

Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris
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15th July 2016

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 25th July 2016 at Clayton Green Library at 7.30pm.

Prior to the FPC meeting at 7.00pm you are invited to watch a presentation by Mr James Reilly from **Easy-Websites** followed by Q&A.

Yours sincerely,



Mrs Tracy Morris
Clerk to the Council

AGENDA

1. **To receive and accept apologies.**
2. **Declaration of Interest.**
3. **Public Participation – Chair.**
4. **To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 20th June 2016 (copy attached).**
5. **Reports**
Clayton North PACT Meeting – 6th July 2016 - Councillor S Fenn and the Clerk
CLW Community Centre / CLW Community Bowling Club - Councillor Mrs E Whiteford

6. Subsidised Bus Service Committee

Proposal to Nominate 3 members to join a committee comprising representatives from Whittle Parish Council, Chorley Council and South Ribble.

7. Review of War Memorial Committee Representatives

Proposal to review committee as Councillor E Whiteford has stepped down as parish council representative; however, she will continue as Clerk/Treasurer.

8. Review of Management Committee Reserves

Proposal to add one reserve in the light of Councillor Clifford being an automatic member due to his position as Vice Chair.

9. To Note and Approve Annual Review of Terms of Reference

FSB and Management
Management Committee
Environment Committee
Play and Leisure Committee
Communication Committee

10. Committee Reports: -

1. Management and General Purposes meeting held on 11th July 2016 (Councillor Mr R Ormston Chair)

- a) Proposal to Adopt the revised Standing Orders
- b) Proposal to Adopt the Code of Conduct
- c) 2016 NJC pay Award to Clerk
- d) Proposal to set quarterly committee dates
- e) Proposal to have a separate Planning Committee

2. Finance Staffing and Buildings meeting held on 11th July 2016 Councillor S Fenn (Chair)

- a) Quarterly Review of the Budget (Resolution)
- b) VAT Return
- c) Cash Book Changes
- d) Grow to Share Donation £750 Recommendation
- e) Provision of Ipad for Chair / Councillors (Each cost around £300+VAT)

3. Environment Committee meeting held on Monday 4th July 2016 Councillor Mrs G Ormston (Chair)

- a) Back Lane Woods Management Working Party
- b) Christmas Tree Working Party

4. **Play and leisure Committee meeting held on Thursday 21st July 2016.**

5. **Communications Committee meeting held on Thursday 21st July 2016**

11. Accounts for Payment.

Each account has been checked and countersigned by the Clerk and the Chairman prior to the meeting. All payments include VAT.

Any Late Accounts MUST be submitted before 12 noon on day of the meeting to allow for scrutiny

<u>Cheque No.</u>	<u>Accounts for June 2016</u>	<u>£</u>
N/A	Lengthsmen (6no.) Salary (July 2016) Paid by Standing Order	691.20
N/A	Employee (1) Salary (July 2016) Paid by Standing Order	1,447.77
N/A	O2 Telefonica. Jul to Aug 2016 parish phone charge Paid by Direct Debit	36.47
4887	HMRC Tax/NI June 2016	472.13
4888	Grow to Share - Donation for ongoing community projects	750.00
4889	Mrs Tracy Morris (Clerk) – Reimbursement for 1. Commemorative Battle of the Somme Wreath £35.30 2. Annual Renewal of Microsoft Office Licence £59.99 3. Purchase of AVAST Antivirus Software Licence £19.99	115.28
4890	Chorley Council. Flowerbed Installations	240.00
4891	LCC. Room Hire for June 2016	10.00
4892	Marston's Brewery Annual Rental Payment for Bowling Club	660.61
Total Expenditure <i>without</i> late Accounts		£4,423.46

RECEIPTS		£
N/A	Councillor M Clifford 10 x Commemorative Medals	19.90
Total		£ 19.90

12. 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/>

1. 16/00566/FUL. Change of use of land at rear of 17 and 18 Cedar Field from public open space to domestic garden. 18 Cedar Field.
2. 16/00551/FUL. Alteration and extension. Single story shop, ATM room and associated parking. Shell Clayton Green Filling Station. Preston Road.
3. 16/00627/FUL. Retrospective application for an agricultural storage building. Cuerden Farm. Wigan Road.
4. 16/00719/LATEN. Temporary Event Notice 30/07/2016 12noon to 11pm. The Dog Inn, Chorley Old Road.
5. 16/000549/FULHH. Conversion of integrated garage into a playroom/gamesroom. 9 County Close.

13. Confidential Items

To note if there were any items deemed confidential.

14. Proposed Diary Dates

FSB Committee meeting Thursday 1st September 2016 at 7.00pm
Management Committee Thursday 1st September 2016 to follow FSB
Environment Committee Monday 5th September 2016 at 6.30pm
Communications Committee Date to be arranged
Play and Leisure Committee Date to be arranged

15. Date for Next Full Parish Council Meeting

*Please note that it has been agreed that there will be no **FPC meeting** held during August 2016 unless deemed necessary.*

The next full parish council meeting has been agreed to be held on **Monday 5th September 2016** at 7.30pm at Clayton Green Library.