

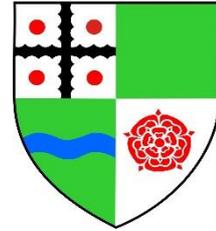
Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris
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8th April 2024

Dear Councillor,

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mrs Tracy Morris', with a long horizontal flourish extending to the right.

Mrs Tracy Morris
Clerk to the Council



Agenda

1. **Welcome to Public**
2. **To receive and accept apologies**
3. **Acknowledgement of Resignation of Councillor Mr A Balderstone**
(Chorley Council Elections Office have been notified of the Vacancy)
4. **Declaration of Interest**
5. **Public Participation (None Indicated)**
6. **To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 18th March 2024 (Attached)**
7. **Clerk's Report (To Follow)**
8. **Reports:**
 1. Events Working Group (Summer Fair and Academic Clayton Cup - Attached)
 2. Communications Committee Meeting held on Thursday 11th April 2024 (Minutes to Follow)
 3. Bowls Competition 15th and 18th April 2024 (Verbal Report by Clerk)
9. **Lengthsmen Annual Increase 1st April 2024 from £10.90 per hour to £12.00 per hour (National Living Wage)**
10. **Accounts for Payment**
All accounts include VAT where applicable. Late Accounts List (To be tabled at Meeting)

1. Payments March/April 2024

Vouch e	Code	Bank	Description	Supplier	VAT Type	Ne	VAT	Total
441	Sundries	Virgin Money	Clerk's Reimbursement	Timpson Ltd	Z	9.00		9.00
428	Play Areas Annual Maintenanc	Virgin Money	Play Area Annual Repairs	Wicksteed	S	296.80	59.36	356.16
434	Training	Virgin Money	Training	Lancashire Association	Z	140.00		140.00
436	Utility Bills	Virgin Money	Utility Bill	Water Plus	S	6.25	1.25	7.50
438	Sundries	Virgin Money	Annual Alarm Check	Direct 365Online	S	165.00	33.00	198.00
433	Bowling Green General Repai	Virgin Money	CLW Bowling Green Maint	Bethels Property Servic	S	2,485.00	497.00	2,982.00
437	Utility Bills	Virgin Money	Utility Bill	NPower	L	150.39	7.52	157.91
439	Utility Bills	Virgin Money	Utility Bill	Eon	S	13.20	2.64	15.84
439	Utility Bills	Virgin Money	Utility Bill	Eon	Z	39.57		39.57
436	Utility Bills	Virgin Money	Utility Bill	Water Plus	Z	31.86		31.86
435	Summer Fair	Virgin Money	Summer Fair	Funcast Character Com	S	35.00	7.00	42.00
443	Office Rental	Virgin Money	Office Cleaning	Diamond Domestic	S	36.00	7.20	43.20
Total						3,408.07	614.97	4,023.04



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Vouche	Code	Cheque No	Des	Supplier	VAT Type	Net	VAT	Total
5	Office Rental		Annual Fire Alarm Test	AW Fire Safety	S	98.00	19.60	117.60
4	Summer Clayton Cup		Medals Bowling Clayton C	John Harrison Sports L	Z	105.90		105.90
2	Summer Fair		TENs Licence	Chorley Council	Z	21.00		21.00
1	Office Rental		Annual Door Service	Yates Entrance Solutio	S	65.00	13.00	78.00
3	Legal Costs		Job Evaluation Consultant	Local Council Consultat	S	502.50	100.50	603.00
6	Ublity Bills		Utility Bill	NPower	L	141.20	7.06	148.26
7	ICT	D/D	Website/Email Managemer	Easy Websites	S	67.10	13.42	80.52
10	Phone	D/D	Phones/Broadband	O2	S	36.36	7.27	43.63
14	Phone	D/D	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
12	Office Rental	S/O	Rent/Room Hire	Chorley Self Storage Lt	S	76.67	15.33	92.00
15	Phone	D/D	Phones/Broadband	BT	S	49.59	9.92	59.51
17	Bowling Green Lease	B/T	CLWBG Monthly	MRE Belbroughton Ltd	X	49.00		49.00
18	Bowling Green General Repairs		CLW Bowling Green Maint	Kevin Bond	Z	118.33		118.33
8	Employee 1	S/O	Salary	Employee 01	E	1,801.54		1,801.54
13	Employee 2	S/O	Salary	Employee 02	E	1,119.55		1,119.55
11	Lengthsmen	S/O	Salary	Lengthsmen ME	E	348.80		348.80
16	Lengthsmen	S/O	Salary	Lengthsmen CD	X	96.00		96.00
9	Pension Costs	D/D	Pension	LCC Pension Employer,	E	1,171.59		1,171.59
Total						5,875.63	187.60	6,063.23

2.Receipts March 2024

Vouch	Code	Bank	Receipt No	Bank	Net	Total	
87	Bank Interest	Natwest Bank	Bank Interest	Natwest Bank	Z	70.59	70.59
Total					70.59	70.59	

11.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.Reference: 24/00248/FUL Proposal: Demolition of vacant public house and erection of drive-thru restaurant (Use Class E / Sui Generis) with associated access, servicing, car parking, hard and soft landscaping and other associated works. Location: The Beaumont Wooddale Road Clayton-le-Woods Chorley PR6 7TY.

2.Reference: 24/00272/FULHH Proposal: Two storey side/rear extension to northern elevation and single storey side extension to southern elevation Location: 405 Preston Road Clayton-le-Woods Chorley PR6 7JA.

3.Reference: 24/00267/FULHH Proposal: raising of the eaves height, two storey side extension and single storey rear extension. Location: 12 Pear Tree Road Clayton-le-Woods Chorley PR6 7JP.

4.Reference: 24/00108/FUL Case Officer: Daniel Power Ward: Clayton West And Cuerden Proposal: Partial steel barn conversion to office and construction of 2no



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timber frame outside structures. Location: Land North Of The Walled Orchard, Berkeley Drive, Cuerden, Bamber Bridge.

12. Correspondence

None Indicated

13. Motion to Exclude Press and Public

Due to Sensitive Staffing Information

14. Staffing Report

1. Final Report of Clerk's Job Evaluation and Proposed Actions (Report to Follow)
2. Admin Assistant – Review of Pay Scale (Report to Follow)

15. Date for Next Meetings

1. The next full parish council meeting is proposed to be held on Monday 20th May 2024 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

2. The Annual General Meeting will be held on Monday 20th May 2024 at 7.00pm prior to the main meeting. All residents and Councillors are welcome to attend. Letters and information will follow on in May 2024.

3. Events Working Group Meeting (Summer Fair 2024) Date to be Scheduled during early May 2024 (Evening meeting at the Lord Nelson preferably Monday or Wednesday)

4. Communications Committee Meeting – Date to be Scheduled

5. Joint War Memorial Committee Meeting on Wednesday 17th April 2024 at 7.00pm at Clayton-le-Woods Parish Council Meeting Room (CLWPC Members Cllrs P Gabbott, S Maddock and N Whitham)