

# Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris  
Chorley Business and Technology Centre, Reception Block,  
East Terrace, Euxton, Chorley. PR7 6TE.

Telephone: 01257 264854

Mobile: 07715 637345

Email: [clerk@claytonlewoodsparishcouncil.org.uk](mailto:clerk@claytonlewoodsparishcouncil.org.uk)

[www.claytonlewoodsparishcouncil.org.uk](http://www.claytonlewoodsparishcouncil.org.uk)



11<sup>th</sup> November 2019

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 18<sup>th</sup> November 2019 at 7.30pm at Chorley Business and Technology Centre, East Terrace, Euxton PR7 6TE.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tracy Morris', is written over a faint horizontal line.

Mrs Tracy Morris  
Clerk to the Council

## Agenda

1. **To receive and accept apologies**
2. **Declaration of Interest**
3. **Public Participation**
4. **To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 21<sup>st</sup> October 2019 (copy attached)**
5. **Matters Arising**
6. **Reports**
  1. **Report on Remembrance Sunday 10<sup>th</sup> November 2019**
  2. **Play and Leisure Committee Meeting held on Monday 11<sup>th</sup> November 2019**
    - Cunnery Meadow Update £1,200 for Lighting (Virement Required)
    - Play Area Development (Skate Park Working Group)

3. **Report from Neighbourhood Planning Information Session held on Wednesday 13<sup>th</sup> November 2019**
4. **Report on Communications Committee Meeting held on Monday 18<sup>th</sup> November 2019 at 6.30pm**
5. **Report of Annual Walk Through Clayton-le-Woods Bowling Green Monday 11<sup>th</sup> November 2019**  
Update on Outstanding Utility Bills
7. **Lengthsmen overpayment update**  
Permission obtained to deduct salary overpayment in November (£525.44)
8. **Notification of Removal of Low Hanging Branches on Highway Back Lane Woods**  
To comply with LCC notice of possible danger to high sided vehicles  
(Permission Granted by Chorley Council regarding TPO - Cost £195 +VAT)
9. **Approval of Scribe Accountancy System at cost of £688 inc. VAT**
10. **Accounts for Payment.**  
*Each account has been checked and countersigned by the Chairman prior to the meeting. All accounts include VAT where applicable.  
Late Accounts List (To be tabled at Meeting)*

<b>Paym't Method/ Chq No.</b>	<b><u>November 2019 Accounts</u></b>	<b>£</b>
S/O	Lengthsmen (1 no.) Salary Paid by Standing Order	262.72
S/O	Employee (1) Salary Paid by Standing Order	1473.77
D/D	Employee (1) / Employer Pension Contribution	452.95
B/T	Employee (2) Salary	687.90
B/T	Chorley Business and Technology Centre Monthly Office Rental	404.40
D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support.	84.00
D/D	O2 Telefonica Monthly Fee for Parish Phone	34.94
B/T	BT Business Bill Office Phone and Broadband	70.13
D/D	Three Telephone Monthly Fee Parish Phone (2)	9.00
B/T	Envirocare Monthly Fee for Grass Cutting of parish Sites	700.01
S/O	Chorley Self Storage Monthly Rental of Storage Site	88.00
B/T	Chairman's Allowance (6 Months)	250.00
B/T	Asda Stationery	8.30
B/T	Altitude Services Ltd Repair/Replacement of Cunnery Meadow MUGA Lights	1440.00
B/T	Scribe Accountancy System	688.00
B/T	Chorley Council Planning Application Fees Footpath Bankside	142.00
B/T	Halfway House Deposit OAP Meal	200.00
00158	Westfield Tree Services Trimming Low Hanging Branches Back	234.00

	Lane Woods	
00159	Stringfellow Ltd Paint work Cunnery Meadow Play Area	408.00
00160	Clayton Green Bowling Green Annual Maintenance Verti-drain	222.00
	<b>Total without late Accounts</b>	<b>£7,860.12</b>
<b>Paym't Method/ Chq No.</b>	<b><u>December 2019 Accounts</u></b>	<b>£</b>
S/O	Lengthsmen (5 no.) Salary Paid by Standing Order	788.16
S/O	Employee (1) Salary Paid by Standing Order	1473.77
D/D	Employee (1) / Employer Pension Contribution	452.95
B/T	Employee (2) Salary	687.90
B/T	Chorley Business and Technology Centre Monthly Office Rental	404.40
D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support.	84.00
D/D	O2 Telefonica Monthly Fee for Parish Phone	34.94
B/T	BT Business Bill Office Phone and Broadband	70.13
D/D	Three Telephone Monthly Fee Parish Phone (2)	9.00
S/O	Chorley Self Storage Monthly Rental of Storage Site	88.00
B/T	Glasdon Doggy Bag Dispenser Units	506.10
B/T	Halfway House OAP Meal Payment	1200.00
	<b>Total without late Accounts</b>	<b>£5,799.35</b>
	<b>Income</b>	<b>£</b>
B/T	HMRC VAT Refund	3174.31
Chq	WLW PC Reimbursement for Scarecrow Festival	130.00
B/T	Reimbursement of one prize not awarded at Scarecrow Festival	10.00
	<b>Total</b>	<b>£3,314.31</b>

## 11. To discuss and make decisions on Planning Applications

Applications can be viewed on the Chorley Council website via the following link <http://planning.chorley.gov.uk/online-applications/>.

### 1. Application no. [19/00993/TPO](#)

**Proposal:** Application for works to protected trees - Chorley BC TPO 10 (Clayton-le-Woods) 1989 T1 Ash - fell. T2 Sycamore - reduce canopy from building by 2m. T3 Lime - crown raise to 5M above ground level over car park.

**Location** [Lfp Consultants Legacy House 407 Preston Road Clayton-Le-Woods Chorley PR6 7JA](#)

### 2. Application no. [19/00985/DIS](#)

**Proposal:** Application to discharge condition 4 - Materials and 5 - Site Plan Showing Passing Places to permission granted under 16/01195/FUL (Alterations to stone barn to facilitate conversion to dwelling house)

**Location:** [Hawksclough Farm Preston Road Clayton-Le-Woods Chorley PR6 7EJ](#)

**3. Application no. [19/01019/DIS](#)**

**Proposal:** Application to discharge conditions 7 (Precautionary Great Crested Newt Method Statement), 8 (Invasive Non-Native Species Protocol) and 16 (Construction Management Plan) attached to planning permission 17/00954/FULMAJ (Erection of part three storey, part two storey, part single storey GP surgery, pharmacy and community cafe with associated car parking, access and landscaping following demolition of existing building)

**Location:** [Whittle-Le-Woods And Clayton-Le-Woods Parish Club 239 Preston Road Clayton-Le-Woods Chorley PR6 7PY](#)

**4. Application no. [19/00982/FULHH](#)**

**Proposal:** Single storey front extension

**Location:** [55 Lancaster Lane Clayton-Le-Woods Leyland PR25 5SP](#)

**5. Application no. [19/01001/FUL](#)**

**Proposal:** Change of use of land to domestic garden use and erection of green house and boundary treatments (resubmission of application ref: 19/00041/FUL).

**Location:** [Land 25M West Of 325 Preston Road Clayton-Le-Woods](#)

**6. Application no. [19/01025/FULHH](#)**

**Proposal:** Single storey side extension

**Location:** [106 Spring Meadow Clayton-Le-Woods Leyland PR25 5LY](#)

**12. Correspondence**

None Received

**13. Arrangements for Christmas Meal Monday 16<sup>th</sup> December 2019  
Members/Staff (Woodsman Pub) at 7.00pm**

**14. Dates for Next Meetings**

The next full parish council meeting has been agreed to be held on Monday 20<sup>th</sup> January 2020 at 7.30pm at Chorley Business and Technology Centre.

\*Please note that there is no meeting held during December 2019

**Proposed Dates for Committee Meetings**

**Communications Committee:** Meeting to be arranged

**Finance Committee:** Meeting to be arranged

**Environment Committee:** Monday 25<sup>th</sup> November 2019 at 7.00pm

**Play and Leisure Committee:** Monday 13<sup>th</sup> January 2020 at 7.00pm

**Management Committee:** Meeting to be arranged

**Diary Dates**

**Christmas Light Switch On:** Saturday 30<sup>th</sup> November 2019 at 6.30pm

**OAP Christmas Lunch:** Monday 9<sup>th</sup> December 2019 at 1.00pm at the Halfway House