

CLAYTON-LE-WOODS PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH MEETING HELD ON MONDAY 20TH JULY 2026 AT 7.30PM AT THE PARISH COUNCIL COMMUNITY MEETING ROOM/OFFICE AT 239A PRESTON ROAD, CLAYTON-LE-WOODS, CHORLEY

PRESENT: Councillor Mr Mark Clifford (Chair)
Councillor Ms Irene Amahwe
Councillor Ms Michelle Beach
Councillor Mrs Michelle Brown
Councillor Mr David Clough
Councillor Mr David Cook
Councillor Dr Jan Coyne
Councillor Mr A Halliday
Councillor Mr S Maddock
Councillor Mr N Whitham (10)

In Attendance: Mrs T Morris (Clerk/RFO)

Members of the Public: 1(Ms K Unsworth)

		ACTION
	WELCOME	
	The Chair welcomed everyone to the meeting.	
9090	APOLOGIES	
	Apologies were received and accepted for Councillor Mrs Barbara Ward-Smith. It was noted that Councillor B Ward-Smith was very poorly at the present time and the Parish Council had sent on their best wishes.	Clerk
9091	DECLARATION OF INTEREST	
	Councillor Mark Clifford – LCC matters, CBC matters. Councillor Irene Amahwe – CBC Planning matters.	
9092	PUBLIC PARTICIPATION	
	None was indicated.	
9093	TO APPROVE THE MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 15th JUNE 2026	
	It was RESOLVED that the minutes of the ordinary meeting held on 15 th June 2026 be approved subject to the following amendments and were duly signed by the chair.	

Chair's Signature.....

Date.....



CLW PARISH COUNCIL MINUTES

That Cllr N Whitham was in attendance Cllr M Clifford was not in attendance therefore no declaration of interest in item 9078.

9094 REPORTS

CLERKS REPORT

1. External Audit Update

The Clerk stated that the external auditor had been in contact and informed the council that they were under a limited review. Certain questions were asked and responses had been made. The Clerk would keep the Members updated on any further developments.

Clerk

2. Committee Dates 2026-27

The Clerk indicated that 7th September 2026 could be used for Finance and Management Committee. This was discounted and it was requested that the Clerk draw up an initial time table of meetings for consideration.

Clerk

3. Parish Councillor Co-Option Update

The Members had received and accepted proposed procedural notes and application form prior to the meeting.

It was noted that the closing date for formal applications was 24th August 2026. At present there had been two responses from the 10 applications.

The Clerk will keep the Members updated on the responses.

Clerk

4. Flowerbed Maintenance and Hanging Baskets

It had been observed that the flowerbeds had been cleared. The Clerk informed the Council that the contractor was treating the weeds prior to planting new stock.

There had been some issues raised regarding the watering of the hanging baskets. One of the Councillors had seen the watering truck on Wigan Road recently. The main issues were the reservoir in the planters the frequency of the watering and the weather. It was requested that all the Members monitor the condition of the hanging baskets going forward.

Members

5. Keyholder Policy Agreement

The Councillors had received all the relevant paperwork before the meeting. It was noted that a spare set of front door, barrier key and post box keys were required. It was approved that another full set of keys be cut and each set be checked to ensure that all keys are present.

Chair's Signature.....

Date.....



CLW PARISH COUNCIL MINUTES

It was **RESOLVED** that the keyholder policy would be approved.

Clerk

The Clerk would arrange for the spare keys to be cut and check that all the keys were correct and logged.

6. Dance School Update

The Clerk stated that the dance school had taken up their rental for an initial period of 6 weeks. All the relevant paperwork had been signed off. A note of thanks went to Cllr M Brown who assisted with the first few bookings.

7. Annual Fire Extinguisher Check/PAT Testing Update

The Members were informed of the current position regarding the fire extinguishers and the requirement for the annual PAT testing. It is planned that Cllr N Whitham will consult on health and safety matters in the future.

NW

Councillor Dr J Coyne informed the council of problems with the opening of the front door. It was requested that the clerk add this to list of maintenance actions.

Clerk

9095 SUMMER FAIR BRIEFING AND FINANCIAL POSITION

1. Summer Fair Briefing

It was noted that the Members had an in depth working group meeting prior to the main meeting and a report would be issued shortly outlining the lessons that were learnt from the Summer Fair.

Cllr M Beach tabled that all the Councillors and volunteers be thanked for their hard work during the Summer Fair week end and beyond.

After due discussion it was agreed that there should be a note of thanks issued via Facebook and the website. Plus any comments regarding the Summer Fair be shared with the Councillors.

MBrown

2. Summer Fair - Financial Position

Cllr M Brown updated the Council on the financial position and that a full budget report would be tabled at the next parish council meeting. As with all areas of the Summer Fair the budget and monitoring would be undertaken on an ongoing basis for 2027.

MBrown

Cllr Brown was thanked for her report.

Chair's Signature.....

Date.....



CLW PARISH COUNCIL MINUTES

9096 WAR MEMORIAL PRECEPT - £4,250

Cllr N Whitham outlined the current position of the War Memorial Committee and the future plans.

After due consideration it was **RESOLVED** to pay the annual precept to the War Memorial Committee in the sum of £4,250.

It was requested that accounts and audit be sent to the parish council as soon as was practicable.

It was **RESOLVED** that Cllr Michelle Beach be added to the membership of the War Memorial Committee.

It was requested that the Clerk let the Committee know of the change.

Clerk

9097 ACCOUNTS FOR PAYMENT

It was **RESOLVED** to agree the following accounts for payment:

1. Payments May – June 2026

Voucher	Date	Bank	Description	Supplier	Net	VAT	Total
18	21/05/2026	Virgin Money	Annual Membership	LALC	£1,571.69	£0.00	£1,571.69
35	21/05/2026	Virgin Money	Utility Bill	EDF	£78.03	£3.90	£81.93
36	21/05/2026	Virgin Money	Insurance Premium	Zurich Municipal	£3,817.51	£0.00	£3,817.51
35	21/05/2026	Virgin Money	Utility Bill	EDF	£2.75	£0.14	£2.89
90	01/06/2026	Natwest Bank	Website/Email Management	Easy Websites	£69.30	£13.86	£83.16
34	01/06/2026	Virgin Money	Utility Bill	Water Plus	£64.26	£0.00	£64.26
92	01/06/2026	Natwest Bank	Phones/Broadband	O2	£45.78	£9.16	£54.94
98	01/06/2026	Virgin Money	Utility Bill	Pozitive Energy	£146.44	£7.32	£153.76
99	01/06/2026	Virgin Money	Utility Bill	EDF	£79.62	£0.00	£79.62
96	01/06/2026	Virgin Money	CLW Bowling Green Maintenance	Kevin Bond	£118.33	£0.00	£118.33
93	01/06/2026	Virgin Money	Salary	Lengthsmen ME	£430.40	£0.00	£430.40
95	01/06/2026	Virgin Money	Salary	Lengthsmen CD	£107.60	£0.00	£107.60
97	01/06/2026	Virgin Money	Salary	Lengthsmen AB	£269.00	£0.00	£269.00
91	01/06/2026	Natwest Bank	Pension	LCC Pension	£781.16	£0.00	£781.16
48	12/06/2026	Virgin Money	Portable Toilets	North West Portables	£690.00	£138.00	£828.00
51	14/06/2026	Virgin Money	Rent/Room Hire	Red Rose Storage Limited	£75.83	£15.17	£91.00
79	15/06/2026	Virgin Money	Summer Fair Leaflets	Sprintprint	£116.67	£23.33	£140.00
49	15/06/2026	Virgin Money	Salary	Employee 05	£1,765.91	£0.00	£1,765.91
25	16/06/2026	Virgin Money	Phones/Broadband	Three Business Services	£7.50	£1.50	£9.00
47	16/06/2026	Virgin Money	Marquee Hire Summer Fair	CK Marquees	£3,017.00	£603.40	£3,620.40
82	16/06/2026	Virgin Money	Salary	Employee 01	£2,219.01	£0.00	£2,219.01
					£15,473.79	£815.78	£16,289.57

Chair's Signature.....

Date.....



CLW PARISH COUNCIL MINUTES

1.1 Payments June - July 2026

Voucher	Date	Bank	Description	Supplier	Net	VAT	Total
40	24/06/2026	Virgin Money	Chairman's Expenses	Clr Mark Clifford	£500.00	£0.00	£500.00
41	24/06/2026	Virgin Money	Reimbursement	Clr Michelle Beach	£30.97	£0.00	£30.97
42	24/06/2026	Virgin Money	TENs Licence	Clr Mark Clifford	£21.00	£0.00	£21.00
100	25/06/2026	Virgin Money	Summer Fair Prizes	Clr Michelle Beach	£400.00	£0.00	£400.00
43	25/06/2026	Virgin Money	Summer Fair	Clr Mark Clifford	£800.00	£0.00	£800.00
44	25/06/2026	Virgin Money	Summer Fair Security	ProFM	£228.00	£45.60	£273.60
45	25/06/2026	Virgin Money	Summer Fair Gazebos	Gazeboshop	£729.16	£145.83	£874.99
94	29/06/2026	Virgin Money	Phones/Broadband	BT	£59.95	£11.99	£71.94
52	01/07/2026	Natwest Bank	Website/Email Management	Easy Websites	£69.30	£13.86	£83.16
101	01/07/2026	Virgin Money	Summer Fair Entertainment	First Kick Foundation	£860.00	£0.00	£860.00
53	01/07/2026	Virgin Money	Reimbursement	Clr Steve Maddock	£15.00	£0.00	£15.00
54	01/07/2026	Virgin Money	Reimbursement	Clr Mark Clifford	£39.24	£0.00	£39.24
56	01/07/2026	Virgin Money	Summer Fair Generator Hire	Smithshire (Smiths Equipment Hire)	£373.64	£74.73	£448.37
57	01/07/2026	Virgin Money	Summer Fair Entertainment	Pink Vintage	£380.00	£0.00	£380.00
58	01/07/2026	Virgin Money	Summer Fair Entertainment	Just Gorge	£300.00	£0.00	£300.00
59	01/07/2026	Virgin Money	Summer Fair Entertainment	Worldwise Samba Drummers	£0.00	£0.00	£0.00
61	01/07/2026	Virgin Money	Summer Fair Entertainment	Hocus Pocus Face Painting	£420.00	£0.00	£420.00
46	06/07/2026	Natwest Bank	Phones/Broadband	O2	£45.78	£9.16	£54.94
105	06/07/2026	Virgin Money	Grass Cutting/Open Spaces Maintenance	Bowland Estate Services	£810.00	£162.00	£972.00
106	06/07/2026	Virgin Money	Grass Cutting/Open Spaces Maintenance	Bowland Estate Services	£885.00	£177.00	£1,062.00
55	07/07/2026	Virgin Money	Summer Fair Van Hire	Chorley Van Rental	£300.00	£0.00	£300.00
78	09/07/2026	Virgin Money	Summer Fair Leaflets	Sprintprint	£378.00	£0.00	£378.00
78	09/07/2026	Virgin Money	Summer Fair Leaflets	Sprintprint	£150.00	£30.00	£180.00
60	09/07/2026	Virgin Money	Summer Fair Entertainment	Magician	£100.00	£0.00	£100.00
103	09/07/2026	Virgin Money	Summer Fair Field Hire	Manor Road Primary School	£250.00	£0.00	£250.00
104	09/07/2026	Virgin Money	Hanging Basket Contract	G Burley & Sons	£4,428.00	£885.60	£5,313.60
77	10/07/2026	Virgin Money	Copyright Infringement	Copyright Agent UK Ltd	£475.00	£0.00	£475.00
77	10/07/2026	Virgin Money	Copyright Infringement	Copyright Agent UK Ltd	£100.00	£0.00	£100.00
62	13/07/2026	Natwest Bank	Website/Email Management	Easy Websites	£69.30	£13.86	£83.16
65	13/07/2026	Natwest Bank	Phones/Broadband	O2	£45.78	£9.16	£54.94
68	13/07/2026	Virgin Money	Phones/Broadband	Three Business Services	£7.50	£1.50	£9.00
69	13/07/2026	Virgin Money	Phones/Broadband	BT	£55.95	£11.19	£67.14
67	13/07/2026	Virgin Money	Rent/Room Hire	Red Rose Storage Limited	£75.83	£15.17	£91.00
74	13/07/2026	Virgin Money	Utility Bill	Positive Energy	£0.00	£0.00	£0.00
75	13/07/2026	Virgin Money	Utility Bill	Water Plus	£64.26	£0.00	£64.26
71	13/07/2026	Virgin Money	CLW Bowling Green Maintenance	Kevin Bond	£118.33	£0.00	£118.33
63	13/07/2026	Virgin Money	Salary	Employee 01	£2,219.01	£0.00	£2,219.01
66	13/07/2026	Virgin Money	Salary	Lengthsmen ME	£430.40	£0.00	£430.40
70	13/07/2026	Virgin Money	Salary	Lengthsmen CD	£107.60	£0.00	£107.60
72	13/07/2026	Virgin Money	Salary	Lengthsmen AB	£269.00	£0.00	£269.00
64	13/07/2026	Natwest Bank	Pension	LCC Pension	£781.16	£0.00	£781.16
73	13/07/2026	Virgin Money	Salary	Employee 05	£2,391.15	£0.00	£2,391.15
81	16/07/2026	Virgin Money	Office Cleaning	G Lloyd	£72.00	£0.00	£72.00
80	16/07/2026	Virgin Money	Summer Fair Sound	Paul K Sound and Vision Services	£450.00	£90.00	£540.00
102	20/07/2026	Virgin Money	Summer Fair Entertainment	Manchester Ska Foundation	£1,500.00	£0.00	£1,500.00
					£21,805.31	£1,696.65	£23,501.96

It was **RESOLVED** to accept the following receipts:

2.1 Receipts May – July 2026

Voucher	Date	Bank	Description	Customer	Total
17	27/05/2026	Virgin Money	Summer Fair	canine tharapies	£25.00
4	29/05/2026	Natwest Bank	Bank Interest	Natwest Bank	£56.24
15	29/05/2026	Virgin Money	Rent/Room Hire	Age UK Lancashire	£30.00
16	29/05/2026	Virgin Money	Rent/Room Hire	Age UK Lancashire	£30.00
					£141.24

Chair's Signature.....

Date.....



CLW PARISH COUNCIL MINUTES

Voucher	Date	Bank	Description	Supplier	Total
19	25/06/2026	Virgin Money	Summer Fair	Ruby & Blu	25.00
18	30/06/2026	Natwest Bank	Bank Interest	Natwest Bank	61.42
20	30/06/2026	Virgin Money	SumUP Payment	Sumup Ltd	1,823.43
25	06/07/2026	Virgin Money	Reimbursement	Gazeboshop	24.98
24	07/07/2026	Virgin Money	Summer Fair Cash	Virgin Money	800.00
24	07/07/2026	Virgin Money	Summer Fair Cash	Virgin Money	1,805.95
7	13/07/2026	Virgin Money	Summer Fair	Box Bar Company	100.00
8	16/07/2026	Virgin Money	Summer Fair	Taysha Manifold	25.00
21	20/07/2026	Virgin Money	Summer Fair	Greeki Tiki	50.00
22	20/07/2026	Virgin Money	Summer Fair	Hope for rescues	25.00
23	20/07/2026	Virgin Money	Summer Fair Pitch Hire	Pickle Chops	25.00
					£4,765.78

9098 PLANNING APPLICATIONS

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

VALIDATED

- [Application for work to a protected tree - Chorley BC TPO 2 \(Clayton-le-Woods\) 2013 - T20; Oak - Fell Oak and re plant a tree in a more suitable location. T1 on our report](#) 

Land At Nell Lane Cuerden

Ref. No: 26/00587/TPO | Received: Fri 03 Jul 2026 | Validated: Wed 08 Jul 2026 | Status: Awaiting decision

- [Certificate of Lawful Use for the proposed use of the property as a childrens home for up to two young people with care provided 24hrs by two staff members on a rota basis.](#) 

18 Radburn Close Clayton-le-Woods Chorley PR6 7RB

Ref. No: 26/00577/CLPUD | Received: Fri 26 Jun 2026 | Validated: Thu 02 Jul 2026 | Status: Awaiting decision

DECIDED

- [Application for a certificate of lawfulness for the erection of a single storey rear extension](#)

54 Parkhurst Avenue Clayton-le-Woods Leyland PR25 5PF

Ref. No: 26/00525/CLPUD | Received: Mon 15 Jun 2026 | Validated: Mon 15 Jun 2026 | Status: Granted

- [Part two storey part single storey rear extension, porch portico and new arch head window to front elevation](#)

Cuerden Cottage Shady Lane Clayton-le-Woods Leyland PR25 5TA

Ref. No: 26/00416/FULHH | Received: Wed 13 May 2026 | Validated: Wed 13 May 2026 | Status: Granted

Chair's Signature.....

Date.....



CLW PARISH COUNCIL MINUTES

- [Application for work to a protected tree - Chorley BC TPO 6 \(Clayton-le-Woods\) 2007 T57; Oak. The protected tree is an oak tree at the side of my driveway. I request permission to trim back the branches that are overhanging my driveway. I request to trim back any loose or damaged branches .](#)

24A Lancaster Lane Clayton-le-Woods Leyland PR25 5SN

Ref. No: 26/00390/TPO | Received: Thu 30 Apr 2026 | Validated: Tue 05 May 2026 | Status: Granted

- [Pitched roofs to existing front and rear dormers](#)

11 Stonehouse Green CLAYTON-le-WOODS Chorley PR6 7JT

Ref. No: 26/00461/FULHH | Received: Wed 27 May 2026 | Validated: Wed 27 May 2026 | Status: Granted

- [Application for work to a protected tree - Chorley BC TPO 6 \(Clayton-le-Woods\) 2007 T57; Oak. The protected tree is an oak tree at the side of my driveway. I request permission to trim back the branches that are overhanging my driveway. I request to trim back any loose or damaged branches .](#)

24A Lancaster Lane Clayton-le-Woods Leyland PR25 5SN

Ref. No: 26/00390/TPO | Received: Thu 30 Apr 2026 | Validated: Tue 05 May 2026 | Status: Granted

- [Front porch and single storey rear extension](#)

17 Watkin Road Clayton-le-Woods Chorley PR6 7PU

Ref. No: 26/00329/FUL | Received: Mon 13 Apr 2026 | Validated: Wed 15 Apr 2026 | Status: Granted

		ACTION
9099	DELEGATION OF PLANNING APPLICATIONS DURING SUMMER BREAK It was RESOLVED that Councillors M Brown and N Whitham scrutinise the planning applications during the Summer break and take appropriate action on behalf of the Parish Council.	NW/ MBrown
9100	CORRESPONDENCE 1. Carr Lane The Members were advised of the ongoing situation regarding this area. 2. LCC Consultations The Members noted the information. 3. Statement Regarding Unitary Authorities Timetable The Members noted the information.	

Chair's Signature.....

Date.....



CLW PARISH COUNCIL MINUTES

PART 2

9101 EXCLUSION OF THE PRESS AND PUBLIC

It was **RESOLVED** to exclude the press and public due to confidential staffing issues and commercially sensitive information.

The Member of the public left the meeting at this point.

9102 BOWLING GREEN LAND

The Members were informed of the latest developments.

The Clerk (Mrs T Morris) left the meeting at this point.

9103 STAFFING UPDATE

In camera the Members were updated on the current situation with the Locum Clerk and the phased return of the Clerk.

9104 DATE FOR NEXT MEETING

The next full parish council meeting is scheduled to be held on Monday 21st September 2026 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY

Please note that there is no scheduled meeting during August 2026.

Chair's Signature.....

Date.....