

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING
HELD ON MONDAY 18th OCTOBER 2021 AT 7.30PM
AT CLAYTON BOOK VILLAGE HALL**

PRESENT: Councillor Mr P Gabbott (Chairman)
Councillor Mr M Clifford
Councillor Mr D Clough
Councillor Ms J Cronshaw
Councillor Mrs D Dowrick
Councillor Mrs S Edwards-Williams
Councillor Mr S Lowe
Councillor Mr S Maddock
Councillor Mrs G Ormston
Councillor Mr D Rogerson (10)

In Attendance: PC Christian Seddon
Mrs TD Morris (Clerk)

8358 APOLOGIES

Apologies were received and accepted for Councillors Mrs C Billouin
Ms C Bromilow, Mrs G Charlesworth and Mrs L Farnworth.

8359 DECLARATION OF INTEREST

Councillor P Gabbott declared an interest as a sitting Chorley Councillor
on the Planning Committee. Councillor M Clifford declared an interest
as a Director on Cuerden Valley Trust and Chorley Lead Councillor for
the Environment and Green Spaces.

8360 PUBLIC PARTICIPATION

PC Christian Seddon was welcomed to the meeting. A discussion took
place regarding the major incident that occurred on Kirkby Ave. It was
reported that the investigation was ongoing and that a few of the Parish
Councillors had been contacted directly by the police for
information/statements. PC Seddon requested that he can be contacted
if anyone had any further information regarding the incident.

Councillor Mark Clifford would provide the contact information for
distribution to the Members.

ACTION

MC/Clerk

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

8361 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 20th SEPTEMBER 2021

It was RESOLVED that the minutes of the ordinary parish meeting held on Monday 20th September 2021 were deemed correct and were duly signed by the Chairman.

8362 MATTERS ARISING

The Members received and noted the Clerk's report which had been circulated to the Members prior to the meeting.

8363 CHRISTMAS LIGHTING EXTENSION

After due discussion it was RESOLVED to purchase and install 10 flood lights at a total estimated cost of £3,100.

It was requested that the Clerk vire the amount over budget (£1,500) from the Summer fair 2021 budget.

Clerk

Arrangements would be made to purchase and install the floodlights prior to the Christmas Light Switch On Event in November 2021.

Clerk

8364 COMMEMORATIVE COINS FOR QUEEN'S PLATINUM JUBILEE

After due discussion it was RESOLVED to purchase round 1300 commemorative coins for the Queen's Platinum Jubilee at a cost of around £1,574.99.

It was requested that the Clerk make the necessary arrangements to order the coins. There would also be a virement from the Summer Fair 2021 budget of some £375.00 to the donations budget to cover the costs.

Clerk

8365 PART-TIME ADMINISTRATIVE ASSISTANT APPOINTMENT

A report was circulated prior to the meeting along with the draft job description person specification and advert for scrutiny by the Members.

A salary range had been formulated on the requirements of the Parish council. The Clerk wished to thank Councillor G Ormston for all her hard work in liaising with the Clerk in order to draw up the documents.

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

It was RESOLVED to advertise for a part-time Administrative Assistant for 20 hours per week on salary NJC Scale 4/5 as soon as was practicable. The hours to be reviewed six months following the appointment.

MGT

The following Members were chosen to be on selection the panel: Cllrs P Gabbott, M Clifford, D Clough D Dowrick and G Ormston.

It was requested that the Clerk arrange to advertise for the appointment and advise the selection panel on the procedures and short listing and interview dates.

Clerk

8366 ACCOUNTS FOR PAYMENT

The Parish Council RESOLVED to approve the following accounts for payments:

1. Payments July 2021

| Voucher | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|----------------|-----------|-----------------------------|--------------------------|----------|-----------------|---------------|-----------------|
| 185 | Yorkshire Bank | B/T | Office Supplies | Asda | S | 15.00 | 3.00 | 18.00 |
| 186 | Yorkshire Bank | B/T | Silent Soldier Installation | Stringfellow Building Cc | S | 150.00 | 30.00 | 180.00 |
| 187 | Yorkshire Bank | B/T | Cunnery Meadow Play A | Stringfellow Building Cc | S | 43.40 | 8.68 | 52.08 |
| 188 | Yorkshire Bank | B/T | Subscription | Starboard Systems Ltd | S | 520.00 | 104.00 | 624.00 |
| 189 | Yorkshire Bank | B/T | Legal Advice | Forbes Solicitors | S | 706.00 | 141.20 | 847.20 |
| 190 | Yorkshire Bank | B/T | Training | Lancashire Association | Z | 25.00 | | 25.00 |
| 191 | Yorkshire Bank | B/T | Silent Soldier Installation | Royal British Legion | S | 21.62 | 4.33 | 25.95 |
| 192 | Yorkshire Bank | B/T | Rent/Room Hire | Chorley Council | S | 41.67 | 8.33 | 50.00 |
| 193 | Yorkshire Bank | D/D | Rent/Room Hire | Chorley Business and T | S | 337.00 | 67.40 | 404.40 |
| 194 | Natwest Bank | D/D | Website/Email Managem | Easy Websites | S | 73.00 | 14.60 | 87.60 |
| 195 | Natwest Bank | S/O | Salary | Lengthsmen JI | E | 106.92 | | 106.92 |
| 196 | Natwest Bank | S/O | Salary | Lengthsmen DH | E | 178.20 | | 178.20 |
| 197 | Natwest Bank | S/O | Salary | Lengthsmen DM | E | 213.84 | | 213.84 |
| 198 | Yorkshire Bank | S/O | Salary | Employee 01 | E | 1,556.15 | | 1,556.15 |
| 199 | Natwest Bank | D/D | Pension | LCC Pension Employee | E | 577.36 | | 577.36 |
| 200 | Natwest Bank | D/D | Phones/Broadband | O2 | S | 12.56 | 2.51 | 15.07 |
| 201 | Yorkshire Bank | S/O | Salary | Lengthsmen ME | E | 285.12 | | 285.12 |
| 202 | Yorkshire Bank | S/O | Rent/Room Hire | Chorley Self Storage Lt | S | 73.33 | 14.67 | 88.00 |
| 203 | Yorkshire Bank | S/O | Salary | Employee 02 | E | 737.55 | | 737.55 |
| 204 | Yorkshire Bank | D/D | Phones/Broadband | Three Business Service | S | 7.50 | 1.50 | 9.00 |
| 205 | Yorkshire Bank | B/T | Grass Cutting/Open Spa | Envirocare Maintenanc | S | 628.01 | 125.60 | 753.61 |
| 206 | Yorkshire Bank | D/D | Phones/Broadband | BT | S | 49.59 | 9.92 | 59.51 |
| 207 | Yorkshire Bank | S/O | Salary | Lengthsmen CD | X | 71.28 | | 71.28 |
| 208 | Yorkshire Bank | B/T | CLWBG Monthly Rent | MRE Belbroughton Ltd | X | 49.00 | | 49.00 |
| 209 | Yorkshire Bank | B/T | Salary | Lengthsmen CD | Z | 71.28 | | 71.28 |
| 210 | Yorkshire Bank | B/T | HMRC NI/Tax | HMRC | Z | 1,813.30 | | 1,813.30 |
| Total | | | | | | 8,363.68 | 535.74 | 8,899.42 |

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

2.Receipts for September 2021

| Voucher | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|----------------|------------|---------------|----------------|----------|--------------|-----|--------------|
| 19 | Yorkshire Bank | B/T | ICT | Microsoft | Z | 54.72 | | 54.72 |
| 20 | Yorkshire Bank | B/T | Rebate | Yorkshire Bank | Z | 0.83 | | 0.83 |
| 21 | Natwest Bank | B/T | Bank Interest | Natwest Bank | X | 0.49 | | 0.49 |
| Total | | | | | | 56.04 | | 56.04 |

3.Bank Reconciliation as of 31st September 2021

The Bank Reconciliation Report was received and noted by the Members and signed off by Councillor C Bromilow.

4.Half Yearly Finance Report as of end of September 2021

The half yearly report was received and noted by the Councillors.

8367 PLANNING APPLICATIONS

It was RESOLVED to make no comment on the following applications:

1.Application no: 21/01037/FULHH Case Officer: Chris Smith - 01257 515223 Ward: Clayton East, Brindle And Hoghton Proposal: Erection of a detached outbuilding to accommodate a garden summerhouse Location: 10 Long Barn Row, Hoghton, Preston, PR5 0SA.

2.Application no: 21/01084/FULHH Case Officer: Faye Cass Ward: Clayton West And Cuerden Proposal: Erection of a single storey side extension linking to garage. Installation of a rooflight and fenestration changes. Location: 222 Spring Meadow, Clayton-Le-Woods, Leyland, PR25 5PP.

3.Application no: 21/01131/CLPUD Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton West And Cuerden Proposal: Application for a certificate of lawfulness for a proposed single storey rear extension Location: 2 Kielder Gardens, Clayton-Le-Woods, Leyland, PR25 5AB.

4.Application no: 21/01140/DIS Case Officer: Mr Iain Crossland - 01257 515903 Ward: Clayton West And Cuerden Proposal: Application to discharge conditions 10 (Dwelling Emission Rate details) and 12 (Broadband Strategy) attached to planning permission 20/00164/FUL - Erection of 115 dwellings on land at Nell Lane, Clayton-le-Woods with access taken from Parkhurst Avenue Location: Land Adjoining Cuerden Residential Park, Nell Lane, Cuerden Applicant: Mr Harrison Bradshaw - 14 Redrow House, Eaton Avenue, Matrix Office Park, Buckshaw Village, Chorley, PR7 7NA.

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

5.Application no: 21/01163/FUL Case Officer: Mr Iain Crossland - 01257 515903 Ward: Clayton West And Cuerden Proposal: Erection of two detached dwellings Location: Green Bank House, Wigan Road, Clayton-Le-Woods, Leyland, PR25 5SB Applicant: Mr Ray Greenhalgh - Green Bank House, Wigan Road, Clayton-Le-Woods, Leyland, PR25 5SB.

6.Application no: 21/01139/DIS Case Officer: Amy Aspinall - 01257 515157 Ward: Clayton West And Cuerden Proposal: Application to discharge condition 7 (Dwelling Emission Rate) and Condition 10 (Replacement Tree Planting) of planning permission 20/01198/FUL (Erection of 1no. detached dwelling house including access) Location: West Levens, Moss Lane, Clayton-Le-Woods, Leyland, PR25 4SE.

7.Application no: 21/01174/TPO Case Officer: Bill Whisker - 01257 515642 Ward: Clayton East, Brindle And Hoghton Proposal: Application for work to a protected tree - Chorley BC TPO 2 (Whittle-le-Woods/Brindle) 1968: Sycamore (T5) - Fell. Location: 24 Fir Tree Grove, Clayton-Le-Woods, Chorley, PR6 7FJ.

8.Application no: 21/01192/TPO Case Officer: Bill Whisker - 01257 515642 Ward: Clayton East, Brindle And Hoghton Proposal: Application for works to protected trees - CHORLEY BC TPO NO. 4 (CLAYTON-LE-WOODS) 2021: T368 Lime - Fell; and T377 Ash - Remove 2No. scaffold limbs overhanging garden area. Location: Haworth Court, Preston Road, Clayton-Le-Woods.

8368 REPORTS

1. Project Officer Replacement Working Group Meeting held on 7th October 2021

This report was received and noted.

2. CIL Half Yearly Report (October 2021 – April 2022)

This report from Chorley Council was received and noted. It was reported that the Parish Council would receive £10,864.99 (Oct 2021) and £1,007.71 (Apr 2022) in CIL funding in during October 2021 and April 2022

3. Community Skip Day Saturday 30th October 2021

It was reported that the Community Skip Day would have 3 skips located at the car park at Tunley Holme, the corner of Pendle Road and Mendip Road and at the corner of Fiddlers Lane and Back Lane. A number of Councillors and staff would supervise the skips between 9.00am and 12.30pm.

There will also be the opportunity for a volunteer litter pick and the equipment will be made available to be used during the Saturday morning.

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

It was requested that the Clerk/PO arrange to make up and distribute the posters and the event would be publicised on the Parish Council website and on social media.

Clerk/PO

Councillor Mark Clifford was thanked for spearheading the event.

8369 CORRESPONDENCE

1.Request for a Bench on Spring Meadow

It was agreed to defer this item until the next FPC meeting where Councillor L Farnworth can report on the situation.

FPC

2. Remembrance Service Arrangements Sunday 14th November 2021

The Members were provided with an email from the War Memorial Committee prior to the meeting detailing the scaled down arrangements for the Remembrance Service for 2021. Due to Covid-19 concerns only the Chairman has been invited to lay a wreath on behalf of the Council and the local residents.

Chairman

3.WLW and CLW War Memorial Committee Audited Accounts 2020/21

The Council noted the receipt of the audited accounts for WLW and CLW War Memorial Committee 2020/21.

It was requested that the Clerk circulate the documents to the Members for their information.

Clerk

8370 CHRISTMAS MEAL FOR MEMBERS AND STAFF

It was agreed that the Members/Staff Christmas Meal would be held at the Woodsman Public House on Monday 13th December 2021.

It was requested that the Clerk make the necessary arrangements.

Clerk

8371 DATE OF NEXT ORDINARY PARISH MEETING

It was RESOLVED that the next ordinary Parish Council meeting is to be held on Monday 15th November 2021 at 7.30pm at Clayton Brook Village Hall.

There is no ordinary Parish Council meeting scheduled in December 2021.

Chairman's Signature.....