

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING
HELD ON MONDAY 18th SEPTEMBER 2017
AT MANOR ROAD SCHOOL ANNEXE AT 7.00PM.**

PRESENT: Councillor Mr R Ormston (Chairman)
Councillor Mrs C Billouin
Councillor Ms C Bromilow
Councillor Mrs G Charlesworth
Councillor Mr M Clifford
Councillor Ms J Cronshaw
Councillor Mr S. Fenn
Councillor Mr P Gabbott
Councillor Mrs M Mayson
Councillor Mrs G Ormston
Councillor Mr D Rogerson
Councillor Mrs A Whitham

In Attendance: 2 Members of the public
Mrs TD Morris (Clerk)

ACTION

Co-option of Parish Councillor Vacancy East Ward

Prior to the meeting interviews were held for the vacancy of the parish councillor in the East Ward.

7789 APOLOGIES

Apologies were received from Councillor C Billouin. It was noted that Councillors S Cross and E Whiteford were absent from the meeting.

7790 DECLARATION OF INTEREST

There were no declarations of interest.

7791 CO-OPTION OF PARISH COUNCILLOR EAST WARD

Following a secret ballot, it was RESOLVED to co-opt Mrs Judith Norris to fill the vacancy in the East Ward.

It was requested that the Clerk contact all the candidates to inform them of the decision.

Clerk

7792 PUBLIC PARTICIPATION

There were no comments from the Public.

7793 CONFIDENTIALITY AND CODE OF CONDUCT OF MEMBERS

The members were reminded that all confidential items should remain confidential and not discussed outside of the meeting. Any breach of confidentiality could result in disciplinary action.

7794 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON 17th July and 10th August 2017

It was **RESOLVED** that the minutes of the ordinary parish meeting held on the 17th July and 10th August 2017 should be signed by the Chairman as a correct record. (Subject to the amendment of the Summer Fair 2018 being agreed as 23 June 2018.)

7795 MATTERS ARISING

There were no matters arising not already on the agenda.

7796 ANNUAL REVIEW OF DECLARATION OF MEMBERS INTERESTS

A Register of Members Interests Form was circulated to all the Councillors.

Members were reminded that the Register of Interests should be updated within 28 days if there are any change of circumstances.

It was requested that all the members update their form and return it to the clerk at the next meeting.

This item would be added to the agenda for the Annual Parish Meeting.

Clerk

7797 COMMITTEE REPORTS

Events Working Party

1. Summer Fair 2018 and Accounts Procedures

It was agreed to delegate the budget proposal for the 2018 Summer Fair to the Finance and Staffing Committee.

FSB

2. Proposal for £600.00 additional Cost

It was **RESOLVED** that up to £600 could be spent on the Christmas Tree Lighting Event.

7798 Environment Committee

It was noted that the Terms of Reference had been reviewed and updated.

It was requested that the minutes be distributed to the members and that a meeting dated would be finalised once progress had been made on the outstanding projects.

Clerk

7799 Management Committee.

It was noted that the Terms of Reference had been reviewed and updated.

Spring Meadow Contract

The members were informed of the outstanding invoice which had been submitted from Environments for People. The Management Committee having scrutinised the invoice recommended to the members that the parish council make a full and final payment to the contractors.

It was RESOLVED to make a full and final settlement of £4048.68 to Environments for People for work undertaken at Spring Meadow Pond.

7800 Finance and Staffing Committee

It was noted that the Terms of Reference had been reviewed and update

Solicitors Fees

The members were advised that the title deeds owned by the parish council needed simplifying and updating.

It was RESOLVED to make a payment of £750.00 to Chadwick's Solicitors to continue work on the title deeds.

It is RESOLVED that the council is known as CLAYTON-LE-WOODS PARISH COUNCIL and that all relevant legal documents should read as such.

7801 Clayton-Le-Woods Community Centre Meeting Held On 11th September 2017

The members received a report from Councillor P Gabbott. There was some confusion as to the rights Councillor Gabbott had as a representative of the parish council.

It was requested that the Clerk clarify the issue with the Management Committee.

7802 CHORLEY LIAISON COMMITTEE

Parking on Sections of the Preston Road

It was agreed that the Clerk should submit a question to the liaison committee which proposes to widen the footpath and to narrow the road where necessary to provide footpath space for residents who encounter road safety issues due to cars parking on the existing pavement.

Clerk

Clerk

7803 BT TELEPHONE BOX DEFIBRILLATOR

It was RESOLVED that parish council would contribute £1,500 with £1,000 grant from Chorley Council to the conversion of the telephone box by Bankside on Preston Road.

It was requested that the Clerk inform Chorley Council.

Clerk

7804 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)

It was RESOLVED that the parish council approve the annual pay increase of the Clerk and the Lengthsmen.

7805 ACCOUNTS FOR PAYMENT

The Parish Council **RESOLVED** to approve the following accounts for payment:

Chq August 2017 Accounts: - No

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**

Chq September 2017 Accounts: - £ No.

N/A	Lengthsmen (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)	302.38
D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support. September 2017	74.40
5009	HMRC (NI and Tax) for August 2017	819.68
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	240.00
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	519.42
5015	Environments for People Final Payment Spring Meadow Pond project	4048.68
5016	Harrisons Sports Ltd Engraving on Cup	7.50
Total Expenditure <i>without</i> late Accounts		£9,365.82

Income September 2017

Summer Fair - Petty Cash	245.70
B&D Digital - Refund of cheque 4988	55.17
Total Income	£ 300.87

7806 PLANNING APPLICATIONS

It was **RESOLVED** to make no comment on the following 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.

- 17/00830/FULHH 43 Spring Meadow.
Single storey extension and porch to front elevation.
- 17/00069/NEWDEV Land North of Lancaster Lane and Bounded by Wigan Road and Shady Lane Proposed Street Names.

It was **RESOLVED** to make the following comment:

- 17/00866/FULHH 538 Preston Road.
Two storey Extension (following demolition of existing single storey side extension).

Objection on the ground of loss of amenity for the neighbours.

7807 CUERDEN STRATEGIC SITE DEVELOPMENT

Councillor A Whitham advised the council that public consultation was still ongoing and she would keep the council advised of the current position.

7808 CORRESPONDENCE

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

The letter was read out to the members. It was requested that the clerk acknowledge the letter and send a copy onto the appropriate officer at Chorley Council.

Clerk

Letter from CLW Community Centre Management Committee 12th September 2017

It was agreed that this matter would be deferred to the Management Committee for comment.

MGT

7809 DATE OF NEXT ORDINARY PARISH MEETING

It was **RESOLVED** that the next ordinary Parish Council meeting is to be held on Monday 16th October 2017 at Manor Road School Annexe at 7.30pm.