

CLAYTON-LE-WOODS PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 16th NOVEMBER 2015 AT CLAYTON GREEN LIBRARY AT 7.30 PM

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

IN ATTENDANCE: Mrs TD Morris (Clerk)

MEMBERS OF THE PUBLIC: None

ACTION

7479 APOLOGIES

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

7480 DECLARATION OF INTEREST

Councillor E Whiteford declared an interest in **item 7485.4** regarding the renewal of the licensee agreement with CLW Bowling Club.

Councillor R Boyd declared an interest in **item 7494.2** the Purchase and erecting of outdoor parish Christmas Tree.

7481 QUESTION AND ANSWER SESSION WITH POLICE

The Chairman welcomed PCSO Ian Smith and PCSO Vicky Collins to the meeting. The councillors were provided with crime statistics and a new style report which was issued on line (In the Know).

After the question and answer session the whole council commented on how effective the new style report was and requested that their comments be passed on to the originator of the report PCSO Mike Green.

The PCSO's left the meeting at this point.

7482 PUBLIC PARTICIPATION

There were no members of the public present at the meeting.

7483 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 19th OCTOBER 2015

It was **RESOLVED** to accept the minutes of the ordinary parish meeting held on 19th October 2015 as a correct record and was duly signed by the Chairman on behalf of the council.

7484 DRAFT COMMITTEE MINUTES

The Chairman informed the council that the minutes for the last tranche of committee meetings were available for information purposes. The minutes would be duly ratified at the scheduled meetings at the beginning of the new year.

7485 MATTERS ARISING

7485.1 Spring Meadow Pond Project (Invoice)

It was reported that as yet there had been no response from the contractor. After due consideration it was requested that the Clerk would keep the council fully informed of any developments.

Clerk

Lengthsmen's Pension 2016

7485.2 The Chairman explained that due to staffing changes Brothers of Charity have not yet responded to the request from the parish for further advice and information on this matter. The Clerk will continue to chase up the matter.

Clerk

7485.3 Tree Work (56 Watkin Road and 11 Stonehouse Green)

The Clerk informed the meeting that she was in the process of drawing up the specification for 56 Watkin Road and 11 Stonehouse Green so that the necessary quotes could be gained.

Councillor E Whiteford informed the meeting that the 4 trees next to 11 Stonehouse Green had been omitted from the trimming process which was undertaken in 2014. It was agreed that the parish would undertake the necessary pruning in due course and Mr and Mrs Turner would be kept fully informed.

Clerk

7485.4	Renewal of Licensee Working Agreement	
	The council were informed that the parish solicitors had been consulted regarding the renewal of the working contract between the parish, the Ley Inn and the community bowling club.	
	It was RESOLVED that the formal negotiations and drafting of the new agreement be delegated to the Management Committee prior to ratification by the full parish council.	MGT
7485.5	Parish Phone Contract	
	The Chairman advised that a suitable phone and contract had been found; subject to a £300 voucher being applicable to a business customer the purchase will go ahead as soon as is practicable at a monthly cost of around £30.00.	Chairman/ Clerk
	It was RESOLVED to approve the phone contract at a cost of £30.00 per month to be reviewed at the renewal of the contract.	FSB
7486	REPORT FROM PACT MEETINGS	
	There was nothing outstanding to report that was not raised in the police question and answer session.	
7487	REPORT ON CHORLEY BOROUGH TRIANING SESSION	
	Councillors J Cronshaw and C Bromilow reported on the training session held at Chorley Town Hall regarding the updated planning system.	
	It was requested that the parish council be made aware of the next session.	Clerk
7488	REPORT ON REMEMBRANCE SERVICE AND NWIB COMPETITION	
	Remembrance Service	
	Councillor E Whiteford reported that the day had gone very smoothly despite the weather.	
	NWIB Competition	
	It was reported that the parish had been awarded a silver gilt certificate from the RHS for the NWIB entry which would be displayed in the library.	
7489	REPORT ON THE PARISH WALK	
	The Chairman stated that there were no councillors available on 31 st October 2015 to undertake the second walk and that another walk would be planned in the spring of 2016.	Chairman/ Clerk

7490 REPORT ON THE FSB COMMITTEE HELD ON 9TH NOVEMBER 2015

7490.1 Bank Financial Services Compensation Scheme

It was reported that with reserves running at some £200,000 and the insured sum being lowered to £75,000 the FSB Committee had recommended splitting the funds into three separate accounts under the £75,000 limit.

It was **RESOLVED** to give permission for two new bank accounts to be opened with five key signatories to be selected at a later date.

It was also requested that the Clerk investigate the possible charges for making the transfers and keep the council updated.

Clerk

7490.2 VAT Investigation

The Chairman advised the council that Mr A Platt (Internal Auditor) had agreed to undertake a VAT Investigation at a fee of £100.00

It was **RESOLVED** that the fee of £100.00 would be paid to Mr A Platt on the completion of his investigation.

7490.3 VAT Claim

It was reported that the Clerk was due to undertake the claim shortly and the sum involved was some £3,600.

7490.4 Bank Account / Cash Book Reconciliation

It was reported that Councillor M Clifford had undertaken the two quarterly bank versus cash book reconciliation. This responsibility would be shared by the whole of the FSB Committee.

FSB

7491 EXTERNAL BDO AUDIT REPORT 2014/15

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

It was noted that the FSB committee had been working on implementing the recommendations made not only by BDO but by the Internal Auditor since May 2015

It was **RESOLVED** that the council accept the recommendations of the BDO report for 2014/15 in full and will endeavour to implement all their recommendations as soon as was practicable.

It was also requested that the FSB Committee provide the council with an interim progress report on compliance with the

financial regulations as soon as was practicable.

FSB

7492 BUDGETARY PLANNING 2016/17

The Chairman proposed that the council have a budgetary planning session prior to formal budgetary ratification in January 2016. Also it would be a good opportunity to review the new working arrangements of the council to see where it could be improved. It was noted that a number of councillors had a previous engagement; however, their views would be taken into account.

It was agreed to hold the planning session on Monday 30th November 2015 at 7.00pm at Clayton Green library.

It was requested that the Clerk make the necessary arrangements.

Clerk

7493 PARISH COUNCIL RESERVES POLICY

The parish council were provided with a copy of the Reserves Policy for their consideration.

The parish council were informed that part of the compliance with financial regulations the council was required to have a ring fenced reserve. The FSB Committee had scrutinised the policy and recommended the policy that had been tabled for ratification.

After due consideration it was **RESOLVED** that the Reserves Policy be adopted which would be reviewed on an annual basis by the FSB Committee.

FSB

7494 MANAGEMENT COMMITTEE FINANCIAL ARRANGEMENTS

7494.1 Spring Bedding

It was confirmed that the Management Committee had approved the spring planting adjacent to the Pines roundabout at a cost of £275.00 + VAT. Also authorisation had been given to clear the overhanging branches near Cunnery Meadow Play area at a cost of £180.00 + VAT.

7494.2 Parish Christmas Tree

Councillor M Clifford provided a detailed report of the status of the Christmas tree project. It was noted that the Chairman had been appraised of all the actions that had been authorised. The members scrutinised the costings for the project and it was estimated that the final cost would be around £2,000.

On behalf of the council the Chairman wished to thank

Councillor M Clifford for all his hard work.

7494.3 Opening Ceremony

After due discussion it was decided that because of tight timescales that there would be no official lighting ceremony this year. The whole project would be reviewed by the Environment Committee in the new year.

Environment
Committee

7494.4 Deferred Powers

The council were reminded that the Management Committee had delegated powers to review invoices and planning applications during the Christmas period or call an extraordinary meeting if deemed necessary.

7495 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>November 2015 Accounts: -</u>	<u>£</u>
N/A	Lengthsmen (6no.) Salary (November 2015) Paid by Standing Order	643.20
N/A	Employee (1) Salary (November 2015) Paid by Standing Order	1168.05
004819	HMRC (NI and Tax) for October 2015	281.96
004820	DWG (NW) Ltd (October 2015) Routine Mowing / Autumn hedge Cutting, Bankside	320.40
004821	DWG Landscapes Ltd (October 2015) Bed maintenance / Spring bedding 2 sites	874.80
004822	Rytetype Business Supplies Toner x 2 Printers	78.41
004823	LCC Room Hire October x 3 Sessions	30.00
004824	Donation Summer Library Project 'Bake me a Cake'	15.00
004825	DWG (NW) Ltd Autumn Clearance of Hunters Rd Footpath	180.00
Total Expenditure <i>including</i> late Accounts		£3,591.82

7496 PLANNING APPLICATIONS

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

1. **15/01045/TPO.** Tree Group G4, crown raise to 3 metres, remove branch from oak tree nearest to the property (still within G4) back to main stem. 28 Lancaster Lane.
2. **15/01044/FUL.** Erection of a two storey side extension. Part two, part single storey rear extension. Formation of a rear balcony and erection of an attached car port to the front of the property. Hill Crest Wigan Road.
3. **15/01074/LATEN.** Temporary Event Notice. The Dog Inn, Chorley Old Road 28 November 2015 13.00 – 23.00.

7497 CORRESPONDENCE

The following letter was read out by the Chairman:

A thank you letter was received from "Myaware" Charity regarding the donation in remembrance of former Councillor Annie Smith.

(Wreath laid at funeral £25.00 and £25.00 donated to Charity £50.00 in total)

7498 CONFIDENTIAL ITEMS

There were no items deemed confidential.

7499 DATE OF NEXT ORDINARY PARISH MEETING

It was **RESOLVED** that the next ordinary parish council meeting is to be held on **Monday 18th January 2016 at 7.30pm** at Clayton Green Library.

7500 DATES FOR NEXT COMMITTEE MEETINGS

- **FSB Committee** Monday 4th January 2016 (To Follow on from the Environment Committee)
- **PLW Committee** Wednesday 13th January 2016
- **Environment Committee** Monday 4th January 2016
- **Communications Committee** Monday 11th January 2016
- **Management Committee** Wednesday 6th January 2016

**All
Members
for
Diaries**