

# Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris  
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11<sup>th</sup> October 2021

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 18<sup>th</sup> October 2021 at 7.30pm at Clayton Brook Village Hall, Bamber Bridge, PR5 8HL.

Just to advise you that building will be cleaned and the room would be set up with social distancing measures in place. Masks will be required to be worn on entry to the building unless you have an exemption. Hand sanitiser, gloves, wipes and masks will be available for use on the premises.

Please do remember your documents and or iPads/Laptops as no spare copies will be available.

The number of people allowed within the hall is low so therefore if anyone wishes to attend please let me know because if we go above the recommended number allowed (23 people in total) we will regretfully have to turn residents away.

Yours sincerely,

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

Mrs Tracy Morris  
Clerk to the Council



## **Agenda**

- 1. To receive and accept apologies**
- 2. Declaration of Interest**
- 3. Public Participation (None Indicated)**
- 4. To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 20<sup>th</sup> September 2021 (Attached)**
- 5. Clerk's Report (Report Attached)**
- 6. Christmas Lighting Extension**

Proposal to install 10 permanent high powered programmable spot lights at cost of £2,200.00 with extended wiring installation at a cost of £900.00. Cost £3,100.00 in total (£900.00 left in budget) Propose Virement from Summer Fair 2021 budget from the difference £2,200.00
- 7. Commemorative Coins for Queens Platinum Jubilee**

Proposal to purchase coins for 6 schools and OAPs (1300 coins at a cost of £1,574.99) Currently some £1,200 in donation budget. Propose Virement from Summer Fair 2021 budget for the difference of £375.00
- 8. Project Officer Replacement – Administrative Assistant (20 hours per week - Initially)**

To approve Job Description Person Specification Advertisement - Salary Range NJC Scale 4/5 £20,092 - £24,491 FTE (Pro Rata)  
Propose to set advert date as Monday 25<sup>th</sup> October Closing Date Friday 5<sup>th</sup> November 2021. To nominate selection panel.



## CLW PC AGENDA

### 9. Accounts for Payment

All accounts include VAT where applicable. Late Accounts List (To be tabled at Meeting)

#### 1. Payments October 2021

Voucher	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
185	Yorkshire Bank	B/T	Office Supplies	Asda	S	15.00	3.00	18.00
186	Yorkshire Bank	B/T	Silent Soldier Installatio	Stringfellow Building Cc	S	150.00	30.00	180.00
187	Yorkshire Bank	B/T	Cunnery Meadow Play A	Stringfellow Building Cc	S	43.40	8.68	52.08
188	Yorkshire Bank	B/T	Subscription	Starboard Systems Ltd	S	520.00	104.00	624.00
189	Yorkshire Bank	B/T	Legal Advice	Forbes Solicitors	S	706.00	141.20	847.20
190	Yorkshire Bank	B/T	Training	Lancashire Association	Z	25.00		25.00
191	Yorkshire Bank	B/T	Silent Soldier Installatio	Royal British Legion	S	21.62	4.33	25.95
192	Yorkshire Bank	B/T	Rent/Room Hire	Chorley Council	S	41.67	8.33	50.00
193	Yorkshire Bank	D/D	Rent/Room Hire	Chorley Business and T	S	337.00	67.40	404.40
194	Natwest Bank	D/D	Website/Email Managerr	Easy Websites	S	73.00	14.60	87.60
195	Natwest Bank	S/O	Salary	Lengthsmen JI	E	106.92		106.92
196	Natwest Bank	S/O	Salary	Lengthsmen DH	E	178.20		178.20
197	Natwest Bank	S/O	Salary	Lengthsmen DM	E	213.84		213.84
198	Yorkshire Bank	S/O	Salary	Employee 01	E	1,556.15		1,556.15
199	Natwest Bank	D/D	Pension	LCC Pension Employee	E	577.36		577.36
200	Natwest Bank	D/D	Phones/Broadband	O2	S	12.56	2.51	15.07
201	Yorkshire Bank	S/O	Salary	Lengthsmen ME	E	285.12		285.12
202	Yorkshire Bank	S/O	Rent/Room Hire	Chorley Self Storage Lt	S	73.33	14.67	88.00
203	Yorkshire Bank	S/O	Salary	Employee 02	E	737.55		737.55
204	Yorkshire Bank	D/D	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
205	Yorkshire Bank	B/T	Grass Cutting/Open Spa	Envirocare Maintenanc	S	628.01	125.60	753.61
206	Yorkshire Bank	D/D	Phones/Broadband	BT	S	49.59	9.92	59.51
207	Yorkshire Bank	S/O	Salary	Lengthsmen CD	X	71.28		71.28
208	Yorkshire Bank	B/T	CLWBG Monthly Rent	MRE Belbroughton Ltd	X	49.00		49.00
<b>Total</b>						<b>6,479.10</b>	<b>535.74</b>	<b>7,014.84</b>

#### 2. Receipts September 2021

Voucher	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
19	Yorkshire Bank	B/T	ICT	Microsoft	Z	54.72		54.72
20	Yorkshire Bank	B/T	Rebate	Yorkshire Bank	Z	0.83		0.83
21	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	0.49		0.49
<b>Total</b>						<b>56.04</b>		<b>56.04</b>

#### 3. Half Year Budget Report / Bank Reconciliation September 2021 (Reports Attached)

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

Applications can be viewed on the Chorley Council website via the following link:

<https://planning.chorley.gov.uk/online-applications/search.do?action=weeklyList>



## CLW PC AGENDA

**1.Application no: 21/01037/FULHH** Case Officer: Chris Smith - 01257 515223  
Ward: Clayton East, Brindle And Hoghton Proposal: Erection of a detached outbuilding to accommodate a garden summerhouse Location: 10 Long Barn Row, Hoghton, Preston, PR5 0SA.

**2.Application no: 21/01084/FULHH** Case Officer: Faye Cass Ward: Clayton West And Cuerden Proposal: Erection of a single storey side extension linking to garage. Installation of a rooflight and fenestration changes. Location: 222 Spring Meadow, Clayton-Le-Woods, Leyland, PR25 5PP.

**3.Application no: 21/01131/CLPUD** Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton West And Cuerden Proposal: Application for a certificate of lawfulness for a proposed single storey rear extension Location: 2 Kielder Gardens, Clayton-Le-Woods, Leyland, PR25 5AB.

**4.Application no: 21/01140/DIS** Case Officer: Mr Iain Crossland - 01257 515903 Ward: Clayton West And Cuerden Proposal: Application to discharge conditions 10 (Dwelling Emission Rate details) and 12 (Broadband Strategy) attached to planning permission 20/00164/FUL - Erection of 115 dwellings on land at Nell Lane, Clayton-le-Woods with access taken from Parkhurst Avenue Location: Land Adjoining Cuerden Residential Park, Nell Lane, Cuerden Applicant: Mr Harrison Bradshaw - 14 Redrow House, Eaton Avenue, Matrix Office Park, Buckshaw Village, Chorley, PR7 7NA.

**5.Application no: 21/01163/FUL** Case Officer: Mr Iain Crossland - 01257 515903 Ward: Clayton West And Cuerden Proposal: Erection of two detached dwellings Location: Green Bank House, Wigan Road, Clayton-Le-Woods, Leyland, PR25 5SB Applicant: Mr Ray Greenhalgh - Green Bank House, Wigan Road, Clayton-Le-Woods, Leyland, PR25 5SB.

**6.Application no: 21/01139/DIS** Case Officer: Amy Aspinall - 01257 515157 Ward: Clayton West And Cuerden Proposal: Application to discharge condition 7 (Dwelling Emission Rate) and Condition 10 (Replacement Tree Planting) of planning permission 20/01198/FUL (Erection of 1no. detached dwelling house including access) Location: West Levens, Moss Lane, Clayton-Le-Woods, Leyland, PR25 4SE.

**7.Application no: 21/01174/TPO** Case Officer: Bill Whisker - 01257 515642 Ward: Clayton East, Brindle And Hoghton Proposal: Application for work to a protected tree - Chorley BC TPO 2 (Whittle-le-Woods/Brindle) 1968: Sycamore (T5) - Fell. Location: 24 Fir Tree Grove, Clayton-Le-Woods, Chorley, PR6 7FJ.

**8.Application no: 21/01192/TPO** Case Officer: Bill Whisker - 01257 515642 Ward: Clayton East, Brindle And Hoghton Proposal: Application for works to protected trees - CHORLEY BC TPO NO. 4 (CLAYTON-LE-WOODS) 2021: T368 Lime - Fell; and T377 Ash - Remove 2No. scaffold limbs overhanging garden area. Location: Haworth Court, Preston Road, Clayton-Le-Woods.



**CLW PC AGENDA**

**11. Reports**

- Project Officer Working Group Meeting held on 7<sup>th</sup> October 2021
- CIL Half Yearly Report (October 2021 – April 2022)
- Community Skip Day Saturday 30<sup>th</sup> October 2021

**12. Correspondence**

1. Request for a Bench on Spring Meadow (Cllr L Farnworth Defer to next Meeting)
2. Remembrance Service Arrangements Sunday 14<sup>th</sup> November 2021

**13. Christmas Meal for Staff/Members (13<sup>th</sup> December 2021)**

**14. Date for Next Meeting**

The next full parish council meeting is proposed to be held on Monday 15<sup>th</sup> November 2021 at 7.30pm at Clayton Brook Village Hall.