#### **CLAYTON-LE-WOODS PARISH COUNCIL**

# MINUTES OF THE ORDINARY PARISH MEETING HELD ON MONDAY 22<sup>nd</sup> SEPTEMBER 2025 AT 7.30PM AT THE PARISH COUNCIL COMMUNITY MEETING ROOM/OFFICE AT 239A PRESTON ROAD, CLAYTON-LE-WOODS, CHORLEY

**PRESENT:** Councillor Mark Clifford (Chairman)

Councillor Mrs M Brown (Vice-Chairman)

Councillor Mr A Halliday Councillor Mr D Cook Councillor Mr S Maddock Councillor Mr N Whitham (6)

In Attendance: Ms Lisa Burton (Locum Clerk/Responsible Financial Officer)

Members of the Public: Two

ACTION

#### 8958 APOLOGIES

Apologies were received and accepted for Councillors Mrs B Ward-Smith, and Ms I Amahwe.

#### 8959 RESIGNATION

Councillor Mrs G Ormston resigned on the 26<sup>th</sup> August 2025 with immediate effect.

The Parish Council thanked Councillor Ormston for her dedication and support during her term.

#### 8960 DECLARATION OF INTEREST

Councillor N Whitham – Planning, Councillor M Clifford – Lancashire County Council matters.

#### 8961 PUBLIC PARTICIPATION

The Parish Council Resolved to Co-opt Dr Janine Coyne to the Parish Council. Councillor M Brown proposed, Councillor D Clough Seconded. The Parish Council welcomed Councillor Jannine Coyne to the Council

# 8962 TO APPROVE THE MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 28th JULY 2025

It was agreed to postpone signing the minutes of the 28<sup>th</sup> July 2025 Meeting until the October meeting

#### 8963 MATTERS ARISING (CLERK'S REPORT)

The Clerk gave a verbal report on progress which was received with thanks.

Chairman	's Signature	)
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CLW PARISH COUNCIL MINUTES	
The Clerk is requested to forward the Parish Council Office Lease / Comments to Forbes Solicitors and request that the Lease be agreed with Chorley Borough Council.	LB
A working group will be arranged to plan the Christmas Light switch on. The Clerk is requested to place the order for the Christmas Tree and schedule all activities in line with the plan provided.	ALL LB
A working group will be arranged to plan the OAP's Lunch. Quotes to be obtained from outside caterers with a view to holding the lunch at Clayton Brook Community Centre	ALL MC
A working group will be setup to plan and support the Summer Fair 2026 (Agreed Date 27/06/2026)	MC/MB
The Parish Council discussed the requirement to issue a Newsletter in the near future. This will be discussed further at Committee.	
REPORTS	
SUMMER FAIR 2025/2026 It was requested that the financial account to be prepared for 2025. A meeting will be held with Manor Road Primary School to discuss the Summer Fair 2026	MC/LB
Play Area Repairs It was reported that the play area repairs had been actioned and were awaiting completion.	
Christmas 2025 The schedule/plan provided was received with thanks	
Internal Auditors Report The Internal Auditors Report had been received with thanks.	
Envirocare Schedule 2025 The schedule of works was received with thanks	
Grant Application – St Johns Parish Church After due consideration it was Resolved to award £100.00 towards the Christmas event held at St Johns Whittle-le Woods and Clayton Brook. It was requested that the Clerk make the necessary payment in due	

8964

course.

**Community Bowling Green** 



The Clerk has requested a quote from Envirocare for a one off tidy up of the surroundings of the Bowling Green.

Councillor Mark Clifford suggested that he will request a quote from CBC to maintain this area moving forwards.

MC

#### **SPIDs**

It was agreed that the contractor be contacted as soon as was practical to proceed with the project. The project is to be treated as a priority

# **Storage Unit Lease**

The costs of the storage unit were provided and received with thanks

#### 8965 ACCOUNTS FOR PAYMENT

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

#### 1. Payments September 2025

Voucher	Date	Chq/Rec No.	Description	Supplier	Total
30	16/05/2025		Chairman's Expenses CIIr B Ward Smith		-250.00
48	03/09/2025		Rent/Room Hire	Hope and Mallows	160.00
50	03/08/2025		Cash Deposit	Virgin Money	0.97
51	17/09/2025	KI-D945B4D2	Utility Bill	Eon	566.59
93	18/07/2025	37268257	Phones/Broadband	02	-51.01
121	16/07/2025	D/D	Phones/Broadband	BT	-67.14
124	16/08/2025		CLW Bowling Green Maintenance	Kevin Bond	-118.33
137	15/09/2025	S/O	Salary	Employee 01	-1,787.73
145	18/08/2025	S/O	Salary	Lengthsmen CD	-100.80
147	18/09/2025		CLW Bowling Green Maintenance	Kevin Bond	-118.33
157	11/08/2025	D/D	Utility Bill	Eon	-157.00
162	14/08/2025		Utility Bill	NPower	-134.28
163	29/08/2025		Office Cleaning	Gillian Lloyd	-72.00
164	29/08/2025	Aug 25	Annual Subscription	Starboard System	-748.80
167	15/09/2025	Sept 25	Salary	Employee 05	-2,267.68
168	12/09/2025		Play Area Annual Repairs	Wicksteed	-2,587.77
169	17/09/2025	Invoice Sept:	Internal Auditor Fee	APIA	-150.00
170	17/09/2025	202500032	CLWBG Monthly Rent	MRE Belbroughton	-49.00
171	17/09/2025		Rent/Room Hire	Red Rose Storage	-83.20
172	17/09/2025	INVOICE NO	Summer Fair 2025	Extinguisher Hire I	-204.00
173	17/09/2025	Invoice02149	Annual Fire Alarm Test	AW Fire Safety	-163.32
					-8,382.83

Value of uncashed entries £-8,382.83



# 2. Payments July/August 2025

### Transactions for Virgin Money

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Cashed date
12	14/07/2025	Back Pay	Salary	Lengthsmen AB	-276.00	31/07/2025
41	10/07/2025	NA	Summer Fair 2025	Virgin Money	2,966.20	30/07/2025
45	07/07/2025		Bank Transfer	Virgin Money	6.08	30/07/2025
46	07/07/2025		Rent/Room Hire	Hope and Mallows	100.00	30/07/2025
49	04/08/2025		Cash Deposit	Virgin Money	0.21	31/08/2025
54	17/07/2025	9183	Annual Alarm Check	Lancs Fire & Secu	-108.00	31/07/2025
94	17/07/2025	98077711308	Phones/Broadband	Three Business Se	-9.00	31/08/2025
97	11/08/2025	Expenses	Expenses	Employee 05	-35.85	31/08/2025
98	22/07/2025	003	CLW Bowling Green Maintenance	Kevin Bond	-118.33	31/07/2025
99	22/07/2025	003	CLW Bowling Green Maintenance	Kevin Bond	-118.33	31/08/2025
100	24/07/2025	0000639927	HMRC NI/Tax	HMRC	-2,630.66	31/07/2025
105	28/07/2025 30/07/2025	D/D	Phones/Broadband HMRC NI/Tax	ВТ	-85.36 -117.15	31/07/2025 31/07/2025
106				HMRC		0.110112020
107	30/07/2025	S/O	Salary	Lengthsmen CD	-100.80	31/07/2025
110	14/07/2025	S/O	Salary	Employee 01	-2,156.84	31/07/2025
114 117	16/08/2025 16/07/2025	S/O	Salary Salary	Employee 01	-2,458.32 -403.20	31/08/2025 31/07/2025
		S/O	Rent/Room Hire	Lengthsmen ME		31/07/2025
118 119	16/07/2025 16/07/2025	D/D	Phones/Broadband	Red Rose Storage	-83.20 -9.00	31/07/2025
120	16/07/2025	B/T	Grass Cutting/Open Spaces Maintenance	Three Business Se Envirocare Mainte	-1.610.26	31/07/2025
120	16/07/2025	S/O	Salary		-1,010.20	31/07/2025
123	16/07/2025	B/T	CLWBG Monthly Rent	Lengthsmen CD MRE Belbroughtor	-49.00	31/07/2025
125	16/07/2025	DVI	Salary		-252.00	31/07/2025
127	16/07/2025		Summer Fair 2025	Employee Manor Road Prima	-250.00	31/07/2025
128	16/07/2025	4078475	Summer Fair 2025	Chorley Council	-931.51	31/07/2025
129	24/07/2025		Office Cleaning	Gillian Lloyd	-72.00	31/07/2025
130	03/07/2025		Office Supplies	Amazon	-16.39	31/07/2025
131	10/07/2025		Office Supplies	Amazon	-10.99	31/07/2025
132	10/07/2025		Office Supplies	Amazon	-32.37	31/07/2025
133	16/07/2025		Hanging Basket Contract	Plantscape Ltd	-5,208.00	31/07/2025
134	19/04/2025		CLW Bowling Green Maintenance	East Riding Turf C	-239.59	31/07/2025
135	18/07/2025		Salary	Employee 05	-2,190.34	31/07/2025
141	18/08/2025	S/O	Rent/Room Hire	Red Rose Storage	-83.20	31/08/2025
142	18/08/2025	D/D	Phones/Broadband	Three Business Se	-9.00	31/08/2025
143	18/08/2025	B/T	Grass Cutting/Open Spaces Maintenance	Envirocare Mainte	-606.89	31/08/2025
144	18/08/2025	D/D	Phones/Broadband	ВТ	-68.17	31/08/2025
146	18/08/2025	B/T	CLWBG Monthly Rent	MRE Belbroughtor	-49.00	31/08/2025
148	18/08/2025		Salary	Employee	-252.00	31/08/2025
156	11/08/2025	wp-INV10047	Utility Bill	Water Plus	-214.06	31/08/2025
158	01/08/2025		Utility Bill	NPower	-126.18	31/08/2025
159	15/08/2025	Aug 25	Salary	Employee 05	-1,870.35	31/08/2025
160	15/08/2025	Aug 25	Salary	Lengthsmen CD	-100.80	31/08/2025
161	15/08/2025	Aug 25	Salary	Lengthsmen ME	-403.20	31/08/2025
165	18/08/2025		Green Waste	Chorley Council	-160.00	31/08/2025
166	11/08/2025		Annual Subscription	Microsoft	-276.48	31/08/2025
					-20,820.13	



#### The following receipts were noted:

Vouch e	Code	Bank	r	Description	Supplier	r	Net	Total
3	Bank Interest	Natwest Bank B	3/T	Bank Interest	Natwest Bank	Х	17.35	17.35
7	Summer Fair	Virgin Money		Summer Fair 2025	Vintage Ice Cream I	Χ	25.00	25.00
8	Summer Fair	Virgin Money		Summer Fair 2025	Northwest Whippy	X	50.00	50.00
9	Summer Fair	Virgin Money		Summer Fair 2025	Falafel Express	X	50.00	50.00
10	Summer Fair	Virgin Money		Summer Fair 2025	The Shaka Shack	Z	25.00	25.00
11	Summer Fair	Virgin Money		Summer Fair 2025	Handmade by Heler	Χ	25.00	25.00
12	Summer Fair	Virgin Money		Summer Fair 2025	Sharon Curzon (Hip	Χ	25.00	25.00
13	Summer Fair	Virgin Money		Summer Fair 2025	Chris Curzon	Χ	25.00	25.00
14	Summer Fair	Virgin Money		Summer Fair 2025	The Box Bar Compa	Z	50.00	50.00
15	Summer Fair	Virgin Money		Summer Fair 2025	Artfully Crafty	Χ	25.00	25.00
16	Summer Fair	Virgin Money		Summer Fair 2025	Jeni's Brownies	Χ	25.00	25.00
17	Summer Fair	Virgin Money		Summer Fair 2025	Howarths Cheese	Χ	25.00	25.00
18	Summer Fair	Virgin Money		Summer Fair 2025	Blind Tiger Inns	Z	50.00	50.00
19	Summer Fair	Virgin Money		Summer Fair 2025	Utility Warehouse	Χ	25.00	25.00
20	Summer Fair	Virgin Money		Summer Fair 2025	Bella Fior / Soul Spa	Χ	25.00	25.00
21	Summer Fair	Virgin Money		Summer Fair 2025	Tropic	Χ	25.00	25.00
22	Summer Fair	Virgin Money		Summer Fair 2025	Dalesview Partners	E	10.00	10.00
23	Summer Fair	Virgin Money		Summer Fair 2025	Martha's Kitchen	Χ	25.00	25.00
24	Summer Fair	Virgin Money		Summer Fair 2025	Flying Pig Pizza Con	Χ	50.00	50.00
25	Summer Fair	Virgin Money		Summer Fair 2025	Maryiyam's Food Hu	Χ	25.00	25.00
26	Summer Fair	Virgin Money		Summer Fair 2025	Dany's Kitchen	X	25.00	25.00
					Total	6	27.35	627.35

# 8966. To discuss and make decisions on Planning Applications

Applications can be viewed on the Chorley Council website via the following link: <a href="https://planning.chorley.gov.uk/online-applications/search.do?action=weeklyList">https://planning.chorley.gov.uk/online-applications/search.do?action=weeklyList</a>

#### July

#### Validated:

- Application for works to a protected tree Chorley BC TPO 8 (Clayton-le-Woods) 1996: T1 Oak Crown raise and 15 20% crown reduction.
  - 9 Windflower Drive Clayton-le-woods Leyland PR25 5RG

Ref. No: 25/00709/TPO | Received: Mon 28 Jul 2025 | Validated: Thu 31 Jul 2025 | Status: Awaiting decision.

- Rear extension of existing detached garage and adjoining side extension to form garden room / store
  - 16 Parkhurst Avenue Clayton-le-woods Leyland PR25 5PF

Ref. No: 25/00654/FULHH | Received: Mon 14 Jul 2025 | Validated: Mon 14 Jul 2025 | Status: Awaiting decision.

5 DAY ACTION NOTICE T1 Willow. Fell. Recent large limb failure at main union. Largely included union. Decay within portion with white unidentified fungi, with white rot. That has further caused splitting up stem of remain portion of tree. Heavily weighted over neighbouring properties. No protection from prevailing wind as tree that offered protection have recently failed in bad weather.



28A Lancaster Lane Clayton-le-woods Leyland PR25 5SN Ref. No: 25/00546/TPO | Received: Wed 11 Jun 2025 | Validated: Tue 01 Jul 2025 | Status: Granted

Application for works to protected trees - Chorley BC TPO 5 (Clayton-le-Woods) 2021: T2 Oak;
 1.5m Crown reduction and 4m crown raise.

32 Kiln Croft Clayton-le-woods Chorley PR6 7UD

Ref. No: 25/00510/TPO | Received: Tue 03 Jun 2025 | Validated: Tue 01 Jul 2025 | Status: Awaiting decision.

#### Decided:

• Single storey front, side and rear extensions

6 Dove Cote Clayton-le-woods Chorley PR6 7AY

Ref. No: 25/00643/FULHH | Received: Thu 10 Jul 2025 | Validated: Thu 10 Jul 2025 | Status: Withdrawn

 Minor non-material amendment to planning permission ref. 24/00248/FUL (Demolition of vacant public house and erection of drive-thru restaurant with associated access, servicing, car parking, hard and soft landscaping and other associated works) to replace the play space with outdoor seating.

McDonalds Woodale Road Clayton-le-woods Chorley PR6 7TY
Ref. No: 25/00575/MNMA | Received: Tue 17 Jun 2025 | Validated: Tue 17 Jun 2025 | Status:

Granted

Application for advertisement consent for the erection of 1no. illuminated totem sign

McDonalds Woodale Road Clayton-le-woods Chorley PR6 7TY

(relocation of the sign approved under consent ref. 24/01096/ADV)

Ref. No: 25/00573/ADV | Received: Tue 17 Jun 2025 | Validated: Tue 17 Jun 2025 | Status: Withdrawn

Application for advertisement consent for the display of 1no. Banner Frame, 1no. Banner,
 1no. illuminated Subway Box and 2no. Totem Graphics

Subway Clayton Brook Service Station Preston Road Clayton-le-woods Chorley PR6 7EJ Ref. No: 25/00514/ADV | Received: Wed 04 Jun 2025 | Validated: Wed 04 Jun 2025 | Status: Granted

 Conversion of existing integral garage to habitable accommodation; bay window to front elevation

26 Darwin Drive Clayton-le-woods Leyland PR25 5AP

Ref. No: 25/00475/FULHH | Received: Fri 23 May 2025 | Validated: Fri 23 May 2025 | Status: Granted

• Application to discharge condition 8 (reasonable avoidance measures), 9 (scheme for biodiversity net gain), 15 (broadband strategy), 16 (employment and skills plan), 18 (written scheme of investigation - archaeology), 19 (construction management plan), 24 (surface water

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drainage strategy), and 25 (construction surface water management plan) attached to planning permission 25/00225/FULMAJ (Section 73 application to vary conditions 6 (arboricultural details), 14 (approved plans), 17 (noise mitigation scheme) and 23 (drainage strategy) attached to planning permission 22/00576/FULMAJ (Erection of 70no. market and affordable dwellings with associated access, pumping station and open space following demolition of the existing buildings) to alter house types, layout and associated details)

Land Bounded By Parkhurst Avenue East Of Wigan Road Clayton-le-woods.

Ref. No: 25/00436/DIS | Received: Mon 12 May 2025 | Validated: Mon 12 May 2025 | Status: Granted

Application for works to a protected tree, Chorley BC TPO 4 (Clayton-le-woods) 2021. T1 Fell.

Haworth Court Preston Road Clayton-le-woods

Ref. No: 25/00398/TPO | Received: Tue 29 Apr 2025 | Validated: Tue 06 May 2025 | Status: Granted

• Application for a certificate of lawfulness for the use of the property (C3(a)) for four young adults living together as a single home with 24hr care provided by up to three carers during the day and one carer overnight (C3(b)) and a single storey rear extension.

20 Pear Tree Road Clayton-le-woods Chorley PR6 7JP
Ref. No: 25/00376/CLPUD | Received: Tue 22 Apr 2025 | Validated: Fri 25 Apr 2025 | Status:
Granted

Application to discharge conditions 5 (finished floor levels), 9 (Employment and Skills Plan), 12 (Construction Method Statement), 14 (Estate Road Phasing Plan), 16 (street management and maintenance), 19 (invasive species method statement) and 24 (strategy to facilitate superfast broadband) attached to planning permission 20/00377/FULMAJ (Erection of 115 dwellings with associated parking, landscaping, drainage, pump station, layout of roads and footways and other associated works)

Land Adjoining Cuerden Residential Park Nell Lane Cuerden

Ref. No: 24/00334/DIS | Received: Mon 29 Apr 2024 | Validated: Mon 29 Apr 2024 | Status: Granted

#### **August**

#### Validated:

• Erection of 1.8m high fencing to enclose side garden area

18 Spring Meadow Clayton-le-woods Leyland PR25 5UR

Ref. No: 25/00758/FULHH | Received: Fri 15 Aug 2025 | Validated: Thu 21 Aug 2025 | Status: Awaiting decision.

• Change of use of the dwellinghouse (Use Class C3) as a young person's home (Use Class C2) for a maximum of four young persons with up to four staff members on site, including a manager 9am-5pm Monday to Friday.

The Old Orchard 499 Preston Road Clayton-le-woods Chorley PR6 7JD



Ref. No: 25/00733/FUL | Received: Wed 06 Aug 2025 | Validated: Wed 06 Aug 2025 | Status: Awaiting decision.

Application for works to a protected tree - Chorley BC TPO 6 (Clayton-le-Woods) 2007: T1
 Oak Prune back to fence line

1 Grange Close Clayton-le-woods Leyland PR25 5SJ

Ref. No: 25/00722/TPO | Received: Thu 31 Jul 2025 | Validated: Fri 01 Aug 2025 | Status: Awaiting decision.

#### Decided:

 Application for works to a protected tree - Chorley BC TPO 2 (Clayton-le-Woods) 1992: Reduce height of Ash by 25-50%

10 Pines Close Bamber Bridge Preston PR5 8EQ

Ref. No: 25/00598/TPO | Received: Sun 22 Jun 2025 | Validated: Mon 30 Jun 2025 | Status: Refused

 Application for a certificate of lawfulness for a proposed single storey rear extension (following demolition of existing rear extension)

618 Preston Road Clayton-le-woods Chorley PR6 7EH

Ref. No: 25/00599/CLPUD | Received: Sun 22 Jun 2025 | Validated: Sun 22 Jun 2025 | Status: Granted

5 DAY ACTION NOTICE T1 Willow. Fell. Recent large limb failure at main union. Largely included union. Decay within portion with white unidentified fungi, with white rot. That has further caused splitting up stem of remain portion of tree. Heavily weighted over neighbouring properties. No protection from prevailing wind as tree that offered protection have recently failed in bad weather.

28A Lancaster Lane Clayton-le-woods Leyland PR25 5SN
Ref. No: 25/00546/TPO | Received: Wed 11 Jun 2025 | Validated: Tue 01 Jul 2025 | Status: Granted

• Application for works to protected trees, Chorley BC TPO 13 (Clayton-le-woods) 1984. T1 - T5 - Prune back overhanging branches to property boundary.

71 Watkin Road Clayton-le-woods Chorley PR6 7PU

Ref. No: 25/00465/TPO | Received: Tue 20 May 2025 | Validated: Thu 22 May 2025 | Status: Refused

#### September

#### Validated:

• Erection of a timber-framed log cabin summerhouse to rear garden

12 Grange Close Clayton-le-woods Leyland PR25 5SJ

Ref. No: 25/00851/FULHH | Received: Fri 12 Sep 2025 | Validated: Fri 12 Sep 2025 | Status: Awaiting decision.

	Signature	



 Application for a certificate of lawfulness for a proposed single storey rear extension (following demolition of existing conservatory)

1 Ivy Close Clayton-le-woods Leyland PR25 5SG

Ref. No: 25/00843/CLPUD | Received: Tue 09 Sep 2025 | Validated: Tue 09 Sep 2025 | Status: Awaiting decision.

Minor non material amendment to planning permission 25/00225/FULMAJ (Section 73 application to vary conditions 6 (arboricultural details), 14 (approved plans), 17 (noise mitigation scheme) and 23 (drainage strategy) attached to planning permission 22/00576/FULMAJ (Erection of 70no. market and affordable dwellings with associated access, pumping station and open space following demolition of the existing buildings) to alter house types, layout and associated details) involving the substitution of an approved brick type.

Land Bounded By Parkhurst Avenue East Of Wigan Road Clayton-le-woods.

Ref. No: 25/00830/MNMA | Received: Thu 04 Sep 2025 | Validated: Thu 04 Sep 2025 | Status: Awaiting decision.

• Extension to rear of existing detached garage

20 Lune Drive Clayton-le-woods Leyland PR25 5SX

Ref. No: 25/00813/FULHH | Received: Tue 02 Sep 2025 | Validated: Tue 02 Sep 2025 | Status: Awaiting decision.

• Conversion of existing integral garage to habitable accommodation; single storey side extension.

5 Whinfell Close Clayton-le-Woods Leyland PR25 5AL

Ref. No: 25/00805/FULHH | Received: Sun 31 Aug 2025 | Validated: Mon 01 Sep 2025 | Status: Awaiting decision.

• Application for works to protected trees - Chorley TPO 9 (Clayton le Woods) 1993: T1 Ash, fell tree. T2 Sycamore, remove overhanging branches.

1 Little Banks Close Bamber Bridge Preston PR5 6BU

Ref. No: 25/00785/TPO | Received: Fri 22 Aug 2025 | Validated: Thu 04 Sep 2025 | Status: Awaiting decision.

<u>September</u>
Decided:
NA

No Comments are to be submitted for Planning Applications



# Correspondence

Correspondence received regarding the Bowling Green to be discussed.

The Parish Council will arrange to meet informally with the Member of Public to discuss their proposals for the Community Bowling Green.

MB/AH

# **Date for Next Meeting**

The next full parish council meeting is scheduled to be held on Monday 20<sup>th</sup> October 2025 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.