

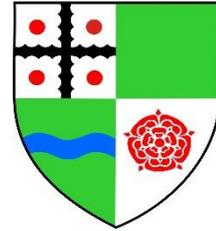
Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris
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www.claytonlewoodsparishcouncil.org.uk



10th January 2024

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 15th January 2024 at 7.30pm at the Parish Council Community Meeting Room/Office 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

Please note that there will be an interview for co-option of a Parish Councillor (West Ward) to fill the vacancy left by Cllr Sam Lowe at 7.00pm prompt.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mrs Tracy Morris', written over a horizontal line.

Mrs Tracy Morris
Clerk to the Council

Agenda

- 1. Welcome to Public / New Councillor (Eddie Shannon)**
- 2. To Note in the Minutes the Passing of Cllr Mrs Glenda Charlesworth and subsequent vacancy in Clayton South East Ward**
(Commemoration Ideas to be tabled at the FPC Meeting February 2024)
- 3. To receive and accept apologies**
- 4. Declaration of Interest**
- 5. Public Participation**
Gemma Stokes (Chorley Schools Sports Partnership) To Report on Christmas Events and the Programme Provision.
- 6. To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 20th November 2023 (Attached)**
- 7. Clerk's and Admin Assistants Reports (To Follow)**
Proposal to Crowd Fund Grant Match Funding for Summer Clayton Cup (AA)
- 8. Reports**
 1. Environment Committee Meeting held on 9th January 2024 (Cllr Clifford to Report)
 2. Finance Committee Meeting held on 9th January 2024 (Cllr Clough to Report)
 - 2.1 Recommendation to set the Precept for 2024/25 at £30.00 on Band D Property.
Precept Request £155,786.00 + £11458.00= £167,244.10 (Budget 2024/25 plus Income and Expenditure Reports (Attached))

Residential Annual Precept Bands as Follows:

| CLAYTON-LE-WOODS PARISH COUNCIL ANNUAL PRECEPT BANDING 2024/25 | | | | | | | | |
|--|--------|--------|--------|---------------|---------|---------|---------|---------|
| (Disabled Relief) | | | | | | | | |
| Band A | Band A | Band B | Band C | Band D | Band E | Band F | Band G | Band H |
| 5/9ths | 6/9ths | 7/9ths | 8/9ths | 9/9ths | 11/9ths | 13/9ths | 15/9ths | 18/9ths |
| £16.67 | £20.00 | £23.33 | £26.67 | £30.00 | £36.67 | £43.33 | £50.00 | £60.00 |

3. Approval of Summer Fair 2024 Outline Spend Budget £10,563.25 (See Attached Report) Approval of Marquee Hire Cost £3950.00 + VAT
4. Approval of Christmas Light Switch on Date 2024 (Sat Nov 23rd/30th 2024)



CLW PC AGENDA

9. Accounts for Payment

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

1. Payments December 2023

PAYMENTS LIST

| Voucher | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|--------------|-----------|---------------------------|-------------------------|----------|------------------|---------------|------------------|
| 306 | Virgin Money | | Utility Bill | Eon | L | 144.04 | 7.20 | 151.24 |
| 308 | Virgin Money | | Christmas Sundries | Home Bargains | S | 9.39 | 1.88 | 11.27 |
| 308 | Virgin Money | | Christmas Sundries | Home Bargains | S | 15.81 | 3.16 | 18.97 |
| 307 | Virgin Money | | Christmas Light Switch o | Matt Phillips | Z | 180.00 | | 180.00 |
| 311 | Virgin Money | | Christmas Sundries | Morrisons | S | 127.50 | 25.50 | 153.00 |
| 310 | Virgin Money | | Sundries | Jubilee Service Station | S | 1.90 | 0.38 | 2.28 |
| 311 | Virgin Money | | Christmas Sundries | Morrisons | Z | 17.00 | | 17.00 |
| 309 | Virgin Money | | Tinsel Christmas Tree | The Range | Z | 7.92 | | 7.92 |
| 313 | Virgin Money | | Entertainment | Just Gorge | Z | 200.00 | | 200.00 |
| 311 | Virgin Money | | Christmas Sundries | Morrisons | Z | 2.90 | | 2.90 |
| 316 | Virgin Money | | Reimbursement | Cllr S Edwards-Williams | Z | 5.00 | | 5.00 |
| 315 | Virgin Money | | Entertainment | Chorley Silver Band | Z | 150.00 | | 150.00 |
| 318 | Virgin Money | | CLW Bowling Green Mair | Kevin Bond | Z | 120.00 | | 120.00 |
| 316 | Virgin Money | | Reimbursement | Cllr S Edwards-Williams | Z | 34.65 | | 34.65 |
| 319 | Virgin Money | 000233 | Donation | Chorley and South Ribl | Z | 100.00 | | 100.00 |
| 323 | Virgin Money | | Christmas Sundries | Asda | Z | 60.00 | | 60.00 |
| 323 | Virgin Money | | Christmas Sundries | Asda | Z | 57.00 | | 57.00 |
| 322 | Virgin Money | | Sundries | B&M Bargains | Z | 6.00 | | 6.00 |
| 321 | Virgin Money | | Sundries | Post Office | Z | 5.39 | | 5.39 |
| 341 | Virgin Money | | Play Area General Repai | JTW Management Ltd | S | 595.00 | 119.00 | 714.00 |
| 325 | Virgin Money | | Expenses | Employee 02 | Z | 46.17 | | 46.17 |
| 324 | Virgin Money | B/T | Sundries | Morrisons | Z | 23.00 | | 23.00 |
| 324 | Virgin Money | B/T | Sundries | Morrisons | Z | 16.00 | | 16.00 |
| 317 | Virgin Money | S/O | Rent/Room Hire | Chorley Self Storage Lt | S | 76.67 | 15.33 | 92.00 |
| 339 | Natwest Bank | D/D | Website/Email Managerr | Easy Websites | S | 66.00 | 13.20 | 79.20 |
| 336 | Virgin Money | | Sundries | Asda | Z | 9.40 | | 9.40 |
| 345 | Virgin Money | | Office Supplies | Amazon | S | 12.46 | 2.49 | 14.95 |
| 337 | Virgin Money | | Doggy Bin Bags/Dispens | Polybags Ltd | S | 494.41 | 98.88 | 593.29 |
| 338 | Virgin Money | | Utility Bill | Advanced Collection Sy | L | 575.11 | 28.76 | 603.87 |
| 338 | Virgin Money | | Utility Bill | Advanced Collection Sy | S | 102.66 | 20.53 | 123.19 |
| 342 | Virgin Money | | Utility Bill | Eon | L | 52.60 | 2.63 | 55.23 |
| 344 | Virgin Money | | Utility Bill | NPower | L | 166.06 | 8.30 | 174.36 |
| 347 | Virgin Money | | OAP Christmas Meal | The Ley Inn (Cuerden) | Z | 1,190.00 | | 1,190.00 |
| 346 | Virgin Money | | Internal Auditor Fee | Alan Platt | Z | 150.00 | | 150.00 |
| 327 | Virgin Money | S/O | Salary | Lengthsmen ME | E | 348.80 | | 348.80 |
| 334 | Virgin Money | S/O | Salary | Employee 01 | E | 1,801.54 | | 1,801.54 |
| 335 | Virgin Money | S/O | Salary | Employee 02 | E | 1,119.55 | | 1,119.55 |
| 326 | Natwest Bank | D/D | Phones/Broadband | O2 | S | 36.36 | 7.27 | 43.63 |
| 329 | Virgin Money | D/D | Phones/Broadband | Three Business Service | S | 7.50 | 1.50 | 9.00 |
| 330 | Virgin Money | D/D | Phones/Broadband | BT | S | 46.95 | 9.39 | 56.34 |
| 328 | Virgin Money | S/O | Rent/Room Hire | Chorley Self Storage Lt | S | 76.67 | 15.33 | 92.00 |
| 332 | Virgin Money | B/T | CLWBG Monthly Rent | MRE Bellbroughton Ltd | X | 49.00 | | 49.00 |
| 343 | Virgin Money | | Christmas Sundries | Tesco | S | 13.75 | 2.75 | 16.50 |
| 348 | Virgin Money | | Christmas Tree Installati | City Illuminations | S | 1,755.00 | 351.00 | 2,106.00 |
| 349 | Virgin Money | | Christmas Tree Installati | City Illuminations | S | 1,140.00 | 228.00 | 1,368.00 |
| 331 | Virgin Money | S/O | Salary | Lengthsmen CD | X | 87.20 | | 87.20 |
| 333 | Virgin Money | | Office Cleaning | Diamond Domestic | S | 72.00 | 14.40 | 86.40 |
| Total | | | | | | 11,374.36 | 976.88 | 12,351.24 |



CLW PC AGENDA

2. Payments January 2024

PAYMENTS LIST

| Voucher | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|--------------|-----------|---------------------------|-------------------------|----------|------------------|-----------------|------------------|
| 350 | Virgin Money | VOID | Reimbursement | Cllr S Edwards-Williams | Z | | | |
| 360 | Virgin Money | | Zoom License | Zoom Video Communicz | S | 129.90 | 25.98 | 155.88 |
| 361 | Virgin Money | | Expenses | Employee 02 | Z | 5.04 | | 5.04 |
| 358 | Virgin Money | | Utility Bill | Water Plus | S | 5.37 | 1.29 | 6.66 |
| 358 | Virgin Money | | Utility Bill | Water Plus | Z | 44.28 | | 44.28 |
| 358 | Virgin Money | | Utility Bill | Water Plus | Z | 34.05 | | 34.05 |
| 359 | Virgin Money | | Summer Clayton Cup Eq | Bowls Buddies LLP | Z | 789.97 | | 789.97 |
| 357 | Virgin Money | | Training | Lancashire Association | Z | 30.00 | | 30.00 |
| 353 | Virgin Money | | Christmas Tree Installati | City Illuminations | S | 380.00 | 76.00 | 456.00 |
| 354 | Virgin Money | | Christmas Tree Installati | City Illuminations | S | 585.00 | 117.00 | 702.00 |
| 351 | Virgin Money | | Utility Bill | Eon | L | 60.12 | 3.01 | 63.13 |
| 363 | Virgin Money | S/O | Salary | Employee 01 | E | 1,801.54 | | 1,801.54 |
| 352 | Virgin Money | | Play Area Annual Repair | Wicksteed | S | 1,522.57 | 304.51 | 1,827.08 |
| 368 | Virgin Money | S/O | Salary | Employee 02 | E | 1,119.55 | | 1,119.55 |
| 366 | Virgin Money | S/O | Salary | Lengthsmen ME | E | 348.80 | | 348.80 |
| 364 | Natwest Bank | D/D | Pension | LCC Pension Employer/ | E | 1,170.39 | | 1,170.39 |
| 362 | Natwest Bank | D/D | Website/Email Managerr | Easy Websites | S | 85.80 | 17.16 | 102.96 |
| 355 | Virgin Money | | Play Area Inspection | Chorley Council | S | 2,778.60 | 555.72 | 3,334.32 |
| 356 | Virgin Money | | Sundries | Amazon | S | 43.34 | 8.67 | 52.01 |
| 356 | Virgin Money | | Sundries | Amazon | S | 22.46 | 4.49 | 26.95 |
| 365 | Natwest Bank | D/D | Phones/Broadband | O2 | S | 36.36 | 7.27 | 43.63 |
| 369 | Virgin Money | D/D | Phones/Broadband | Three Business Service | S | 7.50 | 1.50 | 9.00 |
| 370 | Virgin Money | D/D | Phones/Broadband | BT | S | 46.95 | 9.39 | 56.34 |
| 367 | Virgin Money | S/O | Rent/Room Hire | Chorley Self Storage Lt | S | 76.67 | 15.33 | 92.00 |
| 372 | Virgin Money | B/T | CLWBG Monthly Rent | MRE Belbroughton Ltd | X | 49.00 | | 49.00 |
| 371 | Virgin Money | S/O | Salary | Lengthsmen CD | X | 87.20 | | 87.20 |
| 373 | Virgin Money | | Office Cleaning | Diamond Domestic | S | 36.00 | 7.20 | 43.20 |
| Total | | | | | | 11,296.46 | 1,154.52 | 12,450.98 |

3. Receipts 1st November 2023 – 15th January 2024

RECEIPTS LIST

| Voucher | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|--------------|------------|------------------|--------------|----------|------------------|-----|------------------|
| 77 | Virgin Money | | Bank Interest | Virgin Money | Z | 0.01 | | 0.01 |
| 76 | Natwest Bank | B/T | Bank Interest | Natwest Bank | X | 35.25 | | 35.25 |
| 78 | Virgin Money | | Reimbursement | Clerk | Z | 22.30 | | 22.30 |
| 80 | Natwest Bank | | VAT Credit | HMRC | Z | 39,305.23 | | 39,305.23 |
| 79 | Natwest Bank | B/T | Bank Interest | Natwest Bank | X | 35.63 | | 35.63 |
| 81 | Virgin Money | | Warm Space Grant | LCC | Z | 150.00 | | 150.00 |
| Total | | | | | | 39,548.42 | | 39,548.42 |

10. 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: 23/01104/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton West And Cuerden Proposal: Part two storey side extension, part single storey side/front extension including low level roof extending over existing bay window (following demolition of existing garage/utility room) Location: 60 Glenmore, Clayton-Le-Woods, Chorley, PR6 7TB.



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2.Application no: 24/00005/NOT Case Officer: Chris Smith - 01257 515223 Ward: Clayton East, Brindle And Hoghton Proposal: Notification of intention to install 1no. 10m high wooden pole for the provision of fixed line broadband electronic communications apparatus Location: 538 Preston Road, Clayton-Le-Woods, Chorley, PR6 7EB.

11. Correspondence

- 11.1 McDonalds Initial Public Consultation (Email Circulated)
- 11.2 LCC Devolution Consultation (Email Circulated)

12. Exclusion of Press and Public and Staff

Staffing Job Evaluation Request through National Association of Local Councils (NALC)

13. Job Evaluation Proposal

Proposal to engage the National Association of Local Councils in the Job Evaluation Process (Cost approx. £160.00 Timescales and Process Details to Follow)

14. Date for Next Meetings

The next full parish council meeting is proposed to be held on Monday 19th February 2024 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

- 1. Schedule Finance Committee Meeting for Audit 2023/24 Preparation
- 2. Academic Clayton Cup Working Group Wednesday 24th January 2024 at 7.00pm at the Lord Nelson.