

Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris
10 Birch Field, Clayton-le-Woods, Chorley PR6 7RE

E-mail: claytonparish08@btinternet.com
www.claytonlewoodsparishcouncil.org.uk

17th August 2015

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 24th August 2015 at Clayton Green Library at 7.30pm.

Yours sincerely,

Mrs Tracy Morris
Clerk to the Council

Agenda

1. To receive apologies.

2. Declaration of Interest.

Members are reminded of their responsibility to declare any personal interests in respect of matters contained in this agenda.

If the interest arises only as a result of your membership of another public body or one to which you have been appointed by the Council then you need only to declare it if you intend to speak.

If the personal interest is a prejudicial interest, you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do, however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case, you must not seek to improperly influence a decision on the matter.

3. Question and Answer Session Police.

Reports emailed to Councillors prior to meeting - paper copies available questions to be tabled.

4. Public Participation – Chairman.

- 5. To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 15th June 2015 (copy attached).**
- 6. To approve the Minutes of the Extra Ordinary Council Meeting held on Monday 20th July 2015 (copy attached).**
- 7. Clerk's Report for information only. (Matters Arising)**
- 8. Report on Actions requested due Health and Safety Considerations**
 - Replacement of Waste Bin Clayton Green Library (Chorley Council)
 - 'Concreting in' of a bench at Clayton Green Library (Chorley Council)
- 9. Report from the Finance, Staffing and Buildings Committee Meeting held on Wednesday 24th June 2015 by Councillor S Fenn (Chairman)**
- 10. Clerks Pay and Conditions Review with SLCC**
(£200 Administration Fee)
- 11. Donations**
 - Donations Terms of Reference for approval
 - Future proposals regarding donation requests/publicity - £2220 paid out in grants since 1st April 2015 out of budget allocation of £4,000 (£1,780 remaining to 31st March 2016)
- 12. Report from the Communications Committee meeting held on Monday 29th June 2015 by Councillor J Cronshaw (Chair).**
 - Website Development
 - Newsletter
- 13. Report from the Environment Committee meeting held on Monday 6th July 2015 by Councillor D Rogerson (Chairman).**
 - Update on Spring Meadow Pond Project
- 14. Report from the Play Leisure and Welfare Committee meeting held on Monday 20th July 2015 by Councillor S Cross (Chairman).**
 - OAP Christmas Lunch 2015

- 15. Report from the Management and General Purposes Committee meeting held on Tuesday 28th July 2015 by Councillor A Cullens.**
- Draft Mission Statement for Consultation
 - Proposal for Ordinary Parish Council Meeting Dates 2016
 - Update on Clayton Hall Landfill Site
 - Internal Financial Regulation Update
 - Parish Council Training Programme
- 16. Report regarding the judging of the North West in Bloom Competition held on Thursday 16th July 2015 by Councillor E Whiteford (Co-ordinator).**
- 17. Update on Pines Hotel Sale and Development.**
- 18. Update on extension of Clayton Brook Community Centre.**
- 19. Update on Parish Councillor vacancy (West Ward)**
- 20. Heritage Garden - Proposal for the purchase/erection of railings next to the front steps - Councillor R Boyd**
(Quote provided by Adlington Stone Walling for £329.00 inc. VAT)
- 21. Land Registry Change of Propriety Address – Clerk**
On Line Registration
- 22. “Parish Walk” Parish Council annual review the Parish Assets and Amenities – Date(s) to be arranged**
- 23. Purchase of New Parish Mobile Phone Contract**
(Around £30 per month on contract)
- 24. External Auditors Interim Update Clerk/Chairman.**

25. Accounts for Payment.

Each account has been checked and countersigned by the Clerk and the Chairman.

Late Accounts List (To be tabled at Meeting)

<u>Cheque No.</u>	<u>August 2015 Accounts:-</u>	<u>£</u>
N/A	Lengthsmen (6no.) Salary (August 2015) Paid by Standing Order	624.00
N/A	Employee (1) Salary (August 2015) Paid by Standing Order	1168.05
004786	HMRC (NI and Tax) for July 2015	281.96
To Be discussed	GW Joinery (Northwest) Ltd. Part 2 of 3 Invoices for new pavilion at Clayton-le-Woods Community Bowling Club (plus extra cost of extension of canopy due to unforeseen position of underground electric cables.)	3900.00
004787	Lancashire County Council – Room Hire (July 2015) 3 Sessions at £10.00 per session	30.00
004788	DWG (NW) Ltd. Routine Mowing July (invoice No. 2153)	215.40
004789	DWG (NW) Ltd. Routine Mowing August (invoice No. 2194)	215.40
004789	Chorley Council. Uncontested Election Fee 7 May 2015 (North and West Ward)	538.00
004790	Chorley Council. Parish Election Fee 7 May 2015 (East Ward)	5202.00
Total Expenditure <i>without</i> late Accounts		£12,174.81

26. Quarterly Reconciliation (Attached)

- Proposed Allocation of Reserves

27. 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/>

- **15/00716/FUL.** Demolition of the former tank store and erection of a bin store. Clayton-le-Woods CE Primary School, Back Lane.
- **15/00671/FUL.** Erection of single storey side and rear extension following demolition of existing conservatories. 63 Higher Meadow.
- **15/00730/FUL.** Demolition of existing double garage and construction of new double garage and garden tool and screen planting. Cuerden Cottage, Shady Lane.
- **15/00746/FUL.** Erection of two storey extension. 16 Watkin Road.

28. Correspondence.

1. LCC Local Government Boundary Commission review
2. Chorley Council Adoption of Chorley Plan 2012 - 2026
3. Road conditions at Great Greens Lane and road conditions Town Brow and overgrown trees Sheephill Lane
4. LCC Public Footpath Notice – Back Lane woods
5. LALC Balance Sheet 2014/15
6. Resident request to view Accounts 2014/15
7. Resident requesting pruning of Trees adjacent to 11 Stonehouse Green
8. North West in Bloom Awards 2015

29. Dates for Next Meetings

The next ordinary parish meeting has been agreed to be held on **Monday 21st September 2015** at 7.30pm at Clayton Green Library.

Committee Meetings to be Confirmed as follows:-

FSB Committee - (September Meeting?)

PLW Committee - Monday 28th September 2015

Environment Committee - Monday 5th October 2015

Communications Committee – (September Meeting?)