

**CLAYTON-LE-WOODS PARISH COUNCIL**

**MINUTES OF THE ORDINARY PARISH MEETING  
HELD ON MONDAY 16<sup>TH</sup> FEBRUARY 2026 AT 7.30PM  
AT THE PARISH COUNCIL COMMUNITY MEETING ROOM/OFFICE  
AT 239A PRESTON ROAD, CLAYTON-LE-WOODS, CHORLEY**

**PRESENT:** Councillor Mr David Clough (Chair)  
Councillor Mr David Cook  
Councillor Mr A Halliday  
Councillor Mr S Maddock  
Councillor Mr N Whitham (5)

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

**Members of the Public:** Members of the Public x 2

	<b>ACTION</b>
<p><b>9015 WELCOME</b></p> <p>The Clerk opened the meeting and requested the election of a chair for the meeting. Councillor David Clough was elected as acting Chair for the meeting</p>	
<p><b>9016 APOLOGIES</b></p> <p>Apologies were received and accepted for Councillor Mr Mark Clifford, Councillor Dr Jan Coyne.</p>	
<p><b>9017 DECLARATION OF INTEREST</b></p> <p>Councillor N Whitham – Planning</p>	
<p><b>9018 PUBLIC PARTICIPATION</b></p> <p>Mr David Lee and Mr Alan Cullens attended the meeting to discuss a proposal for the use of the Bowling Green by their team.</p> <p>Requests from Bowlers: Information on the end of the lease (8<sup>th</sup> September 2026 – no news) Reinstate gates Stickers for bins Use of Green on a Thursday afternoon for matches – though others would be free to use the green Replacement Jacks – these have gone missing from the Ley Inn How can the Bowling Team work with the Parish Council going forward All to be discussed at the next meeting in March The members of public left the meeting at 7.50pm</p>	<p>Clerk</p>

Chairman’s Signature.....

Date.....



CLW PARISH COUNCIL MINUTES

**9019 TO APPROVE THE MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 19<sup>TH</sup> JANUARY 2026**

**ACTION**

It was **RESOLVED** that the minutes of the ordinary meeting held on 19<sup>th</sup> January 2026 be approved and were duly signed by the Chair.

**9020 REPORTS**

**Summer Fair 26 - Sponsorship letter and form**

Councillor Steve Maddock asked for verification on First Kick Foundation: Are Staff DBS checked; Qualifies in Coaching; Adequate Health & Safety training and PLI.  
To be deferred to the next meeting

**Clerk**

**9021 Clerks Report**

**Salary Increase for Lengthsmen**

Currently following the Living Wage (The Living Wage Foundation) 2025 rate is £12.60/hour. 2026 rate is £13.45/hour (must be implemented by 01/05/2026 however CLWPC usually increase from 01/04/2026)  
The National Minimum Wage rate in 2025 is £12.21/hour. The rate for 2026 is £12.71.

It was **RESOLVED** that the Parish Council will continue to follow the Living Wage. The new hourly rate from 01/04/2026 will be £13.45

**Clerk**

**Defib Preston Road**

Batteries and Pads expire **28/04/2026**  
Powerheart G5 Adult Defibrillator Pads £59.00 ex VAT  
Cardiac Science Powerheart G5 Intellisense Battery £280.00 ex VAT  
Total £339

It was **RESOLVED** that the Parish Council will purchase replacement pads and batteries

**Clerk**

**Bank Mandates**

List of Parish Council Signatories are required for each Bank Account: Virgin Bank; Nat West; Hampshire Trust

Chairman's Signature.....

Date.....



It was **RESOLVED** to pass this item to the Finance Committee

**FINANCE**

**Summer Fair 2026 (EVENTS)**

Progress being made in booking entertainers and seeking Sponsorship

**Newsletter (EVENTS)**

Quotes to be requested from Sprint print for the design and printing of the Newsletter.

Quote declined from Leaflet Lads for delivery of all Newsletters

Verbal quote of £45/1000 received from Lee Distribution if piggybacked onto distribution of Coupon Booklet.

An updated address list has been received from CBC providing 7,564 properties in the Parish.

The printers will be asked to print 7,600 copies

**Seniors Lunch Booking 2026 (EVENTS)**

Proposal for an increase in covers for the meal from the Halfway. Pass this item to the Events & Assets Committee

It was **RESOLVED** to pass this item to the Events & Assets Committee

**EVENTS**

Chairman's Signature.....

Date.....



CLW PARISH COUNCIL MINUTES

**9022 ACCOUNTS FOR PAYMENT**

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

**Payments February 2026**

Voucher	Date	Bank	Description	Supplier	Total
294	10/02/2026	Natwest Bank	Website/Email Management	Easy Websites	£83.16
296	10/02/2026	Natwest Bank	Pension	LCC Pension	£956.99
297	10/02/2026	Natwest Bank	Phones/Broadband	O2	£51.01
284	19/01/2026	Virgin Money	Office Supplies	Amazon	£35.98
290	19/01/2026	Virgin Money	Office Maintenance	Yates Entrance Solutions Ltd	£792.96
290	19/01/2026	Virgin Money	Office Maintenance	Yates Entrance Solutions Ltd	£336.00
291	23/01/2026	Virgin Money	Summer Fair	CK Marquees and Furniture Hire	£1,551.60
250	26/01/2026	Virgin Money	Office Supplies	Employee 05	£14.53
292	06/02/2026	Virgin Money	Sundries	Amazon	£19.99
293	06/02/2026	Virgin Money	Christmas 2025	T & JM Stafford and Sons	£960.00
286	09/02/2026	Virgin Money	Office Maintenance	AW Fire Safety	£172.19
295	10/02/2026	Virgin Money	Salary	Employee 01	£2,219.21
298	10/02/2026	Virgin Money	Salary	Lengthsmen ME	£403.20
299	10/02/2026	Virgin Money	Rent/Room Hire	Red Rose Storage Limited	£83.20
300	10/02/2026	Virgin Money	Phones/Broadband	Three Business Services	£9.00
301	10/02/2026	Virgin Money	Phones/Broadband	BT	£67.14
302	10/02/2026	Virgin Money	Salary	Lengthsmen CD	£100.80
303	10/02/2026	Virgin Money	CLWBG Monthly Rent	MRE Belbroughton Ltd	£49.00
304	10/02/2026	Virgin Money	CLW Bowling Green Maintenance	Kevin Bond	£118.33
305	10/02/2026	Virgin Money	Salary	Lengthsmen AB	£252.00
306	10/02/2026	Virgin Money	Salary	Employee 05	£2,658.56
307	10/02/2026	Virgin Money	Utility Bill	Water Plus	£61.48
308	11/02/2026	Virgin Money	Summer Fair	Poppywood Alpacas	675.00
					£11,671.33

Chairman's Signature.....

Date.....



CLW PARISH COUNCIL MINUTES

The following receipts were noted:

**Receipts February 2026**

Voucher	Date	Bank	Description	Supplier	Total
71	Bank Interest	03/02/2026	Virgin Money	Bank Interest	£0.06
72	Rent	09/02/2026	Virgin Money	Rent/Room Hire	£123.00
72	Rent	09/02/2026	Virgin Money	Rent/Room Hire	£84.00
73	Bank Interest	10/02/2026	Natwest Bank	Bank Interest	£0.00
74	Summer Fair	11/02/2026	Virgin Money	Summer Fair	£25.00
75	Summer Fair	11/02/2026	Virgin Money	Summer Fair	£25.00
76	Summer Fair	11/02/2026	Virgin Money	Summer Fair	£100.00
77	Summer Fair	12/02/2026	Virgin Money	Summer Fair	£25.00
78	Summer Fair	12/02/2026	Virgin Money	Summer Fair	£25.00
79	Summer Fair	12/02/2026	Virgin Money	Summer Fair	£25.00
					£432.06

**ACTION**

**9023 PLANNING APPLICATIONS**

**Validated:**

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

**Validated: January 2026**

Telecommunications Mast Tramway Lane Clayton-le-woods

[Notice of intention to install 1no. new 20m pole supporting 6no. antennas and 1no. 300mm dish, 1no. new cabinet and 1no. meter cabinet, internal cabinet works, and ancillary works thereto \(following removal of 1no. existing 20m pole, 1no. cabinet and 1no. meter cabinet\)](#)

Ref. No: 26/00068/NOT | Received: Fri 23 Jan 2026 | Validated: Fri 23 Jan 2026 | Status: Awaiting decision

Land Bounded By Parkhurst Avenue East Of Wigan Road Clayton-le-woods Leyland PR25 5SB

[Application to discharge conditions 4 \(materials\) and 5 \(boundary treatment\) attached to planning permission 25/00844/FUL \(Erection of a single dwelling with associated works.\)](#)

Ref. No: 26/00055/DIS | Received: Tue 20 Jan 2026 | Validated: Tue 20 Jan 2026 | Status: Awaiting decision

81 Manor Road Clayton-le-woods Chorley PR6 7JR

[Extension to existing side dormer, and 1no. new dormer to side elevation](#)

Ref. No: 26/00050/FULHH | Received: Mon 19 Jan 2026 | Validated: Wed 21 Jan 2026 | Status: Awaiting decision

Chairman's Signature.....

Date.....



CLW PARISH COUNCIL MINUTES

Cuerden Cottage Shady Lane Clayton-le-woods Leyland PR25 5TA  
[Application for a certificate of lawfulness for proposed single storey side extensions to either side of the property and porch to front elevation](#)  
Ref. No: 26/00048/CLPUD | Received: Mon 19 Jan 2026 | Validated: Mon 19 Jan 2026 | Status: Awaiting decision

41 Back Lane Clayton-le-woods Chorley PR6 7QE  
[Application for works to a protected tree: Chorley BC TPO 2 \(Clayton-le-Woods\) 1989 T1 - Oak - Application to reduce crown by 2m](#)  
Ref. No: 26/00046/TPO | Received: Sun 18 Jan 2026 | Validated: Wed 21 Jan 2026 | Status: Awaiting decision

55 Watkin Road Clayton-le-woods Chorley PR6 7PU  
[Application for a certificate of lawfulness for proposed internal alterations to provide accommodation at first floor including addition of two rooflights to front roof slope and obscurely glazed window to side gable](#)  
Ref. No: 26/00045/CLPUD | Received: Sat 17 Jan 2026 | Validated: Mon 19 Jan 2026 | Status: Awaiting decision

**Validated: February 2026**

Industrial Unit At Thorntrees Business Park Wigan Road Clayton-le-woods  
[Change of use of existing industrial building to gymnastic studio](#)  
Reference 26/00070/FUL | Alternative Reference PP-14623685  
Application Validated Fri 23 Jan 2026 | Status Awaiting decision

20 Pear Tree Road Clayton-le-woods Chorley PR6 7JP  
[Application for a certificate of lawfulness for new windows and doors inserted into an existing property](#)  
Ref. No: 26/00049/CLEUD | Received: Mon 19 Jan 2026 | Validated: Wed 28 Jan 2026 | Status: Awaiting decision

**Decided: January 2026**

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

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: Granted

Chairman's Signature.....

Date.....



CLW PARISH COUNCIL MINUTES

Cuerden Lodge Shady Lane Clayton-le-woods Preston PR5 6AU  
[Application for works to a protected tree - Lancashire County Council TPO 14 1950 W25, Sycamore. Fell Sycamore damaged in storm.](#)

Ref. No: 25/01131/TPO | Received: Sun 23 Nov 2025 | Validated: Thu 27 Nov 2025 | Status: Granted

20 Lune Drive Clayton-le-woods Leyland PR25 5SX  
[Single storey rear/side extension to existing detached garage](#)

Ref. No: 25/01092/FULHH | Received: Thu 13 Nov 2025 | Validated: Mon 24 Nov 2025 | Status: Granted

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

**Decided: February 2026**

None decided as yet

**9024 CORRESPONDENCE**

Draft minutes - Chorley LALC Area Committee - 3 November 2025

Email re Guidance Casual Vacancy Process Feb 2026 / Guidance Casual Vacancy Process Feb 2026

First Kick Foundation Summer Fair Proposal / Community Youth work provision / Enterprise and employability mentoring programme / Family support service

Telecoms Consultation Email / VF\_77915\_13 Planning Consultation Letter to Clerk for Clayton-le-Woods Parish Council / VF\_77915\_13 Drawings (Rev 2B)

**ACTION**

**FINANCE**

**Clerk**

Chairman's Signature.....

Date.....



CLW PARISH COUNCIL MINUTES

**9025 DATE FOR NEXT MEETING**

**ACTION**

The Annual Parish meeting is scheduled to be held on Monday 20<sup>th</sup> April 2026 at 7pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

The next full parish council meeting is scheduled to be held on Monday 20<sup>th</sup> April 2026 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY

**Note for Committee Meetings:**

Events & Assets Committee Wednesday 11<sup>th</sup> March @ 6.30pm  
Finance Committee Wednesday 6<sup>th</sup> May 2026 @ 6.30pm

Chairman's Signature.....

Date.....