

# Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris  
Chorley Business and Technology Centre, Reception Block,  
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14<sup>th</sup> March 2022

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 21<sup>st</sup> March 2022 at 7.30pm at Clayton Brook Village Hall, Bamber Bridge, PR5 8HL.

Just to advise you that building will be cleaned and the room would be set up with social distancing measures in place. Masks will be required to be worn on entry to the building unless you have an exemption. Hand sanitiser, gloves, wipes and masks will be available for use on the premises.

Please do remember your documents and or iPads/Laptops as no spare copies will be available.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tracy Morris', is written over a faint, light-colored signature line.

Mrs Tracy Morris  
Clerk to the Council



CLW PC AGENDA

## **Agenda**

- 1. To receive and accept apologies**
  
- 2. Declaration of Interest**
  
- 3. Public Participation**  
Bowling Club Questions (See Attached)
  
- 4. To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 21<sup>st</sup> February 2022 (Attached)**
  
- 5. Clerk's Report (Report Attached)**
  
- 6. New Office 2 Proposals**
  - 1.To Sign Temporary Licence (Move in Date 22<sup>nd</sup> March 2022)
  - 2.Not to Sign Temporary Licence and Wait (Move out of CBTC Office – Work from Home) No Extension at CBTC as Euxton PC take Possession of the Office
  
- 7. Report on Finance Committee meeting held on Thursday 27<sup>th</sup> February 2022 (Minutes Attached) Councillor D Clough**
  - 1.Whittle & Clayton War Memorial Committee Precept/Levy £3,500
  - 2.Report on War Memorial Committee to be Sent to Whittle Parish Council and War Memorial Committee (Report Attached)
  - 3.Salary Reviews**
    - 3.1 Lengthsmen increased from £8.91 to £9.50 wef 1<sup>st</sup> April 2022 (National Minimum Wage) £736.32 increase per annum.
    - 3.2 Clerk and Administrative Assistant Cost of living increase by National Joint Council 1.75% (£465.25 total back pay)
    - 3.3 Clerk's Annual Appraisal (Management Committee)
    - 3.4 Clerk's Request for Job Evaluation (Working Group)
    - 3.5 Clerk's Request for NALC Job Evaluation (£250.00)



CLW PC AGENDA

- 8. Request to Make Payment in Lieu of Holidays to Clerk**  
Request to Pay 5 days in lieu of holidays to Clerk 2021/22 as 13 days holidays still to left to take by 31<sup>st</sup> March 2022 due to work commitments at a cost of £336.01 plus on costs.
- 9. Hanging Baskets 2022 (Queen’s Platinum Jubilee Year)**  
With Extended Route on Wigan Road Plus Lamp Post Testing. Budgeted £6,000 (Take extra funds from Reserves / Summer Fair 2022 Underspend)

Lamp Post Testing (3yrs Duration)	£1,136.70
Hanging Baskets 20kg	£3,572.00
Watering Contract	£2,362.00
Total	£7,070.70

- 10. Report on Communications Committee Meeting held on Monday 7<sup>th</sup> March 2022 (Minutes Attached) Councillor L Farnworth**  
1. Summer Newsletter 8 page Edition on shared delivery at a cost of £2,990 (less adverts).  
2. Annual Parish Meeting Monday 25<sup>th</sup> April 2022 – The Wild Life Trust to be invited to speak on Back Lane Woods
- 11. Report on Play and Leisure Committee Meeting held on Thursday 10<sup>th</sup> March 2022 (Minutes Attached) Councillor S Edwards-Williams**  
1. Summer Fair Update  
2. Scarecrow Festival Update



## CLW PC AGENDA

### 12. Accounts for Payment

All accounts include VAT where applicable. Late Accounts List (To be tabled at Meeting)

#### 1. Payments March 2022

##### PAYMENTS LIST

Voucher	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
316	25/02/2022	Yorkshire Bank		Lengthsmen Equipment	Weldbank Plastic Co Lir	S	64.13	12.83	76.96
317	25/02/2022	Yorkshire Bank		Christmas Tree Installati	City Illuminations	S	585.00	117.00	702.00
315	25/02/2022	Yorkshire Bank		Lengthsmen Workwear	ACE Workwear	Z	39.95		39.95
318	25/02/2022	Yorkshire Bank	B/T	Christmas Light Switch o	The Lord Nelson Public	Z	500.00		500.00
319	04/03/2022	Yorkshire Bank		Doggy Bin Bags/Dispens	Poppy Signs Ltd	S	35.00	7.00	42.00
320	14/03/2022	Yorkshire Bank	B/T	Legal Advice	Forbes Solicitors	S	350.00	70.00	420.00
321	14/03/2022	Yorkshire Bank	B/T	CLW Bowling Green Mair	Growing Solutions Limit	S	110.00	22.00	132.00
322	14/03/2022	Yorkshire Bank	B/T	Defib Equipment	E-Tec Electrical Limited	S	297.86	59.57	357.43
323	21/03/2022	Natwest Bank	D/D	Website/Email Managem	Easy Websites	S	76.00	15.20	91.20
329	21/03/2022	Natwest Bank	D/D	Phones/Broadband	O2	S	6.07	1.21	7.28
331	21/03/2022	Yorkshire Bank	S/O	Rent/Room Hire	Chorley Self Storage Lt	S	73.33	14.67	88.00
332	21/03/2022	Yorkshire Bank	D/D	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
333	21/03/2022	Yorkshire Bank	D/D	Phones/Broadband	BT	S	49.59	9.92	59.51
334	21/03/2022	Yorkshire Bank	S/O	Rent/Room Hire	Chorley Business and T	S	337.00	67.40	404.40
335	21/03/2022	Yorkshire Bank	S/O	Salary	Lengthsmen CD	X	71.28		71.28
336	21/03/2022	Yorkshire Bank	B/T	CLWBG Monthly Rent	MRE Belbroughton Ltd	X	49.00		49.00
337	21/03/2022	Yorkshire Bank	B/T	Salary	Employee 02	X	975.27		975.27
324	21/03/2022	Natwest Bank	S/O	Salary	Lengthsmen JI	E	106.92		106.92
325	21/03/2022	Natwest Bank	S/O	Salary	Lengthsmen DH	E	178.20		178.20
326	21/03/2022	Natwest Bank	S/O	Salary	Lengthsmen DM	E	213.84		213.84
327	21/03/2022	Yorkshire Bank	S/O	Salary	Employee 01	E	1,859.74		1,859.74
328	21/03/2022	Natwest Bank	D/D	Pension	LCC Pension Employee	E	577.36		577.36
330	21/03/2022	Yorkshire Bank	S/O	Salary	Lengthsmen ME	E	285.12		285.12
<b>Total</b>							<b>6,848.16</b>	<b>398.30</b>	<b>7,246.46</b>

#### 2. Receipts February 2022

##### RECEIPTS LIST

Voucher	Date	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
36	02/02/2022	Yorkshire Bank	B/T	Rebate	Yorkshire Bank	Z	0.20		0.20
38	21/02/2022	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	0.49		0.49
<b>Total</b>							<b>0.69</b>		<b>0.69</b>

#### 3. Bank Reconciliation at 28<sup>th</sup> February 2022 (See Attached Report)

### 13. To discuss and make decisions on Planning Applications

Applications can be viewed on the Chorley Council website via the following link:

<https://planning.chorley.gov.uk/online-applications/search.do?action=weeklyList>

1. Application no: 22/00172/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 (following demolition of existing conservatory) Location: 90 Glenmore, Clayton-Le-Woods, Chorley, PR6 7TB.



#### CLW PC AGENDA

2.Application no: 22/00216/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: 34 Wychwood Grove, Clayton-Le-Woods, Leyland, PR25 5AS.

3.Application no: 22/00215/FULHH Case Officer: Mrs Hannah Roper - 01257 515230 Ward: Clayton East, Brindle And Hoghton Proposal: Two storey front extension following demolition of existing porch Location: 97 Homestead, Bamber Bridge, Preston, PR5 8BD.

4.Application no: 22/00244/FULHH Proposal: Single Storey rear extension, 2no. front roof dormer extensions and 1 no. rear roof dormer extension to facilitate the provision of first floor living accommodation, rear balcony and demolition of detached garage Location: 2 Levens Drive, Clayton-le-Woods Leyland PR25 5SS.

5.Application no: 22/00228/MNMA Proposal: Minor non material amendment to planning permission ref21/00163/FUL (Erection of two detached dwellings) involving the addition of dormer windows and alterations to door openings and fenestration. Location: green Bank House Wigan Road Clayton-le-Woods Leyland PR25 5SB.

#### **14. Correspondence**

Clayton Cup Revised Date after 13<sup>th</sup> June 2022 Requested from Headteachers in Local Cluster.

Chorley Council wish to know if we can take on the CIL Funds in 2022/23

#### **15. Date for Next Meeting**

The next full parish council meeting is proposed to be held on Monday 25<sup>th</sup> April 2022 at 7.30pm at the Parish Council Community Meeting Room/Office 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

The Annual Parish Meeting is scheduled for Monday 25<sup>th</sup> April 2022 at 7.00pm prior to the main meeting. A letter will be sent to the Members separately to invite you to this meeting.

#### **Committee Meeting /WG Schedule**

- Summer Fair Working Group Thursday 31<sup>st</sup> March 2022 at 7.00pm at the Lord Nelson Pub (All Welcome)
- Play and Leisure Committee Meeting Thursday 14<sup>th</sup> April 2022 at 7.00pm
- Communications Committee Monday 23<sup>rd</sup> May 2022 at 7.00pm