

**CLAYTON-LE-WOODS PARISH COUNCIL**

**MINUTES OF THE ORDINARY MEETING  
HELD ON MONDAY 20<sup>th</sup> SEPTEMBER 2021 AT 7.30PM  
AT CLAYTON BOOK VILLAGE HALL**

**PRESENT:** Councillor Mr P Gabbott (Chairman)  
Councillor Mr M Clifford  
Councillor Ms J Cronshaw  
Councillor Mrs D Dowrick  
Councillor Mrs S Edwards-Williams  
Councillor Mr S Lowe  
Councillor Mr S Maddock  
Councillor Mrs G Ormston  
Councillor Mr D Rogerson (9)

**In Attendance:** Councillor Mr S Chapman (Chorley Councillor – Clayton East,  
Brindle and Hoghton)  
Mrs TD Morris (Clerk)

**ACTION**

The Chairman welcomed Borough Councillor Mr S Chapman to the meeting and introduced him to the Members.

**8336 APOLOGIES**

Apologies were received and accepted for Councillor Mr D Clough, Councillor Ms C Bromilow, Councillor Mrs G Charlesworth, Councillor Mrs L Farnworth and Councillor Mrs C Billouin absence was noted due to family health issues.(5)

**8337 DECLARATION OF INTEREST**

Councillor P Gabbott declared an interest as a sitting Chorley Councillor on the Planning Committee. Councillor M Clifford declared an interest as a Trustee of Cuerden Valley Trust and as a Lancashire County Councillor.

**8338 PUBLIC PARTICIPATION**

There was no public participation at this meeting.

**8339 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 19<sup>th</sup> JULY 2021**

It was RESOLVED that the minutes of the ordinary parish meeting held

**Chairman's Signature**.....



CLW PARISH COUNCIL MINUTES

on Monday 19<sup>th</sup> July 2021 were deemed correct and were duly signed by the Chairman.

**8340 MATTERS ARISING**

The Members noted the Clerk's report that had been circulated to the Members prior to the meeting.

**8341 APPROVAL FROM CHORLEY COUNCIL TO CO-OPT A PARISH COUNCILLOR (EAST WARD)**

The Members noted that the Parish were free to co-opt a Parish Councillor for East Ward. It was agreed that the vacancy would be advertised in the next newsletter and on the Parish Council website

Clerk/PO

**8342 REVIEW OF COMMITTEE MEMBERSHIP**

It was RESOLVED that Councillor Mr S Lowe be appointed to the Communications and Finance Committee with immediate effect.

It was requested that the Clerk amend the Committee List accordingly.

Clerk

**8343 RETIREMENT OF PROJECT OFFICER WITH EFFECT 31<sup>ST</sup> OCTOBER 2021**

The Chairman announced that Mrs Gill Egan (Project Officer) had tendered her resignation due to retirement. Her last day would be 31<sup>st</sup> October 2021.

The Members were sad to see her go as she had been a breath of fresh air to the Parish. They requested that the Clerk convey their best wishes for a long and happy retirement.

Clerk

It was agreed that a Working Group be set up to review the Project Officer role and report back with recommendations to the FPC in due course. The Members were:- Cllrs P Gabbott, M Clifford, D Clough, D Dowrick, S Maddock and G Ormston (6). It was requested that the Clerk set up a meeting as soon as was practicable.

Clerk

It was requested that the Clerk undertake the necessary HR administration in due course.

Clerk

Chairman's Signature.....



**8344 MANAGEMENT AGREEMENT / KPI REPORT BACK LANE WOODS**

Prior to the meeting the draft Management Agreement and Key Performance Indicators for Back Lane Woods had been circulated to the Members for their information.

It was noted that the Management Agreement had been scrutinised and approved by the solicitors appointed by the Parish Council.

After due consideration It was RESOLVED to send on the Management Agreement and the KPI proforma to the Lancashire Wildlife Trust for signature.

It was requested that the Clerk send on the documents to the Lancashire Wildlife Trust for their signature.

Clerk

**8345 AUTUMN/WINTER NEWSLETTER COST OF DESIGN/PRINT AND DISTRIBUTION**

It was agreed to award the contract to design print and distribute the Newsletter Greenman Marketing at a cost of some £3,195.00.

It was requested that the Clerk make the necessary arrangements to engage the contactor for the work.

Clerk

**8346 CHRISTMAS TREE PURCHASE INSTALLATION AND LIGHTING**

It was reported that the Christmas tree had been ordered and the lighting firm had been secured at a cost of some £5,378.00.

It was RESOLVED to procure background lighting and extend the electricity network as required.

Councillor M Clifford and the Clerk were asked to investigate and implement the extension of the lights.

MC/Clerk

**8347 CHRISTMAS TREE SWITCH ON EVENT**

It was proposed that the Christmas Tree Switch on Event should be held on Saturday 27<sup>th</sup> November 2021 outside by the tree and then outside the Lord Nelson for refreshments.

It was RESOLVED that the Switch on Event go ahead subject to any Covid-19 restrictions being enforced.

Chairman's Signature.....



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It was agreed that the Lord Nelson receive a subsidy of up to £500.00 for loss of trade and purchase and provision of the refreshments.

It was requested that the Clerk inform the Lord Nelson of the decision and inform all the necessary parties of the decision.

Clerk

**8348 OAP LUNCH PROVISION 2021**

It was proposed that the OAP lunch be held at the function room at the Ley Inn and that it be held over two days with a maximum of 50 people per sitting. It was noted that there would need to be some negotiation regarding the refund of the deposit if the function could not go ahead due to Covid-19 restrictions.

After due consideration it was RESOLVED that the OAP Christmas lunch be held over 2 days subject to Covid -19 restrictions.

It was requested that the Clerk contact the Ley Inn and finalise the booking and inform the residents at the appropriate time.

Clerk

**8349 WILDFLOWER MEADOWS FUND ALLOCATION 2022**

The Clerk informed that Chorley Council requested a commitment to the provision of wildflower meadows for 2022.

It was RESOLVED that the Parish Council would commit some £3,000.00 toward the provision of wildflower meadows sited around the Parish.

It was requested that the Clerk inform Chorley Council of the decision and finalise the designated sites for 2022 with consultation via the Environment Committee.

Clerk/MC

**8350 CUNNERY MEADOW UPDATE**

**1.Arson Attack**

The Clerk informed the Members that insurance claim had been approved for the purchase and installation of a new slide and replacement flooring. The order had been placed with Wicksteed Ltd.

However it was noted that the due to the ongoing fabrication, transport and staffing issues the installation may take up to 18 weeks.

The Clerk wanted to table a vote of thanks to Councillor S Maddock for

Chairman’s Signature.....



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all his due diligence in keeping an eye on the play area and reporting any issues.

**2.MUGA Lighting/Footpath Lighting**

The Members were given an overview of the situation where LCC had informed the Parish Council that their MUGA lights were illegally connected to the electricity supply.

At the same time it was reported that the footpath lighting (CIL Project) were legally connected to the electricity supply. However, no-one had adopted the lights and subsequently no party had paid the unmetered supply since their installation a few years ago.

The proposal would be to connect the MUGA lights to the footpath lights electricity supply and for the Parish Council to adopt all the lighting and pay the unmetered supply which would cost some £100.00 per year and conduct stress tests on all columns at 6 yearly intervals.

After due consideration it was RESOLVED that the Parish Council would adopt the footpath lights at Cunnery Meadow and connect the MUGA lights to the legal supply and pay the electricity/maintenance bills accordingly.

It was requested that the Clerk work with the appropriate authorities and report back on her progress accordingly.

Clerk

Chairman’s Signature.....



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**8351 ACCOUNTS FOR PAYMENT**

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

**1. Payments August/September 2021**

Voucher	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
158	Yorkshire Bank	B/T	Office Supplies	Asda	S	9.50	1.90	11.40
159	Yorkshire Bank	B/T	Flowerbed Maintenance	MS Landscapes	Z	450.00	0.00	450.00
160	Yorkshire Bank	B/T	Hanging Basket Contrac	Plantscape Ltd	S	5,161.10	1,032.22	6,193.32
161	Yorkshire Bank	B/T	Rent/Room Hire	Chorley Self Storage Lt	S	73.33	14.67	88.00
162	Yorkshire Bank	B/T	ICT	Wizard Computer Servi	S	40.00	8.00	48.00
163	Natwest Bank	S/O	Salary	Lengthsmen JI	E	106.92	0.00	106.92
164	Natwest Bank	S/O	Salary	Lengthsmen DH	E	178.20	0.00	178.20
165	Natwest Bank	S/O	Salary	Lengthsmen DM	E	213.84	0.00	213.84
166	Yorkshire Bank	D/D	Rent/Room Hire	Chorley Business and T	S	337.00	67.40	404.40
167	Natwest Bank	D/D	Website/Email Managemr	Easy Websites	S	73.00	14.60	87.60
168	Natwest Bank	S/O	Salary	Lengthsmen JI	E	106.92	0.00	106.92
169	Natwest Bank	S/O	Salary	Lengthsmen DH	E	178.20	0.00	178.20
170	Natwest Bank	S/O	Salary	Lengthsmen DM	E	213.84	0.00	213.84
171	Yorkshire Bank	S/O	Salary	Employee 01	E	1,554.35	0.00	1,554.35
172	Natwest Bank	D/D	Pension	LCC Pension Employee	E	577.36	0.00	577.36
173	Natwest Bank	D/D	Phones/Broadband	O2	S	6.07	1.21	7.28
174	Yorkshire Bank	S/O	Salary	Lengthsmen ME	E	285.12	0.00	285.12
175	Yorkshire Bank	S/O	Rent/Room Hire	Chorley Self Storage Lt	S	73.33	14.67	88.00
176	Yorkshire Bank	S/O	Salary	Employee 02	E	737.55	0.00	737.55
177	Yorkshire Bank	D/D	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
178	Yorkshire Bank	B/T	Grass Cutting/Open Spa	Envirocare Maintenanc	S	628.01	125.60	753.61
179	Yorkshire Bank	D/D	Phones/Broadband	BT	S	49.59	9.92	59.51
180	Yorkshire Bank	S/O	Salary	Lengthsmen CD	X	71.28	0.00	71.28
181	Yorkshire Bank	B/T	CLWBG Monthly Rent	MRE Belbroughton Ltd	X	49.00	0.00	49.00
182	Yorkshire Bank	000194	Office Supplies	Chorley Business and T	E	7.92	0.00	7.92
183	Yorkshire Bank	B/T	Office Supplies	Post Office	E	10.20	0.00	10.20
184	Yorkshire Bank	B/T	Audit	PKF Littlejohn LLP	S	400.00	80.00	480.00
<b>Total</b>						<b>11,599.13</b>	<b>1,371.69</b>	<b>12,970.82</b>

The following Receipts were noted:

**2. Receipts for August 2021**

Voucher	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
17	Yorkshire Bank	B/T	Rebate	Yorkshire Bank	Z	0.60	0.00	0.60
18	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	0.49	0.00	0.49
<b>Total</b>						<b>1.09</b>	<b>0.00</b>	<b>1.09</b>

**3. Bank Reconciliation as of 31<sup>st</sup> August 2021**

Chairman's Signature.....



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The Bank Reconciliation Report up to 31<sup>st</sup> August 2021 was received and noted by the Members to be signed off by Councillor C Bromilow.

## 8352 PLANNING APPLICATIONS

It was RESOLVED to make no comment on the following applications:

1.Application no: 21/00955/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton East, Brindle And Hoghton Proposal: Replacement conservatory roof including extended canopy (retrospective) Location: 18 Carr Meadow, Bamber Bridge, Preston, PR5 8HS

2.Application no: 21/00985/FULHH Case Officer: Faye Cass Ward: Clayton West And Cuerden Proposal: Erection of a single storey rear extension (following demolition of conservatory). Location: 27 Lancaster Lane, Clayton-Le-Woods, Leyland, PR25 5SN

3.Application no: 21/00991/FULHH Case Officer: Faye Cass Ward: Clayton West And Cuerden Proposal: Erection of a single storey front, side (following demolition of garage) and rear extension. Alterations to fenestration. Location: 10 Bay Tree Road, Clayton-Le-Woods, Chorley, PR6 7JW

4.Application no: 21/00989/FULHH Case Officer: Faye Cass Ward: Clayton West And Cuerden Proposal: Erection of a single storey extension (following demolition of existing conservatory). Location: 11 Windflower Drive, Clayton-Le-Woods, Leyland, PR25 5RG

5.Application no: 21/01035/NOT Case Officer: Chris Smith - 01257 515223 Ward: Clayton West And Cuerden Proposal: Notification of intention to upgrade existing telecommunications equipment including an upgrade of existing ground-based equipment and equipment attached to existing tower along with associated works Location: Orange PSC, Telecommunication Mast Site LA0246, Greenbank Farm, Wigan Road, Clayton-Le-Woods

6.Application no: 21/01043/TEL Case Officer: Chris Smith - 01257 515223 Ward: Clayton East, Brindle And Hoghton Proposal: Prior approval application under Part 16, Class A of The Town and Country Planning (General Permitted Development) (England) Order 2015 for the installation of 1no. 20 metre monopole, wraparound Cabinet at base and associated ancillary works Location: VODAPHONE LTD, Telecommunication Mast Site No 35101, Clayton Green Road, Clayton-Le-Woods

7.Application no: 21/01026/DIS Case Officer: Chris Smith - 01257 515223 Ward: Clayton East, Brindle And Hoghton Proposal: Application to discharge condition nos. 4 (ecology), 5 (spoil deposits), 6 (invasive plant species), 8

Chairman's Signature.....



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(method statement), 9 (landscaping), 10 (levels) of planning permission ref: 20/01373/CB3 (Creation of a natural flood management / attenuation feature on open space off Clover Field in Carr Brook Linear Park) Location: Land To The East And West Of, Clover Field, Clayton-Le-Woods Applicant: Mrs Lindsey Blackstock - Civic Officers, Union Street, Chorley, Lancs, PR7 1AL

8.Application no: 21/01029/FULHH Case Officer: Chris Smith - 01257 515223 Ward: Clayton West And Cuerden Proposal: First floor side/rear extension, two storey rear extension, single storey extension to side (eastern) elevation and single storey front extension Location: 24 Higher Meadow, Clayton-Le-Woods, Leyland, PR25 5RS

9.Application no: 21/00942/FUL Case Officer: John Daniel Jaques Ward: Clayton West And Cuerden Proposal: Erection of two storey dwelling and detached single storey garage with associated driveway Location: Land Adjacent To 37, Back Lane, Clayton-Le-Woods

10.Application no: 21/01055/FULHH Case Officer: Faye Cass Ward: Clayton East, Brindle And Hoghton Proposal: Erection of a single storey front extension, two-storey side extension including garage and single storey rear extension. Change of roof from hip to gable ended, erection of a roof dormer on the rear elevation and 3no. rooflights on the front elevation. Location: Homeleigh, Preston Road, Clayton-Le-Woods, Chorley, PR6 7EH

*11. For Information Only Parish Council Application*

Application no: 21/01064/TPO Case Officer: Bill Whisker - 01257 515642 Ward: Clayton West And Cuerden Proposal: Application for works to protected trees - Chorley BC TPO 13 (Clayton-le-Woods) 1984: Various works as detailed in the tree surveys submitted; and canopy reduction of an oak obstructing the roof and gutters at 1 Back Lane. Location: Woodland Adjacent To Woodside Avenue And, Back Lane, Clayton-Le-Woods Applicant: Mr Cowell - Lancashire Wild Life Trust, Brockholes Reserve, Preston, PR5 0AG

**8353 REPORTS**

The Members received the following reports for their information prior to the meeting:-

- 1. Completion of the External Audit 2020/21 with 'No Comment' (Report Attached)**
- 2. Planning Report under Delegated Powers for July/August 2021(Attached) Plus Report for September 2021**
- 3. Finance Committee Minutes dated 9<sup>th</sup> September 2021 (Attached)**
- 4. Environment Committee Minutes dated 13<sup>th</sup> September 2021 (Attached)**
- 5. Play and Leisure Committee Minutes dated 26<sup>th</sup> August 2021 (Attached)**

Chairman's Signature.....



**6. Food Parcel Update Remaining £1000 in budget (Possible Partnership with Chorley Buddies)**

It was noted that the Morrisons Food Parcel Scheme had now ended and no other supermarket chain ran a similar scheme. So there was no mechanism to send out food parcels to vulnerable families within the Parish. Several options were discussed with the options of vouchers, giving cash or donating the funds to a third party (Chorley Buddies)

It was agreed that the Clerk investigate the possibility of donating the remaining food parcel fund to the Chorley Buddies charity that were looking into setting up a food bank on Clayton Brook. The Clerk confirmed that this charity was working under the 'Chorley Together' Programme.

Clerk

**8354 CORRESPONDENCE**

**1.Email from Resident Regarding Grass Verges Management**

Councillor M Clifford explained that there were teething problems with the scheme, however all ongoing issues had been addressed and it was planned to have a more visible communication with the residents going forward.

It was planned that the Parish Council would have an article in the next Parish Newsletter regarding the wilding/wildlife corridors and sign posting residents to the information on the Chorley Council website.

PO

**2.Request for a Bench on Spring Meadow**

This item would be deferred to the next FPC meeting where Councillor L Farnworth can report on the issue.

FPC

**8355 MOTION TO EXCLUDE PRESS AND PUBLIC (DUE TO COMMERCIALLY SENSITIVE INFORMATION)**

It was RESOLVED to exclude press and public due to commercially sensitive information.

*Councillor S Chapman left the meeting at this point.*

**8356 TO CONSIDER THE HEADS OF TERMS DOCUMENT FOR NEW PARISH COUNCIL OFFICE/MEETING ROOM FROM CHORLEY COUNCIL**

Chairman's Signature.....



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It was reported that the HoTs had been revised by Chorley Council and now accommodated all the outstanding issues raised by the Parish Council. It was confirmed that the document had been scrutinised and approved by the solicitors engaged by the Parish Council.

It was RESOLVED to accept the HoTs for the Parish Council Offices/Meeting Room and to move forward with the draft lease agreement.

It was requested that the Clerk inform Chorley Council of the decision and move forward to the drafting of the lease agreement.

Clerk

**8357 DATE OF NEXT ORDINARY PARISH MEETING**

It was RESOLVED that the next ordinary Parish Council meeting is to be held on Monday 18<sup>th</sup> October 2021 at 7.30pm at Clayton Brook Village Hall.

Chairman's Signature.....