

# CLAYTON-LE-WOODS PARISH COUNCIL

## MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 20<sup>th</sup> JUNE 2016 AT CLAYTON GREEN LIBRARY AT 7.30 PM

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

**IN ATTENDANCE:** Mrs TD Morris (Clerk)

**MEMBERS OF THE PUBLIC:** 5

### 7588 APOLOGIES RECEIVED AND ACCEPTED

No apologies were received.

### 7589 DECLARATION OF INTEREST

There was no declaration of interest.

### 7590 PUBLIC PARTICIPATION

#### **Whittle and Clayton War Memorial Committee**

There was a representation from members of the War Memorial Committee regarding recent correspondence that was received from Clayton-le-Woods Parish council.

After clarifying the situation, the Chair hoped that in future there would be a more transparent communication between the two bodies.

### ACTION

**7591 REPORT FROM POLICE AND PACT MEETING**

All the members had received an email copy of the PACT meeting Report for Clayton and Whittle.

The Clerk reported that she had attended the PACT meeting on 8<sup>th</sup> June 2016 and she was informed that the police were no longer able to attend the PACT meetings due to staff structure changes.

It was requested that the clerk write to the Police Commissioner to register the concerns of the council as this was a successful ongoing relationship between the residents, elected members and the police.

The clerk would also confirm with the local police team if the next scheduled PACT meeting for Clayton North would be held on 6<sup>th</sup> July 2016 as previously planned.

Clerk

**7592 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 16 MAY 2016.**

It was **RESOLVED** to accept the minutes of the ordinary parish meeting held on 16<sup>th</sup> May 2016 and was duly signed by the Chair on behalf of the council.

**7593 QUEEN'S 90<sup>TH</sup> BIRTHDAY COMMEMORATIVE MEDALS**

It was reported that there were some 245 medals still remaining.

The parish council requested that a suitable press release be issued so that residents could nominate any pensioner living within the parish boundaries to be considered for a medal.

MGT

**7594 MEETING REPORTS**

**Parish Walks conducted on 11<sup>th</sup> and 18<sup>th</sup> June 2016**

The Chair reported that he had called off the first scheduled Parish Walk due to inclement weather and Councillor Bromilow reported that 3 councillors had attended the second parish walk and found it very informative.

**Update Subsidised Bus Service 114**

Councillor Clifford reported that he had spoken to the Chairman of Whittle-le-Woods Parish council and they had indicated their interest; however, there was no funding available at the present time.

It was proposed that there be a working committee set up which consisted of members from Whittle and Clayton parish councils and Chorley and South Ribble Councils.

It was also noted that Cuerden parish council may also be interested in being involved in the process.

FPC

This would be raised formally as an agenda item at the next meeting.

#### **7595 WEBSITE DEMONSTRATION**

The clerk advised the council that she had been approached by a website design firm who would be willing to provide a demonstration regarding revised website options.

It was also noted that Cuerden parish council were also interested in developing a website and had requested if they could work alongside us in the first instance.

It was agreed that a presentation would be held prior to the next full parish council meeting and that Cuerden Parish Council could be invited to attend.

FPC/  
clerk

#### **7596 COMMITTEE REPORTS**

**The following Committee Reports were received and accepted:**

- Management Committee Minutes dated 13<sup>th</sup> April 2016
- Finance Committee Minutes dated 18<sup>th</sup> April 2016

#### **7596 ONGOING REVIEW OF PARISH STANDING ORDERS AND CODE OF CONDUCT**

In light of the training session it was proposed that the Management Committee make appropriate revisions to the parish standing orders and oversee the code of conduct document.

It was agreed that the Management Committee meet as soon as was practicable to make the revisions to the standing orders and code of conduct which would be tabled for ratification at the next full parish council meeting.

MGT

#### **7597 FINANCE COMMITTEE MEETING HELD ON 15<sup>th</sup> JUNE 2016**

The Chair of Finance reported that there had been scrutiny of the following documents and acknowledgement of the ongoing recommendations:

1. Internal Audit Report
2. Ratification of Asset Register
3. Declaration of Annual Governance Statement
4. Signing off the External Audit
5. Public Viewing of Accounts to Commence from 30<sup>th</sup> June 2016

It was **RESOLVED** to ratify the following:

1. Asset Register 2015/16
2. Declaration of Annual Governance Statement for 2015/16.
3. Accounting Statements for 2015/16

### 7598 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 for June 2016</u>	<u>£</u>
N/A	Lengthsmen (6no.) Salary (May 2016) Paid by Standing Order	691.20
N/A	Employee (1) Salary (May 2016) Paid by Standing Order	1,447.77
004878	HMRC Tax/NI May 2016	472.13
004879	Mr A Cullens Re-issue of Chairman's Expenses Cheque	250.00
004880	Plantscape. Summer Hanging Baskets	1,500.00
004881	Zurich Insurance PLC Renewal of Parish Insurance	2,060.49
004882	Chorley Council 2 x Memorial Benches at Clayton Green Library	588.00
004883	Westfield Tree Services Crown reduction 11 Stonehouse Green	630.00

004884	Mrs Tracy Morris (Expenses April – June 2016)	48.17
004885	LCC Room Hire X 2	20.00
004886	DWG Landscapes Ltd 2 invoices for grass cutting	204.45

**Total Expenditure *with* late Accounts    £7,912.21**

### INCOME

N/A	Councillor Mrs R Boyd x 4 Commemorative Medals	7.96
N/A	Councillor A Cullens x 100 Commemorative Medals	199.99
N/A	Councillor Mrs M Cullens x 6 Commemorative Medals	11.94
N/A	Councillor Mrs G Charlesworth x 5 Commemorative Medals	9.95

**Total Income    £ 229.84**

## 7599    **PLANNING APPLICATIONS**

The following planning application was tabled for scrutiny by the parish council:

1. 16/00374/FULMAJ. Erection of 33 dwellings including associated garages and infrastructure. Land 80m North of Swansey Lane and bounded by The Elms Swansey Lane.

After due deliberation it was **RESOLVED** to make comment on the following Planning Application:

It was noted that this application had below the normal percentage of affordable housing which would be allowed.

It is hoped that this would be investigated and corrected if necessary.

## 7600    **CONFIDENTIAL ITEMS**

There were no items deemed confidential.

**7601 DATE OF NEXT ORDINARY PARISH MEETING**

It was **RESOLVED** that the next ordinary parish council meeting is to be held on **Monday 25<sup>th</sup> July 2016** at Clayton Green Library at 7.30pm

The Website Demonstration will commence at 7.00pm on 25<sup>th</sup> July 2016 at Clayton Green Library.

**7602 DIARY DATES**

- Management Committee Meeting Monday 11<sup>th</sup> July 2016 following FSB Committee.
- Finance Staffing and Buildings Committee Monday 11<sup>th</sup> July 2016 at 7.00pm