liaison Committee regarding residents parking on pavements along Preston Road
12. **To Approve Clerks and Lengthsmen's Annual Pay Award**
Clerk - Joint National Council 2016 – 2018 1% = £214.76 per year with effect from 1st April 2017
Lengthsmen - Minimum Wage Increased from £7.20 to £7.50 per hour with effect from 1st April 2017 (£345.60 per year on wage bill)

13. Accounts for Payment.

Each account has been checked and countersigned by the Chairman prior to the meeting. All accounts include VAT where applicable.

Late Accounts List (To be tabled at Meeting)

<u>Chq No</u>	<u>August 2017 Accounts: -</u>	
5005	Ace Work Wear Lengthsman's Work Wear	55.17
5006	(ME) Lengthsman's Back Pay to 4 th April 2017	637.50
5007	Chadwick's Solicitors Fees	60.00
	Chadwick's Solicitors Fees £40.00 cash	40.00
5008	Mrs D Wallace Compare /Singing Deposit Summer Fair 2018	50.00
	Total	£ 842.67

<u>Chq No.</u>	<u>September 2017 Accounts: -</u>	<u>£</u>
N/A	Lengthsman (6no.) Salary (September 2017) Paid by Standing Order	720.00
N/A	Employee (1) Salary (September 2017) Paid by Standing Order	1168.05
N/A	Employee (1) / Employer Pension Contribution September 2017)	536.77
D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support. September 2017	74.40
5009	HMRC (NI and Tax) for August 2017	472.18
D/D	O2 Parish Phone Rental August/September 2017	37.42
D/D	O2 Parish Phone Rental September/October 2017	37.42
B/T	JP Counselling Services	80.00
5010	Envirocare Cutting of Parish Council Sites August	606.60
5011	Councillor R Ormston Reimbursement of Expenses incurred by Events Working Party	34.54
5012	Marston's Brewery Annual Rent for CLW Bowling Green	683.73
5013	Rytetype Business Supplies - Printer Ink	66.00
5014	Temporary Clerk's Salary 2 nd Instalment	420.00
5015	Environments for People Final Payment Spring Meadow Pond project	4084.68
5016	Harrisons Sports Ltd Engraving on Cup	7.50
	Total Expenditure <i>without</i> late Accounts	£8,933.29

Income

Summer Fair - Petty Cash	245.70
B&D Digital - Refund of cheque 4988	55.17

14. 2 no. Planning Applications reviewed during August 2017

RESOLVED under delegated powers by Management Committee and Tree Warden to make no comment on the following:

- 17/00737/FULHH 3 Levens Drive.
Single storey rear extension (following partial demolition of existing rear extension).
- 17/00641/TPO 10 Woodside Avenue
Fell Willow Tree and Ash Tree Covered by TPO 13.

15. To discuss and make decisions on Planning Applications

Applications can be viewed on the Chorley Council website via the following link <http://planning.chorley.gov.uk/online-applications/>.

- 17/00795/FUL Cherry Tree 3 Lilac Mead.
Section 73 Application to vary condition 1 (approved plans) planning permission ref 09/00463/FUL (for the erection of 3 detached bungalows and associated access) to allow for the provision of additional living accommodation within the roof space.
- 17/00866/FULHH 538 Preston Road.
Two storey Extension (following demolition of existing single storey side extension).
- 17/00830/FULHH 43 Spring Meadow.
Single storey extension and porch to front elevation.

16. To discuss Update to the Cuerden Strategic Site Development Plan Open Day 21st August 2017. (Consultation Date ends September 2017)

17. Correspondence.

Update letter from McCarthy & Stone and Lidl re meeting dated 27th July 2017

Letter from CLW Community Centre Management Committee 12th September 2017

18. Dates for Next Meetings

The next ordinary parish meeting has been agreed to be held on **Monday 16th October 2017** at 7.30pm at Manor Road School Annexe.

Dates for Committee Meetings to be arranged.