

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE ORDINARY PARISH MEETING
HELD ON MONDAY 16th SEPTEMBER 2024 AT 7.30PM
AT THE PARISH COUNCIL COMMUNITY MEETING ROOM/OFFICE
AT 239A PRESTON ROAD, CLAYTON-LE-WOODS, CHORLEY**

PRESENT: Councillor Mr M Lee (Chairman)
Councillor Ms I Amahwe
Councillor Mr D Clough
Councillor Mr A Halliday
Councillor Mr S Maddock (Vice Chairman)
Councillor Mr E Shannon
Councillor Mrs K Wardle
Councillor Mrs A Willis
Councillor Mr N Whitham (9)

In Attendance: Mrs TD Morris (Clerk/Responsible Financial Officer)

Members of the Public: 6 Members of the Public

ACTION

8846 WELCOME

The Vice Chairman welcomed Councillor Mark Lee to his first meeting and all other participants/residents.

8847 APOLOGIES

Apologies were received and accepted for Councillors Mr M Clifford, Mrs G Ormston and Mrs B Ward-Smith (3).

8848 APPROVAL FROM CHORLEY COUNCIL TO CO-OPT TO REPLACE CLLR PETER GABBOTT (CLAYTON WEST)

The Clerk informed the Members that Chorley Council had given approval for the vacancy that had arisen due to the resignation of Cllr Peter Gabbott could now be filled by co-option.

The Clerk wished to minute that a note of thanks had been sent to Cllr Gabbott wishing him well in all his future endeavours and that he would be sorely missed. He had served for some 7 years and 4 years as Chairman of the Parish Council.

8849 CHAIRMANS ALLOWANCE (CLLR P GABBOTT)

It was RESOLVED to pay the outstanding Chairman's Allowance to the outgoing Chairman Cllr P Gabbott in the amount of £125.00.

Chairman's Signature.....



It was requested that the Clerk make the payment as soon as was practicable.

Clerk

8850 ELECTION OF CHAIRMAN 2024/25

A nomination and second were received for Councillor M Lee. A secret ballot was held and it was voted 8 to 1 abstention to elect Councillor M Lee as Chairman.

It was RESOLVED to elect Councillor M Lee as Chairman of Clayton-le-Woods Parish Council until the next Annual General Meeting in May 2025.

Everyone wished Councillor Lee well in his new role.

8851 DECLARATION OF INTEREST

Councillor Mr N Whitham Chorley Councillor and Member of the Planning Committee. Councillor Ms I Amahwe Chorley Councillor.

8852 PUBLIC PARTICIPATION

1. Public Participation (Mr Barry Foote – Chairman of the CLW Bowling Team)

Mr Foote spoke for 5 minutes regarding the following items and provided the Members a report for their information:

- Renting the Pavilion
- Bowling Green Working Group
- Proposal for Winter Work at Bowling Green

The Chairman thanked Mr Foote for his report and informed the residents that this item would be discussed at the next Parish Council meeting.

Clerk

3 Members of the public left the meeting at this point.

8853 TO APPROVE THE MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 15th JULY 2024 and THE EXTRAORDINARY PARISH COUNCIL MEETING ON MONDAY 29TH JULY 2024

It was RESOLVED to approve the minutes of the Ordinary Meeting held on Monday 15th July and the extraordinary meeting on 29th July 2024 which was duly signed by the Chairman.

Chairman’s Signature.....



8854 MATTERS ARISING (CLERK’S REPORT)

The Clerks report which had been distributed prior to the meeting was received with thanks.

1. There was a discussion regarding increased security and safety measures following a number of incidents involving the Clerk. It was agreed that further investigation was necessary which would be reported on by the Management Committee and the Clerk.

MGT/Clerk

2. It was noted the External Audit had been concluded for 2023/24 and that the Clerk had published them as per regulation on the Parish Council website.

8855 STAFFING UPDATE - PROPOSAL TO HAVE WORKING GROUP TO DISCUSS THE APPOINTMENT OF REPLACEMENT ADMIN STAFF MEMBER (TEMP ASSISTANCE)

After due consideration it was agreed to delegate this action to the Management Committee and the Clerk in the first instance.

MGT/Clerk

8856 REVIEW OF COMMITTEES AND MEMBER REQUIRED TO JOIN WAR MEMORIAL COMMITTEE

It was RESOLVED that the Chairman Cllr Mark Lee be co-opted onto the War Memorial Committee with immediate effect.

Clerk

It was agreed that the Management Committee would scrutinise the Committee structure and report back to the FPC in due course.

MGT

8857 PROPOSAL FOR SUMMER FAIR DATE 2025 - SATURDAY JUNE 21ST 2025

It was RESOLVED to schedule the annual Summer Fair 2025 on Saturday 21st June 2025.

Preparations could now begin and bookings made for next year.

Clerk

8858 CHRISTMAS LIGHT SWITCH ON 30TH NOVEMBER 2024 - WORKING GROUP

It was agreed that the Working Group should meet as soon as was practicable.

Cllr MC

Chairman’s Signature.....



8859 OAP LUNCH 2024

Cost Benefit Analysis – Best Use of Parish Funds/Time Going Forward

The Clerk informed the Members about the increased costs and that the nature of the “welfare” aspect of the OAP meal had been somewhat lost in recent years.

It was noted that it was an opportunity for lonely pensioners to get together in a social setting.

Cllr K Wardle volunteered to check the cost of the meal out with the local pubs and report back in due course.

CLLR KW

The Clerk would continue to look at other options which could be available.

Clerk

Two Members of the public left the Meeting at this point.

8860 ANNUAL WINTER CLAYTON CUP COMPETITION (DATE PROPOSED WEDNESDAY 12TH FEBRUARY 2025)

It was RESOLVED to hold the sports Clayton Cup Competition on Wednesday 12th February 2025.

It was requested that the Clerk inform all the schools involved.

Clerk

8861 PROPOSAL TO RENT BUILDING FOR CAKE DECORATING CLUB AND ART DISPLAY

It was RESOLVED to rent the building for cake decorating and Art Display purposes subject to the Clerk issuing the relevant agreements.

Clerk

8862 INFORMATION BOARD OUTSIDE OFFICE AT A COST OF £1500

It was RESOLVED to purchase a noticeboard for the Parish Building at a cost of some £1,500.00.

Clerk

8863 FORBES SOLICITORS FEES

It was RESOLVED to pay the outstanding fee of some £2,572.00 for completed investigative work.

Clerk

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

8864 ACCOUNTS FOR PAYMENT

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

1. Payments September 2024

PAYMENTS LIST

Vouch e	Date	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
188	21/08/2024	Virgin Money		Play Area Inspection	ROSPA Play Safety S	398.00	79.60	477.60
189	22/08/2024	Virgin Money		Utility Bill	NPower L	119.72	5.99	125.71
187	22/08/2024	Virgin Money		Summer Fair	John Harrison Sport S	41.25	8.25	49.50
137	22/08/2024	Virgin Money	B/T	Grass Cutting/Open Spa	Envirocare Mainten: S	506.25	101.25	607.50
190	22/08/2024	Virgin Money		HMRC NI/Tax	HMRC Z	6,221.16		6,221.16
175	01/09/2024	Natwest Bank	D/D	Website/Email Managem	Easy Websites S	74.80	14.96	89.76
141	01/09/2024	Virgin Money		CLW Bowling Green Main	Kevin Bond Z	118.33		118.33
195	07/09/2024	Virgin Money		Annual Membership	Microsoft S	247.20	49.44	296.64
172	11/09/2024	Virgin Money		Legal Advice	Forbes Solicitors S	2,144.00	428.80	2,572.80
197	11/09/2024	Virgin Money		Benches/Bins/Noticeboar	White Light Product S	759.50	151.90	911.40
193	11/09/2024	Virgin Money		Salary	Employee Z	240.00		240.00
173	16/09/2024	Virgin Money		Utility Bill	Eon L	31.00	1.55	32.55
174	16/09/2024	Virgin Money		Utility Bill	NPower L	129.58	6.48	136.06
178	16/09/2024	Natwest Bank	D/D	Phones/Broadband	O2 S	40.00	8.00	48.00
181	16/09/2024	Virgin Money	D/D	Phones/Broadband	Three Business Sen S	7.50	1.50	9.00
183	16/09/2024	Virgin Money	D/D	Phones/Broadband	BT S	49.59	9.92	59.51
180	16/09/2024	Virgin Money	S/O	Rent/Room Hire	Chorley Self Storag S	19.17	3.83	23.00
194	16/09/2024	Virgin Money		Utility Bill	Water Plus S	6.47	1.36	7.83
194	16/09/2024	Virgin Money		Utility Bill	Water Plus Z	77.37		77.37
196	16/09/2024	Virgin Money		Chairman's Expenses	Clr P Gabbott Z	125.00		125.00
185	16/09/2024	Virgin Moni	B/T	Rent		49.00		49.00
182	16/09/2024	Virgin Money	B/T	Grass Cutting/Open Spa	Envirocare Mainten: S	1,012.50	202.50	1,215.00
176	16/09/2024	Virgin Money	S/O	Salary	Employee 01 E	1,722.67		1,722.67
179	16/09/2024	Virgin Money	S/O	Salary	Lengthsmen ME E	348.80		348.80
184	16/09/2024	Virgin Money	S/O	Salary	Lengthsmen CD X	87.20		87.20
177	16/09/2024	Natwest Bank	D/D	Pension	LCC Pension Employ E	899.66		899.66
Total						15,475.72	1,075.33	16,551.05

The following receipts were noted:

2.Receipts August 2024

RECEIPTS LIST

Vouch e	Descrip tion	Supplier	Total
67	Bank Interest	Virgin Money E	3.08
68	Bank Interest	Natwest Bank Z	34.28
Total			37.36

Chairman's Signature.....



8865 PLANNING APPLICATIONS

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

1.Application no: 24/00562/FULHH Case Officer: Simon Lems Ward: Clayton East, Brindle And Hoghton Proposal: Single storey side/rear extension Location: 13 Oak Vale Drive, Clayton-le-Woods, Chorley, PR6 7YF.

2.Application no: 24/00564/FULHH Case Officer: Simon Lems Ward: Clayton East, Brindle And Hoghton Proposal: Single storey rear extension Location: 6 Ash Field, Clayton-le-Woods, Chorley, PR6 7QP.

3.Application no: 24/00550/OUT Case Officer: Mrs Hannah Roper - 01257 515230 Ward: Clayton East, Brindle And Hoghton Proposal: Outline application for the erection of single storey detached annexe providing accommodation ancillary to main dwelling, following demolition of an existing single storey detached garage (all matters reserved). Location: 618 Preston Road, Clayton-le-Woods, Chorley, PR6 7EH.

4.Application no: 24/00513/FUL Case Officer: Mike Halsall - 01257 515226 Ward: Clayton West And Cuerden Proposal: Erection of outbuildings within the walled garden at Cuerden Valley Park (retrospective) Location: The Walled Orchard, Cuerden Valley Park, Shady Lane, Cuerden, Bamber Bridge.

5.Application no: 24/00478/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton West And Cuerden Proposal: Two storey side extension (following demolition of existing double garage) Location: 4 Gisburn Court, Clayton-le-Woods, Leyland, PR25 5AN.

6.Application no: 24/00587/DIS Case Officer: Mike Halsall - 01257 515226 Ward: Clayton West And Cuerden Proposal: Application to discharge conditions 10 (historic investigation and building recording of the grade II listed stable block and cinder path tunnel), 11 (topographic earthworks survey, historic building recording and test pit and trial trench evaluation) and 12 (details of conservatory) of listed building consent ref. 21/00531/LBC (Application for listed building consent for works to the Grade II* listed hall to facilitate a change of use of vacant care home (Use Class C2) to residential dwelling (Use Class C3) including internal and external repair/refurbishment works and alterations; extension including orangery, staircase enclosure and creation of swimming pool with glazed enclosure) Location: Cuerden Hall, Shady Lane, Cuerden, Bamber Bridge, Preston, PR5 6AZ.

7.Application no: 24/00588/DIS Case Officer: Mike Halsall - 01257 515226 Ward: Clayton West And Cuerden Proposal: Application to discharge conditions 10 (historic investigation and building recording of the grade II listed stable block and cinder path tunnel), 11 (topographic earthworks survey, historic building recording and test pit and trial trench evaluation) and 12 (details of conservatory) of listed building consent ref. 21/00532/LBC

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

(Application for listed building consent for works to the Grade II listed stables to facilitate a change of use of vacant care home (Use Class C2) to residential dwelling (Use Class C3) with associated staff and guest accommodation; internal and external repair/refurbishment works and alterations; selective demolition; and two storey extension to service buildings in south west corner of stable yard) Location: Cuerden Hall, Shady Lane, Cuerden, Bamber Bridge, Preston, PR5 6AZ.

8.Application no: 24/00591/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton West And Cuerden Proposal: Installation of air source heat pump system to the rear wall of house Location: 8 Mortimer Place, Clayton-le-Woods, Leyland, PR25 5AJ

9.Application no: 24/00610/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton West And Cuerden Proposal: Single storey rear extension (following demolition of existing conservatory) Location: 71 Watkin Road, Clayton-le-Woods, Chorley, PR6 7PU.

10.Application no: 24/00608/DIS Case Officer: Mike Halsall - 01257 515226 Ward: Clayton West And Cuerden Proposal: Application to discharge conditions 32 (historic investigation and building recording of the grade II listed stable block and cinder path tunnel), 34 (topographic earthworks survey, historic building recording and test pit and trial trench evaluation) and 35 (details of conservatory) of planning permission ref. 21/00530/FULMAJ (Change of use of vacant care home (Use Class C2) to residential dwelling (Use Class C3) with associated staff and guest accommodation; internal and external repair/refurbishment works and alterations; selective demolition; extension including orangery, staircase enclosure, creation of swimming pool with glazed enclosure, and two storey extension to service buildings in south west corner of stable yard; hard and soft landscaping works including associated structures and landscape features including reinstatement of dilapidated pond; construction of gate lodges and secondary gates to access road; removal of driveway bridge crown and repair of tunnel; provision of associated car parking; together with other associated development) Location: Cuerden Hall, Shady Lane, Cuerden, Bamber Bridge, Preston, PR5 6AZ.

11.Reference: 24/00611/FULHH Proposal: Proposed first floor side extension and single storey rear extension (Following demolition of existing conservatory) Location: 45 Ashdown Drive Clayton-le-Woods Chorley PR6 7SQ

12.Reference: 24/00616/FULHH Proposal: Single storey rear extension Location: 10 Eford Close Clayton-le-Woods Leyland PR25 5BA

13.Reference: 24/00633/FULHH Proposal: Proposed single storey side extension and increase to the height of the existing brick screen garden wall by 300mm Location: 37 Hunts Field Clayton-le-Woods Chorley PR6 7TT

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

14.Reference: 24/00658/FUL Proposal: Section 73 application to vary condition 3 (approved plans) attached to planning permission 23/00564/FUL (Application for technical details consent for the erection of four dwellings pursuant to permission in principle 22/00765/PIP) to alter house types and confirm a phased self build development Location: Land Opposite Hampton Grove Wigan Road Clayton-le-Woods

15.Reference: 24/00685/FULHH Proposal: Two storey side extension Location: 18 Kiln Croft Clayton-le-Woods Chorley PR6 7UD.

16.Application no: 24/00682/FULHH Case Officer: Simon Lems Ward: Clayton West And Cuerden Proposal: Single storey side/rear extension and conversion of garage to habitable accommodation Location: 213 Higher Meadow, Clayton-le-Woods, Leyland, PR25 5RR.

17.Reference: 24/00753/FULHH Proposal: External alterations to existing garage in order to facilitate provision of habitable accommodation Location: 21 Dallington Avenue Clayton-le-Woods Leyland PR25 5AH

18.It was noted that the McDonalds planning application to build at the site of the Beaumont Pub had not yet come to the Committee stage.

8866 CORRESPONDENCE

- 1.Letter of thanks from Whittle and Clayton Scout Group
- 2.Invitation to Lancashire Parish and Town Council Conference 2nd November 2024
3. LCC Planning Letter LCC/2022/0044NM1
- 4.Police and Crime Commissioners Community Fund

All the above letters circulated previously were received with thanks.

8867 MOTION TO EXCLUDE PRESS AND PUBLIC AND STAFF

It was RESOLVED to exclude press and public and staff due to confidential voting matters.

A Member of the public left at this point.

8868 VOTING FOR PARISH COUNCILLORS

This matter was deemed confidential.

It was RESOLVED to co-opt Mr David Cook to the assigned Clayton South East Ward.

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

It was RESOLVED not to co-opt Ms Lisa Shacklady as a Parish Councillor.

It was requested that the Clerk inform the two candidates as soon as was practicable.

Clerk

8869 ANY OTHER BUSINESS

Overgrown Bushes and Weeds on Footpaths

Councillor E Shannon raised the issue of overgrown bushes and weeds next to footpaths around the Parish and was interested in knowing whose responsibility it was to maintain the hedgerows.

It was noted that this was a complex issue and that in some areas the actual ownership of adjacent land was unknown or worse multiple overlapping responsibility. On the whole Chorley Council maintain the footpaths on behalf of Lancashire Highways. If anyone was in any issues the best way forward is to report it to Chorley Council in the first instance.

8870 DATE OF NEXT MEETING

The next full parish council meeting is scheduled to be held on Monday 21st October 2024 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

Chairman's Signature.....