

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE ORDINARY PARISH MEETING
HELD ON MONDAY 20th OCTOBER 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 Ms I Amahwe
Councillor Mr D Clough
Councillor Mr D Cook
Councillor Ms J Coyne
Councillor Mr A Halliday
Councillor Mr S Maddock
Councillor Mr N Whitham (9)

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

Members of the Public: One

WELCOME

The Chairman welcomed everyone to the meeting including Cllr Jan Coyne to her first Parish Council meeting.

8967 APOLOGIES

Apologies were received and accepted for Councillor Mrs B Ward-Smith.

8968 DECLARATION OF INTEREST

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

8969 PUBLIC PARTICIPATION

None Indicated.

8970 TO APPROVE THE MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 28th JULY 2025 AND MONDAY 22ND SEPTEMBER 2025

It was RESOLVED that the minutes of the ordinary meeting held on 28th July and 22nd September 2025 be approved and were duly signed by the Chairman.

ACTION

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

8971 MATTERS ARISING (CLERK'S REPORT)

1.Bank Reconciliation

It was noted that September payments have been made and the banks for month ending 30th September 2025 were reconciled.

It was requested that the parish investigate opening more bank accounts to spread the financial risk.

FIN

2.Bowling Green

It was noted that the Winter work for the community bowling green had commenced. One off maintenance work had been completed by Envirocare.

Cllr M Brown informed the members that she was due to meet with Mr A Cullens to discuss the arrangements to have a bowling team play at the community bowling green during 2026. Cllr M Clifford stated that he would advise Cllr Brown prior to the proposed meeting.

MB/MC

3.Summer Fair

The date and the venue have been confirmed (Sat 27th June 2026 at Manor Road PS field) and a "save the date" email has been sent to traders. The fairground and a number of traders had confirmed their wish to attend.

4.Christmas ADVENTure

It was noted that the grant of £100.00 was paid to St Johns church.

5.Office Maintenance

It was noted that a number of office repairs were conducted during the last month.

6.New Councillor Update

It was noted that the induction administration for Cllr J Coyne had been completed. Training sessions had been booked and offered out to all Members.

7.Committees

It was requested that the Committees be called to a meeting as soon as was practicable.

Clerk

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

8972 CO-OPTION OF CLLR MICHELLE BEACH

It was RESOLVED unanimously to co-opt Cllr Michelle Beach to the Clayton Brook ward in Clayton-le-Woods Parish Council.

The Clerk was instructed to undertake the necessary arrangements and summon Cllr Beach to the next meeting.

Clerk

8973 REPORTS

1.Christmas Panto Grant Request

It was RESOLVED to purchase 40 selection boxes and donate them to Christmas event at Clayton Brook.

It was requested that the Clerk inform the individual contact of the decision.

Clerk

2. Chorley Air Cadets Grant

After a detailed discussion it was RESOLVED to grant Chorley Air Cadets £697.38 towards the purchase of equipment.

It was requested that the Clerk arrange for the payment to be made as soon as was practicable.

Clerk

3.CIL Receipt Report Oct 2025

The members received the CIL Report with thanks. It was proposed that the community would be informed of the funds available in the next parish newsletter.

4. External Auditors Report 2024/25

The external auditors report was received with thanks. It was agreed to devolve the action points of the report to the Finance Committee for scrutiny.

FIN

8974 CHRISTMAS LIGHT SWITCH ON

It was reported that everything was in hand for the event which was to be held on Saturday 29th November 2025.

It was requested that Cllr M Clifford along with another Councillor would approach the Lord Nelson to confirm the costing for the refreshments and report back to the parish council in due course.

MC

All the members were invited to volunteer for the event.

EVENTS

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

It was agreed that the Events Committee will meet before the November meeting.

EVENTS

8975 PROVISION OF OAP LUNCH 2025

The provision of the annual OAP lunch was discussed in depth. After comparison with outside caterers versus a pub meal it was **RESOLVED** to use the local pub to hold the OAP meal on 1st and 2nd December 2025.

EVENTS

It was agreed that the emphasis would be on inviting residents who were classed as senior citizens in receipt of the government old age pension.

Also local charities housing associations and churches would be approached to publicise the event. A poster would be drawn up and put on the local noticeboards and on the website.

EVENTS

It was requested that all the necessary arrangements be made as soon as was practicable.

Clerk

8976 UPDATE ON WEEKLY LITTER PICK/DOGGY BAG DISPENSER REFILL

Councillor M Clifford reported that due to his illness he had been unable to refill the doggy bag dispensers and undertake the weekly litter pick. He was due to have the all clear in the next few days and would resume his duties on the following week.

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

8977 ACCOUNTS FOR PAYMENT

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

1. Payments September/October 2025

Voucher	Code	Bank		Description	Supplier		NET	VAT	Total
171	Office Rental	Virgin Money		Rent/Room Hire	Red Rose Storage L	S	69.33	13.87	83.20
147	Bowling Green General Repai	Virgin Money		CLW Bowling Green Main	Kevin Bond	Z	118.33		118.33
190	Pension Costs	Natwest Bank	D/D	Pension	LCC Pension Employ	E	1,075.94		1,075.94
179	Utility Bills	Virgin Money		Utility Bill	EDF	L	59.45	2.97	62.42
145	Lengthsmen	Virgin Money	S/O	Salary	Lengthsmen CD	X	100.80		100.80
177	Office Rental	Virgin Money		Office Cleaning	Gillian Lloyd	E	36.00		36.00
176	Play Areas Annual Inspection	Virgin Money	52662	Play Area Inspection	ROSPA Play Safety	S	408.00	81.60	489.60
175	Grass Cutting/Maintenance	Virgin Money	248353	CLW Bowling Green Main	Envirocare Mainteni	S	1,100.00	220.00	1,320.00
188	Utility Bills	Virgin Money		Utility Bill	Pozitive Energy	L	81.59	4.08	85.67
178	External Audit	Virgin Money		Audit	PKF Littlejohn LLP	S	420.00	84.00	504.00
180	Utility Bills	Virgin Money		Utility Bill	NPower	L	20.56	1.03	21.59
181	Utility Bills	Virgin Money		Utility Bill	Pozitive Energy	L	113.93	5.70	119.63
182	Phone	Natwest Bank		Phones/Broadband	O2	S	42.51	8.50	51.01
183	Bowling Green General Repai	Virgin Money		CLW Bowling Green Main	Kevin Bond	X	118.33		118.33
191	ICT	Natwest Bank	D/D	Website/Email Managem	Easy Websites	S	66.00	13.20	79.20
194	Phone	Natwest Bank	D/D	Phones/Broadband	O2	S	42.51	8.50	51.01
197	Phone	Virgin Money	D/D	Phones/Broadband	Three Business Ser	S	7.50	1.50	9.00
196	Office Rental	Virgin Money	S/O	Rent/Room Hire	Red Rose Storage L	S	69.33	13.87	83.20
202	Office Rental	Virgin Money		Office Cleaning	Gillian Lloyd	Z	72.00		72.00
200	Bowling Green Lease	Virgin Money	B/T	Rental	Aquarius		£49.00		49.00
198	Grass Cutting/Maintenance	Virgin Money	B/T	Grass Cutting/Open Spa	Envirocare Mainteni	S	848.43	169.69	1,018.12
192	Employee 1	Virgin Money	S/O	Salary	Employee 01	E	2,219.01		2,219.01
204	Employee 1	Virgin Money		Salary	Employee 01	E	431.28		431.28
199	Lengthsmen	Virgin Money	S/O	Salary	Lengthsmen CD	X	100.80		100.80
201	Lengthsmen	Virgin Money		Salary	Employee	Z	252.00		252.00
195	Lengthsmen	Virgin Money	S/O	Salary	Lengthsmen ME	E	403.20		403.20
193	Pension Costs	Natwest Bank	D/D	Pension	LCC Pension Employ	E	1,075.94		1,075.94
203	Employee 5	Virgin Money	Oct 25	Salary	Employee 05	Z	1,777.55		1,777.55
187	Phone	Virgin Money	D/D	Phones/Broadband	BT	S	55.95	11.19	67.14
Total							11,235.27	639.70	11,874.97

The following receipts were noted:

2.Receipts September 2025

RECEIPTS LIST

Vouch e	Code	Bank	Description	Supplier		NET	Total
48	Rent	Virgin Money	Rent/Room Hire	Hope and Mallows	X	160.00	160.00
53	Bank Interest	Virgin Money	Bank Interest	Virgin Money	Z	0.97	0.97
51	Refund	Virgin Money	KI-D945B4D2-0C Utility Bill	Eon	E	566.59	566.59
54	Bowling Green Utility Bills	Virgin Money	Refund	Chorley Council	Z	160.00	160.00
55	Bank Interest	Natwest Bank	Bank Interest	Natwest Bank	E	38.29	38.29
Total						925.85	925.85

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

8978 PLANNING APPLICATIONS

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

- [Application for works to a protected tree - Chorley BC TPO 6 \(Clayton-le-Woods\) 2007: T41 Silver Birch. Remove falling tree.](#) 

28 Lancaster Lane Clayton-le-Woods Leyland PR25 5SN

Ref. No: 25/00865/TPO | Received: Tue 16 Sep 2025 | Validated: Mon 29 Sep 2025 | Status: Awaiting decision

- [Application for works to a protected tree - Lancashire County Council TPO 14 1950 W25: T1 Sycamore to be felled due lean towards house.](#) 

Cuerden Lodge Shady Lane Clayton-le-Woods Preston PR5 6AU

Ref. No: 25/00936/TPO | Received: Fri 03 Oct 2025 | Validated: Fri 10 Oct 2025 | Status: Awaiting decision

- [Minor non material amendment to planning permission 25/00166/FUL \(Section 73 application to vary condition 3 \(approved plans\) attached to planning permission 24/00658/FUL \(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\) in order to amend the house types at plots 2 and 3\) to alter the drainage plan](#) 

Land Opposite Hampton Grove Wigan Road Clayton-le-Woods

Ref. No: 25/00887/MNMA | Received: Tue 23 Sep 2025 | Validated: Tue 23 Sep 2025 | Status: Awaiting decision

- [Front dormer extension](#) 

25 Manor Road Clayton-le-Woods Chorley PR6 7JG

Ref. No: 25/00999/FULHH | Received: Thu 16 Oct 2025 | Validated: Thu 16 Oct 2025 | Status: Awaiting decision

- [Erection of decking/platform and steps within rear garden](#) 

15 Fiddlers Lane Clayton-le-Woods Chorley PR6 7QA

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

Ref. No: 25/00943/FULHH | Received: Sat 04 Oct 2025 | Validated: Fri 17 Oct 2025 | Status: Awaiting decision

Decided:

- [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: Granted

- [Change of use of the dwellinghouse \(Use Class C3\) to a young persons 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: Granted

8979 CORRESPONDENCE

Lancashire County Council Speed Limit Order Notice – Consultation on 20 mile an hour speed reduction.

The members noted the contents of the consultation. If there are any comments from the residents this would be passed on to the relevant party.

8980 EXCLUSION OF PRESS AND PUBLIC

It was proposed and RESOLVED to exclude press and public due to staffing matters that would be discussed.

8981 STAFFING MATTERS

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

It was RESOLVED that the staffing issues would be devolved to the Management Committee in the first instance.

Management

8982 DATE FOR NEXT MEETING

The next full parish council meeting is scheduled to be held on Monday 17th November 2025 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

Chairman's Signature.....