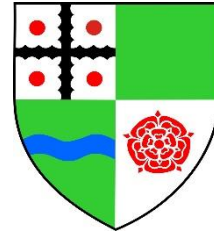


Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris
Parish Office/Meeting Room
239A Preston Road, Clayton-le-Woods, Chorley, PR6 7PY
Telephone: 01257 264854
Mobile: 07715 637345
Email: clerk@claytonlewoods-pc.gov.uk
Website: www.claytonlewoods-pc.gov.uk



12th October 2026

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 19th October 2026 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 'Tracy Morris', with a stylized flourish at the end.

Mrs Tracy Morris
Clerk to the Council



AGENDA

1. Welcome to the Public

2. Receive and accept apologies

3. Declaration of Interest

To receive declarations of interest in respect of items on this agenda.

4. Public Participation

To receive questions or representations from members of the public, in accordance with the Parish Council's Standing Orders.

5. To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 21st September 2026 (Attached)

6. Clerk's Report

1. Acceptance of Terms of Reference of Committees (Bowling Green Management, Finance, Management and Events)
2. Seniors Lunch Dates Confirmed Tuesday 8th December Thursday 10th December and Monday 14th December 2026 (120)
3. Update Autumn/Winter Newsletter 2026
4. ID Badges Approval (Business Cards) (£250.00)
5. Election of Chair to Parish Council (Check with LALC re process)
6. Funding Request from Ley Inn for Installation of Defibrillator
7. Funding Request from Police for £500 towards local youth work

7. Reports

1. External Audit Report 25/26 (Actions to be Delegated to Finance Comm)
2. War Memorial Committee Meeting (28th September 2026)
3. Bowling Green Management Committee (7th October 2026)
- 3.1 Finance Request for interim coverage until Grant Funding Comes Through (£10,000)
4. Events Committee (14th October 2026)
5. PACT Meeting Update (13th October 2026)
6. CIL Report (October 2026 to April 2027)
7. LALC Constitutional Change Response
8. Budget Preparation 2027/28 (Precept Request by January 2027)



8. Accounts for Payment/Receipts for Sep/Oct 2026 (Appendix C)

9. Reconciled Bank Balances and Receipts to 30th September 2026 (Appendix B)

10. To discuss and make decisions on Planning Applications (Appendix A)

11. Correspondence

War Memorial Committee Invitation to Remembrance Sunday 8th November 2026 and Armistice Day Wednesday 11th November 2026 Services.

Planning Consultation LCC re Clayton Hall

12. Exclusion of the Press and Public

To resolve that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and relevant standing orders, the public and press be excluded from the meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:

- **Item [13]: Purchase of Bowling Green Land** (*Prejudicial reason: Discussion of commercially sensitive negotiations and financial valuations*)
- **Item [14]: Management Committee Staffing Matters** (*Prejudicial reason: Discussion of confidential personnel data and employment terms*)
- **Item [15]: Christmas Tree Lighting Repairs, Installation and Dismantling Quote (Clerks Report)** (*Prejudicial reason: Discussion of commercially sensitive negotiations and financial valuations*)



PART 2

13. Bowling Green Land

14. Management Committee Meeting Report 16th September 2026 (Staffing)

15. Christmas Tree Lights Installation Update (In Clerks Report)

16. Date of Next Meeting

The next full parish council meeting is scheduled to be held on Monday 16th November 2026 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

Committee Meetings:

Management Committee 4th November 2026 at 7.30pm

Finance Committee 4th November 2026 at 6.30pm

Events Committee 11th November 2026 at 6.30pm

Council Christmas Meal:

Proposed Date(s) Venue Deposit

Appendix A

CLAYTON-LE-WOODS PARISH COUNCIL PLANNING APPLICATIONS SEPTEMBER / OCTOBER 2026

VALIDATED APPLICATIONS

1.Application no: 26/00851/FUL

Proposal: Insertion of first floor window in the front (east) elevation 59 Spring Meadow Clayton-le-Woods Leyland PR25 5UR

2.Application no: 26/00839/TPO Case Officer: Jeff Sayer Ward: Clayton West And Cuerden Proposal: Application for works to protected trees: Chorley BC TPO 6 (Clayton-le-Woods) 2005; T001 Oak (Quercus sp.) Crown lift to 3m for pedestrian clearance. Tree T002 Oak (Quercus sp.) Crown lift to 3m for pedestrian clearance. Location: 194 Spring Meadow, Clayton-le-Woods, Leyland, PR25 5PQ

3.Application no: 26/00851/FUL Case Officer: Sophie Taylor Ward: Clayton West And Cuerden Proposal: Insertion of first floor window in the front (east) elevation Location: 59 Spring Meadow, Clayton-le-Woods, Leyland, PR25 5UR

4.Application no: 26/00884/FULHH

Proposal: Conversion of existing carport/garage to habitable accommodation, including associated external alterations Location: 18 Back Lane Clayton-le-Woods Chorley PR6 7QE Reference

DECISIONS

1.Application no: 26/00640/FULHH Case Officer: Sophie Taylor Decided: Mon 14/09/2026 Decision: Permit Full Planning Permission Ward: Clayton West And Cuerden Proposal: Single storey side and rear extension Location: 80 Cloughton Avenue, Clayton-le-Woods, Leyland, PR25 5TN

2.Application no: 26/00634/FULHH Case Officer: Sophie Taylor Decided: Tue 15/09/2026 Decision: Permit Full Planning Permission Ward: Clayton West And Cuerden Proposal: Erection of a gazebo (part retrospective) Location: 6 Azalea Close, Clayton-le-Woods, Leyland, PR25 5RB

3.Application no: 26/00733/TPO Case Officer: Jeff Sayer Decided: Mon 28/09/2026 Decision: Consent for Tree Works Ward: Clayton West And Cuerden Proposal: Application for work to a protected tree - Chorley BC TPO 5 (Clayton-le-Woods) 1989 T7; Oak - 4m Crown Lift Location: 2 Beechwood Croft, Clayton-le-Woods, Chorley, PR6 7EG



CLW PC AGENDA

Appendix B

Clayton-le-Woods Parish Council

Prepared by:

Date:

Name and Role (Clerk/RFO etc)

Approved by:

Date:

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/09/2026		
	Cash in Hand 01/04/2026		200,968.41
	ADD Receipts 01/04/2026 - 30/09/2026		311,865.66
			512,834.07
	SUBTRACT Payments 01/04/2026 - 30/09/2026		98,516.12
	Cash in Hand 30/09/2026 (per Cash Book)		414,317.95
B	Cash in hand per Bank Statements		
	Petty Cash 30/09/2026	0.00	
	Natwest Bank 30/09/2026	79,341.45	
	Virgin Money 30/09/2026	335,055.72	
			414,397.17
	Less unrepresented payments		79.22
			414,317.95
	Plus unrepresented receipts		
	Adjusted Bank Balance		414,317.95
	A = B Checks out OK		

APPENDIX C

PAYMENTS LIST

				Payment Ref.	Description	Supplier			
157	15/10/2026		Virgin Money		Utility Bill	Water Plus			
166	23/09/2026	BG	Virgin Money	B/T	CLW Bowling Green	Envirocare	300.00	60.00	360.00
167	23/09/2026	Sundries	Virgin Money	B/T	Clerk's Reimbursement	Clerk	42.98		42.98
168	23/09/2026	BG	Virgin Money	B/T	CLW Bowling Green	East Riding Turf Care	808.22	161.65	969.87
169	30/09/2026	Office	Virgin Money	B/T	Clerk's Reimbursement	Clerk	15.00		15.00
170	30/09/2026	Play	Virgin Money	B/T	Play Area Inspection	ROSPA Play Safety	423.00	84.60	507.60
171	30/09/2026	Clean	Virgin Money	B/T	Office Cleaning	Gillian Lloyd	72.00		72.00
172	30/09/2026	Office	Virgin Money	VOID	Phones/Broadband	Three Business			
173	30/09/2026	Audit	Virgin Money	B/T	External Auditor Fee	PKF Littlejohn LLP	840.00	168.00	1,008.00
174	01/10/2026	website	Natwest Bank	D/D	Website/Email	Easy Websites	73.70	14.74	88.44
175	30/09/2026	Defib	Virgin Money	B/T	Defib Replacement Pads	365Direct	66.02	13.20	79.22
176	19/10/2026		Natwest Bank	D/D	Website/Email	Easy Websites	69.30	13.86	83.16
177	19/10/2026		Virgin Money	S/O	Salary	Employee 01	2,279.99		2,279.99
178	19/10/2026		Natwest Bank	D/D	Pension	LCC Pension	934.57		934.57
179	19/10/2026		Natwest Bank	D/D	Phones/Broadband	O2	45.78	9.16	54.94
180	19/10/2026		Virgin Money	S/O	Salary	Lengthsmen ME	430.40		430.40
181	19/10/2026		Virgin Money	S/O	Rent/Room Hire	Red Rose Storage	75.83	15.17	91.00
182	19/10/2026		Virgin Money	D/D	Phones/Broadband	Three Business	7.50	1.50	9.00
183	19/10/2026		Virgin Money	D/D	Phones/Broadband	BT	59.95	11.99	71.94
184	19/10/2026		Virgin Money	S/O	Salary	Lengthsmen CD	107.60		107.60
185	19/10/2026		Virgin Money		CLW Bowling Green	Kevin Bond	118.33		118.33
186	19/10/2026		Virgin Money		Salary	Lengthsmen AB	269.00		269.00
187	19/10/2026		Virgin Money		Office Cleaning	Gillian Lloyd	72.00		72.00
188	19/10/2026		Virgin Money	Oct 26	Salary	Employee 05	2,026.66		2,026.66
189	19/10/2026		Virgin Money		Utility Bill	Pozitive Energy			
190	19/10/2026		Virgin Money		Utility Bill	Water Plus			
191	19/10/2026		Virgin Money		Utility Bill	EDF	71.64	3.58	75.22
192	19/10/2026		Virgin Money	B/T	Grass Cutting/Open	Bowland Estate	810.00	162.00	972.00
193	05/10/2026		Virgin Money		ID Badges	Zazzle	25.39		25.39
194	05/10/2026	ID Badges - Lanyards	Virgin Money	B/T	Sundries	Amazon	54.96		54.96
195	05/10/2026	Sundries	Virgin Money	B/T	Sundries	Amazon	8.32	1.66	9.98
196	19/10/2026	Sundries	Virgin Money	B/T	Clerk's Reimbursement	Clerk	25.67		25.67
197	30/09/2026	WMC	Virgin Money	B/T	Lamp Post Poppies (WMC)	Poppy Shop	100.00		100.00

PAYMENTS LIST



Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
198		02/10/2026		Virgin Money	CLW PC AGENDA	CLW Bowling Green	Kevin Bond		550.00		550.00
199		13/10/2026	Sundries	Virgin Money	B/T	Clerks Manual 2026	SLCC		48.30	0.90	49.20
Total									10,832.11	722.01	11,554.12

 RECEIPTS LIST

CLW PC AGENDA

		Receipt No	Description	Customer		
36	10/09/2026	Virgin Money	Payment for Lawnmower	Kevin Bond	500.00	500.00
37	14/09/2026	Virgin Money	Rent/Room Hire	Dance Beat	45.00	45.00
38	15/09/2026	Virgin Money	Rent/Room Hire	Age UK Lancashire	30.00	30.00
39	15/09/2026	Virgin Money	Rent/Room Hire	Age UK Lancashire	60.00	60.00
40	30/09/2026	Virgin Money	Rent/Room Hire	Age UK Lancashire	60.00	60.00
41	30/09/2026	Natwest Bank	B/T Bank Interest	Natwest Bank	61.34	61.34
43	04/09/2026	Virgin Money	B/T Bank Interest	Virgin Money	1.25	1.25
44	23/09/2026	Virgin Money	Reimbursement	Clerk	14.99	14.99
Total					772.58	772.58