

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE ORDINARY PARISH MEETING
HELD ON MONDAY 16TH MAY 2022 AT 7.30PM
AT THE PARISH COUNCIL COMMUNITY MEETING ROOM**

PRESENT: Councillor Mr P Gabbott (Chairman)
Councillor Mrs C Billouin
Councillor Ms C Bromilow
Councillor Mrs J Cronshaw
Councillor Mrs S Edwards-Williams
Councillor Mr S Lowe
Councillor Mr D Rogerson
Councillor Mrs G Charlesworth
Councillor Mrs D Dowrick
Councillor Mr S Maddock
Councillor Mr D Clough (11)

In Attendance: Mrs L Gallagher (Admin Assistant)
Mrs TD Morris (Clerk)

ACTION

WELCOME

All the participants were welcomed to the meeting.

8526 APOLOGIES

Apologies were received and accepted for Councillor M Clifford, Councillor G Ormston and Councillor N Whitham (3). Councillor L Farnworth was noted as absent.(1)

8527 DECLARATION OF INTEREST

None received

8528 PUBLIC PARTICIPATION

There was no public participation at the meeting

8529 MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 25TH APRIL 2022

It was RESOLVED that the minutes of the Annual Parish Meeting held on Monday 25th April 2022 were deemed correct and were duly signed by the Chairman.

Chairman's Signature.....



8530 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 25TH APRIL 2022

It was RESOLVED that the minutes of the Ordinary Parish Meeting held on Monday 25th April 2022 were deemed correct and were duly signed by the Chairman.

8531 MATTERS ARISING (CLERKS REPORT)

The Clerk’s report was circulated to the Members prior to the meeting. The report was received with thanks.

8532 REPORTS

1. Summer Fair 2022 Report

The Administrative Assistant (AA) provided a report on the update of the Summer Fair plans. This was received with thanks

Cllr S Edwards-Williams proposed that a pitch be offeresto the Bowling Club to help them with promotion.

It was RESOLVED to offer the pitch to the Chair of the Bowling Club.

Clerk

Cllr C Bromilow asked if we were still going to promote the Scarecrow Festival at the Summer Fair. Cllr D Dowrick agreed to provide a Scarecrow for the Parish Council gazebo. The AA will arrange for A5 leaflets to be printed.

AA

Cllr D Dowrick appealed for Cllrs to volunteer their time wherever possible to help at the Summer Fair. The AA explained 1 Time Credit would be awarded for 1 hour of volunteering.

2. Clayton Cup 2022

The AA updated members that the event was booked for Wednesday 6th July 2022 at Clayton Green Leisure Centre and all 7 schools would be attending.

The Clerk appealed for Cllrs to volunteer to help to run the event.

Cllr Edwards-Williams thanked the Chairman for ideas he had emailed to her but stated these would be considered for the event in 2023 as it was too short notice for the 2022 event.

Chairman’s Signature.....



Cllr Bromilow raised concerns about the sound system. The Clerk stated that the Parish Council used their own PA system in 2019 and the sound quality was fine.

3. Social Media Update (Instagram/Twitter)

The AA thanked Cllr Lowe for all his help with setting up Twitter and Instagram.

The social media report from the AA was received with thanks.

The AA encouraged members to send stories, photos to use on social media.

4. SPID Location Update

The AA updated the members that 4 locations were waiting for LCC Speed Management to confirm they are happy with equipment to be used and then S50 licences can be applied for to fit the bespoke posts.

The AA requested that the Working Group could meet to discuss the possible fifth location which was originally meant to be in front of new GP surgery but was delayed until the build was completed.

DC/MC

Cllr Charlesworth suggesting staying on Preston Road but further North.

The Chairman requested that Cllrs email AA with any suggestions of locations.

AA

5. Parish Newsletter Summer 2022

The AA confirmed a second draft has been received from Green Man Marketing and some changes do need to be made and a Hanging Basket article needs to be added.

The Communications Committee were meeting on Monday 23rd May 2022 to approve the draft.

Cllr Charlesworth advised she usually proof reads the final draft. The AA will forward this over once received.

AA

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

8533 TO APPROVE THE COSTS FOR 8 PAGE NEWSLETTER

The Clerk stated the cost provided is worst case scenario if we are unable to share delivery with another business and need to go with Solus delivery.

It was RESOLVED to approve the cost of the newsletter and distribution.

Clerk

8534 TO APPROVE BACK PAY TO PREVIOUS EMPLOYEE (GE)

It was RESOLVED to accept the cost of the back pay.

Clerk

8535 TO APPROVE CLLR P GABBOTT CHAIRMAN'S ALLOWANCE 6 MONTHS

It was RESOLVED to accept the Chairman's Allowance of £250.00.

Clerk

The Chairman requested that £50.00 be donated towards the Chairman's prize at the upcoming Summer Fair

Clerk/AA

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

8536 ACCOUNTS FOR PAYMENT

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

1. Payments May 2022

PAYMENTS LIST									
Voucher	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
26	16/05/2022	Natwest Bank	D/D	Website/Email Managem	Easy Websites	S	76.00	15.20	91.20
27	16/05/2022	Natwest Bank	S/O	Salary	Lengthsmen JI	E	114.00		114.00
28	16/05/2022	Natwest Bank	S/O	Salary	Lengthsmen DH	E	190.00		190.00
29	16/05/2022	Natwest Bank	S/O	Salary	Lengthsmen DM	E	228.00		228.00
30	16/05/2022	Yorkshire Bank	S/O	Salary	Employee 01	E	1,601.05		1,601.05
31	16/05/2022	Natwest Bank	D/D	Pension	LCC Pension Employee	E	587.46		587.46
32	16/05/2022	Natwest Bank	D/D	Phones/Broadband	O2	S	43.48	8.70	52.18
33	16/05/2022	Yorkshire Bank	S/O	Salary	Lengthsmen ME	E	304.00		304.00
34	16/05/2022	Yorkshire Bank	S/O	Rent/Room Hire	Chorley Self Storage Lt	S	73.33	14.67	88.00
35	16/05/2022	Yorkshire Bank	S/O	Salary	Employee 02	E	935.12		935.12
36	16/05/2022	Yorkshire Bank	D/D	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
37	16/05/2022	Yorkshire Bank	D/D	Phones/Broadband	BT	S	61.87	12.37	74.24
38	16/05/2022	Yorkshire Bank	S/O	Salary	Lengthsmen CD	X	76.00		76.00
39	16/05/2022	Yorkshire Bank	B/T	CLWBG Monthly Rent	MRE Belbroughton Ltd	X	49.00		49.00
43	26/04/2022	Yorkshire Bank	B/T	Sundries	Amazon (1)	S	10.79	2.16	12.95
44	27/04/2022	Yorkshire Bank	B/T	Office Supplies	Screwfix	S	14.16	2.83	16.99
45	16/05/2022	Yorkshire Bank	B/T	Hanging Basket Contrac	Altitude Services	S	1,136.70	227.34	1,364.04
46	16/05/2022	Yorkshire Bank	B/T	Office Supplies	Direct 365Online	S	56.11	11.22	67.33
47	16/05/2022	Yorkshire Bank	B/T	ICT	Microsoft	Z	108.00		108.00
48	16/05/2022	Yorkshire Bank	B/T	Office Supplies	Chorley Business and T	Z	15.84		15.84
49	16/05/2022	Yorkshire Bank	B/T	Office Cleaning	Diamond Domestic	Z	32.00		32.00
50	16/05/2022	Yorkshire Bank	B/T	Newsletter	Green Man Marketing	S	1,890.00	378.00	2,268.00
51	16/05/2022	Yorkshire Bank	B/T	Newsletter	Green Man Marketing	Z	1,495.00		1,495.00
52	16/05/2022	Yorkshire Bank	B/T	Chairman's Expenses	Clr P Gabbott	Z	250.00		250.00
53	16/05/2022	Yorkshire Bank	B/T	Salary	Employee 02	Z	114.24		114.24
54	16/05/2022	Yorkshire Bank	B/T	Parish Insurance	Zurich Municipal	X	2,685.05		2,685.05
Total							12,154.70	673.99	12,828.69

The following receipts were noted:

2. Receipts April 2022

RECEIPTS LIST									
Voucher	Date	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
3	29/04/2022	Yorkshire Bank	B/T	Precept	Chorley Council	Z	128,505.00		128,505.00
4	29/04/2022	Yorkshire Bank	B/T	Grant	Chorley Council	Z	11,458.00		11,458.00
6	30/04/2022	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	0.49		0.49
Total							139,963.49		139,963.49

3. Bank Reconciliation at 30th April 2022

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

Chairman's Signature.....



8811 PLANNING APPLICATIONS

1. Application no. 22/00406/FUL Case Officer Chris Smith - 01257 515223
Ward Clayton West And Cuerden
Proposal Single storey rear extension
Location Oak Mount Sheep Hill Brow Clayton-Le-Woods Chorley PR6 7ES
Validated Fri 29 Apr 2022 Determination Deadline Fri 24 Jun 2022
This is a garden room on the back of an already extended dormer bungalow. No objections on file.
2. Application no. 22/00445/MNMA Case Officer Mrs Hannah Roper - 01257 515230
Ward Clayton West And Cuerden
Proposal Application for a minor non-material amendment to planning permission ref: 21/01455/FULHH (single storey front extension) to amend the design of the porch roof
Location 1 Dahlia Close Clayton-Le-Woods Leyland PR25 5TF
Validated Thu 21 Apr 2022 Determination Deadline Wed 18 May 2022
This is an amendment to a front extension for which permission was already granted. Changing the roof over the front porch to a pitched one. No objections on file.

It was RESOLVED to make no comments on these applications.

The Chairman thanked Councillor G Charlesworth for all her hard work in scrutinising each application in detail.

8708 CORRESPONDENCE

1. War Memorial Committee Letter – Response to Working Group Report

It was noted that the Annual General Meeting would be held in June 2022 and members from Clayton-le-Woods Parish Council would endeavour to be in attendance once they were notified.

The Clerk has the duty to inform the Clerk of the War Memorial Committee of contact details for all the Committee Members from Clayton-le-Woods Parish Council. The email will be sent on Tuesday 17th May 2022 and the Clerk will copy in the Clerk from Whittle-le-Woods Parish Council.

Chairman's Signature.....



2. Letter from Mr D Lees (Bowling Club) - Response

The letter will be actioned according to the Formal Complaints procedure.

A separate meeting will be held regarding the Formal Complaint and the outcome will come to the Full Parish Council Meeting.

There are no timescales to action the complaint within the Policy. The Chairman suggested this be actioned in July after the Summer Fair event which is our busiest time. It was RESOLVED to do this.

The Chairman explained to members that all but three Parish Councillors should be in the meeting. Three members should be excluded in case of appeal. The members RESOLVED to be excluded in case of appeal were Cllr Clifford, Cllr Whitham and Cllr Ormston.

There will be a time limit set for the complainant to speak.

The Clerk will pencil in a date for the meeting.

Clerk

3. 7 COUNTY CLOSE – request for access for a digger to build a retaining wall.

The Clerk updated that no more information has been received yet but the resident has reiterated their request.

Cllr Clifford has raised a concern over damage to newly paid footpaths and a wooden pedestrian footbridge with no weight load rating.

Cllr Dowrick suggested the need for a Public Liability Insurance from the resident to cover liability for damage to the digger and person.

Cllr Clough, Cllr Clifford and Cllr Dowrick to meet with Lancashire Wildlife Trust to discuss the resident’s request.

8515 DATE OF NEXT MEETING

It was RESOLVED that the next ordinary Parish Council meeting is to be held on Monday 27th June 2022 at 7.30pm at the Parish Council Community Meeting Room/Office, 239A Preston Road, Clayton-le-Woods,

Clerk

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

Chorley, PR6 7PY.

Committee Meeting /WG Schedule

- Summer Fair Working Group has been arranged for Thursday 9th June 2022 at 7.00pm at the Lord Nelson Pub.
- Play & Leisure Committee Meeting has been arranged for Thursday 26th May 2022 at 7.00pm at the Clayton-le-Woods Parish Council Meeting Rooms/Office, 239a Preston Road, Clayton-le-Woods, Chorley, PR6 7PY.
- Communications Committee Meeting Monday 23rd May 2022 at 7:00pm at the Clayton-le-Woods Parish Council Meeting Rooms/Office, 239a Preston Road, Clayton-le-Woods, Chorley, PR6 7PY.
- Finance Committee Meeting to be scheduled by Cllr D Clough.

Chairman’s Signature.....