

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE ORDINARY PARISH MEETING
HELD ON MONDAY 17th MARCH 2025 AT 7.30PM
AT THE PARISH COUNCIL COMMUNITY MEETING ROOM/OFFICE
AT 239A PRESTON ROAD, CLAYTON-LE-WOODS, CHORLEY**

PRESENT: Councillor Mr M Clifford (Acting Chairman)
Councillor Ms I Amahwe
Councillor Mr D Cook
Councillor Mr A Halliday
Councillor Mr N Whitham (5)

In Attendance: Mrs TD Morris (Clerk/Responsible Financial Officer)

Members of the Public: Cllr M Brown

WELCOME

The Vice Chairman opened the meeting and welcomed all who were in attendance.

8909 APOLOGIES

Apologies were received and accepted for Councillors Mrs B Ward-Smith, Mrs G Ormston, D Clough and S Maddock (4)

8910 DECLARATION OF INTEREST

Councillor M Clifford as Member of Lancashire Combined Fire Authority, County Councillor for Clayton with Whittle, Chorley Councillor with Responsibility for Open Spaces and Member of the Licensing Committee and Director of Cuerden Valley Trust. Councillor Mr N Whitham Chorley Councillor and Member of the Planning Committee.

8911 CO-OPTION VOTE FOR COUNCILLOR VACANCY WEST WARD

Councillor M Brown was interviewed for the role of Parish Councillor in the West Ward.

Councillor M Brown left the meeting during the voting process.

A vote was held and unanimously it was RESOLVED that Cllr M Brown be co-opted to the role of Parish Councillor West Ward.

Once Councillor M Brown returned to the meeting she was informed of

ACTION

Chairman's Signature.....



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the decision by the Acting Chairman.

It was requested that The Clerk make the necessary arrangements to confirm the co-option.

Clerk

8912 PUBLIC PARTICIPATION

None was indicated.

8913 TO APPROVE THE MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 17th FEBRUARY 2025

It was RESOLVED to approve the minutes of the Ordinary Meeting held on Monday 17th February 2025 which was duly signed by the Acting Chairman.

8914 MATTERS ARISING (CLERK'S REPORT)

1. Admin Vacancy/Temp Cover Update

The Clerk informed the meeting that little progress had been made at this point. Cllr I Amahwe had offered to look at the job descriptions which needed revision and the Clerk would then make comments in readiness for the final job description to be ready for advertising.

Cllr IA/
Clerk

As for temporary cover the Clerks attempts had not worked out as planned at the present time. It was hoped that cover would be found in the near future.

Clerk

2. Summer Fair

The Members were informed that Cllr M Clifford had begun the process of booking the necessary equipment acts and traders in readiness for the Summer Fair 2025. It was hoped to have a great event as in previous years. The date of the Summer Fair was confirmed as Saturday 21st June 2025.

The Clerk wished to personally thank Cllr Clifford for all his hard work and determination to get the Summer Fair preparations back on track. It was planned that Cllr Clifford would continue to work on the preparations.

Cllr MC

3. SPID Relocation on Preston Road

It was noted that the neighbouring Council had placed 2 SPID cameras a matter of yards from the location of the current

Chairman's Signature.....



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Clayton PC SPID.

There was a discussion regarding the possible relocation of the SPID.

It was agreed that Cllr M Clifford would find out the accident hotspots within the Parish which were not covered by the current SPID locations and bring back proposals to the Members in due course.

Cllr MC

8915 ADOPTION OF HABITUAL AND/OR VEXATIOUS POLICY

The proposal was to have in place an official policy to address repeated queries and potentially vexatious correspondence and emails.

Two policies were tabled for scrutiny by the Council.

After due discussion it was RESOLVED to adopt a vexatious policy and delegate the finer details to the Management Committee and the Clerk.

Mgt/Clerk

8916 ANNUAL BASKET DISPLAY 2025

After due consideration the Parish Council RESOLVED to approve the budgetary spend of some £7,000 on the annual Summer hanging basket display.

Clerk

8917 REQUEST FROM WHITTLE-LE-WOODS PC FOR CLERK TO REMAIN ON WAR MEMORIAL COMMITTEE 2025/26

After due discussion it was agreed that the Clerk would continue in the role of Clerk to the War Memorial Committee until the return of the Whittle PC Clerk from illness.

Clerk

8918 AUDIT 2024/25

1. To appoint Mr Alan Platt as the Internal Auditor with Fee £150.00

It was RESOLVED to appoint Mr Alan Platt as the Internal Auditor for 2024/25

It was requested that the Clerk liaise with the Internal Auditor in the normal way.

2. To Review the Annual Risk Assessment 2024/25

The Members requested that the Medium Risk item within the

Chairman's Signature.....



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report be actioned as soon as is practicable.

3. To Approve the Asset Register for 2024/25

The Asset Register was noted and would be sent on to the Insurance company in the normal way.

89 ACCOUNTS FOR PAYMENT

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

1.Payments March 2025

12 March 2025 (2024-2025)

PAYMENTS LIST

Vouch	Bank		Cheque No	Description	Supplier		VAT	Total
306	Virgin Money		Christmas Tree Installati	T & JM Stafford anc	S	750.00	150.00	900.00
292	Natwest Bank	D/D	Website/Email Managem	Easy Websites	S	66.00	13.20	79.20
293	Virgin Money	S/O	Salary	Employee 01	E	1,722.67		1,722.67
295	Natwest Bank	D/D	Phones/Broadband	O2	S	36.36	7.27	43.63
297	Virgin Money	S/O	Rent/Room Hire	Red Rose Storage L	S	69.33	13.87	83.20
296	Virgin Money	S/O	Salary	Lengthsmen ME	E	384.00		384.00
294	Natwest Bank	D/D	Pension	LCC Pension Employ	E	899.66		899.66
298	Virgin Money	D/D	Phones/Broadband	Three Business Ser	S	7.50	1.50	9.00
300	Virgin Money	D/D	Phones/Broadband	BT	S	49.59	9.92	59.51
305	Virgin Money		Office Cleaning	Gillian Lloyd	Z	72.00		72.00
302		B/T	CLWBG Monthl	Aquarius	X	£49		49.00
304	Virgin Money		Salary	Employee	Z	240.00		240.00
301	Virgin Money	S/O	Salary	Lengthsmen CD	X	96.00		96.00
303	Virgin Money		CLW Bowling Green Main	Kevin Bond	Z	118.33		118.33
299	Virgin Money	VOID	Grass Cutting/Open Spa	Envirocare Mainteni	S			
Total						4,560.44	195.76	4,756.20

The following receipts were noted:

2.Receipts February 2025

12 March 2025 (2024-2025)

RECEIPTS LIST

Vouch e	Bank		Descrip tion	Supplier		Net	Total
78	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	21.35	21.35
79	Virgin Money		Rent/Room Hire	Hope and Mallows	Z	160.00	160.00
Total						181.35	181.35

Chairman's Signature.....



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8916 PLANNING APPLICATIONS

1.Application no: 25/00178/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton East, Brindle And Hoghton Proposal: First floor extension above existing single storey side extension Location: 40 Seven Acres, Bamber Bridge, Preston, PR5 8HA

2.Application no: 25/00170/PDP Case Officer: Mrs Hannah Roper - 01257 515230 Ward: Clayton West And Cuerden Proposal: Prior approval application under Schedule 2, Part 1, Class AA of The Town and Country Planning (General Permitted Development) (England) Order 2015 for the enlargement of a dwellinghouse by the addition of 1no. additional storey 9.56m high to the ridge Location: 76 Spring Meadow, Clayton-le-Woods, Leyland, PR25 5LX

3.Application no: 25/00166/FUL Case Officer: Mr Iain Crossland - 01257 515903 Ward: Clayton West And Cuerden Proposal: Section 73 application to vary condition 3 (approved plans) attached to planning permission 24/00658/FUL (Section 73 application to vary condition 3 (approved plans) attached to planning permission 23/00564/FUL (Application for technical details consent for the erection of four dwellings pursuant to permission in principle 22/00765/PIP) to alter house types and confirm a phased self build development) in order to amend the house type at plot 3. Location: Land Opposite Hampton Grove, Wigan Road, Clayton-le-Woods.

4.Application no: 25/00201/FUL Case Officer: Simon Lems Ward: Clayton West and Cuerden Proposal Two storey side extension and part two storey part single storey rear extension (Following demolition of existing conservatory) Location 6 Lords Croft Clayton-le-Woods PR6 7TP

5.Application no: 25/00225 Proposal: 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 Location: Land Bounded By Parkhurst Avenue East Of Wigan Road Clayton-le-Woods

8917 CORRESPONDENCE

Emails

A number of emails were discussed and it was agreed that the Clerk would respond to the residents as soon as was practicable.

Chairman's Signature.....



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8918 DATE OF NEXT MEETINGS

1.The next full parish council meeting is scheduled to be held on Monday 14th April 2025 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

2.The Annual Parish Council meeting is scheduled to be held on Monday 14th April 2025 at 7.00pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

Chairman's Signature.....