

**CLAYTON-LE-WOODS PARISH COUNCIL**

**MINUTES OF THE ORDINARY PARISH MEETING  
HELD ON MONDAY 20<sup>th</sup> NOVEMBER 2023 7.30PM  
AT THE PARISH COUNCIL COMMUNITY MEETING ROOMS/OFFICE**

**PRESENT:** Councillor Mr P Gabbott (Chairman)  
Councillor Mr A Balderstone  
Councillor Mr M Clifford  
Councillor Mr D Clough  
Councillor Mrs D Dowrick  
Councillor Mrs S Edwards-Williams  
Councillor Mr A Halliday  
Councillor Mr S Lowe  
Councillor Mrs G Ormston  
Councillor Mrs B Ward-Smith  
Councillor Mr N Whitham (11)

**In Attendance:** Ms Hannah Dixon (Chorley Schools Sports Partnership)  
Mrs TD Morris (Clerk)  
Mrs L Gallagher (Admin Assist)

**8715 WELCOME**

All the participants were welcomed to the meeting.

**8716 APOLOGIES**

Apologies were received and accepted from Councillor S Maddock and Mrs G Charlesworth. It was noted that Councillor A Willis was absent from the meeting.

**8717 DECLARATION OF INTEREST**

Councillor M Clifford as County Councillor for Clayton and Whittle Deputy Chair of Education, Chorley Councillor Champion of Open Spaces and Member of the Licensing Committee and Director of Cuerden Valley Trust. Councillor N Whitham Chorley Councillor on Planning Committee. Councillor A Balderstone as a Member of Clayton-le-Woods Bowling Team. Councillor P Gabbott as a Governor at Lancaster Lane Primary School.

**ACTION**

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



**8718 PUBLIC PARTICIPATION**

Hannah Dixon (Chorley Schools Sports Partnership)

The Chairman introduced Ms Dixon to the Meeting. The Members were informed of the organisations objectives, how they were funded and the Christmas Programme that was being held. Ms Dixon requested that if any Members knew of any families in need of support to let her know.

It was agreed that the Parish would publicise any future events on social media and signpost the local housing associations which may know of vulnerable families. Also the Chairman stated that the Parish Council would invite any funding request in the future and give it due consideration.

AA

It was planned that another member of Chorley Schools Sports Partnership would attend in January 2024 to report back on the Christmas projects.

Ms Dixon was thanked for her report and she left the meeting at this point.

**8719 TO APPROVE THE MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 16<sup>th</sup> OCTOBER 2023**

It was RESOLVED to approve the minutes of the Ordinary Meeting held on Monday 16<sup>TH</sup> October 2023 with the amendment of the Declaration of Interest.

The Chairman declared a familial connection with one of the contractors the Parish Council had utilised (Walker Gabbott Electrical) which is the preferred contractor of Chorley Council.

(9 in favour and 3 abstentions due to not attending the previous meeting)

**8720 MATTERS ARISING (CLERKS / ADMIN ASSIST REPORT)**

The Clerk and the Admin Assistant gave a verbal report which were received with thanks.

Chairman’s Signature.....



**8721 REPORTS**

**1. Play and Leisure Committee Meeting held on Wednesday 9<sup>th</sup> November 2023**

Councillor S Edwards-Williams gave a detailed verbal report to the Members which was received with thanks.

**1.1 To forward the Budget Proposals to Finance Committee for 2024/25**

It was RESOLVED to forward the budget proposals to the Finance Committee for consideration.

FIN

**1.2 To Approve the Play Area Repairs at a cost of £1974.00**

It was RESOLVED to approve the Play Area Repairs at a cost of £1974.00.

Clerk

**1.3 To Approve an “Academic” Clayton Cup (e.g. Painting, Photography, Spelling Bee) No budget Implications**

It was RESOLVED to approve the running of an “Academic Clayton Cup” to be scheduled during the next year.

Councillor S Edwards Williams requested that a Working Group be set up to explore this issue. At the present time the Members would be Cllrs S Edwards-Williams, P Gabbott and M Clifford. Anyone else was most welcome to attend.

SEW

**2. Communications Committee Meeting held on Wednesday 18<sup>th</sup> October 2023**

Councillor S Lowe gave a brief report to the Members which was received with thanks.

**2.1 To forward the Budget Proposals to Finance Committee for 2024/25**

It was RESOLVED to forward the budget proposals to the Finance Committee for consideration.

FIN

Chairman’s Signature.....



**2.2 Newsletter Distribution**

It was noted earlier that the Newsletter was being distributed a little later than planned due to technical issues. However it should be fully circulated prior to the Christmas Light Switch On Event.

**3. Management Committee Meeting held on Wednesday 15<sup>th</sup> November 2023**

The Chairman gave a detailed report to the Members which was received with thanks.

**3.1. Work load Update**

The Chairman informed the Members of the current work load of the Clerk and the planned priorities agreed with the Management Committee going forward. This would be kept under review.

MGT

**3.2 Clerks Cover**

It was proposed to have a fund added to the budget which could be used in the event of the Clerk having to buy in extra support or during sickness absence. A neighbouring Clerk who understood the working practices of the Parish could be approached.

Clerk

This will be tabled at the Finance Committee meeting for consideration.

FIN

**3.3 Skate Park Proposal**

The Chairman explained the ongoing land ownership issues and that at present some £15,000 had been allocated to fund a light touch refurbishment. The Chairman proposed to divert the CIL funds to the Meadowbank play area which needed refurbishment.

Cllr M Clifford proposed that the Meadowbank project be partnered with Chorley Council with the proviso that on completion the play area be signed over to Chorley Council so as not to incur future repair/replacement costs.

It was RESOLVED in principle to go ahead with the proposal from Cllr M Clifford to transfer the CIL funds from the Skate Park to Meadowbank play area redevelopment. This will be tabled for approval in January 2024.

FPC

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

It was also agreed that the Parish Council approach Lancashire County Council and Chorley Council and any other local funding streams to try and raise funds for a light touch refurbishment of the skate park going forward.

AA

**8722 EXCLUSION OF PRESS AND PUBLIC**

The Chairman proposed the exclusion of press and public to discuss a staffing item.

It was RESOLVED to exclude Press and Public.

*The Clerk and the Admin Assistant left the meeting at this point.*

**8723 CLERKS PAY REVIEW**

This was deemed a confidential item.

In camera it was reported that no settlement had been made and this was still under negotiation between the Management Committee and the Clerk.

MGT

*The Clerk and Admin Assistant re-entered the meeting at this point*

**8724 EVENTS UPDATE**

**1.Remembrance Service Report (Attended by Vice Chairman)**

The Vice Chair reported that she was honoured to lay the wreath on behalf of the Parish Council. It was pleasing to lay the wreath alongside the Chair of Whittle-le-Woods Parish Council. Also the Vice Chair wished to thank the two Parish Clerks and the Admin Assistant for working so well behind the scenes.

On behalf of the Parish Council it was requested to write a letter of thanks to the War Memorial Committee for running such a great event in the first year after transition to a new administration.

Clerk

**2.Update on Christmas Tree Installation/Street and Flood Lights (Cllr M Clifford)**

Councillor Clifford reported that the tree had been delivered on Friday and had been installed. The lights were scheduled to be installed on Tuesday ready for the switch on event.

Chairman's Signature.....



**3.Switch on Event Saturday 25th November (Lord Nelson) (AA)**

The Administrative Assistant informed the Members of the timetable of events and the roles of the volunteers. Any further volunteers are most welcome especially to move the sound system from the tree to the Lord Nelson and out again.

**4.Update on OAP Christmas Meal at the Ley Inn 5/6th December 2023 (AA)**

It was reported that both days have been fully booked for this year. Councillor N Whitham raised the issue about the publicity posters not being placed in the parish noticeboards. The Clerk assured the Members that this would be rectified for next year.

**8725 RESIGNATION OF LENGTHSMAN DUE TO RELOCATION TO AUSTRALIA (30<sup>TH</sup> NOVEMBER 2023)**

The Clerk advised the Members that JI had resigned as a Lengthsman as he and his Mum were relocating to Australia.

It was requested that the clerk write a thank you letter and to wish him well in the future.

Clerk

**8726 CHAIRMANS HALF YEARLY ALLOWANCE (MAY – OCT) £250.00**

It was RESOLVED to award the Chairman £250.00 as the Chairman’s Allowance minus the £50.00 voucher awarded at the Summer Fair.

It was requested that the Clerk make the necessary payment.

Clerk

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

**8727 ACCOUNTS FOR PAYMENT**

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

**1. Payments October/November 2023**

<b>PAYMENTS LIST</b>									
Voucher	Code	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
302	Play Areas Annual M	Virgin Money	B/T	Play Area General Repai	JTW Management Ltd	S	645.00	129.00	774.00
297	Sundries	Virgin Money	B/T	Sundries	Amazon	S	7.87	1.58	9.45
297	Sundries	Virgin Money	B/T	Sundries	Amazon	S	5.82	1.17	6.99
297	Sundries	Virgin Money	B/T	Sundries	Amazon	S	11.32	2.27	13.59
274	Play Areas Annual M	Virgin Money		Play Area Annual Repair	ESPPPLAY	S	689.50	137.90	827.40
290	Christmas Lunch OAF	Virgin Money		OAP Christmas Meal	The Ley Inn (Cuerden)	Z	900.00		900.00
294	Election Fees	Virgin Money	B/T	Election Fees	Chorley Council	Z	1,769.49		1,769.49
293	Newsletter	Virgin Money	B/T	Newsletter	Green Man Marketing	S	3,499.17	699.83	4,199.00
295	Clayton Cup	Virgin Money		Clayton Cup	John Harrison Sports Li	Z	159.25		159.25
296	Christmas Tree	Virgin Money	B/T	Sundries	Screwfix	S	8.35	1.67	10.02
298	Sundries	Virgin Money	B/T	Sundries	Tesco	Z	11.60		11.60
291	Bowling Green Gener	Virgin Money		CLW Bowling Green Mair	Kevin Bond	Z	160.00		160.00
299	Bowling Green Gener	Virgin Money	B/T	CLW Bowling Green Mair	East Riding Turf Care	S	74.95	14.99	89.94
292	Utility Bills	Virgin Money		Utility Bill	Water Plus	Z	32.97		32.97
292	Utility Bills	Virgin Money		Utility Bill	Water Plus	S	6.45	1.29	7.74
305	Sundries	Virgin Money		Sundries	Timpson Ltd	Z	13.50		13.50
277	Lengthsmen	Natwest Bank	S/O	Salary	Lengthsmen JI	E	130.80		130.80
278	Employee 1	Virgin Money	S/O	Salary	Employee 01	E	2,354.24		2,354.24
283	Employee 2	Virgin Money	S/O	Salary	Employee 02	E	1,505.51		1,505.51
281	Lengthsmen	Virgin Money	S/O	Salary	Lengthsmen ME	E	348.80		348.80
279	Pension Costs	Natwest Bank	D/D	Pension	LCC Pension Employer/	E	899.66		899.66
300	Utility Bills	Virgin Money	B/T	Utility Bill	NPower	L	151.51	7.58	159.09
276	ICT	Natwest Bank	D/D	Website/Email Managem	Easy Websites	S	66.00	13.20	79.20
280	Phone	Natwest Bank	D/D	Phones/Broadband	O2	S	36.36	7.27	43.63
284	Phone	Virgin Money	D/D	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
286	Phone	Virgin Money	D/D	Phones/Broadband	BT	S	49.59	9.92	59.51
282	Office Rental	Virgin Money	S/O	Rent/Room Hire	Chorley Self Storage Lt	S	76.67	15.33	92.00
287	Lengthsmen	Virgin Money	S/O	Salary	Lengthsmen CD	X	87.20		87.20
285	Grass Cutting/Mainte	Virgin Money	B/T	Grass Cutting/Open Spa	Envirocare Maintenanc	S	848.43	169.69	1,018.12
288	Bowling Green Lease	Virgin Money	B/T	CLWBG Monthly Rent	MRE Belbroughton Ltd	X	49.00		49.00
289	Sundries	Virgin Money		Office Cleaning	Diamond Domestic	S	64.00	12.80	76.80
304	Expenses	Virgin Money	B/T	Chairman's Expenses	Clr P Gabbott	Z	250.00		250.00
303	NALC/SLCC	Virgin Money	B/T	Annual Membership	SLCC	Z	238.00		238.00
301	HMRC Payments	Virgin Money	B/T	HMRC NI/Tax	HMRC	Z	1,894.21		1,894.21
<b>Total</b>							<b>17,052.72</b>	<b>1,226.99</b>	<b>18,279.71</b>

The following receipts were noted:

**2. Receipts October 2023**

<b>RECEIPTS LIST</b>									
Voucher	Code	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
74	Bank Interest	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	15.59		15.59
<b>Total</b>							<b>15.59</b>		<b>15.59</b>

Chairman's Signature.....



**8728 PLANNING APPLICATIONS**

It was RESOLVED to make no comment on items 1,3,4 and 5.

It was RESOLVED to make an objection on item 2 to LCC on the grounds of intolerable increased traffic at the Lancaster Lane Wigan Road junction. Also to raise the detrimental ecological impact on the area for which compensation should be given to the local charity such as Cuerden Valley Trust.

Clerk

1.Proposal: Conversion of part of integral garage Location: 11 Thetford Drive Clayton-Le-Woods Leyland PR25 5PG Reference: 23/00854/FULHH.

2.Application: LCC/2022/0044 Proposal: Application for Outline Planning Permission (with all matters reserved save for access from the public highway to Development Zones A, B and D (M65 Terminus Roundabout, A49 Wigan Road and Stanifield Lane) and strategic green infrastructure/landscaping) for a mixed-use development including the provision of Employment use (Use Classes B2/B8/E(g)); retail (use Class E(a)); food, drink and drive-through restaurant use (Use Class E(b)/Sui Generis Drive-Through); hotel use (Use Class C1); health, fitness and leisure use (Use Classes E(d)/F(e)/F2(b)); creche/nursery (Class E(f)); car showrooms (Use Class Sui Generis Car Showroom); Residential use (C3) the provision of associated car parking, access, public open space, landscaping and drainage. Location: Cuerden Strategic Site, East of Stanifield Lane, North of Clayton Farm, West of Wigan Road, Lostock Hall GR: 355475 424665.

3.Application no: 23/00902/DIS Case Officer: Chris Smith - 01257 515223 Ward: Clayton West And Cuerden Proposal: Application to partially discharge condition no. 10 (ground contamination) attached to planning permission 14/00951/OUTMAJ (Erection of 220 dwellings with associated open space and landscaping, with all matters reserved except for access) Location: Land North Of Lancaster Lane And Bounded By Wigan Road And Shady Lane, Lancaster Lane, Clayton-Le-Woods.

4.Application no: 23/00939/FULHH Proposal: Single storey side / rear extension attached to existing detached garage and conversion of attached garage to habitable accommodation (part retrospective) Location: 21 Thetford Drive Clayton-le-Woods, Leyland PR25 5PG.

5.Application no: 23/00932/TPO Proposal: Application for works to a protective tree – Chorley BC TPO 6 (Clayton-le-Woods) 2002: T1 Oak – crown raise to 5 metres above the road. Location: Gold Standard Foot Care 50 Lancaster Lane PR25 5RP.

Chairman’s Signature.....



**8729 CORRESPONDENCE**

**1. Art Exhibition – Request Meeting Room to be Considered as Gallery Space**

**2.**

The Clerk informed the Members that a local artist had raised an interest of using the meeting space as a one off gallery space to show works of local artists.

There was a discussion regarding the possible logistics and liability.

The Clerk would investigate the matter further and come back to the Parish Council with some suggestions.

Clerk

**8730 EXCLUSION OF PRESS AND PUBLIC**

It was RESOLVED to exclude press and public due to a staffing issue being discussed.

*The Clerk and the Admin Assistant left the meeting at this point.*

**8731 NATIONAL JOINT COUNCIL PAY AWARD**

This item was deemed confidential.

In camera it was RESOLVED to implement the NJC pay award as stated.

*The Clerk and the Admin Assistant re-entered the meeting at this point.*

Clerk

**8732 DATE OF NEXT MEETING**

The next full parish council meeting is scheduled to be held on Monday 15th January 2024 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

Proposal for Dates for 2024 to Remain 3rd Monday of Each Month with the exception of August and to hold a Meeting in December 2024 on 2nd Monday of that month.

It was RESOLVED to set the dates as proposed for 2024.

It was requested that these dates be publicised on the website and noticeboards.

AA/Clerk

**Chairman’s Signature**.....



CLW PARISH COUNCIL MINUTES

**For Information**

1. Please note that there is no ordinary parish meeting scheduled to be held during December 2023.

2. Environment Committee Meeting Tuesday 12th December 2023 at 7.00pm at the Parish Building.

3. Summer Fair Working Group Meeting Tuesday 9th January 2024 at 3.00pm at the Lord Nelson (All Welcome).

4. Schedule Finance Committee Meeting for Budget Preparation.

This would be arranged by the Chair of Finance in due course.

Clerk/DC

Chairman’s Signature.....