

# Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris  
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10<sup>th</sup> January 2022

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 17<sup>th</sup> January 2022 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



CLW PC AGENDA

**Agenda**

- 1. Welcome to New Councillor Mr Neville Whitham and Mrs Louisa Gallagher (CLWPC Administrative Assistant)**
- 2. To receive and accept apologies**
- 3. Declaration of Interest**
- 4. Public Participation (None Indicated)**
- 5. To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 15<sup>th</sup> November 2021 (Attached)**
- 6. Clerk's Report (Report Attached)**
- 7. Finance Committee Meeting held on Thursday 6<sup>th</sup> January 2022**  
Recommendation to set Precept for 2022/23 at £25.00 based on a Band D Property (Minutes and Budget Documents Attached)
- 8. Communications Committee Meeting held on 8<sup>th</sup> December 2021**  
To table a Revised Social Media Policy - initially approved on 18<sup>th</sup> January 2018 (Minute No.7854) (Minutes and Revised Document Attached)
- 9. Committee Review - Committee Membership Additions/Changes**
  1. War Memorial Committee Membership (Cllr S Edwards-Williams wishes to stand down)
  2. New Councillor Placement / Movement of Existing Councillors



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## 10. Accounts for Payment

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

### 1. Approved Extra Payments December 2021

PAYMENTS LIST									
Voucher	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
258	21/12/2021	Yorkshire Bank		A6 Preston Road Site Of	Altitude Services	S	960.00	192.00	1,152.00
259	21/12/2021	Yorkshire Bank		Christmas Tree Installati	City Illuminations	S	2,200.00	440.00	2,640.00
260	21/12/2021	Yorkshire Bank		Cunnery Meadow Remedi	Altitude Services	S	1,676.00	335.20	2,011.20
261	21/12/2021	Yorkshire Bank	B/T	Sundries	Amazon	S	24.99	5.00	29.99
263	22/12/2021	Yorkshire Bank	B/T	Subscription	SLCC	Z	215.00		215.00
264	22/12/2021	Yorkshire Bank		Play Area Inspection	Groundworks NW Ltd	S	495.00	99.00	594.00
265	02/12/2021	Yorkshire Bank	B/T	Christmas Light Switch o	B&M Bargains	S	189.53	37.91	227.44
266	06/12/2021	Yorkshire Bank	B/T	Office Supplies	Open Office Supplies	X	18.99		18.99
267	10/12/2021	Yorkshire Bank		Doggy Bin Bags/Dispens	Stringfellow Building Cc	S	360.00	72.00	432.00
268	10/12/2021	Yorkshire Bank		Doggy Bin Bags/Dispens	Glasdon UK Limited	S	612.00	122.40	734.40
269	10/12/2021	Yorkshire Bank	B/T	Pensioner Christmas Me	The Ley Inn (Cuerden)	S	1,224.65	244.93	1,469.58
270	10/12/2021	Yorkshire Bank	B/T	Christmas Tree Installati	GT & GR Gilbert T/a Wc	X	2,570.00		2,570.00
271	10/12/2021	Yorkshire Bank		Christmas Tree Installati	City Illuminations	S	2,223.00	444.60	2,667.60
<b>Total</b>							<b>12,769.16</b>	<b>1,993.04</b>	<b>14,762.20</b>

### 2. Payments January 2022

PAYMENTS LIST									
Voucher	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
262	Yorkshire Bank		Play Area Inspection	Chorley Council	S	2,526.00	505.20	3,031.20	
272	Yorkshire Bank	B/T	Summer Fair	Daniella Wallace	X	50.00		50.00	
273	Natwest Bank	D/D	Website/Email Managem	Easy Websites	S	76.00	15.20	91.20	
274	Natwest Bank	S/O	Salary	Lengthsmen JI	E	106.92		106.92	
275	Natwest Bank	S/O	Salary	Lengthsmen DH	E	178.20		178.20	
276	Natwest Bank	S/O	Salary	Lengthsmen DM	E	213.84		213.84	
277	Yorkshire Bank	S/O	Salary	Employee 01	E	1,589.45		1,589.45	
278	Natwest Bank	D/D	Pension	LCC Pension Employee	E	577.36		577.36	
279	Natwest Bank	D/D	Phones/Broadband	O2	S	6.07	1.21	7.28	
280	Yorkshire Bank	S/O	Salary	Lengthsmen ME	E	285.12		285.12	
281	Yorkshire Bank	S/O	Rent/Room Hire	Chorley Self Storage Lt	S	73.33	14.67	88.00	
282	Yorkshire Bank	D/D	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00	
283	Yorkshire Bank	D/D	Phones/Broadband	BT	S	49.59	9.92	59.51	
284	Yorkshire Bank	S/O	Rent/Room Hire	Chorley Business and T	S	337.00	67.40	404.40	
285	Yorkshire Bank	S/O	Salary	Lengthsmen CD	X	71.28		71.28	
286	Yorkshire Bank	B/T	CLWBG Monthly Rent	MRE Belbroughton Ltd	X	49.00		49.00	
287	Yorkshire Bank	B/T	Salary	Employee 02	X	880.20		880.20	
288	Yorkshire Bank	000195	CIL	Clayton Brook Primary	X	4,487.00		4,487.00	
289	Yorkshire Bank	B/T	Office Supplies	Amazon	S	31.02	6.20	37.22	
<b>Total</b>							<b>11,594.88</b>	<b>621.30</b>	<b>12,216.18</b>



CLW PC AGENDA

3. Receipts November / December 2021

RECEIPTS LIST

Voucher	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
23	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	0.35		0.35
24	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	0.37		0.37
29	Yorkshire Bank	B/T	Bank Interest	Yorkshire Bank	Z	0.11		0.11
30	Yorkshire Bank	B/T	Donation	The Dog Inn	Z	250.00		250.00
31	Yorkshire Bank		Advert	Sarah Tinsley Counsell	Z	40.00		40.00
32	Yorkshire Bank		Advert	Independent Living	Z	25.00		25.00
33	Yorkshire Bank		Advert	Dave's Cycle Repairs	Z	25.00		25.00
34	Yorkshire Bank	B/T	Rebate	Yorkshire Bank	Z	2.03		2.03
<b>Total</b>						<b>342.86</b>		<b>342.86</b>

4. Bank Reconciliation November / December 2021 (See Attached Report)

5. Quarterly Report 3<sup>rd</sup> Quarter 2021/22 (See Attached Report)

11. 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>

1. Application no: 21/01337/FULHH Case Officer: Chris Smith - 01257 515223  
Ward: Clayton East, Brindle And Hoghton Proposal: Single storey side/rear extension

Location: 47 Clover Field, Clayton-Le-Woods, Chorley, PR6 7RU

Can't see any reason to object but there is one neighbour objection about roof height (has to be higher because it is pitched, not flat) and overshadowing back garden.

2. Application no: 21/01357/FULHH Case Officer: Eleanor McCleary - 01257 515176  
Ward: Clayton West And Cuerden Proposal: Single storey rear extension

Location: 2 Kielder Gardens, Clayton-Le-Woods, Leyland, PR25 5AB

Validated Mon 22 Nov 2021 Determination Deadline Mon 27 Jan 2022

One of the new houses on the estate off Wigan Road. This appears to be filling in the side return at the back, no neighbour objections.

3. Application no: 21/01403/FULHH Case Officer: Eleanor McCleary - 01257 515176  
Ward: Clayton East, Brindle And Hoghton Proposal: Single storey rear/side extension (following demolition of existing conservatory)

Location: 4 Reedfield, Bamber Bridge, Preston, PR5 8HT

Validated Fri 03 Dec 2021 Determination Deadline Fri 28 Jan 2022

This is a substantial extension but can't see any reason to object as it doesn't impinge on any neighbouring property. No neighbour objections.



CLW PC AGENDA

4. Application no: 21/01429/TPO Case Officer: Bill Whisker - 01257 515642  
Ward: Clayton East, Brindle And Hoghton Proposal: Application for works to protected trees - Chorley BC TPO 1 (Clayton-le-Woods) 1984: T1 and T2 Oaks - Lateral reduction of branches overhanging 123 and 125 Maypark with all pruning cuts to be less than 200mm diameter.

Location: 125 Maypark, Bamber Bridge, Preston, PR5 8JE

Validated Wed 15 Dec 2021 Determination Deadline Wed 09 Feb 2022

Bill Whisker is dealing with this. Crown reduction of overhanging branches.

5. Application no: 21/01419/FUL Case Officer: Chris Smith - 01257 515223  
Ward: Clayton West And Cuerden Proposal: Section 73 application to vary condition no. 3 (approved plans) of planning permission ref: 21/00991/FULHH (Erection of a single storey front, side (following demolition of garage) and rear extension and alterations to fenestration) to increase the depth of the extension and addition of pitched roof over side element of extension

Location: 10 Bay Tree Road, Clayton-Le-Woods, Chorley, PR6 7JW

Validated Wed 08 Dec 2021 Determination Deadline Wed 02 Feb 2022

This property already has permission for an extension, the alterations are to level out the side extension with the rear extension and put a pitched roof on the side. No objections on file.

6. Application no: 21/01435/TPO Case Officer: Bill Whisker - 01257 515642  
Ward: Clayton West And Cuerden Proposal: Application for works to a protected tree - Chorley BC TPO 6 (Clayton-le-Woods) 2007: T7 Willow - Prune back to old pollard points.

Location: 78 Lancaster Lane, Clayton-Le-Woods, Leyland, PR25 5SP

Validated Thur 16 Dec 2021 Determination Deadline Thur 10 Feb 2022

Bill Whisker is dealing with this one. The applicant wants to prune it back to the size it was in 2007 when the TPO was put on.

7. Application no. 21/01396/FULHH\_ Case Officer Eleanor McCleary – 01257 515176 Ward Clayton West And Cuerden Proposal Rear dormer and single storey rear extension (following demolition of existing conservatory)

Location 1 Caton Drive Clayton-Le-Woods Leyland PR25 5SU

Validated Thur 02 Dec 2021 Determination Deadline Thur 27 Jan 2022

This is a bungalow with a rear extension to provide more ground floor space and the dormer is to provide two bedrooms and bathroom in the loft. No neighbour objections.

8. Application no. 21/01442/FULHH Case Officer Mrs Hannah Roper - 01257 515230 Ward Clayton East, Brindle And Hoghton Proposal Single storey rear and side extension

Location 506 Preston Road Clayton-Le-Woods Chorley PR6 7JB

Validated Wed 15 Dec 2021 Determination Deadline Wed 09 Feb 2022

This extension is single storey to provide an orangery and utility and WC. No neighbour objections.



## CLW PC AGENDA

9. Application no. 21/01455/FULHH Case Officer Mrs Hannah Roper - 01257 515230 Ward Clayton West And Cuerden  
Proposal Single storey front extension  
Location 1 Dahlia Close Clayton-Le-Woods Leyland PR25 5TF  
Validated Fri 12 Dec 2021 Determination Deadline Fri 11 Feb 2022

**Very small front extension to fill in the side return, extend the lounge and create a porch. No neighbour objections.**

10. Application no: 22/00001/FULHH Case Officer: Mrs Hannah Roper - 01257 515230 Ward: Clayton East, Brindle And Hoghton Proposal: Boundary treatment to side elevation of the property, 1.98m in height, consisting of concrete posts, concrete gravel boards, and wooden panel fence Location: 29 Hunts Field, Clayton-Le-Woods, Chorley, PR6 7TT

### 12. Reports

1. Publication and Distribution of the Newsletter 2021
2. Report on Christmas Light Switch On Saturday 27<sup>th</sup> November 2021 (Clerk/Cllr S Edwards-Williams)
3. Report on OAP Christmas Meal on 6<sup>th</sup> / 7<sup>th</sup> December 2021 (Chairman)
4. Summer Fair 2022 – Update and Setting up of WG (Cllr M Clifford)
5. Planning Report December 2021/January 2022

### 13. Correspondence

1. Request for Funding Following Holiday Hunger Project (£900 in 2021/22 Budget)
2. Platinum Jubilee Beacon Trail 2022 – Sign post War Memorial Committee

### 14. Date for Next Meeting

The next full parish council meeting is proposed to be held on Monday 21<sup>st</sup> February 2022 at 7.30pm at Clayton Brook Village Hall.

### Committee Meeting /WG Schedule

- Finance Committee Meeting 27<sup>th</sup> January 2022 at 7.0pm via Zoom
- Environment Committee (Date to be Tabled by Cllr Mark Clifford)
- Communications Committee Meeting (Date to be Tabled by Cllr Peter Gabbott)
- Summer Fair Working Group (Initial Meeting Date to be Tabled by Cllr Mark Clifford)