

CLAYTON-LE-WOODS PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 15th JUNE 2015 AT CLAYTON GREEN LIBRARY AT 7.30 PM

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

IN ATTENDANCE: Mrs TD Morris (Clerk)

MEMBERS OF THE PUBLIC: 7

7413 APOLOGIES

Apologies were received and accepted from Councillor Mrs R Boyd, Councillor Mr S Cross and Councillor Mrs G Ormston.

7414 DECLARATION OF INTEREST

Councillor Mrs E Whiteford declared an interest in the following items on the agenda:- Clayton-le-Woods community centre and the Whittle-le-Woods and Clayton-le-Woods War Memorial Committee

7415 PURCHASE OF LAND BACK LANE WOODS

A letter had been received from a resident on Claytonfield enquiring as to whether he could purchase part of the access road to Back Lane Woods.

ACTION

After careful consideration it was **RESOLVED** deny the application on this occasion as the primary purpose of purchasing the woods was to preserve the environment and having clear access to the woods was an integral part of the preservation process.

The council requested that the Clerk write to the resident informing him of the decision.

Clerk

7416 MINUTES OF ORDINARY PARISH COUNCIL MEETINGS HELD ON MONDAY 18TH MAY AND THURSDAY 28TH MAY 2015

It was **RESOLVED** to accept the minutes of the meetings held on 18th May 2015 and 28th May 2015 as a correct record and the Chairman signed the minutes on behalf of the council.

7417 MINUTES OF THE ANNUAL PARISH MEETING HELD ON 27TH APRIL 2015

It was **RESOLVED** to accept the minutes of the Annual Parish Meeting held on 27th April 2015 as a correct record and the Chairman signed the minutes on behalf of the council.

7418 MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 18TH MAY 2015

It was **RESOLVED** to accept the minutes of the Annual General Meeting held on 18th May 2015 as a correct record and the Chairman signed the minutes on behalf of the council.

7419 DRAFT MINUTES OF THE FINANCE AND STAFFING COMMITTEE AND THE PLAY LEISURE AND WELFARE COMMITTEE

It was reported that both sets of draft committee minutes had been distributed to the council for their information. It was noted that the Finance and Staffing minutes had been approved as read.

7420 PARISH COUNCIL PLAY AREAS

It was noted from the draft minutes of the Play Leisure and Welfare Committee that the play areas were in need of attention. There had also been various concerns raised by the council and residents.

It was **RESOLVED** that an independent inspector be approached to provide a basis for a plan of ongoing plan of action for all the parish owned play areas.

Clerk/
PLW

	It was requested that the Clerk would make available the recent inspection report regarding Gough Lane play area to councillors that requested a copy.	Clerk
7421	PARISH NEWSLETTER AND WEBSITE DEVELOPMENT	
	It was RESOLVED that the development of the parish newsletter and the website be delegated to the Communications Committee which will be scheduled to meet as soon as is practicable.	CC
	It was RESOLVED that the publication of all releases be delegated to the Communications Committee.	CC
7422	PARISH COUNCILLOR VACANCY (WEST WARD)	
	The Chairman informed the members that after consulting with the returning officer at Chorley Council there were a number of options available to the council to pursue:	
	<ul style="list-style-type: none"> • Keep the vacancy open • Run an election • Co-option 	
	After due consideration it was RESOLVED to advertise the vacancy with a view to co-opt a new councillor in September 2015 and place the advertisement primarily in the West Ward and at Clayton Green library.	Clerk
7423	NORTH WEST IN BLOOM COMPETITION	
	Councillor Whiteford announced that she would be stepping down from leading the NWIB competition after judging had been completed this year.	PLW
	The council wished to thank her for her many years of hard work leading the project.	
	It was noted that the date of the judging was scheduled for Thursday 16 th July 2015	
7424	OAP CHRISTMAS LUNCH 2015	
	Councillor Whiteford raised concerns regarding the OAP Christmas lunch.	
	This issue would be initially reviewed at the Play Leisure and Welfare Committee and recommendations would be tabled at the next full parish council meeting for consideration.	PLW PC

7425 HERITAGE GARDEN

It was noted that Councillor Boyd had requested consideration be given to railings being erected by the steps at the Heritage Garden site.

It was agreed that this item would be deferred until Councillor Boyd was in attendance.

FSB

7426 INTERNAL AUDIT REPORT

The Councillors had received two reports from Mr Alan Platt the Internal Auditor regarding the internal parish audit.

It was noted that the Internal Auditor had agreed with all the reconciliation figures in his report to the council (page 2 Annual Return)

A number of recommendations were made which have been actioned by the Finance and Staffing Committee.

The Clerk confirmed that the fee of £100.00 had been paid and a letter of thanks had been issued to Mr Platt.

7427 ANNUAL GOVERNANCE STATEMENT (EXTERNAL AUDIT)

The council were provided with a copy of the Annual Governance Statement for their scrutiny. (Page 3 Annual Return)

It was reported that the Finance and Staffing Committee had scrutinised the document in detail and had concluded that the parish council did not comply with item 2 and 3 of the Governance Statement in 2014/15.

It was noted that the Finance and Staffing Committee were in the process of auctioning all the recommendations of the Internal Auditor and will report back to the full council in due course.

FSB

It was **RESOLVED** that as the parish council did not comply with item 2 and 3 of the Annual Governance Statement and that information be brought to the attention of the external auditor with the plan of action to rectify the non-compliance.

Clerk

The Vice Chairman signed the Annual Return on behalf of the council.

7428 COMMUNITY INFRASTRUCTURE LEVY (CIL)

It was explained that due to a change in the law each parish council was due a sum of money for each new housing development within the parish boundary.

The Chairman had engaged in initial discussions with Chorley Council regarding the levy as a number of housing developments were currently underway came under the CIL regulations.

Chorley Council had agreed to contact the parish council in the near future with a forecast of the sums of money involved which would affect the 2016/17 budget.

FSB

7429 WATERING ACCOUNT 2015

The Finance and Staffing Committee had scrutinised an invoice from Bedrock Landscapes Ltd in the amount of £200.00 plus VAT for watering the hanging baskets for which there was no official instruction.

It was **RESOLVED** to pay the invoice in the amount of £200.00 plus VAT on this occasion.

It was **RESOLVED** that a letter to be sent to all the parish council contractors to remind them that official notification was required prior to commencing any work.

Clerk

7430 ACCOUNTS FOR PAYMENT

As recommended by the Internal Auditor the Chairman and the Clerk now check and countersign all receipts/invoices and HMRC payments prior to every full parish council meeting.

It was noted that there were no invoices had been submitted by LCC the room hire charges at the present time. The Clerk informed the meeting that LCC had been contacted and would be sending invoices as soon as was practicable.

Clerk

The Finance and Staffing Committee will check all the salaries during the quarterly bank reconciliation process.

FSB

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

<u>Cheque No.</u>	<u>June/July 2015 Accounts:-</u>	<u>£</u>
N/A	Lengthsmen (6no.) Salary (June/July 2015) Paid by Standing Order	1248.00
N/A	Employee (1) Salary (June/July 2015) Paid by Standing Order	2336.10
004760	HMRC (NI and Tax) for May 2015	281.96
004761	HMRC (NI and Tax) for June 2015	281.96
004762	Employee (1) Expenses April – June 2015	95.17
004763	LCC. Clayton Green Library meeting room hire	30.00
004764	Lancashire County Training Partnership (New Councillors Workshop) Module 1 and 2	189.00
004765	Zurich Municipal Annual renewal of parish insurance (Approved 3 year deal)	1794.72
004766	Rytetype Business Supplies replacement toner	30.67
004767	Bedrock Landscapes Ltd – Standpipe hire and return	120.00
004768	Bedrock Landscapes Ltd – Watering of baskets 2.5 hours x 2 people	120.00
004769	DWG (NW) Limited Flowerbed Clayton Brook Road, and summer maintenance	638.40
004770	DWG (NW) Limited Routine Mowing Parish Sites	215.40
004771	Grant Westwood Primary School Arts Project	250.00
004772	Grant LCC Library Project Clayton Brook Primary School	230.00

004773	Chorley Council Summer Bedding Plants Pines Log Roll	144.00
004774	Plantscape. Provision of Summer hanging baskets	1500.00
004775	Grant Reissue of cheque Clayton ladies Fellowship Group	100.00
004776	DWG (NW) Ltd. Routine Mowing	215.40
004777	Marston's Brewery Ground Rent CLW Bowling Club	650.20
004778	Morton Michel CLW Play Week Insurance	141.00
004779	SLCC Reference Book	69.00
Total Expenditure		£10,680.98

7431 PLANNING APPLICATIONS

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

- 15/00468/ADV. Installation of 1 no. externally illuminated fascia sign. The Lord Nelson Radburn Brow.
- 15/00437/FUL. Section 73 application to vary condition 3 of planning permission 9/95/00201/FUL (Planning Inspectorate reference T/APP/D2320/A/96/262790/P8) to 2no more than 55 children shall be in attendance at the nursery at any one time" (retrospective). The Little Acorns Nursery 34 Sheep Hill Lane.
- 15/00459/FUL. Erection of external lift and associated access ramps to existing bungalow, landscape garden following demolition of existing garage. 19 Back Lane.
- 15/00502/FUL. Erection of a two storey side and rear extension incorporating first floor terrace areas and erection of an attached garage to the front of the property with bedroom accommodation over. Hill Crest Wigan Road.
- 15/00516/FUL. Erection of single storey side extension and front porch 71 Manor Road.
- 15/00499/LATEN. The Dog Inn, Chorley old Road (25/07/2015) 12noon to 23.00

- 15/00521/FULMAJ. Section 73 application to vary condition 12 (Code for sustainable homes) attached to planning approval Reference 14/00560/FULMAJ. Formerly Burrows (Grass Machinery) Limited Wigan Road.

7432 DATE OF NEXT ORDINARY PARISH MEETING

It was **RESOLVED** that the next ordinary parish council meeting is to be held on **Monday 24th August 2015 at 7.30pm** at Clayton Green Library