

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE ORDINARY PARISH MEETING
HELD ON MONDAY 19TH JANUARY 2026 AT 7.30PM
AT THE PARISH COUNCIL COMMUNITY MEETING ROOM/OFFICE
AT 239A PRESTON ROAD, CLAYTON-LE-WOODS, CHORLEY**

PRESENT: Councillor Mrs M Brown (Vice-Chair)
Councillor Mr David Clough
Councillor Mr David Cook
Councillor Dr J Coyne
Councillor Mr A Halliday
Councillor Mr S Maddock
Councillor Mr N Whitham (7)

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

Members of the Public: NA

9003 WELCOME

The Vice-Chair welcomed everyone to the meeting.

9004 APOLOGIES

Apologies were received and accepted for Councillor Mrs B Ward-Smith,
Councillor Mr Mark Clifford.

9005 DECLARATION OF INTEREST

Councillor N Whitham – Planning

9006 PUBLIC PARTICIPATION

NA

**9007 TO APPROVE THE MINUTES OF THE ORDINARY PARISH COUNCIL
MEETING HELD ON 17TH NOVEMBER 2025 AND THE EXTRAORDINARY
PARISH COUNCIL MEETING HELD ON WEDNESDAY 14TH JANUARY 2026**

It was **RESOLVED** that the minutes of the ordinary meeting held on 17th
November 2025 and the minutes of the extraordinary meeting held on
14th January 2026 be approved and were duly signed by the Chair.

ACTION

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

9008 REPORTS

ACTION

Thank you from Rosemere Cancer Trust received following a donation of £320 (Chair’s allowance and proceeds from the Summer Fair competition)

3 Thank you letters/emails for the Seniors Christmas Meal, received from residents

Flowerbed Maintenance requires more local quotes as a couple of pulled out. An update will be provided at the next meeting

Clerk

Councillor Michelle Brown will arrange the Management Committee Meeting

MB

Speed Indicator Devices, the project has stalled over Christmas but will be prioritised in Spring. The Parish Council wish to see the statistics on road traffic accidents from LCC

Clerk

9009 UPDATE FROM THE FINANCE COMMITTEE

Minutes for the last Finance Committee Meeting held on Wednesday 7th January 2026 have been circulated to the Parish Council

Councillor Michelle Brown & the Locum Clerk provided a verbal report.

It was **RESOLVED** that a new account will be opened with Hampshire Trust Bank (Easy Access Savings Account)

Clerk

The mandate for the Virgin Money Current Account and the Nat West Account will be checked to ensure this is up to date.

Clerk

9010 UPDATE FROM THE EVENTS & ASSETS COMMITTEE

Minutes for the last Events & Assets Committee Meeting held on Wednesday 14th January 2026 have been circulated to the Parish Council

It was noted that the Christmas Light Switch On was a success, and that Father Christmas is a welcome addition. More volunteers are required around the tree for 2026

The Seniors Christmas Meal was highly successful. The same will be planned for 2026 with a potential increase in provision.

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

Plans are underway for the Summer Fair; the working group are meeting on Monday 9th February at 6.30pm

9011 ACCOUNTS FOR PAYMENT

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

Payments December 2025 and January 2026

Voucher	Code	Date	Bank	Description	Supplier	Net	VAT	Total
157	Christmas Light Switch On	29/11/2025	Virgin Money	Christmas 2025	Just George	£300.00	£0.00	£300.00
213	ICT	01/12/2025	Natwest Bank	Website/Email Management	Easy Websites	£69.30	£13.86	£83.16
215	Phone	17/11/2025	Virgin Money	Phones/Broadband	Three Business Services	£7.50	£1.50	£9.00
232	Sundries	13/11/2025	Virgin Money	Sundries	Employee 05	£18.28	£1.82	£20.10
233	Grants s137	20/11/2025	Virgin Money	Grant	Employee 05	£41.67	£8.33	£50.00
234	Christmas Light Switch On	24/11/2025	Virgin Money	Christmas 2025	Employee 05	£3.98	£0.80	£4.78
234	Christmas Light Switch On	24/11/2025	Virgin Money	Christmas 2025	Employee 05	£202.49	£40.50	£242.99
234	Christmas Light Switch On	24/11/2025	Virgin Money	Christmas 2025	Employee 05	£9.15	£1.83	£10.98
236	Sundries	20/11/2025	Virgin Money	Office Supplies	Amazon (1)	£19.00	£3.81	£22.81
237	Sundries	19/11/2025	Virgin Money	Office Supplies	Amazon (1)	£16.23	£3.25	£19.48
238	Sundries	25/11/2025	Virgin Money	Office Maintenance	AW Fire Safety	£229.00	£45.80	£274.80
239	Christmas Tree	26/11/2025	Virgin Money	Christmas 2025	City Illuminations	£373.75	£74.75	£448.50
239	Christmas Tree	26/11/2025	Virgin Money	Christmas 2025	City Illuminations	£3,940.00	£788.00	£4,728.00
239	Christmas Tree	26/11/2025	Virgin Money	Christmas 2025	City Illuminations	£1,520.00	£304.00	£1,824.00
239	Christmas Tree	26/11/2025	Virgin Money	Christmas 2025	City Illuminations	£0.00	£0.00	£0.00
240	Christmas Tree	27/11/2025	Virgin Money	Christmas 2025	City Illuminations	£730.00	£146.00	£876.00
241	Summer Fair	28/11/2025	Virgin Money	Summer Fair 2025	Rosmere Cancer Foundation	£70.00	£0.00	£70.00
242	Christmas Light Switch On	01/12/2025	Virgin Money	Christmas 2025	Chorley Silver Band	£150.00	£0.00	£150.00
243	Christmas Light Switch On	01/12/2025	Virgin Money	Christmas 2025	Matt Phillips	£255.00	£0.00	£255.00
244	ICT	01/12/2025	Natwest Bank	Website/Email Management	Easy Websites	£69.30	£13.86	£83.16
245	Employee 1	15/12/2025	Virgin Money	Salary	Employee 01	£2,069.05	£0.00	£2,069.05
246	Pension Costs	15/12/2025	Natwest Bank	Pension	LCC Pension Employer/Employees Contributions	£956.99	£0.00	£956.99
247	Phone	15/12/2025	Natwest Bank	Phones/Broadband	O2	£42.51	£8.50	£51.01
248	Lengthsmen	15/12/2025	Virgin Money	Salary	Lengthsmen ME	£403.20	£0.00	£403.20
249	Storage	15/12/2025	Virgin Money	Rent/Room Hire	Red Rose Storage Limited	£69.33	£13.87	£83.20
250	Phone	15/12/2025	Virgin Money	Phones/Broadband	Three Business Services	£7.50	£1.50	£9.00
251	Phone	15/12/2025	Virgin Money	Phones/Broadband	BT	£55.95	£11.19	£67.14
252	Lengthsmen	15/12/2025	Virgin Money	Salary	Lengthsmen CD	£100.80	£0.00	£100.80
253	Bowling Green Lease	15/12/2025	Virgin Money	CLWBG Monthly Rent	MRE Belbroughton Ltd	£49.00	£0.00	£49.00
254	Bowling Green General Repairs	15/12/2025	Virgin Money	CLW Bowling Green Maintenance	Kevin Bond	£118.33	£0.00	£118.33
255	Lengthsmen	15/12/2025	Virgin Money	Salary	Lengthsmen AB	£252.00	£0.00	£252.00
256	Cleaning	15/12/2025	Virgin Money	Office Cleaning	Gillian Lloyd	£72.00	£0.00	£72.00
257	Employee 5	15/12/2025	Virgin Money	Salary	Employee 05	£2,958.60	£0.00	£2,958.60
258	Utility Bills	15/12/2025	Virgin Money	Utility Bill	Positive Energy	£0.00	£0.00	£0.00
259	Utility Bills	15/12/2025	Virgin Money	Utility Bill	Water Plus	£61.48	£0.00	£61.48
260	Office Rental	12/01/2026	Virgin Money	Rent/Room Hire	Chorley Council	£33,089.10	£6,617.82	£39,706.92
260	Office Rental	12/01/2026	Virgin Money	Rent/Room Hire	Chorley Council	£10,920.00	£2,184.00	£13,104.00
261	Christmas 25	08/12/2025	Virgin Money	Christmas 2025	Elveden Farms Ltd	£2,910.00	£582.00	£3,492.00
262	Christmas Light Switch On	08/12/2025	Virgin Money	Christmas 2025	Karl Southworth	£150.00	£0.00	£150.00
263	Christmas Lunch OAP	11/12/2025	Virgin Money	Christmas 2025	Halfway House	£1,833.33	£366.67	£2,200.00
264	Christmas 25	19/12/2025	Virgin Money	Christmas 2025	The Lord Nelson Public House	£833.33	£166.67	£1,000.00
265	Sundries	16/12/2025	Virgin Money	Sundries	Employee 05	£44.73	£0.00	£44.73
266	Play Inspections Chorley Council	19/12/2025	Virgin Money	Play Area Inspection	Chorley Council	£3,362.11	£672.42	£4,034.53
267	Lengthsmen	31/12/2025	Virgin Money	Salary	Lengthsmen AB	£252.00	£0.00	£252.00
268	NALC/SLCC	02/01/2026	Virgin Money	Annual Membership	SLCC	£316.00	£0.00	£316.00
269	Sundries	07/01/2026	Virgin Money	Sundries	Amazon	£15.39	£3.08	£18.47
270	ICT	12/01/2026	Natwest Bank	Website/Email Management	Easy Websites	£69.30	£13.86	£83.16
271	Employee 1	12/01/2026	Virgin Money	Salary	Employee 01	£2,219.01	£0.00	£2,219.01
272	Pension Costs	12/01/2026	Natwest Bank	Pension	LCC Pension Employer/Employees Contributions	£956.99	£0.00	£956.99
273	Phone	12/01/2026	Natwest Bank	Phones/Broadband	O2	£42.51	£8.50	£51.01
274	Lengthsmen	12/01/2026	Virgin Money	Salary	Lengthsmen ME	£403.20	£0.00	£403.20
275	Office Rental	12/01/2026	Virgin Money	Rent/Room Hire	Red Rose Storage Limited	£69.33	£13.87	£83.20
276	Phone	12/01/2026	Virgin Money	Phones/Broadband	Three Business Services	£7.50	£1.50	£9.00
277	Phone	12/01/2026	Virgin Money	Phones/Broadband	BT	£55.95	£11.19	£67.14
278	Lengthsmen	12/01/2026	Virgin Money	Salary	Lengthsmen CD	£100.80	£0.00	£100.80
279	Bowling Green Lease	12/01/2026	Virgin Money	CLWBG Monthly Rent	MRE Belbroughton Ltd	£49.00	£0.00	£49.00
280	Bowling Green General Repairs	12/01/2026	Virgin Money	CLW Bowling Green Maintenance	Kevin Bond	£118.33	£0.00	£118.33
281	Lengthsmen	12/01/2026	Virgin Money	Salary	Lengthsmen AB	£252.00	£0.00	£252.00
282	Office Rental	12/01/2026	Virgin Money	Office Cleaning	Gillian Lloyd	£72.00	£0.00	£72.00
283	Employee 5	12/01/2026	Virgin Money	Salary	Employee 05	£1,560.33	£0.00	£1,560.33
284	Utility Bills	12/01/2026	Virgin Money	Utility Bill	Positive Energy	£0.00	£0.00	£0.00
285	Utility Bills	12/01/2026	Virgin Money	Utility Bill	Water Plus	£79.23	£1.39	£80.62
286	Utility Bills	12/01/2026	Virgin Money	Utility Bill	EDF	£0.00	£0.00	£0.00
287	HMRC Payments	14/01/2026	Virgin Money	HMRC NI/Tax	HMRC	£4.29	£0.00	£4.29
287	HMRC Payments	14/01/2026	Virgin Money	HMRC NI/Tax	HMRC	£5.09	£0.00	£5.09
288	Sundries	15/01/2026	Virgin Money	Sundries	Amazon	£13.43	£2.69	£16.12
289	HMRC Payments	15/01/2026	Virgin Money	HMRC NI/Tax	HMRC	5,332.31	0.00	5,332.31
						£80,377.98	£12,128.83	£92,506.81

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

The following receipts were noted:
Receipts December 2025 and January 2026

Voucher	Code	Date	Bank	Description	Supplier	Net	VAT	Total
61	Sundries	20/11/2025	Virgin Money	Office Supplies	Amazon (1)	£19.00	£3.81	£22.81
63	Bank Interest	28/11/2025	Natwest Bank	Bank Interest	Natwest Bank	£28.74	£0.00	£28.74
62	Insurance	01/12/2025	Virgin Money	Insurance Claim Payment	Zurich Municipal	£7,879.30	£0.00	£7,879.30
65	Bank Interest	05/12/2025	Virgin Money	Bank Interest	Virgin Money	£0.10	£0.00	£0.10
64	Rent	08/12/2025	Virgin Money	Rent/Room Hire	Hope and Mallows	£123.00	£0.00	£123.00
66	Christmas Lunch OAP	12/12/2025	Virgin Money	Grant	Chorley Council	£500.00	£0.00	£500.00
67	Office Rental	15/12/2025	Virgin Money	Rent/Room Hire	Age UK Lancashire	£30.00	£0.00	£30.00
68	Office Rental	31/12/2025	Virgin Money	Rent/Room Hire	Age UK Lancashire	£30.00	£0.00	£30.00
69	Bank Interest	31/12/2025	Natwest Bank	Bank Interest	Natwest Bank	£74.31	£0.00	£74.31
70	Bank Interest	12/01/2026	Natwest Bank	Bank Interest	Natwest Bank	£0.49	£0.00	£0.49
						£8,684.94	£3.81	£8,688.75

9012 PLANNING APPLICATIONS
Validated:

ACTION

Thortrees Business Park Wigan Road Clayton-le-woods Leyland PR25 5SB
Construction of car park with 208 parking spaces

Ref. No: 25/00994/FULMAJ | Received: Wed 15 Oct 2025 | Validated: Wed 15 Oct 2025 | Status: Awaiting decision

It was **RESOLVED** to make the following comment on the above planning applications:

ACTION

The Parish Council are concerned about the additional traffic on the A49 that will be created by this additional carpark. Why are 208 spaces being created? What will be the purpose of the Carpark once completed? Is the access via the entrance adjacent to Bangla Spice suitable for this volume of traffic?

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

ACTION

616 Peston Road Clayton-le-woods Chorley PR6 7EH
Erection of single storey side/rear extension comprising new garden room and attached garage (following demolition of existing garden room and detached garage).

Ref. No: 25/01236/FULHH | Received: Fri 19 Dec 2025 | Validated: Fri 19 Dec 2025 | Status: Awaiting decision

38 Glenmore Clayton-le-woods Chorley PR6 7TA
Two storey side extension including front dormer attached to single front extension (garage), and single storey rear extension

Ref. No: 25/01193/FULHH | Received: Fri 05 Dec 2025 | Validated: Fri 05 Dec 2025 | Status: Awaiting decision

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

6 The Beeches Clayton-le-woods Chorley PR6 8RA

Permission in principle application for the erection of 1no. dwellinghouse

Ref. No: 25/01175/PIP | Received: Mon 01 Dec 2025 | Validated: Tue 02 Dec 2025 | Status: Awaiting decision

50 Cam Wood Fold Clayton-le-woods Chorley PR6 7SD

Part two storey, part single storey side/rear extension

Ref. No: 25/01149/FULHH | Received: Wed 26 Nov 2025 | Validated: Wed 26 Nov 2025 | Status: Awaiting decision

Validated: Jan 25

98 Lancaster Lane Clayton-le-woods Leyland PR25 5SP

Raising of existing roof and conversion of roof space into living accommodation, including front and side facing dormer windows and detached outbuilding.

Ref. No: 25/01244/FULHH | Received: Mon 22 Dec 2025 | Validated: Tue 23 Dec 2025 | Status: Awaiting decision

The Dog Inn Chorley Old Road Clayton-le-woods Chorley PR6 7QZ

Change of use from a public house to a shop with residential accommodation above including erection of part two storey part single storey rear extension with terrace, single storey side extension with terrace and external access stairs, erection of fencing and erection of detached storage building (following demolition of existing single storey projections)

Ref. No: 25/01231/FUL | Received: Fri 19 Dec 2025 | Validated: Mon 12 Jan 2026 | Status: Awaiting decision

Decided: Dec 25

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

Installation of two temporary generators and associated 2.4m high timber fence enclosure (retrospective)

Ref. No: 25/01066/FUL | Received: Thu 06 Nov 2025 | Validated: Thu 06 Nov 2025 | Status: Granted

The Willows Moss Lane Clayton-le-woods Leyland PR25 4SE

Application for a certificate of lawfulness for the proposed conversion of an integrated garage to habitable accommodation.

Ref. No: 25/01010/CLPUD | Received: Mon 20 Oct 2025 | Validated: Wed 22 Oct 2025 | Status: Granted

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

Front dormer extension (retrospective)

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

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

15 Fiddlers Lane Clayton-le-woods Chorley PR6 7Q

Erection of decking/platform and steps within rear garden

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

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

Application for works to a protected tree - Lancashire County Council TPO 14 1950 W25; T1 Sycamore to be felled due lean towards house.

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

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

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

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

16 Parkhurst Avenue Clayton-le-woods Leyland PR25 5PF

Rear extension of existing detached garage and adjoining side extension to form garden room / store

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

Land North Of Lancaster Lane And Bounded By Wigan Road And Shady Lane Lancaster Lane Clayton-le-woods

Application to discharge condition 13 (assurance of dwelling emission rates) attached planning permission ref: 14/00951/OUTMAJ (Outline application for up to 220 dwellings with associated open space and landscaping, with all matters reserved except for access)

Ref. No: 24/00414/DIS | Received: Tue 21 May 2024 | Validated: Thu 23 May 2024 | Status: Granted

Decided: Jan 25

6 The Beeches Clayton-le-woods Chorley PR6 8RA

Permission in principle application for the erection of 1no. dwellinghouse

Ref. No: 25/01175/PIP | Received: Mon 01 Dec 2025 | Validated: Tue 02 Dec 2025 | Status: Granted

Chairman's Signature.....



Land Bounded By Parkhurst Avenue East Of Wigan Road Clayton-le-woods
[Application to discharge conditions 10 \(Habitat Enhancement Plan\), 21 \(Travel Plan\), 22 \(Technical Note for emergency access\) and 26 \(drainage operation and maintenance\) 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\)](#)

Ref. No: 25/01065/DIS | Received: Thu 06 Nov 2025 | Validated: Thu 06 Nov 2025 | Status: Granted

9013 CORRESPONDENCE

ACTION

Emails from Member of Public regarding publication of agendas and minutes.

It was RESOLVED to rewrite the wording on the Website to avoid any confusion regarding the issuing of agendas and minutes.

Clerk

There is an opportunity for public participation where the public or community groups can participate and bring matters to the attention of the Council, seek advice and comment on local issues of interest. If you wish to speak at a meeting, please inform the Parish Clerk in writing at least 1 week before the date of the meeting as the Agenda will then be finalised and printed. The Agenda for each meeting is issued at least 3 clear days prior to the meeting in accordance with Local Government Act 1972 s243 & Sch12, paras 10 and 26.

Further guidance is available from the Clerk. The Agenda for the meeting is published on this website, meetings are documented and the minutes can be accessed on the [Full Committee documents page](#).

9014 DATE FOR NEXT MEETING

ACTION

The next full parish council meeting is scheduled to be held on Monday 16th February 2026 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

Note for Committee Meetings:

Finance Committee Wednesday 4th March 2026 @ 6.30pm

Events & Assets Committee Wednesday 11th March @ 6.30pm

Chairman's Signature.....